



**USER GUIDE FOR THE ORGANET REGISTRATION
SYSTEM FOR NATIONAL FEDERATION DELEGATES
ATTENDING
THE LIFESAVING WORLD CHAMPIONSHIPS ADELAIDE
2018**

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User Guide for the Accompanying Persons Registration system

This guide will show you how to register yourself into the OrgaNet Registration system that is being used for the Lifesaving World Championships Adelaide 2018 (LWC 2018). This registration system is for people who are National Federation Delegates, who are not attending the ILS Meetings, and not appointed in an official capacity in a Team "Attendant" function such as Team Manager, Team Official etc.

If you are travelling to the LWC 2018 in an official capacity with a national team or club team, and fulfilling any of the following positions:

- 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

your accreditation will be managed by the team manager who will register you in the appropriate position and you do not need to register with this system

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 Accreditation fee. You must first apply for an account with OrgaNet (if you don't already have one) before registering as a National Federation Delegate.

Preparation information

Before you begin to take any action to register yourself 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 a payment for your accreditation to be made – all payments will be made in the Euro currency.
4. The final deadline for submitting a registration to gain an accreditation to attend events at the Lifesaving World Championships is **16th October 2018**.
5. You are encouraged to submit your registration as early as possible.
6. Accreditation will not be provided until the appropriate fee is paid.

7. By registering as a National Federation Delegate for the LWC 2018 events, you will receive an Accreditation Tag which will enable you to access the spectator areas at the competition venues, and access any public transport where discounted travel may be arranged.
8. [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 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 LWC 2018 events as National Federation Delegate** intending to attend the LWC 2018 events in Adelaide during the period from 16th November to 2nd December 2018 – it will be authorised automatically on receipt of your registration.
3. **Step 3 – Completing your registration and paying for your Accreditation** – Once your registration is authorised, you may update it with the required information before proceeding to pay for your Security Accreditation Tag
4. **Step 4 – Accompanying Persons** – if you are attending the LWC 2018 events with your partner/spouse and/or family members, follow the process to ensure that they register separately with the Accompanying Persons system. If you are attending on your own, you do not need to follow this step.

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)

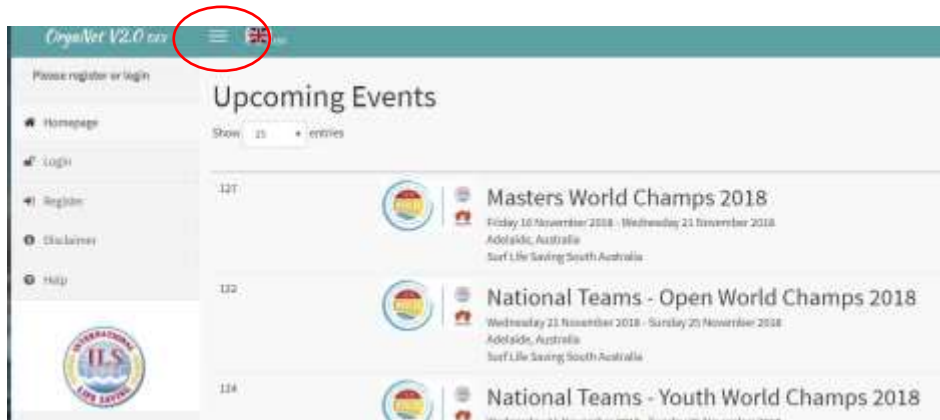


Edit: Use this icon to edit/update/amend your registration, including adding competitors to events

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.

