



Guide to registering and licensing athletes

August 2020

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Requirements



To register and license an athlete you will need the following:

- Athlete profile in SDMS
- Copy of athlete's passport
- Passport photo of athlete, which must:
 - *Be recent and allow for easy recognition of the individual,*
 - *Be plain white or light blue background with good contrast against the person (face and hair),*
 - *Not include headgear, dark glasses and hair bands on the individual, except for religious or medical reasons,*
 - *Have the head of the individual looking face-on,*
 - *Either be scanned and saved as JPG (preferred), GIF or PNG in medium or high quality. Width-to-height ratio is less than 10:11; file size must not exceed 250 KB.*
- Signed Eligibility Form (v2) by athlete, NPC and parent/guardian (if required). Form can be found here: https://db.ipc-services.org/sdms/doc/reference/IPC_Eligibility_Agreement_Athlete.pdf
- MDF or TSAL (for intellectually impaired athletes). Forms can be found here: <https://www.paralympic.org/athletics/classification/rules-and-regulations>

Note: Additional medical information may also be requested

SDMS access



This is the link to SDMS:

www.paralympic.org/sdms

With issues relating to username or password click on **I forgot my password**

Each NPC should have their own SDMS username and password. If not click on **NPC Account Request Form**

INTERNATIONAL PARALYMPIC COMMITTEE IPC Sport Data Management System

home user guide login

login key reset activate user publications accreditation

Home » Login

Welcome to the IPC Sport Data Management System

We would like to welcome you to the IPC Sport Data Management System ("SDMS") in fifth generation. We hope that the new design and enhanced functionalities support you even more in the manifold processes that SDMS supports you with. Likewise, your assistance in keeping the data as up to date and accurate as possible is highly appreciated. We welcome feedback on your experiences with using the system and with the processes implemented within.

The application provides the following tools:

- Athletes and guides registration in all World Para sports
- Full classification management
- Licence Management according to the seasonal IPC Licensing Programme
- IPC Athlete & Licence Cards
- World Para sports calendar incl. competition approvals & management of World Para sports officials
- Results Management
- Records Validation
- Calculation of the sport-specific rankings
- IPC Online Entry System
- IPC Team Uniform Inspection

SDMS NEWS

1 July 2020
Winter Season 2020/21
The IPC Licensing Programme for IPC Winter Sports has started, and all winter sports are now open for licensing.

11 November 2019
Summer Season 2020
The licensing programme 2020 is now activated. The letter about regulations and policies has been recently out to all NPC main contact persons. Please be aware of some minor changes related to the required medical documentation.

1 July 2019
SDMS API
Do you have a national database for your NPC in place? You are tired of entering all athletes in SDMS again? Then your database developer might make use of the new SDMS API version just published today. Send your developer [the SDMS API guide](#).

LOGIN

Username
Password
Login
[I forgot my password](#)

How do I get an account

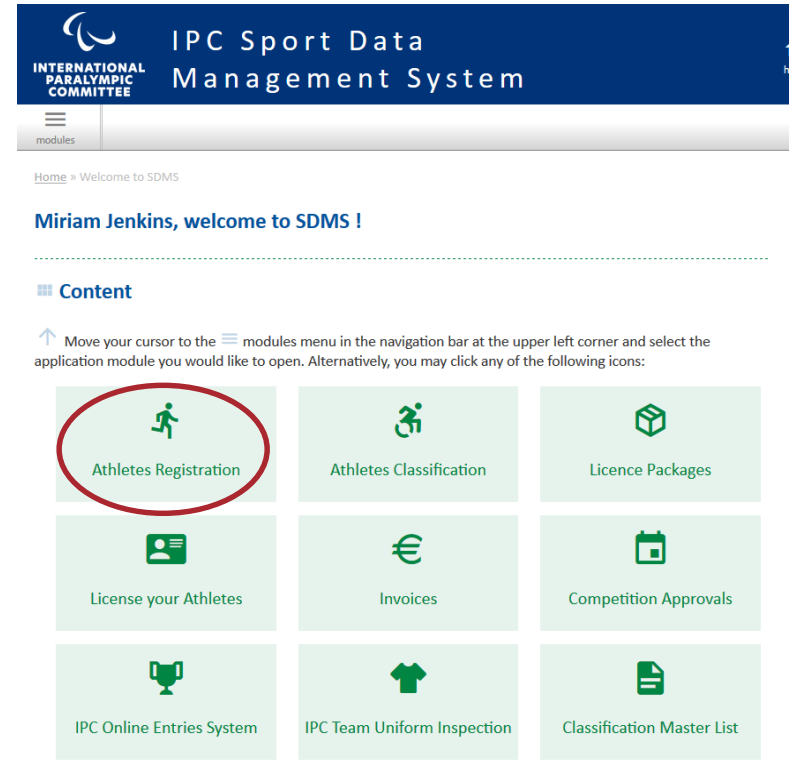
Accounts are only granted to National Paralympic Committees (NPCs), IPC Classifiers, and the IPC management team. As NPC, please use the NPC account activation form to be found below. Otherwise please contact the IPC directly.

