



world archery

Welcome!

The online call will start soon

Online call with member associations

Registration to events: Extranet, invitation packages and FAQ

8 June 2021 via Microsoft Teams

Agenda

1. Introduction and working order during the call
2. General info
 - Rules
 - Invitation packages
 - Procedures
3. Extranet/WAREOS:
 - Entries
 - Contact
 - Invitation letters
 - Transportation
 - Hotel
 - Extra
4. Cancellations and refunds
5. Payments and special cases
6. Questions and answers



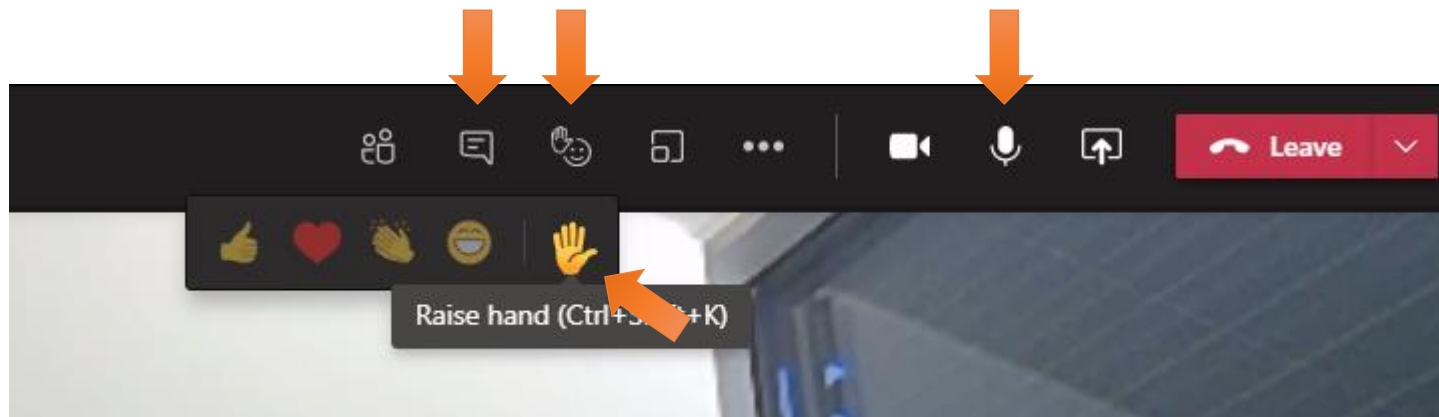
Working order during the call

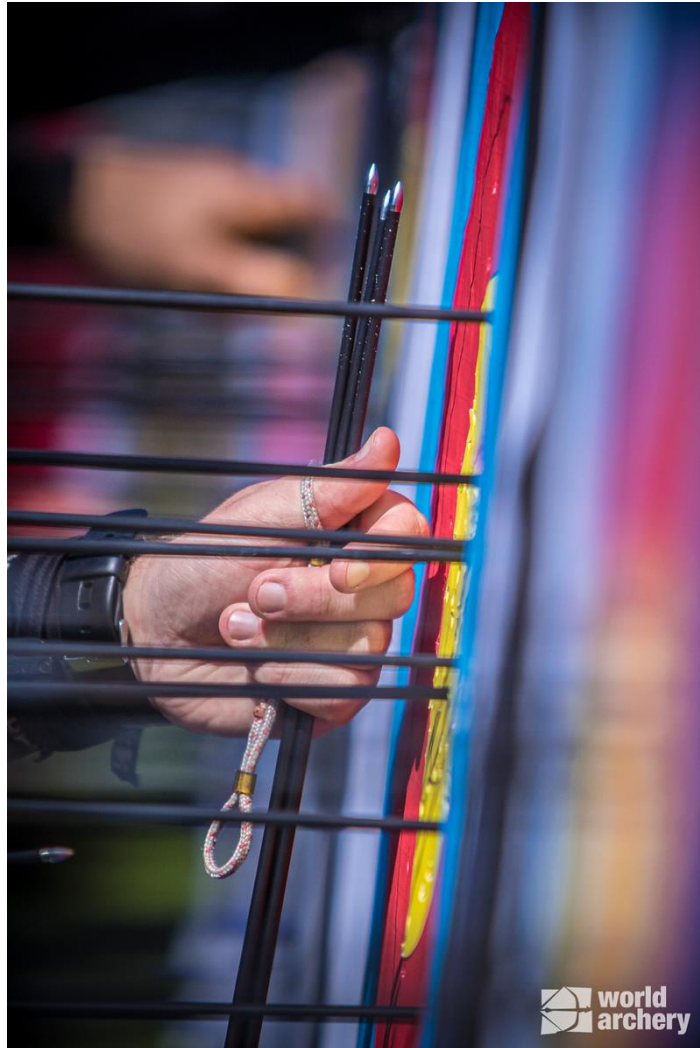
Microphone should be on mute during the call

- We also suggest to turn off the video share

Feel free to ask if something is not clear

- Submit your question in the chat
- “Raise your hand” and wait until given turn to ask (need to unmute)





Used in this presentation

FoP	field of play (competition field)
IP	invitation package (of an event)
LOC	local organising committee
MA	World Archery member association
TM	team manager
WRE	world ranking event



Thomas Aubert

taubert@archery.sport

Head of events and marketing

Event bids, procedures, LOC contracts, WAREOS, OpenWAREOS (but not questions that should go to LOC – see last slides)



Cecilia Viscarra

cviscarra@archery.sport

Member Services Coordinator

Extranet access, biography approvals, MA section, any questions which not sure to who

Introduction



Siret Luik

sluik@archery.sport

Deputy Secretary General

Governance, member services, education



Matteo Pisani

Head of Technology

Development of Extranet, WAREOS and results management (should NOT be contacted for user assistance)



Andrea Gabardi

Results and Logistics Coordinator

Events logistics, results management (should NOT be contacted for user assistance)



