

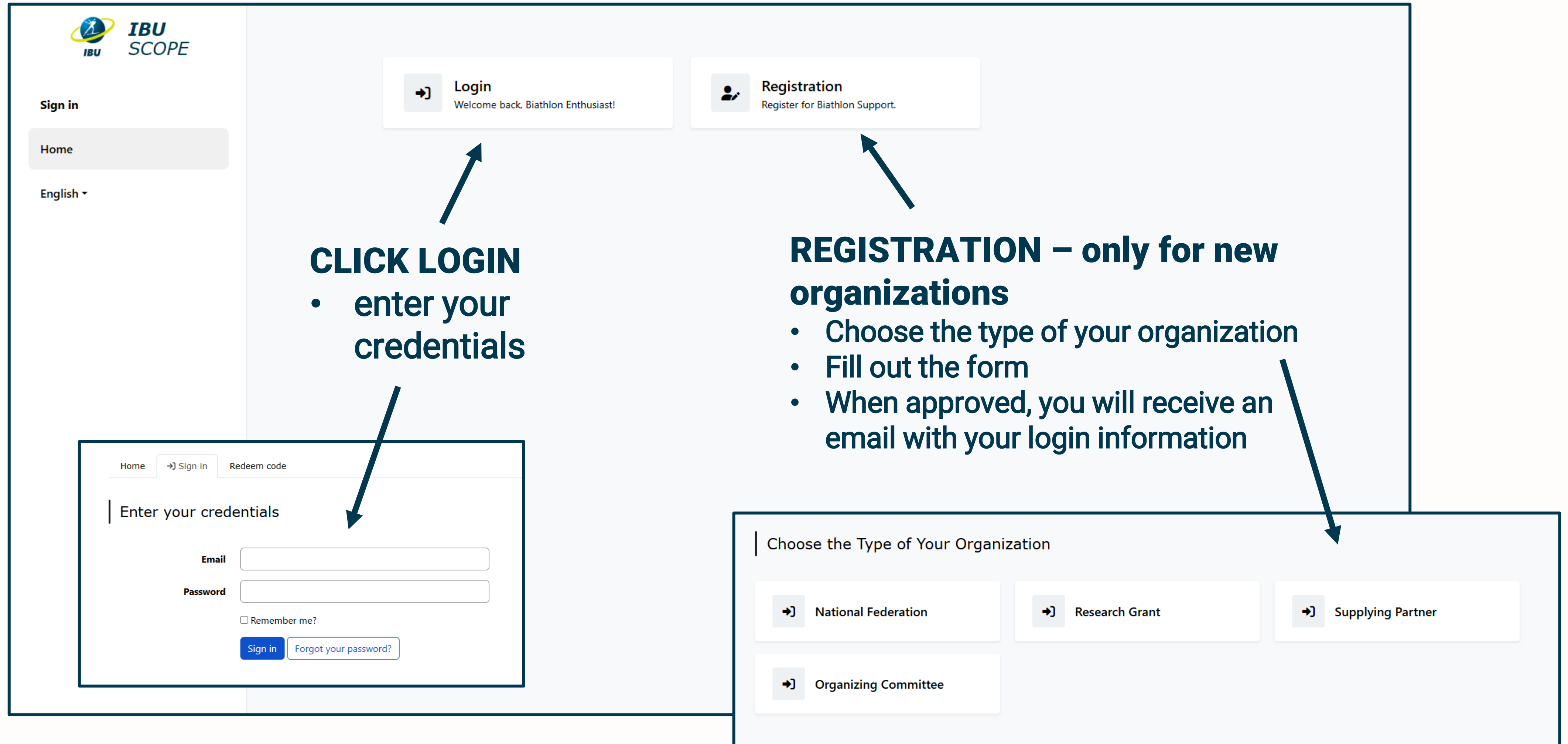


*International Biathlon Union*  
*IBU Scope - Handbook*

# **LOGIN or REGISTRATION**



<https://scope.ibu.at/en-US/>



The screenshot shows the IBU SCOPE website interface. At the top left is the IBU SCOPE logo. Below it are navigation links for 'Sign in', 'Home', and 'English'. In the center, there are two main buttons: 'Login' (with a right arrow icon) and 'Registration' (with a person icon). Below these are two callout boxes. The first callout box, titled 'CLICK LOGIN', contains a list of instructions: 'enter your credentials'. This callout points to a detailed view of the login form, which includes fields for 'Email' and 'Password', a 'Remember me?' checkbox, and 'Sign in' and 'Forgot your password?' buttons. The second callout box, titled 'REGISTRATION – only for new organizations', contains a list of instructions: 'Choose the type of your organization', 'Fill out the form', and 'When approved, you will receive an email with your login information'. This callout points to a detailed view of the registration form, which is titled 'Choose the Type of Your Organization' and features four buttons: 'National Federation', 'Research Grant', 'Supplying Partner', and 'Organizing Committee'.

**CLICK LOGIN**

- enter your credentials

**REGISTRATION – only for new organizations**

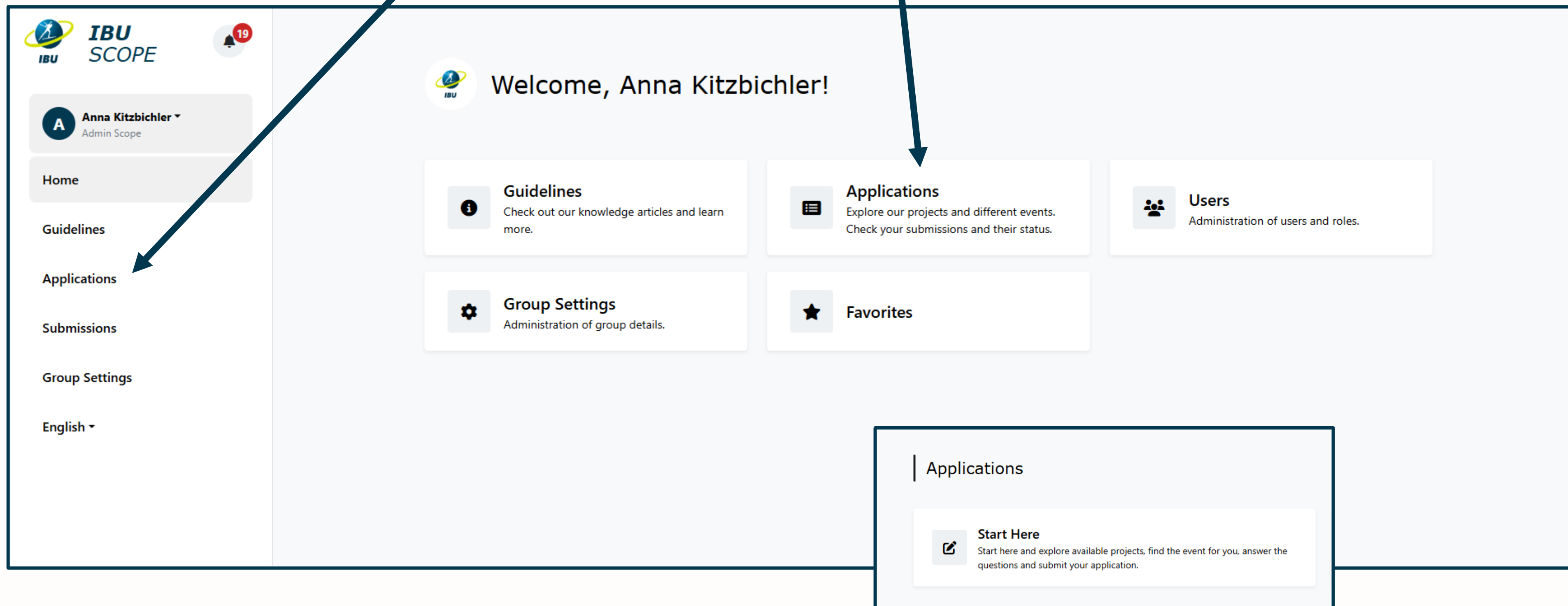
- Choose the type of your organization
- Fill out the form
- When approved, you will receive an email with your login information

# APPLICATION PROCESS



# STEP 1


## CHOOSE THE PROJECT

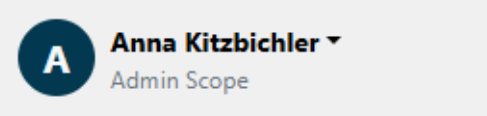


The screenshot displays the IBU SCOPE user interface. On the left is a sidebar with the IBU SCOPE logo, a notification bell with '19', and a user profile for 'Anna Kitzbichler' (Admin Scope). Below the profile are menu items: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area features a welcome message 'Welcome, Anna Kitzbichler!' and five dashboard cards: Guidelines (Check out our knowledge articles and learn more.), Applications (Explore our projects and different events. Check your submissions and their status.), Users (Administration of users and roles.), Group Settings (Administration of group details.), and Favorites. A callout box titled 'Applications' is shown at the bottom right, containing a 'Start Here' card with the text: 'Start here and explore available projects, find the event for you, answer the questions and submit your application.' Two blue arrows point from the text 'CHOOSE THE PROJECT' to the 'Applications' card in the dashboard and the 'Applications' menu item in the sidebar.


# STEP 1

## CHOOSE THE PROJECT

19




- Home
- Guidelines
- Applications
- Submissions
- Group Settings
- English ▾




### IBU Regional Events

The project aims to support NFs to implement good quality international competitions for young athletes based on international cooperation.




### Material Support

Eligible for B, C, D, and E development category NFs which have at least 4 athletes competing in a minimum of 2 IBU competitions (incl. Regional Events).




### IBU Event Applications

The event applications for the next cycle are available here. Deadline for submission is July 19, 2024.




### IBU Congress

The 16th Ordinary IBU Congress is scheduled to take place from 26th to 29th September 2024 in Belgrade, Serbia. You can find all the necessary information here, including registration, visa requests, ...



### Development Projects

IBU offers financial assistance to NF's development project, which focuses on the development of youth and junior athletes, biathlon promotion, sustainable sport business, and NF's partnerships.

