



FAI SPORTING LICENSES DB

User Manual

Abstract

The FAI Sporting Licenses DB application main purpose is the management of FAI Sporting Licenses and the provision of the suitable functionality in order to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses.

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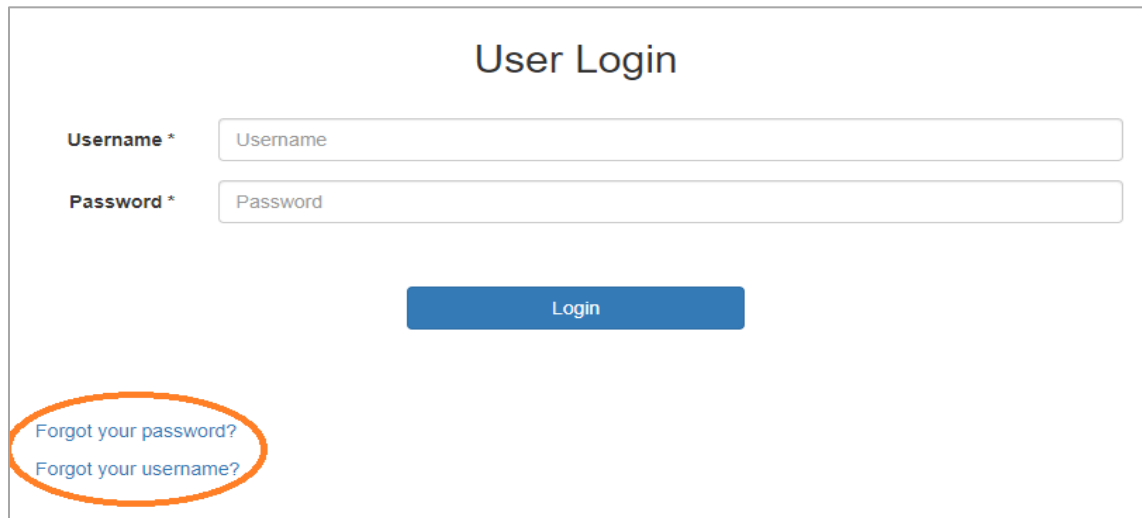
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1. Introduction

The updated version of FAI Sporting Licenses Database has improved considerably from the previous one. A number of new features have been developed and integrated. These new features are notably intended to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses. They also offer functionalities for the NACs to issue licenses using their own design.

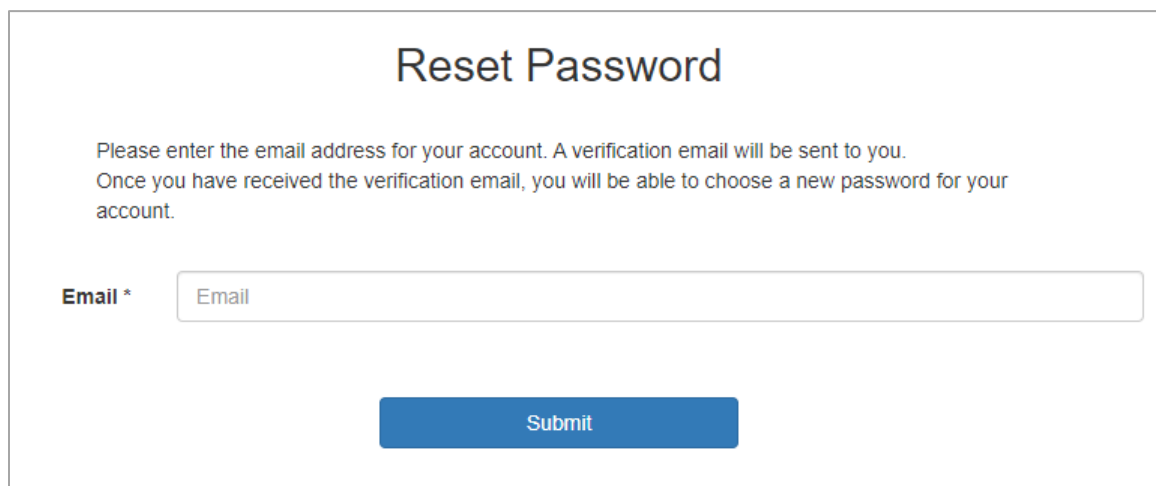
2. The system

The FAI Sporting Licenses Databases can be accessed from <https://extranet.fai.org/> using the credentials provided by FAI.



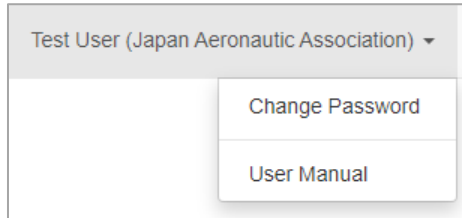
The image shows a 'User Login' form. It has a title 'User Login' at the top. Below the title are two input fields: 'Username *' and 'Password *'. Each field has a placeholder text 'Username' and 'Password' respectively. Below these fields is a blue button labeled 'Login'. At the bottom left, there are two links: 'Forgot your password?' and 'Forgot your username?'. These links are circled in orange.

If the username and/or the password are lost, then it can be retrieved using the email address registered for the user by selecting the corresponding links under the login form.



