

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)

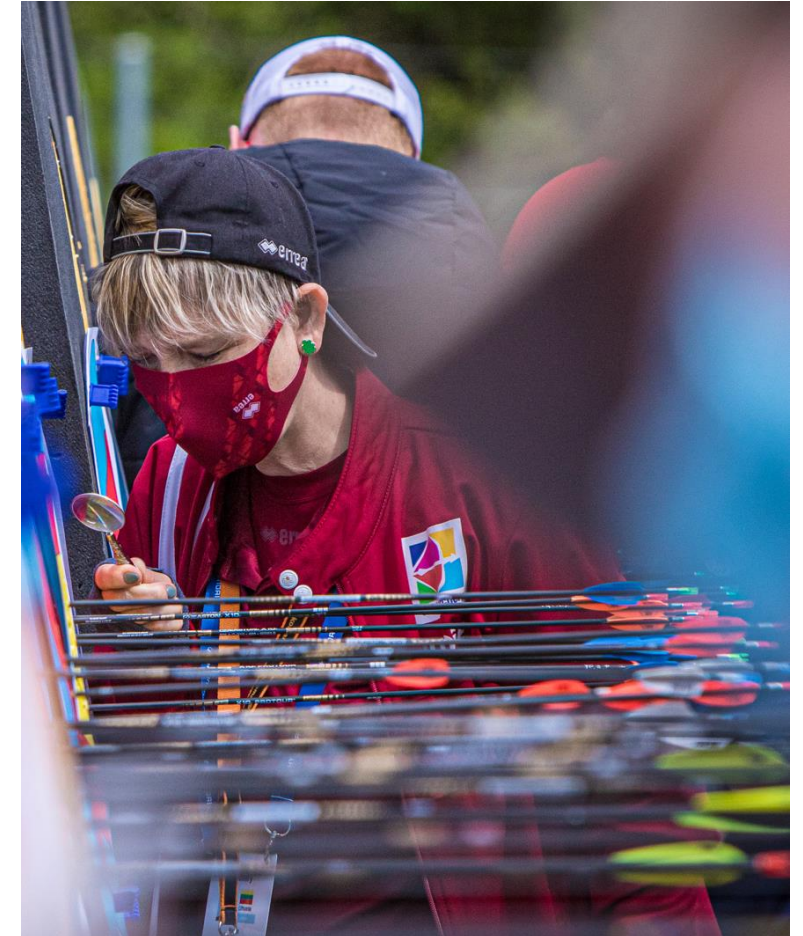
Pencil icon is to modify data



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
				President + <input type="text" value="Mr Robin Hood"/> Add E-Mail		
				Vice-president +		
				Secretary general + <input type="text" value="Mr James Bond"/> Add E-Mail		
				Treasurer +		
				Executive Board Member +		
				Media manager +		
				Other + <input type="text"/>		

*compulsory and are displayed in World Archery website

Officials and staff in our website

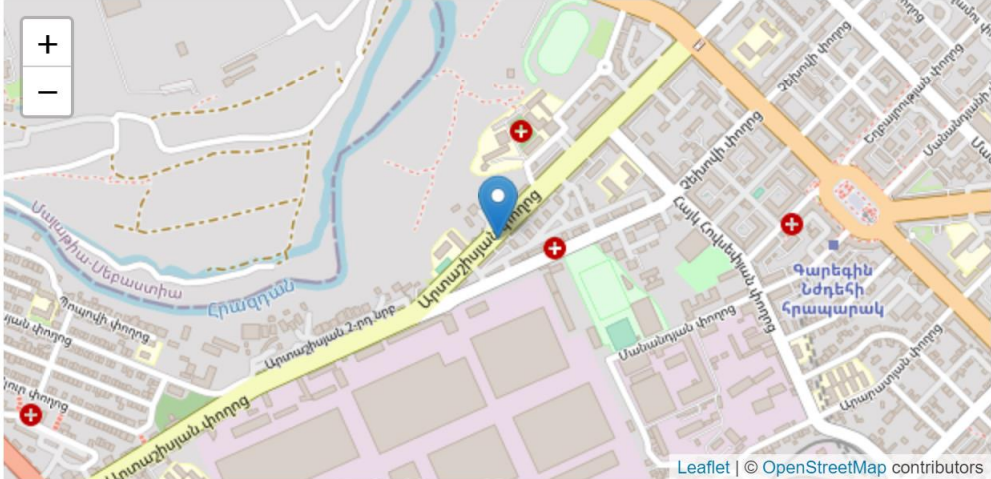


- **Names of president and secretary general** are displayed in the [World Archery website](#)
- Personal/professional emails **are not** displayed in the website!
- Photo – when available – is displayed in the website**



