

# **USER GUIDE:**

# **World Archery Extranet**

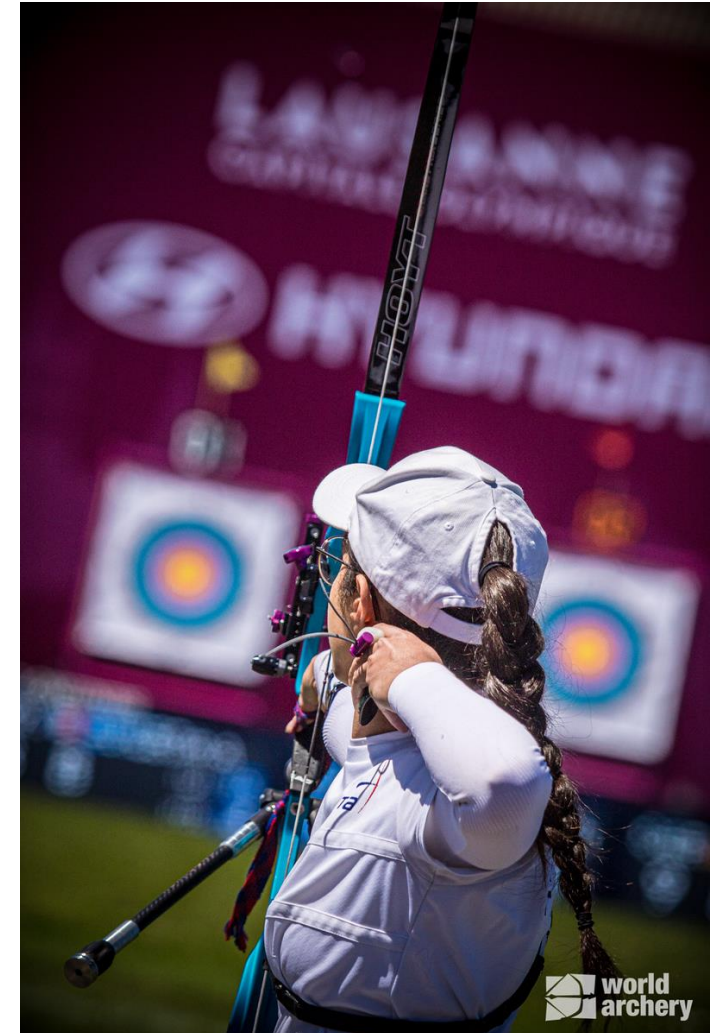
Introduction, access and user management

---

# Content

---

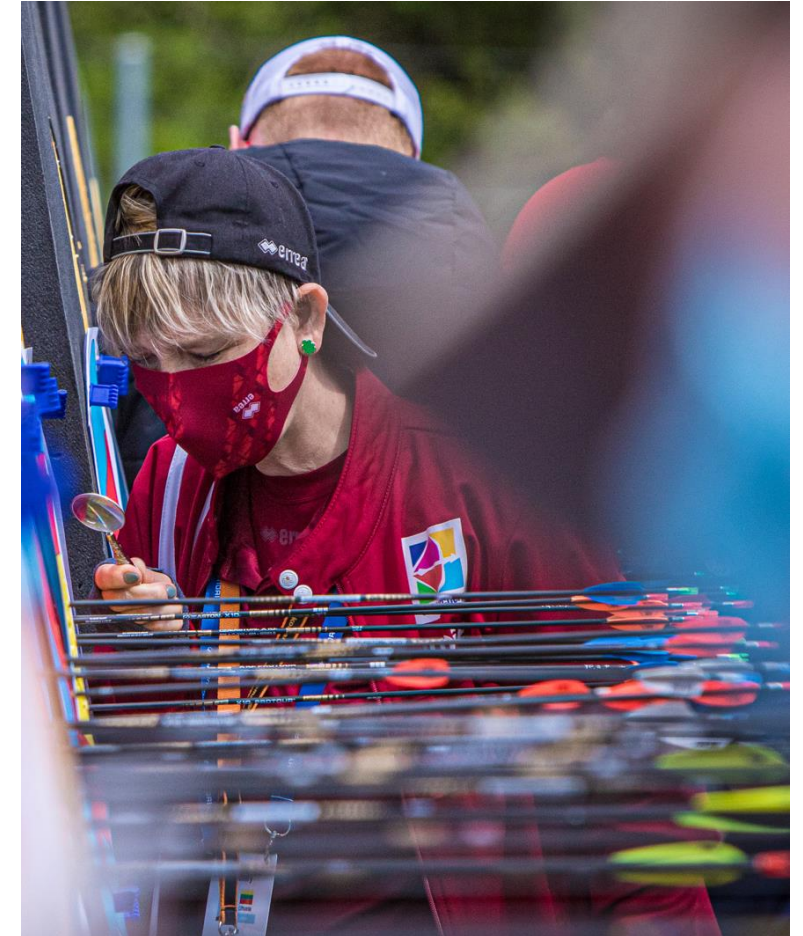
1. [Terminology](#)
2. [Extranet user-based system](#)
3. [Extranet / WAREOS / OpenWAREOS](#)
4. [General overview of the Extranet](#)
5. [Access to the Extranet](#)
  1. [Log-in](#)
  2. [Forgot password](#)
6. User Management
  1. [Create an admin user](#)
  2. [Change an admin user](#)
  3. [Privileges](#)
  4. [Add privileges to other users](#)
7. [Frequently Asked Questions](#)
8. [Contacts](#)