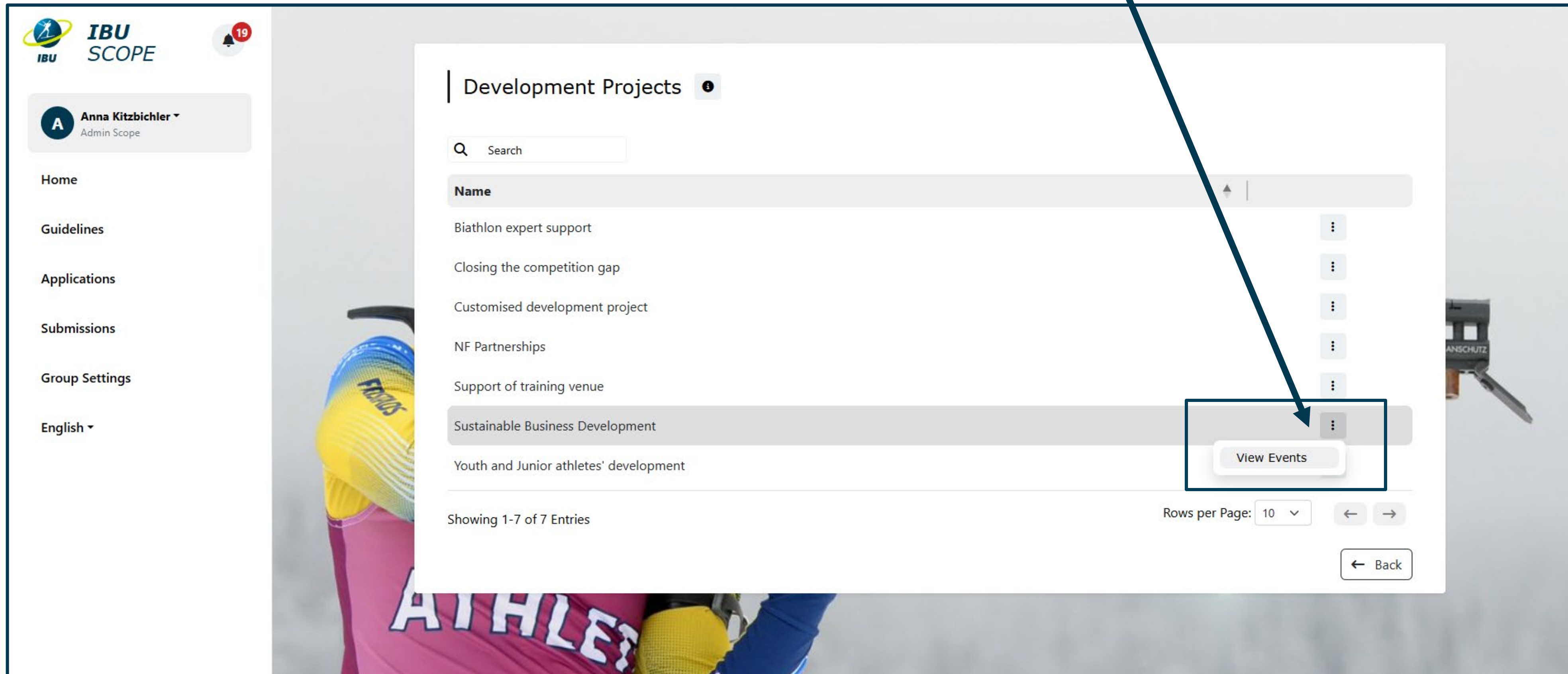


### IBU Academy

The IBU offers a Coach Education Programme, including Basic, First Level, Second Level, and Third Level Courses. In addition research institutions can apply here for the IBU Research Grant Programme.

# STEP 1

## CHOOSE THE PROJECT



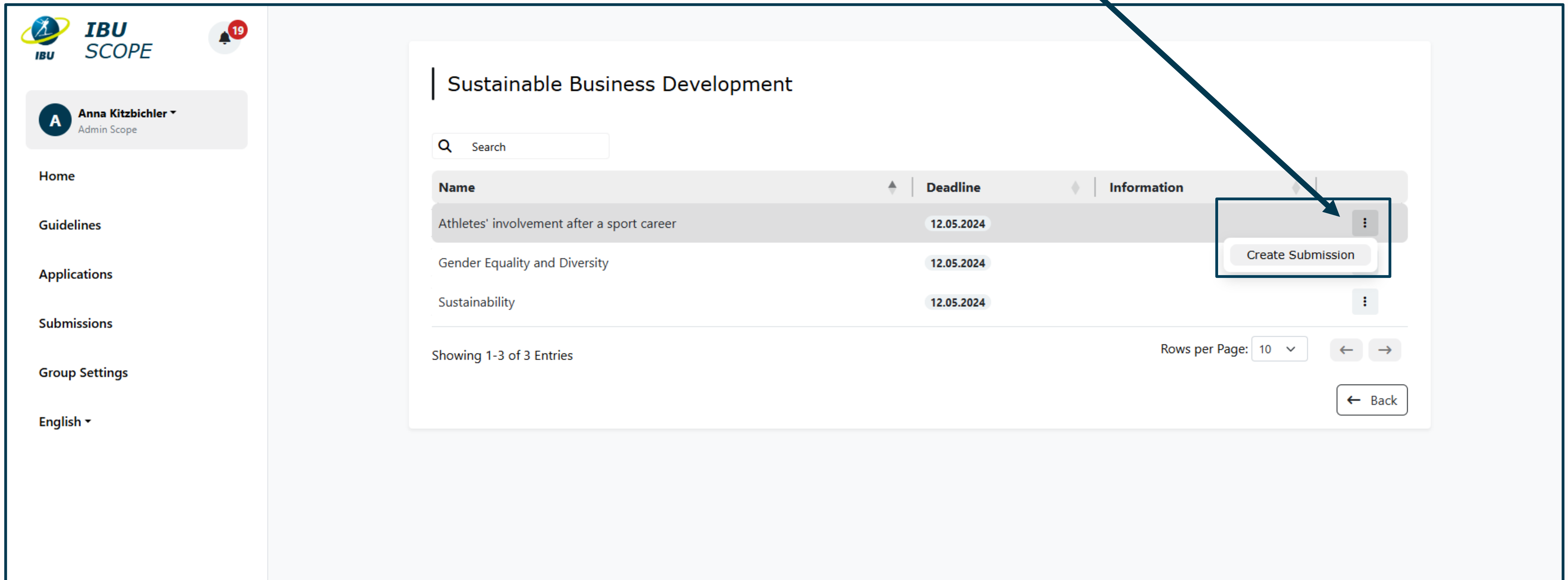
The screenshot displays the IBU SCOPE application process interface. On the left is a navigation sidebar with the IBU SCOPE logo, a notification bell with '19', and a user profile for Anna Kitzbichler (Admin Scope). The sidebar menu includes: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area is titled 'Development Projects' and features a search bar. Below the search bar is a table of projects:

Name	
Biathlon expert support	⋮
Closing the competition gap	⋮
Customised development project	⋮
NF Partnerships	⋮
Support of training venue	⋮
Sustainable Business Development	⋮
Youth and Junior athletes' development	⋮

At the bottom of the table, there is a 'View Events' button for the 'Sustainable Business Development' project, which is highlighted by a blue box and an arrow from the 'STEP 1 CHOOSE THE PROJECT' text above. Below the table, it says 'Showing 1-7 of 7 Entries'. At the bottom right, there are pagination controls: 'Rows per Page: 10', left and right navigation arrows, and a 'Back' button.

# STEP 1

## CHOOSE THE PROJECT



The screenshot displays the IBU SCOPE application interface. On the left is a sidebar with navigation options: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area is titled 'Sustainable Business Development' and features a search bar. Below the search bar is a table with three columns: Name, Deadline, and Information. The table lists three projects, all with a deadline of 12.05.2024. The first project, 'Athletes' involvement after a sport career', is highlighted in grey, and a red box around its 'Information' column contains a 'Create Submission' button. A red arrow points from the text 'CHOOSE THE PROJECT' above to this button. At the bottom of the table, it says 'Showing 1-3 of 3 Entries'. To the right of this text are controls for 'Rows per Page' (set to 10) and navigation arrows. A 'Back' button is located at the bottom right of the table area.

Name	Deadline	Information
Athletes' involvement after a sport career	12.05.2024	<a href="#">Create Submission</a>
Gender Equality and Diversity	12.05.2024	
Sustainability	12.05.2024	


Showing 1-3 of 3 Entries

Rows per Page: 10

← Back

# STEP 2

# COMPLETE THE FORM

19  
**A** Anna Kitzbichler  
Admin Scope

- Home
- Guidelines
- Applications
- Submissions
- Group Settings
- English ▾

### Submit an application

Athletes' involvement after a sport career

Please answer the questions below.

Creating application as National Federation - NF TEST ▾

#### General Information

The project offers the NFs financial assistance to keep athletes in the sports organisations in different roles and ensure a smooth post-sporting transition. The project should last a minimum of 6 months.

[Guideline Athletes\\_Involvement\\_2024.2025.pdf](#)

**Project Priority in case of multiple applications (rating scale 1-5) \***  
1 is the highest priority, 5 is the lowest priority

-- ▾

#### Contact Information - Project Coordinator

**Full Name \***

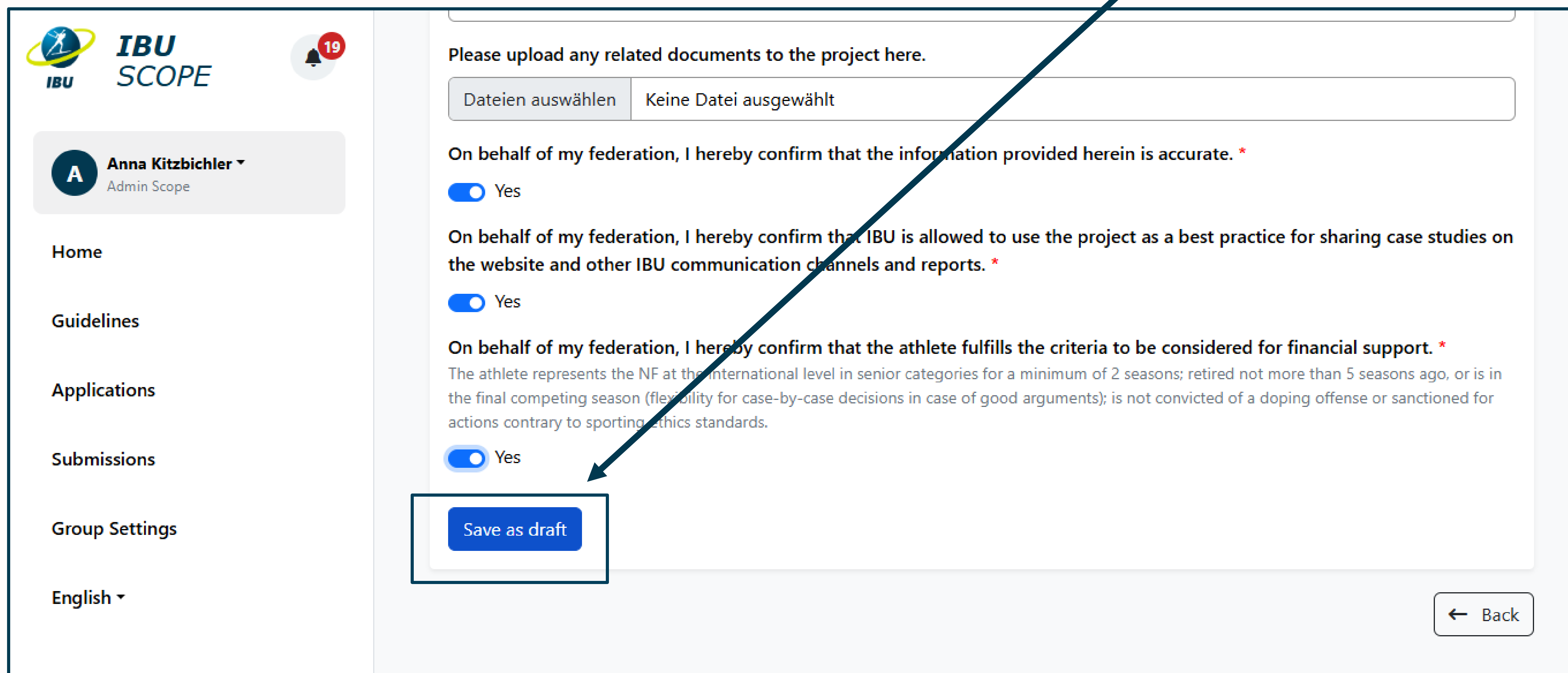
**Function \***

**Email address \***

**Phone number (incl. country code) \*** +43 ▾

# STEP 2

## COMPLETE THE FORM – SAVE AS DRAFT



**IBU SCOPE** 19

**A** Anna Kitzbichler ▼  
Admin Scope

Home

Guidelines

Applications

Submissions

Group Settings

English ▼

Please upload any related documents to the project here.