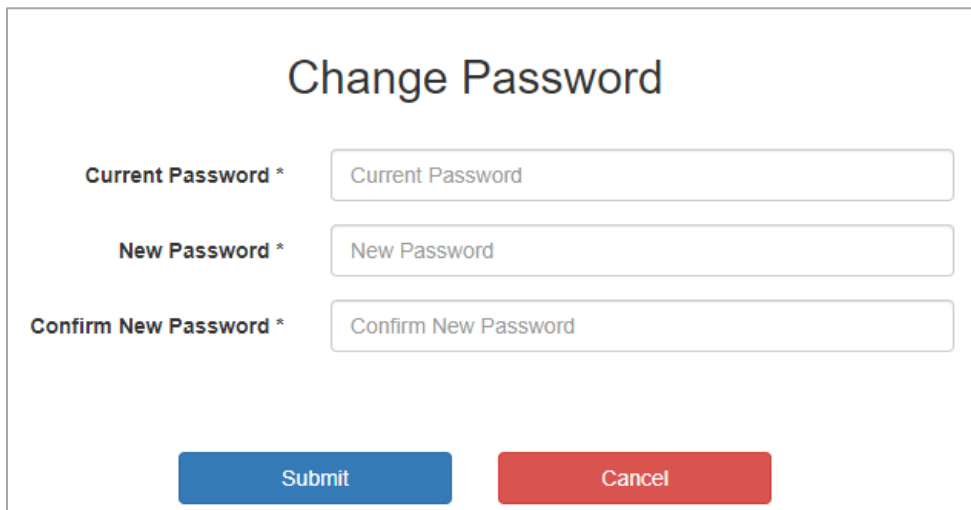
The image shows a 'Reset Password' form. It has a title 'Reset Password' at the top. Below the title is a paragraph of text: 'Please enter the email address for your account. A verification email will be sent to you. Once you have received the verification email, you will be able to choose a new password for your account.' Below this text is an input field labeled 'Email *' with a placeholder text 'Email'. At the bottom is a blue button labeled 'Submit'.

After the first connection to the new system, the users are able to change their password by selecting the “Change Password” menu, under their NAC’s name at the top right of the screen.



Test User (Japan Aeronautic Association) ▾

- Change Password
- User Manual



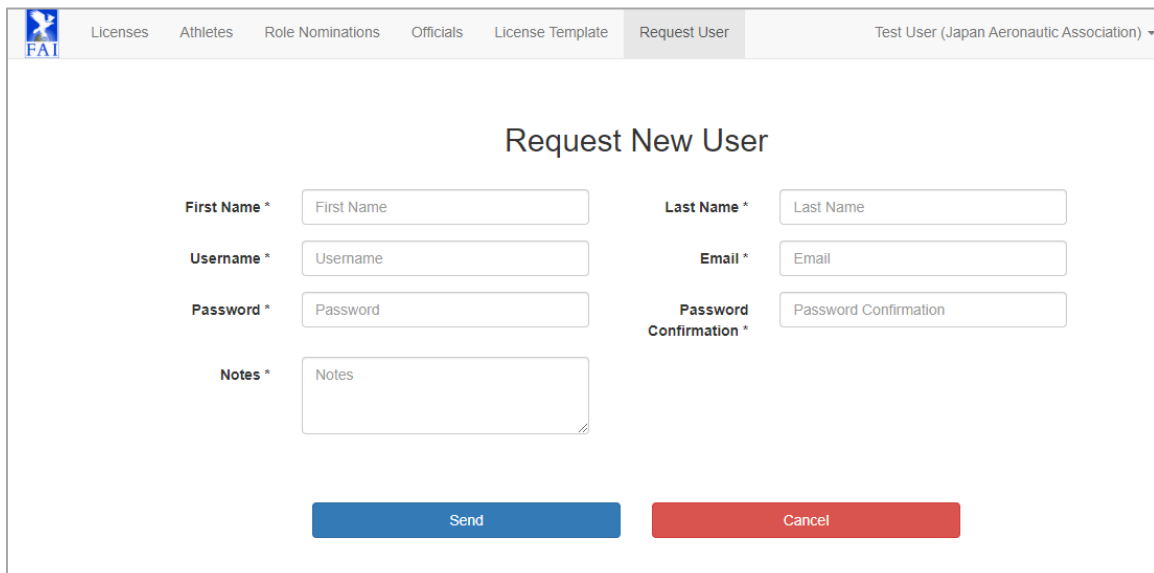
Change Password

Current Password *

New Password *

Confirm New Password *

A user also has the ability to make a request for the creation of a new user by selecting the “Request User” menu.



FAI Licensés Athlètes Role Nominations Officials License Template Request User Test User (Japan Aeronautic Association) ▾

Request New User

First Name * **Last Name ***

Username * **Email ***

Password * **Password Confirmation ***

Notes *

3. Sporting Licenses

Sporting licenses can be searched, created, edited and renewed from the “Licenses” top menu.

Search results table:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Japan	21032	O0032			1975-01-21	Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	-
Japan	27497	F0075			1958-09-26	Male	Aeromodelling	2017-05-01	2022-04-30	-

3.1. Querying the Database


By default, the results of a search only display currently valid licenses for the user’s country. There are a number of search options for the user to use. Entering the “Valid from” and “Valid to” fields is a way to limit the search to licenses which are valid during a certain period of time. If nothing is entered in the fields then the system lists the currently valid licenses (i.e. today) based on the other search criteria. It is also possible to see expired licenses by checking the dedicated checkbox. Expired licenses are indicated by a red color. Users can also search licenses issued by others. However, the information is then limited to what appears on the sporting licenses.

There is also a smaller search engine in the page that automatically searches the visible fields of the table.

Search:

By clicking on the license number of the pilot the user can see an electronic version of the actual sporting license.

