



FIS Para Snow Sports Athlete Registration and Licensing Manual

September 2022

Table of Contents

1. Athlete Registration.....	3
2. Licensing Process	8
2.1 Approval	8
2.2 Rejection.....	12

This manual provides step-by-step information on athlete registration and licensing. It is applicable to both, athletes and guides. In case you have any questions about athlete registration or licensing please contact FIS at dudas@fisski.com.

1. Athlete Registration

Step 1

Access the FIS Para Snow Sports Data Management System (FPDMS) with the assigned username and password. NSAs that do not have access to FPDMS, please complete the NSA Account Request Form which can be found under the Para Sports 'Documents' section on the FIS website and send it back to dudas@fisski.com.

Link to the 'Documents' section - <https://www.fis-ski.com/en/para-snowsports/para-alpine/documents>.

Step 2

Select 'Athletes' from the drop-down menu and click on your athlete(s), or create a new athlete(s) by clicking on '+ Add Athlete' at the bottom (if not registered already).

FIS Para Snowsports Data Management System

home myAccount 9 min logout

modules publications accreditation

- Athletes
- Licences & Invoices
- Calendar Management
- Accreditation System
- Online Entry System
- Uniform Inspection
- Reports & Downloads

Classification Licences Accreditation System Online Entry System

Uniform Inspection Reports & Downloads

Important Documents

FIS Athlete Declaration Form

FIS Athletes

home myAccount 9 min logout

modules personal classification med review equipment duplicate ctrl close

Home » Athletes » Athlete Registration

Athlete Registration

Advanced Search Parameters Sport <all> x

FPDMS ID	Family Name	Given Name	Date of Birth	Sport Gender	NSA	Career Status	Category
55071	Demo	Athlete	1999-09-16	Female	Vanuatu	Active	Athlete

Page 1 of 1 15 View 1 - 1 of 1

+ Add Athlete Grid Export Clear Filter

Step 3

Fill out all mandatory data fields highlighted in yellow and upload required documentation, including:

- Photo (in jpg, png or gif format)
- Copy of passport/ID card (in jpg, png or PDF format)
- FIS Athlete Declaration form (in PDF format)

Press 'Save' at the bottom. Please note that the save was successful upon the appearance of a green ribbon at the top (see step 4).

Sport Gender Category
The gender field on this page reflects the gender sport category in which the athlete competes. In the case that this gender is different from that which the athlete was assigned at birth and/or the athlete's legal gender, or the athlete wishes to change the sport gender category in which they compete, please contact the FIS administrators.

Nationality Q&A
In the case of a nationality issue or related question, please immediately contact FIS. Further information about which documents can be recognised can be found in this [Advisory Notice](#).

FIS Athlete Declaration Form
Newest version (2022) for download:

NSA
Vanuatu

no Family Name

Family Name (passport)
Demo

Given Name (passport)
Athlete

Family Name (preferred)
Demo

Given Name (preferred)
Athlete

Photo Upload

photo missing!

Sport Gender: Female | Date of Birth: 1999-09-16

Nationality Information

Nationality: Ålandish | Nationality Status: To be reviewed

Document Type: ID Card | Date of Expiration: 2026-09-10 | Document Expiration: has expiry date has NO expiry date

Passport/ID Card No: 365674 | Copy of passport/ID card: [Browse ...](#)

Has the athlete competed for another country before? If yes, please select last NSA: [Previous NSA Representation](#)

Eligibility Information

Lack of Legal Capacity
Athlete is over 18 but lacks legal capacity under the laws of their country, requiring a legal guardian to sign the Agreement on their behalf.

FIS Athlete Declaration Form: [Browse ...](#) | Eligibility Status: Agreement Missing

Consent from Athlete Declaration Form
Please click if athlete gave consent to usage of personal data for marketing purposes.

Email Address of Athlete:

Comments

NSA Comments:

FIS Comments:

Photo Upload
Click the icon to select an athlete's picture from your computer. Any previous photo will be replace. With help of the icon you remove the preview for a new athlete.

Photo requirements:

- Portrait (height ≥ width)
- jpg, png, or gif
- ≤ 1024 kB

File Uploads
Click the or icon to upload a file. A previous nationality or eligibility document will be moved to the history, available in the athlete nationality or eligibility section, respectively. Maximum file size is 1.3 MB each.

Step 4

Scroll up and select 'Classification', search and click on the athlete.

FIS Para Snowsports Data Management System

Athletes

home myAccount 9 min logout

modules personal **classification** med review equipment duplicate ctrl close

Home » Athletes » **Athlete Registration** » 55071 - DEMO Athlete (VAN)

55071 - DEMO Athlete (VAN)

Data set is successfully saved.