Dateien auswählen Keine Datei ausgewählt

On behalf of my federation, I hereby confirm that the information provided herein is accurate. \*

Yes

On behalf of my federation, I hereby confirm that IBU is allowed to use the project as a best practice for sharing case studies on the website and other IBU communication channels and reports. \*

Yes

On behalf of my federation, I hereby confirm that the athlete fulfills the criteria to be considered for financial support. \*

The athlete represents the NF at the international level in senior categories for a minimum of 2 seasons; retired not more than 5 seasons ago, or is in the final competing season (flexibility for case-by-case decisions in case of good arguments); is not convicted of a doping offense or sanctioned for actions contrary to sporting ethics standards.

Yes

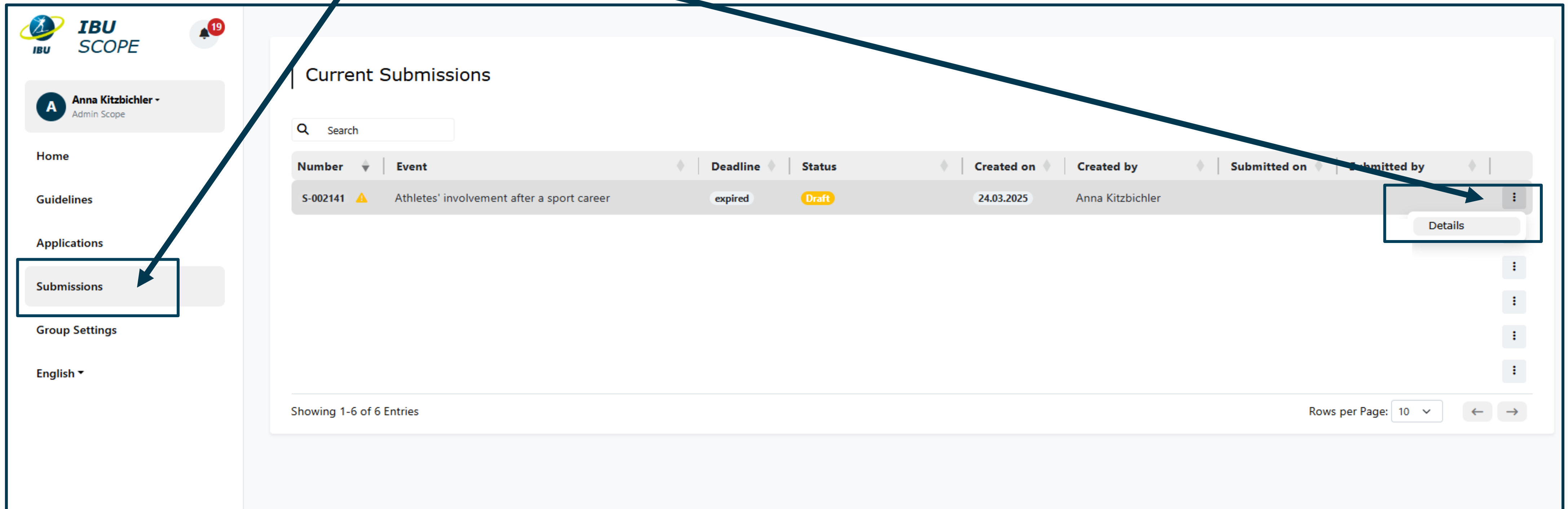
**Save as draft**

← Back

# STEP 2

## COMPLETE THE FORM – EDIT DRAFT

- Open Submission Details



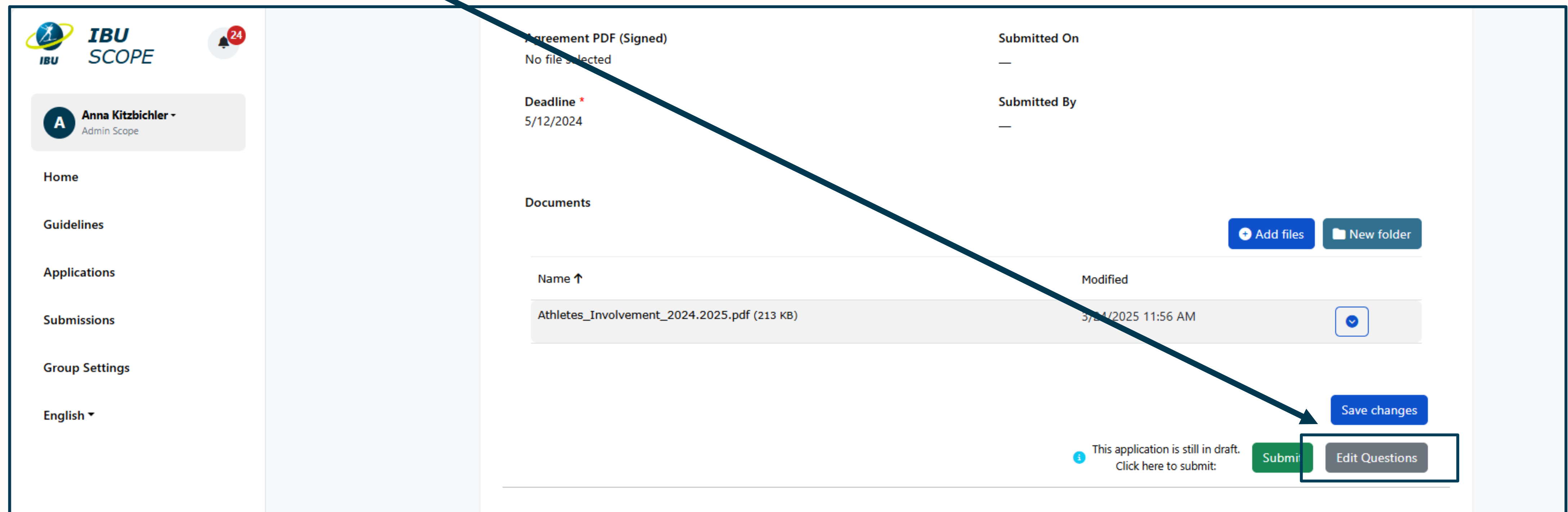
The screenshot displays the IBU SCOPE application process interface. On the left, a navigation menu includes 'Home', 'Guidelines', 'Applications', 'Submissions' (highlighted with a box and an arrow), 'Group Settings', and 'English'. The main content area is titled 'Current Submissions' and features a search bar and a table of submissions. The table has columns for 'Number', 'Event', 'Deadline', 'Status', 'Created on', 'Created by', 'Submitted on', and 'Submitted by'. A single submission is listed with the number 'S-002141', event 'Athletes' involvement after a sport career', deadline 'expired', status 'Draft', and created by 'Anna Kitzbichler'. A 'Details' button is visible next to this submission, highlighted with a box and an arrow. The bottom of the interface shows 'Showing 1-6 of 6 Entries' and 'Rows per Page: 10'.

Number	Event	Deadline	Status	Created on	Created by	Submitted on	Submitted by
S-002141	Athletes' involvement after a sport career	expired	Draft	24.03.2025	Anna Kitzbichler		

# STEP 2

## COMPLETE THE FORM – EDIT DRAFT

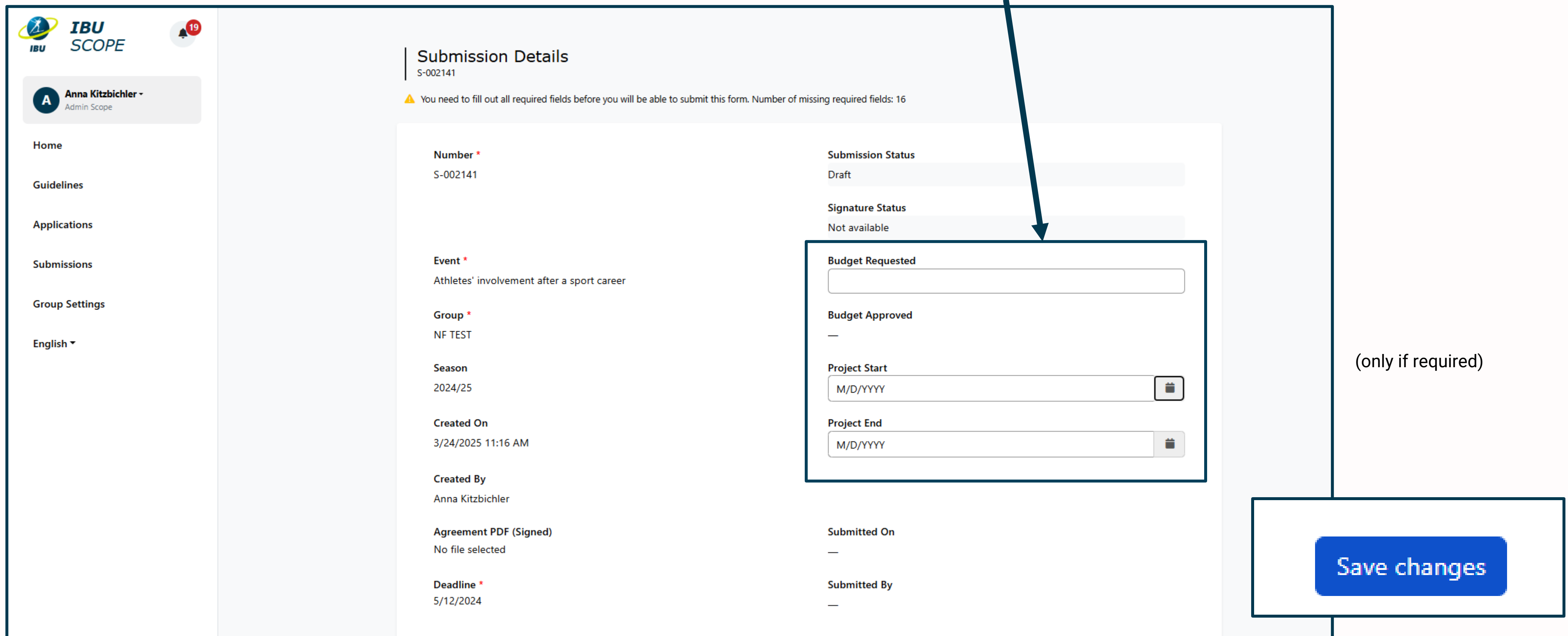
- Edit Questions



The screenshot displays the IBU SCOPE application form interface. On the left is a navigation sidebar with the IBU SCOPE logo, a notification bell with '24', and a user profile for Anna Kitzbichler (Admin Scope). The main content area shows the application details: 'Agreement PDF (Signed)' with 'No file selected', a 'Deadline' of 5/12/2024, and a 'Documents' section containing a file named 'Athletes\_Involvement\_2024.2025.pdf (213 KB)' modified on 3/24/2025 at 11:56 AM. At the bottom right, there are buttons for 'Save changes', 'Submit', and 'Edit Questions'. A blue information icon and text state: 'This application is still in draft. Click here to submit:'. A red arrow points from the 'Edit Questions' button in the list above to the 'Edit Questions' button in the interface. A black box highlights the 'Submit' and 'Edit Questions' buttons.