FAI Sporting License – User Manual


Licenses
Athletes
Role Nominations
Officials
License Template
Request User
Test User ()
Logout

Name

License No

Valid From

Valid To

Country

Discipline

☒ Include Expired

Notes:

- Use country to search licenses used by others
- If nothing is entered in Valid From and To fields then currently valid licenses are displayed
- Check Include Expired to see expired licenses

Search

Cancel

Select All

Renew Selected

Email Selected

Create License

Import Excel

Show entries

Copy

Excel


CSV

PDF

Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Iceland	86014				1998-06-10	Male	Hang Gliding and Paragliding	2018-04-12	2018-12-31	
Iceland	62677				1989-02-22	Female	Hang Gliding and Paragliding	2018-01-02	2018-12-31	
Iceland	28853				1960-05-24	Male	Hang Gliding and Paragliding	2018-04-12	2018-12-31	
Iceland	84022				1982-04-30	Male	Hang Gliding and Paragliding	2018-02-11	2018-12-31	





Sporting License - 62677
Hang Gliding and Paragliding (2018-12-31)

Icelandic Aeronautical Association


Last Name:

First Name:

Country:

Gender:

Sveinsdottir

Agusta Yr

Iceland

Female



I acknowledge that I know and understand the FAI Sporting Code and I agree to abide by it.
Signature of holder: _____

Authorized NAC Official: _____

This sporting license was issued in accordance with FAI Sporting Code General Section

OK

3.2. Editing Licenses

A user can edit a license in order to correct errors, add, update and/or change relevant information like dates or pictures of, for example, athletes. In order to change the personal data of the athlete the user should click the “Edit Athlete” link. Please beware that if changes are made in the database, then the physical license held by the athlete will/might be different.

Show 10 entries































Copy

Excel

CSV

PDF

Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10		  
Japan						Male	Aeromodelling	2017-05-01	2022-04-30		  
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08		  
Japan						Male	Aeromodelling	2018-01-07	2023-01-06		  
Japan						Male	Aeromodelling	2018-02-13	2023-02-12		  
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25		  
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28		  
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02		  
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24		  
Japan						Male	Aeromodelling	2016-05-16	2021-05-15		  

Showing 1 to 10 of 211 entries


First
Previous
1
2
3
4
5
...
22
Next
Last


License


License Information

FAI ID

NAC License No *

Date Issued * 2017-05-01 

Valid Until * 2022-04-30 

Discipline * Aerobatics 

Suspended ☐

Athlete's Information [Edit Athlete !\[\]\(c9c2c26b457775c78f3ae824a83c019e_img.jpg\)](#)

First Name

Last Name

Gender Male

Birth Date 1958-09-26

Email

No picture available


Submit

Cancel

3.3. Renewing Licenses

Licenses can be renewed either individually one-by-one or in multiples with one action.

3.3.1. Single license:

A single license is renewed by finding the current license and clicking the “renew” button . Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).

Show entries

Copy
Excel
CSV
PDF

Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25	.	<input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2016-05-16	2021-05-15	.	<input type="checkbox"/>

Showing 1 to 10 of 211 entries

First
Previous
1
2
3
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5
...
22
Next
Last

Renew Licenses

Valid Until

Valid Until

☐ Mail Licenses to Athletes

OK
CANCEL

3.3.2. Multiple licenses:



The “Renew Selected” button is intended to update multiple licenses in one operation. Once the search criteria are defined and the results list is displayed, the user can select the licenses to be renewed by using the “Select all” and/or “Deselect all” buttons and by checking single licenses to be included or not in the renewal list.





















FAI Sporting License – User Manual

Select AllRenew SelectedEmail SelectedCreate LicenseImport Excel

Show 10 entries

Search:


CopyExcelCSVPDF

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10		  <input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30		  <input checked="" type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08		  <input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06		  <input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12		  <input checked="" type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25		  <input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24		  <input type="checkbox"/>
Japan						Male	Aeromodelling	2016-05-16	2021-05-15		  <input type="checkbox"/>

Showing 1 to 10 of 211 entries


FirstPrevious12345...22NextLast

Once the licenses to be renewed are checked, the “Renew Selected” button has to be clicked. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).

 Renew Licenses

Valid Until

Valid Until



☐ Mail Licenses to Athletes

OK

CANCEL


3.4. Creating Licenses

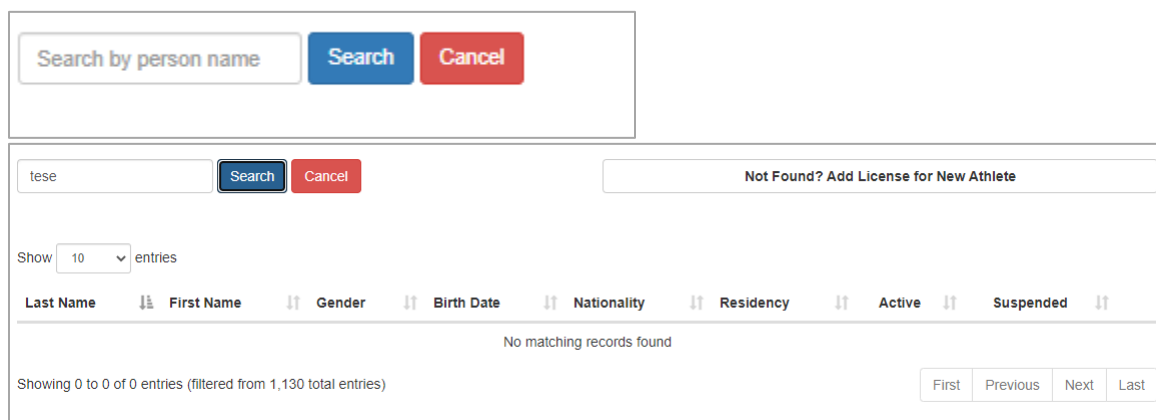
Licenses can be created either individually or in multiples by importing an Excel sheet. In both cases licenses can only be created by the NACs for their own athletes and not for other countries.

Before creating a license, it is really important to first check if the athlete is already registered in the system. In some cases, an athlete might already have a sporting license from another country. For that reason, the name of the athlete must be carefully spelled.

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

3.4.1. Single license:

To create a license, click the “Create License” button . Then the system requests the name of the athlete to be typed.