# Terminology

---

MA	member association
Extranet	extranet: online multi-purpose tool used by World Archery and various stakeholders, including member associations
WAREOS	platform to register national team athletes to international events.
OpenWAREOS	separate system meant for individual athletes to register to events that have opened registration
User	person who has individual password to access the extranet; each user has specific privileges assigned to them
Admin User	super user designated by the MA; has the privilege, among others, to create, delete and modify users
Privilege	access to specific function within the extranet (e.g. privilege to claim records, privilege to edit biographies); each privilege has a short explanation in the extranet



# Extranet user-based system

The extranet uses an advanced log-in system based in individual accounts, replacing the member association general log-in with multiple people using the system

## Benefits of the user-based system

- Member associations can give access to multiple people
- Member associations can assign and modify specific privileges to users
- If needed, it will be possible to verify who exactly did which action
- Compliance with data protection regulation

## Important notice

- Each member association must assign **at least one admin user**.
- **Do not create one user** and share the details among multiple people. Each person must have individual log-in details.



# Extranet / WAREOS / OpenWAREOS



**Extranet:** online multi-purpose tool. MA determine who can access the Extranet

Access for Member Associations,  
Organising Committees and World  
Archery Staff

4646

.....

Submit

Forgot Password

Inside Extranet is **WAREOS**: platform to register national team athletes to international events. It is the first page when member association user logs in extranet

2021 WAA Congress

Privileges

Dhaka (BAN)  
2021-11-12 / 2021-11-12

Registration Opening Date: 2021-08-27  
Preliminary Entries Deadline: 0000-00-00  
Final Entries Deadline: 2021-10-14  
Wareos Email: [ctogetti@archery.sport](mailto:ctogetti@archery.sport)  
WAA\_2021\_Congress\_invitation\_v.1.0.doc  
WAA\_2021\_Congress\_invitation\_v.1.0.pdf  
Default timezone, when not otherwise specified, is UTC

Open South American Youth Championships

Summary  
Privileges

Guayaquil (ECU)  
2021-10-04 / 2021-10-09

Registration Opening Date: 2021-06-14  
Preliminary Entries Deadline: 2021-07-31  
Final Entries Deadline: 2021-09-15  
Wareos Email: [ctogetti@archery.sport](mailto:ctogetti@archery.sport)

**OpenWAREOS:** separate system meant for individual athletes to register to events that have opened registration

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




# General overview of the Extranet



The extranet allows MA to manage entries, access information about competitions, results, records and awards, consult documents, and manage their institutional information

Important updates are displayed in the landing page



 **Remember:** WAREOS is inside the extranet

You can select your preferred language on the top right corner

WAREOS ▾ Entries ▾ Competitions ▾ Results ▾ Records and Awards ▾ Documents ▾ Admin ▾ Logout



Welcome, **Cecilia VISCARRA**

• Email: [cviscarra@archery.sport](mailto:cviscarra@archery.sport)  [\[Privacy Policy\]](#) 

## UPDATE on 23.08.2021

### Congress

The deadline for Congress registration is **31 August 2021**. Here you can find: [Tom Dielen's letter about published documents](#), [list of candidates](#), [list of proxies and registrations](#), [Congress documents manager](#).

### International events

You can see the up to date full calendar at the [World Archery webpage](#) or a printable summary version in the [monthly newsletter](#). Events for which the registration is opened, are listed here in the WAREOS (see below).

### "Back to archery" campaign

Member Associations and local clubs are encouraged to use the logo and brand for competitions, training camps, seminars and courses. To read more, [click here](#). If you have photos or experience to share, contact [info@archery.sport](mailto:info@archery.sport)

Search



## 2021 WAA Congress

Privileges



### Dhaka (BAN)

2021-11-12 / 2021-11-12

Registration Opening Date: **2021-08-27**  
Preliminary Entries Deadline: **0000-00-00**  
Final Entries Deadline: **2021-10-14**  
Wareos Email: [ctosetti@archery.sport](mailto:ctosetti@archery.sport)