General info on events and resources

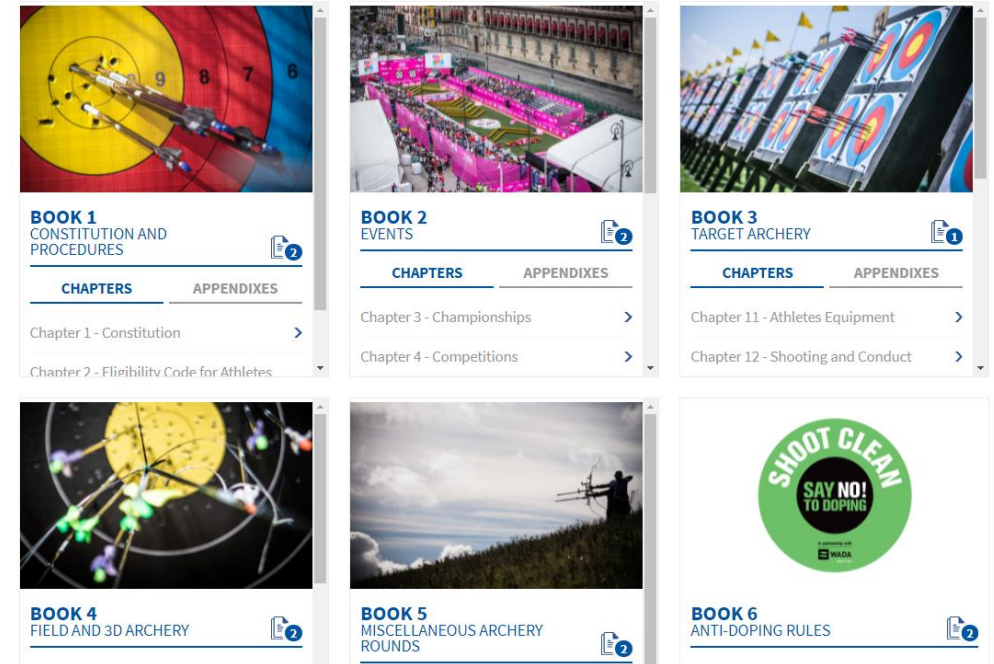
World Archery rulebook

Most important for team managers/administrators:

- [Book 2, Chapter 3](#) – about World Championships
- [Book 2, Chapter 4](#) – about categories and rounds generally
- [Book 2, Appendix 1](#) – about WREs (World Ranking Events)

Most important for participants (competition rules for different rounds):

- [Book 3](#) – Target Archery
- [Book 3, Chapter 21](#) – Para Archery
- [Book 4](#) – Field and 3D Archery





Special rules per event

There might be **special set of rules** for specific tournament or series of event. For example:

- [World Cup rules 2021](#)
- [Indoor World Series 2020/2021](#)

All multi-sport events also have their own set of rules that are usually based on World Archery rules, but might differ in terms of categories/qualifications/registration etc. Examples:

- [World Games](#)
- [World University Games](#)
- [Gymnasiade](#)
- Continental Games

Olympic Games

For sporting rules World Archery rules apply.
It is also necessary to be especially careful about [dress regulations \(Chapter 20\)](#).

However, there is [separate qualification procedure](#) and registration is NOT done through World Archery.



Invitation packages (IPs)

Where to find the invitation package?

- 1) [World Archery webpage](#) > Events > Calendar > Choose the event > Documents
- 2) [Extranet](#) > Log-in > Choose the event > Click on the file
- 3) [World Archery Document Manager](#) > Events > Choose the event type > Choose the event > Click on file



Para-Archery World Ranking Tournament And Final Paralympic Qualification 2021

Summary



Nové Město nad Metují (CZE)
2021-07-03 / 2021-07-10

Registration Opening Date: **2021-03-31**
Preliminary Entries Deadline: **2021-04-18**
Final Entries Deadline: **2021-06-11**
Wareos Email: ctosetti@archery.sport
[NoveMesto_Invitation_package_v6.0\(.docx\)](#)
[NoveMesto_Invitation_package_v6.0\(.pdf\)](#)
Default timezone, when not otherwise specified, is UTC

Entries Contacts Invitation Letter Requests Transports Hotels Extras **Summary**

What to look for in IP?

- **Event info** – dates, venues, etc
- **Deadlines** – entries, reservations, payments
- **Penalties for late/missed entries**
NOT to miss preliminary entries if intention to go!
- **Cancellation policies**
- **LOC contacts**
- Each IP has their version number, make sure to check the last one

Biography changes

Biographies section will be updated before next season. Below is described current process.

- **Usual process**

- MA makes the change in Extranet
- World Archery to approve change (might ask for clarification)

- **Name change**

- MA makes the change in Extranet + should send an email to cviscarra@archery.sport
- World Archery to approve change (might ask for clarification)

- **Gender change – important to follow**

- No change to existing profile (historic data)
- MA has to contact WA office to notify of this
- New profile created

Biographies

If you notice that one person has more than one profile/biography:

- Verify if this is the same person
- Sometimes there is slightly different date of birth or the spelling of the name, verify the correct one
- Send an email to World Archery, cviscarra@archery.sport with clear information:
 - ID numbers of duplicate entries
 - Correct information

Change of Member Association

• **Officials**

- New MA to “Claim entry” in Extranet
- World Archery to approve the change
 - If urgent, please send email to cviscarra@archery.sport

• **Athletes**

- New MA to “Claim entry” in Extranet
- Submit [national team transfer form](#) to ctosetti@archery.sport (mandatory!)

The rules for athletes change of MA are described in rulebook Book 1, Chapter 2 ([Articles 2.4](#)).

The athlete must have at least one year break from international tournaments + one of the below:

- Citizenship of the new MA
- Residency in new country

Officials at events

- **Number of officials, 50% rule**
 - [Article 3.7.3.3:](#)
The number of officials that may be entered by a Member Association is limited. At World Championships or World Ranking Events, **the number of officials will be limited to 50% of the number of athletes registered** rounded up.
 - Does not apply for para archery events
- **Field of play access**
 - Officials and team management policy and procedure (link)
- **Guests**
 - Guest accreditation availability based on LOC offer
 - No access to competition field, no upgrade cards possible
 - Visa support letters and hotel/transport together with the team in WAREOS

Our team has 11 athletes, how many officials are allowed to register?

With 11 athletes, it is allowed to have 6 officials ($11:2 = 5,5 + \text{round up} = 6$)

Other examples:

1 athlete = 1 official

4 athletes = 2 officials

5 athletes = 3 officials

Team manager role and necessity

Team manager is the link between the organisers and the team. Team manager should move information both ways – from organisers to team and also give feedback to organisers.

In principle, each team should have an assigned team manager because certain procedures which only team managers are allowed to do. Examples:

- FoP access upgrade cards
- Team changes
- COVID protocol

Team manager has access to FoP during competition. Therefore, if you have athletes travelling with coach(es), please assign one of the coaches as team manager.

What to do if there are only athletes travelling to an event without any officials?