# STEP 3

## COMPLETE THE SUBMISSION DETAILS



**Submission Details**  
S-002141

⚠ You need to fill out all required fields before you will be able to submit this form. Number of missing required fields: 16

**Number \***  
S-002141

**Event \***  
Athletes' involvement after a sport career

**Group \***  
NF TEST

**Season**  
2024/25

**Created On**  
3/24/2025 11:16 AM

**Created By**  
Anna Kitzbichler

**Agreement PDF (Signed)**  
No file selected


**Deadline \***  
5/12/2024


**Submission Status**  
Draft

**Signature Status**  
Not available

**Budget Requested**

**Budget Approved**  
—

**Project Start**  
M/D/YYYY 

**Project End**  
M/D/YYYY 

**Submitted On**  
—

**Submitted By**  
—


(only if required)

**Save changes**

# STEP 3

## COMPLETE THE SUBMISSION DETAILS

- Possibility to delete and upload files



The screenshot displays the IBU SCOPE application submission interface. On the left, a sidebar shows the user profile for Anna Kitzbichler (Admin Scope) and navigation links for Home, Guidelines, Applications, Submissions, and Group Settings. The main content area is titled "Agreement PDF (Signed)" and shows "No file selected". Below this, a "Deadline" of 5/12/2024 is displayed. The "Documents" section contains a table with the following data:

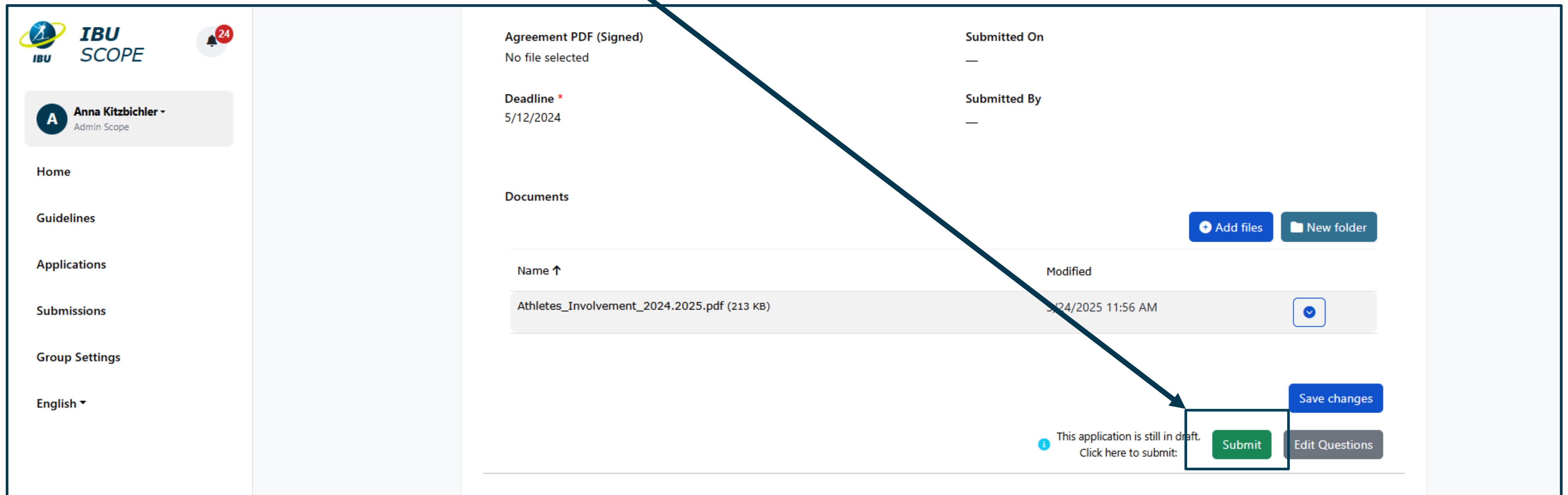
Name ↑	Modified
Athletes_Involvement_2024.2025.pdf (213 KB)	3/24/2025 11:56 AM

At the bottom of the interface, a message states: "This application is still in draft. Click here to submit:". Below this message are buttons for "Submit" and "Edit Questions".

Two blue arrows point from the text "Possibility to delete and upload files" to the "Add files" and "Delete" buttons in the interface.

# STEP 4 SUBMIT

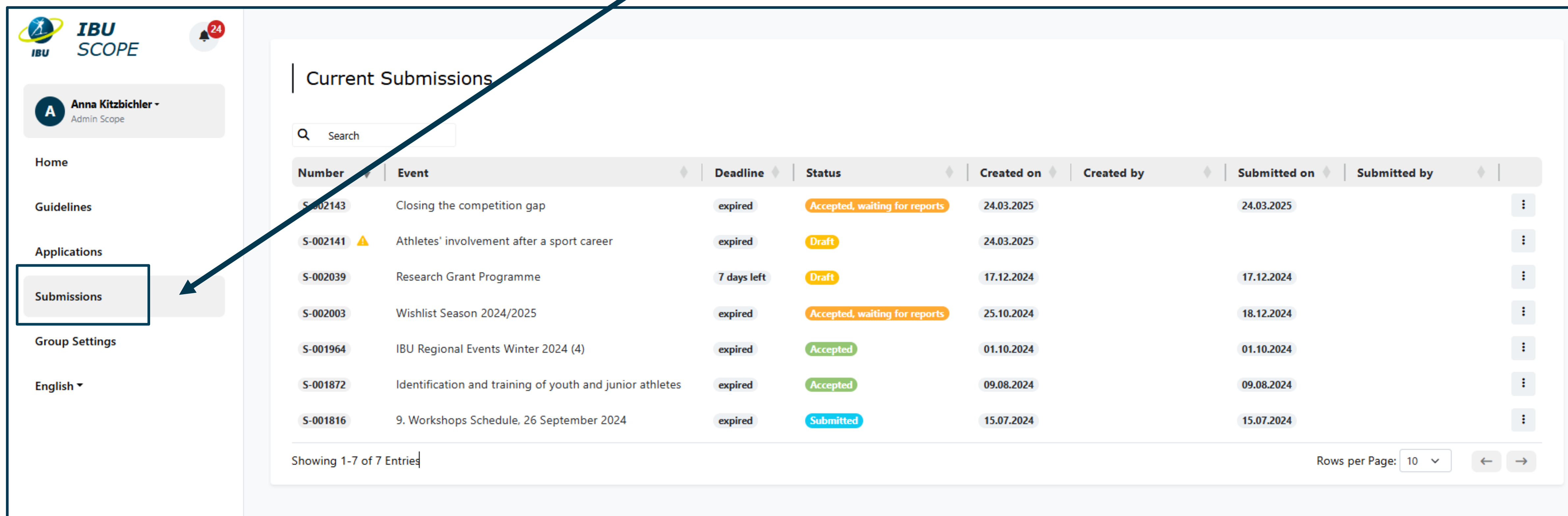
- Open Submission Details & Submit



The screenshot shows the IBU SCOPE application submission interface. On the left is a sidebar with the user's name 'Anna Kitzbichler' and navigation links: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area shows submission details for a document named 'Athletes\_Involvement\_2024.2025.pdf'. It includes a 'Deadline' of 5/12/2024 and a 'Submitted On' field. Below the document list are buttons for 'Add files' and 'New folder'. At the bottom right, there is a 'Submit' button highlighted with a red box and an arrow pointing to it from the text 'Open Submission Details & Submit'. Other buttons include 'Save changes' and 'Edit Questions'. A message at the bottom states 'This application is still in draft. Click here to submit:'.

# STEP 5

## CHECK APPLICATION STATUS



IBU SCOPE

24

Anna Kitzbichler - Admin Scope

Home

Guidelines

Applications

**Submissions**

Group Settings

English ▾

### Current Submissions

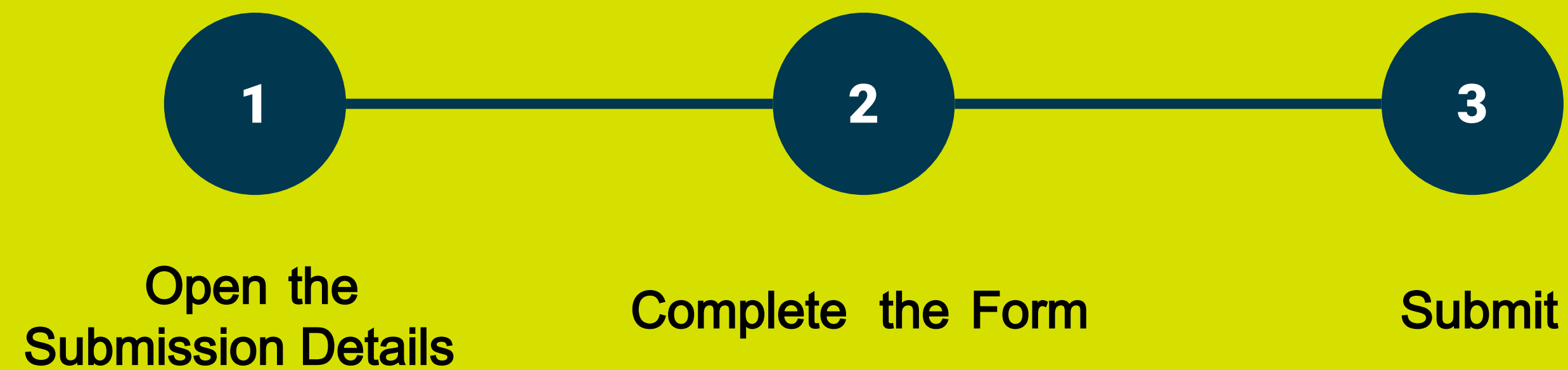
Search

Number	Event	Deadline	Status	Created on	Created by	Submitted on	Submitted by
S-002143	Closing the competition gap	expired	Accepted, waiting for reports	24.03.2025		24.03.2025	
S-002141 ⚠	Athletes' involvement after a sport career	expired	Draft	24.03.2025			
S-002039	Research Grant Programme	7 days left	Draft	17.12.2024		17.12.2024	
S-002003	Wishlist Season 2024/2025	expired	Accepted, waiting for reports	25.10.2024		18.12.2024	
S-001964	IBU Regional Events Winter 2024 (4)	expired	Accepted	01.10.2024		01.10.2024	
S-001872	Identification and training of youth and junior athletes	expired	Accepted	09.08.2024		09.08.2024	
S-001816	9. Workshops Schedule, 26 September 2024	expired	Submitted	15.07.2024		15.07.2024	