** 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

- Address: Artashisyan Street 79, apt. 27, 0086, Republic
- +11 429011
- +11 429541
- archery@gmail.com
-

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

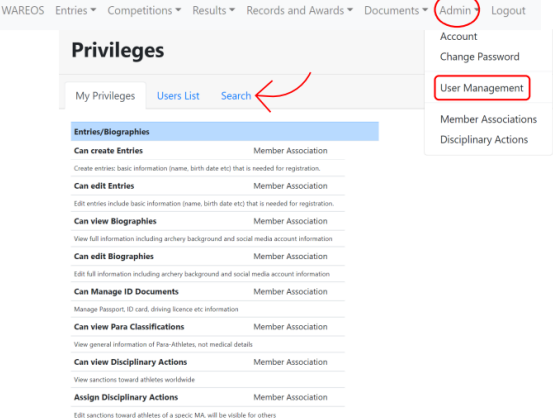


How to create an admin user

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



9







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 

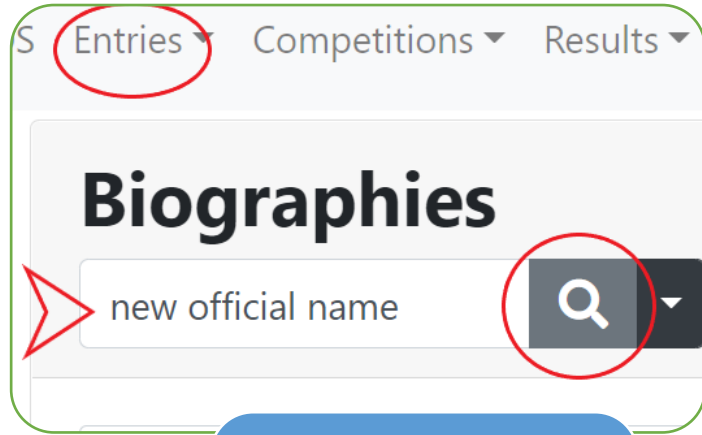
Secretary general 

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

Id	Name	From	To
14950	 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

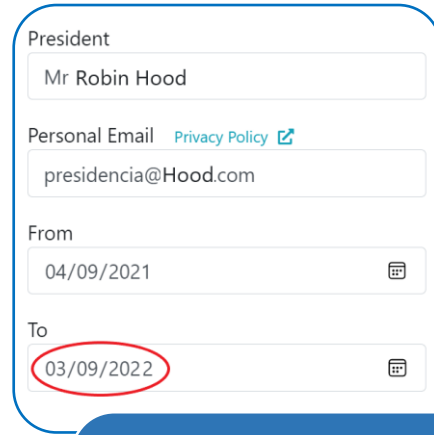
ahamiti@gmail.com

How to add officials and staff in extranet?

