

*FIPSeD Registration Web Site*

-

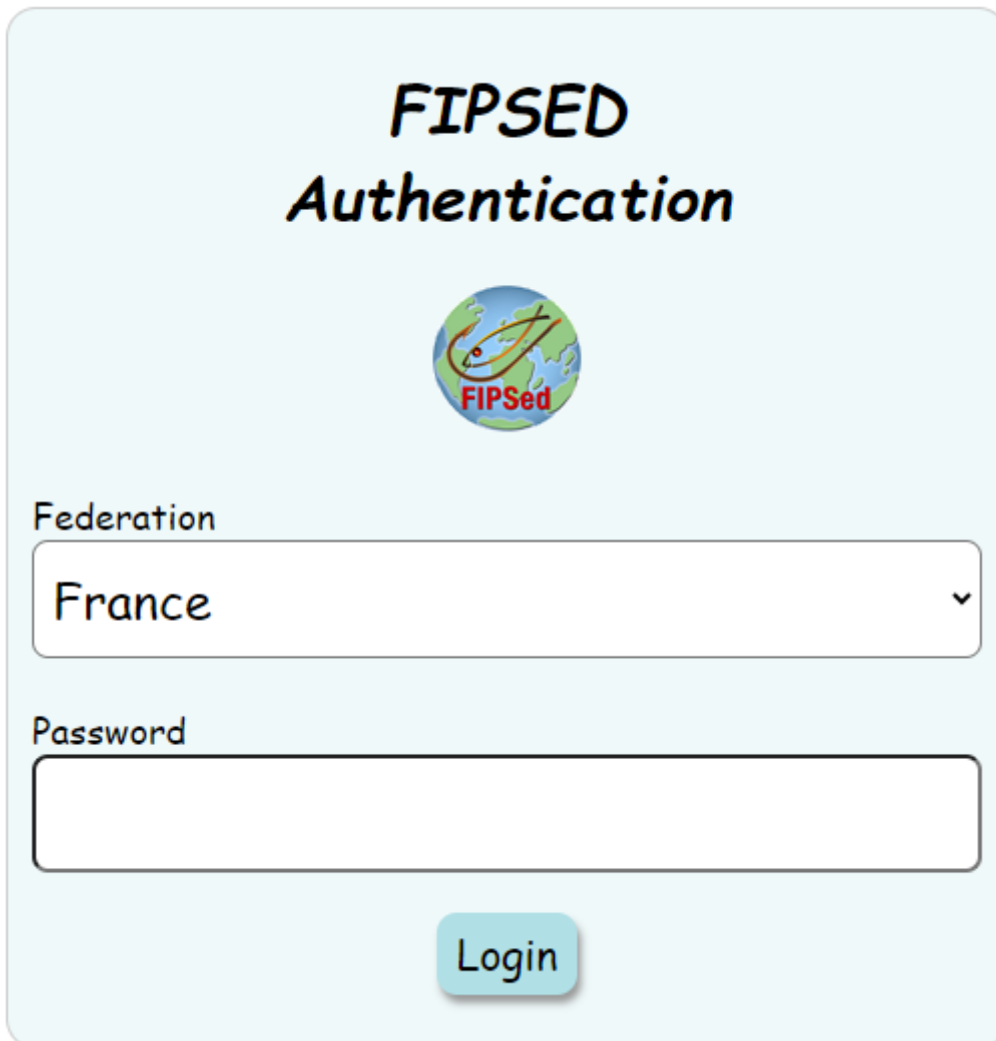
*User Manual*

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## AUTHENTICATION

To reach the FIPSeD Registration Web Site type the following address in your web browser: “<https://www.fips-ed.org>”. You will reach the authentication page shown in Figure 1.



The image shows a web form for FIPSeD authentication. At the top, the text "FIPSED Authentication" is displayed in a large, bold, black font. Below this is a circular logo featuring a globe with a stylized red and blue path, and the text "FIPSeD" in red. The form contains two input fields: a dropdown menu labeled "Federation" with "France" selected, and a text input field labeled "Password". A blue "Login" button is positioned at the bottom center of the form.

Figure 1

To log in to the web site select your federation and type the password given to you by the FIPSeD manager.

# EVENT FOR NATION EXAMPLE

## Event selection

Once logged in, the main page of the site is displayed (Figure 2).

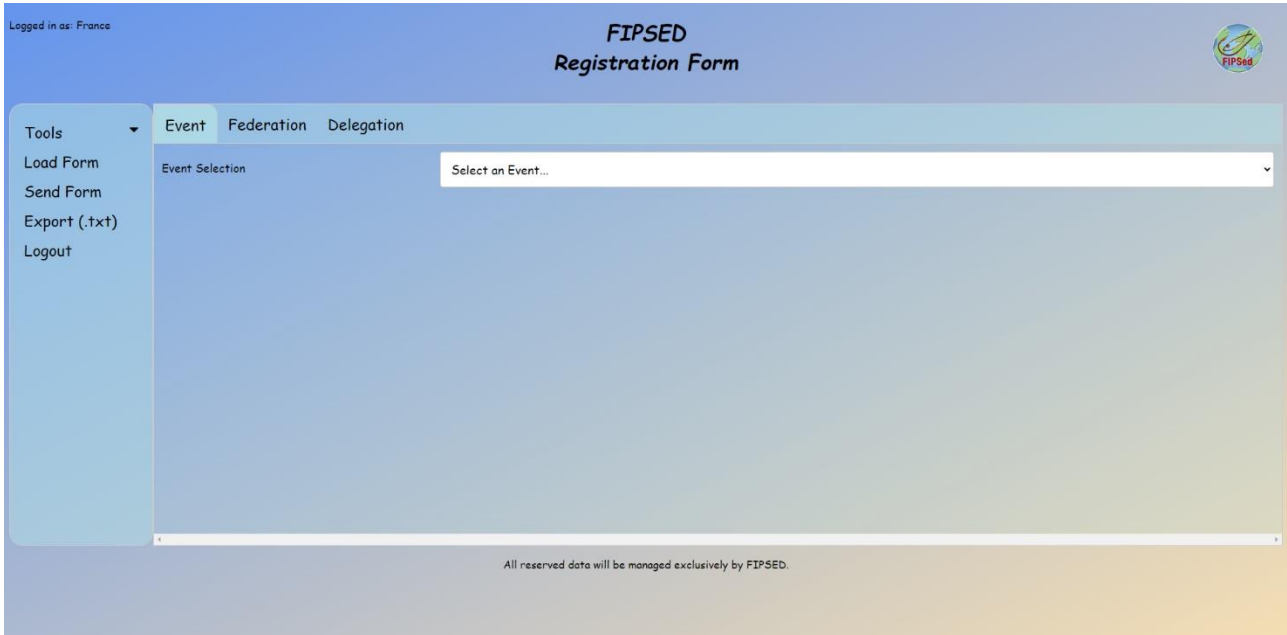


Figure 2

In the upper left part of the screen the name of the logged in federation is indicated.

The first step to compile the registration form is the event selection. The user can select one of the event generated by the FIPSED manager by using the "Select an Event..." drop down menu present in the "Event" page (Figure 3).

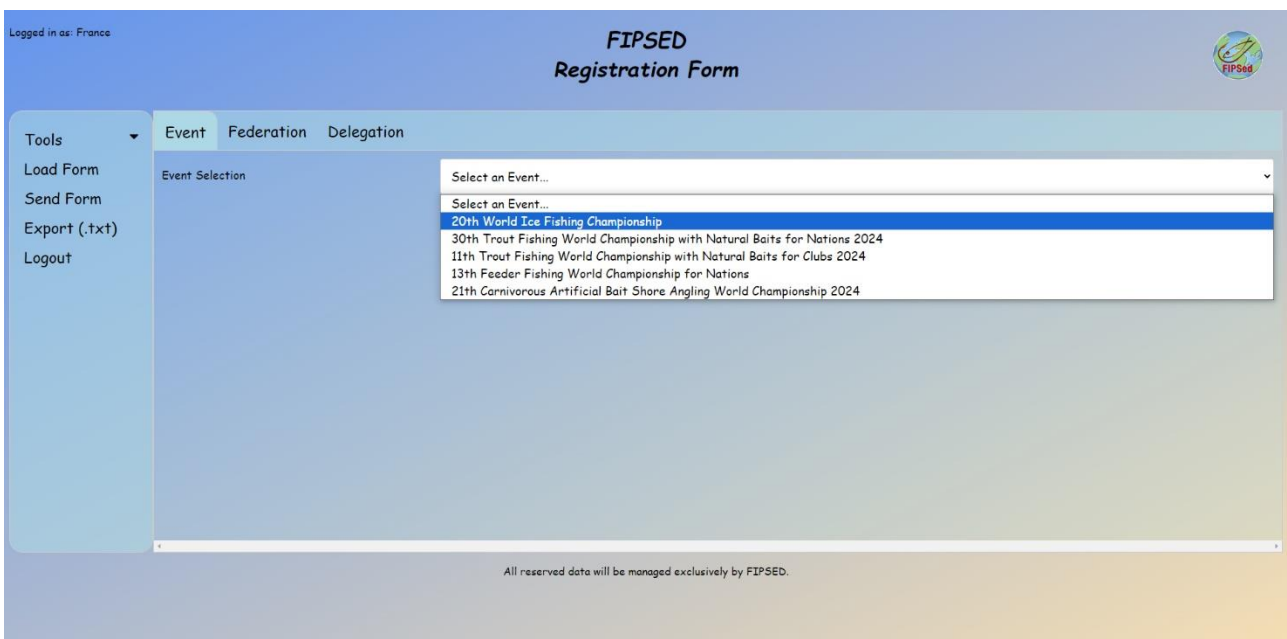
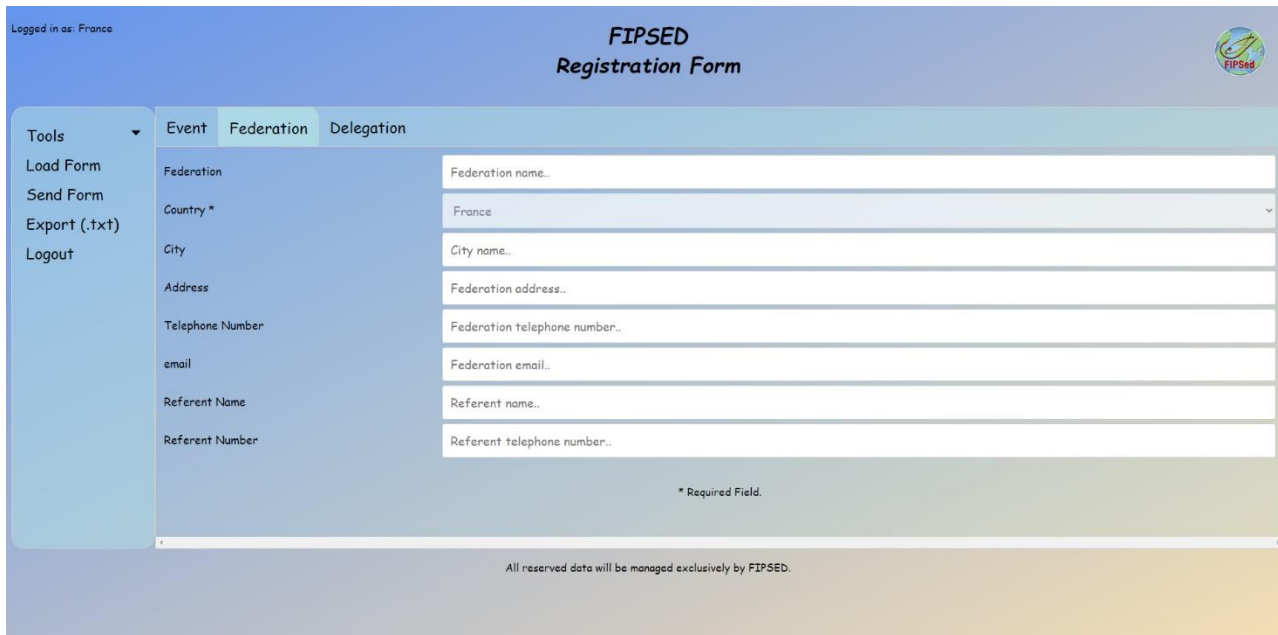


