



**USER GUIDE FOR THE ORGANET REGISTRATION
SYSTEM FOR THE ILS DELEGATES AT THE
LIFESAVING WORLD CHAMPIONSHIPS ADELAIDE
2018**

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User Guide for the OrgaNet Registration system

This guide will show you how to register yourself into the OrgaNet Registration system as a delegate at the ILS Board and Commission meetings at the Lifesaving World Championships Adelaide 2018 (LWC 2018). **Please read through it carefully to ensure that you understand the steps that you need to take to successfully complete the Registration process.** You must first apply for an account with OrgaNet (if you don't already have one) before registering as an ILS Delegate.

Preparation information

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

1. You must complete your registration by **16th October 2018**.
2. For ILS Delegates there is no charge for using the Registration system which will be used to print your Security Accreditation tag (with photograph) that will be necessary to enable you to access the transport provided to the ILS Meeting venue, the Opening Ceremony of the World Championships, and access to various functions and spectator areas at the Competition Venues.
3. If you are attending the ILS Meetings and LWC 2018 events with a partner/spouse/other family member(s), they will need to register separately using the Accompanying Persons Registration system (information on how to do that is provided at the end of this guide). For all persons registered through the Accompanying Persons registration system there will be a 10 Euro fee charged to cover the costs of providing their Security Accreditation Tag (with photograph). This tag will be required for entry into all spectator and hospitality areas, and to access any public transport that is provided.
4. You may not know all of the details regarding your air travel or accommodation at the time of registration. However, you can return to it whenever required to provide that information subsequently, using your login details.
5. [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. If you register as a Delegate, Technical Official or Accompanying Person, the ILS may be required to transfer your personal data to a host organisation that is not within the EU. We need your consent for 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.

The Registration Process

The Registration process takes you through the following three 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.
2. **Step 2 – Registration of your attendance at the ILS Meetings and LWC 2018 events as an ILS Delegate** – it will be authorised automatically on receipt of your registration.
3. **Step 3 – Completion of your registration** and the booking of items such as transport from Adelaide Airport, transport to the ILS meetings, and attendance at the Opening Ceremony.

4. If you are attending the ILS Meetings and 2018 events with a partner/spouse/other family member(s), the process for using the **Accompanying Persons Registration** system is covered in this guide immediately after this.

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 of the Home Screen 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. Applying for an account for the OrgaNet System

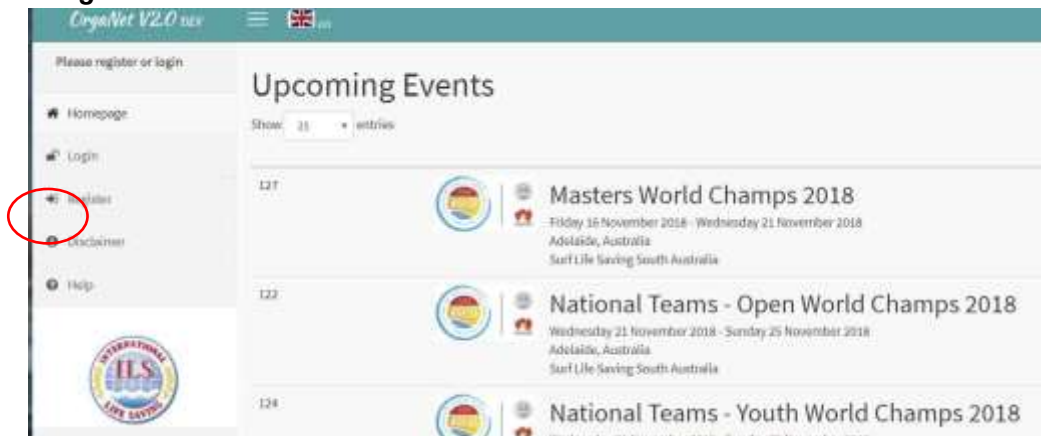
Use the following link to open the OrgaNet Registration system – <https://ils.organet.info> It is advisable to Bookmark this link in your browser as you may need to return to this regularly.

Click on the flag button to select your language of choice. English and German are the only two choices available at this time.