# Access to the extranet

## Log-in

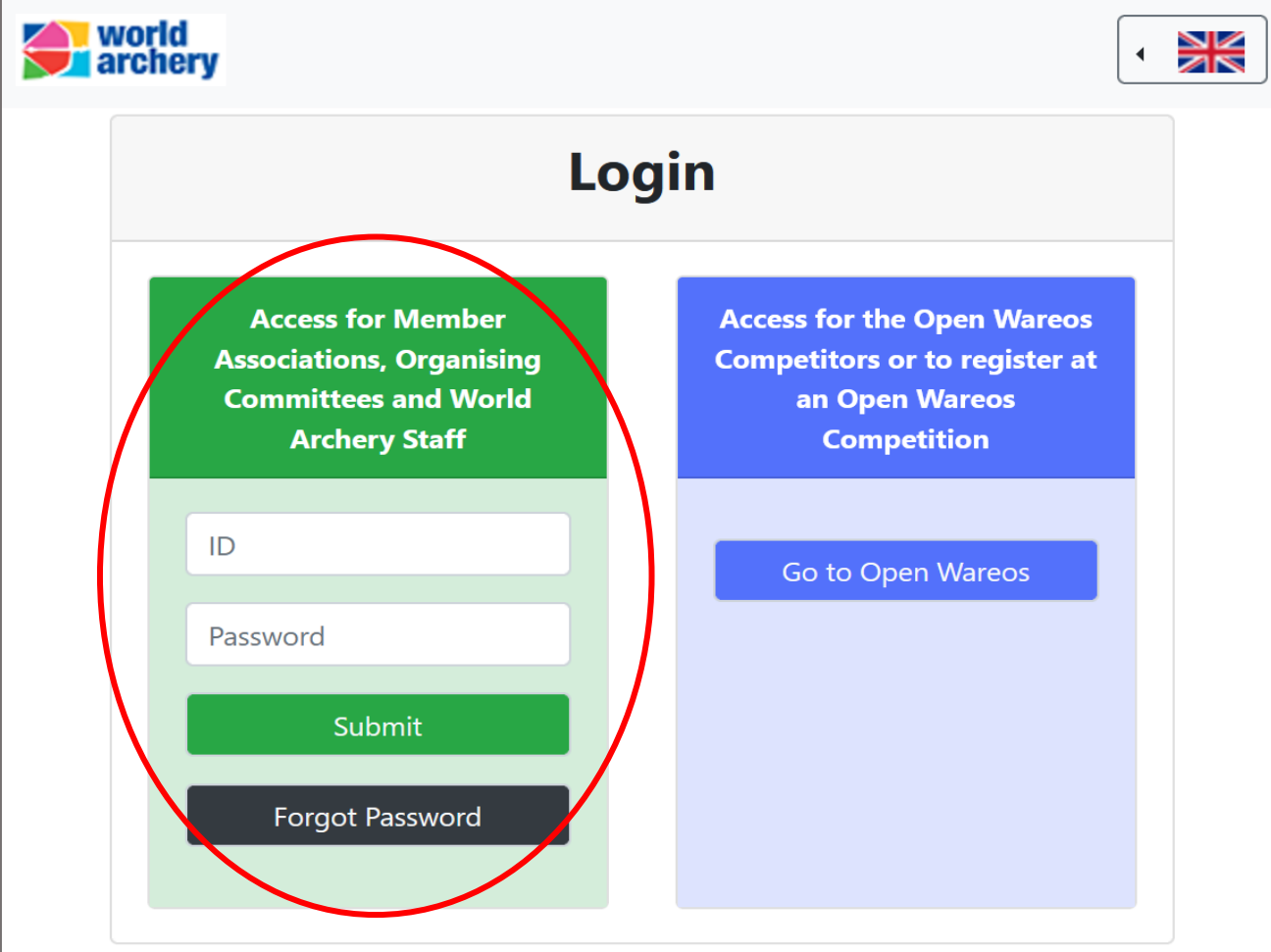
Go to <https://extranet.worldarchery.sport/>

Log-in using your ID and password (use the green section). Click **Submit**

If you have problems to log-in or have questions on how to get access to the extranet then contact World Archery's [member services coordinator](#)



**Remember:** member associations decide who can access the extranet; this is a personal access ; **do not share** the log-in details among multiple people



