



IPC Online Entry & Bipartite System User's Guide

Version B – for NPCs and NFs

12 January 2016

International Paralympic Committee

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Document History

Version	Date	Comments
4.0	Jan 2016	Separate documents versioned 3.2 (3.1 and 3.2 of the history below) and 3.1 (now indicated as version 3.3) merged. Screenshots updated as of SDMS 4.0. Bipartite process extended for non-IPC sports.
3.3	Nov 2014	Inclusion of: <ul style="list-style-type: none"> • Entries for Ice Sledge Hockey (officials + team roster) • New Screenshots
3.2	July 2014	Instructions for bipartite application included.
3.1	Sep 2013	Wheelchair Dance Sport included.
3.0	Jan 2013	EBS 2.1 implemented based on new SDMS 2.1, as well as basic entry by number forms including invoicing
2.1	Jan 2012	EBS extended by new bipartite section, prepared to the specific needs of London 2012 Paralympic Games
2.0	Apr 2011	First version of EBS based on SDMS 2.0, prepared for IPC Swimming European Championships 2011, Berlin, GER, and Para Pan American Games 2011, Guadalajara, MEX.
1.1	Dec 2010	Second version for competition specific online entry system, extended by basic bipartite function (IPC Athletics World Championships 2011, Christchurch, NZL).
1.0	May 2010	First version for competition specific online entry system (IPC Swimming World Championships 2010, Eindhoven, NED).



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1 Introduction

This chapter provides an introduction to the IPC Online Entry & Bipartite System, henceforth called EBS.

1.1 Objective

This document describes all important functionalities of the IPC Online Entry & Bipartite System (EBS), a web-based application designed to smoothly run the entry and bipartite processes for major IPC competitions. According to the qualification criteria of the respective event, this guide is targeted to assist the staff members of the National Paralympic Committees (NPCs) and their National Federations (NFs) to easily fill out the forms for entries by number and the bipartite applications as well as to finally enter their athletes to the events they would like to compete in if they are eligible. Following areas of the entry process are covered by EBS depending on the competition needs:

- Entries by Number including automatic invoicing
- Entries by Name with requirements, rules, and regulations implemented
- Bipartite Application

EBS is a module of the IPC Sport Data Management System (SDMS) which is designed to securely capture, store and retrieve athletes' data, results, rankings and records submitted by the NPCs and verified by the respective IPC Sport. That means that all information about athletes, their classification and results are directly extracted from SDMS so that the user only needs to enter that information needed for the specific entry process.

1.2 Versions of the EBS Manual

There will be only two versions of this guide. Version A (in development) will include all administrative steps to prepare the online entry process. The version on hand (B) only focuses on the steps to go by the NPC representative.

- **Version A** – EBS Administration for IPC
- **Version B** (this one) – Entries and Bipartite instructions for NPCs and NFs

The handling of any kind of data which is directly extracted from SDMS, e.g. personal details or athletes like name or date of birth, classification data and results, is described in the respective SDMS manual.



2 Access

As being an online application, the IPC Online Entry & Bipartite System (EBS) is accessible on the Internet by inserting the following URL in the browser of your choice

<http://www.paralympic.org/entries>

The screenshot shows the IPC Online Entry & Bipartite System (EBS) homepage. The header includes the IPC logo and the text 'IPC Online Entry & Bipartite System'. Below the header, there is a navigation bar with links for 'Home', 'Sitemap', and 'Entries Manual'. The main content area is divided into several sections: 'NEWS/UPDATES' with a list of recent news items, a 'LOGIN' section with input fields for 'Username' and 'Password' and a 'Login' button, and a 'How do I get an account?' section. The footer contains copyright information for the 2012 International Paralympic Committee.

By default, each SDMS user also has access to EBS with different limitations to the various sections of this application:

- NPC Alpine Skiing, Nordic Skiing, and Snowboard: Access automatically granted to each entry page for IPCAS or IPCNS competitions when opened by the IPC.
- NPC Athletics, Swimming, Shooting, Powerlifting, Wheelchair Dance Sport: Access granted to the entry page of the respective competition when officially invited to start the entry process online.
- NPC Ice Sledge Hockey: Access to team rosters and officials registration on invitation or qualification to a major IPC Ice Sledge Hockey event.
- NPC Primary Users have access to each section automatically.

With EBS being a module of SDMS, username and password are always the same. Password changes (user-initiated or automatic) are handled by SDMS.



3 Entries by Number

If initiated by the IPC, each NPC has to fill out the entry by number form before the final entry by name phase can be opened. Entries by number mean that the NPC has to give precious numbers of male and female athletes, guides, and attending staff like team leader, coaches, physiotherapists etc. Based on the total team delegation size and the number of competition days, the NPC is invoiced the participation fee to cover the various expenses in the host city and allow the organizer and the IPC to book accommodation, prepare transportation, and create first drafts of competition schedules and all the additional management behind.