Showing 1-7 of 7 Entries

Rows per Page: 10

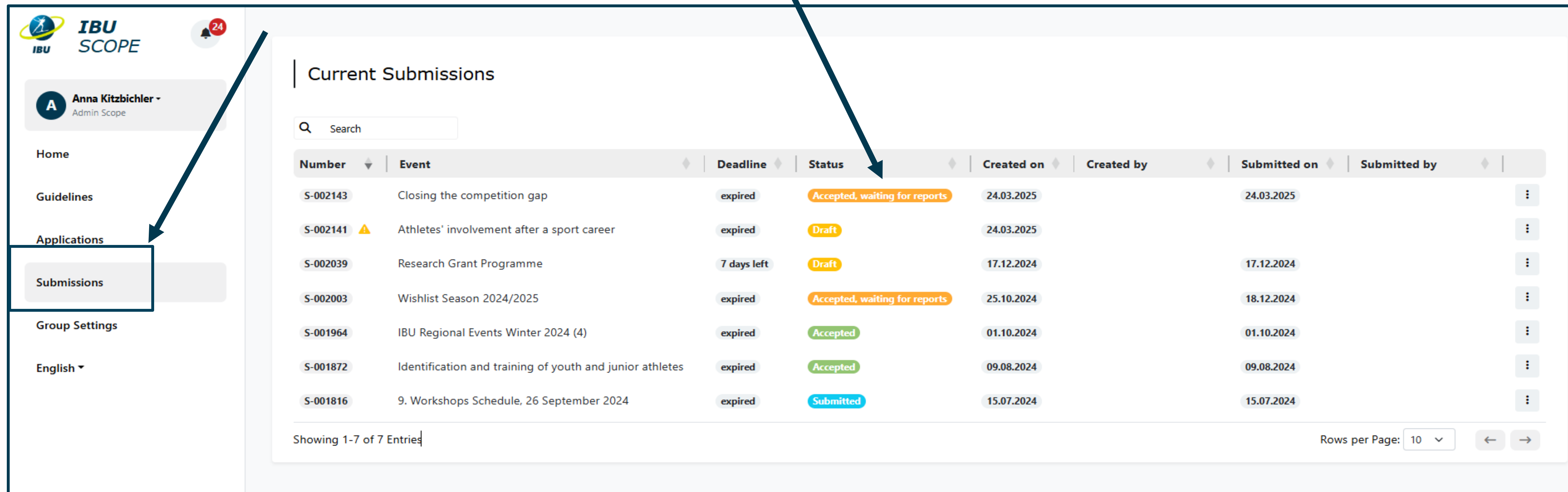
# REPORTING PROCESS



# STEP 1

## OPEN SUBMISSION DETAILS

- Projects with Status „Accepted, waiting for reports“ – open submission details



The screenshot displays the 'Current Submissions' page in the IBU SCOPE system. The left sidebar shows the user 'Anna Kitzbichler' with 'Admin Scope' permissions. The main content area features a search bar and a table of submissions. The table has the following columns: Number, Event, Deadline, Status, Created on, Created by, Submitted on, and Submitted by. The first row, with ID S-002143, is highlighted in orange and has a status of 'Accepted, waiting for reports'. A blue arrow points from the text 'Accepted, waiting for reports' in the list above to this status in the table. The 'Applications' menu item in the sidebar is highlighted with a red box, and a red arrow points from it to the 'Submissions' sub-menu item. The table shows 7 entries, with the first one being 'Accepted, waiting for reports'.

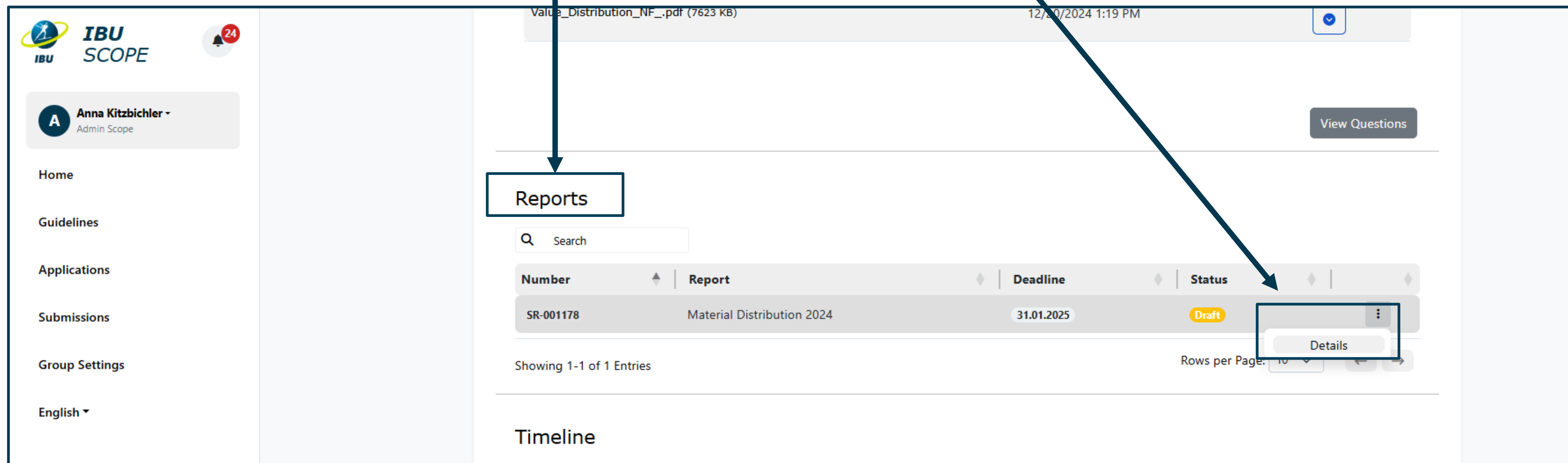
Number	Event	Deadline	Status	Created on	Created by	Submitted on	Submitted by
S-002143	Closing the competition gap	expired	Accepted, waiting for reports	24.03.2025		24.03.2025	
S-002141	Athletes' involvement after a sport career	expired	Draft	24.03.2025			
S-002039	Research Grant Programme	7 days left	Draft	17.12.2024		17.12.2024	
S-002003	Wishlist Season 2024/2025	expired	Accepted, waiting for reports	25.10.2024		18.12.2024	
S-001964	IBU Regional Events Winter 2024 (4)	expired	Accepted	01.10.2024		01.10.2024	
S-001872	Identification and training of youth and junior athletes	expired	Accepted	09.08.2024		09.08.2024	
S-001816	9. Workshops Schedule, 26 September 2024	expired	Submitted	15.07.2024		15.07.2024	

Showing 1-7 of 7 Entries | Rows per Page: 10

# STEP 1

## OPEN SUBMISSION DETAILS

- Scroll to the section „Reports“ and open the respective report

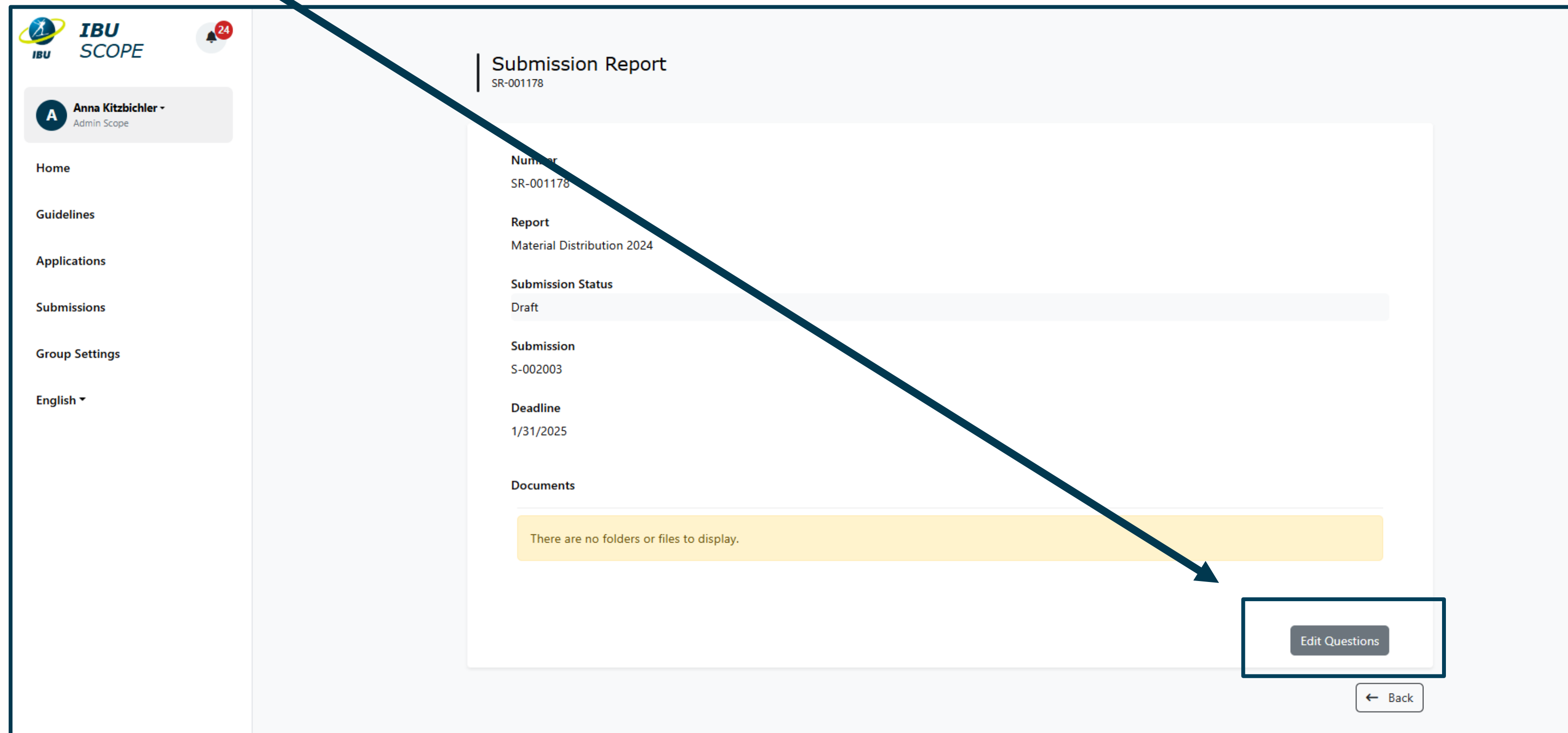


The screenshot displays the IBU SCOPE user interface. On the left is a navigation sidebar with the IBU SCOPE logo, user information for Anna Kitzbichler (Admin Scope), and menu items: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area shows a file upload bar at the top with the filename 'Value\_Distribution\_NF\_.pdf (7623 KB)' and a timestamp '12/20/2024 1:19 PM'. Below this is a 'View Questions' button. A 'Reports' tab is highlighted with a box. Underneath is a search bar and a table with columns: Number, Report, Deadline, and Status. A single report entry is shown: SR-001178, Material Distribution 2024, 31.01.2025, Draft. A 'Details' button is highlighted with a box. Below the table, it says 'Showing 1-1 of 1 Entries' and 'Rows per Page: 10'. At the bottom, a 'Timeline' section is visible.

# STEP 2

## COMPLETE THE FORM

- Edit Questions



Submission Report  
SR-001178

Number  
SR-001178

Report  
Material Distribution 2024

Submission Status  
Draft

Submission  
S-002003

Deadline  
1/31/2025

Documents

There are no folders or files to display.