- If only athletes in the team:
 - A) **Register one of the athletes also as a team manager (suggested option)**
 - OR
 - B) **Send a team without team manager** - inform LOC about it beforehand but be ready that certain things might be problematic and might need authorisation by the federation SG / president (more time consuming – not recommended option)

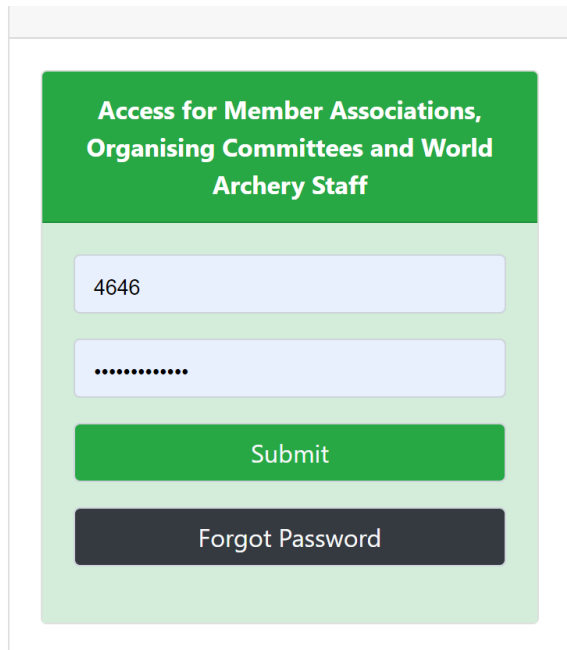
Mandatory to do:

- Before event - mark an athlete contact in the Contacts section (no need for all)
- During event – an athlete to attend team manager meeting

Extranet and WAREOS



Extranet – for MAs to determine who can access



Access for Member Associations,
Organising Committees and World
Archery Staff

4646

.....

Submit

Forgot Password

Inside Extranet is **WAREOS**:
For national team registrations



Para-Archery World Ranking Tournament And Final Paralympic Qualification 2021

Summary

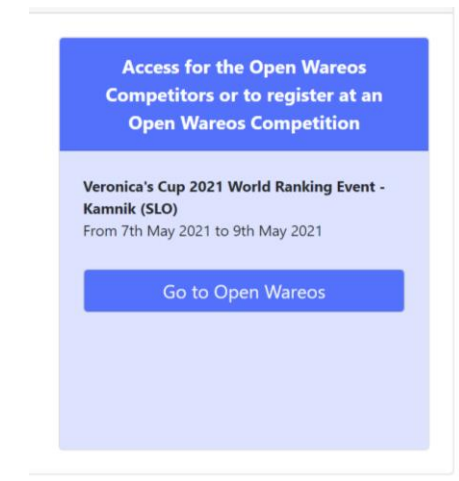


Nové Město nad Metují (CZE)
2021-07-03 / 2021-07-10

Registration Opening Date: **2021-03-31**
Preliminary Entries Deadline: **2021-04-18**
Final Entries Deadline: **2021-06-11**
Wareos Email: ctosetti@archery.sport
[NoveMesto_Invitation_package_v1.0\(.docx\)](#)
[NoveMesto_Invitation_package_v1.0\(.pdf\)](#)
Default timezone, when not otherwise specified, is UTC

Entries Contacts Invitation Letter Requests Transports Hotels Extras Summary

OpenWAREOS – for
individual athletes.



Access for the Open Wareos
Competitors or to register at an
Open Wareos Competition

Veronica's Cup 2021 World Ranking Event -
Kamnik (SLO)
From 7th May 2021 to 9th May 2021

Go to Open Wareos

Extranet and OpenWAREOS are linked, but still completely separate systems with separate functions.

*Questions about access to Extranet > **Cecilia***

*Questions about access to OpenWAREOS > **Cécile***

WAREOS main principles

- **Filling in as much as possible, will fasten the on site processes for all parties involved!**
 - No rooming list – check-in to take longer
 - No names for transport – possible confusion in the airport
 - No contact marked – your team will miss out on information (schedule changes etc)
 - No team manager assigned – problems with accreditation
- With each change, you will receive **automatic confirmation/notification.**
 - Check if the “WAREOS email” in MA section is correct
 - You can have multiple email addresses in this field

Entries

Preliminary entries












Check [tutorial video here](#)






- **Number of people** (no names needed at this stage)
 - This can be edited before and after the deadline, but for penalty calculations, the submitted number of the deadline will be recorded
 - It is very important to submit if your team has intention to go – otherwise rather high penalties might apply

Process in WAREOS:

- Step 1** Choose event, click “Entries”
- Step 2** Choose correct category and click on the pencil icon
- Step 3** Enter correct number and click in green tick icon

Categories	Preliminary Entries	Entr
Recurve Junior Men	0 	
Recurve Junior Women	0 	
Recurve Cadet Men	0 	
Recurve Cadet Women	0 	
Compound Junior Men	0 	
Compound Junior Women	0 	
Compound Cadet Men	0 	
Compound Cadet Women	0 	
Registered Archers	0	
Officials	0 	
All Entries	0	



Categories	Preliminary Entries	
Recurve Junior Men	0 	
Recurve Junior Women	3 	 
Recurve	0 	



Entries

Final entries

- Names of the participants
 - Possible to add people who are not in the system yet
 - Be careful not to create duplicate entries!

Process in WAREOS:

Step 1 Choose the correct category and click on the pencil icon at the end of the line (under Final Entries)

