



**IBU**

# **DEVELOPMENT INFO DAY 2024**

**27 MARCH 2024  
ONLINE VIA ZOOM**



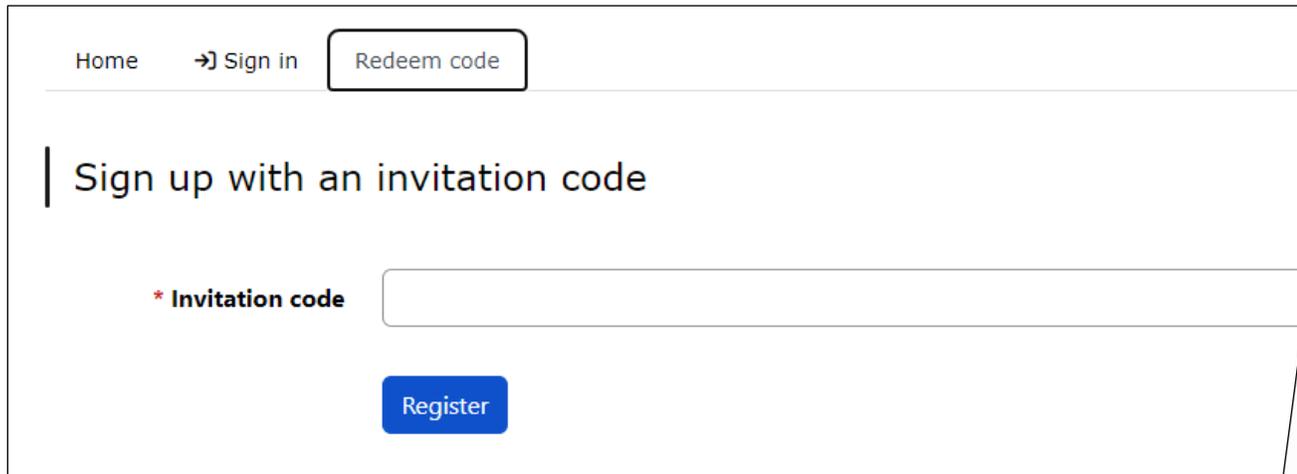
# ***04 IBU SCOPE 2.0***

## ***IBU SCOPE WORKSHOP***



## Sign up to the new system

- Send the **name** and **email address** of the **ADMIN** to [anna.kitzbichler@ibu.at](mailto:anna.kitzbichler@ibu.at)
- 1 Admin per NF
- You receive an email with an invitation code
- Follow the link to activate your account and register for the new platform