The screenshot shows a search interface for creating a license. At the top, there is a search bar with the placeholder text "Search by person name" and two buttons: "Search" (blue) and "Cancel" (red). Below this, there is a larger search area with a text input field containing "tese", a "Search" button, and a "Cancel" button. To the right of the search area is a button labeled "Not Found? Add License for New Athlete". Below the search area, there is a section for displaying results. It starts with "Show 10 entries" and a table with columns: Last Name, First Name, Gender, Birth Date, Nationality, Residency, Active, and Suspended. The table currently displays "No matching records found". At the bottom, it says "Showing 0 to 0 of 0 entries (filtered from 1,130 total entries)" and has navigation buttons: First, Previous, Next, and Last.

If an athlete does not already have a sporting license, then one can be created by clicking the “Not found? Add License for New Athlete” button.



A rectangular button with a light gray border and a light gray background, containing the text "Not Found? Add License for New Athlete" in a bold, dark gray font.

When creating a license, the issuing country of the license is defined and cannot be changed. The residence and nationality of the athlete can however be set and changed.

While creating (or editing) a license, a photo of the athlete can be uploaded. It will be visible on the electronic version of the Sporting License and when the license is viewed/checked for validity in the system.

Once all the fields are filled out, the license is created by clicking the “Submit” button.

New License

Personal Data

<div style="margin-bottom: 10px;">First Name * <input style="width: 90%;" type="text" value="First Name"/></div> <div style="margin-bottom: 10px;">Email * <input style="width: 90%;" type="text" value="Email"/></div> <div style="margin-bottom: 10px;">Gender * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Male ▼</div></div> <div style="margin-bottom: 10px;">Nationality * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Japan ▼</div></div> <div style="margin-bottom: 10px;">Athlete Scoring ID <input style="width: 90%;" type="text" value="Athlete Scoring ID"/></div>	<div style="margin-bottom: 10px;">Last Name * <input style="width: 90%;" type="text" value="Last Name"/></div> <div style="margin-bottom: 10px;">Middle Name <input style="width: 90%;" type="text" value="Middle Name"/></div> <div style="margin-bottom: 10px;">Birth Date * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Birth Date </div></div> <div style="margin-bottom: 10px;">Residency * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Japan ▼</div></div> <div style="margin-bottom: 10px;">Picture <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose File</div> No file chosen</div>
--	---

Contact Details

<div style="margin-bottom: 10px;">Street <input style="width: 90%;" type="text" value="Street"/></div> <div style="margin-bottom: 10px;">Phone <input style="width: 90%;" type="text" value="Phone"/></div> <div style="margin-bottom: 10px;">Mobile <input style="width: 90%;" type="text" value="Mobile"/></div> <div style="margin-bottom: 10px;">Skype <input style="width: 90%;" type="text" value="Skype"/></div> <div style="margin-bottom: 10px;">Contact <input style="width: 95%;" type="text" value="Contact"/></div> <div style="margin-bottom: 10px;">Comments <input style="width: 95%;" type="text" value="Comments"/></div>	<div style="margin-bottom: 10px;">Zip <input style="width: 90%;" type="text" value="Zip"/></div> <div style="margin-bottom: 10px;">Job Phone <input style="width: 90%;" type="text" value="Job Phone"/></div> <div style="margin-bottom: 10px;">Email * <input style="width: 90%;" type="text" value="Email"/></div>
---	--

License Information

<div style="margin-bottom: 10px;">NAC License No * <input style="width: 90%;" type="text" value="NAC License No"/></div> <div style="margin-bottom: 10px;">Date Issued * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">2020-03-12 </div></div> <div style="margin-bottom: 10px;">Discipline * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Aerobatics ▼</div></div>	<div style="margin-bottom: 10px;">Valid Until * <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Valid Until </div></div> <div style="margin-bottom: 10px;">Suspended <input type="checkbox"/></div>
--	---

Submit

Cancel

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

If an athlete’s last license was delivered by another country, then the last issuer will receive a notification email about a new sporting license being issued by a new country for this athlete.

3.4.2. Multiple licenses:

In order to create multiple sporting licenses, the data must first be compiled in an Excel sheet based on the template accessible by clicking on the “Excel” button.

Show 10 entries
 Search:

Copy Excel CSV PDF

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	<input type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25	<input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28	<input type="checkbox"/>

The first column of the Excel sheet contains the FAI ID which is attributed when you import the document. This column stays empty when creating new sporting licenses. The “Valid From” column can stay empty as well. The issue date is the day on which the file is uploaded.

FAI ID	NAC License No	Valid From	Valid To	Discipline	First Name	Last Name	Gender	Birth Date	Nationality	Residency	Street	Zip	Country	Email	Phone	Job Phone	Mobile
		2016-04-11	2021-04-10	Hang Gliding and Paragliding			M	1975-01-21	JPN	JPN			JPN				
		2017-05-16	2022-05-15	Ballooning			M	1991-01-29	JPN	JPN			JPN				
		2017-02-10	2022-02-09	Hang Gliding and Paragliding			M	1967-02-13	JPN	JPN			JPN				
		2018-01-09	2023-01-08	Hang Gliding and Paragliding			F	1971-11-15	JPN	JPN			JPN				
		2018-02-18	2023-02-17	Ballooning			F	1965-02-27	JPN	JPN			JPN				
		2016-09-27	2021-09-26	Aeromodelling			p	1971-12-08	JPNy	JPN			JPN				
		2017-09-04	2022-09-03	Hang Gliding and Paragliding			M	1982-12-21	JPN	JPN			JPN				

Once the Excel sheet is filled out with all the relevant information and saved, it can be imported into the system by clicking on the “Import Excel” button.



The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the



user . The user will then have the ability to correct these errors through the form and click

the save button for revalidation . For example, if the discipline is not correct a dropdown list with the available disciplines will be displayed. The user will then be able to select the correct discipline and click the save button for revalidation.

