



**USER GUIDE FOR THE ORGANET REGISTRATION
SYSTEM FOR THE LIFESAVING WORLD
CHAMPIONSHIPS ADELAIDE 2018
NATIONAL TEAMS EVENTS**

v14 July 2018

Table of Contents

Contents

Preparation information	1
The Registration Process.....	3
Icons commonly used in OrgaNet.....	3
1. Registration of your national team/club team with the OrgaNet system	4
1.1 National Team registration	5
1.2 Registration approval	6
2. Entering participant data	7
2.1 Creating participants	7
2.2 Selecting competitors.....	8
2.3 Entering competitors into events.....	10
2.4 Entering Team Official/Attendant functions.....	13
3. Specific requirements for entering competitors into World Championships	15
3.1 Registering IRB Drivers	15
3.2 Registering for the National Teams IRB Championships	15
3.3 Registering IRB Boat Handlers	15
4. Ordering “Items”	16
4.1 Ordering Lycra Vests	16
4.2 Ordering a “Developing Nations National Team Discount”	16
5. Payment of fees	17
6. Checking your entered information	18
7. Final Actions.....	19
8. Contact Information.....	19
Appendix 1 – Entry Fees and Maximum Competitor Numbers	20
Appendix 2 – Examples of entries into specific championships	21

User Guide for the OrgaNet Registration system

This updated guide will show you how to register your team and submit entries into the OrgaNet Registration system that is being used for the Lifesaving World Championships Adelaide 2018.

Please read through it carefully to ensure that you understand the steps that you need to take to successfully complete the Registration process and pay the relevant entry fees for your team. You must first apply for an account with OrgaNet (if you don't already have one) before registering your team.

Preparation information

Before you begin to take any action to register your team, please note the following important information:

1. Entries will only be accepted using this online registration system.
2. You will need a valid e-mail address – this address will be used for all subsequent communications from the Local Organising Committee (LOC) so please ensure that the e-mail address you enter at the start of the process is correct.
3. You will need access to a PayPal account to enable payments to be made for the fees – all payments will be made in the Euro currency.
4. The final entry deadline for all events at the Lifesaving World Championships is the same – **16th October 2018**. The fee that you pay to register your team will differ depending on which Championships you are registering your team into and when you first register the team. The fees are set out in the table in [Appendix 1 – Entry Fees](#) of this document.
 - a. The early bird entry fee deadline closes on **19th February 2018**
 - b. The normal entry fee deadline closes on **2nd October 2018**
 - c. The late entry fee deadline closes on **16th October 2018** – no entries will be accepted after this date, except in exceptional circumstances, i.e. if competitors need to be replaced – contact the LOC for further details
5. Each Lifesaving World Championships is a separate event with OrgaNet – if you are the team manager for a National Team, as well as an Interclub Team, or a Masters Team, etc. you will need to undertake the registration process for each Championships separately.
6. Entries for all Championships, whether a National Team or Interclub Championship, can only be made by the Team Manager appointed by the Federation or Club. Individual competitors **must not use** this system to register themselves, unless they are the only person from their club participating. Registration of individual competitors is the Team Manager's responsibility alone – see also [Privacy Information](#) below.
7. You are encouraged to register your team's participation as early as possible, even if you do not know how many competitors will be taking part, or you do not yet know their names – entries into the events can be made later – the team fee is based on when you first register your team. A summary of the fees is provided in [Appendix 1 – Entry Fees](#)
8. In addition to the team fee, there is a single set fee for the individual participation of each of your competitors of 65 Euro (except in Surfboat and National IRB Team events).

9. Entries are not valid until the fees are paid.
10. Each team is allowed to register up to 10 “Attendants” per team to cover the following functions:
 - a. Team Manager
 - b. Team Coach
 - c. Team Official
 - d. Team Medic/Doctor
 - e. Team Physio
 - f. Team Chaperone
 - g. Team Official Photographer
 - h. Team Surfboat Sweep (see Section 4.2, page 20)
11. For all “Attendants” a 10 Euro fee is applied to cover the costs of providing a security accreditation tag (including a photograph) which will be required for entry into all competition areas, hospitality areas, and to access any public transport that is provided.
12. The single individual competitor fee includes the cost of the security accreditation tag.
13. For other participants at the Lifesaving World Championships Adelaide 2018 such as Team Supporters, parents etc, a separate Accompanying Persons registration system has been provided to enable them to register (with a 10 Euro fee) and gain a security accreditation tag to enable them to access the spectator areas at the competition venues, and access any public transport where discounted travel may be arranged.
14. You must allow sufficient time to register your team – before you can proceed and add competitors, your team registration will need to be authorised by the LOC. Note that they are based in South Australia and will do this during their normal working hours: Monday to Friday, 9.00am to 5.00pm local time. If you submit your registration outside of these times, the authorisation will not be returned until the next time the office is open.
15. The time zone of South Australia is normally GMT+9.5 hours. However, because of Daylight Saving time, from 2nd October 2017 to 1st April 2018, and from 7th October 2018 onwards, the time zone will be GMT+10.5 hours.
16. Entering competitors into events – for all individual pool events in the Interclub Open and Youth Championships, and Masters individual pool events, a Qualifying Guide time, equivalent to the World Record Time +50% as at 30th September 2017 is set. Entries that are slower than these times will not be accepted. Equally entries that are significantly faster than the current world records will not be accepted. A list of the Qualifying Guide times is included at [Appendix 2 – Qualifying Guide times for entering Interclub and Masters Pool events](#).
17. [Privacy Information](#) - The ILS is committed to ensuring that the personal data we collect is kept securely and only used for the purpose for which it is collected. When you register a team, you are responsible for entering the personal data of your competitors. For the event for which you are registering your team, this may require us to transfer their personal data to a host organisation that is not within the EU. Before continuing to register your team, please ensure that you have confirmed with each of your competitors that they consent to this. If any of your competitors is aged under 16 you will need their parents’ consent to do this. An individual can withdraw that consent at any time by contacting the ILS. A privacy notice with further information is available through a link in the registration process which you are asked to provide to them.

The Registration Process

The Registration process takes you through the following five steps:

1. **Step 1 – Application for your account with the OrgaNet Registration system** (unless you are already registered in the system) – self-administered and authorised by **your approval** of an e-mail sent to your e-mail address. If you have already set up your account with OrgaNet there is no need to apply for another account and you can start at Step 2. However, if you have never set up an OrgaNet account you must begin at Step 1. This process has already been covered in another User Guide available from the Help Menu on the Home Page of OrgaNet
2. **Step 2 – Registration of your national team/club team with the OrgaNet system** – authorised by the LOC on receipt of your registration.

The system has now been updated to include the formal club name that will be used to record your club in all official documents and results produced. A list of more than 1,300 club names has been incorporated into OrgaNet covering all clubs that have previously participated in an ILS Lifesaving World Championships, and some other clubs provided by some federations. More clubs will be included at a later date as and when federations provide them. The names of the clubs entered have been amended where required to provide a consistent formatting of the name.