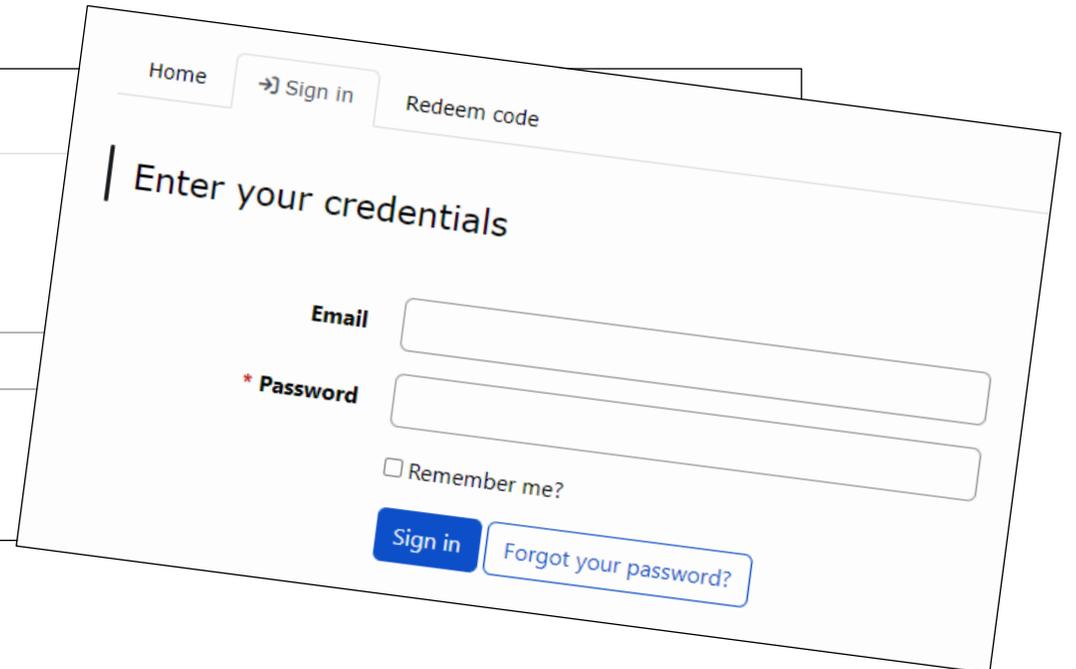


Home → Sign in Redeem code

Sign up with an invitation code

\* Invitation code

Register



Home → Sign in Redeem code

Enter your credentials

Email

\* Password

Remember me?

Sign in Forgot your password?

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



**A** Anna Kitzbichler ▾  
Admin

Home

Guidelines

Applications

Submissions

Group Settings

English ▾



## Welcome, Anna Kitzbichler!



### 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.



### Favorites

  
  
**Home**  
**Guidelines**  
**Applications**  
**Submissions**  
**Group Settings**  
**English**

## Guidelines



**Development Projects - Guideline**

- Check the Guidelines for different types of projects

### Guidelines

Development Projects - Guideline

**Documents**

Name ↑	Modified
IBU_Development_projects_Guidelines_2023_2024.pdf (299 KB)	2 months ago

  
**Anna Kitzbichler**  
Admin  
  
**Home**  
**Guidelines**  
**Applications**  
**Submissions**

## Applications

 **Start Here**  
Start here and explore available projects, find the event for you, answer the questions and submit your application.

 **Current Submissions**  
All of your applications in one place. Interact with your application, find details, check approval state.

  
**Anna Kitzbichler**  
Admin  
  
**Home**  
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**English**



**IBU Regional Events**



**Material Support**  
The IBU provides material support for all developing NF members through cooperation with IBU's Supplying Partners. The support goes to the B, C, D, and E development category NFs which have at least 4...



**Development Projects**  
The budget allocated to the national federation project(s) will depend on the results of the analysis of the project concept and budgetary proposal.



**IBU Academy**  
Coach Education Courses

## Development Projects

Name
Sustainable Business Development

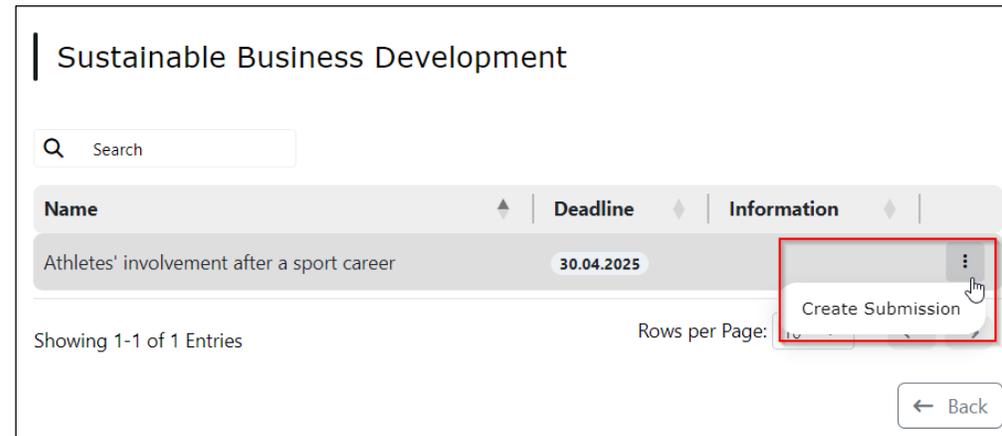
Showing 1-1 of 1 Entries      Rows per Page: 1