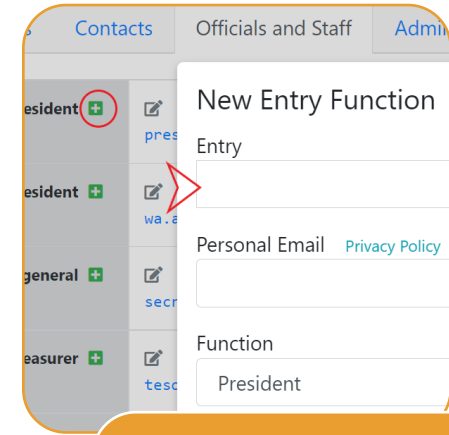


Check if new official has a **biography** in extranet

If not, create a new entry



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



Add **new** officials and staff

- WA staff will verify and approve

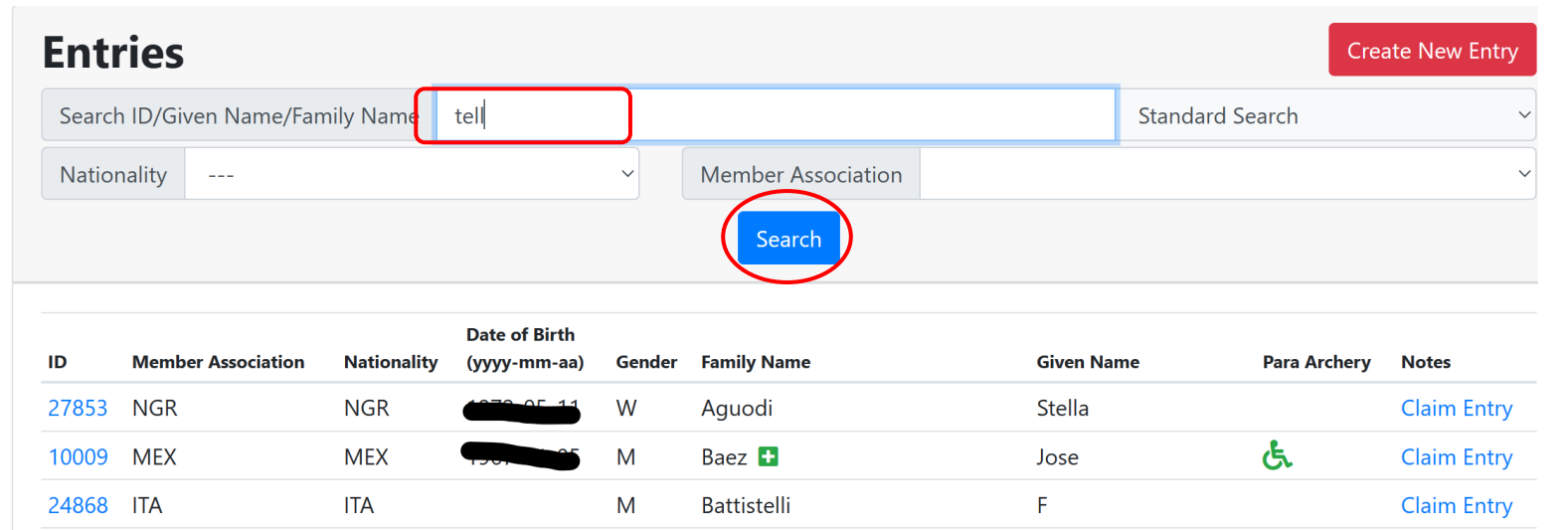
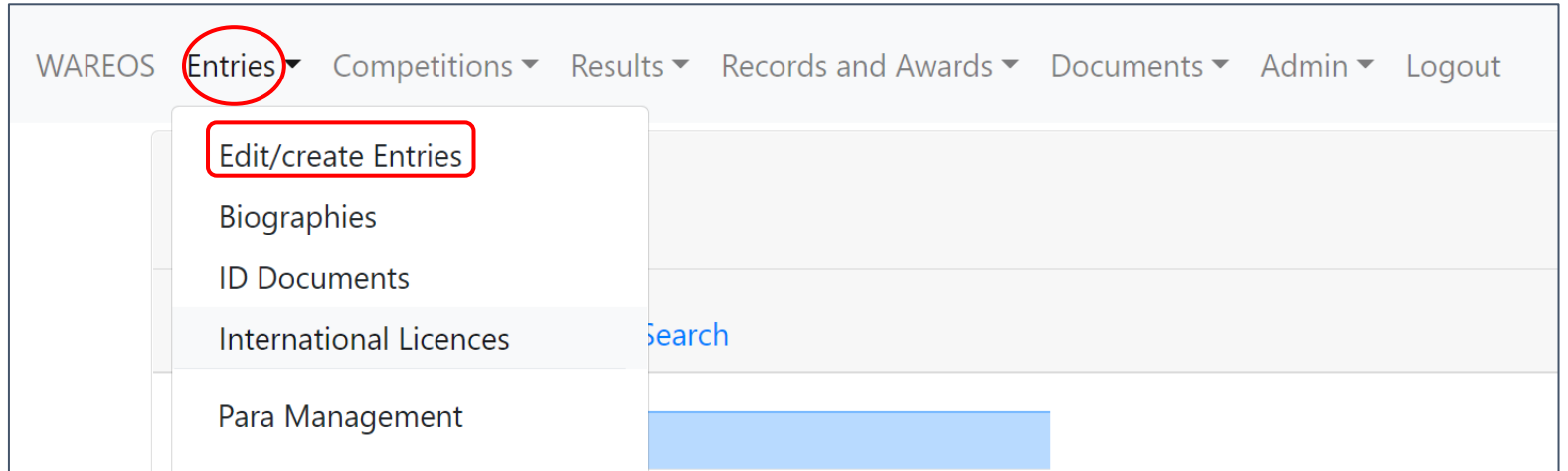
Check if official/staff has a biography



