

USER GUIDE:

World Archery Extranet

Member Association section – Officials and staff

Abbreviations, terminology and icons

AG	general assembly
Extranet	extranet: online multi-purpose tool used by World Archery and various stakeholders, including member associations
MA	member association
SG	secretary general
Terms of office	the length of time a person serves in a particular elected office or position. For instance president, SG, vice-president or board members. In many MA constitutions there is a defined limit on how long terms of office may be before the officeholder must be subject to re-election (e.g four years)

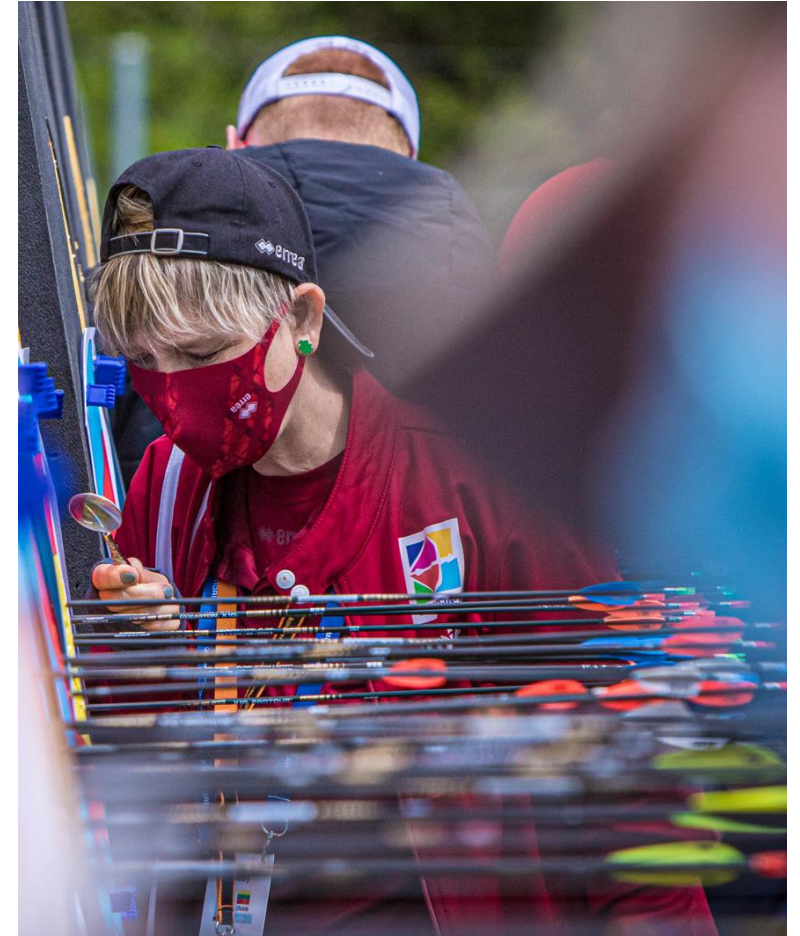
Pencil icon is to modify data



Green plus icon is to add data



Blue plus icon is to add new entries (biographies)



Adding officials and staff in extranet



Member associations must enter information in the [World Archery Extranet](#) for the following officials and staff:

- **President***
- Vice-president
- **Secretary General***
- Treasurer
- Executive Board Member
- Media manager
- Other

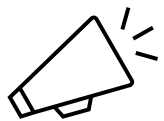
MA Logo	Details	Address	Contacts	Officials and Staff	Admin Users	Logs
				<div>President </div> <div> Mr Robin Hood</div> <div>Add E-Mail</div>		
				<div>Vice-president </div>		
				<div>Secretary general </div> <div> Mr James Bond</div> <div>Add E-Mail</div>		
				<div>Treasurer </div>		
				<div>Executive Board Member </div>		
				<div>Media manager </div>		
				<div>Other </div>		