View Events

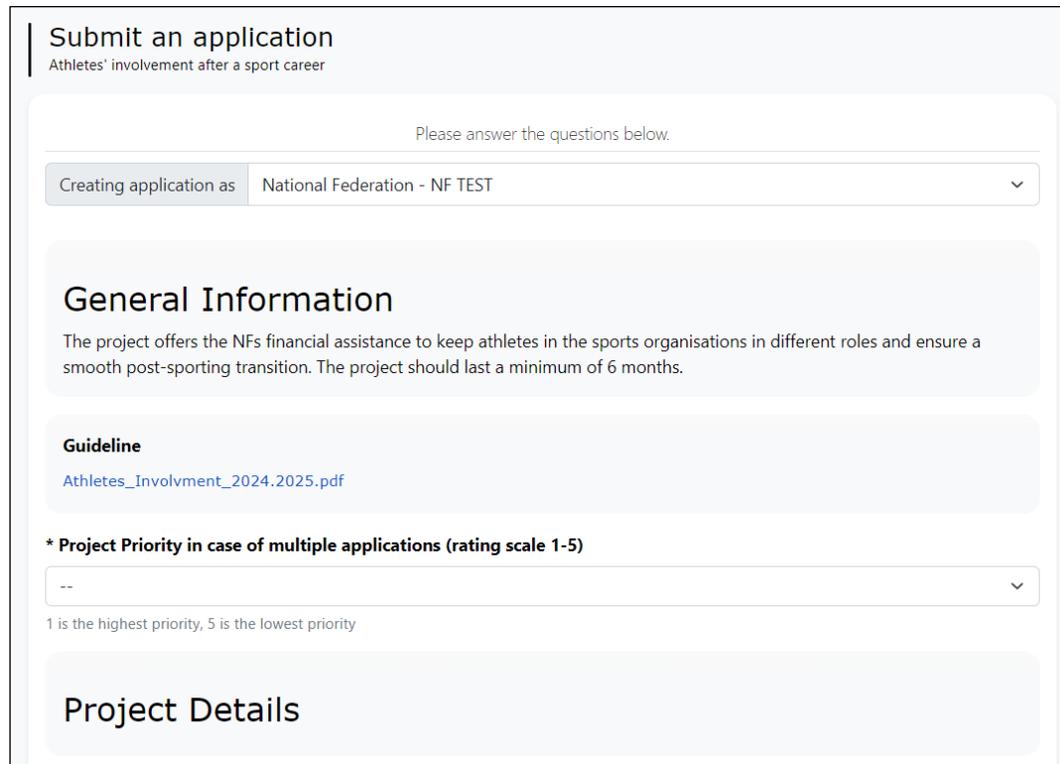
← Back

## Applications – Create Submission

- Select the event you want to apply for



The screenshot shows a web interface for selecting an application. At the top, it says "Sustainable Business Development". Below that is a search bar. A table lists applications with columns for "Name", "Deadline", and "Information". One entry is visible: "Athletes' involvement after a sport career" with a deadline of "30.04.2025". A red box highlights a menu icon (three dots) next to this entry, which has opened a dropdown menu with the option "Create Submission". Below the table, it says "Showing 1-1 of 1 Entries" and "Rows per Page:". At the bottom right, there is a "Back" button with a left arrow.



The screenshot shows the "Submit an application" form for the event "Athletes' involvement after a sport career". The form includes a dropdown menu for "Creating application as" set to "National Federation - NF TEST". Below this is a section titled "General Information" with a description: "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." There is a "Guideline" link: "Athletes\_Involvement\_2024.2025.pdf". A section titled "\* Project Priority in case of multiple applications (rating scale 1-5)" has a dropdown menu set to "--". Below this, it says "1 is the highest priority, 5 is the lowest priority". At the bottom, there is a section titled "Project Details".

- Answer the questions and provide the details of the project
- Check the guidelines for more information about the project

## Budget Details:

- Enter the type of expenses (you can add multiple rows)
- The IBU financial support shall not exceed 50% of the total project costs. Donated services (e.g. professional services free of charge, value-in-kind, voluntary work) may not exceed 25% of the total project costs.