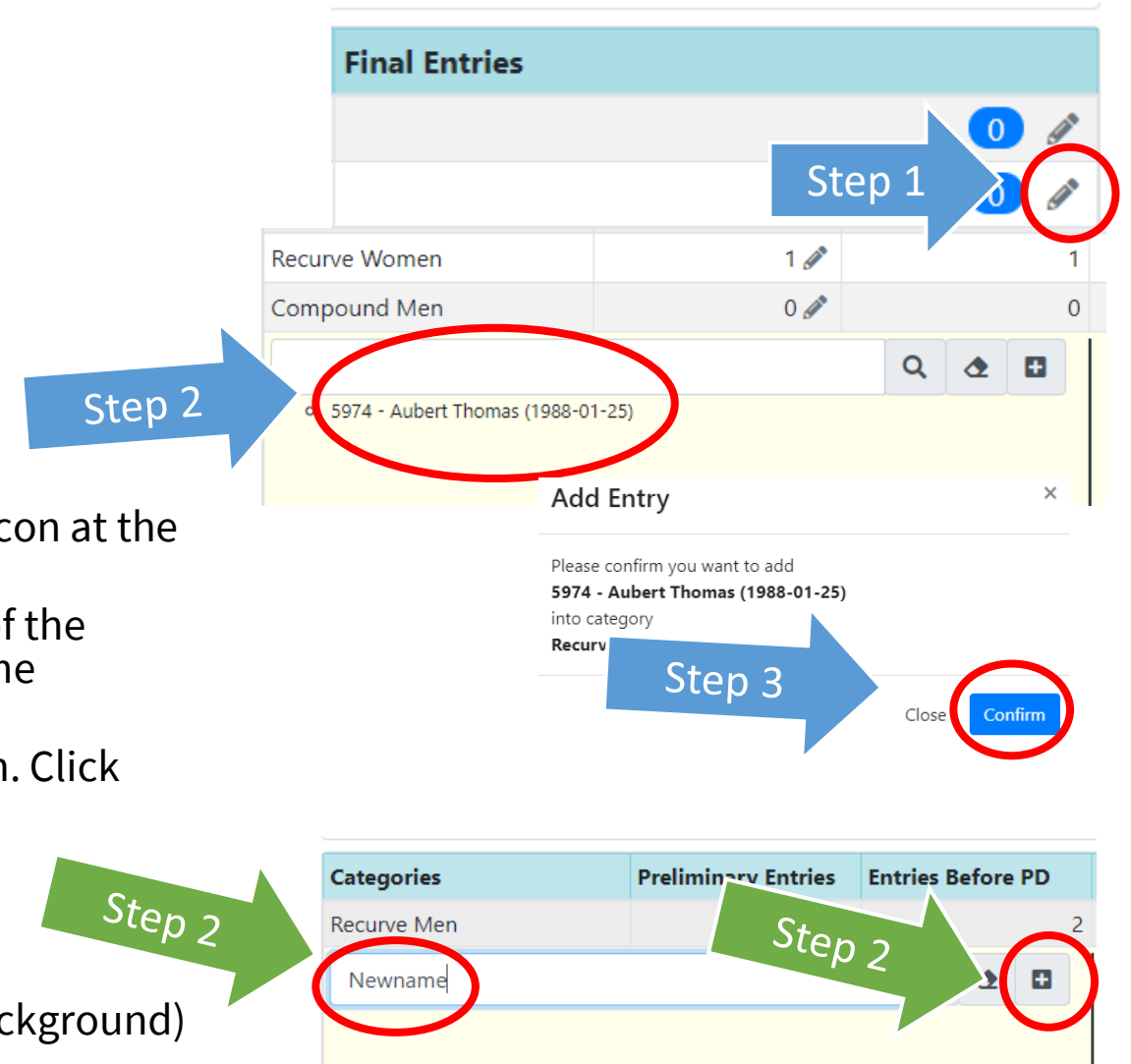
Step 2 A list of eligible athletes will appear. Please do one of the following: A) choose from the list or B) type in part of the name to shorten the list.

Step 3 Click on the athlete name, pop-up window will open. Click confirm.

IF NO BIOGRAPHY EXISTING (new person):

Step 2 Type in the athlete name and click the “plus icon”.

Step 3 Fill in all the fields (mandatory fields with yellow background) and blue button will appear to create entry.



The screenshot illustrates the WAREOS interface for adding entries. It shows a table with categories and entry counts, a search for an athlete, a confirmation dialog, and a table for adding new entries.

Final Entries			
		0	0
Recurve Women	1		1
Compound Men	0		0

Search results: 5974 - Aubert Thomas (1988-01-25)

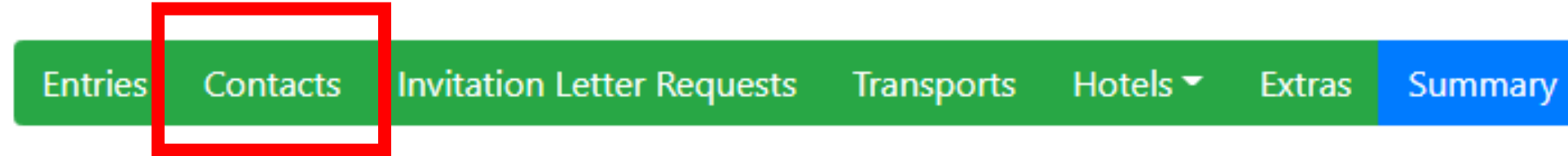
Add Entry dialog: Please confirm you want to add 5974 - Aubert Thomas (1988-01-25) into category Recurve. Buttons: Close, Confirm.

Categories	Preliminary Entries	Entries Before PD
Recurve Men		2
Newname		

I was making final entries. We have 6 athletes and 3 officials. Why can't I enter the names of the coaches and team manager?

Most probably you have not entered the athlete names yet.

Due to 50% officials rules, the system automatically calculates the maximum allowed number of officials. You will need to enter the athlete names before entering officials.



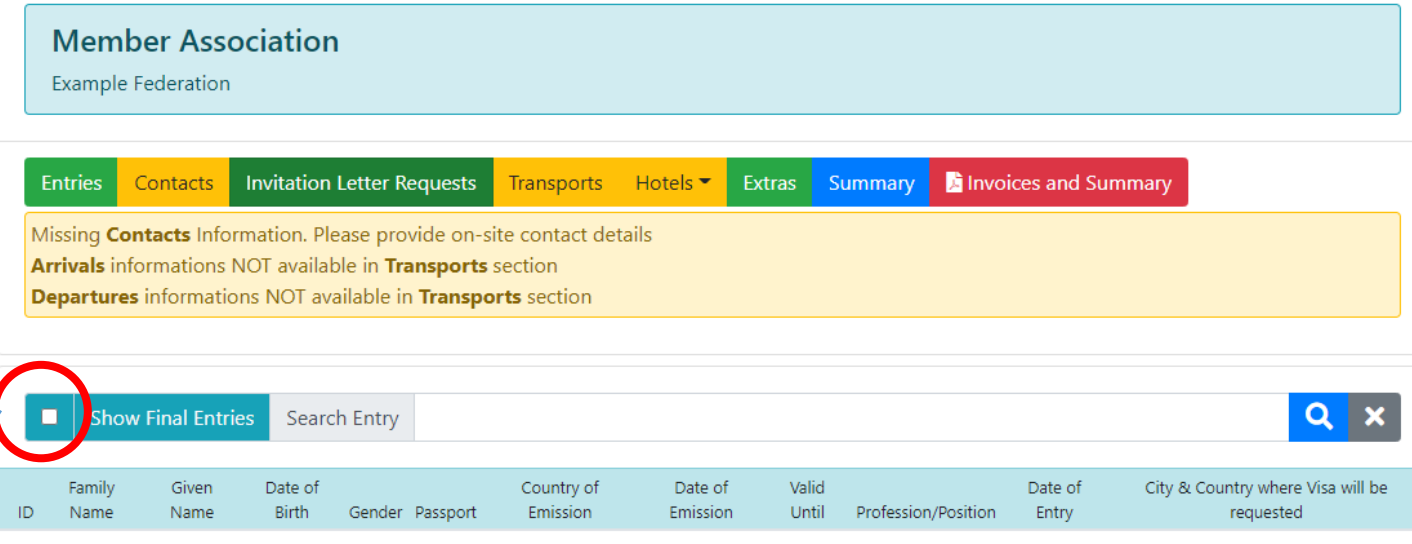
- Purpose: give operational information. For example:
 - Schedule changes
 - Unplanned team manager meeting
- This needs to be ON SITE contact – email and phone numbers of the person at the tournament.
 - In case you will put MA general email to this field, then your team might miss out from important information.
- Who to choose as “Contact”
 - **Needs to understand English**
 - Responsible person who would make sure the whole team will get the information
 - Does not necessarily need to be Team Manager, but recommended
 - Suggested 1-2 contacts per MA

