

# ONLINE CALENDAR

## Procedure



# Register an event in the World Archery online calendar in a few steps:



- 1** Connect
- 2** Create an event or import a list
- 3** Instructions

- 4** Deadlines
- 5** Costs

**1** Connect

Log in using the address:

| <http://extranet.worldarchery.sport/>   

Enter your  
username and password



**Access for Member Associations,  
Organising Committees and World  
Archery Staff**

ID

Password



Type the text

**Submit**

Forgot Password

**2** Create an event or import a list

**There are two ways to create an event in the calendar**

Competitions ▾ Results ▾

Edit/create Competition

Import Calendar



### Edit/create Competition

Event Type Sélectionner ▾

Level Sélectionner ▾

SubLevel None ▾

Search Competition Place/Name/ID Search Competition Place/Name/ID

Pays Sélectionner ▾

De 30/12/2019 au 30/06/2020

Search Nouveau

**Register events one by one**

**Import an Excel file**

### Import Results

Choose File Browse

Soumettre Download Excel Template

### 3 Main instructions



## Required fields

The following fields are marked with an asterisk and CANNOT be blank:

- Start Date (From)
- Finish Date (To)
- Event Title (Comp. Name)
- Discipline
- Division and Format (Competition Type)
- Grade (Competition Level and Sub Level)
- City (Comp. Place)
- Nation (Country)

**A.** The date must be entered in the following format:

Date	
Format	DD/MM/YYYY

### 3 Instructions to use Excel file

**B.** The Discipline field must be filled with the corresponding codes (left column)

Codes by discipline	
Code	Description
Outdoor	Outdoor Archery
Indoor	Indoor Archery
Field	Field Archery
3D	3D Archery
Ski	Ski Archery
Run	Run Archery
Clout	Clout Archery
Flight	Flight Archery

**C.** The Division field must be filled with the corresponding codes (left column)

Codes by division	
Code	Description
R	Recurve
C	Compound
B	Barebow
L	Longbow
I	Instinctive bow
RT	Target Recurve Bow
FC	Conventional Flight Bow
AL	American Longbow
EL	English Longbow
CF	Compound Flight Bow
CT	Compound Target Bow
FB	Foot Bow

### 3 Instructions to use Excel file

**D.** The Format field must be filled with the corresponding codes (left column)

Codes by competition formats		
Code		Description
1	single	70m Round – 50m Round
2	single	1440 Round
3	double	Double 1440 Round
4	single	Half 1440 Round
5	single	900 Round
10	single	18m Round
11	single	25m Round
12	double	Combined 18m + 25m Round
15	single	Arrowhead Round
16	double	Double Arrowhead Rounds
17	single	3D Round
20	single	Flight (Including Foot Bow)
21	single	Flight (Excluding Foot Bow)
22	single	Run Archery
23	single	Ski Archery
24	single	Standard Round

**E.** The Grade field must be filled with the corresponding codes (left column)

Codes par grade	
Code	Description
8	Other International Event
9	National Championships
10	National Competition

Designation options by competition	
Code	Description
PARA	Para Archery Event
MAONLY	Competition open to MA delegations only
MAREG	Registration through Member Association
CUSTOMREG	Custom registration system in place

**F.** For country codes, check Excel instruction sheet



# 4

## Deadlines



According to the rules, member associations can register their events up to seven (7) days before the start of the competition.

# 5

## Costs



The following fees have been adopted by World Archery Executive Board as per 1 April 2021:

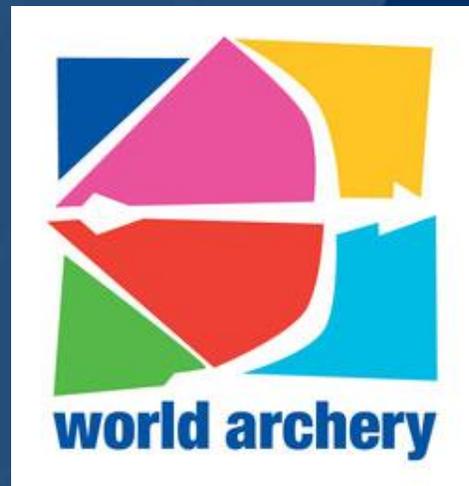
- > 25 CHF per single round
- > 30 CHF per double round
- > 1'500 CHF per World Ranking Event (including para)



For any questions or  
remarks, please contact  
[calendar@archery.sport](mailto:calendar@archery.sport)



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*Thanks to Sonia Mehour, author of the French powerpoint that inspired this version.*