Step 1. Log-in the extranet

Step 2. Select in the top menu> Entries> Edit/create Entries

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

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



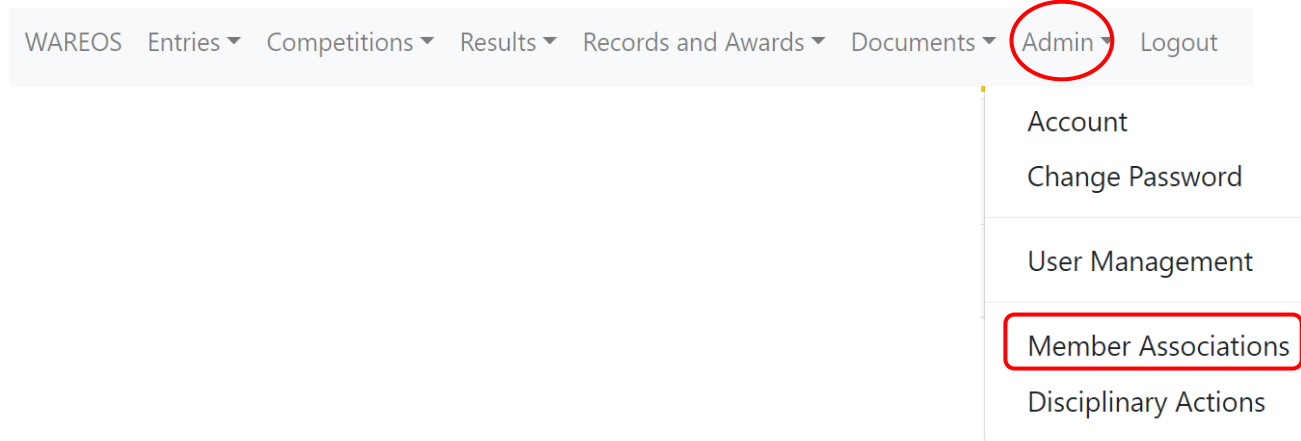
ID	Member Association	Nationality	Date of Birth (yyyy-mm-aa)	Gender	Family Name	Given Name	Para Archery	Notes
27853	NGR	NGR	1978-05-11	W	Aguodi	Stella		Claim Entry
10009	MEX	MEX	1967-05-05	M	Baez 	Jose		Claim Entry
24868	ITA	ITA		M	Battistelli	F		Claim Entry

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)