# Access to the extranet

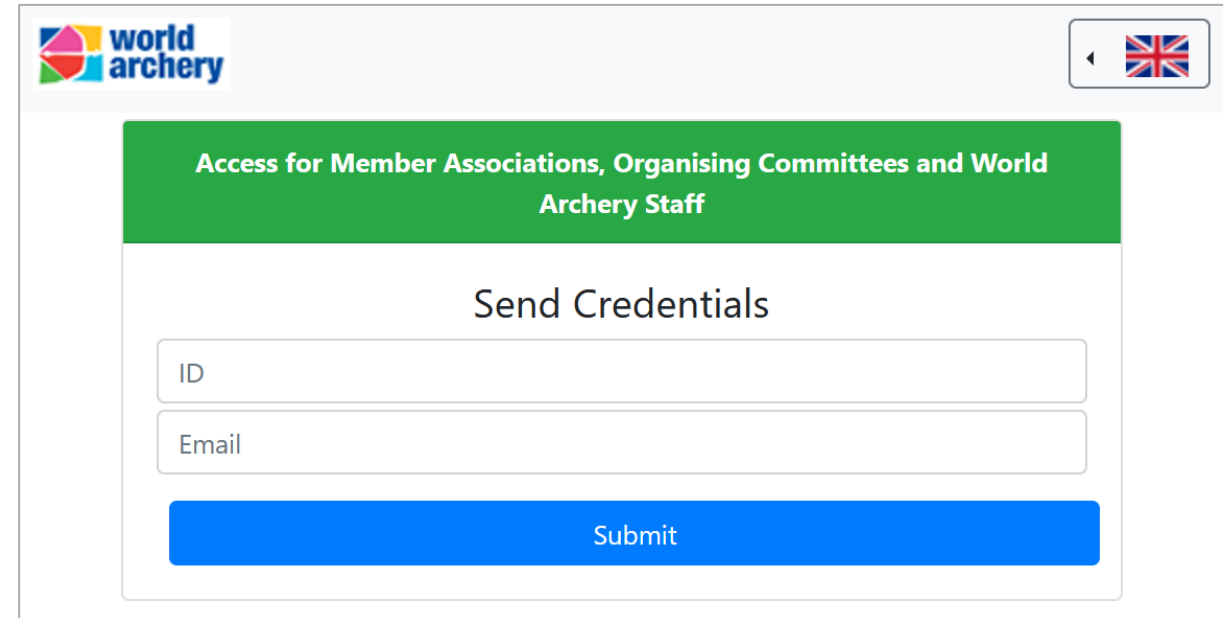
## Forgot password

If you remember at least your ID, then click “[Forgot Password](#)” and enter your credentials

You will receive an email from WAREOS with a temporary password that is valid for two hours

Use your ID and temporary password to log-in and assign a new password

If you do not remember your user ID or have an error message when you try to connect, please contact World Archery’s [member services coordinator](#) ; attach a print screen of the problem



The screenshot shows the 'Forgot Password' interface on the World Archery extranet. At the top left is the World Archery logo, and at the top right is a UK flag icon. Below the logo is a green header bar with the text 'Access for Member Associations, Organising Committees and World Archery Staff'. The main heading is 'Send Credentials'. There are two input fields: 'ID' and 'Email'. Below these fields is a large blue 'Submit' button.




# User management

## Create an admin user (1)

**Step 1.** Log-in the extranet

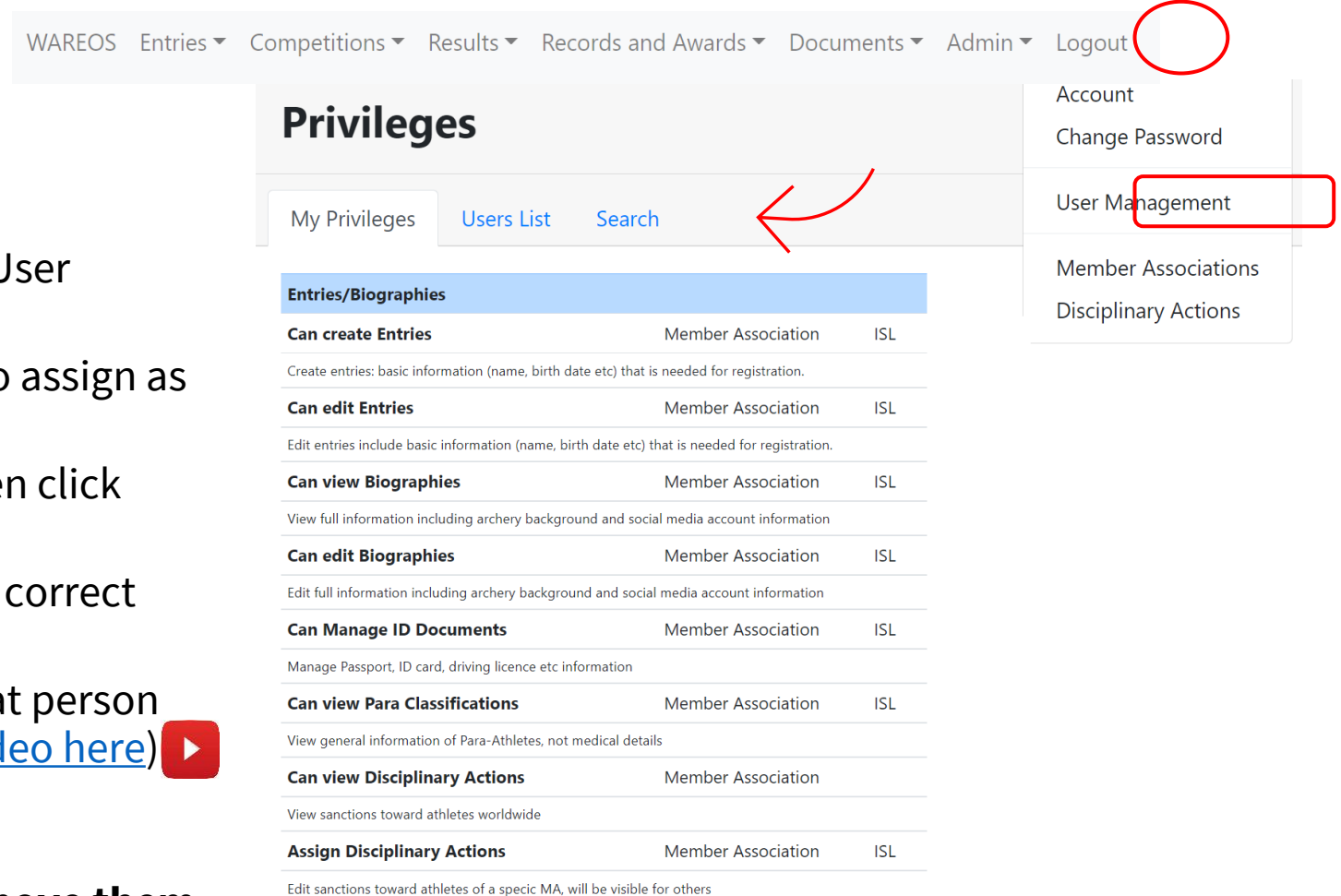
**Step 2.** Select in the top menu> Admin> User Management