This is the **Homepage** of the OrgaNet system where you will find all of the ILS Lifesaving World Championships Adelaide 2018 events and the ILS Delegates Registration system:



Click on the **Register** button on the left hand side of the screen:



On applying for a new account you will be presented with the following information about the privacy of the personal data that you supply to the ILS:



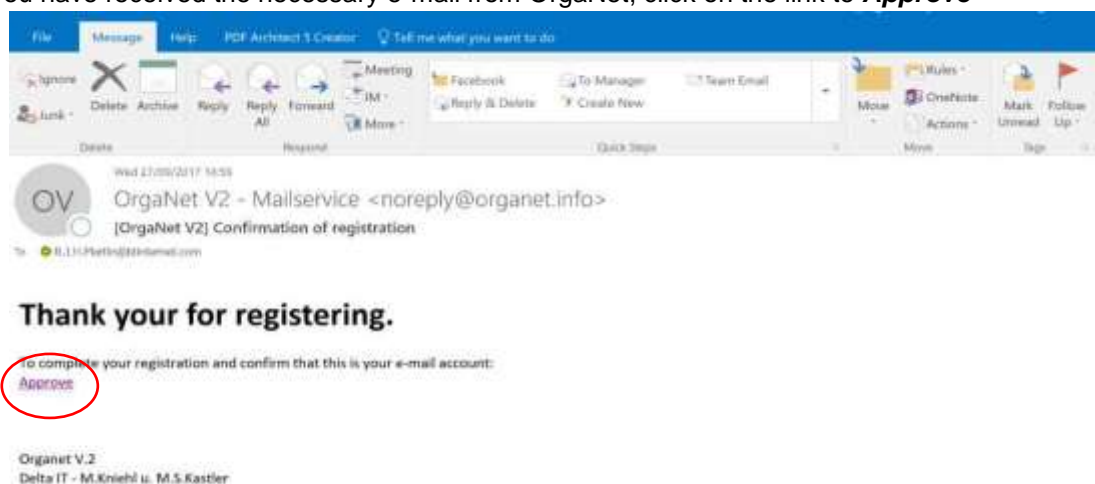
If you are content to consent to this, tick the checkbox and select the green box to approve this.

If you choose not to give consent, click on the red box. A message window will appear to ask if you are sure. Click on OK and your application for an OrgaNet account will cease.

Once you have selected the green box, an account window will open. Apply for an account by inserting your last name in the **Name** field, your first name in the **First Name** field, and the e-mail address you wish to use for this account, select a password of your choice, and confirm the password where indicated. It is very important that you ensure that the e-mail address you type into this account application window is correct as this is the address that the system will respond to. Click on **Register**.

In response you will receive an e-mail from noreply@organet.info

When you have received the necessary e-mail from OrgaNet, click on the link to **Approve**



The response from OrgaNet should be received quite quickly. If you do not receive it, take the following action:

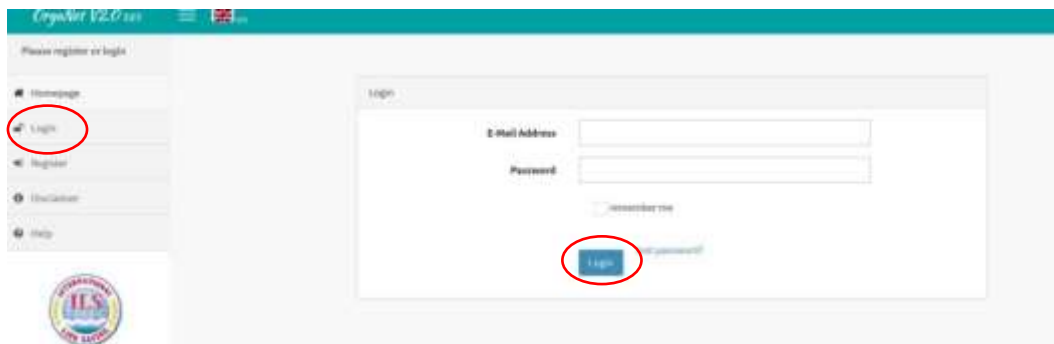
1. Check your spam folder, in case it has been received there.
2. Contact the ILS OrgaNet Administrator by e-mail at j.martin@ilsf.org to advise when you submitted your account registration, and confirm the e-mail address you used. Use the heading “**OrgaNet Account Application Approval e-mail not received**” in your e-mail.
3. The ILS OrgaNet Administrator will investigate and provide you with a response as soon as practically possible.
4. You may be requested to submit a new account registration to resolve it, but only do this if requested.

When you have received the necessary e-mail from OrgaNet, click on the link to **Approve**

You will then receive a message back from OrgaNet to confirm that your account registration has been successful. This message may well be in German, regardless of the user language you have selected. Click **OK**.