User tip: if the person has “email” or “mobile phone” in their biography, then these fields will be filled in automatically. However, please always check it is up to date!

Invitation letter



- Necessary only if you need to apply for visa
- Any other type of authorisation letter – contact LOC
- It is mandatory to have passport copies uploaded to apply for invitation letter (to save time, you could do it in ID Documents section any time)
- Please check if the name and date of birth match – in passport and in WAREOS



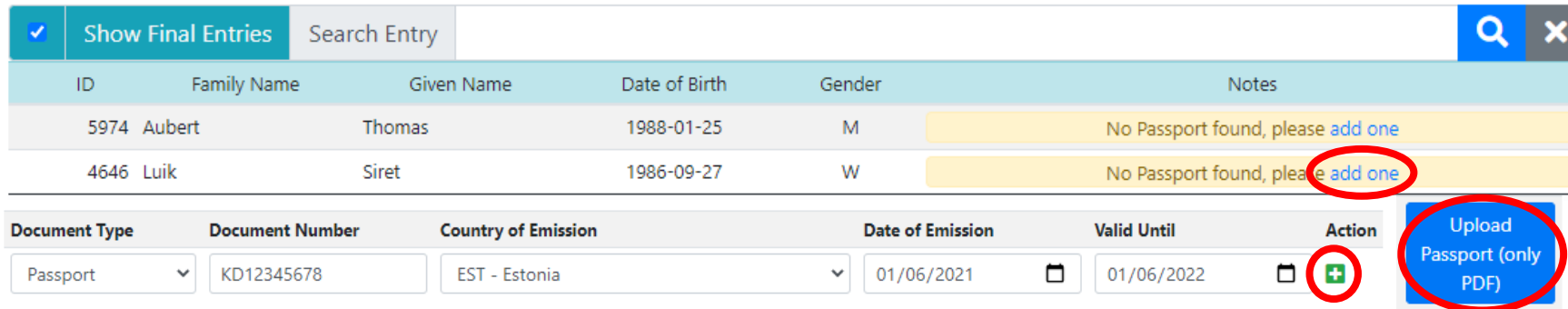
The screenshot shows the WAREOS interface. At the top, a light blue box displays 'Member Association' with 'Example Federation' below it. Below this is a navigation bar with tabs: 'Entries', 'Contacts', 'Invitation Letter Requests', 'Transports', 'Hotels', 'Extras', 'Summary', and 'Invoices and Summary'. A yellow warning box contains the following text: 'Missing **Contacts** Information. Please provide on-site contact details', '**Arrivals** informations NOT available in **Transports** section', and '**Departures** informations NOT available in **Transports** section'. Below the warning box is a search bar with a 'Show Final Entries' button and a 'Search Entry' input field. A blue arrow labeled 'Step 1' points to the 'Show Final Entries' button. Below the search bar is a table with the following columns: ID, Family Name, Given Name, Date of Birth, Gender, Passport, Country of Emission, Date of Emission, Valid Until, Profession/Position, Date of Entry, and City & Country where Visa will be requested.

ID	Family Name	Given Name	Date of Birth	Gender	Passport	Country of Emission	Date of Emission	Valid Until	Profession/Position	Date of Entry	City & Country where Visa will be requested
----	-------------	------------	---------------	--------	----------	---------------------	------------------	-------------	---------------------	---------------	---

Invitation letter

Step 1: Go to “Invitation Letter Request” tab in WAREOS and click on the “Show final entries” box. Alternative is to use search function. (see last slide)

(Step 2): If the person does not have passport copy, you will need to click “add passport copy”



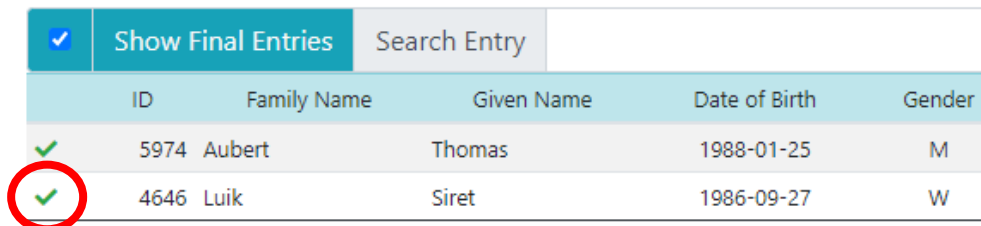
ID	Family Name	Given Name	Date of Birth	Gender	Notes
5974	Aubert	Thomas	1988-01-25	M	No Passport found, please add one
4646	Luik	Siret	1986-09-27	W	No Passport found, please add one

Document Type	Document Number	Country of Emission	Date of Emission	Valid Until	Action
Passport	KD12345678	EST - Estonia	01/06/2021	01/06/2022	+

[Upload Passport \(only PDF\)](#)

You need to fill in the fields and check that date of birth and name is matching with what is in the passport. After passport file (pdf) is uploaded. Do step 1 again and proceed to step 3.