[NPC Account Request Form](#)

Creating athlete profiles

Click on “Athletes Registration” or find it in the “Modules” dropdown menu.

Please first double-check that your athlete is not already registered by searching for them on the following screen (see next slide). You can find athletes already registered by entering either the **SDMS ID**, **Family Name** or **Given Name** and then double click on athlete’s name.












The screenshot shows the IPC Sport Data Management System interface. At the top, there is a dark blue header with the IPC logo and the text "INTERNATIONAL PARALYMPIC COMMITTEE" and "IPC Sport Data Management System". Below the header is a navigation bar with a "modules" dropdown menu. The main content area displays a welcome message for Miriam Jenkins and a "Content" section with a grid of application modules. The "Athletes Registration" module is highlighted with a red circle.

Home » Welcome to SDMS

Miriam Jenkins, welcome to SDMS !

Content

↑ Move your cursor to the ≡ modules menu in the navigation bar at the upper left corner and select the application module you would like to open. Alternatively, you may click any of the following icons:

| | | |
|--|--|---|
|  Athletes Registration |  Athletes Classification |  Licence Packages |
|  License your Athletes |  Invoices |  Competition Approvals |
|  IPC Online Entries System |  IPC Team Uniform Inspection |  Classification Master List |

Creating athlete profiles 2

You can find athletes already registered by entering either the **SDMS ID**, **Family Name** or **Given Name** and then double click on the athlete's name. If your athlete is not registered, click on **Add Athlete** at the bottom left of the page.

IPC Sport Data Management System

INTERNATIONAL PARALYMPIC COMMITTEE Athletes

Home user guide mySDMS (m_ambros) 99 min logout

modules personal classification med review assessment nationality eligibility doping bans disqualify ctrl mass import file access log career log identities log close

Home > Athletes > Athlete Registration

Athlete Registration

Advanced Search Parameters Sport <all> x

| SDMS ID ±¹ | Family Name | Given Name | Date of Birth | Gender | NPC | Career Status | Category |
|------------|-------------|------------|---------------|--------|-----|---------------|----------|
| d x | x | x | | | | | |

Page 1 of 0 15 No records to view

+ Add Athlete Grid Export Clear Filter

Creating athlete profiles 3

For each new athlete, complete all fields in yellow.

Do not forget to upload:

- Passport photo
- Copy of passport

[Home](#) » [Athletes](#) » [Athlete Registration](#) » [New Athlete](#)

New Athlete



[new] **Class Selection Advices**

SDMS ID Category Career Status

Personal Data

NPC

no Family Name no Family Name

Family Name (passport)

Given Name (passport)

Family Name (preferred) = passport family name

Given Name (preferred) = passport given name

Photo Upload



Photo Upload
Click the  icon to select an athlete's picture from your computer. Any previous photo will be replace. With help of the  icon you remove the preview for a new athlete.

Photo requirements:

- Portrait (height ≥ width)
- jpg, png, or gif
- ≤ 1024 kB

Gender Male Female Date of Birth

Nationality Information

Nationality Nationality Status

Document Type Date of Expiration

Document Expiration has expiry date has NO expiry date



Passport/ID Card No

Copy of passport/ID card

Has the athlete competed for another country before? If yes, please select last NPC:

Previous NPC Representation

Nationality Q&A
In the case of a nationality issue or related question, please immediately contact Membership Department at membership@paralympic.org. Further information about which documents can be recognised can be found in this [Advisory Notice](#).

File Uploads
Click the  browse or  replace icon to upload a file. A previous nationality or eligibility document will be moved to the history, available in the athlete nationality or eligibility section, respectively.

Creating athlete profiles 4

This is a continuation of the screen from the last slide.

Upload the [Eligibility form \(v2\)](#), and register their sport and sport class.

IPC Eligibility Agreement
Newest version (2017) for download:



Tip
For Para Athletics, please open the tab 'Class Selection Advice' if you are not familiar with the athletics classification system.

Eligibility Information

IPC Eligibility Agreement

Browse ...

Consent from Eligibility Agreement

Please click if athlete gave consent to usage of personal data for marketing purposes.

Athlete has Intellectual Impairment (II)

athlete has an intellectual impairment

Eligibility Status

Email Address of Athlete

INAS Classification No

Sport and Sport Class Registration

Each new athlete or guide must be registered in at least one sport. Please select the primary sport and a first class of the athlete. For athletics, swimming and shooting, you may select two or three different classes where necessary, depending on the events the athlete wishes to compete in. Further sports can be added after first registration.