*compulsory and are displayed in World Archery website

Officials and staff in our website



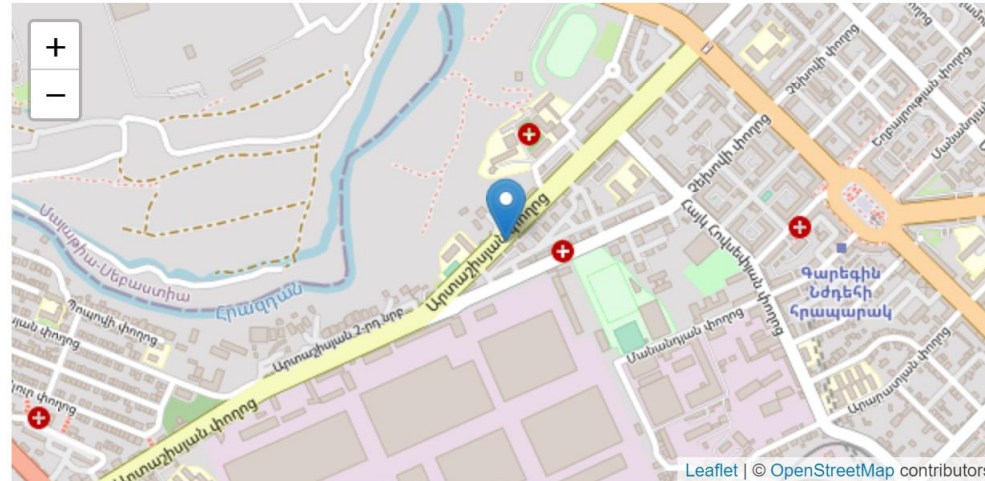
- **Names of president and secretary general** are displayed in the [World Archery website](#)
- Personal/professional emails **are not** displayed in the website!
- Photo – when available – is displayed in the website**



** To upload president or SG's photo check the [technical specifications here](#)

Archery Federation is a World Archery's member association in **Republic**

The organisation was founded in **1993** and affiliated to World Archery in **1982**.



CONTACT INFO

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PEOPLE



ANNA KID
PRESIDENT




FIONA RIDER
SECRETARY GENERAL

Who can add new officials and staff?

Assigning new president, secretary General or other functions in [World Archery Extranet](#) is done by your association's **admin user** or a **user** with privilege of **editing member association's details**

Read more about extranet user management [here](#)

User management




How to create an admin user

Step 1. Log-in the extranet

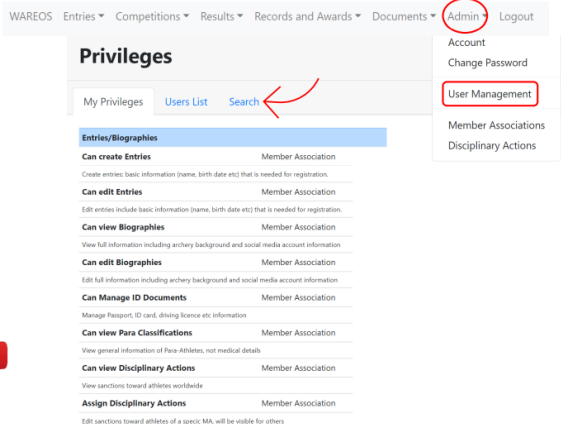
Step 2. Select in the top menu> Admin> User Management

Step 3. Search for the person you want to assign as the admin user:

- Enter full name or part of the name then click Submit
- A list of people will appear, choose the correct one
- In case there is no existing entry for that person then create an entry ([watch tutorial video here](#))



Admin users can **edit privileges or remove them**, but **cannot modify their own access** and privileges







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Keep historical data

- More information is entered in extranet, the better
- Keep historical data:
 - Add **former presidents** and **secretary generals**
 - Add **terms of office**
- Monitor member associations' governance

[MA Logo](#)[Details](#)[Address](#)[Contacts](#)[Officials and Staff](#)[Admin Users](#)[Logs](#)**President** + Guillaume Tell (2021-03-11 => 2024-10-30) 

Id	Name	From	To
95051	 LAHA Agend	2021-03-11	2024-10-30
14951	 HAITI Mgron	2016-10-30	2021-03-11
14950	 MAMIM Armeg	2012-10-27	2016-10-30
12219	 Robin Hood	2008-12-24	2012-10-27

gmchery@gmail.com**Vice-president** +**Secretary general** + Daisy Donald (2021-03-11 => 2024-10-30) 

Id	Name	From	To
14950	 MITIMITI Armend	2021-03-11	2024-10-30
14950	 MITIMITI Armend	2016-10-30	2021-03-11
14950	 MITIMITI Armend	2012-10-27	2016-10-30
49951	 Anna Kid	2008-12-24	2012-10-27

ahamiti@gmail.com

How to add officials and staff in extranet?

A screenshot of the 'Biographies' section in the extranet. The 'Entries' tab is selected and circled in red. Below the title, there is a search bar with the text 'new official name' and a magnifying glass icon circled in red. A red arrow points to the search bar.