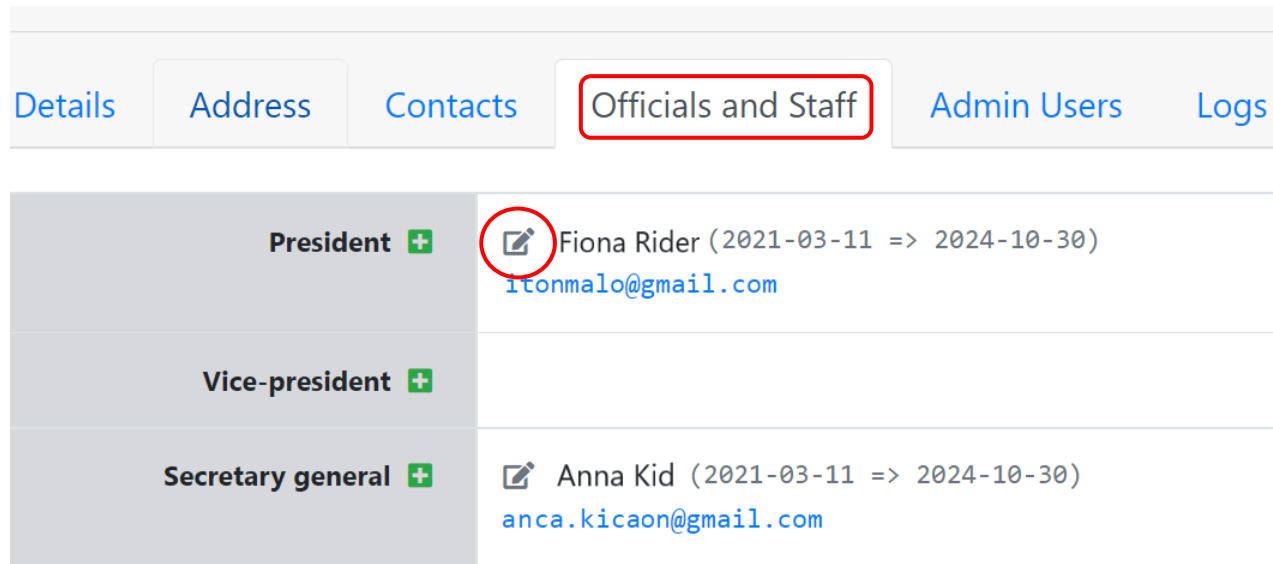
Step 2. Select in the sub-menu> Officials and Staff

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

Personal Email [Privacy Policy](#) 