The entry by number process basically consists of the following steps:

1. Fill out the form 'Entries by Number' and submit the data.
2. Print out the invoice and ensure payment by announced deadline
3. Control payment status of the invoice to ensure that payment is confirmed by the IPC

Be aware that after final submission of the form 'Entries by Number' which results in the production of the invoice, you will not be able to change data.

3.1 Official Submission of Entry by Number Form

Click on 'open' on the welcome page for the respective competition for entry phase 'by number', or use the menu bar at the top to navigate to the desired section as of:

- Summer sport: IPC [Sport] > [Competition Name] > Entries by Number
- Winter sport: Winter Sports > IPC [Sport] > [Competition Name] > Entries by Number

IPC Athletics ▾	IPC Swimming ▾	IPC Powerlifting ▾	IPC Wheelchair Dance ▾
2015 IPC Athletics Marathon World Championships ▶			
2014 IPC Athletics European Championships ▶		Entries by Number	
2014 Asian Para Games ▶		Entries by Name	
		NPC Reports	

As long as the entries by number are required for this competition, but your NPC has not submitted the form, yet, you will be redirected to the following entry by number form:



Athletics > 2016 IPC Athletics Asia-Oceania Championships

Entries by Number > Brazil

Entries by Number Form

Before you can access the entries by name phase, please fill out the form below to indicate the number of athletes by gender as well as the remaining team delegation size. These numbers are required to prepare an automatic competition fee invoice for your entire delegation. Once the numbers and the main contact person have been included and the form has been submitted, you can immediately print out the invoice. A summary of your data can be found in the NPC report section.

General Information

Entry Numbers
 Expected number of male athletes, female athletes, guide runners (if applicable) and remaining staff from your country. Please keep in mind that an increase of the numbers is not possible after entry by number has been finally submitted; for exceptional regulations, please consult the qualification criteria document for the competition.

Male Athletes

Female Athletes

Guide Runners guide runners (track events) for athletes with visual impairment
e.g. team leader, coaches, physio, guides for field events ...

Number of Staff

Delegation Size auto calculation

Estimated Fee € auto calculation (600 € per athlete)

Daily Wheelchair Users

Main Contact Person for any competition and entries related issue

Main Contact Person Position

Email Phone

Competition Fee Payment

Payment Method via bank transfer

Notes
 Please make sure that all payments are free of charge for the IPC. Incomplete amounts will not result in payment confirmation in this application. Payment of participation fees is only offered via bank transfer order. If you have problems to transfer money in your country to an account abroad, please contact the IPC Finance Department to find out another solution.

Invoice Recipient
 The invoice recipient can be flexibly defined. You can either select an existing address from your address book, let the system take the default organisation address or enter a new one. The new address can be saved in your private address book.

Address of Recipient

Organization

Street/ P.O. Box

Postal Code & City

Country

save in address book

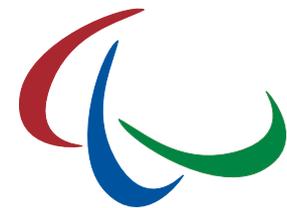
Submission
 By submitting the form, you confirm the correctness of the information provided and you agree to rules and regulations of the qualification procedure of the above mentioned competition and sport. Changes are not possible after submission; for exceptional regulations, please consult the qualification criteria document for the competition. Please print out the invoice hereafter or in the competition specific report section and pay it by the deadline indicated on the invoice. For further information or questions, do not hesitate to contact the respective IPC Sport Management team.

Fill out the form. All yellow fields are mandatory. Number of guides is only requested in the sport of athletics or, later, in Alpine and Nordic Skiing. Name and email address of the main contact person should be that person how is mainly in charge of the delegation in case of any questions. Like for any other invoice in SDMS, you can fill out a specific invoice addressee. If blank, the addressee will be automatically set to the NPC default name.

Entries by Number by Event & Class: In most cases, the IPC Sport kindly ask you also to fill the

Men	P11	P12	T11	T12	F20	F31	F32	F33	F34	F35	F36	F37	F38	F40	F41	F42	F43	F44	T45	F46	F47	F51	F52	F53	F54	F55	F56	F57
High Jump																												
Long Jump																												
Triple Jump																												
Shot Put																												
Discus																												
Throw																												
Javelin																												
Club																												
Throw																												
100 m																												
200 m																												
400 m																												
800 m																												
1500 m																												
5000 m																												

matrix to indicate in which events and classes you expect to send how many athletes, see example on left side for men. Each box indicates that this class is eligible for the respective event type. Keep it blank for 0. In a few cases, you can only populate that number of athletes who are already qualified



based on the published minimum qualification standard (MQS) list on the respective IPC Sport ranking website. Relay events just need to be ticked if a relay team is about to be sent.