You will then need to log in and complete your profile to complete the Account Registration process. Click on **Login** on the left side of the screen, complete your e-mail address and password and click on the **Login** button:

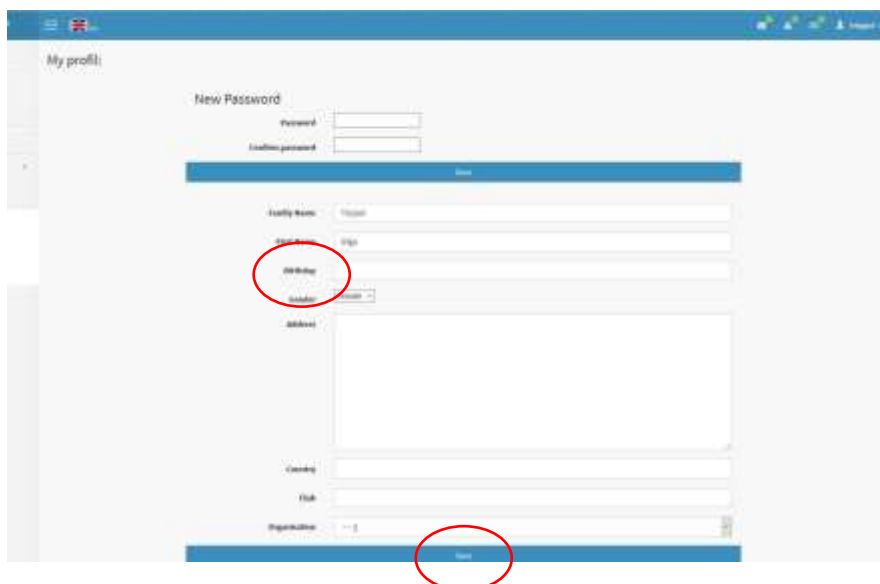


You will receive a “Login successful” message:



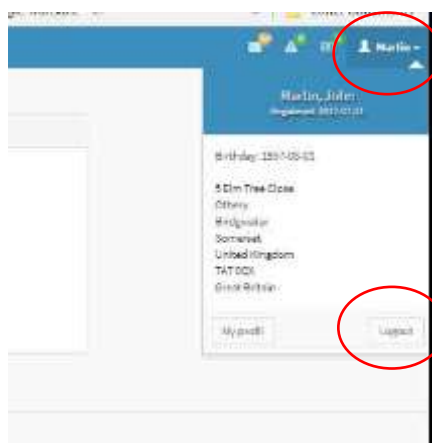
Click **OK**, then go to your name on the top right hand corner, click open the account name, then click on **Profile** to complete your details.

When entering your **Birthday** you **must** use this format – yyyy-mm-dd



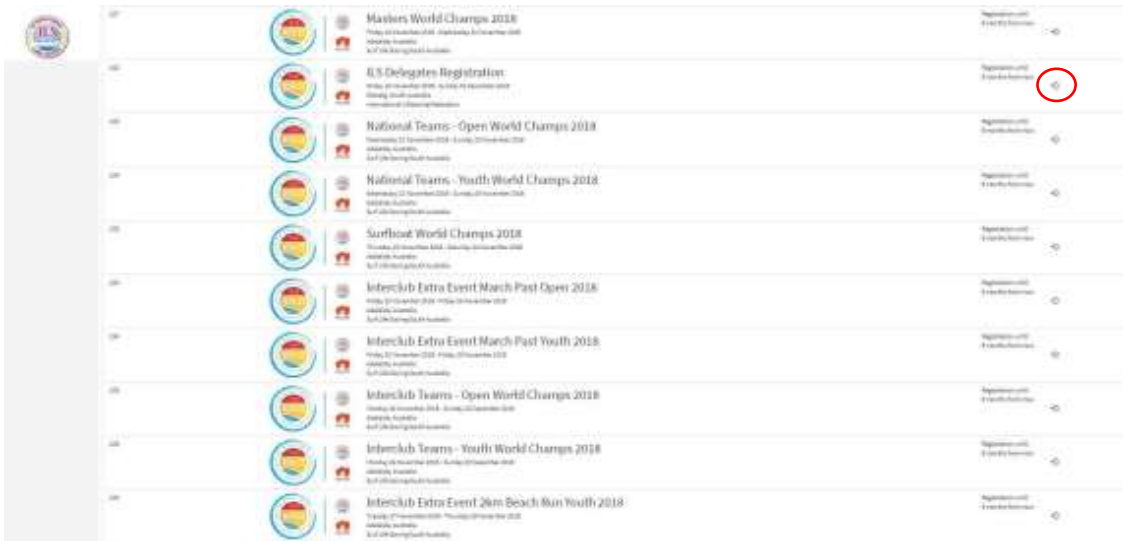
You can always return to this screen at any time to amend your details and change your password if you wish. Click on **Save** and your account registration action is complete.