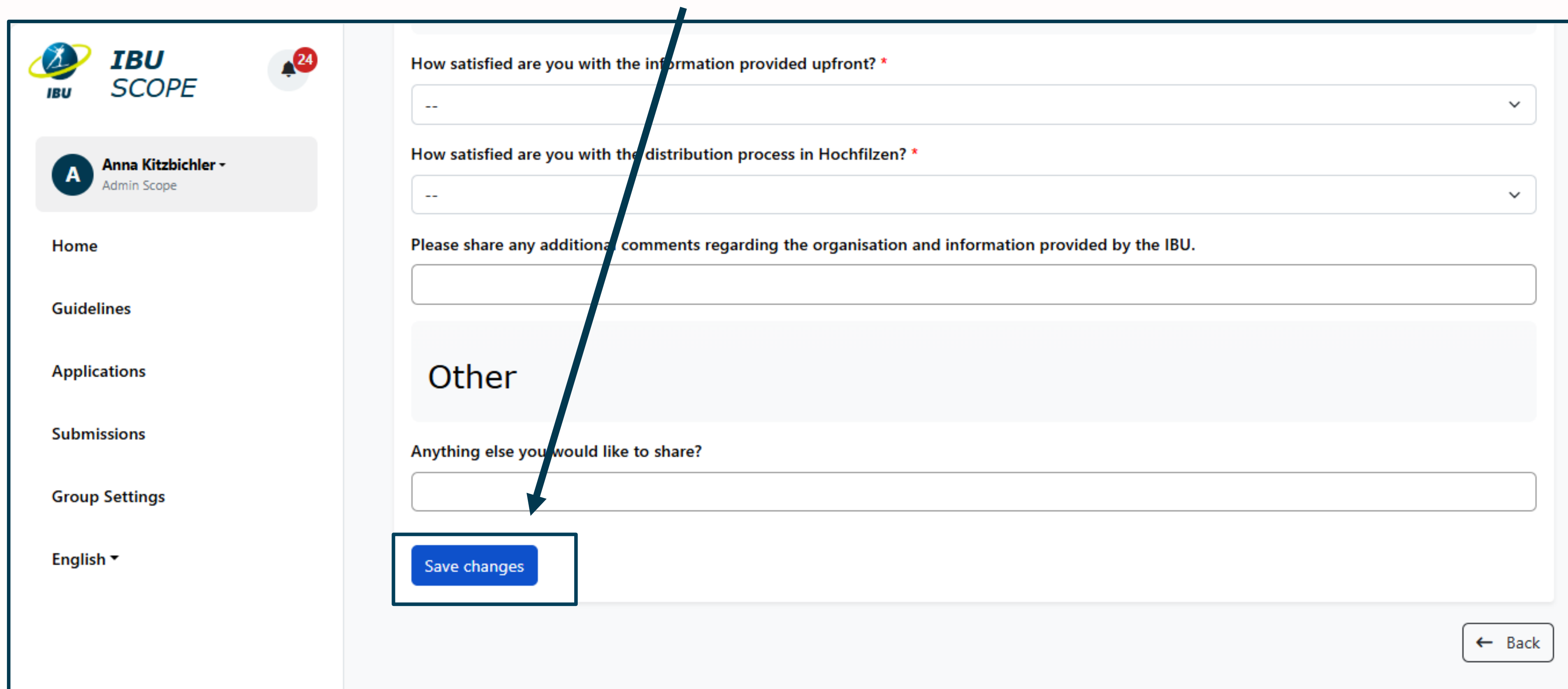
Edit Questions

← Back

# STEP 2

## COMPLETE THE FORM

- Complete the Form and „Save Changes“



IBU SCOPE

24

**A** Anna Kitzbichler -  
Admin Scope

Home

Guidelines

Applications

Submissions

Group Settings

English ▾

How satisfied are you with the information provided upfront? \*

-- ▾

How satisfied are you with the distribution process in Hochfilzen? \*

-- ▾

Please share any additional comments regarding the organisation and information provided by the IBU.

Other

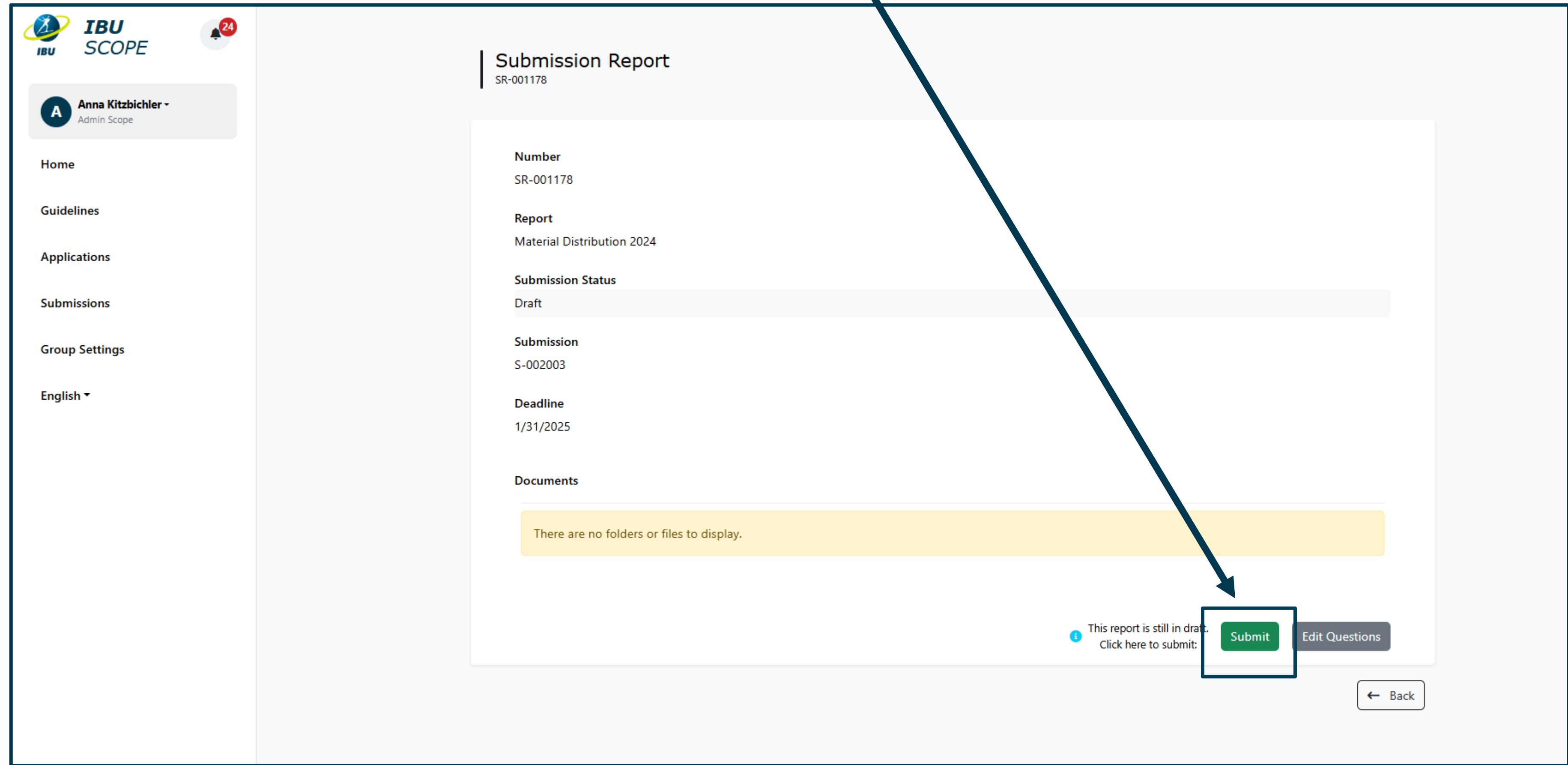
Anything else you would like to share?

Save changes

← Back

# STEP 3

# SUBMIT



The screenshot displays the 'Submission Report' page for report SR-001178. The page includes a sidebar with navigation options: Home, Guidelines, Applications, Submissions, Group Settings, and English. The main content area shows the following details:

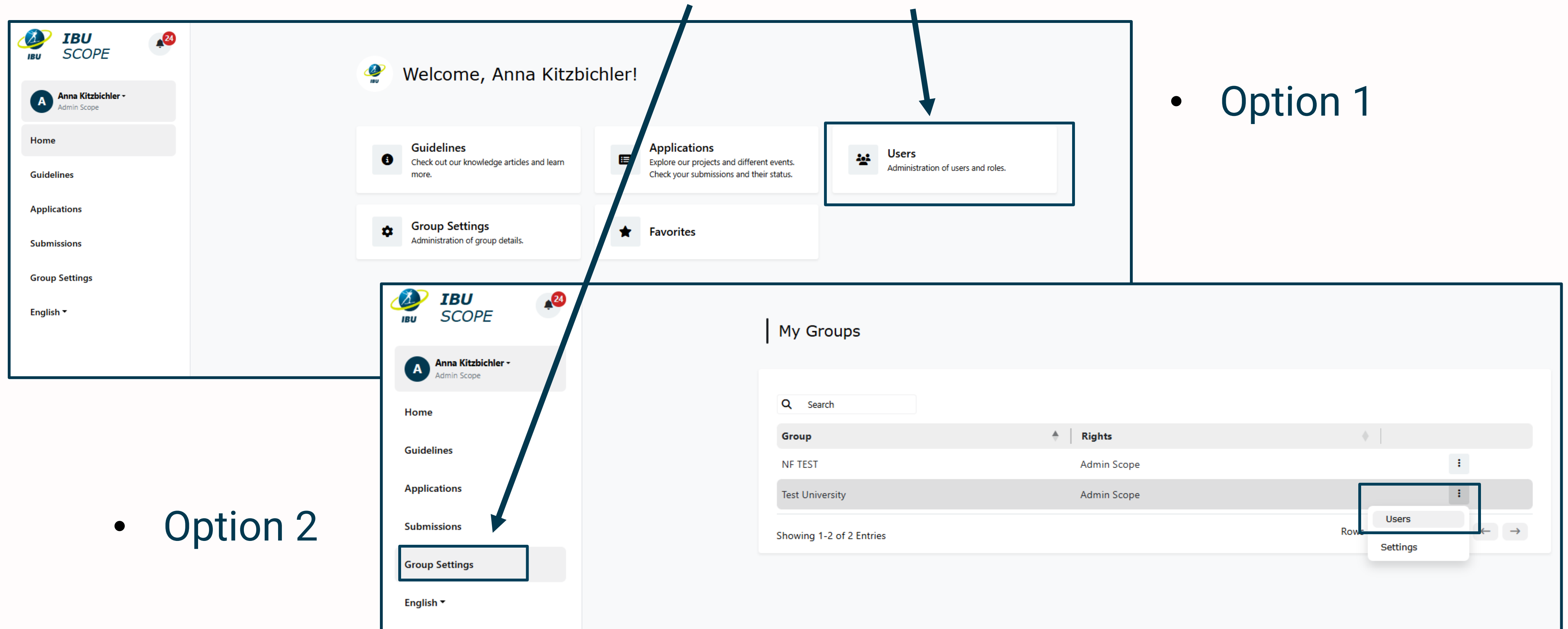
- Number:** SR-001178
- Report:** Material Distribution 2024
- Submission Status:** Draft
- Submission:** S-002003
- Deadline:** 1/31/2025
- Documents:** There are no folders or files to display.