### Example 1:

Total Project Costs: 40.000 EUR

IBU Financial Support: 20.000 EUR

NF Contribution: 10.000 EUR

Donated Services: 10.000 EUR

### Example 2:

Total Project Costs: 100.000 EUR

IBU Financial Support: 25.000 EUR

NF Contribution: 75.000 EUR

### Example 3:

Total Project Costs: 30.000 EUR

IBU Financial Support: 15.000 EUR

NF Contribution: 15.000 EUR

**\* Budget Details (detailed budgetary proposal covering all expenses). Please fulfill the table accordingly**

Detail of expenditure (Type of expense)	Requested support from IBU	NF contribution	Donated services	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-

[Add New Row](#)

The IBU financial support shall not exceed 50% of the total project costs. Donated services (e.g. professional services free of charge, value-in-kind, voluntary work) may not exceed 25% of the total project costs. Budget structure example: 50% IBU + 25% NF + 25% donated services; 50% IBU + 50% NF; 25% IBU + 75% NF

## Agreement Signers:

- Enter the persons who have to **sign the agreement**
- check the email address → the agreement will be sent to the email address you enter here (automatic process)

### Agreement Signers

**\* Agreement Signer 1 - Please provide the first person who needs to sign the agreement**

Signer Email	Signer First Name	Signer Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

NF representative - responsible person for the project

**\* Signer 1 - Function in NF**

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**\* Agreement Signer 2 - Please provide the second person who needs to sign the agreement**

Signer Email	Signer First Name	Signer Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

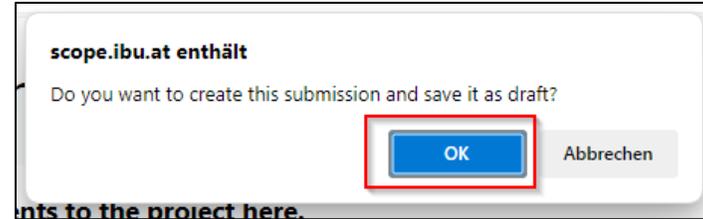
NF Secretary General or President

**\* Signer 2 - Function in NF**

# Applications – Create Submission and Submission Details

## Create Submission

- Save as draft
- Pop-up → click OK

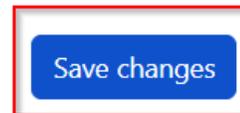


Submission Details  
S-001023

<b>Number *</b> S-001023	<b>Submission Status</b> Draft
<b>Event *</b> Tutorial - Application for Project	<b>Signature Status</b> Not available
<b>Group *</b> NF TEST	<b>Budget Requested</b> € 20,000.00
<b>Season</b> 2024/25	<b>Budget Approved</b> —
<b>Created On</b> 3/23/2024 10:56 AM	<b>Project Start</b> M/D/YYYY
<b>Created By</b> Anna Kitzbichler	<b>Project End</b> M/D/YYYY
	<b>Submitted On</b> —
	<b>Submitted By</b> —

## Overview of Submission Details

- Enter the **Project Start** and **Project End** Date
- Save Changes!



# Applications – Submission Details



Documents

[+ Add files](#) [New folder](#)

Name ↑	Modified	
Document_Tutorial.docx (19 KB)	3/23/2024 1:51 PM	<a href="#">✓</a>

[Delete](#)

[✓](#)

## Documents

- Overview of all documents of this project
- Upload new files by clicking “Add files”
- Delete files by clicking on “Delete”

[Save changes](#)

*This application is still in draft.  
Click here to submit.*

[Submit](#) [Edit Questions](#)

## Submission

- When you edit something → SAVE CHANGES!
- Click on EDIT QUESTIONS to view and edit your answers to the questions
- Click on SUBMIT when your application is ready

Reports

Search

Number	Report	Deadline	Status
No data available in table			

Showing 0-0 of 0 Entries

Rows per Page: 10

## Reports

- Here you can submit the reports (after the end of your project)

