

GLOBAL CALENDAR PLATFORM GUIDELINES

COMPETITION ORGANISERS

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GLOBAL CALENDAR PLATFORM GUIDELINES APPLICATION FEE PAYMENT MODULE COMPETITION ORGANISER

1. The Application Fee Dashboard

From the Competition Organiser Dashboard please select 'Application Fee'

Dashboard
New Application
Application Fee
Logo Download
Guidelines
Terms and Conditions

The following options will be available

○ Fee Payment – Competitions that require payment
O Payments Processed – Competitions where the fee has been paid and the invoice has been issued

Fee Payment – lists those competitions for which the payment of the Fee is to be made

Payment Processed - lists those competitions where the fee has been paid and the invoice issued

2. Paying the Fee

From the Application Fee Dashboard select Fee Payment

Select the competitions you would like to process the payment for (and an invoice to be produced) – this can be done one at a time or multiple competitions at one time.

ompetition Date from dd/n	nm/yyyy 😰 🗙 until dd/mm/yyyy	
ease select the competition	(s) you would like to make a payment for – multiple can b	e selected at any one time

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At the bottom of the list of competitions on your dashboard, the total Fee corresponding to the competitions selected will be visible.

SEARCH				
	ompetition Name	Venue	igment for – multiple can t	Date
🛛 м	iddlesbrough Open	Sports Village Track, N	/liddlesbrough (GBR)	15 May 2023

Please select Proceed and the page below will appear.

Fee Payment – Competi	tions that require payment
○ Payments Processed – 0	Competitions where the fee has been paid and the invoice has been issued
Paument Details	
Middlesbrough Open - Spo	- orts Village Track, Middlesbrough (GBR), 15 May 2023
Company O Individual	
Company Name: *	
Address: *	
	1
City: *	State/Province: *
Country: *	Zip/post code: *
[select]	•
Vat Number:	
lf you have any encoded inve	ining requirements such as detail to appear on the invoice places detail them have
in you have any special invo	icing requirements such as detail to appear on the involce, please detail them nere.
	1
Remember these details	for future invoices
Payment Method: * () Bank	: Iranster () Credit Card (PayPlug)
Total amount due: 25 € (EU	R)
PROCEED	

Please complete the information on this page and indicate the appropriate payment method. For all methods you will get a confirmation email.

Bank Transfer: you will get the following notification



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If you choose credit card: you will get the following notification



And you will be directed to Pay Plug to make the payment

25,00 (ε
Invoice n. 00006 G	C 2023/03
Your information	ast name
Email address	
Your card	/ISA 🌑 🖽
Card number	
MM/YY	123
	~
Pay 25,00	•

3. Payments Processed

All competitions for which the payment method has been indicated will be listed here. For each payment, an invoice is automatically issued and a copy is available, with the chosen payment method confirmed.

Fee Payment – Com Payments Processed	petitions that re	equire payment s where the fee has beer	n paid and the invoice ha	s been issued			
Invoice Number		Invoice Date From	dd/mm/yyyy	To dd/mm/yyyy	🖾 🗙		
Payment Received Al	l v Pa	yment Method All		.			
SEARCH CLEAR							
EXCEL EXPORT					Show	50 🗸 entries	
Invoice Number	Invoice Date	Payment Method	Total Amount (EUR-€)	Payment Received			
00010 GC 2023/03	09 Mar 2023	Credit Card (PayPlug)	25.00	×	OPEN PDF		
00003 GC 2023/03	01 Mar 2023	Bank Transfer	25.00	×	OPEN PDF	PAY ONLINE	
Total items: 2					Pre	evious 1 Next	
	/	/ /			-		

Once the payment is actually complete (this is automatic for credit card payments), then the Payment Received column in the Application Fee module will show a green tick.

4. Main Dashboard View

An overview of the payment situation of all the competitions is also visible in the main dashboard.

Paid - invoice has been paid

Dashboard New Application Application Fee Users Management Logo Download Terms and Conditions	Competition Type All	Country All Only Upgrades to E Category dd/mm/gggg Xubmitted Until dd/mm/gggg	D ×	
kate.channon@extern_	SEARCH CLEAR REFUND PAYMENT EXPORT			
Sign out				Show 50 🗸 entries
	Select all			
	Championships	Stadio Primo Nebiolo, Torino (ITA) Track and Field	10 May 2023 • Registered Outdoor Submitted on 30 Nov 2022	Paid View charged to MF
	July Race Walk event	Kabul, Kabul (AFG) Race Walking	Ot Jul 2023 • Registered Outdoor Submitted on 16 Jan 2023	Paid View charged to Organiser
	Total items: 2			Previous 1 Next

Payment in Process – payment method has been indicated and invoice issued, but the payment has not yet been confirmed (this is the case for payments by bank transfer)