If you are located in a country within the European Union, you are additionally asked for the VAT number of your organization if available.

Before you finally press the submit button, please ensure the correctness of all information and that you agree to be invoiced based on your total team delegation size which cannot be changed after submission.

When you submit the form finally, following messages shall appear confirming the final submission and creation of the new invoice.

Notice: New invoice ATWC11-NOR-01 is generated and available below. Please print out. The invoice is available for later download in the report section.

Notice: Data are successfully saved.

3.2 Participation Fee Invoice

When entries by number are finally submitted, you can immediately print out the invoice by using the button ‘Print Invoice’ underneath the form.

An example (without real data) of such an invoice is given to the right with your team delegation size, the fee per person (based on the calculation of number of competition days times the fixed fee per person and day) as well as the total amount in Euros.

Please transfer the full amount to the given bank account by clear indication of the invoice number and purpose. The account details may vary from sport to sport and are different from those of the license invoices.

If you cannot transfer the money, the IPC Finance Department has to be contacted and consulted for an alternative payment option.

NATIONAL PARALYMPIC COMMITTEE OF NAMIBIA
P.O.Box 7453
Katurura Windhoek
Namibia

International Paralympic Committee
Bonn, 18 June 2013

Invoice Number: **AT4013-NAM-02**
Participation Fee for: **IPC Athletics World Championships**

According to the policies of the IPC, please allow us to invoice you for the participation fee to the IPC Athletics World Championships in Athletics based on your team delegation form submitted online.

Item	Cost/Item	Quantity	Total
Participation Fee (Athletics)	0.00 €	0	0.00 €
Subtotal			0.00 €
incl. VAT 0%			0.00 €
Total			0.00 €

Please transfer the full invoice amount of 3300.00 € without any deductions to the following bank account as soon as possible and identify your payment by stating the invoice number in the reference field. Please note that the payer is to bear all bank charges to ensure that the IPC receives the complete amount. The invoice will not be considered as settled if the IPC receives less than the complete amount. It is therefore important for the payer to bear all bank charges.

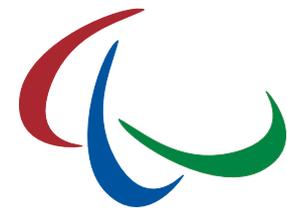
Account Name: IPC, Adenauerallee 212-214, D-53113 Bonn, Germany
Bank: Deutsche Bank AG, D-53113 Bonn, Germany
Branch/No.: 414
SWIFT Address: DEUT DE 3300
IBAN: DE20380700500012220

Thank you for your co-operation and commitment to Paralympic Sport!

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www.paralympic.org
receivable.accounts@paralympic.org

You can print out the participation invoice anytime later under IPC [Sport] > [Competition Name] > NPC Reports, tab “Entries by Number”.



3.3 Payment Confirmation

The IPC will not inform you personally when the payment is booked on the designated account, but you can check the payment status online:

- In EBS: IPC [Sport] > [Competition Name] > NPC Reports, tab 'Entries by Number'. On the right panel, all generated invoices are listed including invoiced amount, payment status and the link to open and download the invoice PDF.
- In SDMS: License & Invoices > Invoices. Search for the invoice number. The column 'Status' indicates if we are still awaiting your payment (Pending) or if your payment was successfully booked on the account (Paid). The PDF can be downloaded from the invoice's detail page.

Keep in mind that there might be some delays of a few days between your final bank transfer ordered and the final payment confirmation online.

4 Entries by Name

The most important entry phase is the entries by name. In this phase, the NPC individually inscribes all its athletes to each event the athlete would like to compete it and is eligible to compete in. In opposite to previous PDF or Excel entry forms, there is no information typing required. Entry performances as well as person and classification related information is directly extracted from SDMS and the online rankings, respectively. Only athletes meeting the criteria can be entered because requirements, rules, and regulations are implemented into this application. This results in the comfortable situation that 99% of the entries are validated in that moment of inscription by the NPC. Exceptions are mentioned in the online application or in this guide.

The entry by name process consists up to four steps:

1. Entries of individual athletes,
2. Entries of relays (if applicable),
3. Entries of team officials (for IPC Ice Sledge Hockey only),
4. Submission and confirmation of entries to the IPC.

You may repeat steps 1 and 3 until you finally submit your entries. At end of entry deadline, your data are automatically submitted and closed.



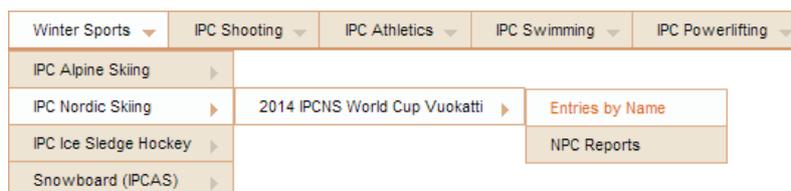
Be aware that after final data's submission or the deadline, you are not able to change your entries!