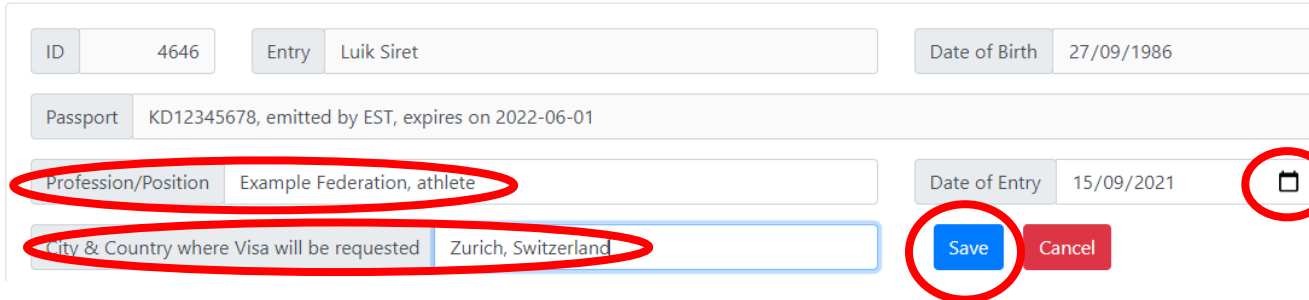
Step 3: Choose the person you want to apply for invitation letter and click on the green icon in the beginning of the line.



ID	Family Name	Given Name	Date of Birth	Gender
✓ 5974	Aubert	Thomas	1988-01-25	M
✓ 4646	Luik	Siret	1986-09-27	W

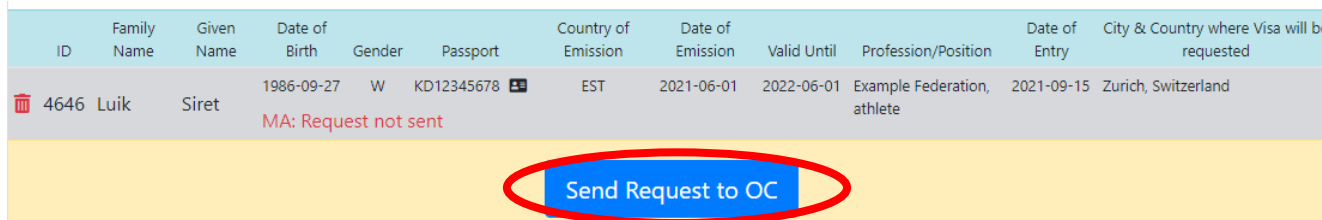
Invitation letter

Step 4: All the data will be displayed and you will need to confirm by clicking “Save”.



The screenshot shows a form with the following fields: ID (4646), Entry (Luik Siret), Date of Birth (27/09/1986), Passport (KD12345678, emitted by EST, expires on 2022-06-01), Profession/Position (Example Federation, athlete), Date of Entry (15/09/2021), and City & Country where Visa will be requested (Zurich, Switzerland). A red circle highlights the 'Save' button, and another red circle highlights the 'Date of Entry' field.

Step 5: Review the details on the screen and verify if everything is correct. Click “Send request to OC”. You will also need to click “Confirm” in pop-up window.



ID	Family Name	Given Name	Date of Birth	Gender	Passport	Country of Emission	Date of Emission	Valid Until	Profession/Position	Date of Entry	City & Country where Visa will be requested
4646	Luik	Siret	1986-09-27	W	KD12345678	EST	2021-06-01	2022-06-01	Example Federation, athlete	2021-09-15	Zurich, Switzerland

MA: Request not sent

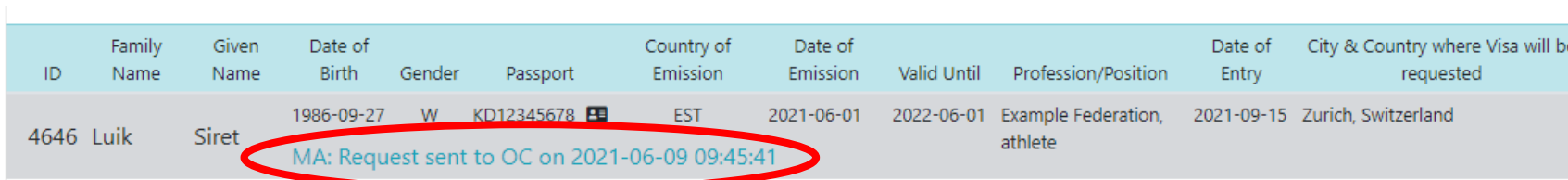
[Send Request to OC](#)

Send Request to OC

Send all the unsent Invitation Letter Requests to the OC?

[CONFIRM](#) [CANCEL](#)

Step 6: After this the visa invitation is applied and a line will appear below with the time of your request marked. Once the LOC prepares visa invitation letter, a PDF file icon will appear and you can download the file. You will receive a notification by email about it.



ID	Family Name	Given Name	Date of Birth	Gender	Passport	Country of Emission	Date of Emission	Valid Until	Profession/Position	Date of Entry	City & Country where Visa will be requested
4646	Luik	Siret	1986-09-27	W	KD12345678	EST	2021-06-01	2022-06-01	Example Federation, athlete	2021-09-15	Zurich, Switzerland

MA: Request sent to OC on 2021-06-09 09:45:41



Arrival and departure

- Necessary to fill in even if self-arranged transport
- Arrival/Departure times need to be marked:
 - Official transportation – landing/departure time
 - Self-arranged – the estimated time of arrival in the hotel
- Please mark the names! This will fasten the process for everyone.

If there is a flight change, please update the information on WAREOS asap! If flight is late during travel, please send a notification to LOC. Please use the transportation contact from the team manager booklet.

Transportation

Step 1: Choose the “Direction” from drop-down list (this step applies also on self-arranged transportation)

Step 2: Fill in the fields below and indicate time of arrival


- Official transportation – landing/departure time
- Self-arranged – the time of arrival in the hotel

The cost will be calculated automatically. Any special requests need to be marked in Notes field.

Step 3: Click “Save” and check if the information is correct.

Select Arrivals or Departures in the available option and insert your Transportation Details.

Direction	Arrivals	Required Transport	--
Date and Time	dd/mm/yyyy	--:--	Info (Flight/Train No.)
Number of Persons	0	Cost per person - One way	Total Cost
Notes			
Save		Close	



Reservation

- Rooms might have **limited availability**, please do not leave reservation in last minute if you wish specific room type
- World Archery is not able to answer questions about **hotel availability** or **payments status**, please contact LOC.
- If the hotel reservation deadline has not passed, but **no rooms of any type available** in the system – there will be added (but might not be the same as in original IP). Contact LOC when in doubt.
 - However, LOC has no obligation to find a solution past the deadline
- If any of the participants have **dietary restrictions** (food allergy etc) – please make sure to mark in the Hotels section under room comments.
- Mandatory to mark if using **non-official hotel**. Might be not allowed by LOC or extra fee might apply > check IP

User tip: if you predict there might be date changes, it is suggested to book each room separately for more flexibility.