Timeline

**IBU** 23-03-2024 10:18:26

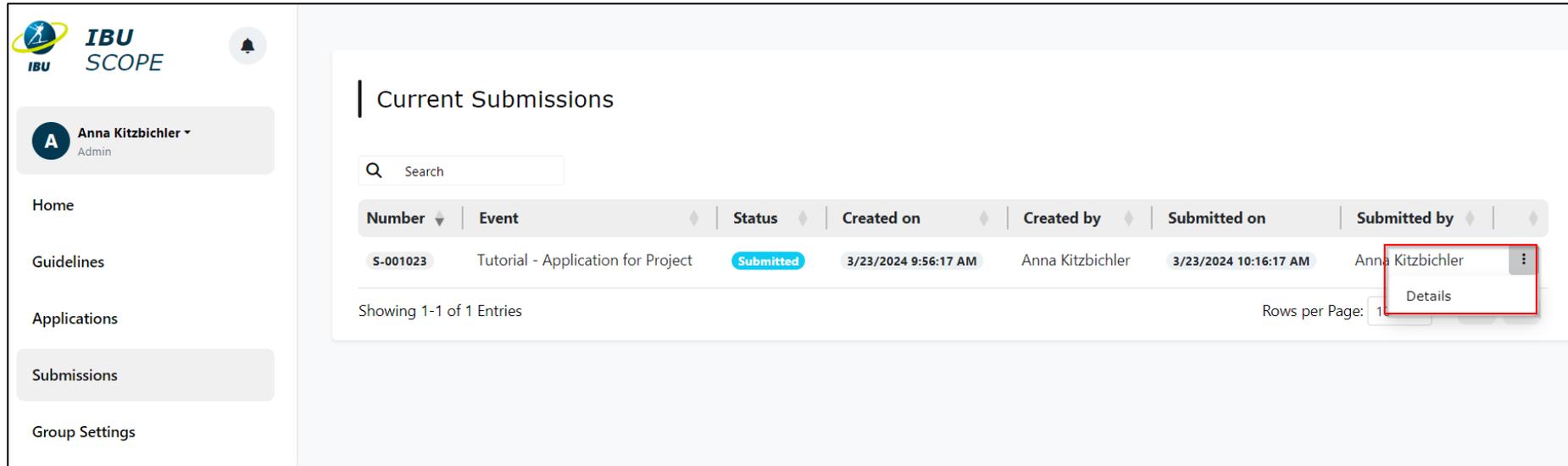
Dear NF,  
please enter the Project Start and Project End.

Best Regards,  
Anna

[+ Add Comment](#)

## Timeline

- Communication with IBU
- You can reply or text through ADD COMMENT



IBU SCOPE

Anna Kitzbichler Admin

Home

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Submissions

Group Settings

### Current Submissions

Search

Number	Event	Status	Created on	Created by	Submitted on	Submitted by
S-001023	Tutorial - Application for Project	Submitted	3/23/2024 9:56:17 AM	Anna Kitzbichler	3/23/2024 10:16:17 AM	Anna Kitzbichler