4.1 Entries of Individual Athletes

4.1.1 General process

Click on 'open' on the welcome page for the respective competition for entry phase 'by name', or use the menu bar at the top to navigate to the desired section as of:

- Summer sport: IPC [Sport] > [Competition Name] > Entries by Number
- Winter sport: Winter Sports > IPC [Sport] > [Competition Name] > Entries by Number



When you open the entries by name section, you find an athlete search matrix on the top left and few basic data of the competition on top right.

The search matrix includes all **LICENSED¹** athletes of your NPC, based on the season of competition; exceptions can be made when a competition takes place at the beginning of a new season – consult the corresponding qualification criteria document.

Shooting > 2016 IPC Shooting World Cup Bangkok, Thailand

Entries by Name

Entries by Name Step 1 - Available Athletes						
SDMS ID	Family Name	Given Name	Date of Birth	Gender	NPC	
10149	Buengbok	Phiraphong	1975-01-24	Male	THA	
10150	Rodtapao	Suthat	1977-10-09	Male	THA	
10151	Makboontham	Jirakan	1973-11-27	Female	THA	
10152	Channam	Tanong	1977-02-18	Male	THA	
10153	Atsa	Sub Lt. Sommai	1965-02-04	Male	THA	

Competition Information

2016 IPC Shooting World Cup Bangkok, Thailand Shooting

12 March 2016 - 19 March 2016 Bangkok (Thailand)

For further information on criteria of qualification and participation, please read the team information documents available on the IPC website or contact the responsible IPC sport. On completion of entries, please finally submit your data and print your reports in the [NPC Report Section](#).

Note: According to the entry regulations, only athletes with active career status (SDMS) are eligible to compete.

Selected Athlete

SDMS ID: no athlete selected

Family Name: _____

Given Name: _____

Gender: _____

Date of Birth: _____

NPC: _____

Classification: _____

Entries by Name Step 2 - Available Events

Event Information	Entry Status	Action(s)
- please select an athlete from the grid above to load eligible events -		

¹ Exceptions might apply for some low-level competitions. Please consult the IPC Sport for more advice.



By default, five (5) athletes are shown per page. Options for filtering, sorting, printing, and scrolling are available like in SDMS – please consult the SDMS manual for any clarification.

Select an athlete by a simple click on his data row. The row your mouse cursor is over is just in focus. When you have selected an athlete, the selected row is highlighted.

At the bottom, two sections are populated with data and potentially some options. On the left hand side, **BASIC INFORMATION ABOUT THE ATHLETE** is extracted from SDMS, including the current classification. This information in particular determines all potential events the athlete could compete in.

At bottom right, the table with all **AVAILABLE EVENTS** is loaded based on the athlete's current classification and the competition programme. If the athlete is not classified, yet, you can change the classes in SDMS (see SDMS manual, chapter 5.1.4) and reload the eligible events.

Each event defines the eligible classes, qualification standards (MQS) and loads the relevant qualification (summer sports) or ranking performances (snow sports).

Entries by Name Step 2 - Available Events			
Event Information	Qualification	Entry Status	Action(s)
Men's Slalom Standing		not entered	
eligible classes: Standing	IPCAS Points		Inscribe
SL: 140 & top40	Slalom = 0.00 (rank = 1)		
Men's Giant Slalom Standing		ENTERED	
eligible classes: Standing	IPCAS Points		Remove Entry
GS: 140 & top40	Giant Slalom = 0.37 (rank = 1)		

For each event, the athlete has one of the following entry statuses:

- **not entered** – athlete is not registered to compete in that event.
- **ENTERED** – athlete has been registered to compete in that event via standard qualification (if a qualification standard is defined).
- **BIPARTITE** – athlete has been allocated a bipartite slot (see chapter 5).
- **WILD CARD** – athlete has been allocated a wild card (see chapter 5).
- **INVITATION** – athlete is directly invited to the competition.

Bipartites, wild cards and direct invitation do not apply to all competitions. It is recommended to consult the qualification and invitation documents for the respective competition.

- **Click on 'Inscribe' to enter the athlete to an event.**
The 'Entry Status' changes to **ENTERED**. Your athlete is entered!
- **Click on 'Remove Entry' to remove the athlete from this event.**
The 'Entry Status' changes to **not entered**. Your athlete is removed!



The button 'Inscribe' only appears if

- The athlete has met the qualification standard (MQS) in the respective event OR the event does not require a qualification performance, AND
- The athlete is not already entered to this event via any method (qualification, bipartite, wild card, direct invitation).