Hotel and Room Type / Description	Cost	Number of Rooms	Check In	Check Out	Nights	Cost		
Ibis Paris Porte d'Orléans *** - Single room								
Full Board (Breakfast, Lunch, Dinner)	193.00 EUR	1	2021-06-17	2021-06-22	5	965.00 EUR		
Full Board (Breakfast, Lunch, Dinner)	193.00 EUR	1	2021-06-17	2021-06-22	5	965.00 EUR		
Full Board (Breakfast, Lunch, Dinner)	193.00 EUR	1	2021-06-19	2021-06-21	2	386.00 EUR		
Ibis Paris Porte d'Orléans *** - Double room								
Full Board (Breakfast, Lunch, Dinner)	298.00 EUR	2	2021-06-17	2021-06-22	5	2,980.00 EUR		
Grand Total		5			22	5,296.00 EUR		
Non-Official Hotels								
Insert number of Officials and Athletes in Non-Official hotels (may be subject to a penalty fee)								
Athletes		-						
Officials		-						

Reservation

Process in WAREOS – booking new rooms:

Step 1 Choose the hotel + room type from drop-down menu

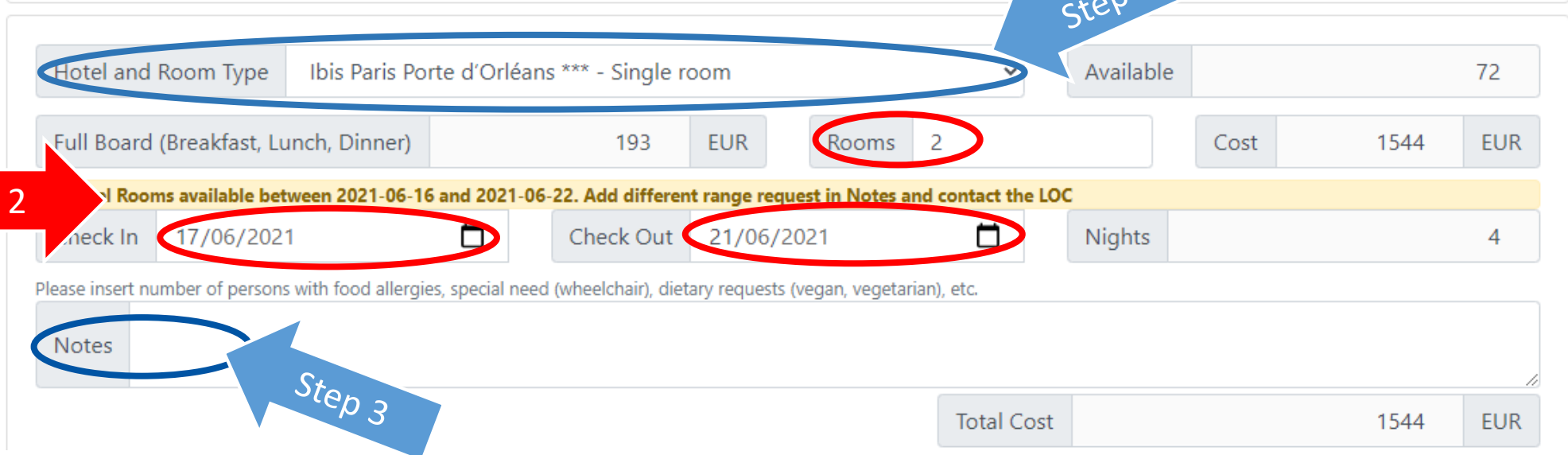
Step 2 A reservation form will appear, fill in the empty fields

* number of rooms you need (for this type) * check-in date * check-out date

The number of nights and cost will be calculated automatically

Step 3 If any dietary restrictions, please add in comments field. This field can also contain the requirements for the room – for example if wheelchair accessible room is needed.

Step 4 Click on blue button “Confirm”



The screenshot shows a reservation form with the following elements and annotations:

- Step 1:** A blue arrow points to a dropdown menu for "Hotel and Room Type" which is currently set to "Ibis Paris Porte d'Orléans *** - Single room".
- Step 2:** A red arrow points to the "Check In" date field, which is set to "17/06/2021".
- Step 3:** A blue arrow points to the "Notes" text area.

Other visible form fields and values include:

- "Rooms": 2 (circled in red)
- "Check Out": 21/06/2021 (circled in red)
- "Nights": 4
- "Cost": 1544 EUR
- "Total Cost": 1544 EUR

A yellow banner message reads: "Rooms available between 2021-06-16 and 2021-06-22. Add different range request in Notes and contact the LOC".

Reservation – date changes

There will be an update in the system for next season, but below is described current process.

Process in WAREOS to change dates of existing reservation:

A) If changing dates for all the rooms of same type the same way (or only for one room):

Step 1 You can make changes in the system

B) If not changing dates for all the rooms of same type, but sufficient number of rooms still available:

Step 1 Book new room with correct dates

Step 2 Delete the current reservation

C) If same type rooms NOT available anymore:

Step 1 Keep the reservation as it is

Step 2 Send an email to LOC with clear information/request

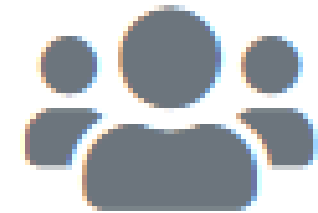
This applies also to room type changes, but subject to availability

Rooming list

- This step is to help your team to have faster check-in at the hotel
- Before filling in this form, you must complete hotel reservation

Process in WAREOS:

- Step 1** Choose a room and click on the icon at the end of the line
- Step 2** Populate with people (you can choose from the list of people for who final entries are done)
- Step 3** Click Save
- Step 4** You will see a list of all the rooms with names listed. If you see an “!” icon then it means something went wrong. For example – only one person in double room



The extra section enables you to book additional services.

This is always depending on the LOC and IP. For example:

- PCR test
- Early/late check-in/out (if offered by organisers)
- Practice before the event
- Lunch boxes
- Closing party

Extra Description	Order	Cost per Unit
Extra accommodation day price	1	100
COVID-19 test	6	70

Invoice

- Calculations for invoice in WAREOS
- Final invoice / original issued by LOC during the event, if requested by the team
- Payment details always in invitation package
- When making the payment, the sender should ALWAYS cover the bank transfer fee fully. Otherwise, the LOC might charge difference from the team during accreditation.
- Special cases – explained in later slide
- The LOC might be flexible with certain payment deadlines – however LOC has no obligation to make any exceptions. If payment is not received by the deadline stated in the IP, the LOC does not have to guarantee hotel.