You can select your club if it is on the list of clubs from your federation. However, if your club does not appear on the list, you can register a new club name for inclusion in the ILS List. The ILS will approve your club name, and also allocate a unique 3-letter code that will be used in the production of the results.

3. **Step 3 – Once your team registration is authorised, entering participants**, including:
 - a) Creating competitor names
 - b) Selecting competitors
 - c) Entering competitors into events
 - d) Entering team official/attendant functions
4. **Step 4 – Booking items** such as lycra vests, small team discounts etc.
5. **Step 5 – Payment for the entries submitted, and items ordered**

Icons commonly used in OrgaNet



Help: You can access the user guide relevant to your event whenever you see this sign. The Help button on the left-hand menu will take you to the general guide for applying for an OrgaNet account



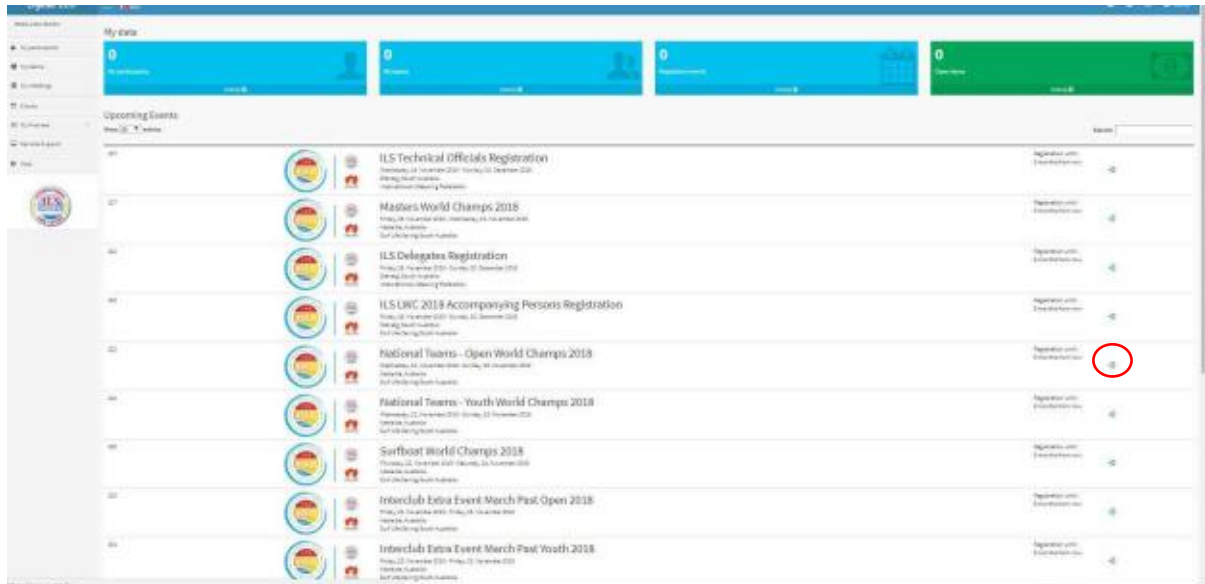
Submit Registration: Only use this icon when you wish to submit a registration. Do not use it to amend a registration already submitted (use the Edit icon instead)



Edit: Use this icon to edit/update/amend your registration, including adding competitors to events

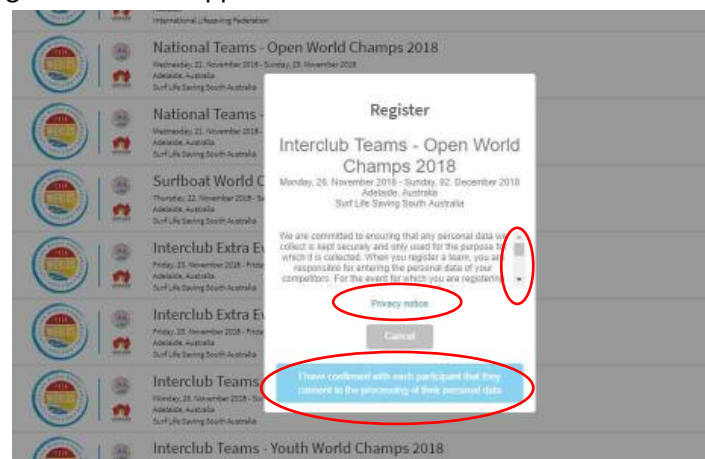
1. Registration of your national team/club team with the OrgaNet system

When you are ready to register your national team/club team login to OrgaNet using your normal log-in details. The Opening Screen will display with all the World Championships events listed in the order in which they will take place:



Select the event in which you wish to enter a team by clicking on this icon on the right hand side: ➡

The following message window will appear:



Use the **scroll bar** at the right-hand side to go through the message. It confirms you are responsible for entering the data required for your competitors. While the information required – first name, last name, gender and date of birth – is minimal, because the ILS may be required to transfer this data outside of the EU to effectively manage the Lifesaving World Championships, you need to ensure that you get their consent to do this. You do not need to provide proof of this at this time, as the consent will be verified with each individual when they check-in at the competition venue as part of the process of Accreditation. A copy of the privacy notice that explains this is provided through the **link** underneath the text.

However, if any of the competitors whom you are registering in your team are aged under 16, you will need to get their parent's consent to do this. You will need to provide proof of this parental consent during the check-in and Accreditation process.

Once you have checked that you have the required consent, click on the **blue box** to confirm this. If you are not able to continue at this point, click on **Cancel** and the Team registration action will cease

After clicking on the blue box, the **Edit Registration** window will open set to the **Master Data** tab. If it is a National Teams event, the **Type** field will be set to **National Team** and the **Name** field will be greyed out and blank. If it is an Interclub, Masters, IRB or Surfboat event, it will be set to **Club** and the **Name** field will then be available:

The screenshot shows the 'Edit registration: 1884' form. The 'Master data' tab is selected. The 'Type' field is set to 'National Team' and is circled in red. The 'Name' field is greyed out and blank. Other fields include 'Registration', 'Name', 'Team manager', and 'Competition'.

1.1 National Team registration

Ensure the **Type** box shows National Team – if it does not you are registering for an incorrect event. In the **Organisation** box, select your National Federation from the drop-down list that appears. See **section 4.7** and **Appendix 3** for details of your Federation's abbreviation:

The screenshot shows the 'Edit registration: 1884' form. The 'Master data' tab is selected. The 'Organisation' dropdown menu is open, showing a list of federations. 'AUS NLSA - The Royal Life Saving Society Australia' is selected and circled in red. Other federations listed include 'AUS NLSA - Australian Life Saving Federation', 'AUS NLSA - Australian Life Saving Club "Tall"', 'AUS NLSA - Australian Life Saving Club "Tall"', and 'AUS NLSA - Royal Life Saving Society Australia'.

When the federation is selected, the **Name** field will then show the name of the National Team:

The screenshot shows the 'Edit registration: 1884' form. The 'Master data' tab is selected. The 'Name' field is now populated with 'National Team - Open World Championships' and is circled in red. Other fields include 'Registration', 'Name', 'Team manager', and 'Competition'.