Figure 3

## Federation Page

After the event selection the user should go to the “Federation” page to compile/check the federation information (Figure 4).

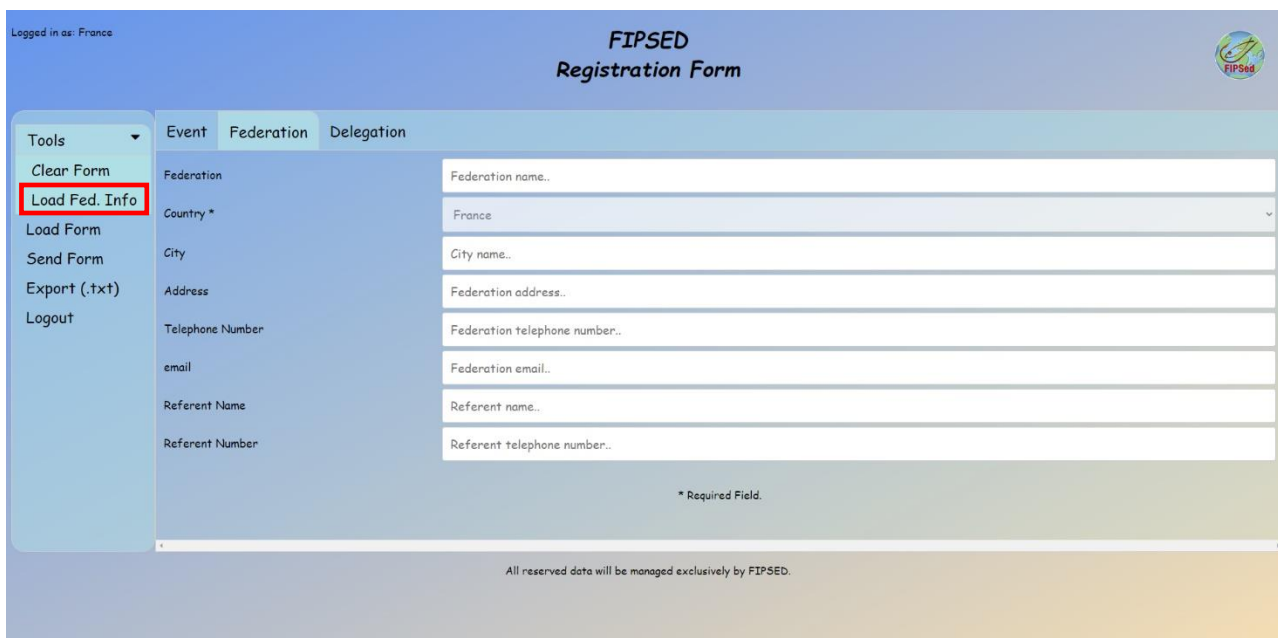


The screenshot shows the 'FIPSED Registration Form' interface. At the top left, it says 'Logged in as: France'. The title 'FIPSED Registration Form' is centered at the top. On the right, there is a circular logo with the text 'FIPSED'. Below the title, there are three tabs: 'Event', 'Federation', and 'Delegation'. The 'Federation' tab is selected. On the left side, there is a 'Tools' dropdown menu with options: 'Load Form', 'Send Form', 'Export (.txt)', and 'Logout'. The main form area contains several input fields: 'Federation name..', 'Country \*' (with 'France' selected), 'City name..', 'Federation address..', 'Federation telephone number..', 'Federation email..', 'Referent name..', and 'Referent telephone number..'. A note '\* Required Field.' is displayed below the fields. At the bottom, a footer states 'All reserved data will be managed exclusively by FIPSED.'

Figure 4

It isn't necessary to enter the information of this page every time a registration form is compiled for a new event; the user should recover the information currently saved on the FIPSED server to check for errors and fix them or to insert missing useful information.

To retrieve the federation information from the server the user has to open the *Tool* section of the side bar menu and press the *Load Fed. Info* button (Figure 5).



This screenshot is identical to Figure 4, showing the 'FIPSED Registration Form' with the 'Federation' tab selected. The 'Tools' dropdown menu is expanded, and the 'Load Fed. Info' option is highlighted with a red rectangular box. The rest of the form and interface elements are the same as in Figure 4.

Figure 5

## Delegation Page

To complete the registration process the user has to go to the “Delegation” page (Figure 6).

Logged in as: France

FIPSED  
Registration Form

Tools

- Load Form
- Send Form
- Export (.txt)
- Logout

Event Federation Delegation

Delegation	Last Name	First Name	Date of Birth	email Address	Sex	Nation	Team	DB Code
Angler						France		
Angler						France		
Angler						France		
Angler						France		
Angler						France		
Angler						France		
Captain						France		
Delegate						France		
Captain 2						France		

All reserved data will be managed exclusively by FIPSED.

Figure 6

The delegation table contains the main information useful for the registration. For each event the FIPSED manager set a default number of rows, each with a specific qualification. The default layout shows the user the suggested registration composition for the selected event; if necessary this layout can be modified (see next chapters).

Each row of the registration table can be modified by pressing the “Edit” button placed at its left (Figure 7).



Figure 7

Once pressed the “Edit” button the registration form of Figure 8 is displayed.

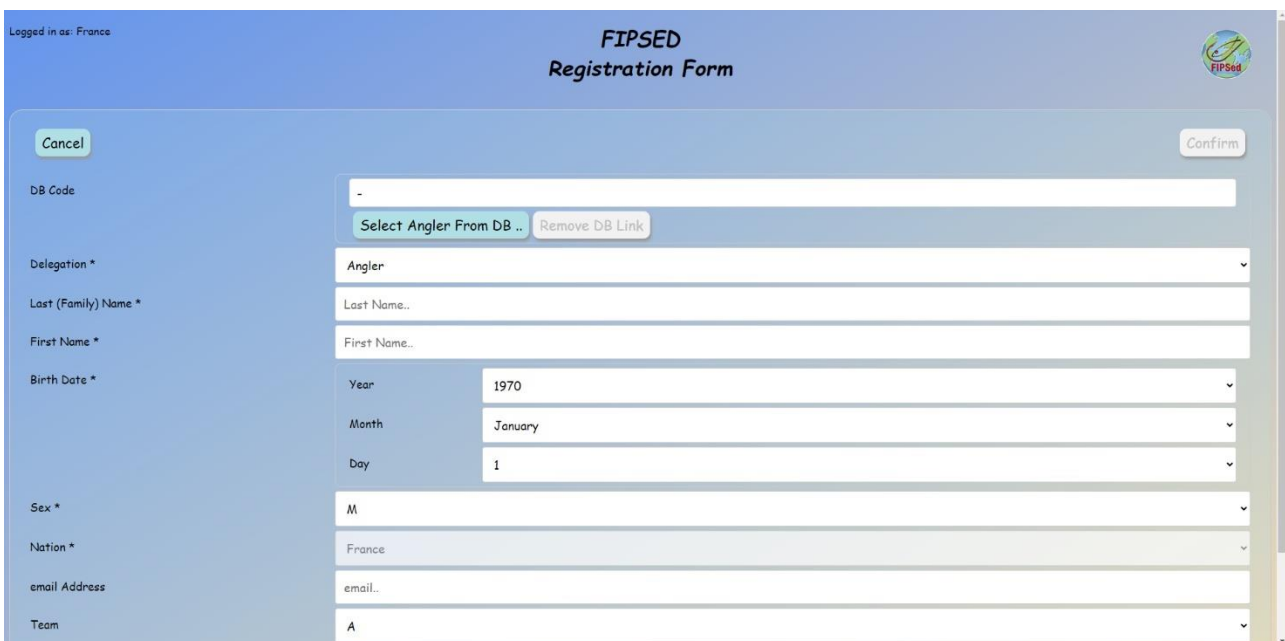


Figure 8

Required fields are marked with an asterisk (\*). Until all the required fields have been filled in, the confirmation button (located at the top right) remains disabled.

