

# **FIS Para Nordic Competition Equipment Registration User Manual**

September 2022

In accordance with the International Competition Rules of Para Nordic (ICR) and to monitor the use of technology and equipment, FIS requires to register the Athletes' equipment including, but not limited to:

- a) Sit skies
- b) All air rifles regardless of adaptation
- c) Prosthesis – leg/foot and arm
- d) Arm-to-body strap
- e) VI adaptive eyewear (e.g. lenses, contacts etc.)
- f) Any other equipment (including Adaptive Equipment)

## 1. Equipment 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@fiski.com](mailto:dudas@fiski.com).

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

## Step 2

Select 'Athletes' from the drop-down menu, click on 'Equipment', search and select your athlete and fill out the required data fields, including Sport, Equipment Type and Manufacture Company. The Technical Description should include a basic description of the main components of the equipment set (e.g. material, weight, size, etc.). Do not forget to click 'Save' at the bottom of the website once all the information is provided.

The screenshot shows the FIS Para Snowsports Data Management System interface. At the top, the header includes the FIS logo, the text 'FIS Para Snowsports Data Management System Athletes', and navigation icons for home, myAccount, 8 min, and logout. Below the header is a navigation bar with icons for modules, personal, classification, med review, equipment (highlighted), and duplicate ctrl. A dropdown menu is open under 'Athletes', listing options like Licences, Calendar Management, Accreditation System, Online Entry System, Uniform Inspection, and Reports & Downloads. The main content area shows a breadcrumb trail: 'Equipment Sets List » 55071 - DEMO Athlete (VAN)'. Below this is a section titled 'New Equipment Set' with the following fields:

- Basic Information**
  - Sport \***: - select -
  - Equipment Type \***: - none -
  - Manufacture Company \***: [text input field]
  - Product Name**: [text input field]
  - Catalogue/Module/Reg No**: [text input field]
  - Technical description - Purpose of equipment adaptation**: [text area]
  - NSA Comments**: [text area]
- Photos and PDF Documents**: You can upload photos and further documentation in PDF format after first submission of this form.

At the bottom of the form are two buttons: a blue 'Save' button and a yellow 'Clear' button.

In case your athlete is not being shown in the table of athletes for selection under the 'Equipment' section, please select 'Athletes' from the drop-down menu, search and click on your athlete, select 'Equipment' on the right-hand side and click on 'Open Equipment/Register New'.

The screenshot shows the FIS Para Snowsports Data Management System interface. At the top, the FIS logo is on the left, followed by the text 'FIS Para Snowsports Data Management System' and 'Athletes'. On the right, there are navigation icons for 'home', 'myAccount', '9 min', and 'logout'. Below this is a horizontal menu with icons for 'modules', 'personal', 'classification', 'med review', 'equipment', and 'duplicate ctrl'. A dropdown menu is open under 'Athletes', listing options: 'Licences', 'Calendar Management', 'Accreditation System', 'Online Entry System', 'Uniform Inspection', and 'Reports & Downloads'. The main content area shows a breadcrumb trail 'Home > 55071 - DEMO Athlete (VAN)'. Below this, there are tabs for 'Career & Name Changes', 'Biography', 'Data Sheet', and 'Equipment'. The 'Equipment' tab is active. The text below the tabs reads: 'Load information and photos on this athlete's equipment for approval. (a) review existing equipment sets or register new ones for the current athlete or (b) open an overview of all existing equipment sets.' At the bottom of this section are two buttons: 'Open Equipments/ Register New' (highlighted with a red underline) and 'Full List'. Below this is a 'back to grid' button. At the bottom left of the page, the URL 'tion/view/55071#' is visible.

### Step 3

Once the basic information has been saved, it is required to add images and technical documentation of the equipment. Images of sit ski should showcase the equipment from both sides, the front, back and top. Please make sure to include measuring tape in at least one side or back image of the sit ski to illustrate the distance from the top of the ski to the top of the seat cushion (point of contact under the hip bone). Rifle images must showcase both sides, the top and bottom the additional focus of any specific adaptations. Please include a measuring tape in at least one photo from the side to illustrate barrel length. Please note that images should be clear and show the specifications of the equipment (the addition of multiple images increases the chance of the equipment being approved during the first approval process).

**In case the image field is empty, the application will be marked as incomplete.**

Once everything is completed, click on the 'Final Submission' button at the bottom. This will change the status automatically to 'Pending' and will not allow further changes to the equipment.

#### Images and PDF Documents

**Adaptive Equipment:** For this sport, please download and fill out the [Adaptive Equipment Form](#). Then click the Browse button for New PDF and select the saved PDF for upload.

[show images/PDFs](#)

*New Image*

no file
Browse

Up to 5 images can be uploaded. Max size per file = 5MB

*New PDF*

no file
Browse

Up to 5 PDF documents can be uploaded. Max size per file = 2MB

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#### FIS Approval

*Status*

New

For further information on the meaning of the various equipment statuses, please consult the "?" tab.

*Approval Comments*

Save

Refresh

Delete

Final Submission

☰ New Equipment Set

← return to search

Example of how to include a measuring tape in at least one side or back image of the sit ski



Example of how to include measuring tape in at least one photo from the side to illustrate barrel length



Further equipment sets can be added by clicking on 'New Equipment Set' in the left-hand corner.

The maximum number of equipment sets you can register for one athlete is five (5).

Note: a sit ski and its components will be considered as one (1) set, rather than registering each component separately (e.g. sit ski, outriggers etc.).

## **2. Equipment Management and Validation**

All equipment sets submitted in the previous season are automatically put back to 'Season Renewal' status. Therefore, all Nations must review previously submitted equipment and either:

- a) Confirm usage (which resets the status to 'Approved');
- b) Update sets and submit for approval (which sets the status to 'Pending');
- c) Delete the set if no longer used.

Upon the registration and submission of equipment via FPDMS, FIS will review each set and may request further details of any registered equipment. If an athlete changes their equipment throughout the season, the new equipment must be registered through FPDMS. All equipment sets will be reviewed by FIS on regular basis.

FIS, through its appointed Race Directors and Technical Delegates, will continue to monitor the use of Technology and Equipment at all FIS sanctioned competitions to ensure that it conforms with the above regulations and those principles set out in the ICR.