The button 'Remove Entry' only appears if the athlete has the entry status **ENTERED**. Bipartites, wild cards and direct invitations are managed by the responsible IPC Sport directly.

Even if the 'Inscribe' button is available, the attempt to inscribe an athlete might be rejected. A red error message at the top appears explaining the reason for the rejection. Most common reasons are exceeding the maximum number of athletes per NPC (in total or per event) or exceeding the maximum number of slots allocated to your NPC. In addition might have more specific regulations outlined in the respective qualification criteria documents and the IPC sports rule books.

4.1.2 Guides in Athletics, Alpine and Nordic Skiing

Guide runners to support athletes with a visual impairment in athletics track events or in the winter sports are not separately inscribed but always together with the athlete.

When you click the 'Inscribe' button of an athlete for such an event, a small dialog window opens and asking for the guide. The drop down box loads all guides registered and/or licensed according to the eligibility criteria of the competition. If one or more guides have been indicated as 'default' for the athlete (see SDMS manual, chapter 5.1.6), they are listed first and are indicated with an asterisk (*). Select the guide and confirm the selection. If the athlete fulfils all criteria to compete, the entry status changes to **ENTERED** and the selected guides is registered alongside.

In order to change the guide, the athlete must be first unregistered for the particular event, before the process as described are above is repeated.

4.1.3 Wheelchair Dance Sport couples

Duo and combi events in IPC Wheelchair Dance Sport require a couple to be registered.

When you click the 'Inscribe' button of an athlete for a pair event, a small dialog window opens and asking for the competition partner. The drop down box loads all athletes from the other gender registered and/or licensed according to the eligibility criteria of the competition. Select the partner and confirm. If both athletes fulfil all criteria to compete, the entry status changes to **ENTERED** and the competition partner is registered alongside. It is not necessary to repeat this process for the competition partner as she/he is automatically fully entered.



When you click the 'Remove Entry' button for an athlete in a pair event, the entire couple is unregistered. It is not necessary to manually remove the competition partner from this event.

4.1.4 Influence of Entries by Number

If you were requested to submit your Entries by Number first, your totals by male, by female, and the number of guide runners (where applicable) will limit the maximum number of athletes you can register during the Entries by Name. Announcing five male and three female athletes including one guide runner will only allow you to register these numbers of athletes. The attempt to inscribe a sixth male, a fourth female or a second guide by name will result in an error message warning you about your own limits.

The matrix with Entries by Number by Event & Class (see chapter 3.1) has no influence on the Entries by Name.

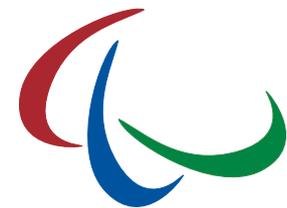
4.2 Entries of Relays (IPC Swimming)

This way of inscription of relay teams only applies to IPC Swimming as the nomination of the relay members occur just some hours before the race. Relay members in athletics or cross country skiing have to be inscribed by name (see chapter 4.1).

As of now, a separate relay entries section is solely implemented for swimming so that you will find the form under IPC Swimming > [Competition Name] > Entries of Relays.

IPC Swimming ▾	IPC Powerlifting ▾	IPC Wheelchair Dance ▾
2014 IPC Swimming European Championships ▶		Entries by Number
2014 Asian Para Games ▶		Entries by Name
		Entries of Relays
		NPC Reports

On the new page, select your NPC from the table. You get a similar table like for individuals. All relays being currently on the competition programme are listed, with potential MQS and your own NPC's best performance in the qualification period.



Entries by Name Step 2 - Available Events			
Event Information	Qualification	Entry Status	Action(s)
Men's 4x100 m Freestyle 34pts eligible classes: S1-10	Entry Performance: 03:52.16 2014-08-09, Eindhoven (NED)	ENTERED	Remove Entry
Men's 4x100 m Medley 34pts eligible classes: S1-10/SB1-9	Entry Performance: 04:09.99 2014-08-10, Eindhoven (NED)	not entered	Inscribe
Women's 4x100 m Freestyle 34pts eligible classes: S1-10	Entry Performance: 04:40.31 2014-08-09, Eindhoven (NED)	not entered	Inscribe
Women's 4x100 m Medley 34pts eligible classes: S1-10/SB1-9	Entry Performance: 05:07.05 2014-08-10, Eindhoven (NED)	ENTERED	Remove Entry
Mixed 4x50 m Freestyle 20pts eligible classes: S1-10	Entry Performance: 02:40.35 2014-08-05, Eindhoven (NED)	ENTERED	Remove Entry

- Click on 'Inscribe' to enter your NPC to a relay event.
The 'Entry Status' changes to **ENTERED**. Your NPC is entered!
- Click on 'Remove Entry' to remove your NPC from this relay event.
The 'Entry Status' changes to **not entered**. Your NPC is removed!