Before manually filling out the form, the user should check whether the profile of the person who needs to be registered already exists in the FIPSED database. To access the database the user has to press the “Select Angler from DB ..” button (Figure 8); the screen of Figure 9 is displayed.

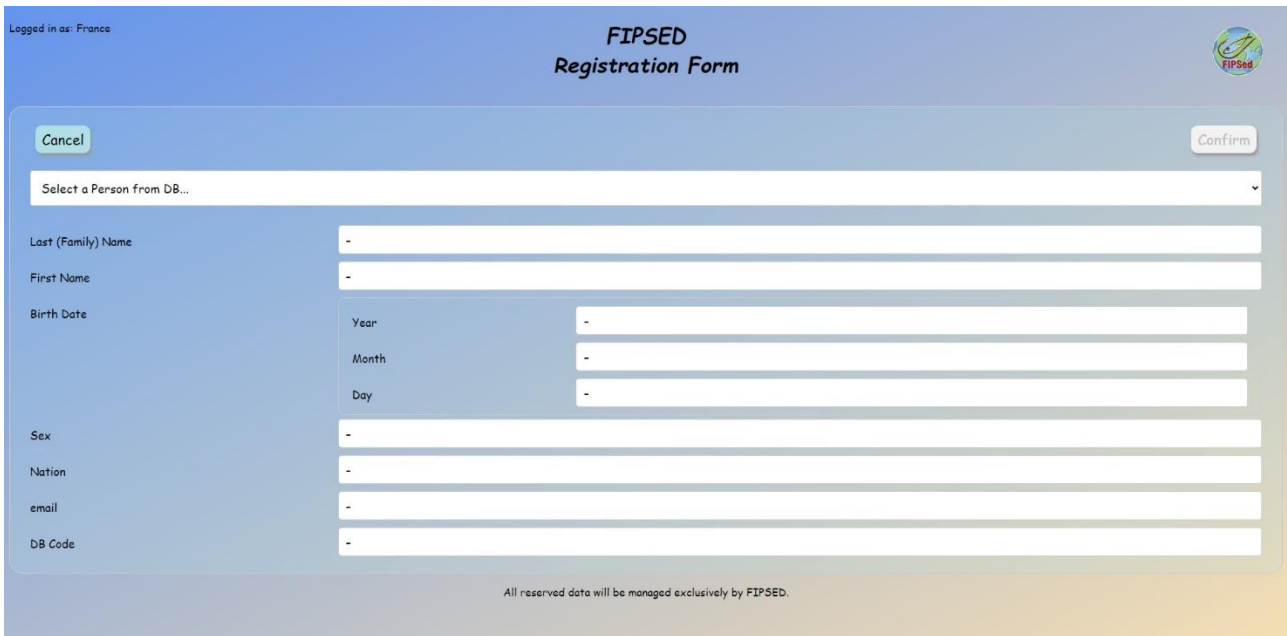


Figure 9

The “*Select a Person from DB...*” drop down menu should be used to perform the person’s research (typing the first letters of the surname may help the user to quickly complete the research).

Once the user has found and selected the person he was looking for, the fields below the drop down menu are filled (Figure 10, the information in these fields are useful only for consultation purposes, they can’t be modified in this page).

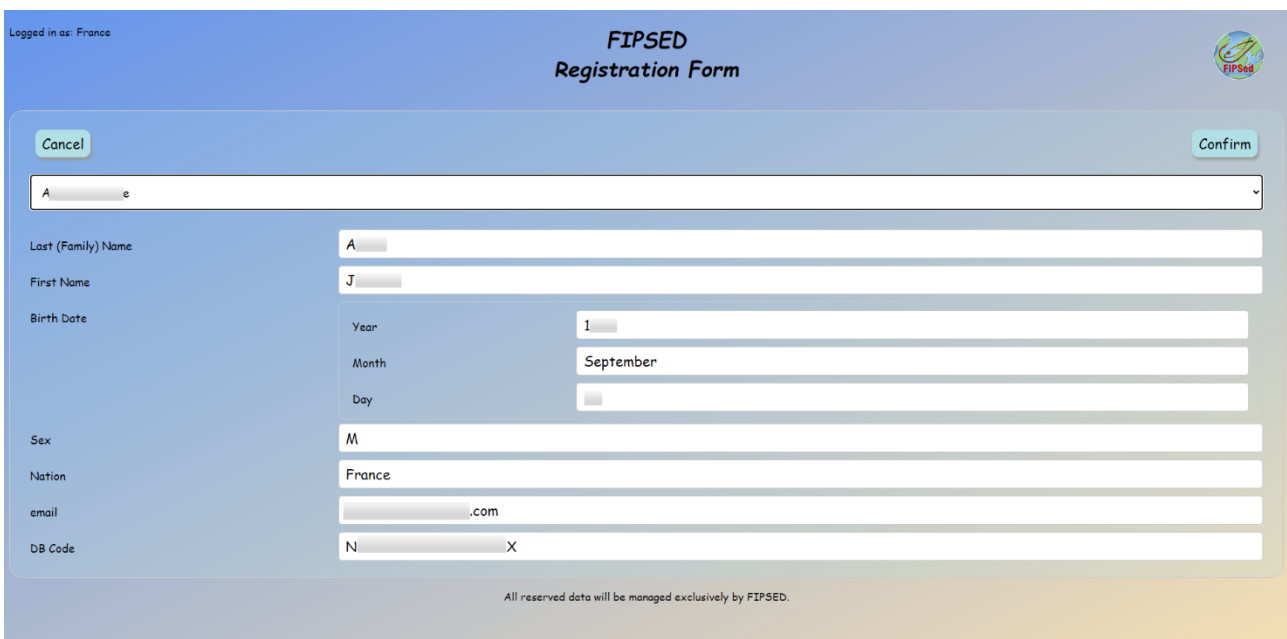


Figure 10

If the person the user was looking for is not present in the database, the “*Cancel*” button placed at the top right of the screen can be pressed to abort the selection from the database and come back to previous screen (Figure 8); otherwise the selection can be confirmed by pressing the “*Confirm*” button placed at the top right of the screen (note that this button remains disabled until any person has been selected from the database, Figure 9 and Figure 10).



After the confirmation of the selection from the FIPSeD database, the registration form is automatically filled with the retrieved information (Figure 11).

The screenshot shows the 'FIPSeD Registration Form' interface. At the top left, it says 'Logged in as: France'. The title 'FIPSeD Registration Form' is centered at the top. On the right, there is a logo for FIPSeD. The form contains several fields and buttons:

- Cancel** button (top left)
- Confirm** button (top right)
- DB Code**: A text input field containing 'N' and 'X', with a 'Select Angler From DB ..' button and a 'Remove DB Link' button below it.
- Delegation \***: A dropdown menu showing 'Angler'.
- Last (Family) Name \***: A text input field containing 'A'.
- First Name \***: A text input field containing 'e'.
- Birth Date \***: A date picker with 'Year' set to '1', 'Month' set to 'September', and 'Day' set to an empty field.
- Sex \***: A dropdown menu showing 'M'.
- Nation \***: A dropdown menu showing 'France'.
- email Address**: A text input field containing '.com'.
- Team**: A dropdown menu showing 'A'.

Figure 11

The user can modify/insert eventual wrong/missing information. Note that the “DB Code” field is now filled; this code links the registration form of the selected person to an existent record of the FIPSeD database and all the information inserted/modified by the user will be written in this database record.

The “Remove DB Link” button is now enabled and can be used by the user to remove the link mentioned above. This button should only be used in case of selection errors, otherwise more than one record referring to the same person risks to be generated in the database.

Once the registration form (Figure 11) is correctly compiled the user can press the “Confirm” button (on the top right) to confirm it (or press the “Cancel” button, on the top left, to discard it). The information inserted in the registration form, after user confirmation, are reported in the registration table of the “Delegation” page at the row originally selected by the user (Figure 12).