Click on **Register** and your registration application will be submitted to the LOC for approval. The **Registration Pending** window will then show with the message highlighted in yellow at the top:

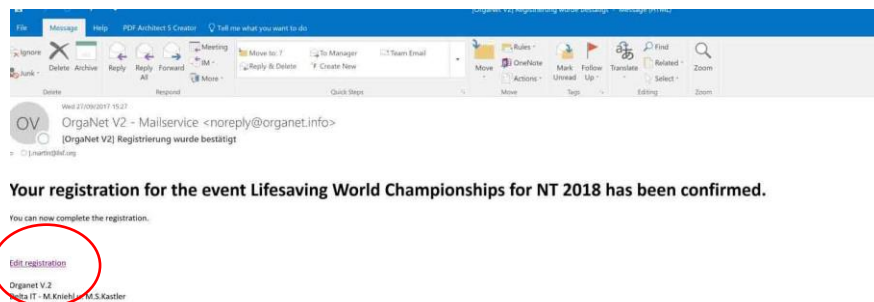
1.2 Registration approval

All registrations for National Team events will be sent to the Local Organising Committee (LOC) to approve.

As stated in the introduction, because of the time difference between your own time-zone and that of South Australia, and depending on the time of day, or if at a weekend, it may take longer for that approval to be given. You should logout and await confirmation of your registration approval.

For your information the time zone of South Australia is normally GMT+9.5 hours. However, because of Daylight Saving time, from 2nd October 2017 to 1st April 2018, and from 7th October 2018 onwards, the time zone will be GMT+10.5 hours.

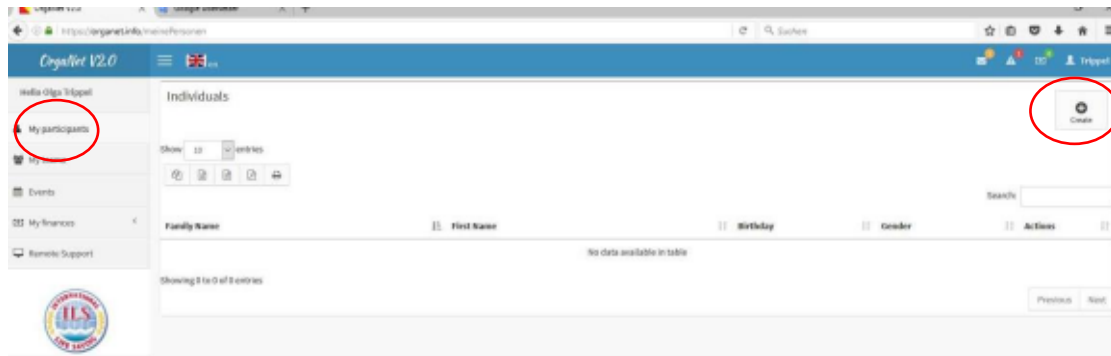
As soon as the LOC (or ILS where a new club has been registered) has approved your team, you will receive an e-mail to confirm this. Use the **Edit registration** link in the e-mail to continue registering and entering the data for your team. This will prompt you to login again to OrgaNet to begin the next stage.



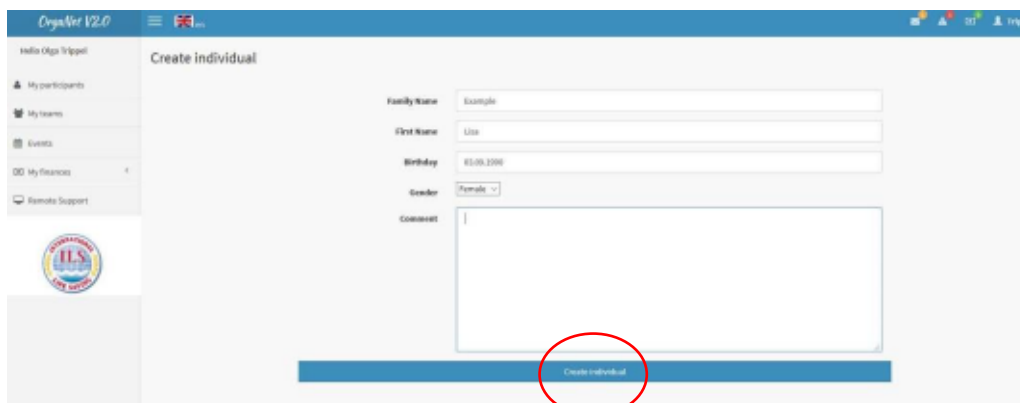
2. Entering participant data

2.1 Creating participants

On return to the OrgaNet system, select **My Participants** from the left side of the screen and click on **Create** on the right hand side to begin creating participants for your team:



Create a participant by adding the information requested and click on **Create Individual** to save the participant in the OrgaNet system. Repeat the steps to add as many individuals as you wish. Include the names of any **“Attendants”** and your own name (which you will add as the Team Manager later) to save time.



Remember that you **must** use the following format for entering the *Birthday* of an individual:

yyyy-mm-dd

Where the participant is an IRB Driver, include the details of their current federation IRB Driver licence in the *Comments* box as shown – this information will be required to satisfy the Australian Department of Planning, Transport and Infrastructure regulations for the LWC2018 events:

Family Name	James
First Name	Colin
Birthday	2001-08-17
Gender	Male
Comment	IRB Driver - Federation Licence Number - 12345 - Date of licence 23/04/2017 - expiry date 24/04/2021

Save

2.2 Selecting competitors

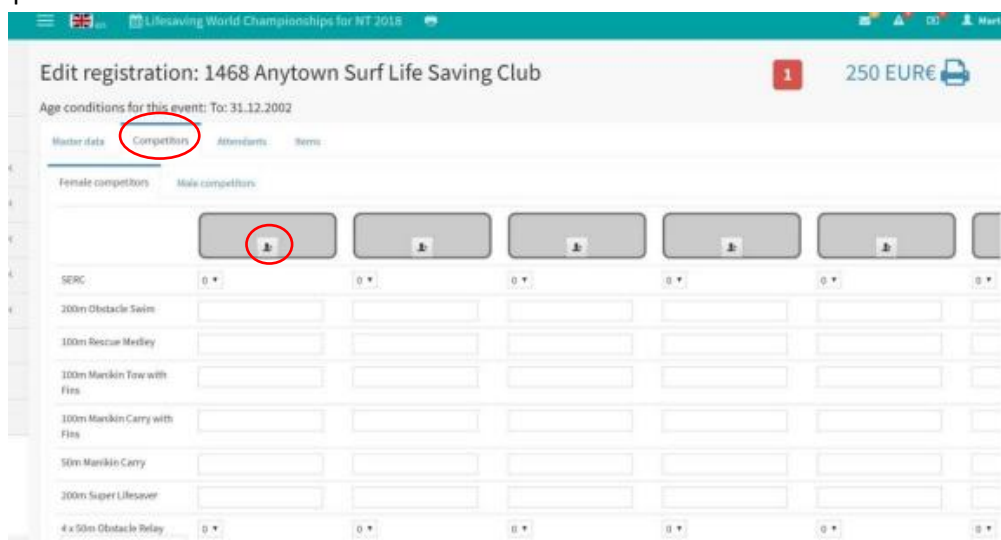
Select **My Teams** from the left hand side menu and when the following window opens, use the following Action icon on the right of the screen to open your registration:



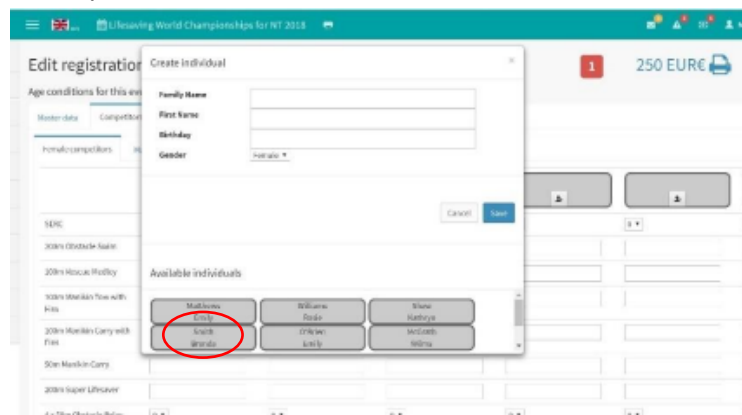
You will notice that if it is a National Team, the 3-letter code for your country will be shown in the **Shortcut** field.

If it is a club team, your unique 3-letter code for your club team will be shown in the **Shortcut** field. If this is a new team that you added, this is the unique code, to be used in results, that will have been allocated by the ILS and confirms that your club name has been added to the ILS list.

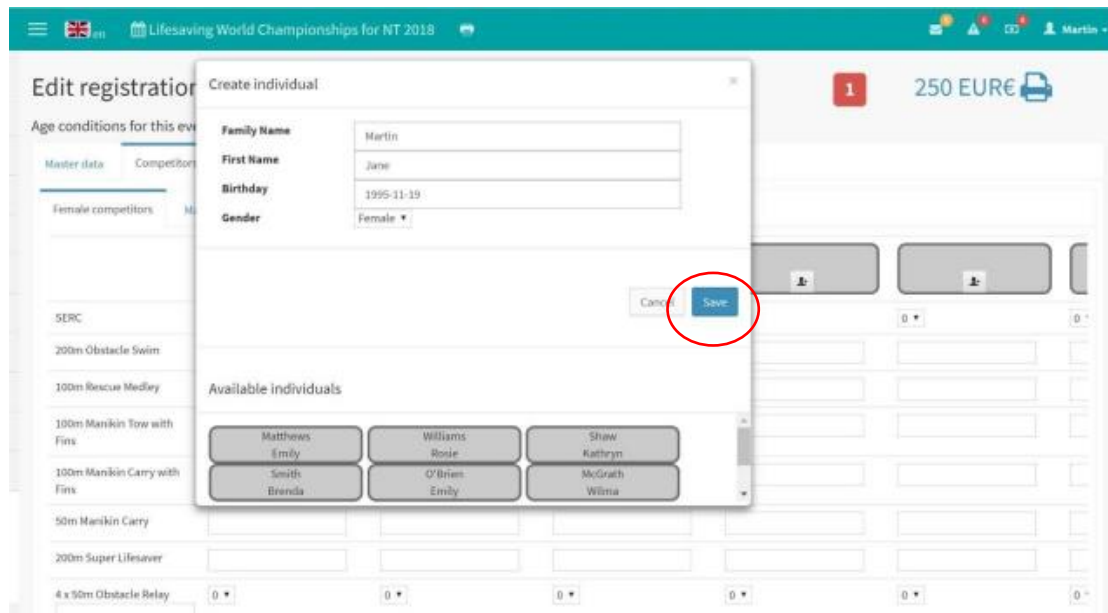
On the **Edit Registration** page select the **Competitor** tab – you will be presented with a list of events that are part of the Championships for which you are entering a team. **Female** and **Male Competitors** must be added under separate tabs. Click on the first team member icon to create your first competitor.



This will take you to a window where you can select an individual participant from those you have already entered into the system:

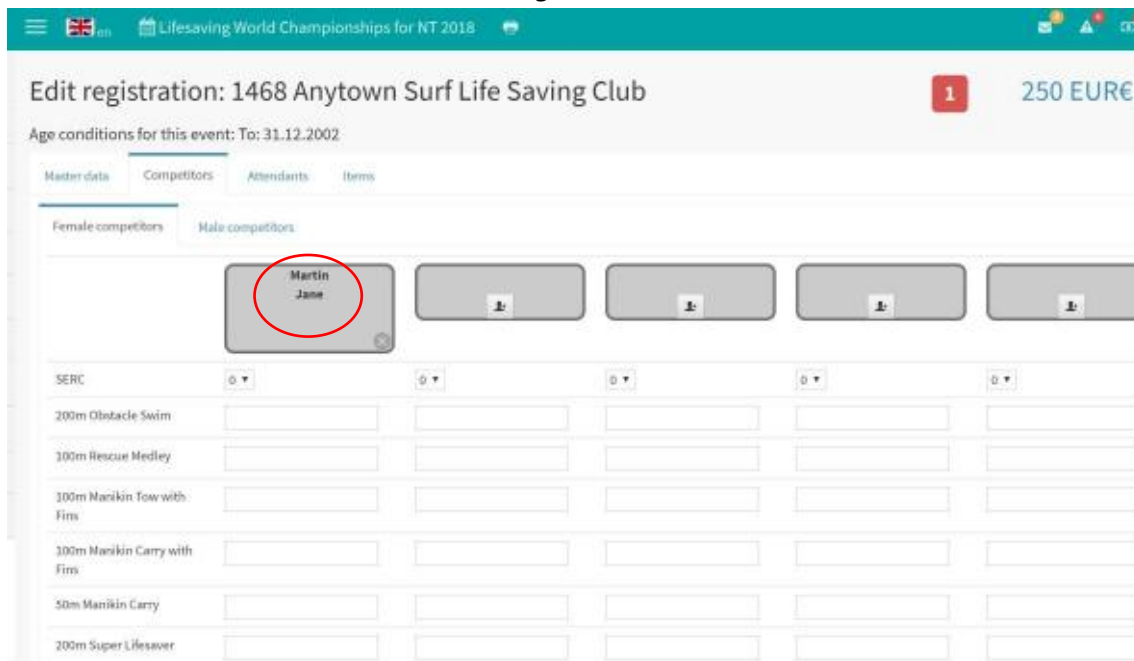


Alternatively, you can create a new individual if they are not included in the list already created. Complete the details as required. Ensure that the correct date of birth is entered in **Birthday** otherwise the competitor's entry may not be accepted without confirmation of age .



Click on **Save** to record the competitor details in the OrgaNet system.

This name will then be entered into the **Edit Registration** screen:



Note that competitors who do not meet the age requirements for a particular championship (i.e. Youth or Masters), will not be visible in the list of participants available to be selected.

You can then begin to enter details for that competitor if you wish. However, it is better to input all the competitor names (if they are known at that time) so that you don't get error messages regarding participation in any team events which require a set number of competitors. To enter other competitors repeat the step above as often as needed (up to the limits of the team size of the particular competition).