**Step 3.** Search for the person you want to assign as the admin user:

- Enter full name or part of the name then click Submit
- A list of people will appear, choose the correct one
- In case there is no existing entry for that person then create an entry ([watch tutorial video here](#)) 



Admin users can **edit privileges or remove them**, but **cannot modify their own access** and privileges



The screenshot shows the top navigation bar with the following items: WAREOS, Entries, Competitions, Results, Records and Awards, Documents, Admin, and Logout. The 'Admin' menu is open, showing a list of options: Account, Change Password, User Management (highlighted with a red box), Member Associations, and Disciplinary Actions. A red circle highlights the 'Logout' button. Below the navigation bar, the 'Privileges' section is visible, with tabs for 'My Privileges', 'Users List', and 'Search'. A red arrow points to the 'Users List' tab. The 'Users List' tab is active, displaying a table of privileges. The table has three columns: 'Privilege', 'Member Association', and 'ISL'. The first section is 'Entries/Biographies', which includes 'Can create Entries', 'Can edit Entries', 'Can view Biographies', and 'Can edit Biographies'. The second section is 'Can Manage ID Documents'. The third section is 'Can view Para Classifications'. The fourth section is 'Can view Disciplinary Actions'. The fifth section is 'Assign Disciplinary Actions'.

Privilege	Member Association	ISL
<b>Entries/Biographies</b>		
Can create Entries	Member Association	ISL
Create entries: basic information (name, birth date etc) that is needed for registration.		
Can edit Entries	Member Association	ISL
Edit entries include basic information (name, birth date etc) that is needed for registration.		
Can view Biographies	Member Association	ISL
View full information including archery background and social media account information		
Can edit Biographies	Member Association	ISL
Edit full information including archery background and social media account information		
Can Manage ID Documents	Member Association	ISL
Manage Passport, ID card, driving licence etc information		
Can view Para Classifications	Member Association	ISL
View general information of Para-Athletes, not medical details		
Can view Disciplinary Actions	Member Association	
View sanctions toward athletes worldwide		
Assign Disciplinary Actions	Member Association	ISL
Edit sanctions toward athletes of a specic MA, will be visible for others		

# User management



## Create an admin user (2)

### (Step 4. Check for a password)

- If a person does not have a password the notification **Account Disabled** will appear
- Type a password in the box **New Password** (could be any word as this must be changed by the user when first log-in)
- Click **Set New Password**

### Step 5. Assign an admin user

- Click on the blue box **Assign full MA Extranet Admin Privileges**

#### Individual:

This user has NO email set! He will not be able to receive the password or any other communication via Extranet.

Account Disabled  
You need to set a password to enable the account

Password

NO Password Set

Set New Password

New Password

Login

Password

Password Set


Send Password

Disable Account

Login

Assign full MA Extranet Admin Privileges for:

Add a Privilege

It is possible to limit the access to specific privileges by removing privileges. To do that, please click on  icon.