Deshboard New Application Application Fee Users Management Logo Download Terms and Conditions Signed in as: kate:channon@extern_ Sign out	Competition Type All Environment All Date From Dy03/2023 D X Date Until dd/mm/yyyy X Application State Al Application State Al Cupyent In process Fee Charged To Sort by Competition Date Order Ascending SEARCH CLEAR EXPORT EXPORT	Country All Contry All Only Upgrades to E Category From dd/mm/yggg S X Submitted Until dd/mm/yg	1991 . X	Show 50 ∨ entries
	Combined Events Challenge	Birmingham University Athletics Track, Birmingham (GBR) Combined Events	10 Mar 2023 • Regis Outdoor Submit	stered Payment in process View charged to Organiser
	Watford Open Graded Meeting Invitational/Open	Woodside Stadium, Watford (GBR) Track and Field	05 Apr 2023 • Regis Outdoor Submit	stered Payment in process View to do n 17 Feb 2023 charged to MF
	Bill Whistlecroft Spring Open Yeovil Invitational/Open	Athletic Arena, Yeovil (GBR) Track and Field	08-10 Apr 2023 • Regis Outdoor Submit	stered Payment in process View charged to MF
	Liverpool Throws & Jumps Invitational/Open	Wavertree Athletics Centre, Liverpool (GBR) Track and Field	15 Apr 2023 • Regis Outdoor Submit	stered Payment in process View ted on 22 Feb 2023 charged to MF
	Total items: 4			Previous 1 Next

To be Paid – Fee payment option needs to be completed so that the invoice can be issued.

Deshboard New Application Application Fee Users Management Logo Download Terms and Conditions Signed in as: kate.channon@extern Sign out	Competition Type Al	Country All Only Upgrade to E Category didmm/uggg		Show 50 V entries
	Manchester Indoor Open meeting Invitational/Open	Sportcity Indoor Track, Manchester (GBR) Track and Field	12 Mar 2023 • Registered Indoor Submitted on 28 Dec 2022	To be paid Vicw charged to Organiser
	BFTTA Indoor series 3 Invitational/Open	Lee Valley Athletics Centre, London (GBR) Track and Field	12 Mar 2023 • Registered Indoor Submitted on 06 Jan 2023	To be paid Vicw charged to Organiser
	Test competition - role Championships	BOK Csarnok, Budapest (HUN) Track and Field	09 Apr 2023 • Awaiting WA Verification Outdoor Submitted on 23 Feb 2023	To be paid View charged to MF
	Watford Open Graded Meeting Invitational/Open	Woodside Stadium, Watford (GBR) Track and Field	19 Apr 2023 • Registered Outdoor Submitted on 17 Feb 2023	To be paid View charged to Organiser
	Kabul HT Invitational/Open	Kabul arena, Kabul (AFG) Track and Field	01 May 2023 Outdoor Submitted on 04 Jan 2023	To be paid View charged to Organiser
	TEST Aussie Test Invitational/Open	Hayward Field, Eugene, OR (USA) Track and Field	O6 May 2023 • Awaiting WA Verification Outdoor Submitted on 17 Feb 2023	To be paid charged to MF

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World Athletics Global Calendar Online platform access guidelines for Competition Organisers

1. First access to the Portal and registration with a Member Federation

Once logged in with your World Athletics account, your first access to the Portal will require you to identify yourself as an organiser with the Member Federation(s) to which you intend to submit applications for competitions organised in their country. In order to be granted access to the dashboard and application functionalities, you will need to complete a form by indicating:

- last name and first name
- nationality
- email
- mobile phone number
- Member Federation which should validate the registration (it should be the one within whose territory you will organise the competition)
- A description of the competition(s) you organise

MORLD ATHLETICS.	GLOBAL CALENDAR			
Signed in as: raffaelkurisso+2@gm_ Sign out	Dear Competition Organiser, before being able to submit applications for competitions to be considered for the World Rankings and be granted access to the dashboard and application functionalities, you need to be authorised by the relevant hosting Member Federation. In order to identify yourself as a competition organiser, please enter the below information.			
	Last Name *			
	First Name *			
	Nationality select • Email			
	Mobile* E +93 • 70 123 4567			
	Member Federation that will validate registration *			
	[select] -			
	Please provide a description of the competitions you organize *			
	Once you have submitted your registration, the Member Federation will notify you of the approval and you will then be able to log into the full platform functionalities.			
	SUBMIT REGISTRATION			
© 2022 World Athletics	- All Rights Reserved.			

Once submitted the registration, the Member Federation concerned will have to approve you as an organiser. Once approved, you will be notified by email and you will be able to login again with your World Athletics Account and be directed to the applications dashboard.

