World Para Athletics

Guide to registering and licensing athletes

August 2020

Contents

1. Requirements
2. SDMS access
3. Creating athlete profiles
4. Medical diagnostic information
5. WPA approval stage
6. Licence packages
7. Licensing an athlete
8. Glossary

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

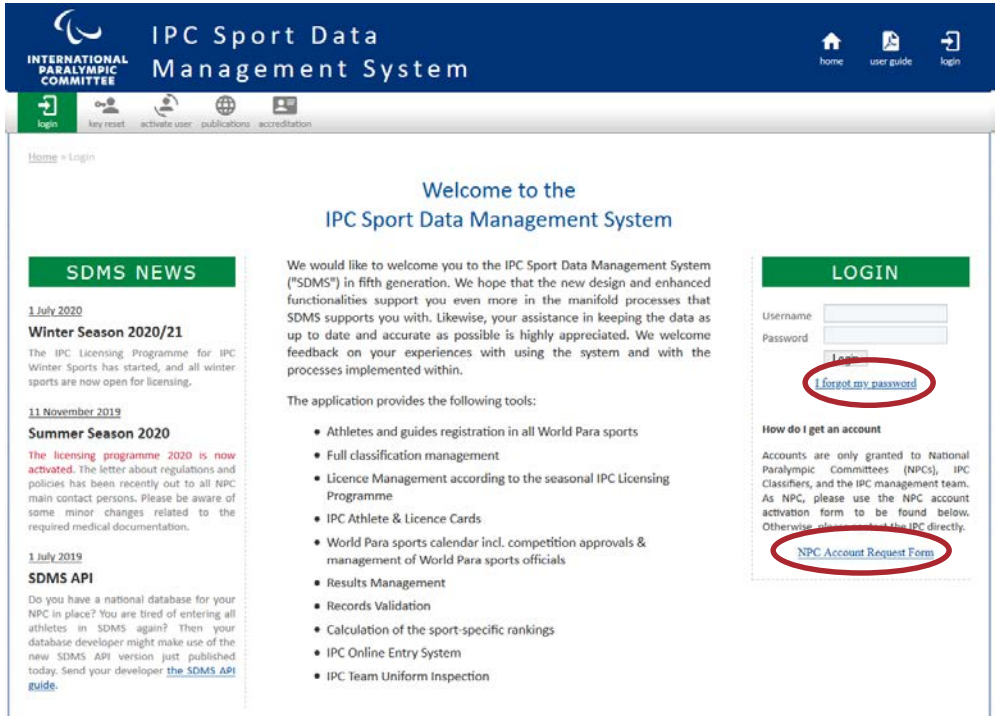
Note: Additional medical information may also be requested

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**

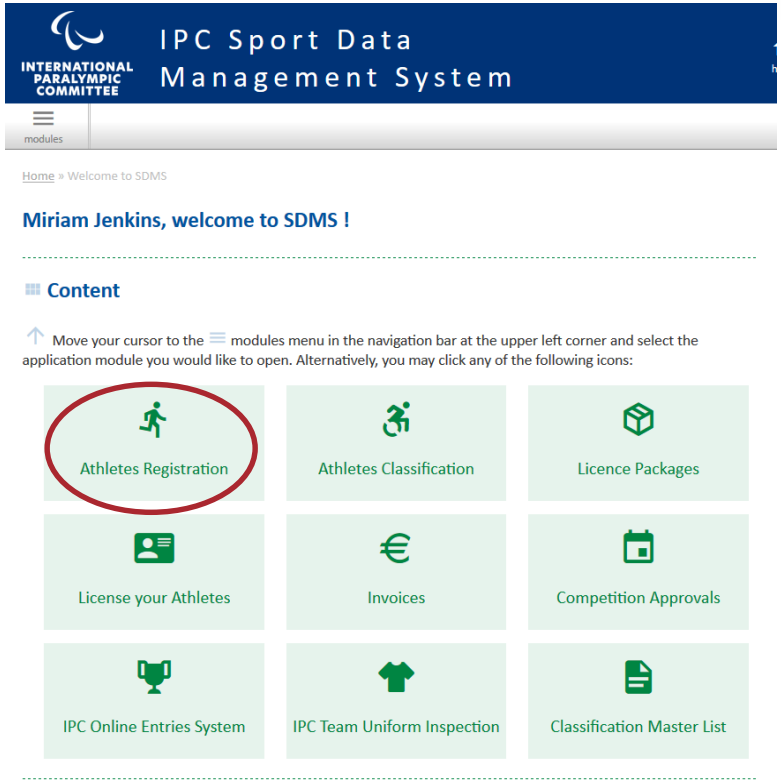
Each NPC should have their own SDMS username and password. If not click on **NPC Account Request Form**