Where to find in WAREOS:



User tip: this tab will only appear once you have entered info in the system

Penalties

- Penalties are related to entries. For example:
 - Late entries
 - No preliminary entries
 - Preliminary and final registrations differ more than X athletes
- The types and amounts of penalties are described in invitation package.
- There are no exceptions to penalties.

Example of high penalty (2 athletes + 1 official)

The penalty defined in the IP (Paris World Cup example):

Penalty fees to be paid to Organizing Committee:	Cost (EUR):
Entries made after the entry deadline dates (late entries)	45 per entry
If final entries differ from the preliminary entries by more than 4 athletes/officials.	140 per entry
When no preliminary entries were made before the deadline date but then submit final entries.	140 per entry

Deadlines:

Registration Opening Date: **2021-03-02**

Preliminary Entries Deadline: **2021-03-18**

Final Entries Deadline: **2021-05-28**

Example of high penalty (2 athletes + 1 official)

Penalties	Penalties	Quantity	Total Cost
Late Registration Entries Fee - Athletes	45.00 EUR	2	90.00 EUR
Late Registration Entries Fee - Officials	45.00 EUR	1	45.00 EUR
Failure in filling Preliminary Entries fee - Athletes	140.00 EUR	2	280.00 EUR
Failure in filling Preliminary Entries fee - Officials	140.00 EUR	1	140.00 EUR
Total Penalties			555.00 EUR

Reason: no preliminary entries on time (a 140€)
 final entries also past deadline (a 45€)

No need to email World Archery or LOC to find out the reason. Please check the IP and the bottom of the invoice:

Late Registrations Detailed List					
Prel./Finals	Category	No. of Entries	Entry		Date and Time (UTC)
F	Recurve Men	1	5974	Aubert Thomas	2021-06-08 06:19:01
F	Recurve Women	1	4646	Luik Siret	2021-06-08 06:19:12
F	Team Manager	1	39447	Viscarra Cecilia	2021-06-08 06:20:29

Registration Opening Date: **2021-03-02**
 Preliminary Entries Deadline: **2021-03-18**
 Final Entries Deadline: **2021-05-28**

What does this penalty mean?

Entries made after the preliminary and/or final entry deadline date.

45 per entry

Example 1:

You registered 3 athletes with preliminary. Then you registered 3 athletes with final entries. Final entries deadline passes.

A day / a week after the final entries deadline you add 2 more athletes (total 5).

The penalty will be $2 \times 45 = 90$.

Example 2:

You registered 3 athletes with preliminary. Then you registered only 1 athlete before final entries deadline passes.

A day / a week after the final entries deadline you add 2 more athletes (total 3, as was in preliminary).

The penalty will be $2 \times 45 = 90$.

Is it possible for the LOC to waive the penalties fee? When there is personnel change in the Association, the new staff may not familiar with the WAREOS system and registration procedures, it is not fair for them to pay for the penalties (Entry Differences)?

Unfortunately not. There are usually several weeks (or even months) once the registration is open and the preliminary deadline arrives. Having new staff does not mean that deadlines should be not respected.

How to use WAREOS is one of the things with what World Archery staff can assist. You should contact World Archery well in advance to get guidance. We have even had individual sessions with MAs to guide how to use the platform.

When need to cancel the participation ...

- 1) Inform the LOC by email
- 2) Make changes in the WAREOS (**IMPORTANT NOTE**: remove first the hotel, transportation, extra entries before the entries ! If you remove the entries first you won't be able to remove the other sections.)

If the above is NOT done, please expect 100% of costs invoiced and no refunds.

If the above is done, it will depend on the cancellation policy and how long in advance are you notifying of the cancellation.

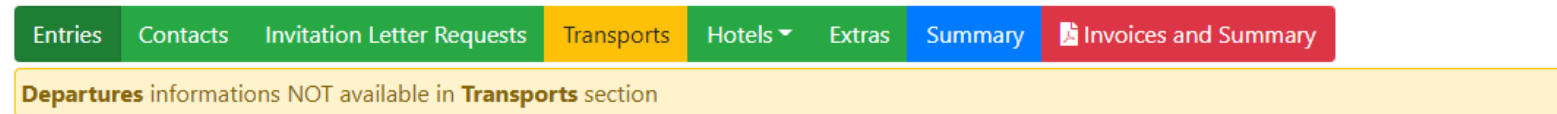
Please ALWAYS check the **invitation package for refund policy**. Behind the deadlines, the LOC might be able to help, but has no obligation to.

You should make a claim to your insurance to get refund if LOC is not refunding.

To remember

Always ...

- 1) Check the invitation package for cancellation/refund policy
- 2) Do not be late with entries, penalties WILL apply
- 3) Fill in WAREOS as much as possible. All tabs have to turn green! Example with transport incomplete



- 4) Whenever possible - assign a team manager
- 5) Notify LOC by email about changes or possible special requests as soon as possible
- 6) Make the payments on time to avoid losing hotel reservation

Who to ask?

We submitted visa **invitation letter** request in WAREOS. When will we receive visa support letter?
How to change dates for **hotel reservation**?
Did you receive our **payment**?
We will need an **official invoice** with signature.
Is there a possibility to do PCR test before return?

I cannot access WAREOS because I do not have Extranet log-in?
I don't remember my log-in.

Step 1

Your federation Extranet Admin User

Step 2

Cecilia Viscarra

cviscarra@archery.sport

LOC contact

Read these slides and related rules/procedures again

Step 1

Step 2

Cécile Tosetti

ctosetti@archery.sport

I don't understand what XYZ means in the invitation package?
I cannot make final entries because the athletes do not have biographies?
I don't know how to:
.. apply for visa invitation letter?
... complete rooming list for hotel?
... which time I need to mark as arrival time for transport?
... how to book meals?

- Questions related to **specific event** (hotel, transport, payments, PCR tests etc)
Local organising committee, contact in the invitation package
- Questions related to **WAREOS registration to an event**
Cécile Tosetti, ctosetti@archery.sport
- **Extranet access, biography approvals**, MA section in Extranet, any other questions by Member Associations
Cecilia Viscarra, cviscarra@archery.sport
- Questions related to **sport rules**
National or continental judge committee

Thank you!