Enter male competitors by clicking on the **Male competitors** tab and either create new participants or select them from the list of names already entered. Remember to regularly **Save** your work!

2.3 Entering competitors into events

On the **Competitors** screen enter the competitors for events as required. All entry times **must** be entered in the following format:

m:ss,ss

i.e. 2:34,59

OrgaNet will not allow you to enter it in any other format.

Important Tip: If you enter a time incorrectly, highlight the time entered and delete it completely before re-entering the correct time.

Where a **Pool team event** is shown, enter the team time in the box shown and then select the competitors from the drop-down to show their position in the team, i.e. 1, 2, 3 or 4.

Age conditions for this event: To: 31.12.2002

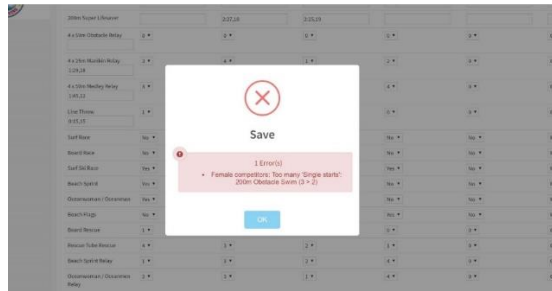
Event	1	2	3	4	5	6
Line Throw	0	1	2	3	4	5
Surf Race	Yes	No	Yes	No	No	No
Board Race	Yes	No	Yes	No	No	No
Surf Ski Race	No	Yes	No	Yes	No	No
Beach Sprint	No	Yes	Yes	No	No	No
Oceanwoman / Oceanman	Yes	Yes	No	No	No	No
Beach Flags	No	No	Yes	Yes	No	No
Board Rescue	3	1	0	0	0	0
Rescue Tube Rescue	3	4	3	4	0	0
Beach Sprint Relay	2	1	3	4	0	0
Oceanwoman / Oceanman Relay	1	2	3	4	0	0

For **Ocean events** where times are not recorded, use the **Yes/No** drop down to indicate if the competitor is to be entered into it.

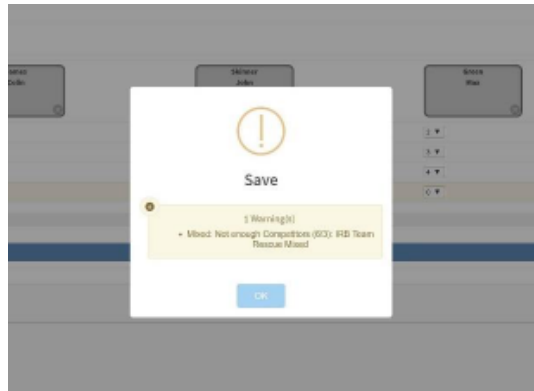
For Ocean team events, including the IRB event, select the competitor’s position in the event from the drop-down to show their position in the team, i.e. 1, 2, 3 or 4 .

Line Throw	0	1	2	0	0	0
Surf Race	Yes	No	Yes	No	No	No
Board Race	Yes	No	Yes	No	No	No
Surf Ski Race	No	Yes	No	Yes	No	No
Beach Sprint	No	Yes	Yes	No	No	No
Oceanwoman / Oceanman	Yes	Yes	No	No	No	No
Beach Flags	No	No	Yes	Yes	No	No
Board Rescue	3	1	0	0	0	0
Rescue Tube Rescue	3	4	3	4	0	0
Beach Sprint Relay	2	1	3	4	0	0
Oceanwoman / Oceanman Relay	1	2	3	4	0	0

Where there is a restriction on the numbers entering an event, such as with the National Teams where only 2 individual entrants are permitted, if you try to enter more than this you will encounter an error message:

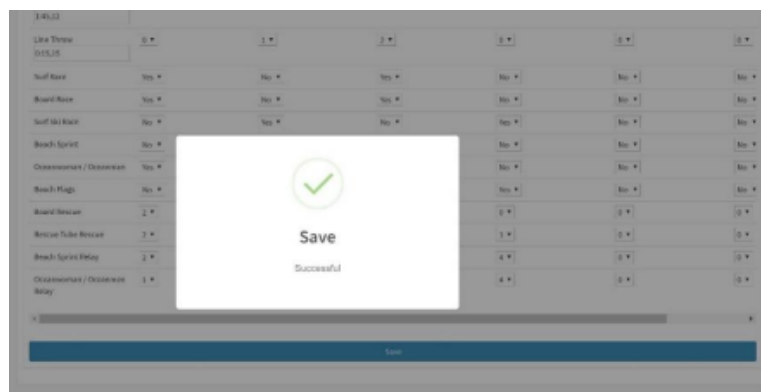



Where an entry is to be made into a **Mixed Team** event, a warning message will display to remind you to enter the required number of competitors of the other gender into the event.



Remember to save your entries before switching to the other gender to complete the entries for the **Mixed Team** event.

When you have entered all of the data needed, click on the *Save* bar at the bottom of the screen. If there are no errors you will receive the following confirmation:



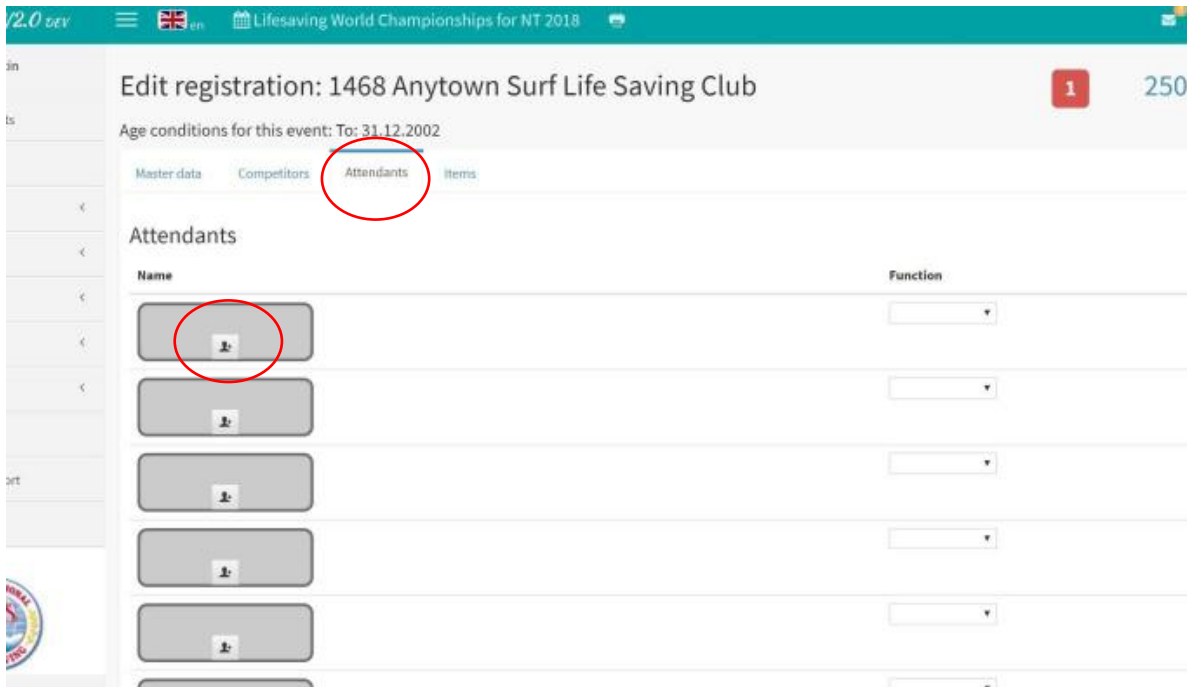
You can return to amend the data as often as you wish up until the close of entries on 16th October 2018. To edit your team registration go to **My Team** on the left hand menu and click on the Edit icon: 