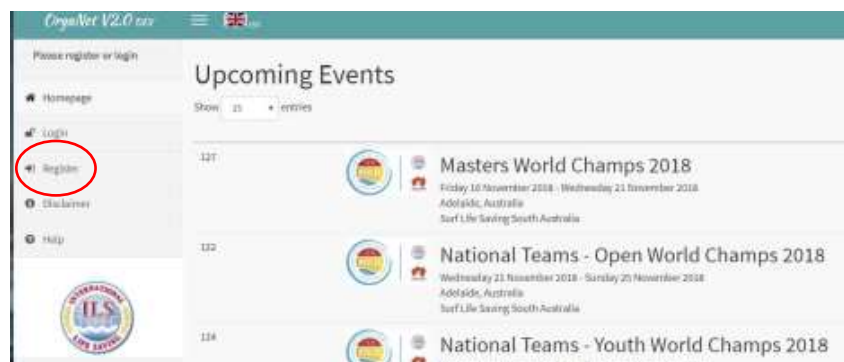
Click on the flag button to select your language of choice. English and German are the only two choices available at this time:



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



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



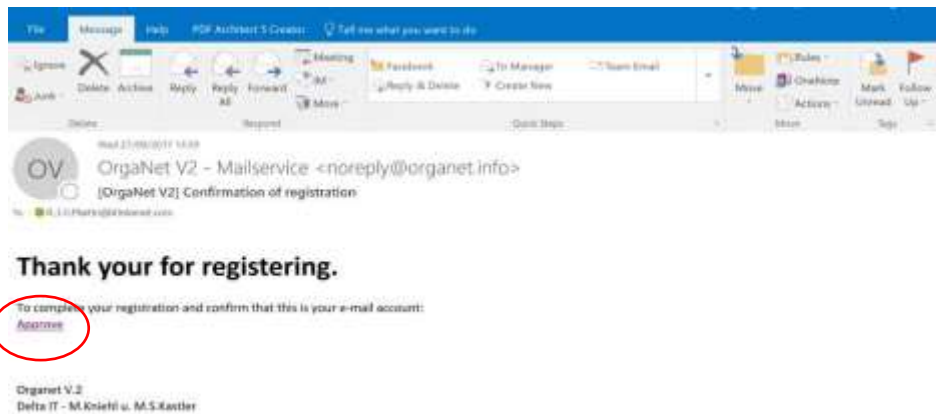
On applying for a new account you will be presented with the following information about the privacy of the personal data that you supply to the ILS:

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



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

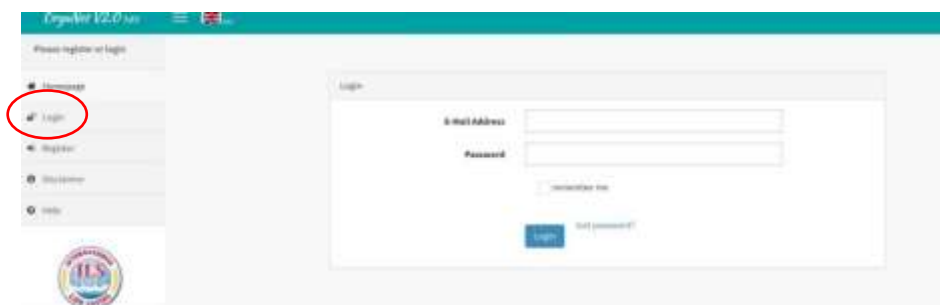
1. Check your spam folder, in case it has been received there.
2. Contact the ILS OrgaNet Administrator by e-mail at j.martin@ilsf.org to advise when you submitted your account registration, and confirm the e-mail address you used. Use the heading **“OrgaNet Account Application Approval e-mail not received”** in your e-mail.
3. The ILS OrgaNet Administrator will investigate and provide you with a response to verify your OrgaNet account 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”**.

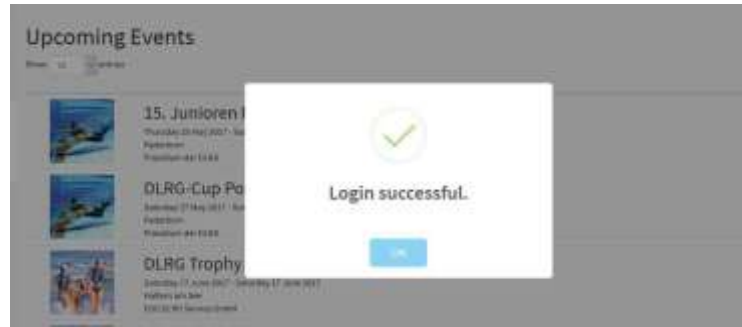
You will then receive a message back from OrgaNet to confirm that your account registration has been successful. This message may well be in German, regardless of the user language you have selected. Click **OK**.