From



To

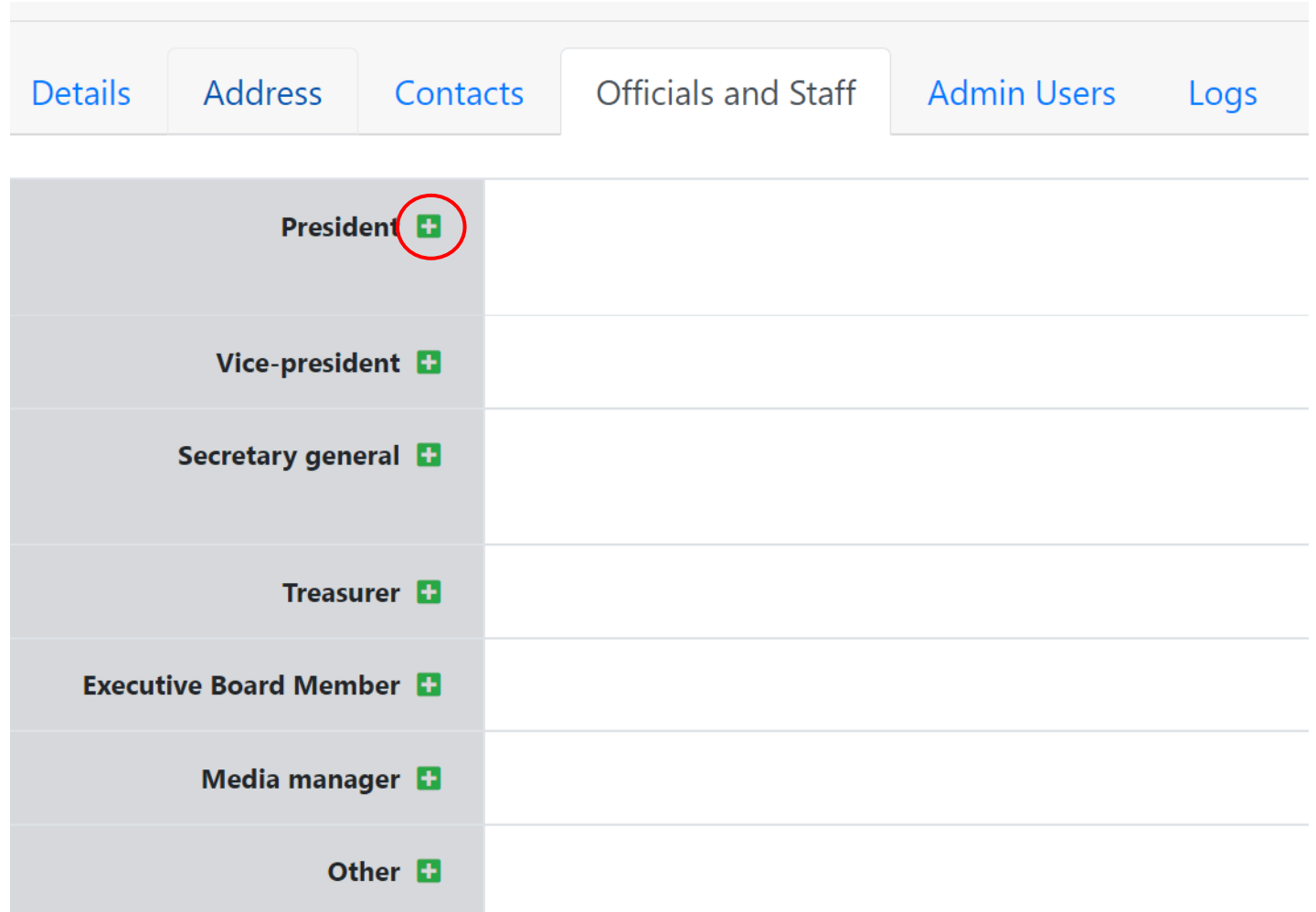


Add new official/staff

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



The screenshot shows a web interface with a top navigation bar containing tabs: Details, Address, Contacts, Officials and Staff (selected), Admin Users, and Logs. Below the navigation bar is a list of roles, each with a green plus icon to its right. The 'President' role's plus icon is circled in red. The roles listed are: President, Vice-president, Secretary general, Treasurer, Executive Board Member, Media manager, and Other.

Role	Action
President	+
Vice-president	+
Secretary general	+
Treasurer	+
Executive Board Member	+
Media manager	+
Other	+

Update official/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

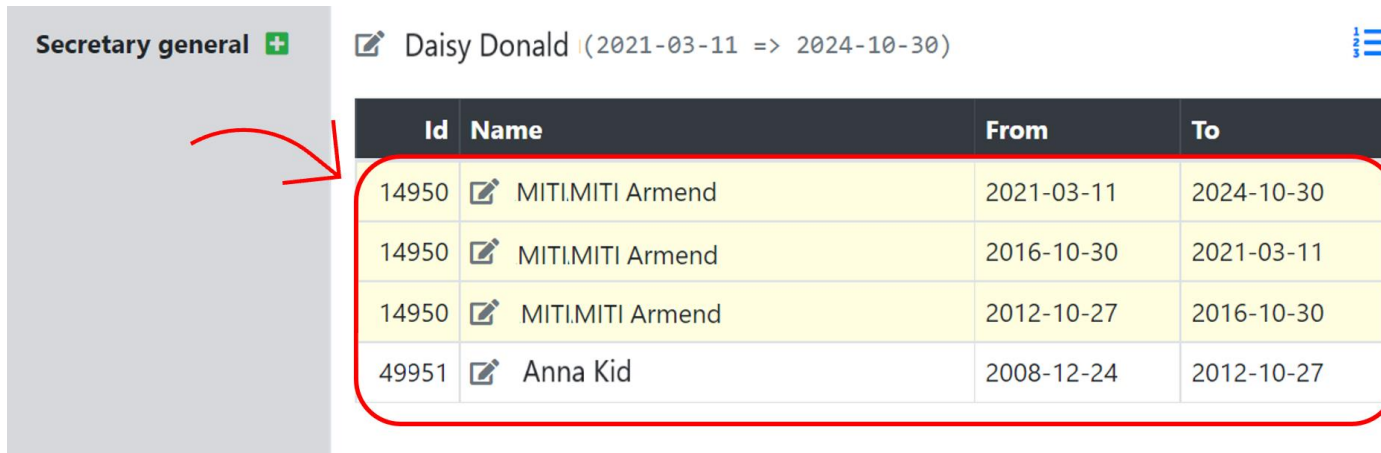
CLOSE **SAVE**





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

First, verify if a biography exists in Entries>Edit/create Entries. In case there is no existing bio for that person then create an entry ([watch tutorial video here](#)).

- How do I update the information in case of re-election of officials?

In officials and staff section, add a new entry using the green plus button with the same name. This will provide better historic data. Rule is: one office term, one entry



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 with an long term contract, should I add an end of office term anyway?

Yes, it is advised to add a date within 6-10 years' time



Cecilia Viscarra

members@archery.sport

Member Services Coordinator

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