Remember **to always save any amendments that you make.**

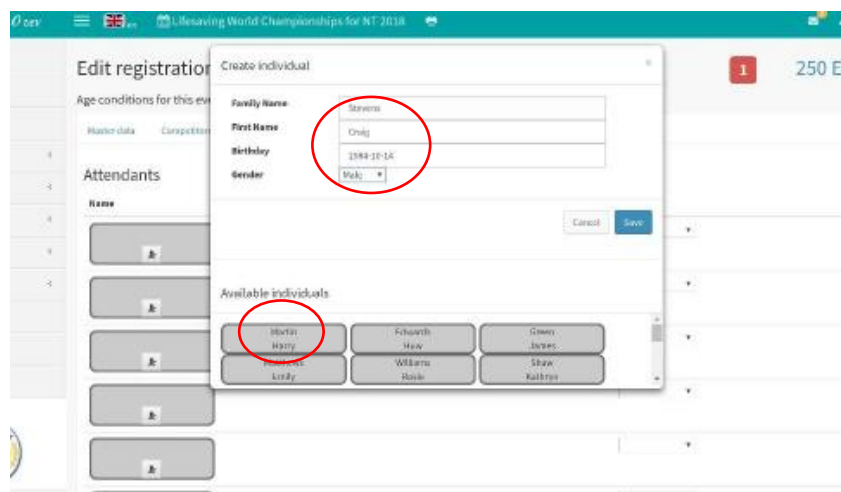
If you have any amendments required after that date and before the competition begins you must contact the LOC on lwc2018@surflifesavingsa.com.au.

2.4 Entering Team Official/Attendant functions

Select the **Attendants** tab and then select the first icon on the left hand side to open the list of participants window.



Here you can either create a new participant or select from one on the list:



After selecting the participant, select their function from the function drop-down choice:

2.0 dev Lifesaving World Championships for NT 2018

Edit registration: 1468 Anytown Surf Life Saving Club

Age conditions for this event: To: 31.12.2002

Master data Competitors Attendants Items

Attendants

Name	Function
Stevens Craig	Team Manager
	Coach
	Attendant
	Photographer

Select other participants and their function as required – a maximum of 10 per team is permitted. If more persons are accompanying the team, they can register themselves as Accompanying Persons in the relevant system in OrgaNet (see the **Opening screen**):

2.0 dev Lifesaving world Championships for NT 2018

Edit registration: 1468 Anytown Surf Life Saving Club

Age conditions for this event: To: 31.12.2002

Master data Competitors Attendants Items

Attendants

Name	Function
Stevens Craig	Team Manager
Williams Rosie	Coach
McNamara Craig	Attendant

When all attendants and their functions have been selected, click on **Save**. If you have a team attendant who is not covered by one of the current Attendant categories, email the LOC (as per **Section 9**).

3. Specific requirements for entering competitors into World Championships

3.1 Registering IRB Drivers

In order to comply with the South Australian Department of Planning, Transport and Infrastructure regulations for these World Championships, any competitor who is to be entered as an IRB Driver must have a valid and current IRB Driver certificate issued by their federation. Details of this licence must be provided when creating the Driver as a participant as in Section 3.2 to ensure that the competitor can be exempted from having to gain a Motor Boat Operators Licence in Australia.

3.2 Registering for the National Teams IRB Championships

When entering competitors into the National Teams IRB Championships, ensure that you select them into the following positions:

IRB Rescue and IRB Rescue Tube Rescue

Driver: position 1
Crew: position 2
Patient: position 3

IRB Mass Rescue

Driver: position 1
Crew: position 2
Patient: position 3
Patient: position 4

Mixed IRB Teams Rescue

Male Driver: position 1
Male Crew: position 2
Female Driver: position 3
Female Crew: position 4
Male Patient: position 5
Female Patient: position 6.

Patients may be selected from either gender. The system is configured to accept a female into a patient position in a male event, and vice versa. See example in [Appendix 4](#), pages 41 to 43

3.3 Registering IRB Boat Handlers

Where non-competitor IRB Boat Handlers are required by a competing team to handle their IRB, they must be registered as a participant and allocated the Attendant Function of “**IRB Boat Handler**” (as in 3.4 above). Only registered IRB Boat Handlers will be permitted to assist a team and must conform to the requirements of the ILS Competition Rulebook 2015-2019 Revised Edition 2017 Section 7.2.4.d) page 191.

4. Ordering “Items”

4.1 Ordering Lycra Vests

All competitors who will participate in Ocean events in knee depth water or beyond are required to wear a distinctive and brightly coloured lycra vest. These vests will be provided to teams at a cost of 15 Euro per competitor and must be worn without exception*.

***Note:** These vests are not required to be ordered for competitors in IRB events, as PFD/Lifejackets will be worn instead.

These must be ordered by clicking on the **Items** tab, then selecting the **Equipment** tab. Select the quantity required and save your order. The costs will be added to the overall fees to be paid. The LOC will contact each team at a later date to ascertain what size vest is required for each competitor:

Edit registration: 1468 Anytown Surf Life Saving Club 1 250 EUR

Age conditions for this event: To: 31.12.2002

Master data Competitors Attendants **Items**

Board Lodging Transport **Equipment** Other Already ordered

Equipment

Name	Type	Bookable until	Price	Quantity
Lycra Vest	Equipment	2018-10-16	15.00 EUR	0

Save

4.2 Ordering a “Developing Nations National Team Discount”

For national teams from Developing Nations (as listed in the ILS Byelaws Appendix B) a **Developing Nations National Team Discount** can be ordered to reduce the level of entry fee for both the Team and Individual entries. Select the Other tab, order 1 x National Team discount, and then order the number of **Developing Nations National Team Individual Discount per competitor** for the number of competitors you have entered.

Master data Competitors Attendants **Items**

Board Lodging Transport Equipment **Other** Already ordered

Other

Name	Type	Bookable until	Price	Quantity
Developing Nations National Team Discount	Other		-150.00 EUR	1
Developing Nations National Team Individual Discount per competitor	Other		-32.50 EUR	12

Save


Ensure that you **Save** your order. The discount will be applied automatically to your overall entry fees.

Other items may be added for ordering by the LOC from time to time. Team Managers will be advised by e-mail if and when such items become available to order.