Personal Details Sports & Classes Career & Name Changes Biography Data Sheet Equipment

FPDMS ID: 55071 Category: Athlete Career Status: Active

Personal Data

NSA: Vanuatu

Sport Gender Category
The gender field on this page reflects the gender sport category in which the athlete competes. In the case that this gender is different from that which the athlete was assigned at birth and/or the athlete's legal gender, or the athlete wishes to change the sport gender category in which they compete, please contact the FIS administrators.

no Family Name
 no Family Name

Family Name (passport): Demo

Given Name (passport): Athlete

Family Name (preferred): Demo

Given Name (preferred): Athlete

Photo Upload

photo missing!

upload image

Photo Upload
Click the icon to select an athlete's picture from your computer. Any previous photo will be replaced. With help of the icon you remove the preview for a new athlete.

Photo requirements:

- Portrait (height ≥ width)
- jpg, png, or gif
- ≤ 1024 kB

Sport Gender: Female Date of Birth: 1999-09-16

Nationality Information

Nationality: Ålandish Nationality Status: To be reviewed

FIS Para Snowsports Data Management System

Athletes

home myAccount 9 min logout

modules personal **classification** med review equipment duplicate ctrl close

Home » Athletes » Athlete Classification

Athlete Classification

Advanced Search Parameters Grouping by athlete by class

FPDMS ID	Family Name	Given Name	Date of Birth	Gender	NSA	Sport	Class	Classification Date
<input type="checkbox"/>	demo							
<input type="checkbox"/>	55071	Demo	Athlete	1999-09-16	Female	Vanuatu	Alpine Skiing	LW6/B-2

Page 1 of 1 View 1 - 1 of 1

Step 5

Select 'Files – Alpine Skiing/Nordic Skiing/Snowboard' at the top and upload the following documents (in PDF format):

- Medical Diagnostic Form (MDF). It must be uploaded irrespective of the athletes current sport class status. MDFs are available under the Para Sports 'Documents' section on the FIS website:
 - FIS Para Alpine - <https://www.fis-ski.com/en/para-snowsports/para-alpine/documents>
 - FIS Para Nordic - <https://www.fis-ski.com/en/para-snowsports/para-nordic/documents>
 - FIS Para Snowboard - <https://www.fis-ski.com/en/para-snowsports/para-snowboard/documents>
- TSAL Form (if applicable)
- Supporting Medical Documentation (if applicable)

This step does not apply to guides.

Home » Athletes » Athlete Classification » 55071 - DEMO Athlete (VAN)

55071 - DEMO Athlete (VAN)

Classification Profile **Files - Alpine Skiing**

Alpine Skiing - Recent Classification Files

Document Name	Upload Status
Classification Sheet 1	Upload no file
Classification Sheet 2	Upload no file
Classification Sheet 3	Upload no file
Classification Sheet 4	Upload no file
Medical Review Request **	Upload no file
MRR Supporting Documents **	Upload no file
Medical Review Outcome **	Upload no file
Protest Sheet	Upload no file
Equipment	Upload no file
IPCAS adaptive equipment (approved)	Upload no file
Medical Diagnostic Form, MDF (VI/PI) *	Upload Browse ...
TSAL Form (II) *	Upload Browse ...
Supporting Medical Documentation *	Upload Browse ...
PCR Test *	Upload Browse ...

(*) files with sensitive data, special access rules apply

2. Licensing Process

Once all steps outlined above in the Athlete Registration section are completed, the documents of the athlete(s) will be reviewed by FIS (within the next working days) and can be either:

1. Approved; or
2. Rejected.

2.1 Approval

Once FIS approves the documents of the athlete(s), given NSA can proceed to licensing with the following steps:

Step 1

Select 'Licences' from the drop-down menu, choose season and sport, select the athlete(s) you wish to licence, and click on 'Add to my Team' on the left-hand side.

The screenshot shows the FIS Licences application interface. At the top, there is a navigation bar with the FIS logo and the title 'Licences'. On the right, there are icons for home, myAccount, 9 min, and logout. Below the navigation bar, there is a sidebar menu with options: Athletes, Licences (highlighted), Calendar Management, Accreditation System, Online Entry System, Uniform Inspection, and Reports & Downloads. The main content area is titled 'Licences' and contains a search matrix. The search matrix has the following filters: Licence Category (Standard Licence), Season (Winter Season 2022/23), Sport (Alpine Skiing), and NSA (Vanuatu). Below the search matrix, there are four steps: Step 2: Select your athletes (with an 'Add to my Team' button), Step 3: Control your team (with 'Country', 'Season', 'Sport', and 'Team Size' filters and a 'Clear my Team' button), and Step 4: License your team (with a 'License my Team' button). At the bottom, there is a table with columns: Athlete ID, Family Name, Given Name, Licence Number, Licence Status, Validity, and Comments. The table contains one row with the following data: Athlete ID: 55071, Family Name: Demo, Given Name: Athlete, Licence Number: (empty), Licence Status: New, Validity: (empty), Comments: (empty).