Uploaded Data Import row Save corrections and validate Delete

No.	Errors	Athlete	FAI License No	NAC License No	Valid From	Valid To	Discipline
4	Insert a valid email <input type="text" value="Email"/>	Did you mean: (1959-11-30), Japan			2014-09-01	2019-08-31	Hang Gliding and Paragliding
5					2018-04-16	2023-04-15	Hang Gliding and Paragliding
6		Did you mean: (1977-09-07), Japan (1958-01-16), Japan			2014-12-11	2019-12-10	Gliding
7		(1961-09-30), United States of America			2018-05-01	2019-05-31	General Aviation

Showing 1 to 4 of 4 entries

In case of a valid entry  the user can import the license by clicking the “Import row” button. 

Uploaded Data Import row Save corrections and validate Delete

No.	Errors	Athlete	FAI License No	NAC License No	Valid From	Valid To	Discipline
4	Insert a valid email <input type="text" value="Email"/>	Did you mean: (1959-11-30), Japan			2014-09-01	2019-08-31	Hang Gliding and Paragliding
5					2018-04-16	2023-04-15	Hang Gliding and Paragliding
6		Did you mean: (1977-09-07), Japan (1958-01-16), Japan			2014-12-11	2019-12-10	Gliding
7		(1961-09-30), United States of America			2018-05-01	2019-05-31	General Aviation

Showing 1 to 4 of 4 entries

3.5. Athletes

Through the athletes' top bar menu users can see and edit athletes that belong in this specific NAC. They can also change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

Last Name	First Name	Gender	Email	Birth Date	Nationality	Active	Suspended
		Male		1964-06-15	Japan	✓	·
		Male		1949-06-14	Japan	✓	·
		Male		1963-11-15	Japan	✓	·
		Male		1987-09-03	Japan	✓	·
		Male		1968-05-08	Austria	✓	·

Showing 1,091 to 1,095 of 1,095 entries

First Previous 1 ... 106 107 108 109 110 Next Last

Show entries

The fields that should be filled when editing an athlete are presented below. Fields marked with an asterisk (*) are mandatory.

Athlete's Information

Personal Data

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email *	<input type="text"/>	Middle Name	<input type="text" value="Middle Name"/>
Gender *	<input type="text" value="Male"/>	Birth Date *	<input type="text" value="1968-02-11"/> <input type="button" value="Calendar"/>
Nationality *	<input type="text" value="Japan"/>	Residency *	<input type="text" value="Japan"/>
Athlete Scoring ID	<input type="text" value="Athlete Scoring ID"/>	Picture	<input type="button" value="Choose File"/> No file chosen

Contact Details

Street	<input type="text" value="JAPAN"/>	Zip	<input type="text" value="Zip"/>
Phone	<input type="text" value="Phone"/>	Job Phone	<input type="text" value="Job Phone"/>
Mobile	<input type="text" value="Mobile"/>	Email *	<input type="text"/>
Skype	<input type="text" value="Skype"/>		
Contact	<input type="text" value="Contact"/>		
Comments	<input type="text" value="Comments"/>		

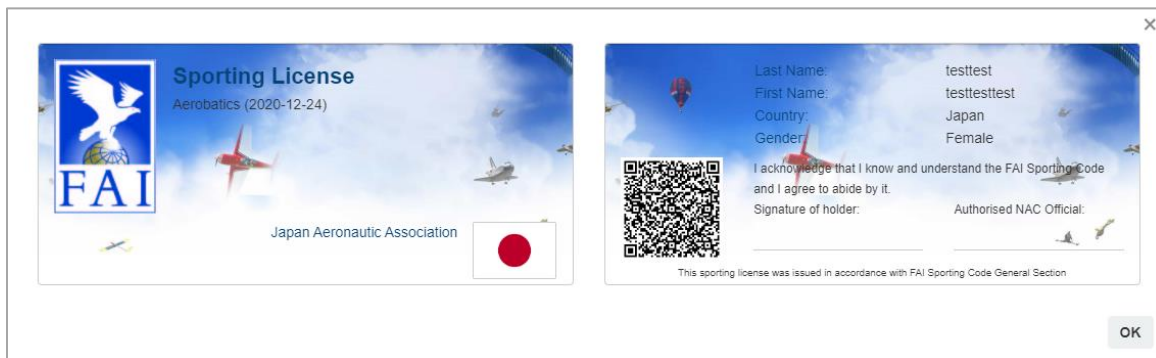
3.6. License Template

The system enables the user to issue sporting licenses in electronic format. A QR code is created for each license and can be read by any internet connected device capable of scanning QR codes.

The design of the licenses can vary according to the options that may be chosen:

- The default template
- The default template with the NAC overlay including Name/address and Logo
- Own design of Sporting License template

The default template, designed by FAI comprises of a front and a back side on which the relevant information regarding the license holder appears. When the default template is used without any overlay, then the name and the country flag of the issuer are shown as follows:



The user can create its own overlay to replace the name and the flag on the default template. The overlay must be an image (size 1004x167 pixels in .png format) which can be uploaded and added through the “License Template” top bar menu.

This operation can be repeated until the desired positions, dimensions and final aspect are achieved for both sides of the template.