5. Payment of fees

When all your team entries, attendant selections and items have been ordered, proceed to payment of your fees.

You will need a **PayPal** account to be able to make a payment. This will normally be connected to your e-mail address when set up. However, it may be that you will be using a national federation account or club account in which case you will need to know the e-mail address it is linked to and the password.

Access your **Team Registration** by selecting *My Teams* on the left hand side menu and click on the icon  to bring up the **Edit Registration** page.

Use the **PayPal** icon in the top right hand corner of the screen to connect to PayPal:



Edit registration: 1468 Anytown Surf Life Saving Club

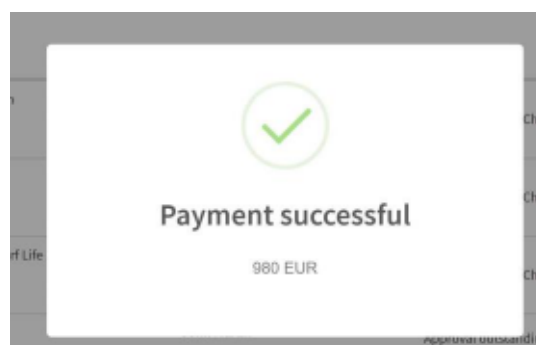
Age conditions for this event: To: 31.12.2002

Master data

Type	Club
Name	Anytown Surf Life Saving Club
Team manager	Martin, John
Competition	Lifesaving World Championships for NT 2018
Organisation	SLSA-GB - Surf Life Saving Association of Great Britain
Shortcut	Anytown SL

Save

Follow the **PayPal** login process and continue to the payment authorisation. Once you have authorised the payment it will revert back to OrgaNet with confirmation that the payment was successful:























Exceptionally, if PayPal is not available as a payment method in your country, contact the LOC on lwc2018@surflifesavingsa.com.au who will discuss an alternative method of payment if appropriate

6. Checking your entered information

When you return to OrgaNet you can check all the details regarding the entries you have submitted and payments you have made.

Click on **My Teams** on the left side to display all the teams for which you are responsible. In the example below there are three different teams:

ID	Shortcut	Name	Team manager	Information	Finances	Status	Actions
1465	GBR	Great Britain	John Martin	National team Lifesaving World Championships for NT 2018	980.00 EUR -980.00 EUR 0.00 EUR		    
1467	IRL	Ireland	John Martin	National team Lifesaving World Championships for NT 2018	780.00 EUR -460.00 EUR 320.00 EUR		     
1468	Anytown SL	Anytown Surf Life Saving Club	John Martin	Club Lifesaving World Championships for NT 2018	825.00 EUR -720.00 EUR 105.00 EUR		     

When payment has been completed the PayPal icon is no longer shown.

However, if you subsequently make amendments such as add another competitor the green tick box will change to a red box and the **PayPal** icon will reappear to enable you to pay the additional fee.



The other icons in the **Actions** list each have a use which is explained below:



The **Print** button enables you to print all the information about your entries, including the competitor entries for each event, the names of attendants and their functions and any ordered items such as lycra vests. An example of the report produced is provided in the attached:



Sample Print of Registration.pdf



The **List of Charges** button summarises just the amount of fees paid per category including the Team Fee, Competitor registration costs, attendant registration costs and item costs.



The **Payment Confirmation** button provides a list of all payments made and their dates.



The **Edit** button enables you to amend your entries at any time.



The **Mail** button enables you to e-mail the LOC administrator directly if you have a query. Ensure that your e-mail is addressed to lwc2018@surflifesavingsa.com.au

7. Final Actions

When you have finished all action don't forget to log out of OrgaNet.

Go to the top right where you see your surname, click and choose *Logout*:



The screenshot shows the OrgaNet registration system interface. The top right corner displays the user profile for 'Martin, John' with a 'Logout' button circled in red. The main area displays a table of events.

ID	Name	Type	Begin	End	Venue	Registration from - Registration until	Status of my team(s)
104	DLRG Trophy 2016 - Störitzsee	Competition	18 June 2016	18 June 2016	Störitzsee / Störitzland, Grünheide	12 May 2016 - 24 May 2016	
102	14. Junioren Rettungspokal 2016	Competition	30 June 2016	07 July 2016	Glücksburg/Flensburg	01 April 2016 - 20 June 2016	

8. Contact Information

For queries regarding your entries, always refer in the first place to the LOC Administrator by e-mail: lwc2018@surflifesavingsa.com.au

When sending your e-mail copy it also to the ILS Event Director, John Martin: j.martin@ilsf.org

For queries regarding any problems you may encounter with OrgaNet registration first check the list of FAQs which will be regularly updated. If you cannot see an answer to your problem, send an e-mail to the ILS Event Director, John Martin: j.martin@ilsf.org

If possible include a screenshot that shows the issue.

We will endeavour to answer your queries as soon as possible, but if you send your e-mail out of office hours or at weekends, it will take longer for you to receive a reply.

You can return to amend the data as often as you wish up until the close of entries on 16th October 2018.

If you have any amendments required after that date and before the competition begins, you must contact the LOC on lwc2018@surflifesavingsa.com.au.

Appendix 1 – Entry Fees and Maximum Competitor Numbers

Championships	Early Team Full Fee	Normal Team Full Fee	Late Team Full Fee	Individual fee* (per competitor)	Maximum Competitor Numbers per nation/club
National Teams Open	250.00	300.00	400.00	65.00	6 Female, 6 Male
National Teams Youth	250.00	300.00	400.00	65.00	6 Female, 6 Male
National IRB Teams	250.00	300.00	400.00	00.00	4 Female, 4 Male
Interclub IRB Teams	00.00	00.00	00.00	65.00	15 Female, 15 Male

1. All amounts charged in Euro.
2. Only team entry fees are subject to Early, Normal or Late rates.
3. The individual entry fee is constant.
***Note:** Also refer to *Section 5 Ordering Items* for purchasing the required lycra vests. There is an additional charge of 15 Euro for the vest per individual. These are not required in IRB events as PFDs/Lifejackets will be worn.
4. All Attendants (i.e. Team Managers, coaches, physios etc) will be charged a 10 Euro fee for registration
5. Entry deadlines
 - Early: 16th November 2017 to 19th February 2018
 - Normal: 20th February 2018 to 2nd October 2018
 - Late: 3rd October 2018 to 16th October 2018
6. No registrations will be accepted after 16th October 2018
7. A full team fee in National and Interclub Open and Youth will only be paid if it comprises at least 4 team members of the same gender who can compete in one or more team races. In these cases, the LOC will apply a “small team discount” of 200 Euro at the close of entries.
8. A full team fee in Masters will only be paid if it comprises at least 4 team members of the same gender who can compete in one or more team races in the pool events, or 3 team members of the same gender who can compete in one of more team races in the ocean events. In these cases the LOC will apply a “small team discount” of 125 Euro at the close of entries.