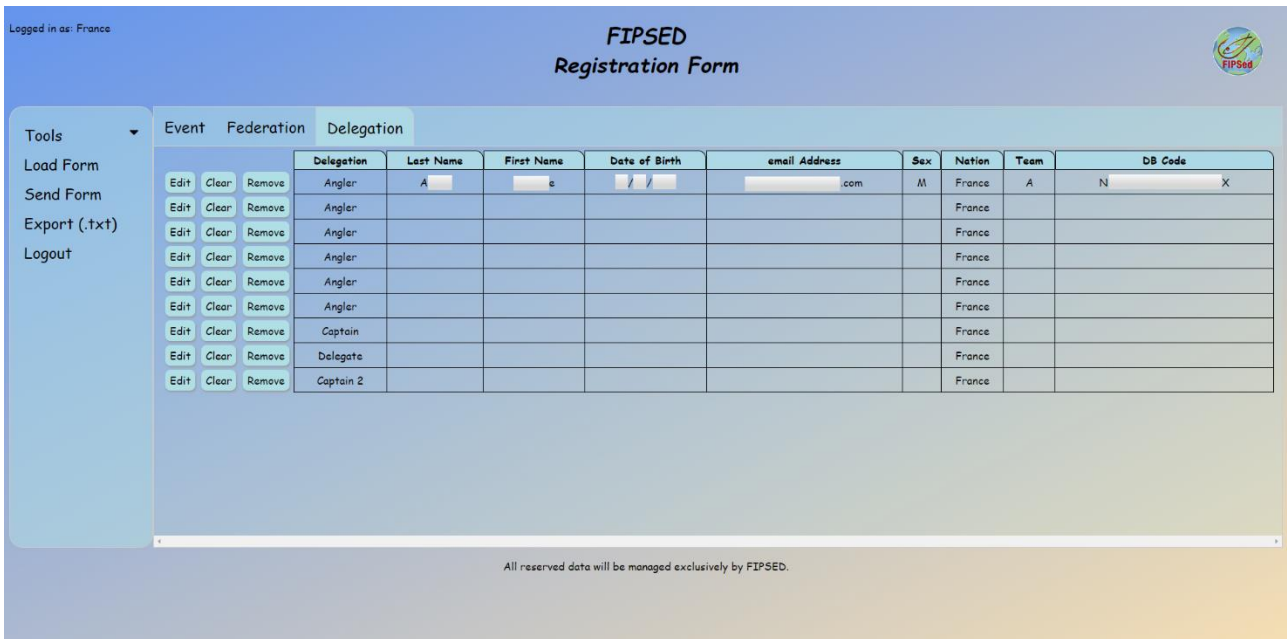


Figure 12

The “Clear” button present at the left of each row of the registration table (Figure 13) can be used to clear the information of the related row.

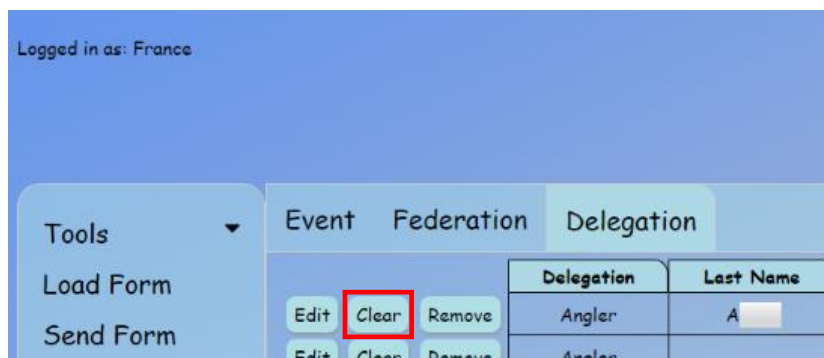


Figure 13

The “Remove” button present at the left of each row of the registration table (Figure 14) can be used to remove the entire row from the table.

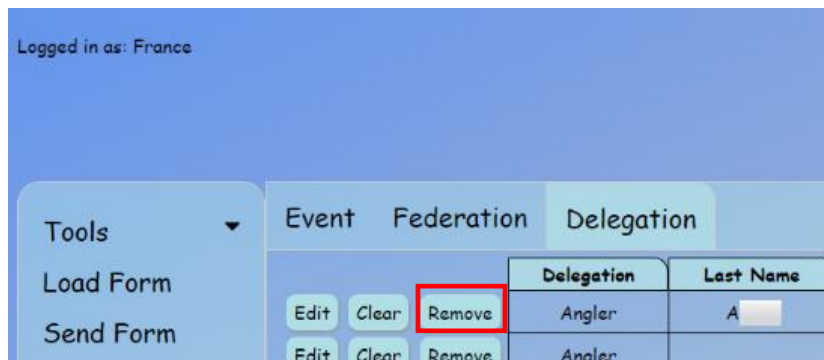


Figure 14

If necessary the user can use the “Add Row” button of the “Tools” section of the sidebar menu (Figure 15) to add a new row to the registration table.



Figure 15

When all the needed registrations have been inserted the user can send the whole registration form to FIPSED server by pressing the “Send Form” button in the sidebar menu (Figure 16).

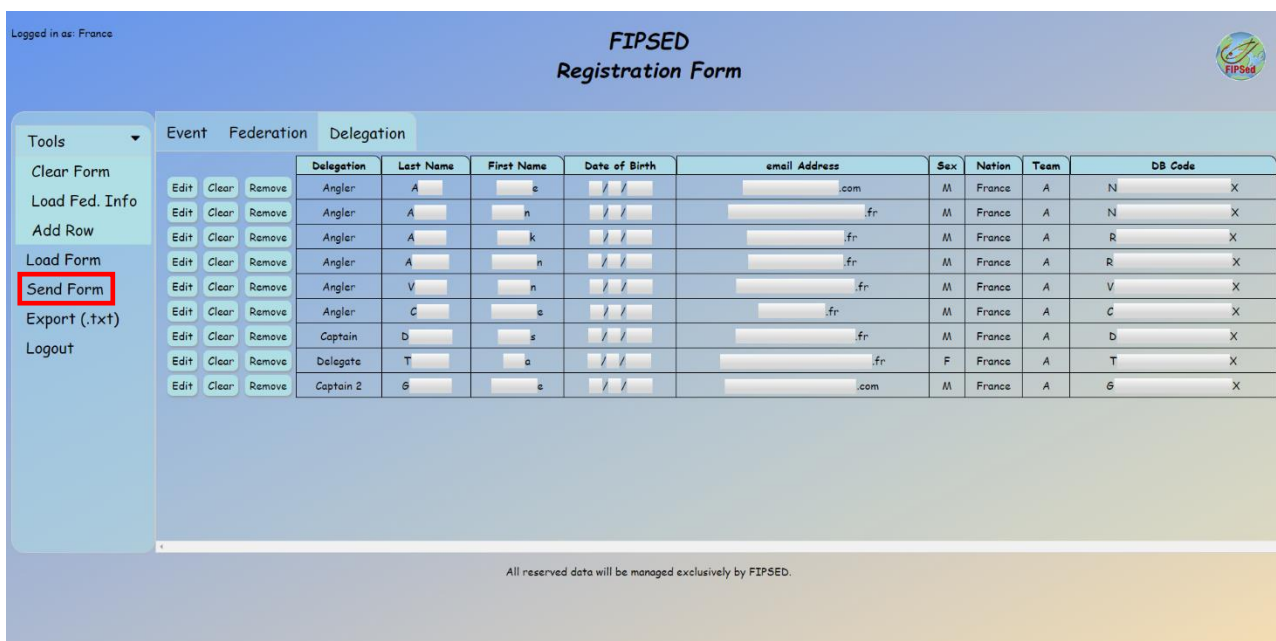


Figure 16

By sending the registration form to the server any previous registration form sent by the current federation (for the selected event) will be overwritten on the server (a warning message is displayed when the “Send Form” button is pressed).

If the user, in second moment, need to modify/update a registration form previously sent to the FIPSED server he can access again the FIPSED registration web site whit the federation password, select the event in the “Event” page (Figure 3), and press the “Load Form” button in the sidebar menu (Figure 17).

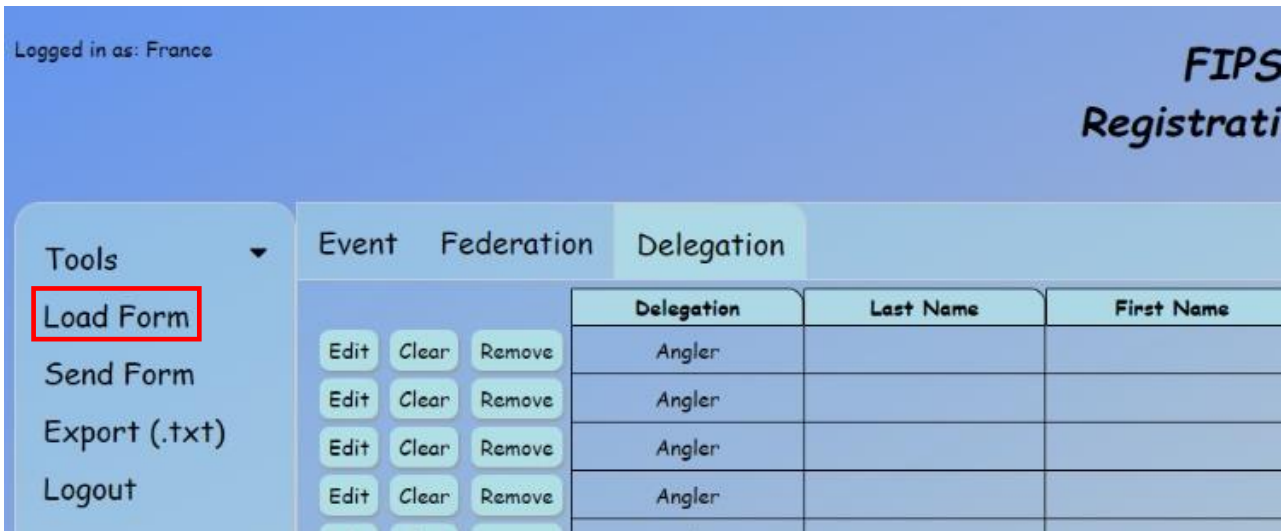


Figure 17

To quickly clear all the fields of the registration table (and “Federation” page) the user can press the “Clear Form” button of the “Tools” section of the sidebar menu (Figure 18).



Figure 18

# EVENT FOR CLUB EXAMPLE

## Event selection

Once logged in, the main page of the site is displayed (Figure 19).