NAC Logo			
Add/Change Logo		<input type="button" value="Choose File"/>	No file chosen
Frontside Background			
Add/Change Background		<input type="button" value="Choose File"/>	No file chosen
Backside Background			
Add/Change Background		<input type="button" value="Choose File"/>	No file chosen
Overlay			
Add/Change Overlay		<input type="button" value="Choose File"/>	No file chosen
Athlete Photo			
Width	<input type="text" value="90"/>	Height	<input type="text" value="120"/>
Status	<input type="button" value="Show"/>		
QR Code			
Width	<input type="text" value="200"/>	Height	<input type="text" value="200"/>
Status	<input type="button" value="Show"/>		
Last Name			
Align	<input type="button" value="Center"/>	Font	<input type="button" value="Arial, Helvetica, sans-serif"/>
Font Size	<input type="text" value="18"/>	Font Color	<input type="text" value="#074477"/>
Status	<input type="button" value="Show"/>		
First Name			
Align	<input type="button" value="Left"/>	Font	<input type="button" value="Arial, Helvetica, sans-serif"/>
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>
Status	<input type="button" value="Show"/>		
Country			
Align	<input type="button" value="Left"/>	Font	<input type="button" value="Arial, Helvetica, sans-serif"/>
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>
Status	<input type="button" value="Show"/>		
Gender			
Align	<input type="button" value="Left"/>	Font	<input type="button" value="Arial, Helvetica, sans-serif"/>
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>
Status	<input type="button" value="Show"/>		
<input type="button" value="Submit"/>		<input type="button" value="Delete"/>	
		<input type="button" value="Cancel"/>	

3.7. Email Options

The system also offers email functions that enable the user to send sporting licenses to athletes in electronic format. It is only possible when athletes have a registered email address in the data base.

When the email option is selected, either in the case of an individual license or multiple licenses, a message window comes up.

The screenshot displays the FAI Sporting License system interface. At the top, there is a navigation bar with tabs: Licenses, Athletes, Role Nominations, Officials, License Template, Request User, and a user profile section for 'Test User (Japan Aeronautic Association)' with a Logout button.

The main search area includes fields for Name, License No, Valid From, Valid To, Country, and Discipline. There is an 'Include Expired' checkbox and a 'Notes' section with instructions. Search buttons are 'Search' (blue) and 'Cancel' (red).

Below the search area, there is a row of action buttons: 'Select All', 'Renew Selected', 'Email Selected' (highlighted with an orange circle), 'Create License', and 'Import Excel'.

Below the buttons, there is a 'Show' dropdown set to '10' entries, a 'Search:' field, and buttons for 'Copy', 'Excel', 'CSV', and 'PDF'.

A table lists the search results with columns: Country, FAI ID, NAC License No, Last Name, First Name, Birth Date, Gender, Discipline, Valid From, Valid To, Susp., and action icons (edit, refresh, delete). The table shows four entries for Japan.

Below the table, an 'Email' modal window is open. It has a title bar with a close button (X). The modal contains a 'Message' section with a large text area for 'Type email body here'. Below this, there are placeholders for recipient information: {name} = Recipient's firstname, {surname} = Recipient's surname, and {fullname} = Recipient's fullname. (Same as {firstname} {surname}). At the bottom right of the modal are 'SEND' (blue) and 'CANCEL' (gray) buttons.

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	Action
Japan						Male	Aeromodelling	2017-04-17	2022-04-16	·	
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	·	
Japan						Male	Ballooning	2017-12-04	2022-12-03	·	
Japan						Male	Hang Gliding and Paragliding	2016-10-07	2021-10-06	·	

A message can be typed in. If nothing is entered, the email body will remain empty but the PDF sporting license will be attached.

For multiple recipients, the {name} and/or {surname} or {fullname} tags can be used in the text so that the name of each athlete appears automatically in the email they receive.

Example:

Dear {fullname}

Please find attached your new Sporting License valid for 2020.

Happy Flying

The Aeroclub

4. CIAM Officials (Judges/Technical Experts)

This application is also intended to simplify the processing concerning FAI CIAM Officials (judges and technical experts) and substitute the use of forms and papers while processed by NAC, FAI office and the Commission. The application's modules are intended for FAI Members (NACs) and Airport Commissions to manage CIAM Officials (judges and technical experts).

Officials are considered to be either Judges or Technical Experts. Under the “Officials” top bar menu users can see all the Officials that belong to their NAC, edit them, change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

Show entries

Copy

Excel

CSV

PDF

Search:

Last Name	First Name	Gender	Email	Birth Date	Nationality	Active	Suspended
-	-	-	-	-	Japan	✓	-
-	-	Male	-	2018-01-02	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	-	-
-	-	Male	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-

Showing 1 to 10 of 27 entries

First

Previous

1

2

3

Next

Last

In this section users are also able to add a new official (judge or tech expert) by filling the form below. A new official can be added only during a valid nomination period determined by FAI.

4.1. Role Nominations

Under the “Role Nominations” top bar menu the user can access the NACs currently valid officials (through the “Officials” tab) and all nominations’ history (through the “Nominations’ History” tab). In both tables, users can change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

FAI Licensés Athlètes **Role Nominations** Officials License Template Request User Test User (Japan Aeronautic Association) Logout

Commission: FAI Aeromodelling Commission

☒ Processed Status
 ☒ Created/Changed Status
 ☒ Submitted Status
 ☒ Reviewed Status

[New Nomination](#)
[Officials](#)
[Nominations' History](#)

Show entries Search:

Name	Role	From	To	Status
Technical Expert RC Aerobatics		2020-01-01	2020-12-31	<input checked="" type="checkbox"/>
Judge F3 RC Aerobatics F3A - F3P		2020-01-01	2020-12-31	<input checked="" type="checkbox"/>
Judge F3 RC Aerobatics F3A - F3P		2020-01-01	2020-12-31	<input checked="" type="checkbox"/>
Judge F3 RC Aerobatics F3A - F3P		2020-01-01	2020-12-31	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

FAI Licensés Athlètes **Role Nominations** Officials License Template Request User Test User (Japan Aeronautic Association) Logout

Commission: FAI Aeromodelling Commission

☒ Processed Status
 ☒ Created/Changed Status
 ☒ Submitted Status
 ☒ Reviewed Status

[New Nomination](#)
[Officials](#)
[Nominations' History](#)

Show entries Search:

Nomination Batch	Nomination Status	Name	Role	From	To	Status
2018-11-15	<input checked="" type="checkbox"/>	Technical Expert Education		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Technical Expert Electrics		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Technical Expert F1		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Technical Expert RC Aerobatics		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Judge F3 RC Aerobatics F3A - F3P		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Judge F3 RC Aerobatics F3A - F3P		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Judge F3 RC Helicopters F3C		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Judge F3 RC Helicopters F3C		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Judge F4 Scale All		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>
2018-11-15	<input checked="" type="checkbox"/>	Technical Expert Scale		2011-12-31	2019-12-31	<input checked="" type="checkbox"/>

Showing 21 to 30 of 127 entries

During a valid nomination period NACs can nominate Aeromodelling (CIAM) Judges and Technical Experts. This is usually done in autumn before 15 November of each year, and is intended to be nominations for next year's activity.