The information and recommendations for entries by name about the inscription process, criteria and rejection apply likewise to relay inscriptions. Please consult chapter 4.1.1. for details.

4.3 Team Roster (IPC Ice Sledge Hockey)

Ice sledge hockey as team sport has a different inscription view. Go to Winter Sports > IPC Ice Sledge Hockey > [Competition Name] > Entries by Name. On the new page, you will find basic information about your NPC and the competition at the top as well as an empty team roster underneath.

The number of available slots is based on your submission in the Entries by Name phase (see chapter 3.1) or on the maximum slots per NPC. Likewise, the numbers of male and female slots are determined.



Inscription Process:

1. Select an athlete from a drop down list. Only licensed athletes of the respective gender are available.
2. On selection, jersey number, position and club name are loaded from the SDMS biography section automatically. Make corrections if necessary or if blank.
3. Click 'Submit Team Roster'. If a row is correctly filled, the column 'Entry Status' of this row changes to **ENTERED**.

It is not needed to fill out all slots at once. You can fill out one or more slots and save the roster, come back later and continue. It is only required to fill out each row you would like to save completely (player, jersey number, position and club name).

#	Gender	Player	Jersey No	Position	Club	Entry Status
1	any	24174 - Brzoska, Klaus (GER) ▼	15	Goalkeeper ▼	Weeser Stars Bremen	ENTERED
2	any	- empty - ▼		▼		not entered
3	any	- empty - ▼		▼		not entered
4	any	- empty - ▼		▼		not entered
5	any	- empty - ▼		▼		not entered
6	any	- empty - ▼		▼		not entered
7	any	- empty - ▼		▼		not entered
8	any	- empty - ▼		▼		not entered
9	any	- empty - ▼		▼		not entered
10	any	- empty - ▼		▼		not entered
11	any	- empty - ▼		▼		not entered
12	any	- empty - ▼		▼		not entered
13	any	- empty - ▼		▼		not entered
14	any	- empty - ▼		▼		not entered
15	any	- empty - ▼		▼		not entered
16	any	- empty - ▼		▼		not entered

All changes applied to jersey number, position or club name for any athletes are saved in the SDMS biography section (see SDMS manual chapter 5.1.2).

Removal Process:

1. Select “- empty -” from the drop down menu.
2. Click 'Submit Team Roster'. The column 'Entry Status' of each row indicated as “- empty -” changes to **not entered**.



4.4 Team Officials (IPC Ice Sledge Hockey)

IPC Ice Sledge Hockey kindly requests the registration of the NPC team officials alongside the team rosters. Please go to Winter Sports > IPC Ice Sledge Hockey > [Competition] > Entries by Name (Officials).

The next page shows an empty table which will be populated with your team officials. In the following example, a physiotherapist is already registered.

Entries by Name - Team Officials

ID	NPC	Family Name	Given Name	Date of Birth	Gender	Role
1	United States of America	Smith	John	1961-01-01	Male	Physiotherapist

Page 1 of 1 | 15 | View 1 - 1 of 1

Buttons: Add Team Official, Delete Selected Team Official(s), Grid Export, Clear Filter

Click 'Add Team Official', a blank form opens; you need to fill out with the basic details of the person such as name, date of birth, and the person's role from a pre-defined list.

Entries by Name - Team Officials

[New]

Information: Please fill out the form and click 'Save' to register this person as team official of your delegation. If you had filled the entries by number form, you can only register as many team officials as having been invoiced. You can delete a team official anytime before entry deadline and replace number by another person.

NPC: [Dropdown] Role: [Dropdown]
Family Name: [Text] Given Name: [Text]
Date of Birth: [Text] Gender: Male Female

Buttons: Save, Clear

You can enter as many officials as you submitted in the Entries by Number form (see chapter 3.1). Further registration will be rejected. Replacements are possible by deleting a registered official first via the 'Delete' button.

Fill out this form for all your officials before you complete the registration process for your NPC.



4.5 Submission and Confirmation of Entries

When you finished registering all your athletes to the correct events, you can complete the process anytime by 'Final Submission'.

Go to IPC [Sport] > [Competition] > NPC Reports. Open the tab labelled 'Entries by Name'.

The screenshot shows a web interface with a top navigation bar containing two tabs: 'Entries by Name' (selected) and 'Entries by Number'. Below the tabs, the page is divided into three vertical sections separated by dotted lines.

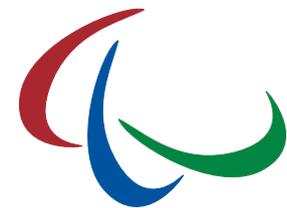
- Entries by Name Report:** Contains a paragraph of text and three buttons: 'Entries by Name' (with a PDF icon), 'Entries by SDMS ID' (with a PDF icon), and 'Entries by Name' (with an Excel icon).
- Final Submission:** Contains a paragraph of text and a central button labeled 'FINAL SUBMISSION' with a green arrow icon.
- Validation Report:** Contains a paragraph of text and a button labeled 'Validation Report' with a PDF icon.