You now need to submit your registration as an ILS Delegate. You can do this later if you wish, but in order to proceed, you should first logout of the system by selecting your name in the right hand top corner, then clicking on **Logout**.



2. Registration as an ILS Delegate with the OrgaNet system

Log out of the system, then log in again and you will see the opening page showing all of the events at the LWC 2018.

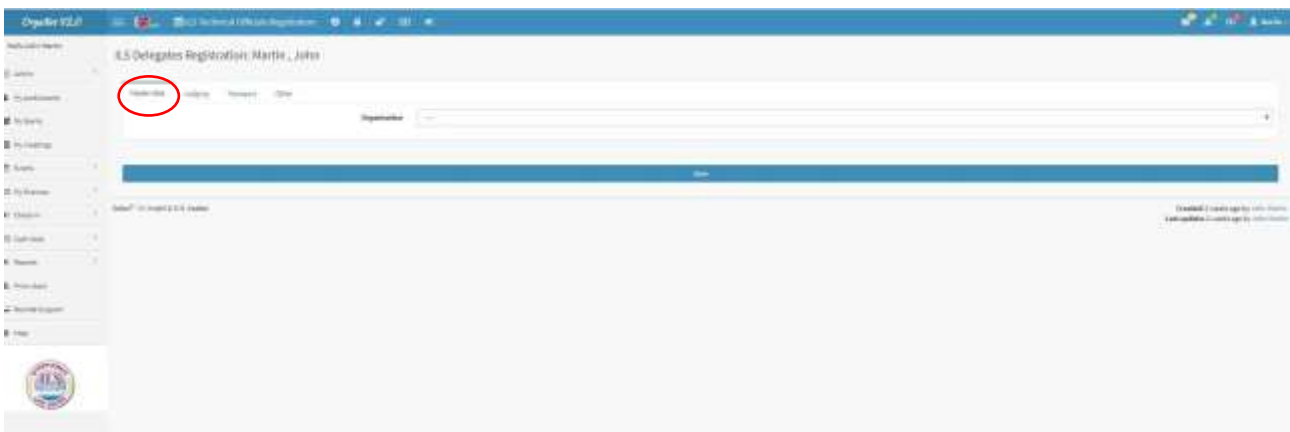


Select the **ILS Delegates Registration** system by Clicking on this icon on the right-hand side of the screen:

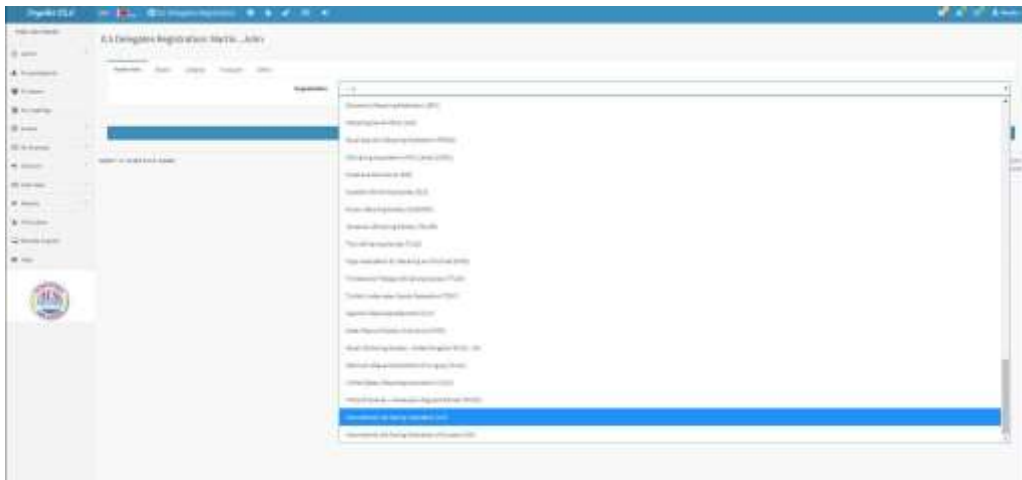
When you select this event you will get a message to ask if you are sure you want to register for the ILS Delegates Registration:



Click on **Yes** to proceed. Your registration will be automatically approved in the system and your screen should now show the **Registration** window set to the **Master Data** tab:

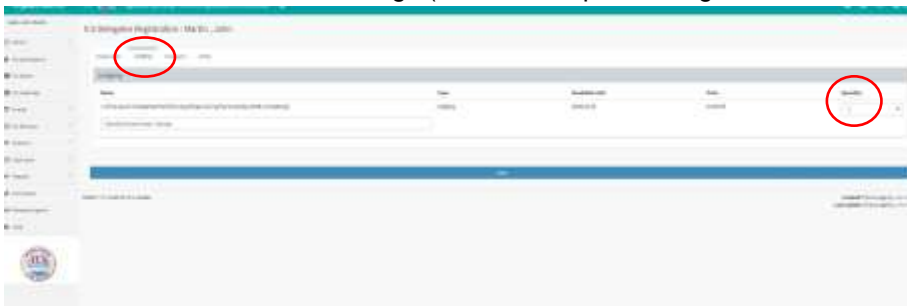


In the **Organisation** box, select your National Federation from the list of drop-down options. See **Appendix 1** for details of your Federation's name as shown in OrgaNet (it is arranged in order of the IOC Country Code):



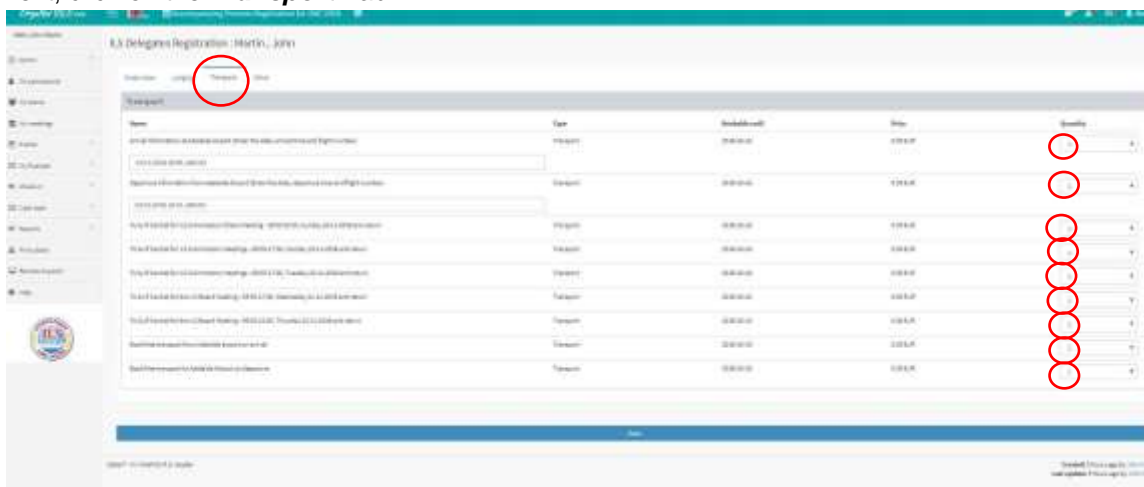
Next click on the **Lodging** Tab.

In the box provided please enter the address of the Accommodation where you will be staying – **note that it is your own responsibility to book appropriate accommodation for yourself, not the responsibility of the ILS** – while at the ILS Meetings (so that transport arrangements can be co-ordinated).



Ensure that you change the **Quantity** drop down from 0 to 1, otherwise your information will not be retained even if you click **Save**. If you do not yet know where you will be staying, please leave this blank. You can return to this at any time to provide the information when it is known.