# User management

## Changing an admin user

Add an admin user using the process above or through your member association's section as indicated below:

### Step 1. Go to Admin> Member Associations

- Select your MA then go to sub-menu Admin Users

### Step 2. Add a new admin user

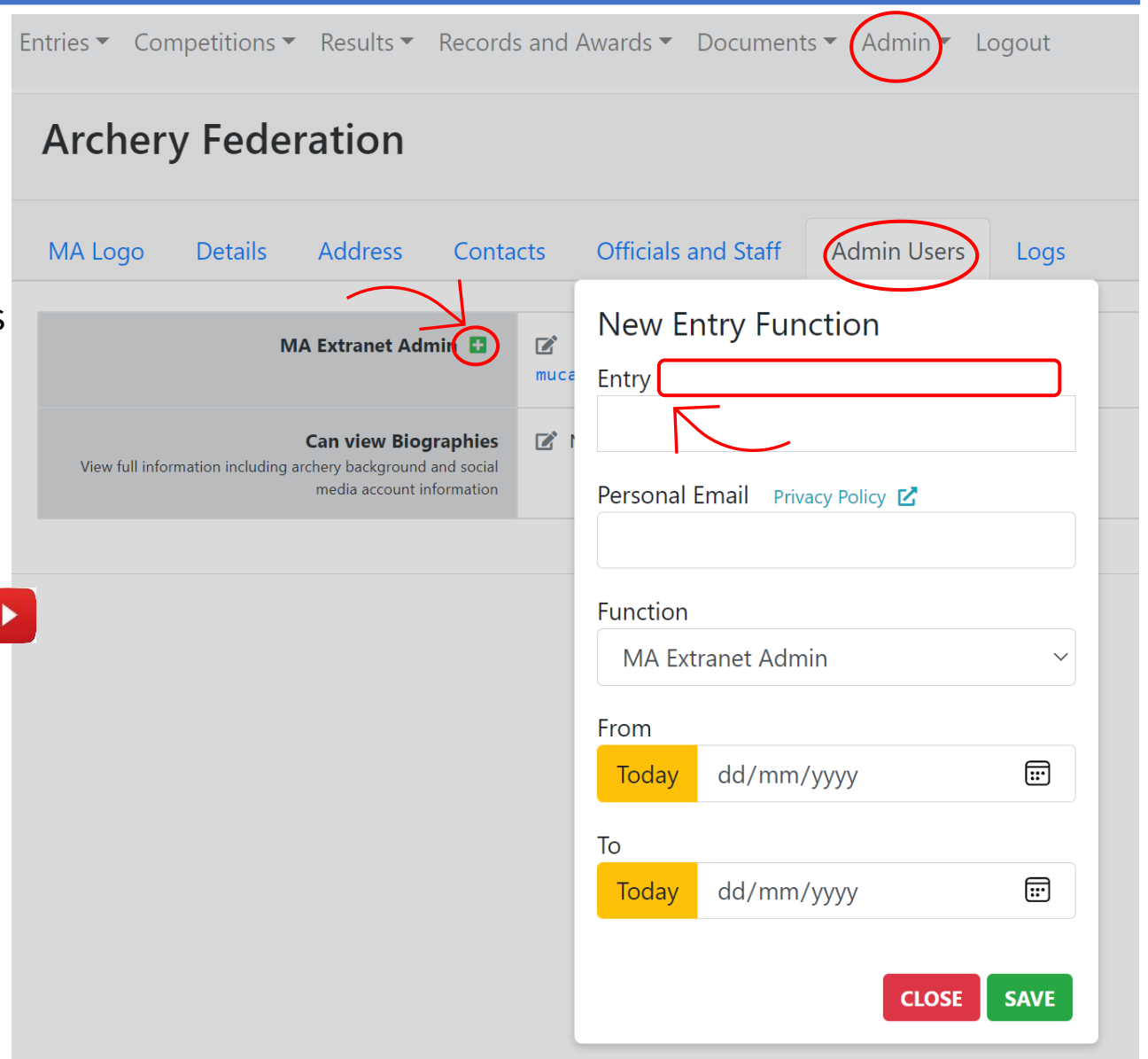
- Click the green cross icon
- Enter full name or part of the name
- A list of people will appear, choose the correct one
- In case there is no existing entry for that person then create an entry ([watch tutorial video here](#))

### (Step 3. Check for a password if necessary)

### Step 4. Enter all information requested:

- **Professional/personal email** (cannot be MA general email)
- Select function **MA Extranet Admin**
- Start and end **date** of the function as admin user
- **Save**

**Step 5.** Remove the first admin user privilege using a new admin user account



The screenshot shows the 'Archery Federation' Admin Users page. The 'Admin' menu item in the top navigation bar is circled in red. The 'Admin Users' sub-menu item is also circled in red. A red arrow points to a green cross icon next to the 'MA Extranet Admin' entry. A modal titled 'New Entry Function' is open, showing a form with the following fields: 'Entry' (a text input field with a red border), 'Personal Email' (a text input field with a 'Privacy Policy' link), 'Function' (a dropdown menu with 'MA Extranet Admin' selected), 'From' (a date picker with 'Today' selected and a 'dd/mm/yyyy' format), and 'To' (a date picker with 'Today' selected and a 'dd/mm/yyyy' format). At the bottom of the modal are 'CLOSE' and 'SAVE' buttons.