At the bottom of the report details, there is a message: "This report is still in draft. Click here to submit:" followed by a green "Submit" button and a grey "Edit Questions" button. A red box highlights the "Submit" button, and a red arrow points from the "STEP 3 SUBMIT" text above to this button. A "Back" button is also visible at the bottom right of the page.

# OTHER IMPORTANT FEATURES



# USER MANAGEMENT MANAGE USERS



Option 1

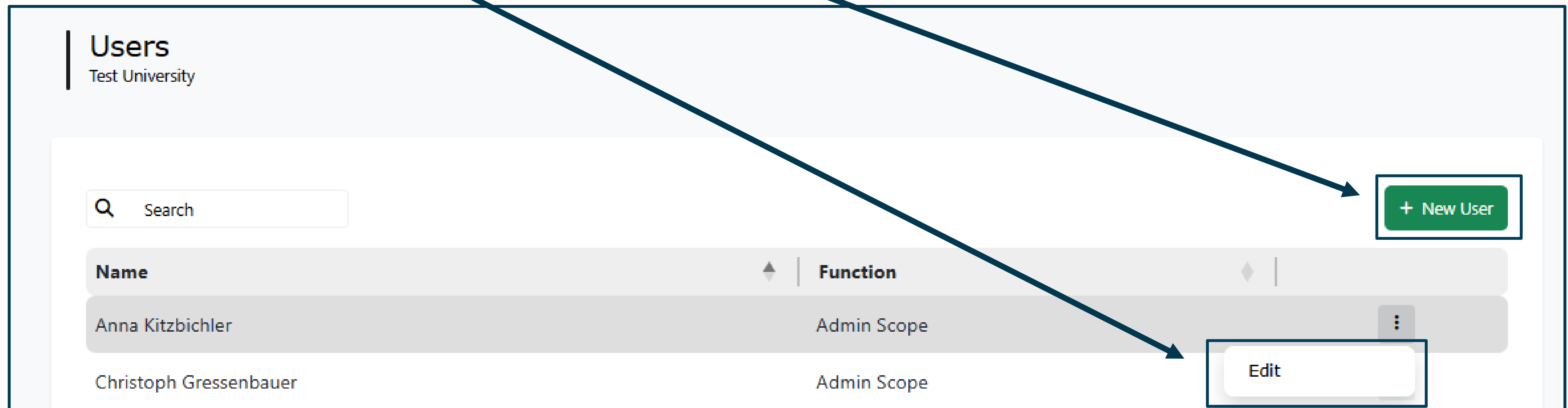
Option 2

The image displays two screenshots of the IBU SCOPE user management interface. The top screenshot shows the main dashboard with a 'Users' tile highlighted, representing 'Option 1'. The bottom screenshot shows the 'My Groups' page with the 'Group Settings' tile highlighted, representing 'Option 2'. A 'Users' dropdown menu is also visible in the bottom screenshot, showing 'Users' and 'Settings' options.

# USER MANAGEMENT

## MANAGE USERS

- Edit existing users or add new users



The screenshot displays the 'Users' management interface for 'Test University'. It features a search bar at the top left. Below it is a table with two columns: 'Name' and 'Function'. The table contains two rows of user data. To the right of the table, there are two buttons: a green '+ New User' button and a white 'Edit' button. Two arrows from the text above point to these buttons.

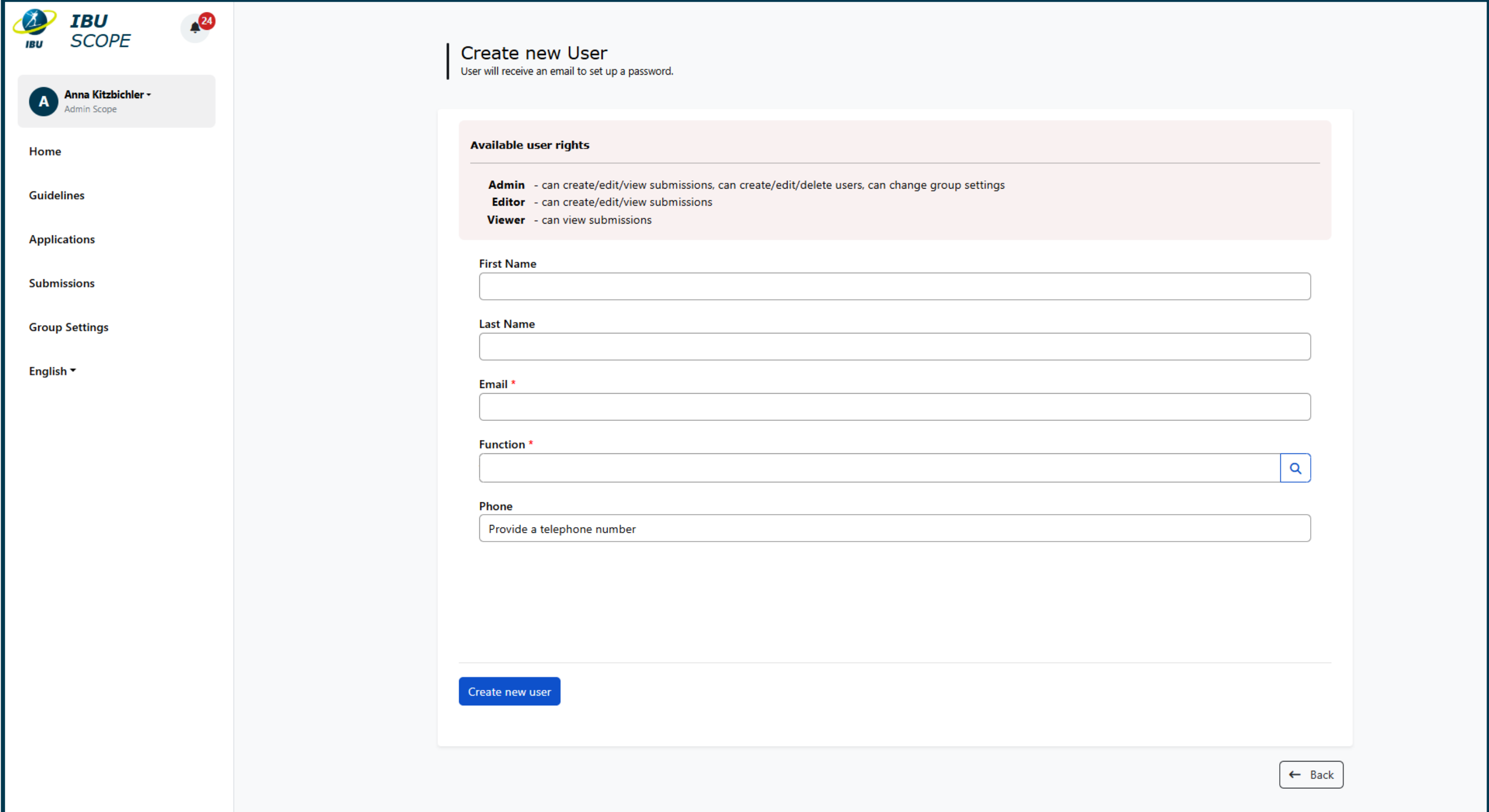
Name	Function
Anna Kitzbichler	Admin Scope
Christoph Gressenbauer	Admin Scope

# USER MANAGEMENT

## CREATE NEW USERS

### USER RIGHTS

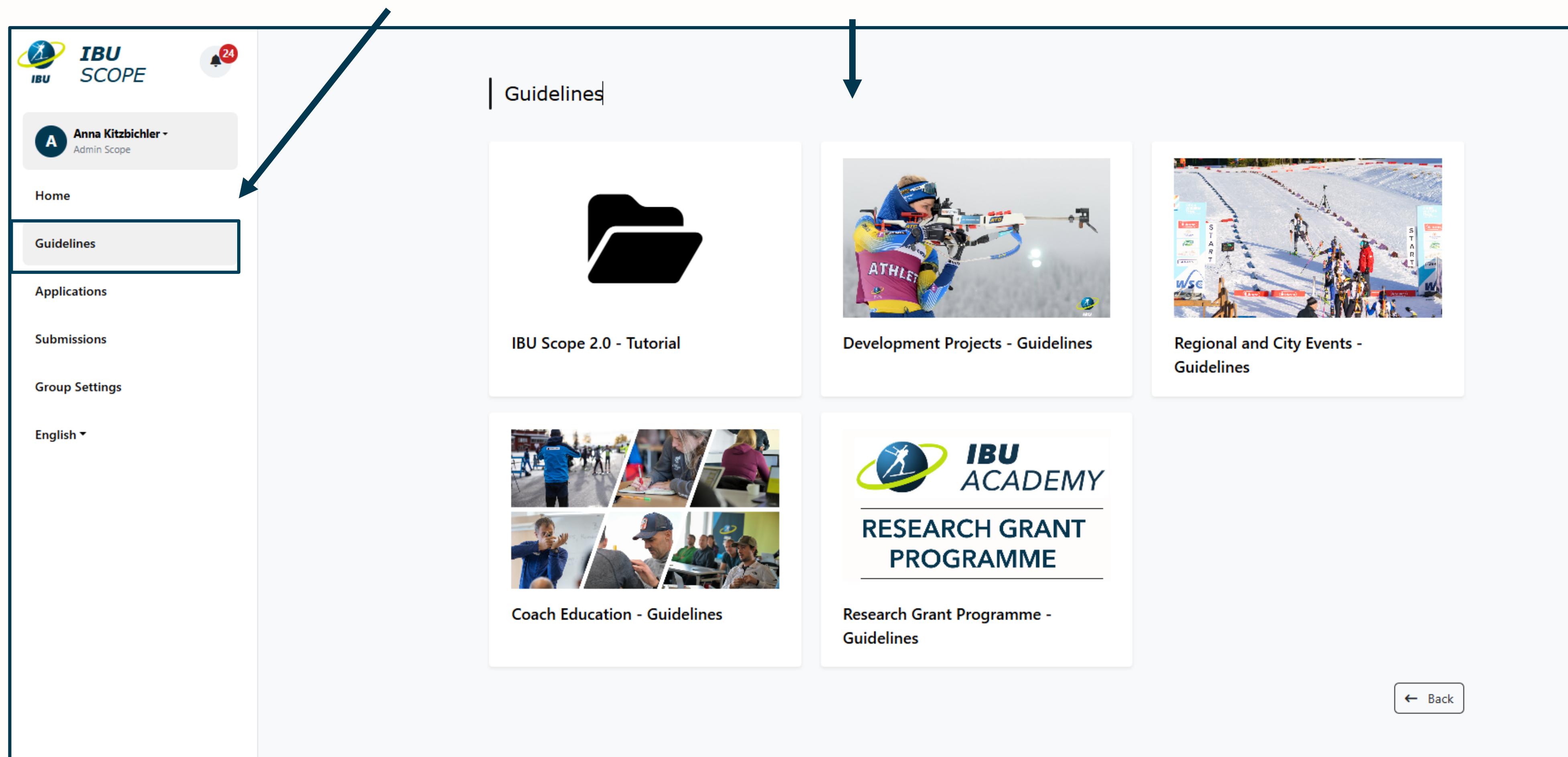
- **Admin**
  - can create/edit/view submissions
  - can create/edit/delete users
  - can change group settings
- **Editor**
  - can create/edit/view submissions
- **Viewer**
  - can view submissions



The screenshot shows the 'Create new User' interface. At the top left, there is a navigation menu with the IBU SCOPE logo and a notification bell. The user profile for 'Anna Kitzbichler - Admin Scope' is visible. The main content area is titled 'Create new User' and includes a sub-note: 'User will receive an email to set up a password.' Below this, there is a section for 'Available user rights' with three options: 'Admin' (can create/edit/view submissions, can create/edit/delete users, can change group settings), 'Editor' (can create/edit/view submissions), and 'Viewer' (can view submissions). The form contains input fields for 'First Name', 'Last Name', 'Email \*', 'Function \*' (with a search icon), and 'Phone' (with a placeholder 'Provide a telephone number'). A blue 'Create new user' button is at the bottom left, and a 'Back' button is at the bottom right.