Showing 1-1 of 1 Entries

Rows per Page: 1

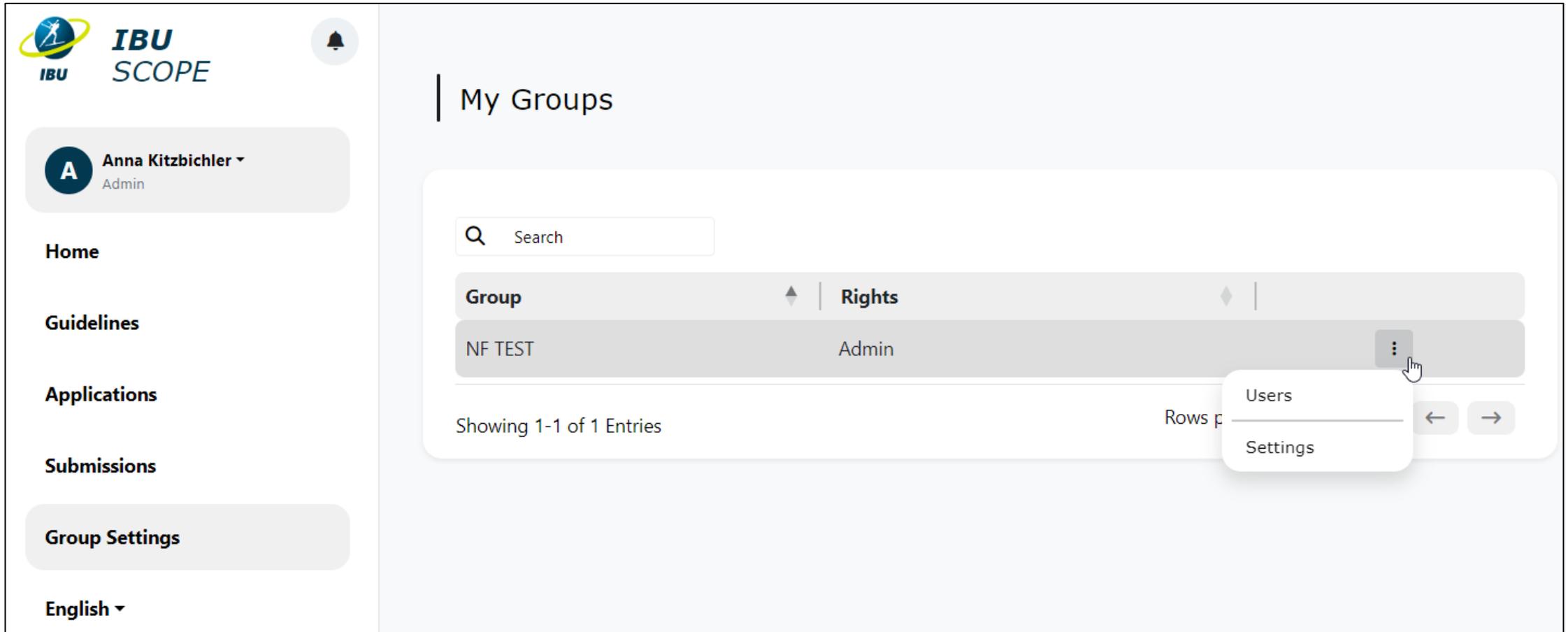
Details

## Current Submissions

- Check the status of your current submissions
- View the submission details

## Status:

- **Draft** (you still need to submit the application)
- Submitted
- In review
- On hold
- Accepted
- **Accepted, waiting for reports** (IBU accepted the project; after the Project ends you need to submit the report)
- Accepted, reports submitted
- Rejected



IBU SCOPE

Anna Kitzbichler Admin

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## My Groups

Search

Group	Rights
NF TEST	Admin

Showing 1-1 of 1 Entries

Rows per page

- Users
- Settings

- By clicking on  you can see the **Users** or change the **Settings**

# Group Settings – Create new User



My Groups

Search

Group	Rights
NF TEST	Admin

Showing 1-1 of 1 Entries      Rows per Page →

Users  
Settings

Users

NF TEST

Search

+ New User

Name	Function
Anna Kitzbichler	Admin

Create new User

User will receive an email to set up a password.

First Name

Last Name

Email \*

Function \*

Phone

Provide a telephone number

Create new user

## FUNCTION:

### Admin:

- can create/edit/view submissions
- can create/edit/delete users
- can change group settings

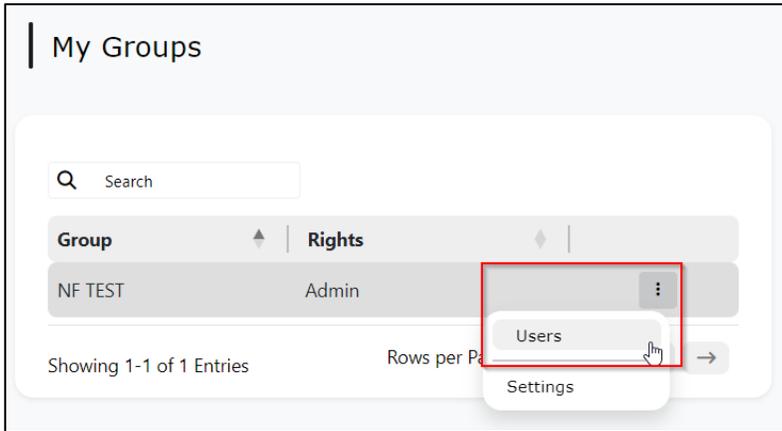
### Editor:

