



Instructions on how to use the IFAGG register

We have acquired a new user register in January 2018. This means that all licenses (gymnast, judge, coach) will be applied using the new register, so there will be no need to send the license applications by email anymore.

During the first year, we need to build the user database. This means that **all the gymnasts, judges and coaches need to be registered** to the service **one person at a time**. Please remember to start the registrations with gymnasts, judges and coaches who will be participating in competitions in the near future. Afterwards, you can add gymnasts that will be participating in the competitions later during the year.

After you have made all the registrations needed at the time, please send an invoice request to IFAGG office via email (office@ifagg.com).

Please note that the login function is not available yet. We will send additional information about it later when we have gotten the register in full operation.

You can find the registration page here: <http://www.jasentieto.fi/public/Rekisterointi.aspx?sid=3688>

Please read the instructions below carefully before making the registrations!

HOW TO REGISTER CONTACT PERSONS?

- Fill in the personal details (all fields are required).
- Fill in the contact details.
- **Email address is required** for all contact persons.
- Street address / post code / city are required, but you can fill in the fields with "-" or "00000" (postal code, five zeros).
- **Mobile phone number** is also **required**. Please use the following format only: country code and phone number without the first zero (e.g. +358404501950).
- Select a country and the member federation/association/club.
- You need to check the box "We agree to follow IFAGG rules and regulations and WADA-code" to continue.
- Press the "Submit" button
- After a successful registration the following text will appear on the screen:
"Thank you, your registration has been sent." After that you can register another person.



HOW TO REGISTER GYMNASTS?

- Fill in gymnast's personal details (all fields are required).
- Fill in the contact details. **Do NOT fill in email address, choose the "I don't have an email address." option.**
- Street address / post code / city are mandatory, but fill in the fields with "-" or "00000" (postal code, five zeros).
- In the additional info section, select the country, member federation/association/club and the **type of license** you want to choose for the gymnast.
- **Personal email** (at the bottom of the form) is **required for all senior gymnasts**.
- You need to check the box "We agree to follow IFAGG rules and regulations and WADA-code" to continue.
- Press the "Submit" button
- After a successful registration the following text will appear on the screen:
"Thank you, your registration has been sent." After that you can register another gymnast.

HOW TO REGISTER JUDGES AND COACHES?

- Fill in the personal details (all fields are required).
- Fill in the contact details.
- **Email address is required** for all judges and coaches.
- Street address / post code / city are required, but you can fill in the fields with "-" or "00000" (postal code, five zeros).
- **Mobile phone number is required** for all judges and coaches. Please use the following format only: country code and phone number without the first zero (e.g. +358404501950).
- Select a country and the member federation/association/club.
- Select the **type of license** (judge/coach) you want to choose.
- You need to check the box "We agree to follow IFAGG rules and regulations and WADA-code" to continue.
- Press the "Submit" button
- After a successful registration the following text will appear on the screen:
"Thank you, your registration has been sent." After that you can register another person.