

# Entry procedure for Italian Master Open Championship

Riccione 2014

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## General

Entries are made through an on-line procedure which is accessed from the official site of the Italian Swimming Federation [www.federnuoto.it](http://www.federnuoto.it), section “masters”.

The on-line procedure requires that athletes names and data are loaded into an athlete directory. This will be the first task to perform. We have already added there the athletes who have participated in some meeting in Italy during the past two years.

The preferred way to operate is to register the club. In this way only one account is needed and one people will operate for all his teammates.

Alternative procedure allows individual operation of the athletes.

By the way, the preferred browsers to be used in this procedure are Google Chrome and Firefox. Some release of the Internet Explorer could generate errors during some step.

## Operating instructions : step 0

Load the masters page <http://www.federnuoto.it/discipline/master.html> of the official site of the Italian Swimming Federation. In the left side click the link ‘iscrizioni on-line’

In the next page click the link “Riccione 2014” and you will reach the home page of the entry procedure for the Championships

This page has two sections

Registered clubs will operate in the upper section together with the Italian clubs  
Individuals will operate in the lower sections

## **Operating instructions : individuals**

During the first steps of the entry procedure you will check whether your country, your club and your name are listed in the directory or not. If yes you will be driven to the access point. Otherwise you will get instruction to send the requested data

### **Step 1 - Select your country**

In the section “people from abroad” click on the drop-down list and select your country. The system will automatically take you to the next step. If your country isn’t listed select the option “not listed” and follow the instructions

### **Step 2 - Select your Club**

Check if your Club is listed and select it. The system will automatically take you to the next step. Otherwise select the last option “add new” and follow the instructions

### **Step 3 - Select your name**

Check if your name is listed and select it. The system will automatically take you to the next step. Otherwise select the last option “add new” and follow the instructions

### **Step 4 - log in**

This is the access point to the entries system where you can manage your entries and insert, modify or delete it. To gain access you need an “access code”. If you have it, type it and press “log in”. Otherwise follow the instructions, type your email address, press “send” and you will soon receive it

## **Operating instructions : clubs**

To get access clubs need their code and a password. If you are the person who will operate for the club and you do not have the access keys, you must send an email to [area8.crlombardo@federnuoto.it](mailto:area8.crlombardo@federnuoto.it) with the data of your club. You will receive back the code and the password and the instruction for completing the setup