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:



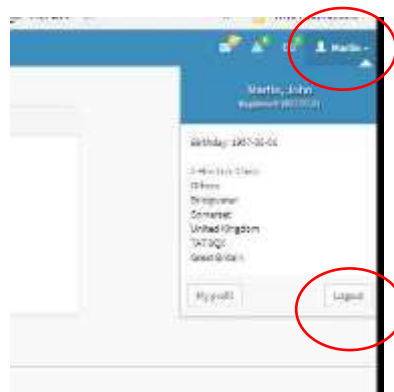
Click **OK**, then go to your name on the top right hand corner, click open the account, then click on **Profile** to complete your details.

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

 A screenshot of a web application profile page titled 'My profil:'. The page contains a 'New Password' section with 'Password' and 'confirm password' input fields and a 'Save' button. Below this is a larger form with fields for 'Family Name', 'First Name', 'Birthday', 'Gender', 'Address', 'Country', 'Club', and 'Organisation'. A red circle highlights the 'Save' button at the bottom of the form. Another red circle highlights the user's name 'Martin' in the top right corner of the page header.

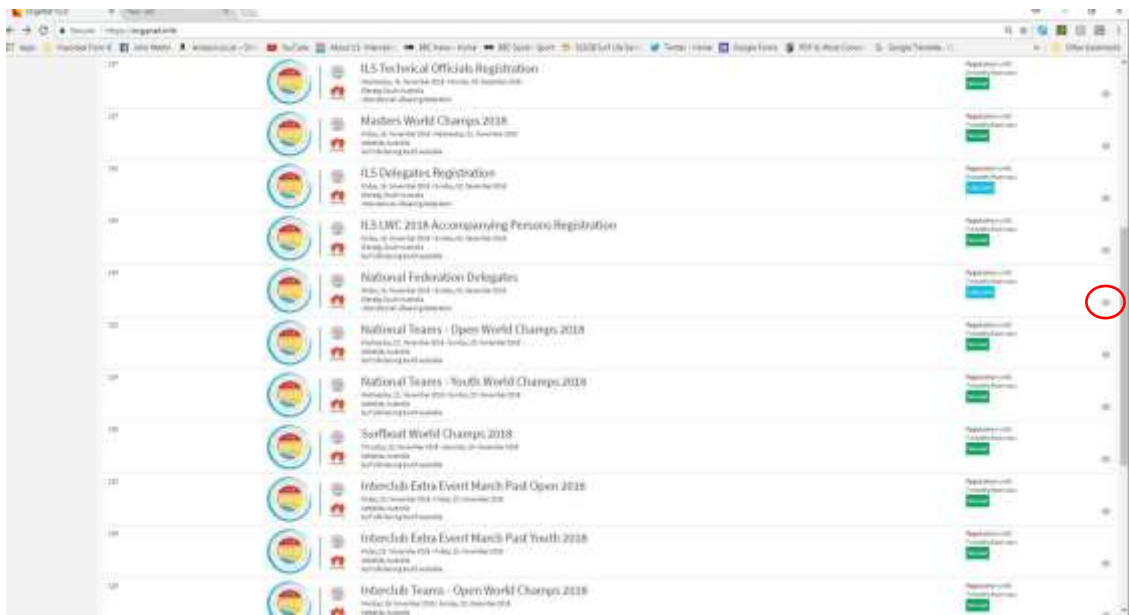
You can always return to this screen at any time to amend your details and change your password if you wish. Click on **Save** and your account application action is complete.

You now **need** to submit your registration as National Federation 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 a National Federation Delegate

Log into OrgaNet using your new **Login** details and you will see the opening page showing all of the events at the LWC 2018.