4.1.1. Nomination Step 1: Start New Nomination

During a valid nomination period, click the “Start new nomination” button.

Commission: FAI Aeromodelling Commission

✓ Processed Status
⚠ Created/Changed Status
⚠ Submitted Status
✗ Reviewed Status

[Officials](#)
[Nominations' History](#)

Show entries

Search:

Name	Role	From	To	Status
	Technical Expert RC Aerobatics	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓

Showing 1 to 4 of 4 entries

+ Start new nomination

Then the following form will be displayed, where the user needs to define the validity period for every nomination that will follow. The starting and ending date of the next year will be selected by default.

Commission: FAI Aeromodelling Commission

Start new nomination

Nomination Batch *

Validity Period

From *
 To *

After pressing the “Start” button the “New Nomination” tab will be shown and all nominations from the previous year will be pre-copied with the new validity period.

Commission: FAI Aeromodelling Commission

Processed Status
 Created/Changed Status
 Submitted Status
 Reviewed Status

New Nomination
Officials
Nominations' History

Nomination Batch: 2020-03-13
Status: Created

Validity Period: 2021-01-01 / 2021-12-31

+ Add Judge/Tech Expert
Submit for Process

Show 10 entries
Search:

Name	Valid To	Status		
^	2021-12-31			
Role	From	To	Comment	Status
Judge F3 RC Aerobatics F3A - F3P	2021-01-01	2021-12-31		
Technical Expert RC Aerobatics	2021-01-01	2021-12-31		
v	2021-12-31			
v	2021-12-31			

Showing 1 to 3 of 3 entries
First Previous 1 Next Last

All nominations and changes to nominations will not be valid until processed/approved by FAI office. Processed entries are shown with a green icon , created and changed entries are shown with a yellow icon , submitted entries are shown with a blue icon and entries with status reviewed (entries that were not approved by FAI) are shown with a red icon . Every change also generates email to the user entering the data and mail notifying FAI office of the entry/change.


By clicking the “Delete” button a nomination can be deleted. Or by clicking the “Edit” button the validity period of the selected nomination can be changed.

Role	From	To	Comment	Status
Judge F3 RC Aerobatics F3A - F3P	2021-01-01	2021-12-31		
Technical Expert RC Aerobatics	2021-01-01	2021-12-31		

4.1.2. Nomination Step 2: Find or register official.

To add a new nomination for a judge or technical expert the “Add Judge/Tech Expert” button should be clicked.



The first step is to search for the name of the person in the database. This is done by entering the name or part of the name in the search box and click Search. If it is one of the current officials the “Add” button can be clicked to manage that person’s roles. 

Commission: FAI Aeromodelling Commission

Last Name	First Name	Active	Suspended	
-		✓	.	
-		✓	.	
-		✓	.	
-		✓	.	
-		✓	.	
-		✓	.	

If the person to be nominated is not listed and not found by search, then the person has to be registered.

4.1.2.1. Register new official

To register a person not found in the system the user has to click the bottom “Not Found? Add New Person” on the search page.

Not Found? Add New Person

The following form will be displayed, where fields marked with an asterisk (*) are mandatory. When the person details have been entered and “Insert” button is clicked, then the person is saved in the system. The next step is to enter the roles of the person.

New Judge/Tech Expert

Personal Data

<p>First Name * <input style="width: 90%;" type="text" value="First Name"/></p> <p>Email * <input style="width: 90%;" type="text" value="Email"/></p> <p>Gender * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Male ▼</div></p> <p>Nationality * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Japan ▼</div></p> <p>Picture <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> No file chosen</p>	<p>Last Name * <input style="width: 90%;" type="text" value="Last Name"/></p> <p>Middle Name <input style="width: 90%;" type="text" value="Middle Name"/></p> <p>Birth Date <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Birth Date</div> <div style="border: 1px solid #ccc; padding: 2px; width: 20px; text-align: center;">≡</div></p> <p>Residency * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Japan ▼</div></p>
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Contact Details

<p>Phone <input style="width: 90%;" type="text" value="Phone"/></p> <p>Email * <input style="width: 90%;" type="text" value="Email"/></p> <p>Contact <input style="width: 90%;" type="text" value="Contact"/></p> <p>Comments <input style="width: 90%;" type="text" value="Comments"/></p>	<p>Mobile <input style="width: 90%;" type="text" value="Mobile"/></p> <p>Skype <input style="width: 90%;" type="text" value="Skype"/></p>
---	---