Check if new official has a **biography** in extranet
If not, create a new entry

A screenshot of the 'Update former staff's terms of office' form. The form is titled 'President' and contains fields for 'Mr Robin Hood', 'Personal Email' (presidencia@Hood.com), 'From' (04/09/2021), and 'To' (03/09/2022). The 'To' date is circled in red.

Update **former** staff's terms of office

A screenshot of the 'Add new officials and staff' form. The 'New Entry Function' dropdown is open, showing 'Entry' as the selected option. The 'Personal Email' field is also visible. The 'Function' dropdown is set to 'President'.

Add **new** officials and staff

- WA staff will verify and approve

Check if official/staff has a biography

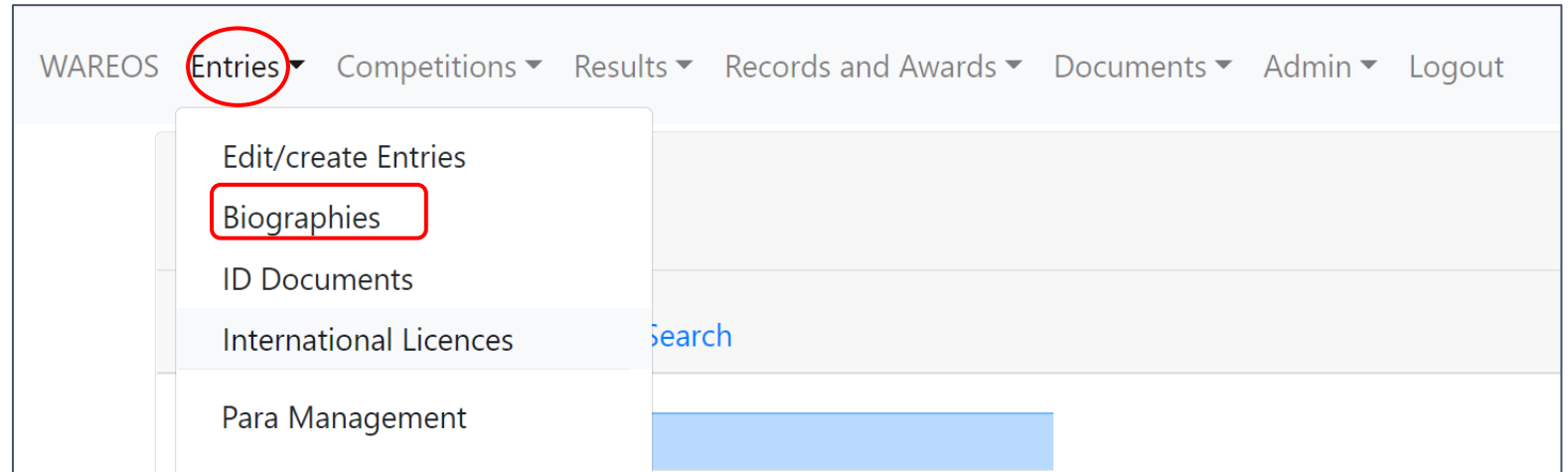


Step 1. Log-in the extranet

Step 2. Select in the top menu> Entries> Biographies

Step 3. Search for the person you want to add as new official:

- Enter full name or part of the name then click the loop
- A list of people will appear. If not, try with different spellings.
- In case there is no existing entry for that person then create an entry ([watch tutorial video here](#))



Update former staff's terms of office



Step 1. Select in the top menu> Admin> Member Associations> Select your association (it will always appear in the first position of the list)

Step 2. Select in the sub-menu> Officials and Staff

Step 3. Click pencil icon

WAREOS Entries ▾ Competitions ▾ Results ▾ Records and Awards ▾ Documents ▾ Admin ▾ Logout

Account
Change Password
User Management
Member Associations
Disciplinary Actions

Details Address Contacts Officials and Staff Admin Users Logs

President +



Fiona Rider (2021-03-11 => 2024-10-30)

itonmalo@gmail.com

Vice-president +

Secretary general +



Anna Kid (2021-03-11 => 2024-10-30)

anca.kicaon@gmail.com

Update former staff's terms of office


Step 4. Update terms of office

- Add end of office terms (e.g. date of the elective General Assembly)
- Save

Function


President

Fiona Rider


Personal Email [Privacy Policy](#) 

itonmalo@gmail.com

From

11/03/2021 

To

01/01/2022 

CLOSE

SAVE

Add new official/staff

Step 1. Select in the top menu> Admin> Member Associations> Select your association (it will always appear in the first position of the list)