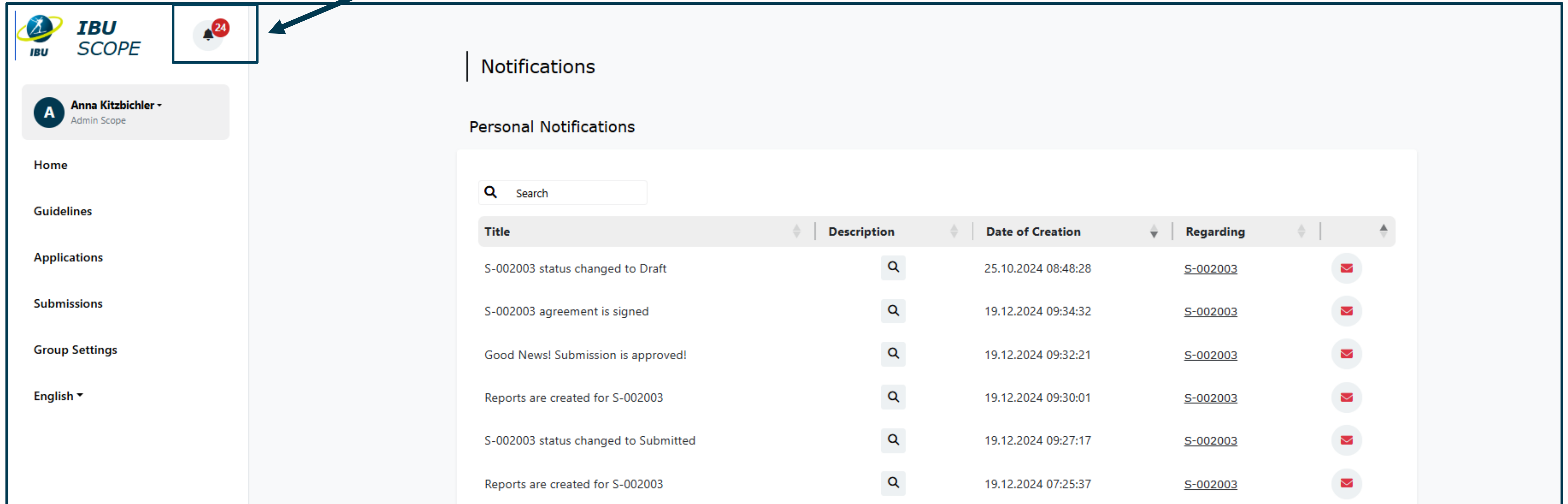
# GUIDELINES

- Information & Guidelines about different projects



The screenshot shows the IBU SCOPE web interface. On the left is a sidebar with the IBU SCOPE logo, a notification bell with '24', and a user profile for 'Anna Kitzbichler - Admin Scope'. Below the profile are menu items: 'Home', 'Guidelines' (highlighted with a dark border), 'Applications', 'Submissions', 'Group Settings', and 'English'. The main content area is titled 'Guidelines' and contains five project guideline cards: 'IBU Scope 2.0 - Tutorial' (with a folder icon), 'Development Projects - Guidelines' (with a biathlete image), 'Regional and City Events - Guidelines' (with a biathlon start image), 'Coach Education - Guidelines' (with a collage of people), and 'Research Grant Programme - Guidelines' (with the IBU ACADEMY logo). A 'Back' button is located in the bottom right corner.

# NOTIFICATIONS



Notifications

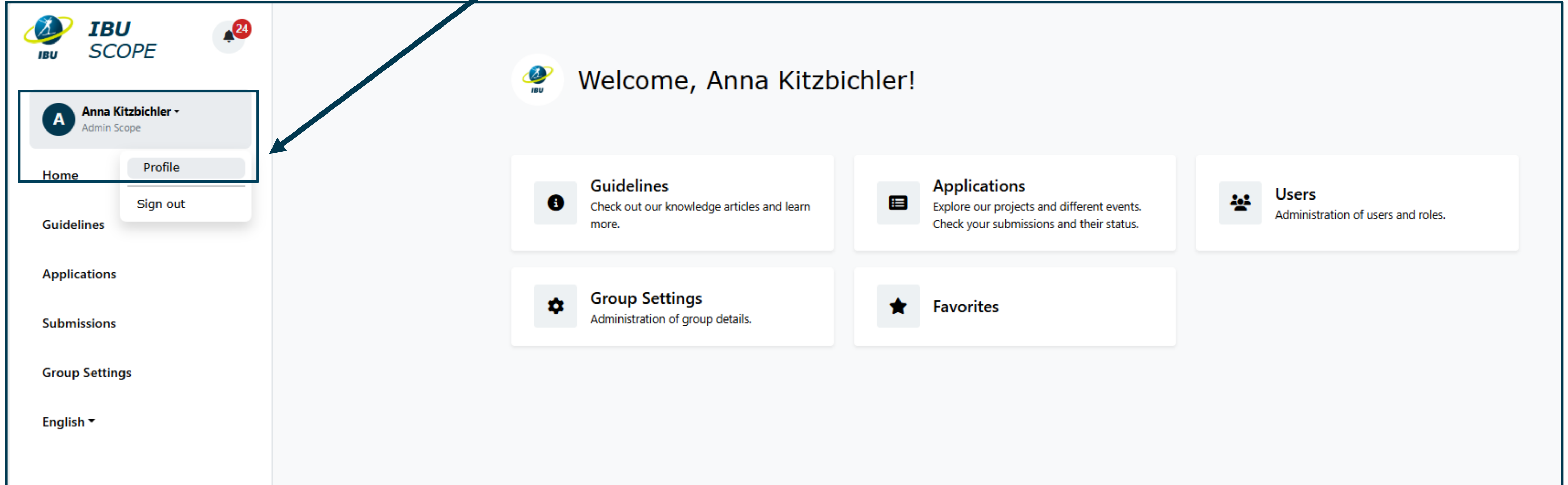
Personal Notifications

Search

Title	Description	Date of Creation	Regarding	
S-002003 status changed to Draft	Q	25.10.2024 08:48:28	<a href="#">S-002003</a>	📧
S-002003 agreement is signed	Q	19.12.2024 09:34:32	<a href="#">S-002003</a>	📧
Good News! Submission is approved!	Q	19.12.2024 09:32:21	<a href="#">S-002003</a>	📧
Reports are created for S-002003	Q	19.12.2024 09:30:01	<a href="#">S-002003</a>	📧
S-002003 status changed to Submitted	Q	19.12.2024 09:27:17	<a href="#">S-002003</a>	📧
Reports are created for S-002003	Q	19.12.2024 07:25:37	<a href="#">S-002003</a>	📧

# SETTINGS

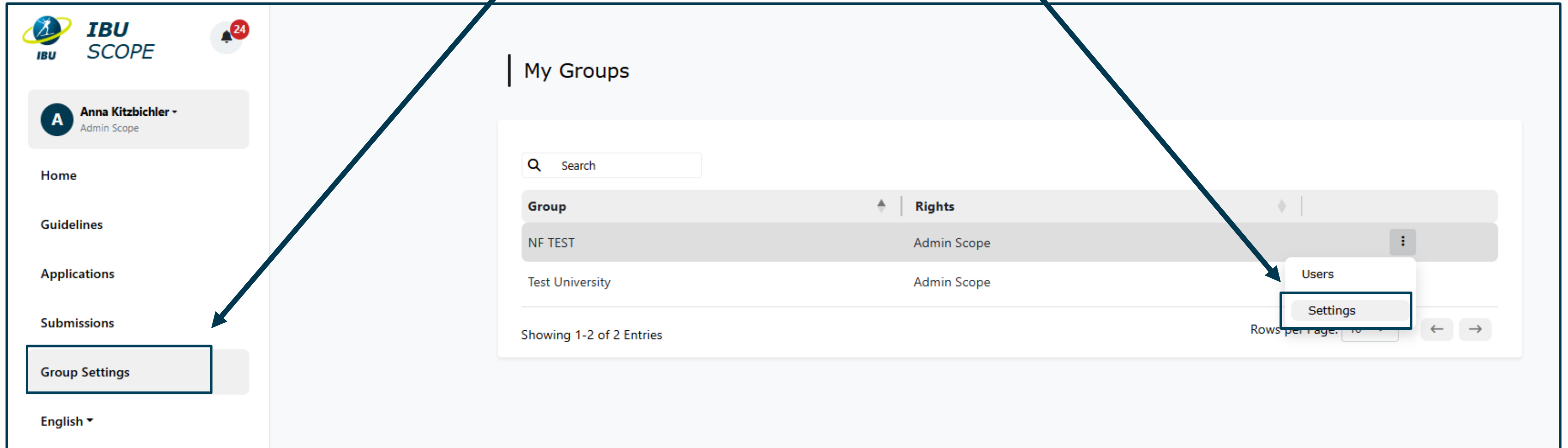
## PROFILE SETTINGS



The screenshot displays the IBU SCOPE user interface. On the left is a navigation sidebar with the following items: Home, Profile (highlighted with a dark border and a dark arrow pointing to it), Sign out, Guidelines, Applications, Submissions, Group Settings, and English. The main content area features a welcome message: "Welcome, Anna Kitzbichler!" with a small IBU logo. Below the welcome message are five feature cards: Guidelines (Check out our knowledge articles and learn more.), Applications (Explore our projects and different events. Check your submissions and their status.), Users (Administration of users and roles.), Group Settings (Administration of group details.), and Favorites.

# SETTINGS

## GROUP SETTINGS



The screenshot displays the 'My Groups' management interface. On the left, a sidebar contains navigation options: Home, Guidelines, Applications, Submissions, and Group Settings (highlighted with a red box). The main content area features a search bar and a table with columns for Group and Rights. Two groups are listed: 'NF TEST' and 'Test University', both with 'Admin Scope' rights. A red box highlights the 'Settings' option in the dropdown menu for the 'NF TEST' group. The interface also shows 'Showing 1-2 of 2 Entries' and a 'Rows per Page' selector.

Group	Rights
NF TEST	Admin Scope
Test University	Admin Scope



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