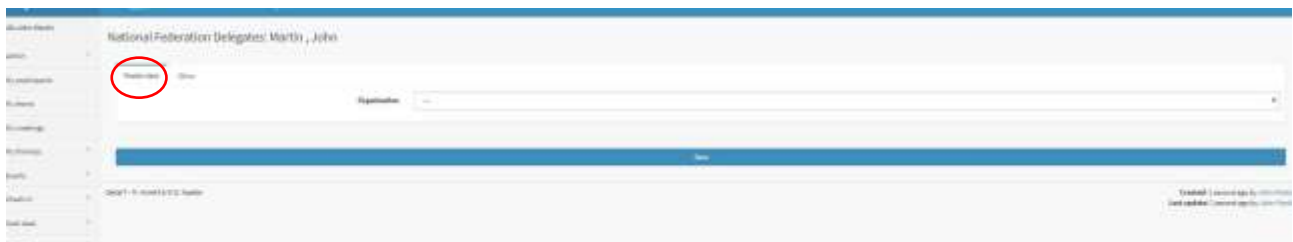
Select the ILS LWC 2018 National Federation Delegate system by Clicking on this icon on the right hand side of the screen:



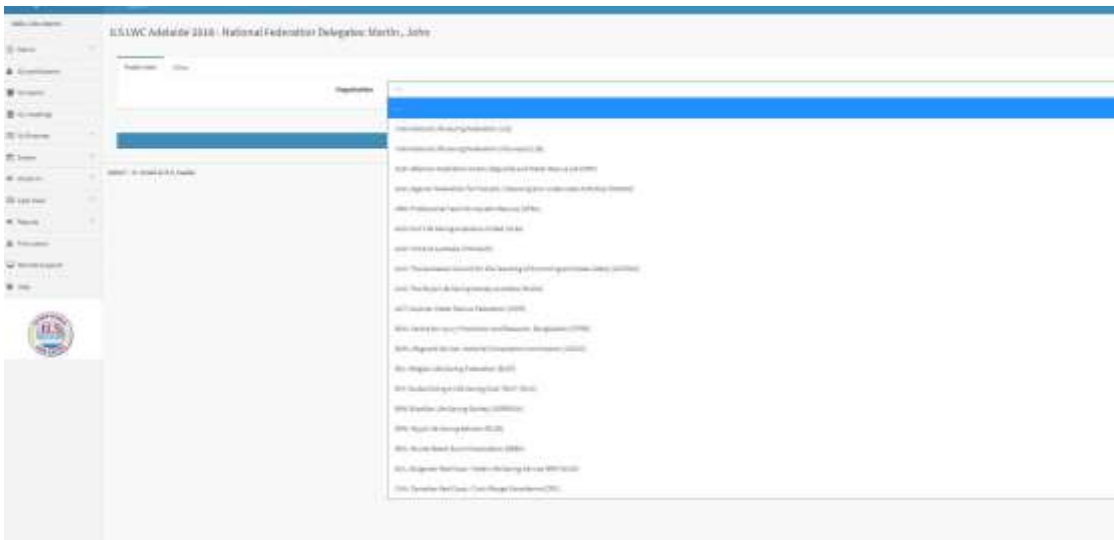
When you select this event you will get a message to ask if you are sure you want to register as a National Federation Delegate:



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):

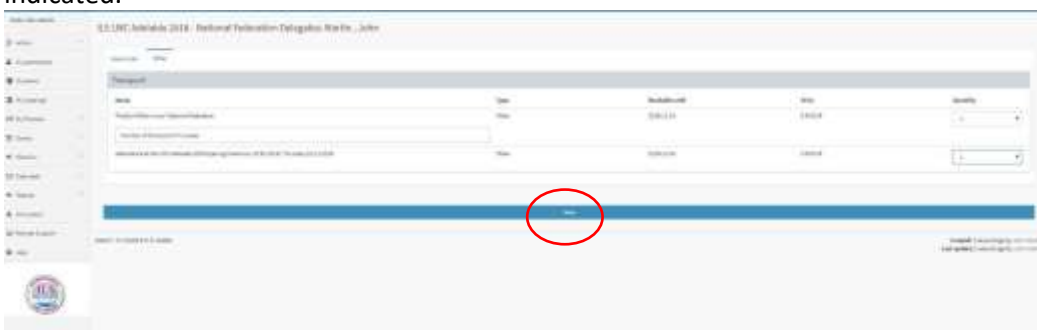


Select your National Federation from the list. Then click on the **Other** Tab



Add your position/role within your National Federation, then change the **Quantity** value from 0 to 1, otherwise the information will not be retained when saved.