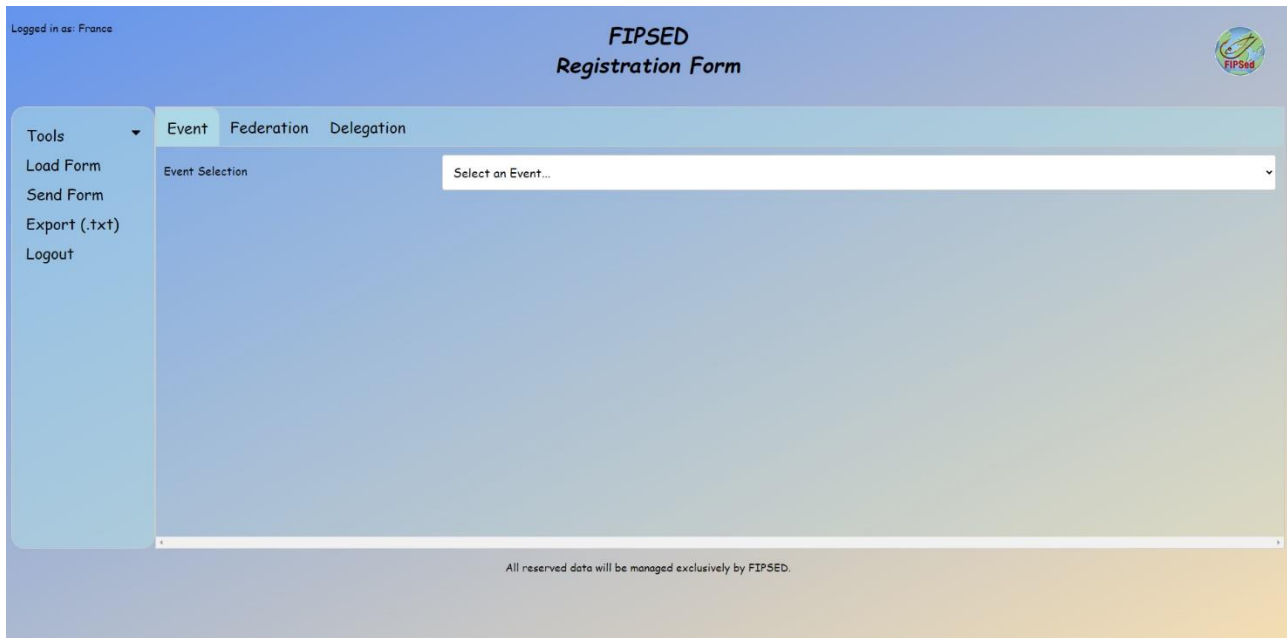


Figure 19

In the upper left part of the screen the name of the logged in federation is indicated.

The first step to compile the registration form is the event selection. The user can select one of the event generated by the FIPSED manager by using the "Select an Event..." drop down menu present in the "Event" page (Figure 20).

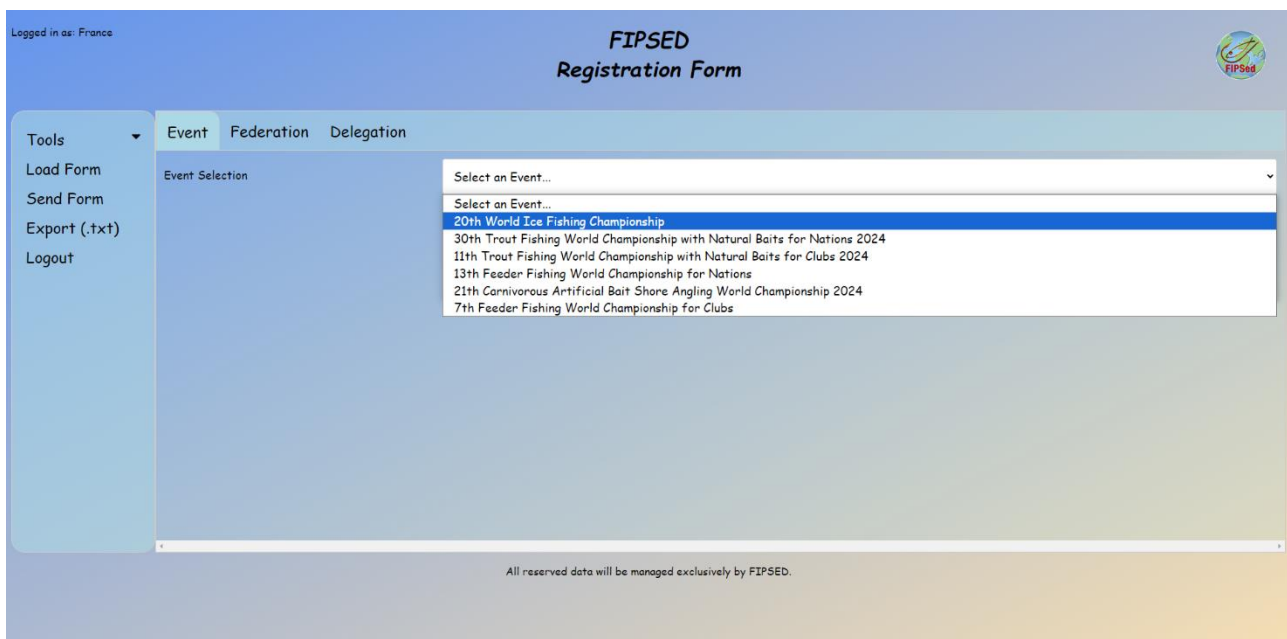


Figure 20

When an event for club is selected the “*Club Registration Selection*” drop down menu is shown (Figure 21); this menu lists the clubs of the current logged federation that already have a registration form saved on the server for the selected event; the user has to use this menu when an existent registration form has to be updated.

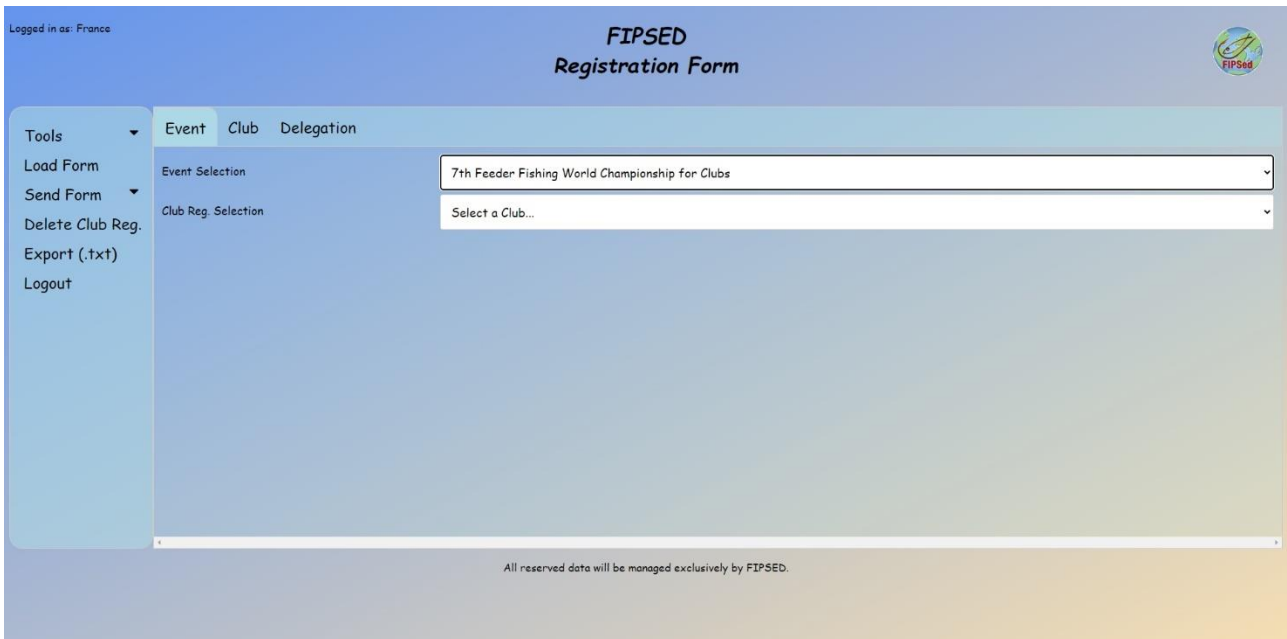
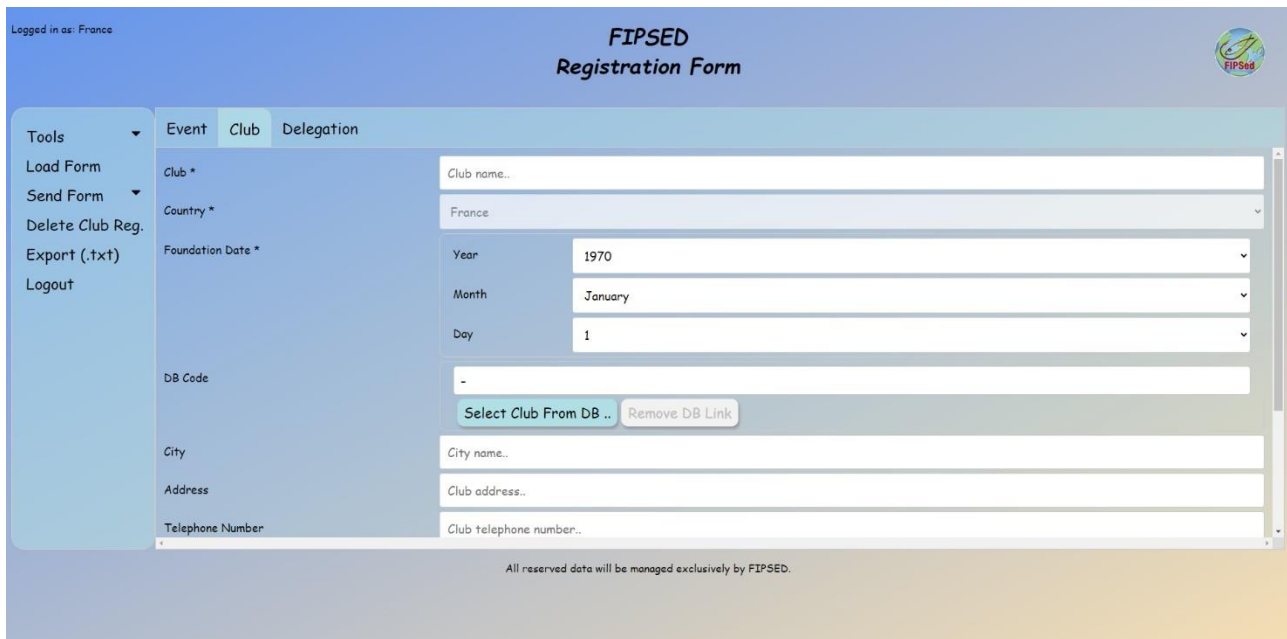


Figure 21

## Club Page

After the event selection the user must go to the “Club” page to insert the information of the club that has to be registered (Figure 22 and Figure 23).