2. Applications dashboard

2.1 General Operation

- i. Submitting New Applications (to note that applications for National Championships can only be submitted and edited by the Member Federation)
- ii. Edit competitions which you have submitted through your World Athletics account

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2.2 Submitting a New Application

WORLD ATHLETICS.	GLOBAL CALE	NDAR
Dashboard New Application	New App	lication
Guidelines Signed in as: comporg1@test.com	World Athletics has a competition is already in order to search our if you are submitting a Do you want to proce	very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous odition of that (in our records, database, please click Yes an application for a competition hold for the first time, and you do not intend to search our database, then click No red searching competition in our database? (In Yes O No
Sign out	Please use the filters approximate date in w	n order to narrow down the search (we remind you that, for 2022, applications are limited to outdoor track and field). Once identified the host city, click on Proceed and indicate the hist the competition has usually taken place in recent years before clicking Search.
	Competition Type	Track and Field +
	Environment	Outdoor 🔹
	Country	[select] •
	Al Desite Descend	
Second Athletics	 All Rights Reserved. 	

- i. For a competition which has already been staged in the past, search for the competition World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records. In order to assist with the process and to avoid creating duplicates in the database, a series of filters will guide you and narrow down the search in order to identify a past edition of the competition:
 - a. Competition type / environment (outdoor, indoor, race walking, etc) use drop-down list
 - b. Country in which the competition is held (can be different from the nationality of the organiser) use drop down list
 - c. City use the dynamic search function
 - d. Date use the calendar function indicating the approximate date of when the competition would have been normally staged in the past
 - e. Click on the Search button and a list of competitions compatible with the filters will be presented

WORLD ATHLETICS	GLOBAL CALE	NDAR		
Dashboard New Application	New App	lication		
Guidelines Signed in sec comport Justent com Sign cuit	World Athletics has a in odder to search or goor are submitting to goor as submitting Do goor want to proof Please use the filters Competition Type Environment Country City Approximate Date If the correct competi	veg notenio disclare of experiment joure 35,000 in any piere pred to it is very likely that when subanting a reve appl any application by a scapartice built for the fact that use applice pred to it is very likely that when subanting a reve applications are applications of another that the fact that use applications are interest to addiscute the rick 36 to the matter taxanset appendent and addiscute (% no 12022, applications are interest to addiscut that and facil, One of the number taxanset (are mendigon that, for 2022, applications are interest to addiscut that and facil, One of the number taxanset (are mendigon that, for 2022, applications are interest to addiscut that and facil, One of the number taxanset (are mendigon that, for 2022, applications are interest to addiscut that and facil, One of Darget to applications) Darget to applications Taxanset (addiscut the totals, piece week) (It then forced with your applications	ontine for a competition of part competition in when by a competition is when by a competition is when by a competition of the competition of the set of the set of the set of the competition of the competition of the set	nde. In competition has usually taken place in monet yours before skilling Sarech.
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	2 Loughboroug	h International	Loughborough (GBR)	19 Maj 2019
	Students AC	Opin	Loughborough (GBR)	15 Mag 2019
	C Loughborrog	h Students AC Javelin Festival Open	Loughborough (GBR)	27 Mag 2019

f. If the competition is on the list, then select it and click on proceed. This will open the New Application page with all the required fields to be completed. To note that some will have been autocompleted as per the search filters applied earlier but can still be modified

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SURAIT AREA COTTON RACE TO DAGE MODED					4			
		SUBMIT APPLICATION	N BACK TO DASHBOARD				- P	
					7			

- g. When the form has been completed (to note that fields with * are mandatory), click on Submit Application
- ii. If the competition is not on the list, then you will need to submit an application for a competition held for the first time
 - a. A completely new Application Form will have to be completed with no connection to any existing competition in our database.

eshboard	New Applic	ation			
udelines	Please complete (and ane	end if required) all the following fields (th	ose marked with * are mar	indatoriji,	
igned in as: comporg1@text.com	Competition Type () * Environment () *	Track and Field + Outdoor + Track graph			
	City *	the pay			
	Date * Competition Name *	ddinnolyggy 🖾 🕱 Single Da	y Competition		
	Type of Competition * Website URL	jselectj •			
	Live Streaming URL	cral mutters	Contact person fo		
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	Measurement Compliance Comment	e Form (click here to download) UPLQ	Cu.		

- b. Fields with * are mandatory
- c. Click on Submit Application

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- 2.3 Reviewing applications previously submitted
 - i. Edit the application
 - a. Amend some of the information (e.g. date, venue, events, etc.) as required
 - b. Upload documents (e.g. measurement or facility certificates, etc.) if necessary
 - c. Submit the changes for approval (by the Member Federation)
 - ii. Cancel the application for that competition
 - a. If the application has not yet been approved by the Member Federation or World Athletics, the whole application will be cancelled
 - b. If the application has been approved and the competition is in the Global Calendar, then the cancellation must be requested by email to calendar@worldathletics.org

For questions and enquiries, contact World Rankings Competitions Management Team calendar@worldathletics.org globalcalendar.worldathletics.org