Step 2. Select in the sub-menu> Officials and Staff

Step 3. Click green plus icon to add new official or staff

Details	Address	Contacts	Officials and Staff	Admin Users	Logs
President			+		
Vice-president			+		
Secretary general			+		
Treasurer			+		
Executive Board Member			+		
Media manager			+		
Other			+		

Update former staff's terms of office

Step 4

- Enter full name or part of the name and add a space
- A list of people will appear, choose the correct one
- Add personal or professional email. Do not add general MA's email
- Select function
- From: enter start of office terms (e.g. date of the elective General Assembly)
- To: add approximate date (e.g. next elective AG). If only year is known, then enter 31 December of that year
- Save

Step 5

- The entry will need to be confirmed by World Archery staff



Email and office terms are mandatory information

for elected positions (president, board members, vice-president)

New Entry Function

Entry

jose lui

DEL REY	José Luis Maria	1972-10-11
GYRO	Jose Lui	1968-11-28

Personal Email [Privacy Policy](#)

Function

Treasurer

From

dd/mm/yyyy

To

dd/mm/yyyy

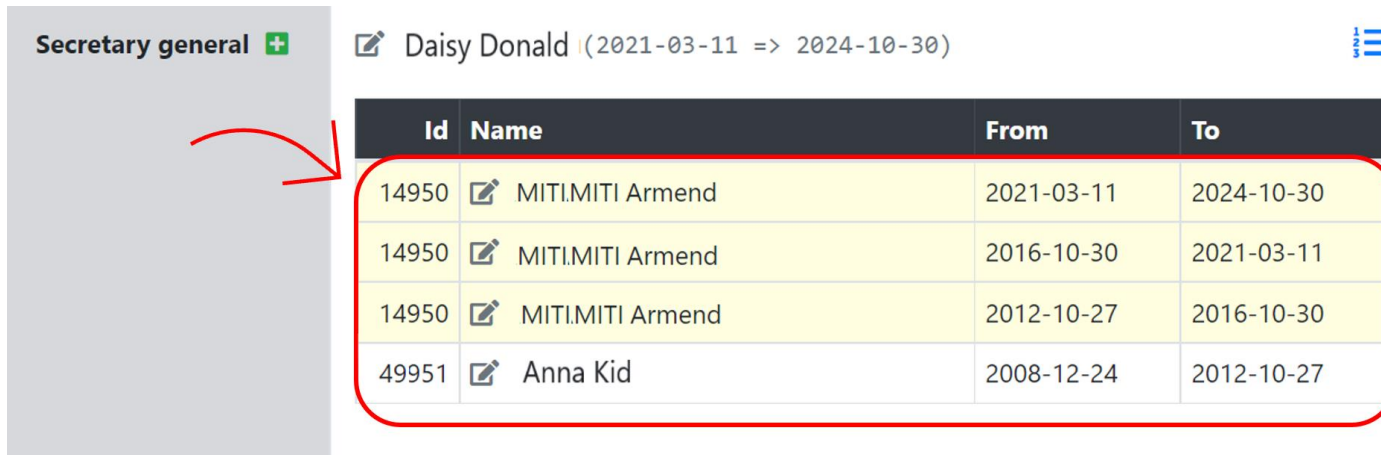
CLOSE **SAVE**

- I don't see the official I want to add in the list, what can I do?

In case there is no existing entry for that person then create an entry ([watch tutorial video here](#))

- How do I update the information when president was re-elected?

Add a new entry with the same name. This will provide better historic data. Rule is one office term, one entry



Secretary general + Daisy Donald (2021-03-11 => 2024-10-30)

Id	Name	From	To
14950	MITI.MITI Armend	2021-03-11	2024-10-30
14950	MITI.MITI Armend	2016-10-30	2021-03-11
14950	MITI.MITI Armend	2012-10-27	2016-10-30
49951	Anna Kid	2008-12-24	2012-10-27

- Secretary general has an appointed position, should I add an end of office term?

For non-elected positions, end of office terms can be left empty. However, it is advised to add a date within 6-10 years time



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Member Services Coordinator

Questions related to extranet access, extranet users, biography approvals, MA section, Olympic Solidarity projects or any other general question