Logged in as: France

**FIPSED**  
Registration Form

Tools

- Load Form
- Send Form
- Delete Club Reg.
- Export (.txt)
- Logout

Event Club Delegation

Club \* Club name..

Country \* France

Foundation Date \*  
Year 1970  
Month January  
Day 1

DB Code -  
Select Club From DB .. Remove DB Link

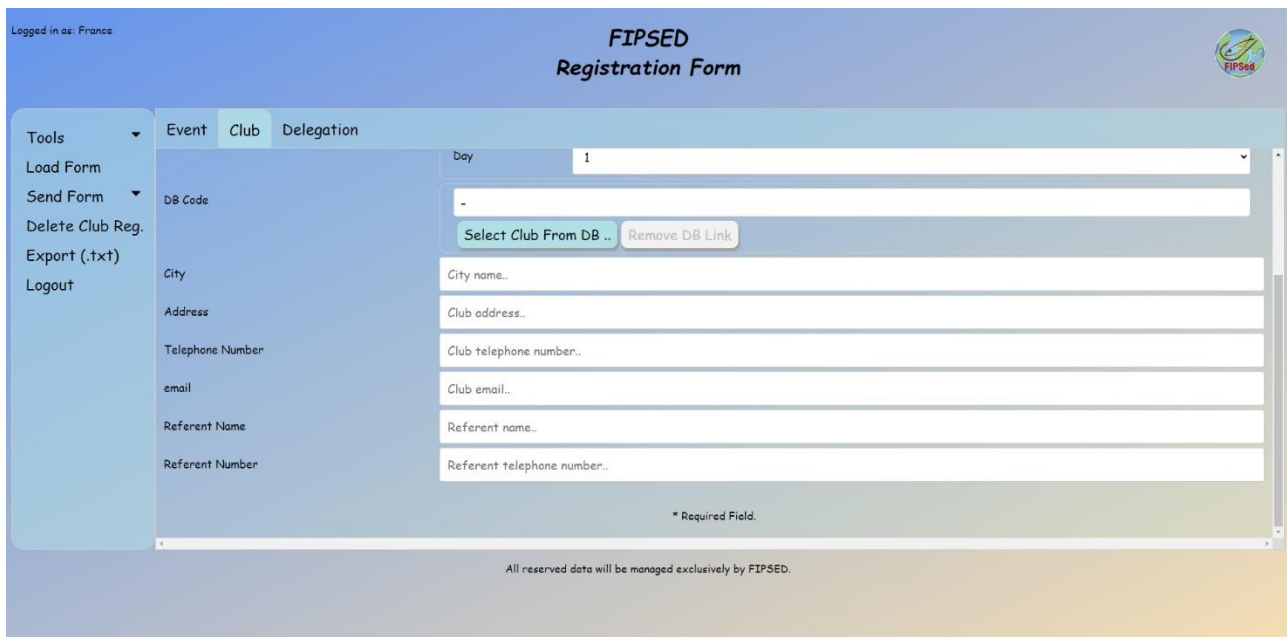
City City name..

Address Club address..

Telephone Number Club telephone number..

All reserved data will be managed exclusively by FIPSED.

Figure 22



Logged in as: France

**FIPSED**  
Registration Form

Tools

- Load Form
- Send Form
- Delete Club Reg.
- Export (.txt)
- Logout

Event Club Delegation

Day 1

DB Code -  
Select Club From DB .. Remove DB Link

City City name..

Address Club address..

Telephone Number Club telephone number..

email Club email..

Referent Name Referent name..

Referent Number Referent telephone number..

\* Required Field.

All reserved data will be managed exclusively by FIPSED.

Figure 23

Required fields are marked with an asterisk (\*). Before manually filling out the club registration form, the user should check whether the profile of the club that needs to be registered already exists in the FIPSED database. To access the database the user has to press the “Select Club from DB ..” button (Figure 23); the screen of Figure 24 is displayed.

Logged in as: France

**FIPSED**  
Registration Form

FIPSED

Cancel Confirm

Select a Club from DB... ▾

Club Name: -

Foundation Date: Year: -, Month: -, Day: -

DB Code: -

City: -

Address: -

Telephone Number: -

email: -

Referent Name: -

Referent Number: -

Figure 24

The “*Select a Club from DB...*” drop down menu should be used to perform the club’s research (typing the first letters of the club name may help the user to quickly complete the research).

Once the user has found and selected the club that has to be registered, the fields below the drop down menu are filled (Figure 25, the information in these fields are useful only for consultation purposes, they can’t be modified in this page).

Logged in as: France

**FIPSED**  
Registration Form

FIPSED

Cancel Confirm

Peche Competition Les Mureaux ▾

Club Name: Peche Competition Les Mureaux

Foundation Date: Year: 2023, Month: April, Day: 19

DB Code: PCHNSM23b19I215XXXX

City: -

Address: -

Telephone Number: -

email: -

Referent Name: -

Referent Number: -

Figure 25

If the club that has to be registered is not present in the database, the “*Cancel*” button placed at the top right of the screen can be pressed to abort the selection from the database and come back to previous screen (Figure 22 and Figure 23); otherwise the selection can be confirmed by pressing the “*Confirm*” button placed at the top right of the screen (note that this button remains disabled until any club has been selected from the database, Figure 24 and Figure 25).



After the confirmation of the club selection from the FIPSeD database the club registration form is automatically filled with the retrieved information (Figure 26).

The screenshot displays the FIPSeD Registration Form interface. At the top left, it indicates 'Logged in as: France'. The main header is 'FIPSeD Registration Form' with a logo on the right. A navigation bar includes 'Event', 'Club', and 'Delegation' tabs, with 'Club' selected. A left-hand menu lists 'Tools', 'Load Form', 'Send Form', 'Delete Club Reg.', 'Export (.txt)', and 'Logout'. The form fields are as follows:

Club *	Peche Competition Les Mureaux		
Country *	France		
Foundation Date *	Year	2023	
	Month	April	
	Day	19	
DB Code	PCHNSM23D19I215XXXX		
	<input type="button" value="Select Club From DB .."/> <input type="button" value="Remove DB Link"/>		
City	City name..		
Address	Club address..		
Telephone Number	Club telephone number..		

At the bottom, a disclaimer states: 'All reserved data will be managed exclusively by FIPSeD.'

Figure 26

The user can modify/insert eventual wrong/missing club information. Note that the “DB Code” field is now filled; this code links the current club registration form to an existent record of the FIPSeD clubs database and all the information inserted/modified by the user will be written in this database record.

The “Remove DB Link” button is now enabled and can be used by the user to remove the link mentioned above. This button should only be used in case of selection errors, otherwise more than one record referring to the same club risks to be generated in the database.

## Delegation Page

To complete the registration process the user has to go to the “Delegation” page (Figure 27).

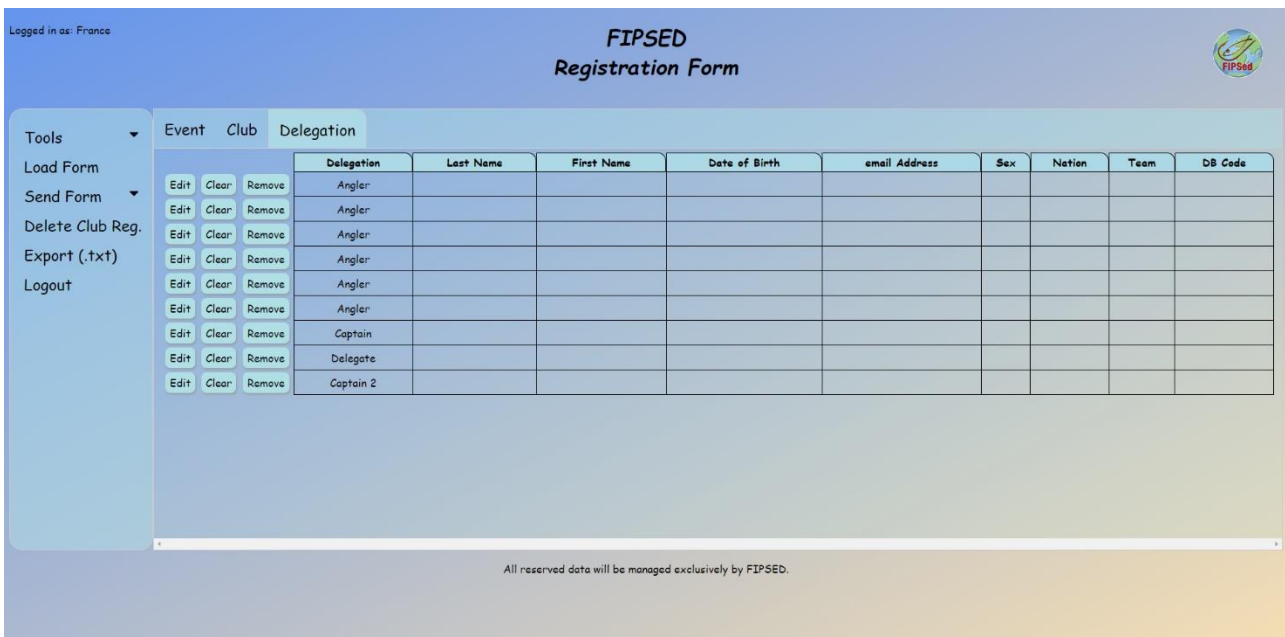


Figure 27

The delegation table contains the main information useful for the registration. For each event the FIPSED manager set a default number of rows, each with a specific qualification. The default layout shows the user the suggested registration composition for the selected event; if necessary this layout can be modified (see next chapters).