Sport

Athletics

Sport Class

Sport Class (2nd)

Sport Class (3rd)

Comments

NPC Comments

IPC Comments

Save

Clear

Maximum file size is 1.3 MB each.

Important

Since 2017, athletes with NEW class status must have their medical diagnostic forms uploaded in the classification section. **New athletes without this form are not eligible for an IPC licence!**
To be eligible for a summer sport licence in 2018 and beyond, following athletes also require MDF or TSAL form including supporting medical documents (if applicable) irrespective of their current classification status:

- Athletics: T/F20, T32-38, F31-38
- Swimming: S1-10/ SB1-9/ SM1-10 (PI), S/SB/SM14 (II)

Creating athlete profiles 5

Once all information is completed the athlete's page will look like this:

The athlete will be generated an SDMS number which is important for entering medical information, for licensing and for registering for competitions.

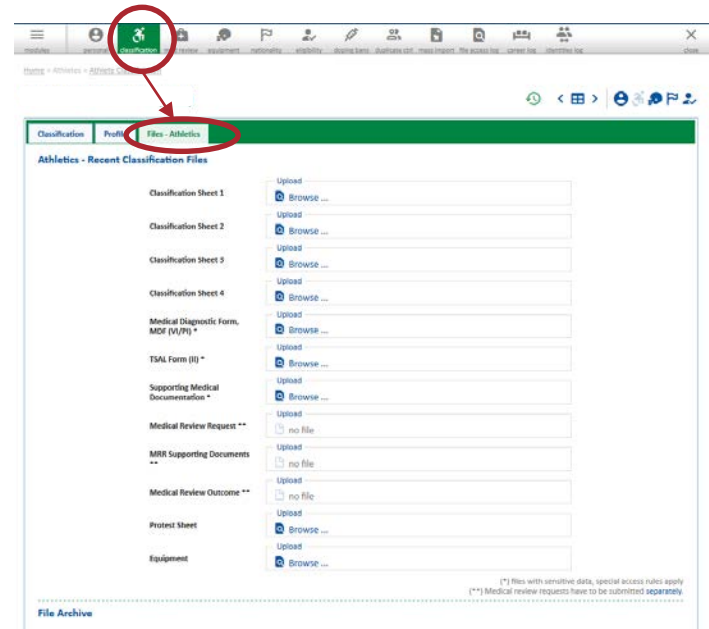
The screenshot displays the athlete profile for '50071 - LAST First (ZIM)'. The page is organized into several sections:

- Personal Details:** Includes fields for SDMS ID (50071), Category (Athlete), and Career Status (Active).
- Personal Data:** Fields for NPC (Zimbabwe), Family Name (passport), First Name (passport), Family Name (preferred), Last Name, and Given Name (preferred).
- Photo Upload:** A section for uploading a photo, with requirements: Portrait (height > width), Jpg, Png or gif, and < 1024 KB.
- Nationality Information:** Fields for Nationality (Zimbabwean), Document Type (Passport), Date of Expiration (2021-01-01), and Nationality Status (O.K.).
- Nationality O&A:** A section for uploading a passport photo and a document, with a note: 'In the case of a nationality issue or related question, please immediately contact Membership Department at membership@worldpara.org'. It also includes a checkbox for 'Has the athlete competed for another country before?'. There is also a 'Previous NPC Representation' dropdown.
- Eligibility Information:** Fields for IPC Eligibility Agreement (50071 IPC Eligibility Agreement.pdf), Consent from Eligibility Agreement, and checkboxes for 'Athlete has intellectual impairment (I)' and 'Athlete has an intellectual impairment'.
- Comments:** Two text areas for NPC and IPC comments.

At the bottom of the page, there are buttons for 'Save', 'Refresh', 'Delete', and 'New'. A 'back to list' link is also visible at the very bottom.

Medical diagnostic information

To enter and upload medical diagnostic information or to simply access existing athlete's classification information/documents



The screenshot displays the 'Files - Athletics' interface. A red circle highlights the 'Files - Athletics' tab in the top navigation bar. Below the navigation bar, the page title is 'Athletics - Recent Classification Files'. The main content area lists various documents, each with an 'Upload' button and a 'Browse...' button. The documents listed are:

- Classification Sheet 1
- Classification Sheet 2
- Classification Sheet 3
- Classification Sheet 4
- Medical Diagnostic Form, MDF (V/PI) *
- TSM Form (II) *
- Supporting Medical Documentation *
- Medical Review Request **
- MRR Supporting Documents **
- Medical Review Outcome **
- Protect Sheet
- Equipment

At the bottom of the page, there is a note: (*) Files with sensitive data, special access rules apply. (**) Medical review requests have to be submitted separately. A 'File Archive' link is located at the bottom left.

For enquiries



If you have any trouble with SDMS, contact info@worldparaathletics.org