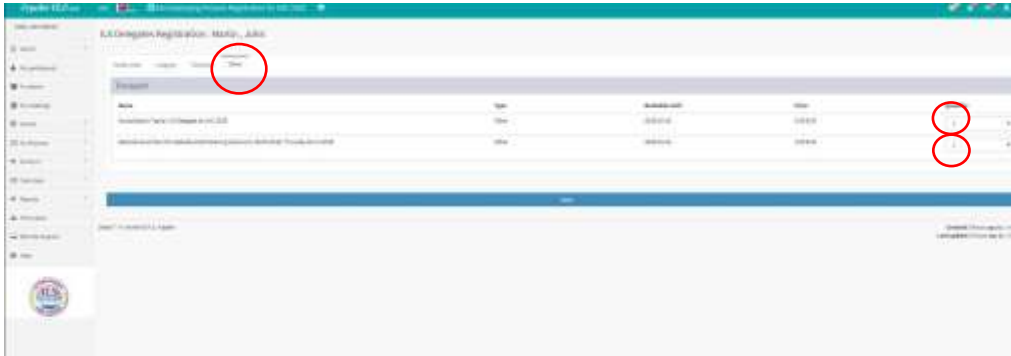
Next, click on the **Transport** Tab



Provide the information required to give details of your Arrival and Departure at Adelaide Airport, and book your transport to and from the Airport. If you do not yet know when you will arrive and depart, please leave this blank. You can return to this at any time to provide the information when it is known.

Provide details of the days that you will be attending the ILS Meetings. Remember to change the **Quantity** value from 0 to 1 for all items selected.

Click on the **Other** Tab



Order your Accreditation Tag as an ILS Delegate and also book your place at the Opening Ceremony (if appropriate). Change the **Quantity** from 0 to 1 for all items selected.

Further items may be added to this section in the run-up to the LWC 2018 events. You will be advised when this happens and you can then go back to your registration to order where appropriate.


Complete your registration action by clicking on **Save**.

After saving OrgaNet will show the following screen showing with a **Teams** Tab selected:



Click on the **Participant** Tab at the top of the screen to show your current registration.



If you need to make further amendments or want to check the information you have submitted just use the **Actions** icon on the right hand side, then **Save** your information again: 

You can now **logout** of OrgaNet.

3. Amending your registration/adding information at a later date

IMPORTANT NOTE: If at a future date/time you wish to make further amendments or add information that you did not have previously, when you login to OrgaNet, **do not select the registration icon on the right-hand side of the screen because it will automatically submit a duplicate registration.**



Instead select **My Meetings** from the left-hand side menu options to bring up the screen showing your registration.



On the right hand side of the screen click on the **Actions** icon:



This will then bring up your **Registration** window and you can continue to make whatever amendments to the saved information that you wish by click on the appropriate tab at the top.

Remember to **Save** before you exit and **logout**.

In case of query, you can contact any of the following for further information:

In case of query regarding registration for the ILS meetings, you can contact any of the following for further information:

Karin Obus – ils.hq@telenet.be

David Vervaecke – ils.info@telenet.be

John Martin – j.martin@ilsf.org

4. Registration as an Accompanying Person with the OrgaNet system

If you are attending the ILS Meetings and LWC 2018 events with your partner/spouse and/or other family members, they **must** use the Accompanying Persons Registration system to register and pay for their Accreditation. Use the same link to access OrgaNet: <https://ils.organet.info>

The process for registering an account with OrgaNet is the same as described in Section 1, pages 2 to 4. Your partner/spouse/family member should apply for their own account using that process with their own person e-mail address. They cannot use your e-mail address. Once they have an account, they can then register for the Accompanying Persons Registration by clicking on the registration icon for this system as shown below:



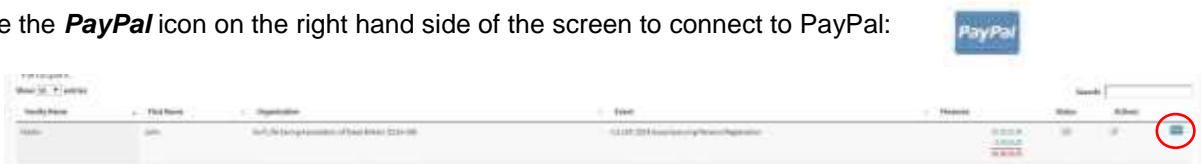
The only difference to the process you have used to register as an ILS Delegate, is that other than the **Master Data** tab, they will only see one other tab, conveniently named **Other**. On this tab they just need to confirm your name as the person (rather than the team) they are accompanying, before clicking on **Save** and then proceeding to payment (there is a 10 Euro fee for the Accreditation of all Accompanying Persons).

5. Payment for the Accompanying Persons Accreditation

Having submitted their registration for Accreditation, the **My Meetings** window will reopen and they can proceed to the payment for their Security Accreditation Tag – the cost is 10 Euro.

They will need a **PayPal** account to be able to make a payment. This will normally be connected to a personal e-mail address when set up. However, it may be that, rather than using your/their personal account to make payment, 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 and use those details.