Each row of the registration table can be modified by pressing the “Edit” button placed at its left (Figure 28).



Figure 28

Once pressed the “Edit” button the registration form of Figure 29 is displayed.

Logged in as: France

**FIPSED**  
Registration Form

Cancel Confirm

DB Code: -

Select Angler From DB .. Remove DB Link

Delegation \*: Angler

Last (Family) Name \*: Last Name..

First Name \*: First Name..

Birth Date \*: Year: 1970, Month: January, Day: 1

Sex \*: M

Nation \*: France

email Address: email..

Team: A

Figure 29

Required fields are marked with an asterisk (\*). Until all the required fields have been filled in, the confirmation button (located at the top right) remains disabled.

Before manually filling out the form, the user should check whether the profile of the person who needs to be registered already exists in the FIPSED database. To access the database the user has to press the “Select Angler from DB ..” button (Figure 29); the screen of Figure 30 is displayed.

Logged in as: France

**FIPSED**  
Registration Form

Cancel Confirm

Select a Person from DB...

Filtering Mode: Current Club, France

Last (Family) Name: -

First Name: -

Birth Date: Year: -, Month: -, Day: -

Sex: -

Nation: -

email: -

DB Code: -

Figure 30

The “Select a Person from DB...” drop down menu should be used to perform the person’s research (typing the first letters of the surname may help the user to quickly complete the research). The content of this drop down menu can be filtered in different ways; if the club selected for the registration already exists in the FIPSED database and has been correctly linked with its DB Code (see previous chapter) the user should filter the “Select a Person from DB...” drop down menu by “Current Club” retrieving only the list of person linked

to the club selected for the registration. If the person that has to be registered can't be found in this way the user should select the "By Nation" filtering mode (Figure 31)

The screenshot shows the FIPSED Registration Form interface. At the top, it says "Logged in as: France" and "FIPSED Registration Form". There are "Cancel" and "Confirm" buttons. A search bar contains "Select a Person from DB...". Below it, the "Filtering Mode" is set to "By Nations" and the selected nation is "France". The form fields are: Last (Family) Name, First Name, Birth Date (Year, Month, Day), Sex, Nation, email, and DB Code. All fields currently contain dashes (-).

Figure 31

Note that using "By Nation" filtering mode the user can also select people belonging to a different federation from the one used to log in to web site (Figure 32).

The screenshot shows the FIPSED Registration Form interface with the "By Nations" filtering mode. The search bar still contains "Select a Person from DB...". The "Filtering Mode" is "By Nations" and the selected nation is "France". A list of nations is displayed below the "Filtering Mode" dropdown, including: Democratic Republic of the Congo, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, England, Equatorial Guinea, Eritrea, Estonia, Eswatini, Ethiopia, Falkland Islands (Malvinas), Faroe Islands, Federated States of Micronesia, Fiji, Finland, and France. The "France" option is highlighted in blue. The form fields below (Last (Family) Name, First Name, Birth Date, Sex, Nation, email, DB Code) are currently empty.

Figure 32

Once the user has found and selected the person that has to be registered, the fields below the drop down menu are filled (Figure 33, the information in these fields are useful only for consultation purposes, they can't be modified in this page).

Logged in as: France

**FIPSED**  
Registration Form

Cancel Confirm

Filtering Mode: Current Club: France

Last (Family) Name: C

First Name: P

Birth Date: Year: Month: April Day:

Sex: M

Nation: France

email: -

DB Code: C X

Figure 33

If the person the user was looking for is not present in the FIPSED database, the “Cancel” button placed at the top right of the screen can be pressed to abort the selection from the database and come back to previous screen (Figure 29); otherwise the selection can be confirmed by pressing the “Confirm” button placed at the top right of the screen (note that this button remains disabled until any person has been selected from the database, Figure 30 and Figure 33).

After the confirmation of the selection from the FIPSED database the registration form is automatically filled with the retrieved information (Figure 34).

Logged in as: France

**FIPSED**  
Registration Form

Cancel Confirm

DB Code: C X  
Select Angler From DB ... Remove DB Link

Delegation \*: Angler

Last (Family) Name \*: C

First Name \*: I

Birth Date \*: Year: Month: April Day:

Sex \*: M

Nation \*: France

email Address: email...

Team: A

Figure 34

The user can modify/insert eventual wrong/missing information. Note that the “DB Code” field is now filled; this code links the current registration form to an existent record of the FIPSED database and all the information inserted/modified by the user will be written in this database record.

The “Remove DB Link” button is now enabled and can be used by the user to remove the link mentioned above. This button should only be used in case of selection errors, otherwise more than one record referring to the same person risks to be generated in the database.

Once the registration form (Figure 34) is correctly compiled the user can press the “Confirm” button (on the top right) to confirm it (or press the “Cancel” button, on the top left, to discard it). The information inserted in the registration form, after user confirmation, are reported in the registration table of the “Delegation” page at the row originally selected by the user (Figure 35).

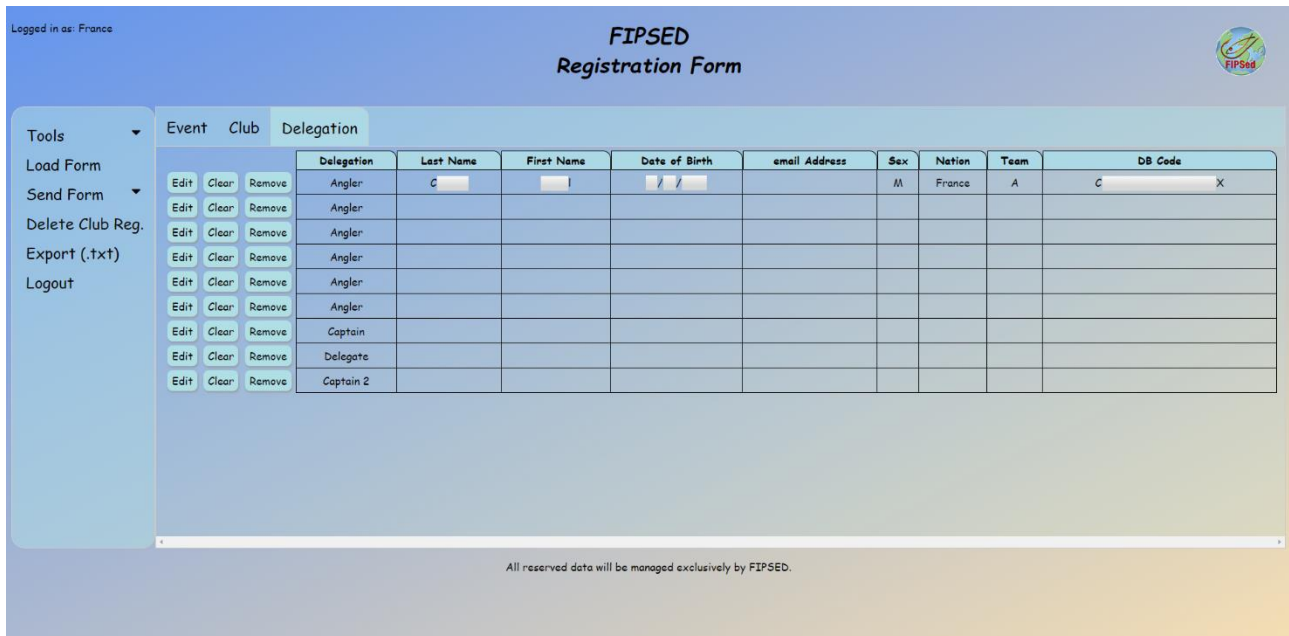


Figure 35

The “Clear” button present at the left of each row of the registration table (Figure 36) can be used to clear the information of the related row.

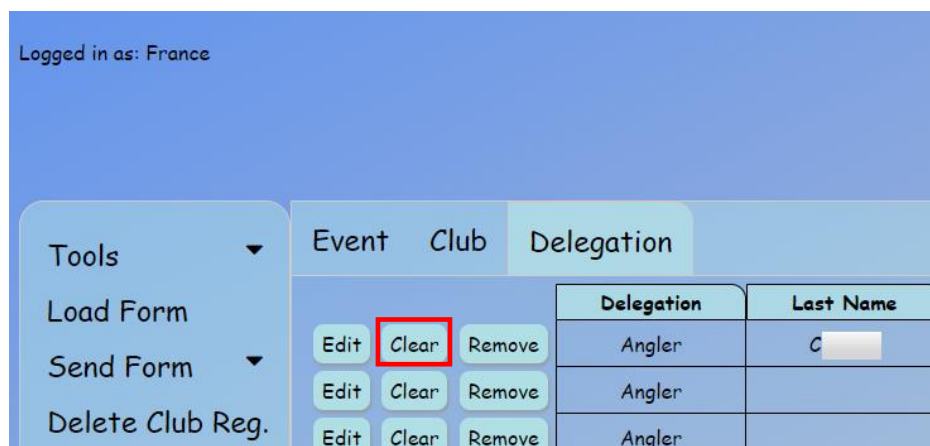


Figure 36

The “Remove” button present at the left of each row of the registration table (Figure 37) can be used to remove the entire row from the table.