Indicate if you will be attending the Opening Ceremony, by changing the **Quantity** value from 0 to 1 where indicated.



Finally, click on **Save** to complete your registration.

Your registration action is complete and you can now proceed to pay the Accreditation Fee of 10 Euro. You can do this immediately while still logged into OrgaNet, or you can choose to do this at a later date.

3. Payment for your Accreditation

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

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.

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 have authorised the payment it will revert back to OrgaNet with confirmation that the payment was successful.

Your action is now complete and you can logout of OrgaNet. On arrival at the LWC 2018, 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 any LWC 2018 event. It will enable you to gain access to the spectator areas at the Competition Venues, and access any discounted public transport that is provided.

If for any reason you need to view or amend/update your saved registration details, log back into OrgaNet. Select **My Meetings** from the left hand side menu options. This will bring up the screen showing your registration. **Do not select** the registration icon on the right-hand side of the screen.



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



The **Edit Registration** window will open and you can amend/update this as you wish but remember to click on **Save** before you exit and log out of the system.

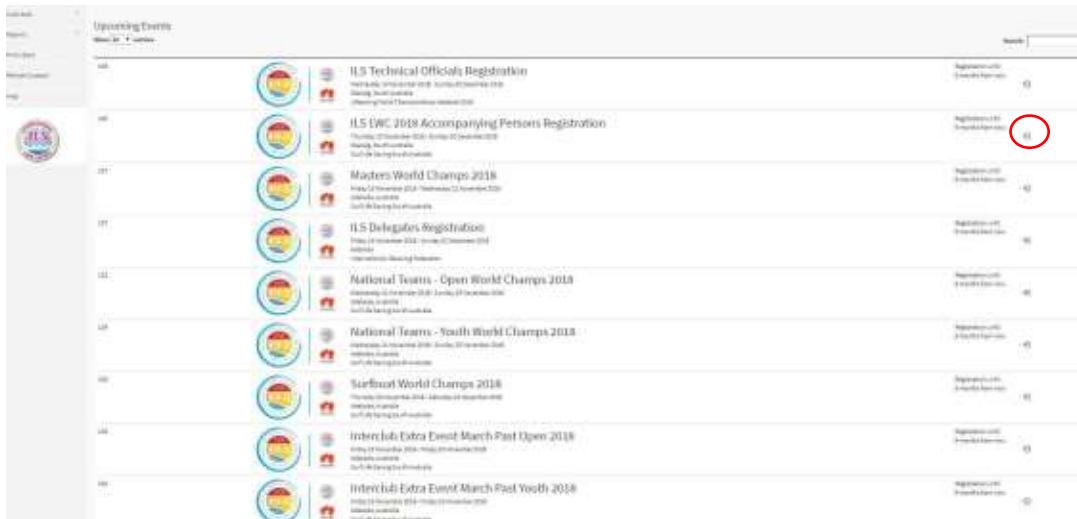
If you will be attending the LWC 2018 events with your partner/spouse and/or other family members, you need to follow the instructions in the next Section to ensure they register correctly using the Accompanying Person process.

4. Registration as an Accompanying Person with the OrgaNet system

If as a National Federation Delegate you are attending the 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, using their own e-mail address. 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. 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 a National Federation Delegate, is that on the Other 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.

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.

5. Contact Information

For any queries regarding your 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.

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.

Appendix 1 – 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	WCSEF	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	RJMSSLF	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	FEPONS	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	CTLSLA	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