- can create/edit/view submissions

### Viewer:

- can view submissions

# Group Settings – Edit User



My Groups

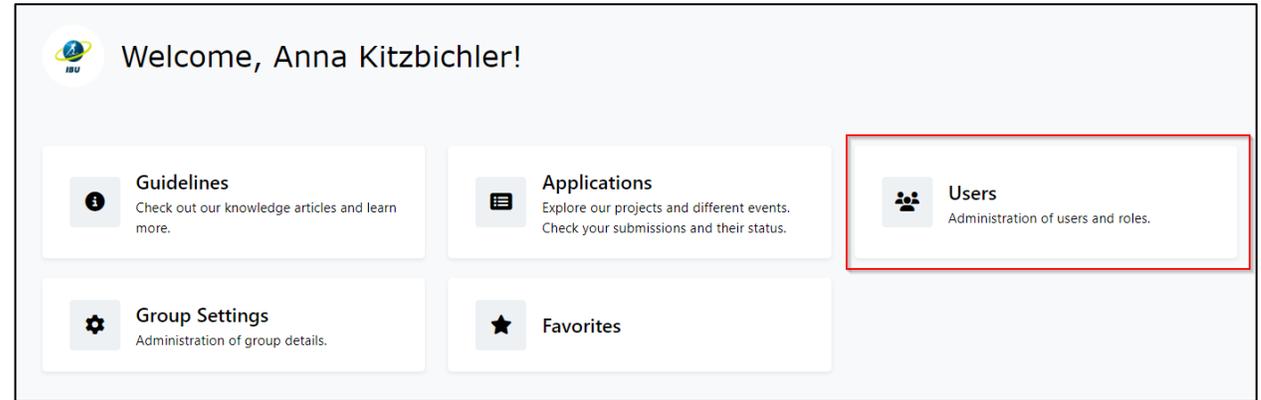
Search

Group	Rights
NF TEST	Admin

Showing 1-1 of 1 Entries      Rows per Page

Users  
Settings

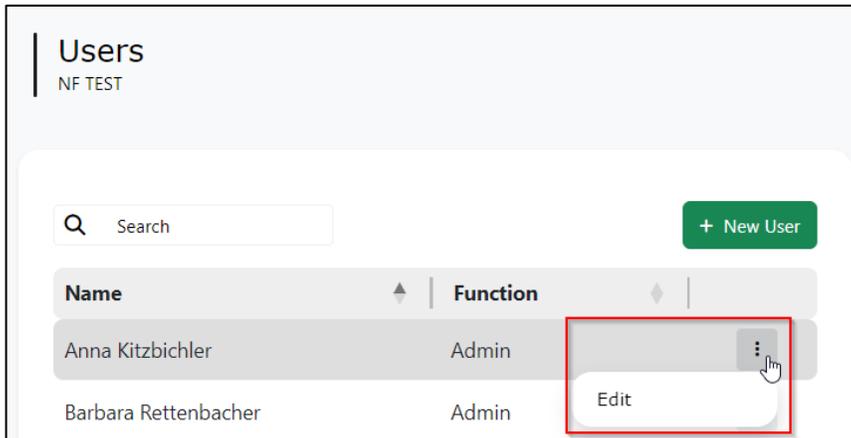
OR



Welcome, Anna Kitzbichler!

