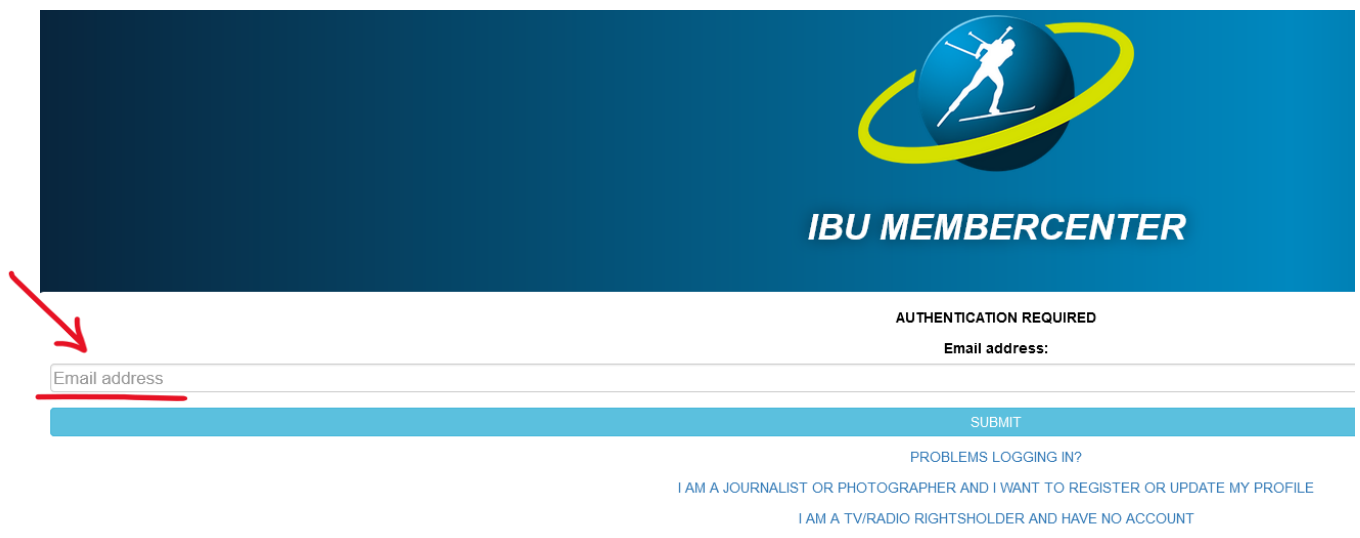October 2024

**IBU MEMBERCENTER
REGIONAL EVENTS
ATHLETES' REGISTRATION**

INSTRUCTIONS ON REGISTRATION AND DOCUMENTS FLOW

❖ **IBU Membercenter log in – new procedure:**

➢ Enter your email address to the field → press „Submit"

➢ If your email is registered as the IBU Membercenter account, you will receive a one-time login link. To log in, use the link in the received email.
➢ Make sure to use the link within 1 (One) hour.
➢ Further, such a login procedure is not required, the IBU Membercenter will open immediately.

❖ **Athletes Registration**

Type of Registration in the New Regisration → New Athlete (Basic)

With this Type of Registration athletes can be registered only for IBU Reginal Events.

Required documents:

➢ **Passport / EU ID / any other identity document** (for athletes before 18 years old) to verify the athlete's name, date of birth, nationality and sex.
  o An athlete must be a Citizen of the registering NF's Country.
  o Copies of documents must be of good quality and easy to read!

➢ **The "Basic" registration** can be extended to a "Full" registration by uploading the IBU Declaration and an anti-doping certificate.

REGISTRATION DETAILS

NEW REGISTRATION		SUBMIT REGISTRATION

REGISTRATION DATA

DESCRIPTION	VALUE	REMARKS
Type of Registration	NEW ATHLETE (BASIC) ⌄	
Family Name(s) as in ID Docum	NEW ATHLETE (FULL)	
Given Name(s) as in ID Docum	NEW ATHLETE (BASIC)	
Sex	ATHLETE NF TRANSFER	
Date of birth	NEW OFFICIAL	
Federation	OFFICIAL NF TRANSFER	
Nationality	NAME CHANGE (MARRIAGE)	
Function		
Preferred Family Name		
Preferred Given Name		

❖ **The deadline for registering new Athletes**

➢ **The Deadline for registering new Basic Athletes** is TWO weeks before the Regional Event at the latest.

- Please make sure that you have registered all possible NF Members within the deadline.

- The IBU does not take responsibility for late registrations, and cannot guarantee that the athlete will be registered on time in such a case.

❖ **How to fill in registration fields correctly?**

➢ **Family and Given Names** should be written **in full, as in Passport/EU ID/Other Identity Document**
  NOTE: Special characters are not allowed.

➢ **Preferred Family and Given Names** are data displayed on stadiums and TV screens, as well as in the results and other events documents.

  E.g.: Passport Family Name: Aaa Bbb   Passport Given Name: Ccc Ddd
        Preferred Family Name: Aaa   Preferred Given Name: Ccc