## Privileges: Entries/Biographies

There are four groups of privileges:

1. Entries/Biographies
2. Member Associations
3. Competitions
4. Results

Explanations on privileges are in the tab **My Privileges** in extranet

Detailed description available in this link (to come)

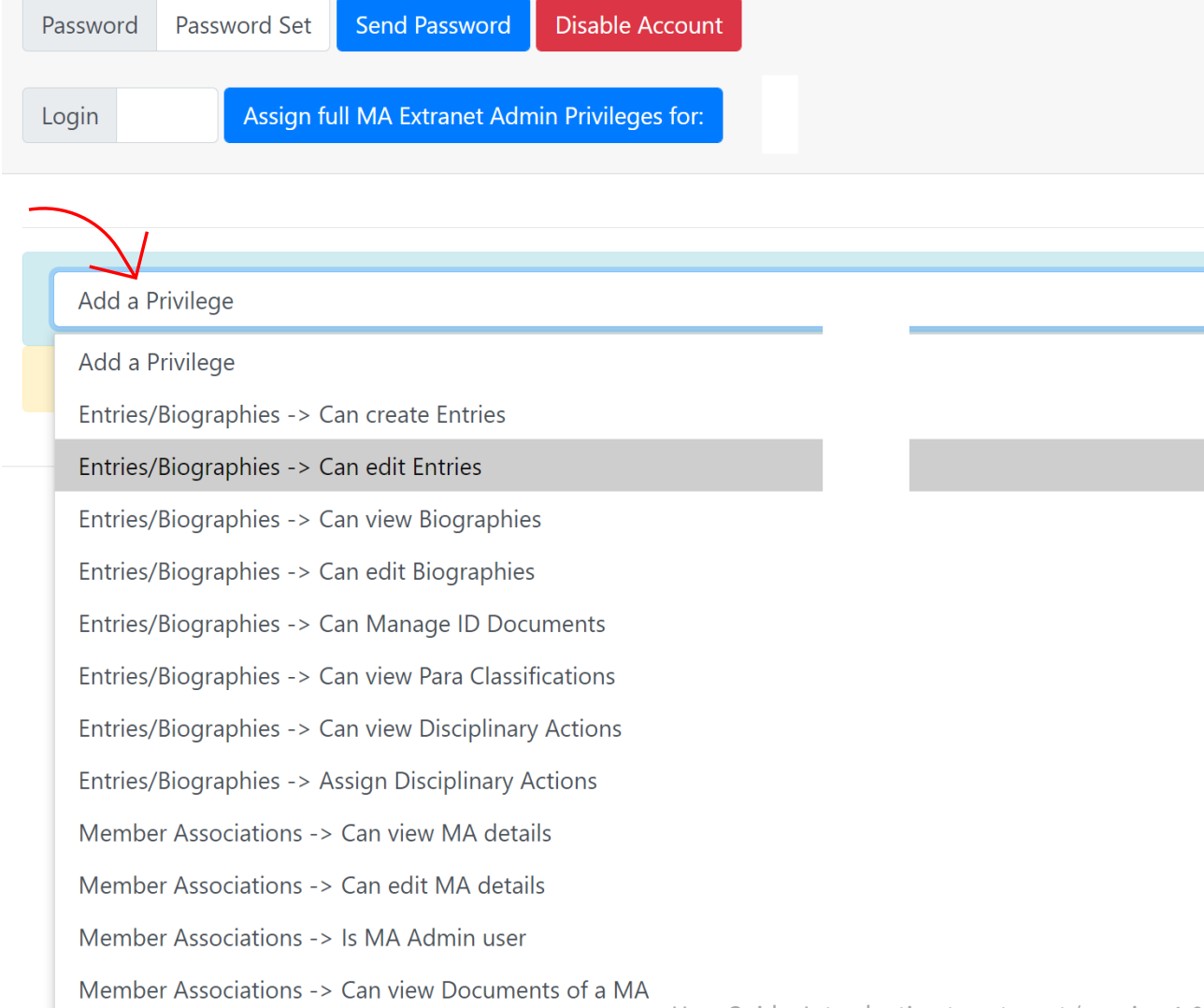
Type	Privilege designation	Has the right to...
Member Associations	Can view MA details	View basic information about all member associations under " <a href="#">Member Associations</a> " section. This includes status, address, contacts, functions and admin users of all member associations.
	Can edit MA details	Edit information about a specific member association (typically, its own MA), including address, contacts and functions. Institutional details as status, association's name or foundation year do not apply.
	Is MA Admin user	Add users, admin users and assign privileges for other users in a specific member association (typically, in its own MA). The admin user cannot modify its own privileges.
	Can view documents of a MA	View documents of a specific member association (typically, its own MA). This includes invoices and official letters uploaded in the " <a href="#">Documents</a> " section.
	MA functions in Wareos	Manage registration for World Archery and other international events, hotel bookings, transportation, etc.
	Can view situation in Wareos	View registration and bookings done by a specific MA (typically its own MA).