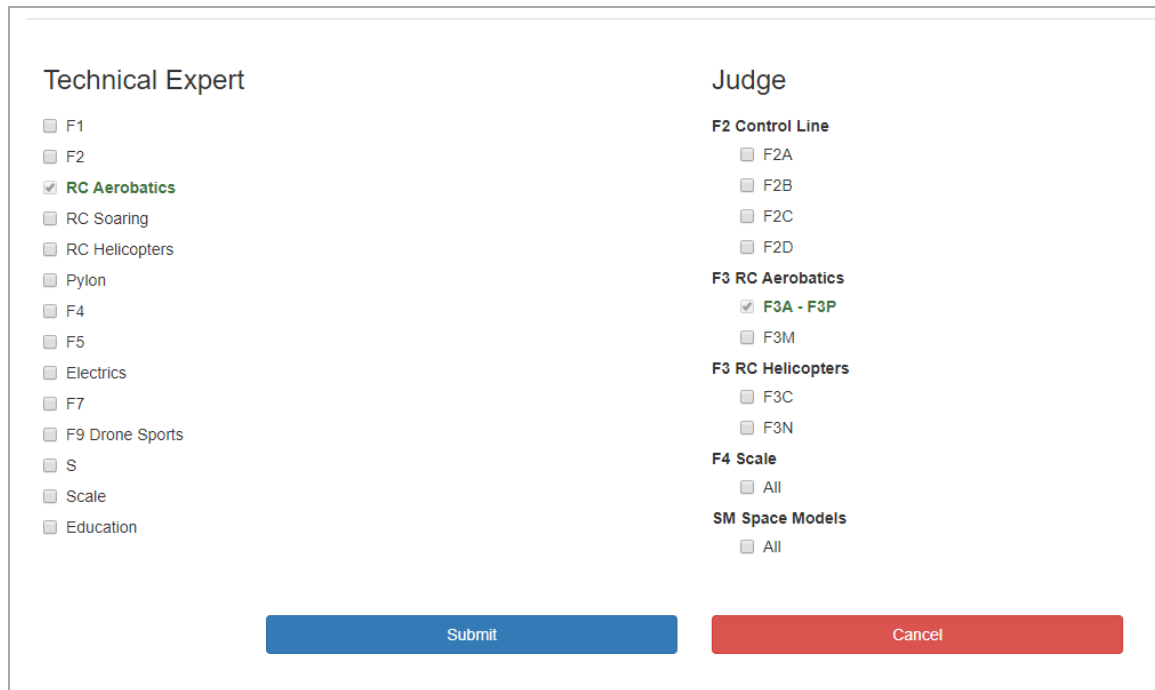
Insert

Cancel

4.1.3. Nomination step 3: Enter roles for the selected official

After selecting the “Add” button , a form with all available roles will be displayed. To add nomination as Technical Expert or as Judge the relevant checkbox can be checked or unchecked. If there are already roles added to the selected person, for the current nomination, they will be shown with a green fond and as already checked.

The Select for Subcommittee is managed by FAI.



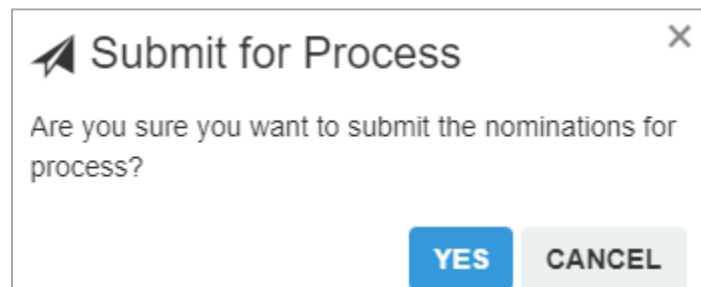
The form is divided into two columns: Technical Expert and Judge. Each column has a list of roles with checkboxes. The 'RC Aerobatics' role under Technical Expert and the 'F3A - F3P' role under Judge are checked and highlighted in green. At the bottom, there are 'Submit' and 'Cancel' buttons.

Technical Expert	Judge
<input type="checkbox"/> F1	F2 Control Line
<input type="checkbox"/> F2	<input type="checkbox"/> F2A
<input checked="" type="checkbox"/> RC Aerobatics	<input type="checkbox"/> F2B
<input type="checkbox"/> RC Soaring	<input type="checkbox"/> F2C
<input type="checkbox"/> RC Helicopters	<input type="checkbox"/> F2D
<input type="checkbox"/> Pylon	F3 RC Aerobatics
<input type="checkbox"/> F4	<input checked="" type="checkbox"/> F3A - F3P
<input type="checkbox"/> F5	<input type="checkbox"/> F3M
<input type="checkbox"/> Electrics	F3 RC Helicopters
<input type="checkbox"/> F7	<input type="checkbox"/> F3C
<input type="checkbox"/> F9 Drone Sports	<input type="checkbox"/> F3N
<input type="checkbox"/> S	F4 Scale
<input type="checkbox"/> Scale	<input type="checkbox"/> All
<input type="checkbox"/> Education	SM Space Models
	<input type="checkbox"/> All

Submit Cancel

4.1.4. Nomination step 4: Submit for process

As soon as the user adds the nominations he has to click on the “Submit for Process” button.



When FAI processes the nominations, another email is sent to the NAC confirming the processing of the entries. If there are nominations send back for review, the list shows similar to the following screen. In that case the NAC, has to make the corresponding changes and resubmit the nomination batch.

The screenshot displays the 'Role Nominations' section of the FAI Aeromodelling Commission. The top navigation bar includes links for Licenses, Athletes, Role Nominations (active), Officials, License Template, and Request User. The user is logged in as 'Test User (Japan Aeronautic Association)'. The main content area shows the 'Commission: FAI Aeromodelling Commission' and a 'Nomination Batch: 2020-03-11' with a 'Status: Review'. The validity period is '2021-01-01 / 2021-12-31'. There are two buttons: '+ Add Judge/Tech Expert' and 'Submit for Process'. Below this, there is a search bar and a table of nominations. The table has columns for Name, Valid To, and Status. The status column shows a mix of red 'X' (reviewed) and green checkmarks (processed).

Name	Valid To	Status
▼	2021-12-31	❌
▼	2021-12-31	❌
▼	2021-12-31	❌
▼	2021-12-31	❌
▼	2021-12-31	✅
▼	2021-12-31	✅
▼	2021-12-31	❌

When all nominations have been processed, the “New Nomination” tab will be removed and the user will be able to see the new nominations under the “Nominations’ History” tab.

During a valid nomination period a user can create and submit a new nomination batch multiple time.