Creating athlete profiles

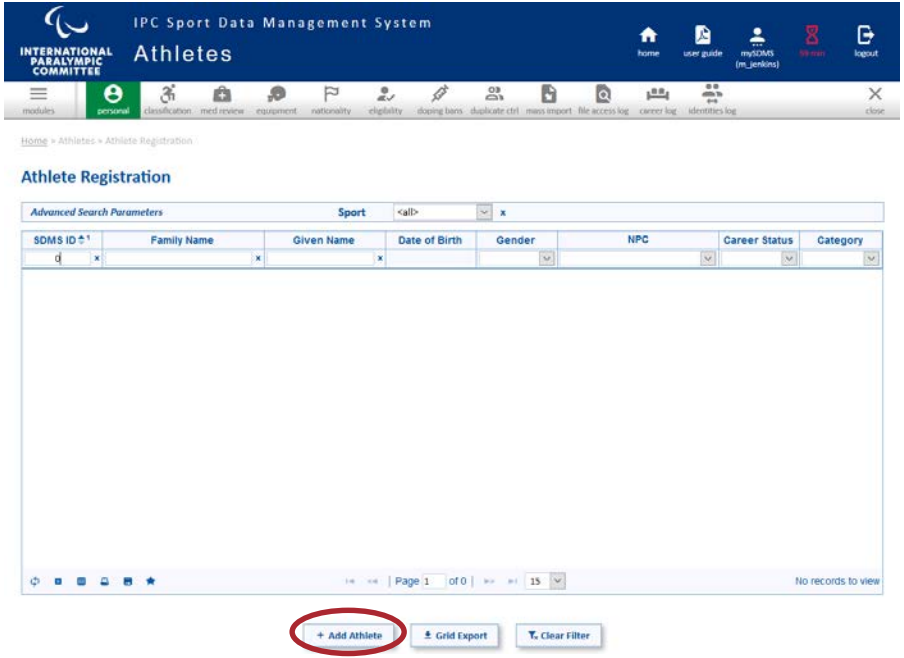
Click on “Athletes Registration” or find it in the “Modules” dropdown menu.

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.



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.

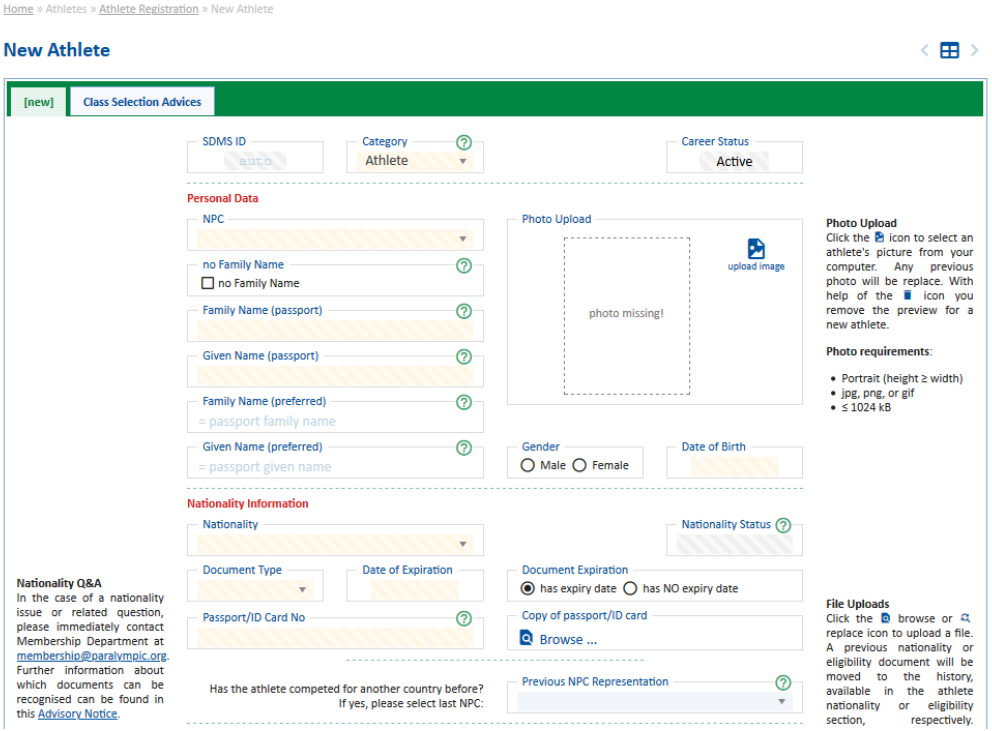


Creating athlete profiles 3

For each new athlete, complete all fields in yellow.

