

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FIG ONLINE REGISTRATION

USER INSTRUCTIONS

SPORT IN
THE OLYMPIC
PROGRAMME



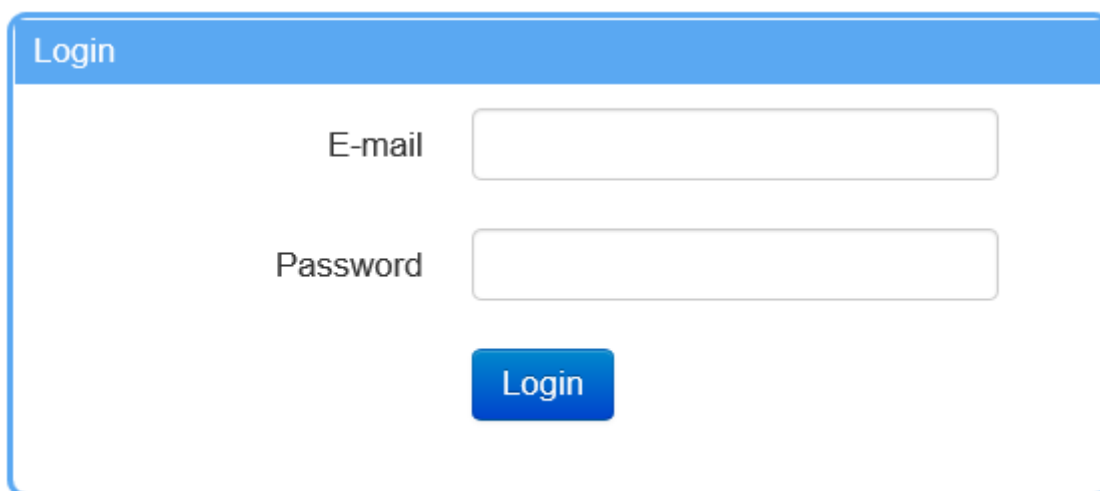
SPORT AU
PROGRAMME
OLYMPIQUE

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1. HOW TO LOG IN

- Use the following link: <https://www.fig-gymnastics.com/database>
Please do not forget the “s” after http
- Insert your Federation’s main e-mail address and “**Password**” into the FIG Database Login, as received from the FIG office.

A login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "E-mail" and "Password". Below the "Password" field is a blue button with the text "Login".

Login

E-mail

Password

Login

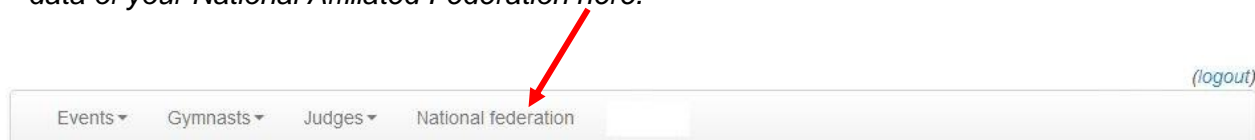
- Click “**Login**”.
- You will see the welcome page as you are logged in, as shown in the example below.



2. NATIONAL FEDERATION

At the top of the screen, you will see the menu bar that allows you to navigate throughout the database. It will give you access to the sections described below

When you register online on this platform for the first time, it is compulsory that you enter the data of your National Affiliated Federation here.



The details of your National Federation can only be edited and updated by the FIG.

You will then need to either create or update an already existing person from your federation.

You will be asked to first see if the person you want to add is already included in the dropdown list, and if so, if you want to update their information or not.

If this person is not among those included in the dropdown list, you may create him/her by using the appropriate functions. As this person may be linked in the gymnast's profile, it is important to update/create this person by using the correct function.

Attention: judges and gymnasts must **not** be created as they are already part of FIG existing database.

Please fill in all fields on the form below:

A screenshot of a web form titled 'Add a new contact'. The form is enclosed in a blue border. It contains several input fields and dropdown menus. On the left side, there is a dropdown for 'Existing person' with '-- Select --' as the current value. Below it are text input fields for 'Surname / Family name', 'E-mail', and 'Gender' (which has 'Male' selected). At the bottom left is a dropdown for 'Passport nation' with '-- Select --' as the current value. On the right side, there is a text input field for 'First / Given name', a dropdown for 'Title' with 'Mr' selected, and a dropdown for 'Position'. At the bottom center of the form are two buttons: a blue 'Save' button and a grey 'Cancel' button.

3. EVENTS

Once the data of your National Federation is registered, you will be able to register for any event.

Please go to “**Events**” and under “**Registrable events**”. Look for your specific event by using the dates and discipline.

Registrable events

Dates to
Discipline

Once your event is found, please click on the edit button:



Please specify first the person submitting the registration for your federation.

Then fill in all fields up to the maximum number allowed as specified in the current FIG accreditation rules.

IMPORTANT NOTE:

- Should a Delegation with a team of 6 gymnasts decide to also enter 1 reserve athlete, then “7” must be entered under the gymnast number
- Even though the online system allows Delegations with Individual Gymnasts to enter 2 Guests, the maximum allowed as per FIG Rules is 1 Guest only (1 if MAG Individual Gymnasts are registered / 1 if WAG Individual Gymnasts are registered / 1 if MAG and WAG Individual Gymnasts are registered). Therefore, should a Federation enter 2 Guests by mistake while registering Individual Gymnasts, then this number will manually be reduced by FIG Office to only 1.
- Requests for Guests VIP upgrades will appear at the stage of the Definitive registration only.
- As no “chaperons” are foreseen in FIG Artistic Gymnastics World Championships, the number for this unalterable function will automatically appear as “0”

FIG sincerely hopes that this manual has been useful for you when working with the new FIG website. Should you have any questions, please feel free to contact the FIG office at: sports@fig-gymnastics.org