Appendix 2 – Examples of entries into specific championships

The following examples are intended to show how your entry data may appear if you follow the instructions in the guide. The names of all participants shown are not real and have only been created for the purposes of this demonstration:

National Teams Open - Female

Age conditions for this event: To: 31.12.2002

Master date Competitors Attendants Items

Female competitors Male competitors

	George Katherine	Beckett Caroline	Strong Rebecca	Taylor Michaela	Williamson Deborah	Smith Paula
SERC	0 ▼	0 ▼	0 ▼	0 ▼	1 ▼	2 ▼
200m Obstacle Swim	2:14.22	2:13.85				
100m Rescue Medley			1:03.99		1:01.23	
100m Manikin Tow with Fins				1:58.14	1:07.16	
100m Manikin Carry with Fins		1:02.88		1:01.11		
50m Manikin Carry	0:38.82				0:39.11	
200m Super Lifesaver		2:35.91				2:34.88
4 x 50m Obstacle Relay 2:01.35	2 ▼	1 ▼	0 ▼	4 ▼	3 ▼	0 ▼
4 x 25m Manikin Relay 1:23.34	0 ▼	0 ▼	1 ▼	3 ▼	4 ▼	2 ▼
4 x 50m Medley Relay 1:57.24	0 ▼	1 ▼	0 ▼	4 ▼	2 ▼	3 ▼
4 x 50m Mixed Pool Lifesaver Relay 1:39.10	1 ▼	2 ▼	0 ▼	0 ▼	0 ▼	0 ▼
Line Throw 0:16.00	1 ▼	2 ▼	0 ▼	0 ▼	0 ▼	0 ▼
Surf Race	No ▼	No ▼	No ▼	No ▼	Yes ▼	Yes ▼
Board Race	No ▼	No ▼	No ▼	No ▼	Yes ▼	Yes ▼
Surf Ski Race	No ▼	No ▼	No ▼	Yes ▼	No ▼	Yes ▼
Oceanwoman / Oceanman	No ▼	No ▼	No ▼	Yes ▼	No ▼	Yes ▼
Beach Sprint	No ▼	Yes ▼	Yes ▼	No ▼	No ▼	No ▼
Beach Flags	No ▼	Yes ▼	Yes ▼	No ▼	No ▼	No ▼
Board Rescue	1 ▼	0 ▼	2 ▼	0 ▼	0 ▼	0 ▼
Rescue Tube Rescue	2 ▼	1 ▼	0 ▼	4 ▼	3 ▼	0 ▼
Oceanwoman / Oceanman Relay	0 ▼	3 ▼	4 ▼	0 ▼	2 ▼	1 ▼
Beach Sprint Relay	1 ▼	2 ▼	4 ▼	3 ▼	0 ▼	0 ▼
Mixed Ocean Lifesaver Relay	1 ▼	2 ▼	0 ▼	0 ▼	0 ▼	0 ▼

4

Save

National Teams Open Male

Age conditions for this event: To: 31.12.2002


Master data Competitors Attendance Items

Female competitors Male competitors

	Martin Robert	James Colin	Skinner John	Thomas Martin	Green Max	Winston Chris
SERC	0 ▼	3 ▼	4 ▼	0 ▼	0 ▼	0 ▼
200m Obstacle Swim	1:57.44			1:59.98		
100m Rescue Medley					1:02.65	
100m Manikin Tow with Fins		1:51.20				
100m Manikin Carry with Fins			0:57.13			0:57.12
50m Manikin Carry				0:34.17		0:32.18
200m Super Lifesaver	2:16.14	2:17.18				
4 x 50m Obstacle Relay	1 ▼ 1:56.13	3 ▼	4 ▼	2 ▼	0 ▼	0 ▼
4 x 25m Manikin Relay	2 ▼ 1:08.17	4 ▼	0 ▼	1 ▼	0 ▼	3 ▼
4 x 50m Medley Relay	1 ▼ 1:47.58	0 ▼	3 ▼	0 ▼	2 ▼	4 ▼
4 x 50m Mixed Pool Lifesaver Relay	3 ▼ 1:39.10	4 ▼	0 ▼	0 ▼	0 ▼	0 ▼
Line Throw	0 ▼ 0:12.15	0 ▼	0 ▼	1 ▼	0 ▼	2 ▼
Surf Race	Yes ▼	No ▼	No ▼	No ▼	No ▼	Yes ▼
Board Race	No ▼	No ▼	No ▼	Yes ▼	Yes ▼	No ▼
Surf Ski Race	No ▼	No ▼	Yes ▼	Yes ▼	No ▼	No ▼
Oceanwoman / Oceanman	No ▼	No ▼	No ▼	Yes ▼	No ▼	Yes ▼
Beach Sprint	No ▼	Yes ▼	Yes ▼	No ▼	No ▼	No ▼
Beach Flags	Yes ▼	Yes ▼	No ▼	No ▼	No ▼	No ▼
Board Rescue	1 ▼	0 ▼	0 ▼	2 ▼	0 ▼	0 ▼
Rescue Tube Rescue	1 ▼	2 ▼	3 ▼	4 ▼	0 ▼	0 ▼
Oceanwoman / Oceanman Relay	1 ▼	2 ▼	0 ▼	4 ▼	0 ▼	3 ▼
Beach Sprint Relay	1 ▼	3 ▼	2 ▼	4 ▼	0 ▼	0 ▼
Mixed Ocean Lifesaver Relay	0 ▼	3 ▼	4 ▼	0 ▼	0 ▼	0 ▼

4

Save

National Teams IRB Female –  shows female and male competitors entered in correct positions in IRB Team Rescue Mixed event

Age conditions for this event: 10: 31.12.2002

Master data | Competitors | Attendants | Items

Female competitors | Male competitors

	George Katherine	Strong Rebecca	Taylor Michaela	Stanton Helen
IRB Rescue Women	1 ▼	2 ▼	3 ▼	0 ▼
IRB Rescue Men	0 ▼	0 ▼	0 ▼	0 ▼
IRB Rescue Tube Rescue Women	1 ▼	0 ▼	2 ▼	3 ▼
IRB Rescue Tube Rescue Men	0 ▼	0 ▼	0 ▼	0 ▼
IRB Mass Rescue Women	1 ▼	2 ▼	4 ▼	3 ▼
IRB Mass Rescue Men	0 ▼	0 ▼	0 ▼	0 ▼
IRB Team Rescue Mixed	3 ▼	4 ▼	0 ▼	6 ▼

Save

National Teams IRB Male

Age conditions for this event: 10: 31.12.2002

Master data | Competitors | Attendants | Items

Female competitors | Male competitors

	James Colin	Skinner John	Green Max	Ferris Max
IRB Rescue Women	0 ▼	0 ▼	0 ▼	0 ▼
IRB Rescue Men	1 ▼	2 ▼	0 ▼	3 ▼
IRB Rescue Tube Rescue Women	0 ▼	0 ▼	0 ▼	0 ▼
IRB Rescue Tube Rescue Men	1 ▼	0 ▼	2 ▼	3 ▼
IRB Mass Rescue Women	0 ▼	0 ▼	0 ▼	0 ▼
IRB Mass Rescue Men	1 ▼	2 ▼	3 ▼	4 ▼
IRB Team Rescue Mixed	1 ▼	2 ▼	0 ▼	5 ▼

Save