## Add privileges to other users

**Follow steps 1-4** as for creating an admin user

**Step 5.** Select the privilege from the scroll-down menu **Add Privileges**

**Step 6.** Select your country and **Accept**



The screenshot shows the 'Add a Privilege' dropdown menu in the user management interface. A red arrow points to the 'Add a Privilege' option at the top of the list. The list includes the following items:

- Add a Privilege
- Add a Privilege
- Entries/Biographies -> Can create Entries
- Entries/Biographies -> Can edit Entries
- Entries/Biographies -> Can view Biographies
- Entries/Biographies -> Can edit Biographies
- Entries/Biographies -> Can Manage ID Documents
- Entries/Biographies -> Can view Para Classifications
- Entries/Biographies -> Can view Disciplinary Actions
- Entries/Biographies -> Assign Disciplinary Actions
- Member Associations -> Can view MA details
- Member Associations -> Can edit MA details
- Member Associations -> Is MA Admin user
- Member Associations -> Can view Documents of a MA

- How do I get log-in details to access World Archery extranet?

Managing the user access is completely under control of member associations. The admin user can provide access to other people. Once you are assigned as a user, you will get an ID and a temporary password.

- I have forgotten my extranet log-in details. How can I get new ones?

1. Go to [“Forgot Password”](#) on the extranet log-in page
2. Enter your ID (usually 3-5 digits number)
3. Enter the email that is linked to your extranet account
4. You will receive a message with a temporary password that is valid for a couple of hours
5. Use your ID and temporary password to log-in and assign a new password

If you do not remember your user ID or have an error message when you try to connect, please contact World Archery’s [member services coordinator](#) by email and attach a print screen image of the problem.

- Why I cannot access with my federation’s log-in that worked for many years?

There was a change in the access system. Old MA accounts (such as AUSarchery, BENarchery, CANarchery) are no longer operational. In 2019, individual user access system was introduced. Each federation can give access to as many people as they wish for, and admin users are the ones managing the user access for each MA.



- Does an admin user automatically receive full access privileges?

Yes. An admin user automatically receives all privileges. However, this can be adjusted by other admin users, but not by themselves.

- Why would my member association create additional users with limited access?

This could be useful for larger member associations that have multiple departments with different areas of responsibility. For example, one department may be responsible for claiming records and another for competition entries. The system allows to create users with limited access.

Examples: User who can claim records but cannot access anything else. User who can view calendar, biographies and contact details, but cannot edit anything.

- How many users and admin users my association can have?

MA can assign more than one user or admin user. Technically, there is no limit, however, MA usually have one or two admin users. Think carefully about who the admin user(s) should be, as they can change or remove users' privileges, including privileges of other admin users.

- Should I create one user and share the log-in details with trustable people within my association?

No. Do not share the details under any circumstances. Each log-in account is connected with a sole individual, making possible to identify exactly who performs which actions. Therefore, each person must have individual log-in details. In case your association needs multiple users to log into the World Archery extranet, then the admin user can add more people to it.

- I see that some of our archers in the extranet are marked inactive, but they are active, how can we change this?

Active/inactive status in the extranet indicates the participation of the person exclusively in international events. As soon as there has not been recent participation in such competitions, the system automatically indicates this field as “inactive”. Moreover, this information is internal and will not affect archers’ registration to future events. Please note that this status does not take into consideration the participation in national competitions and it is automatically updated.

# Contacts

---

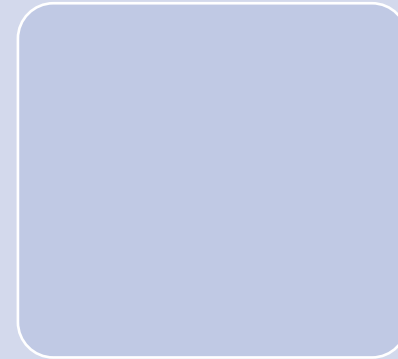


**Cecilia Viscarra**

[members@archery.sport](mailto:members@archery.sport)

**Member Services Coordinator**

Questions related to extranet access,  
extranet users, biography approvals, MA  
section, any other general question



**Thomas Aubert**

[taubert@archery.sport](mailto:taubert@archery.sport)

**Head of Events**

Questions related to WAREOS registration to  
an event, OpenWAREOS