Use the **PayPal** icon on the right hand side of the screen to connect to PayPal:



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

The Accompany Persons Registration action is now complete and you/they can logout of OrgaNet.

On arrival at the LWC 2018, both you and your Accompanying Person(s) should go to the **Accreditation Centre in Glenelg** (located immediately behind Glenelg Surf Life Saving Club) and **Check-In** – your photograph will be taken and a Security Accreditation Tag will be provided for you to wear when attending the ILS Meetings and any LWC 2018 event.

6. Contact Information

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

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.

For details of the full programme of events, including the ILS meetings and all LWC events, please visit the LWC 2018 Website at: <http://www.lifesaving2018.com/information/event-program/>

For details of accommodation that is available to book in and around Glenelg, please visit the LWC 2018 Website at: <http://www.lifesaving2018.com/plan-your-visit/>

Appendix 1 – All Member Federations List

IOC Code	Abbreviation	Member Federation Name
	ILS	International Life Saving Federation
	ILSE	International Life Saving Federation of Europe
ALB	ACLWRF	Albanian Federation Coast Lifeguards and Water Rescue
ALG	FASSAS	Algerian Federation for First aid, Lifesaving and Underwater Activities
ARG	EPSA	Professional Team for Aquatic Rescues
AUS	SLSA	Surf Life Saving Australia Limited
AUS	RLSSA	The Royal Life Saving Society Australia
AUS	ACTSWS	The Australian Council for the Teaching of Swimming and Water Safety
AUS	YMCAAUS	YMCA of Australia
AUT	OWR	Austrian Water Rescue Federation
BAN	CIPRB	Centre for Injury Prevention and Research, Bangladesh
BAR	LSNCC	Lifeguard Service -National Consevation Commission
BEL	BLSF	Belgian Life Saving Federation
BIH	BUK	Scuba-Diving & Life Saving Club “BUK”
BRA	SOBRASA	Brazilian Life Saving Society
BRN	RLSB	Royal Life Saving Bahrain
BRU	BBBA	Brunei Beach Bunch Association
BUL	BRC-WLSS	Bulgarian Red Cross - Water Life Saving Service
CAN	LSC	Lifesaving Society - Société de Sauvetage
CAN	CRC	Canadian Red Cross - Croix-Rouge Canadienne
CHI	SEAL	Lifeguard SEAL Chile
CHI	CVBS	Volunteer Corps Lifeboats - Cuerpo de Voluntario de los Botes Salvavidas
CHI	CLF	Chile Lifeguard Foundation
CHN	CLSA	China Swimming Association (China Life Saving Association)
CMR	RLSS-C	Royal Life Saving Society – Cameroon
COL	CCDP	Colombia - Corporation for Drowning Prevention
CRC	NLACR	National Lifeguard Asociation of Costa Rica
CRO	CRC	Croatian Red Cross
CYP	CLSF	Cyprus Life Saving Federation
CZE	WRS CRC	Water Rescue Service - Czech Red Cross
DEN	SVOEM	Danish Swimming Federation
DJI	FDSS	Djibouti Federation of Subaquatic Sports
ECU	FSRMS	Fundacion de Salvavidas y Rescate de Manta - Salvares
EGY	EDLF	Egyptian Diving and Lifesaving Federation
ESA	AGUAPES	Association of Professional Lifeguards from El Salvador
ESP	RFESS	Royal Spanish Lifesaving Federation
EST	ELA	Estonian Lifesaving Association
FIJ	WCSF	Water Safety Council of Fiji
FIN	SUH	Finnish Swimming Teaching and Lifesaving Federation
FRA	FFSS	French Federation of Lifesaving and First Aid
GAM	GSASA	Gambia Swimming & Aquatic Sports Association
GBR	RLSS - UK	Royal Life Saving Society - United Kingdom
GBR	SLSA-GB	Surf Life Saving Association of Great Britain
GBR	RNLI	Royal National Lifeboat Institution
GBR	SLSAW	Surf Life Saving Association of Wales
GER	DLRG	German Life Saving Association