- 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.
- Favorites**

You can **edit user details** and **change the user rights**

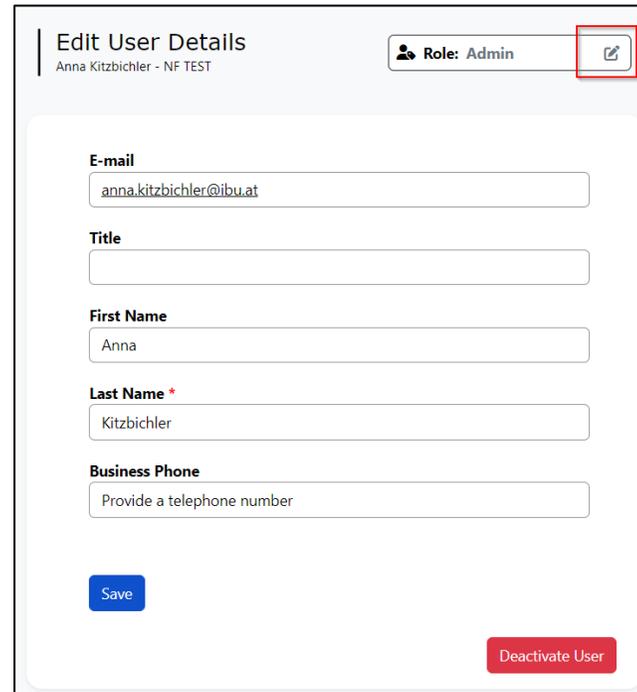


Users  
NF TEST

Search      + New User

Name	Function
Anna Kitzbichler	Admin
Barbara Rettenbacher	Admin

Edit



Edit User Details  
Anna Kitzbichler - NF TEST

Role: Admin

E-mail:

Title:

First Name:

Last Name\*:

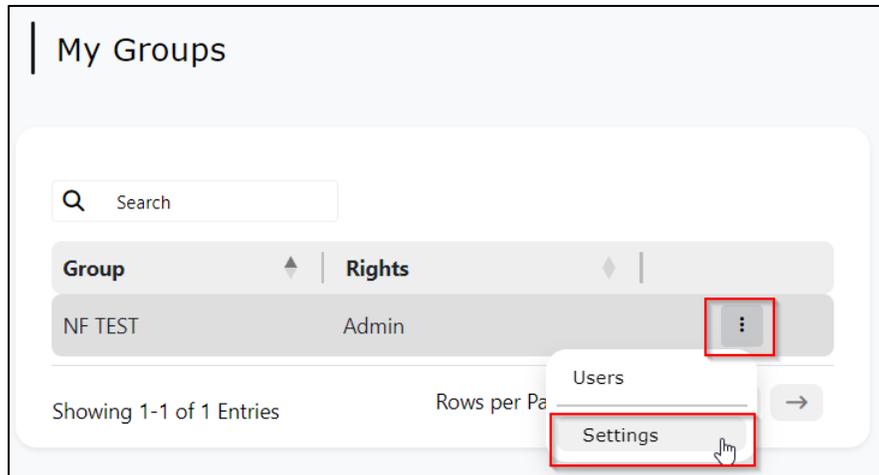
Business Phone:

Save      Deactivate User

Change user rights

## Group Settings - Settings

Change the settings of your group/federation



The screenshot shows the 'My Groups' interface. At the top, there is a search bar and a table with columns for 'Group' and 'Rights'. The first row contains 'NF TEST' and 'Admin'. A red box highlights a three-dot menu icon to the right of the 'NF TEST' row. A dropdown menu is open, showing 'Users' and 'Settings' options, with 'Settings' also highlighted by a red box. Below the table, it says 'Showing 1-1 of 1 Entries' and 'Rows per Page' with a dropdown arrow.

**Save** the changes before you go back!

### IBU Scope Admin - Contact Information

**Full Name**  
Anna Kitzbichler

**Email**  
anna.kitzbichler@ibu.at

**Phone Number**  
+4366488009857

**Position**

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### Bank Details

**Bank Account Number**  
1234567

**Bank Name**  
Test Bank Name

**IBAN**  
AT483200000012345864

**BIC**  
DEUTPLPK

**Registration Document**  
[Choose File](#) No file selected

**Statute Document**  
[Choose File](#) No file selected

[Save](#)

# Notifications & Profile



Overview of personal and group notifications



**A** Anna Kitzbichler ▾  
Admin

Home

Profile

Update your profile

Sign out

Guidelines

1. Send the **name** and **email address** of the **ADMIN** to [anna.kitzbichler@ibu.at](mailto:anna.kitzbichler@ibu.at)
2. You receive an email → follow the link to activate your account and register for the new platform
3. Check your Group Settings → upload the requested files (Registration and Statue Document)
4. Add users from your NF that should have access to IBU Scope 2.0
5. Apply for the projects