Step 2

Control your team and click on 'Licence my Team' on the right-hand side.

modules
licences
close

Number of athletes/guides added to your list: 1.

[Home](#) » Licences » Licence Overview & Application

Licence Overview & Application

Step 1: Search for your athletes search matrix is populated only when season, sport and member federation are selected

Advanced Search Parameters

Licence Category	Standard Licence x
Season	Winter Season 2022/23 x
Sport	Alpine Skiing x
NSA	Vanuatu x

Step 2: Select your athletes
select prepared athletes and click 'Add to my Team'

Add to my Team

Step 3: Control your team
review your selection; click 'Clear my Team' to start again

Country
VAN

Season
W22

Sport
AS

Team Size
1

Clear my Team

Step 4: License your team
click the button to proceed to next step


License my Team

<input type="checkbox"/>	Athlete ID ¹	Family Name	Given Name	Licence Number	Licence Status	Validity	Comments
<input type="checkbox"/>	55071	Demo	Athlete		New		

⏪ ⏩ ⏴ ⏵ ⭐
Page 1 of 1
100
View 1 - 1 of 1

Step 3

Double-check your selection of athletes and click on 'Confirm'.

FIS Para Snowsports Data Management SystemLicences

home myAccount 9 min logout

modules licences

close

[Home](#) » [Licences](#) » [Licence Overview & Application](#) » Licence Finalisation

Licence Finalisation

Licence Finalisation

Step 5: Check your selection of athletes and guides

NSA
Vanuatu

Season
Winter Season 2022/23

Sport
Alpine Skiing

Athlete ID	Family Name	Given Name	Type
1	55071	Demo	Athlete

click an athlete to remove from selection

Step 6: Confirm team selection!

Confirm Refresh Abort

If you have correctly followed all these steps, your athlete(s) have been successfully licenced!

Licences

home
myAccount
6 min
logout

modules
licences
close

Home » Licences » Licence Overview & Application

Licence Overview & Application

Step 1: Search for your athletes search matrix is populated only when season, sport and member federation are selected

Advanced Search Parameters

Licence Category	Standard Licence	x
Season	Winter Season 2022/23	x
Sport	Alpine Skiing	x
NSA	Vanuatu	x

Step 2: Select your athletes
select prepared athletes and click 'Add to my Team'

Step 3: Control your team
review your selection; click 'Clear my Team' to start again

Country
VAN

Season
W22

Sport
AS

Team Size

Step 4: License your team
click the button to proceed to next step

<input type="checkbox"/>	Athlete ID ¹	Family Name	Given Name	Licence Number	Licence Status	Validity	Comments
<input type="checkbox"/>	55071	Demo	Athlete	W22ASVAN66440094	Licensed	2022-09-02	

2.2 Rejection

Rejection can occur, for example, in case of missing information in the uploaded documents, in which case, FIS will provide the NSA with comments on which information and documents need to be re-uploaded. After the given documents are re-uploaded by the NSA, the same approval/rejection process needs to be repeated.

Step 1

NSAs are able to view whether the Athlete's documents were rejected when the Licence Status is displayed as 'Registration Incomplete'. Relevant comments for rejection will be provided by FIS on the right-hand side, under the 'Comments' section, next to the Licence Status.

The screenshot shows the FIS 'Licences & Invoices' application interface. At the top, there is a navigation bar with the FIS logo and the title 'Licences & Invoices'. Below this is a sidebar menu with options like 'Athletes', 'Licences & Invoices', 'Calendar Management', 'Accreditation System', 'Online Entry System', 'Uniform Inspection', and 'Reports & Downloads'. The main content area is titled 'Licence Overview & Application' and contains a search matrix with filters for Licence Category (Standard Licence), Season (Winter Season 2022/23), Sport (Alpine Skiing), and NSA (Vanuatu). Below the search matrix are three steps: 'Step 2: Select your athletes', 'Step 3: Control your team', and 'Step 4: License your team'. At the bottom, there is a table with columns for Athlete ID, Family Name, Given Name, Licence Number, Licence Status, Validity, and Comments. The table contains one row with the following data:

Athlete ID	Family Name	Given Name	Licence Number	Licence Status	Validity	Comments
55071	Demo	Athlete		Registration Incomplete		