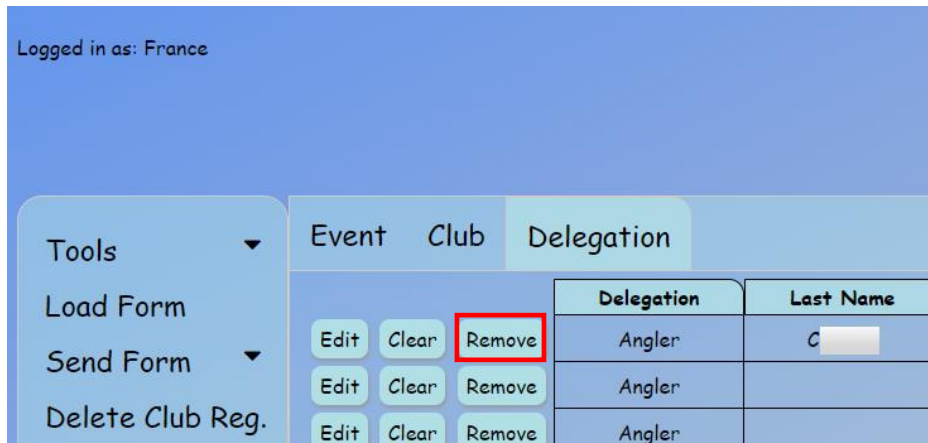


Figure 37

If necessary the user can use the “Add Row” button of the “Tools” section of the sidebar menu (Figure 38) to add a new row to the registration table.

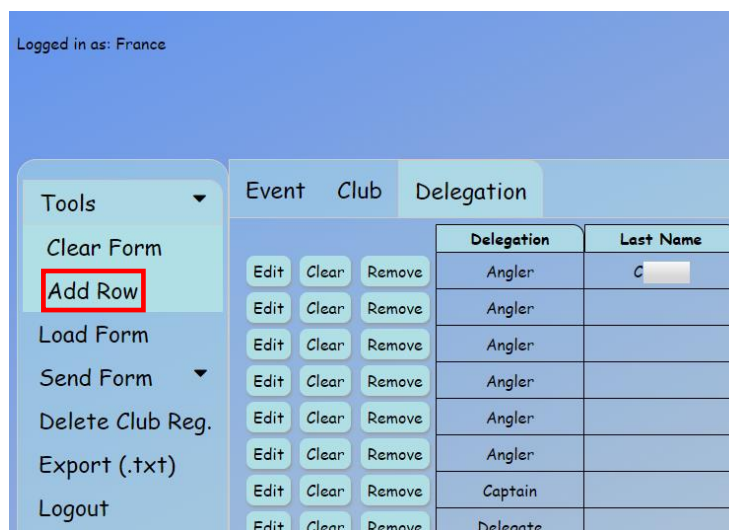


Figure 38

When all the needed registration have been inserted the user can send the whole registration form to FIPsEd server by pressing the “Insert New Club Reg.” button of the “Send Form” section of the sidebar menu (Figure 39).

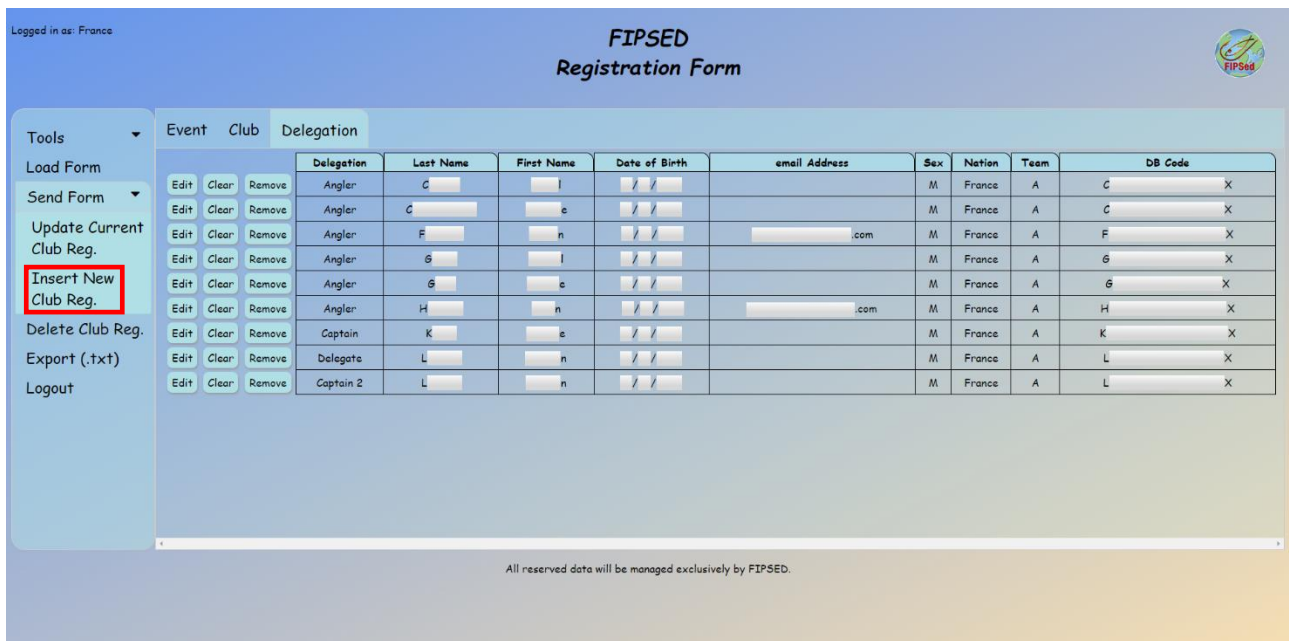


Figure 39

If a previous registration to the selected event already exist for the selected club the user must use the *“Update Current Club Reg.”* button of the *“Send Form”* section of the sidebar menu (Figure 40) to overwrite the registration form on the FIPSED server.



Figure 40

If the user, in a second moment, needs to modify/update a registration form previously sent to the FIPSED server can access again the FIPSED registration web site whit the federation password, select the event and the club in the *“Event”* page (Figure 20 and Figure 21), and press the *“Load Form”* button in the sidebar menu (Figure 41).



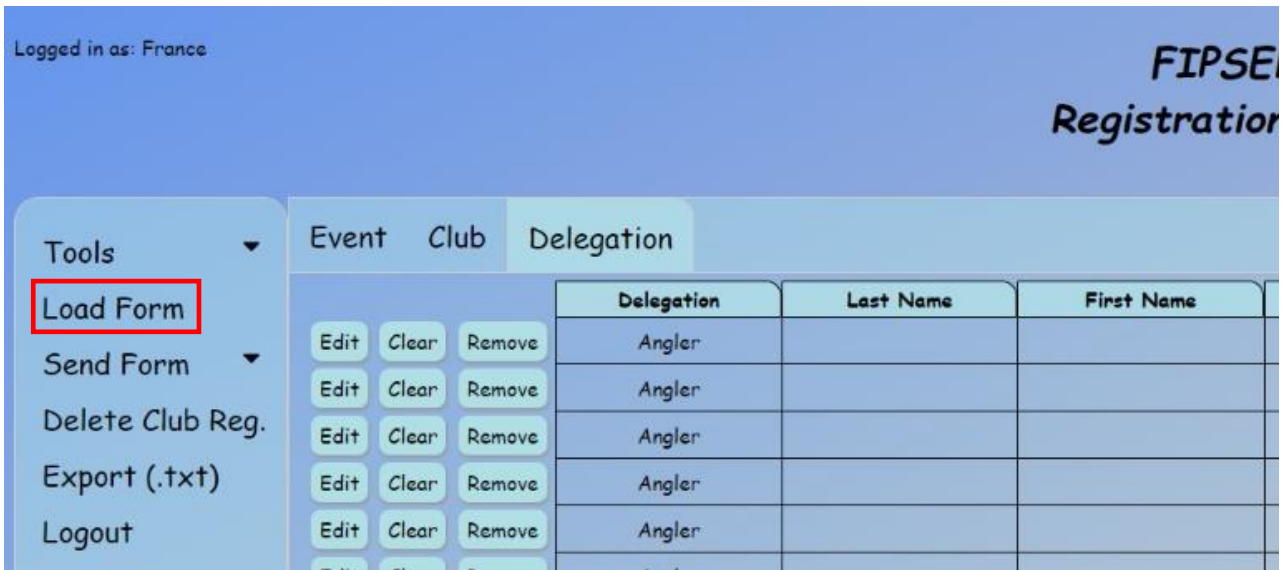


Figure 41

To quickly clear all the fields of the registration table (and “Club” page) the user can press the “Clear Form” button of the “Tools” section of the sidebar menu (Figure 42).

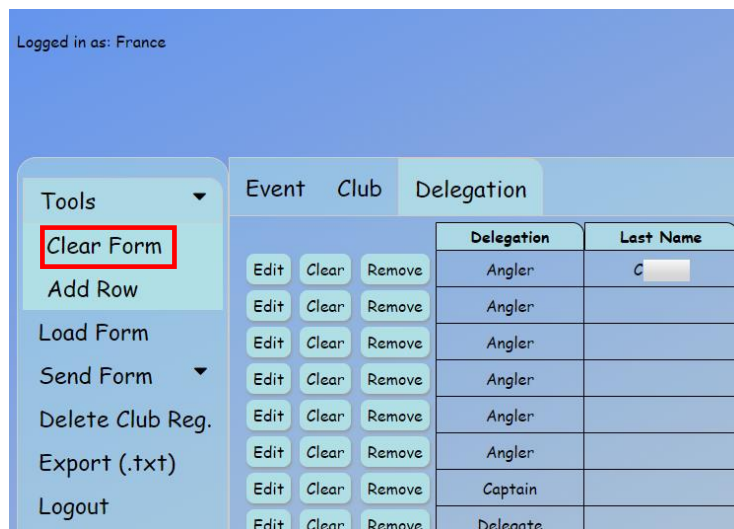


Figure 42