On the left side, you can download a report of your entries anytime as PDF or Excel file.

The centre offers to submit your entries finally to the IPC.

- After submission, you cannot change your entries anymore!
- When the official entry deadline has passed, your data is automatically submitted!
- Changes after submission must be reported to the respective IPC Sport and only accepted on an exceptional basis for serious reasons.

If the IPC is requesting the **validation report**, the section on the right side enables the button once the data are submitted (either via 'FINAL SUBMISSION' or after the deadline at the latest). This report must be then downloaded, signed, and sent back to the responsible IPC Sport.



5 Bipartite Applications

Some competitions offer the bipartite allocation process to allow selected athletes to participate without a qualification performance. The current EBS version covers this application process for IPC and non-IPC sports. Processes available are listed on the competition overview with deadlines and link to the application section on the EBS welcome page.

5.1 Application for IPC Sport

Like for entries by name, athlete data is extracted from SDMS so that the applying NPC only requires defining the SDMS ID of the athlete and the events the athlete wishes to compete in. Go to IPC [Sport] > [Competition] > Bipartite Applications.

IPC Powerlifting ▾	IPC Shooting ▾	IPC Wheelchair Dance ▾
Competition Overview		
Rio 2016 Paralympic Games ▶	Bipartite Applications	
2015 IPC Powerlifting European Open Championships ▶	NPC Reports	
2016 IPC Powerlifting World Cup Kuala Lumpur ▶		
2016 IPC Powerlifting World Cup Rio ▶		

Initially, a blank table opens that is going to be populated with the NPC's applications.

Powerlifting > Rio 2016 Paralympic Games

Bipartite Applications

Athlete ID	Family Name	Given Name	Date of Birth	Gender	NPC	Timestamp	Status

Page 1 of 1 18 No records to view

Add Bipartite Application Grid Export Clear Filter

If applications already exist, the details can be reviewed by clicking the respective row in the matrix. Amendments to or deletions of existing applications can only be performed while the application status is 'New'. When the status is 'Under Review', the responsible IPC sport is already in the process of review of all applications for its final decision.



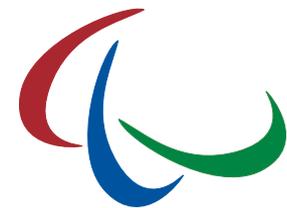
Click 'Add Bipartite Application' to open the form for a new submission.

The submission process consists of two steps.

Step 1: Select your NPC if not already pre-selected, and enter the SDMS ID of your athlete. The name of the selected athletes appears in the text field. The selection is only valid if this number exists in SDMS, the related athlete is registered for the NPC and in the sport of the bipartite application. Otherwise, the term “– not found –” indicates the incorrect SDMS ID. Click 'Save' if the athlete is correctly selected.

Step 2: Now you have to opportunity to specify the events the athlete wants to compete in. You **must** fill out at least all fields for event 1, otherwise your application will not be considered! Select the event from the drop down menu populated with all events from the provisional competition programme your athlete is allowed to compete in based on his current classification. The remaining fields require information about the best performance the athlete has achieved **in this particular event within the qualification period**. Consult the qualification documents of the respective competition. You can add or remove further events by clicking the respective buttons 'Add another Event' and 'Remove last Event'. Please note that event #1 must be filled out.

Your bipartite application is now completed. The IPC sport will review all applications after published bipartite deadline and inform all NPCs on the final decisions accordingly.



5.2 Application for non-IPC sports

The IPC offers the bipartite section of EBS to the International Federations that are represented at the upcoming Paralympic Games and include a bipartite application process to their members. Some of these IFs accept the offer so that the NPCs are able to apply for bipartites in most of the sports directly through EBS.

Go to Non-IPC Sports > [Competition]. An overview table is displayed to indicate which sports are handled by EBS, and the application period with start and deadline. When the process has begun for a particular sport, the link to the bipartite applications appears in the column 'Access'. The link under 'Reports' redirects you to the download option of an overview of your application likewise for the entries by name. For completeness, the table also includes the IPC Sports.