Do not forget to upload:

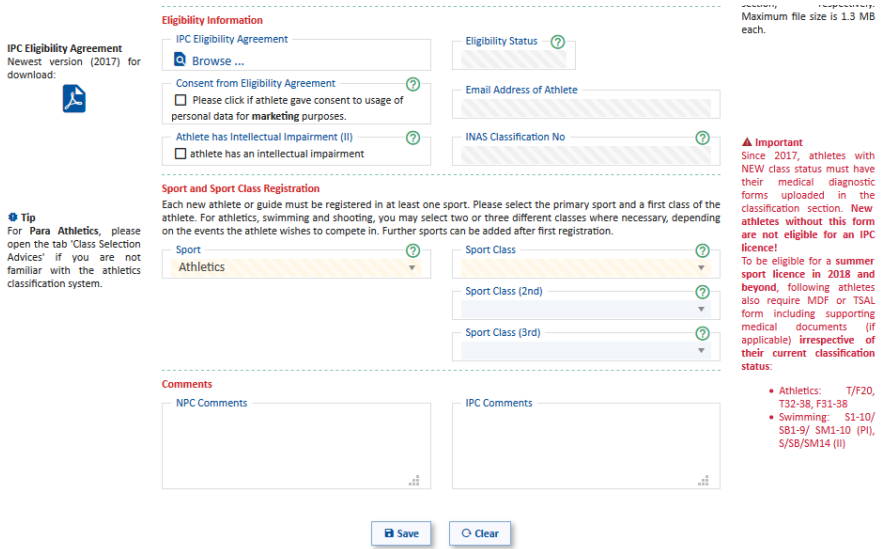
- Passport photo
- Copy of passport



Creating athlete profiles 4

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

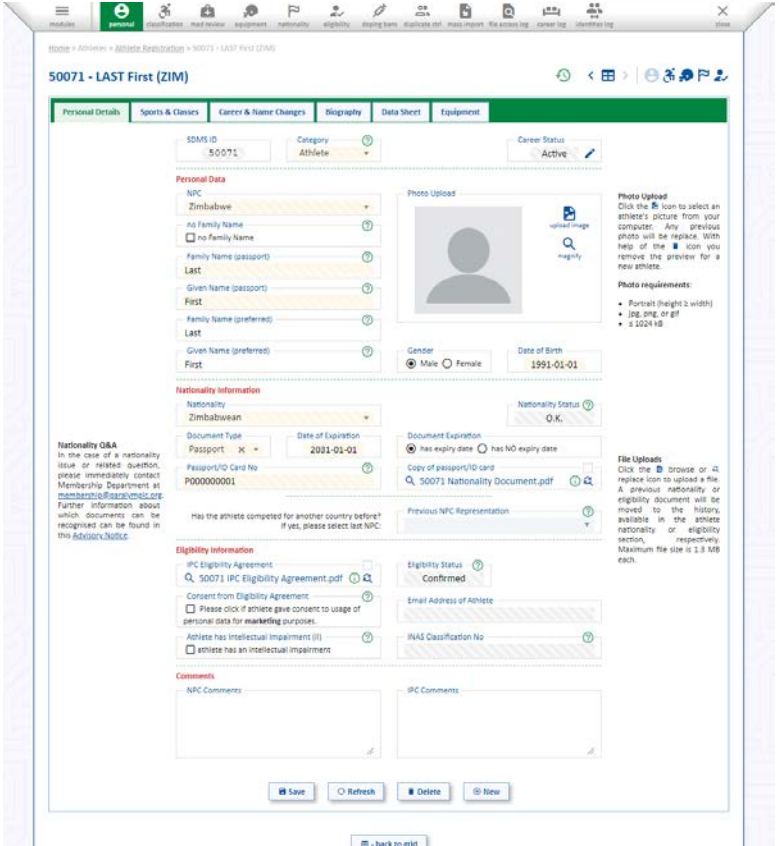
Upload the Eligibility form (v2), and register their sport and sport class.



Creating athlete profiles 5

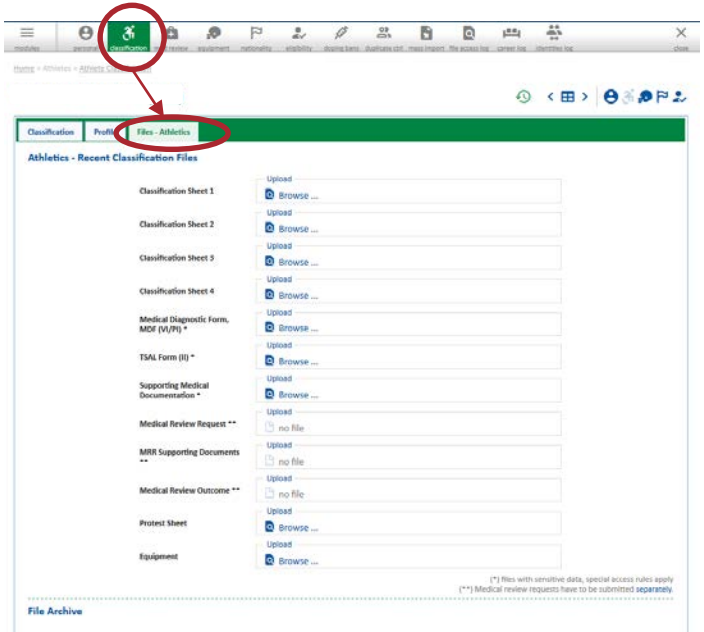
Once all information is completed the athlete's page will look like this:

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



Medical diagnostic information

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



For enquiries

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

World Para
Athletics