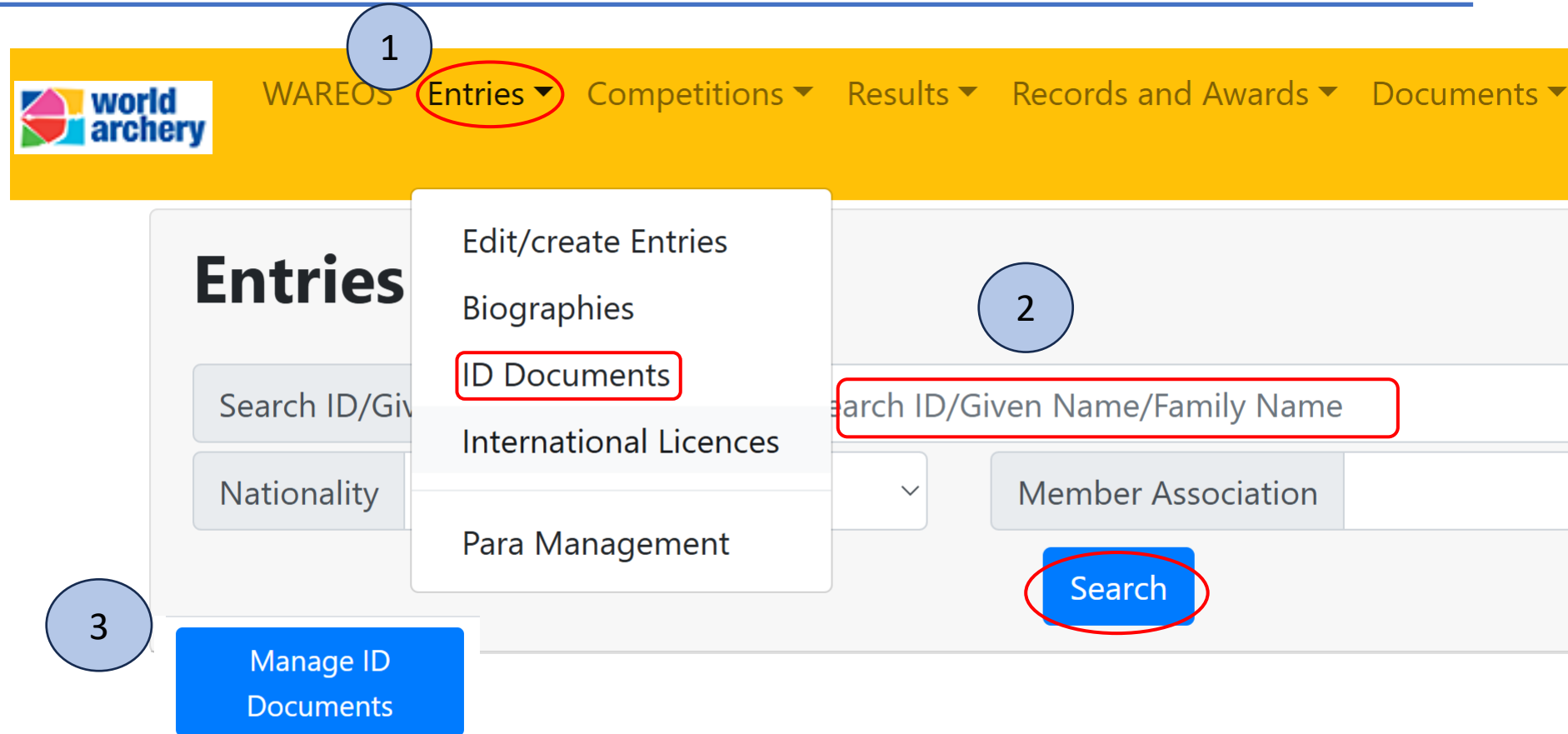


How to upload a passport in extranet? (1)

1. Go to Entries>ID Documents
2. Search for the person you want to add by entering full or part of the name
3. Click on “Manage ID Documents”
4. Verify personal information – family and given name, nationality, gender and date of birth
5. Select document type, add document number, country of emission , date of emission and validity date.
6. Click on “Upload new Passport” **Only PDF is permitted**



The screenshot shows the World Archery extranet interface. At the top, there is a navigation bar with the World Archery logo and several menu items: WAREOS, Entries, Competitions, Results, Records and Awards, and Documents. The 'Entries' menu item is circled in red and labeled with a '1' in a blue circle. A dropdown menu is open under 'Entries', showing options: Edit/create Entries, Biographies, ID Documents (circled in red), International Licences, and Para Management. Below the navigation bar, there is a search area with a search bar containing the text 'Search ID/Given Name/Family Name' (circled in red) and a 'Search' button (circled in red and labeled with a '2' in a blue circle). To the left of the search area, there is a 'Manage ID Documents' button (circled in red and labeled with a '3' in a blue circle).

How to upload a passport in extranet? (2)

4. Verify that personal information is identic to passport (family and given name, nationality, gender and date of birth). Otherwise correct.

Common	Passport Name (if different than the one in Common)	Localized Name (using language specific characters)
Family Name 4	<input type="text"/>	<input type="text"/>
Given Name	<input type="text"/>	<input type="text"/>
Nationality		
Gender		
Date of Birth		

5. Select document type, and add document number, country of emission , date of emission and validity date.

Document Type	Document Number	Country of Emission	Date of Emission	Valid Until	Action
5 Select <input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text" value="jj.mm.aaaa"/>	<input type="text" value="jj.mm.aaaa"/>	+
Select	0AA82058		2021-06-02	2031-06-02	+ 6 Upload new Passport (only PDF)
Passport					+
National ID Card	0BB16517		2011-09-23	2021-09-23	+
Driving License					+
Social ID					+
Transport Card					+

6. Click on “Upload new Passport” and add the document **in PDF**