Sport	Bipartites deadline	Access	Reports
Archery	start: 1 May 2016 deadline: 31 May 2016		NPC Reports
Athletics	start: 2 May 2016 deadline: 20 June 2016		NPC Reports
Equestrian	start: 15 February 2016 deadline: 15 March 2016		NPC Reports
Powerlifting	start: 8 February 2016 deadline: 14 March 2016		NPC Reports
Shooting	start: 8 February 2016 deadline: 25 March 2016		NPC Reports
Swimming	start: 15 February 2016 deadline: 10 April 2016		NPC Reports
Table Tennis	start: 15 January 2016 deadline: 15 February 2016		NPC Reports
Wheelchair Fencing	start: 31 May 2016 deadline: 20 June 2016		NPC Reports
Wheelchair Tennis	open	Bipartite Applications	NPC Reports

When the process is opened, click on 'Bipartite Applications'. Like for IPC Sports, a blank table opens that is going to be populated with the NPC's applications.

Click on 'Add Bipartite Application' to open the form for new submission (example: Equestrian).

[New]

Step 1 - Register Athlete

NPC	<input type="text"/>	Given Name	<input type="text"/>
Family Name	<input type="text"/>	Gender	<input type="text"/>
Date of Birth	<input type="text"/>		
Nationality	<input type="text"/>		
Grade	<input type="text"/>	License Number	<input type="text"/>
Argumentation for Application	<input style="width: 100%; height: 100%;" type="text"/>		



The submission process consists of two steps.

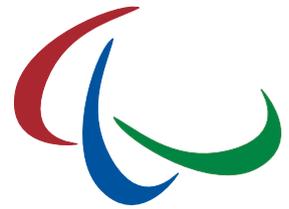
Step 1: As the IPC has no information stored in SDMS about athletes from other federations, please fill out the entire form. Yellow fields are obligatory. Click ‘Save’ if the athlete is correctly selected. Some fields are specific on the responsible IF.

- **Classification** is called ‘Grade’ for equestrian. The drop down menu is populated with all classes registered for that sport in SDMS. Please check the competition programme if the athlete is eligible to compete with his current classification.
- **License Number** might have a different label depending on the IF terminology (e.g. PTT ID for table tennis, or IPIN for wheelchair tennis).
- **Comments** are optional by default. However, currently two sports (Equestrian and Table Tennis) kindly request the application to write down argumentation/motivation for the application. Please fill out according to the needs of the IF. The field requires at least 100 characters (not words!) just to ensure at least one argument is written.

Step 2: After saving the athlete personal details, you have now the opportunity to specify the events the athlete wants to compete in. You **must** fill out at least all fields requested for event 1, otherwise your application will not be considered! Following fields are/might be available depending on the requirements of the federation:

A screenshot of a web form titled "Step 2 - Select Events". The form contains several input fields and a dropdown menu, all highlighted in yellow. The fields are: "Valid?" (checkbox), "Event Type" (dropdown menu), "Place on Rankings" (text input), "Best Performance" (text input), "Date" (text input), and "Competition" (text input). There is also a "Location" field. Below the form is a button labeled "+ Add another Event". At the bottom of the form are four buttons: "Save", "Refresh", "Delete", and "New".

- **Event Type** is required for each sport. The drop down list is populated with all available event types of the respective competition. Please note that your application will be neglected if the combination of the selected event type and athlete’s classification is not offered on the tentative competition programme.
- **Place on (World) Rankings** requires the current position of the athlete in the IF rankings of the selected event type. Enter “none” if the athlete is not ranked, yet.
- **Best Performance** requires entering the highest achievement the athlete has retrieved within the qualification period. This might be a time, width, score, points, or just the best position in a tournament.
- **Date** refers to when the best performance has been achieved.



- **Competition** refers to at which competition the best performance has been achieved.
- **Location** requests entering city and country of that competition.

You can add or remove further events by clicking the respective buttons 'Add another Event' and 'Remove last Event'. Please note that event #1 must be filled out.

When you have saved your application with at least one event registered, your bipartite application is now completed. The responsible federation will review all applications after published bipartite deadline and inform all NPCs on the final decisions accordingly.

5.3 Bipartite Reports

A summary of your bipartite applications by sport can be found in the NPC Report sections like the entries by name and entries by number reports.

Decisions of the submission will be directly reported to the NPCs according to the timeline of the competition qualification document.

5.4 Wild Cards

Wild Card applications for various competitions obey a similar process like bipartites. If a competition offers the wild card applications in EBS, you will find the application form at the same locations like the bipartites, replacing or combining the term "bipartite" with "wild cards".

In the case that bipartite and wild card applications are handled by EBS for the same competition, on opening the blank submission form allows you to select whether you apply for a bipartite or for a wild card.



6 Glossary

EBS

IPC Online Entry & Bipartite System

ID

Identification (as unique identifier)

IF

International Federation

II

Intellectual Impairment

IM (class)

Intentional Misrepresentation

IPC

International Paralympic Committee

MQS

Minimum Qualification Standard

NE (class)

Not Eligible

NF

National Sport Federation

NPC

National Paralympic Committee

SDMS

IPC Sport Data Management System

VAT

Value Added Tax

VI

Visual Impairment