IOC Code	Abbreviation	Member Federation Name
GER	DRK	German Red Cross - Deutches Rotes Kreuze e.V
GHA	GHALDA	Ghana Lifesaving and Diving Association
GRE	HRC	Hellenic Red Cross - Division of Samaritan Rescuers and Lifeguards
HAI	FHSAS	Haitian Swimming and Life Saving Federation
HKG	HKLSS	The Hong Kong Life Saving Society
HUN	HLSF	Hungarian Life Saving Federation
INA	ISLSA	Indonesian Surf Life Saving Association
IND	RLSS-I	Rashtriya Life Saving Society (India)
IRI	LDFI	Lifesaving & Diving Federation of the Islamic Republic of Iran
IRL	IWSA	Irish Water Safety
ISR	SLSI	Surf Life Saving Israel
ITA	FINS	Italian Swimming Federation - Lifesaving Section
IVB	SLSBVI	Surf Life Saving British Virgin Islands (SLSBVI)
JAM	JLSS	Jamaica Life Saving Society
JOR	RJMSLSF	Royal Jordanian Marine Sports & Lifesaving Federation
JPN	JLA	Japan Lifesaving Association
KEN	KLF	Kenya Lifesaving Federation
KOR	KLA	Korea Lifesaving Association
KOR	LSK	Lifesaving Society Korea
KSA	SASF	Saudi Arabian Swimming Federation Lifesaving and Rescue Section
KUW	KDT	Kuwait Dive Team
LAT	LBLA	Latvian Beach Lifeguard Association
LCA	SLSSA	St. Lucia Life Saving Association
LES	RLLA	Royal Lesotho Lifesaving Association
LTU	LVGA	Lithuanian Water Rescue Association
MAR	FRMPAS	Royal Moroccan Underwater Federation
MAS	LSSM	Life Saving Society Malaysia
MKD	MAC RC	Macedonian Red Cross - Water Safety Expert Centre
MLT	MRCS	Malta Red Cross Society
MLT	ERRC	Emergency Response Rescue Corps
MNE	MRC	Montenegro Red Cross
MRI	SLSMU	Surf Life Saving Mauritius
NED	KNBRD	Lifesaving Netherlands
NED	MRVD	Society for the Saving of Drowning Victims - Masstschappij tot Redding van Drenkelingen
NIG	FNSS	Niger Replublic Lifesaving and First Aid Federation
NOR	NLS	Norwegian Life Saving Society
NZL	SLSNZ	Surf Life Saving New Zealand
PAK	PALS	Pakistan Aquatic Life Saving
PER	LRAP	Lifeguard-Rescuers Association of Peru
PHI	PLSS	Philippine Life Saving Society
POL	WOPR	Polish Life Saving Federation
POR	ISN	Portuguese Institute for Lifesaving
POR	ASNASA	Life Saving Society (Portugal)
POR	FEONS	Portugese Lifesaving Federation
QAT	QSLA	Qatar Swimming and Lifesaving Association
ROU	ANSPS	National Association of Professional Divers and Lifeguards from Romania
RSA	LSA	Lifesaving South Africa

IOC Code	Abbreviation	Member Federation Name
RUS	VOSVOD	Russian Society of Saving on Water
RWA	FRS	Rwanda Life Saving Federation
SIN	SLSS	Singapore Life Saving Society
SLO	ZRV	Slovenian Lifesaving Federation
SOM	SLA	Somali Lifeguard Association
SRB	RCS	Red Cross of Serbia
SRI	LSASL	Life Saving Association of Sri Lanka
SUD	SSS	Sudanese Sea Scouts
SUI	SLRGSSS	Swiss Lifesaving Society
SUR	SLSF	Surinam Life Saving Federation
SVK	WRS SRC	Water Rescue Service of the Slovak Red Cross
SWE	SLS	Swedish Life Saving Society
TAN	TALISS	Tanzania Life Saving Society
THA	TLSS	Thai Life Saving Society
THA	PSLST	Phuket Surf Life Saving Thailand
TOG	ATSS	Togo Association of Lifesaving and First Aid
TPE	CTWLSA	Chinese Taipei Water Life Saving Association
TPE	CTSLSA	Chinese Taipei Surf Life Saving Association
TTO	TTLSS	Trinidad and Tobago Life Saving Society
TUN	FAST	Tunisian Underwater Activities Federation
TUR	TSSF	Turkish Underwater Sports Federation
UGA	ULF	Uganda Lifesaving Federation
UKR	UWRS	Water Rescue Society of Ukraine
URU	NLAU	National Lifeguard Association of Uruguay
USA	USLA	United States Lifesaving Association
USA	YMCAUSA	YMCA of the USA
USA	ARC	American Red Cross
VEN	YMCAC	YMCA of Caracas – Venezuela Lifeguard School