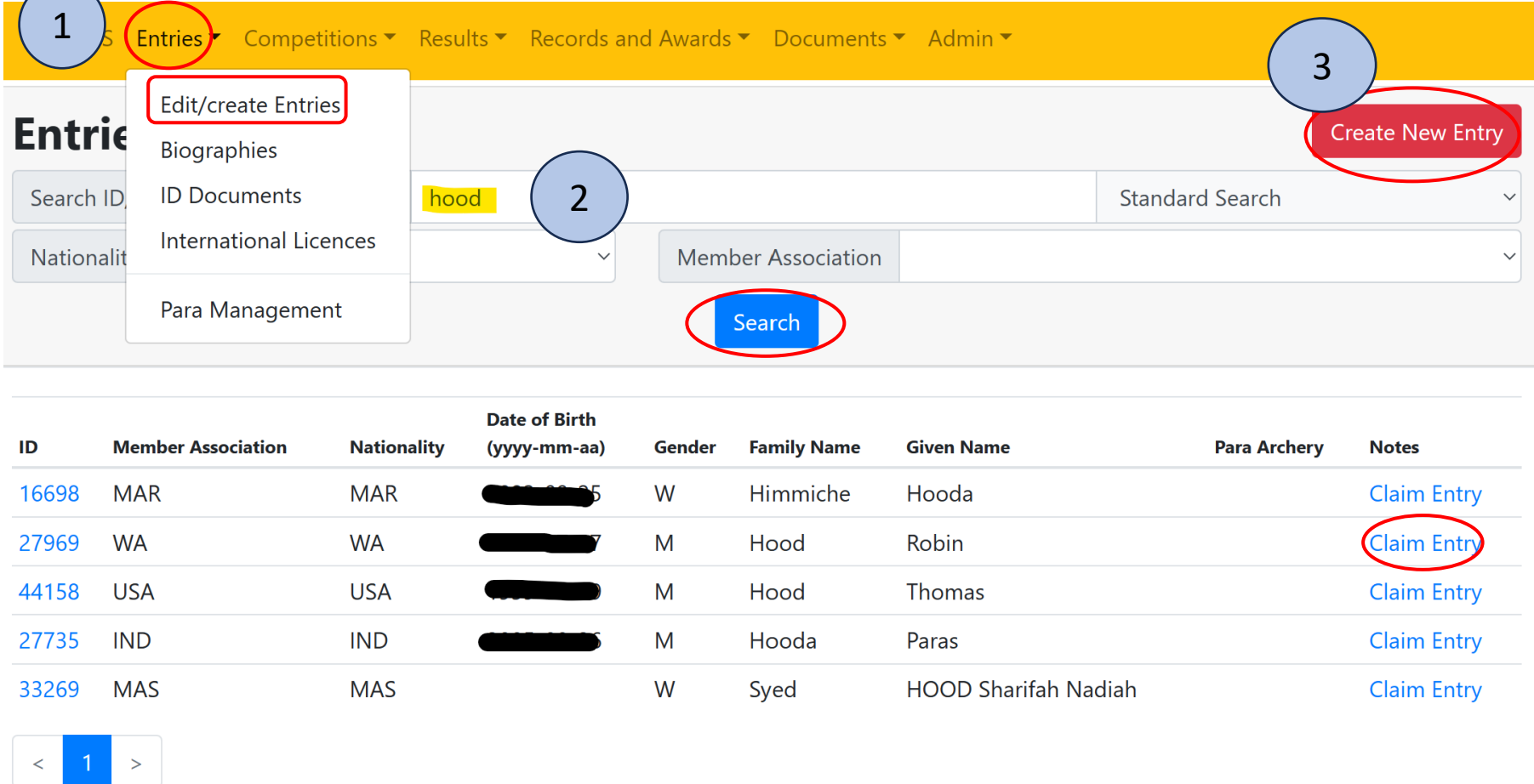


How can I add a person to extranet? (1)


1. First check if the person is in extranet! Go to Entries>Edit/create Entries
2. Search for the person you want to add by entering full or part of the name
3. In case there is no existing entry for that person then click on “Create New Entry” Watch tutorial video here:

<https://www.youtube.com/watch?v=Anla4NC24-c>



The screenshot shows the 'Entries' section of the extranet. A yellow navigation bar at the top contains 'Entries', 'Competitions', 'Results', 'Records and Awards', 'Documents', and 'Admin'. The 'Entries' dropdown menu is open, showing options: 'Edit/create Entries', 'Biographies', 'ID Documents', 'International Licences', and 'Para Management'. The 'Edit/create Entries' option is circled in red. Below the navigation bar, there are search filters: 'Search ID' (with 'hood' entered), 'Nationality', 'Member Association', and 'Standard Search'. A 'Search' button is circled in red. A 'Create New Entry' button is also circled in red. A table of members is displayed below, with columns: ID, Member Association, Nationality, Date of Birth (yyyy-mm-aa), Gender, Family Name, Given Name, Para Archery, and Notes. The table contains five rows of data. The 'Notes' column for the second row (ID 27969) is circled in red. A pagination bar at the bottom shows '< 1 >'. Three blue circles with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps described in the text.

ID	Member Association	Nationality	Date of Birth (yyyy-mm-aa)	Gender	Family Name	Given Name	Para Archery	Notes
16698	MAR	MAR	██████████	W	Himmiche	Hooda		Claim Entry
27969	WA	WA	██████████	M	Hood	Robin		Claim Entry
44158	USA	USA	██████████	M	Hood	Thomas		Claim Entry
27735	IND	IND	██████████	M	Hooda	Paras		Claim Entry
33269	MAS	MAS		W	Syed	HOOD Sharifah Nadiah		Claim Entry

 If the person is with another federation, you can claim the entry and please contact members@archery.sport to inform about it. For athletes there is a procedure to follow (See **Team Transfer** slide)

How can I add a person to extranet? (2)

To create an entry, fill in all required fields in orange. Then, the button “Create Entry” will appear.

▶ Watch tutorial video here: <https://www.youtube.com/watch?v=Anla4NC24-c>

World Archery will approve change (might ask for clarification). If urgent, send an email to members@archery.sport

Entries

Close

Nationality	SUI - Switzerland	Member Association	SUI - Swiss Archery
Family Name	Tell	Given Name	Guillermo
Date of Birth	01/01/1990	Gender	M
Name Order On Biographies	Given Name Family Name	Wheelchair	No

Personal Email [Privacy Policy](#) **Title (Mr, Doc, etc)**

Passport Family Name (only if different than Family Name) Passport Given Name (only if different than Given Name)

Localized Family Name (using language specific characters) Localized Given Name (using language specific characters)



- Avoid using CAPITALS
- Don't forget Wheelchair field
- If using Title, avoid Sr. Sra. Team Manager, Licenciado, etc. only Mr. Ms. Mrs.
- Try to add personal/professional email.
General contact of the MA is not accepted