



Guidelines

Online Entry System for
ISSF Coaching Courses
organised by the ISSF Academy

<http://academy.issf-sports.info>

Startsite of the online entry system of the
ISSF Academy

Step 1

Login to the Entry System

- Go to:
<http://academy.issf-sports.info>
- Log-in by using the standard ISSF Member Federation login data. The username and password is the same when using the ISSF Online Registration Service in order to enter your shooters for competitions.
- After you are logged in please choose the relevant course
- If you do not have a login, click on the 'Guest' button on the right hand side. Then choose a course and click on 'Form for ISSF Member Federations to request the ISSF Academy online registration service'. Please dully fill in and return the form to ISSF.



Please select a coaching course

Select a coaching course	▼
Select a coaching course	
ISSF Coaching Course C - Kuortane, FIN - 03.12.2010	
ISSF Coaching Course C - Kuortane, FIN - 30.10.2011	
ISSF Coaching Course B - Kuortane, FIN - 02.12.2011	

Step 2 Enter coaches

- By clicking on ‚Enter coaches‘ you will get to the ‚Final entry form coaches‘.
- To enter a coach for the selected coaching course, select the name of a coach. Then select the correct discipline and click ‚submit‘.
- NOTE 1: If the details of the coach are not complete, you will be redirected to the ‚edit coaches‘ form in order to fill in the mandatory fields. These details have to be completed in order to sign up your coach.
- NOTE 2: If no coaches are shown in the ‚Final entry form coaches‘ you can register a new coach by clicking on ‚Edit coaches‘ (please see Step 4).

The screenshot shows the ISSF Training Academy website. The main content area is titled "Final entry form coaches" for the "ISSF Coaching Course B Kuortane, FIN 02.12.2011-09.12.2011". It features a table with the following data:

Coaches	Discipline
HEINRICH Jan Henrik - 19.07.1963	RI
KRANEIS Peter - 21.08.1949	PI
KULKA Claudia - 17.08.1968	SI
	RT

Below the table are "Submit" and "Edit coaches" buttons. A modal window is open over the "Enter coaches" link in the left sidebar. The modal window contains a login form with "Login: GER" and a German flag, and a list of options: "Enter coaches", "Edit coaches", "Edit final travel", "General information", and "Logout". A warning message at the bottom of the modal window reads: "Meldung von Webseite: To enter this coach for the course, please complete first the mandatory details unter Edit coach." with an "OK" button.

Step 2 Enter coaches

- After clicking 'submit', the following site will be shown: 'Detail entry form coaches' – as shown on the right.
- Please select the desired type of accommodation (Note: single room accommodation is subject to availability and involves an extra fee to be paid to the hotel!)
- Then select whether a VISA is needed for your coach (Please refer to the document 'Instructions VISA procedure'). By selecting 'YES' you will need to fill in the passport number of the coach.
- Click 'Submit' and the coach will appear on the bottom of the page as a registered coach.

1

Detail entry form coaches

Family name: BRUCE
 First name: Alexander
 Federation: GBR
 Accommodation request: Please select a room
 VISA needed: Please select yes or no

Submit Cancel

2

Detail entry form coaches

BRUCE
 Alexander
 GBR
 Please select a room
 Please select a room
 Single room
 Double room

Submit

3

Detail entry form coaches

BRUCE
 Alexander
 GBR
 Please select a room
 Please select yes or no
 Please select yes or no
 YES
 NO

Submit

4

Detail entry form coaches

BRUCE
 Alexander
 GBR
 Please select a room
 YES

Submit Cancel

5

Final entry form coaches

ISSF Coaching Course B Kuortane, FIN 02.12.2011-09.12.2011

Select a federation

Coaches	Disci
ABDUR Rahman - 23.12.1947	RI
ABRAHAM Kobi - 26.07.1965	PI
AGHAJANI Reza -	SH
AL BHUJAINAIN Abdulla - 06.06.1972	RT
AL DAHESH Salem - 20.10.1960	LC
ALDEHANI Fehaid - 11.10.1966	
AL GHANEMI Essa - 23.01.1968	
AL KUIWARI Ahmed - 11.12.1962	
AL NAEMI Abdullah - 13.08.1970	
AL NAEMI Ghanem - 07.03.1965	
AL QAHTANI Mahdi - 19.09.1965	
AL RASHEEDI Hilal - 15.06.1963	
AL SAADI Ali -	
AL SHAIBA Abdel Nasser -	
ALTANTSETSEG Byambajav - 24.04.1962	
ANBARCILAR Armagan - 07.09.1974	
ANWAR Khalid Bin - 22.11.1972	
ARRONDONO Rojello - 21.09.1950	
ATTILA Zekerya - 17.03.1951	
AUSTIN Andrew - 31.01.1956	

Submit Edit coaches

Family name First name Federation Nationality Discipline Coach ID

BRUCE Alexander GBR GBR SH TAGBRM000000004

Step 3

Waiting List

- Upon adding a coach to the selected course, it may be possible that the following message appears (please see right) and the submitted coach will be shown on the **Final entry form coaches** with the following sign **Max course**.
- A similar message may be shown saying **Max FED**.
- Both messages indicate that the maximum number of participants for this course or per federation has been reached. The ISSF Training Academy will contact you in case there is a new place available (i.e. due to cancellation of other participants).
- Please note that initially only two (2) participants per federation will be allowed. Any coaches that will be registered in addition will be placed on a waiting list and may only be allowed to the course by the ISSF Training Academy in consultation with the ISSF Member Federation.



Family name	First name	Federation	Nationality	Discipline	Coach ID	Waiting	
ASPANDIYAROVA	Dina	AUS	KAZ	PI	TAKAZW0000000001	Max course	Edit

Step 4 Edit coaches

- By clicking on 'Edit coaches' you will get to the following page 'Please edit your coaches'.
- To amend the data of a specific coach, please click on 'edit' behind the name of the coach and you will get to the 'Edit coach' form.
- It is ALWAYS possible to amend the personal data of your coach.
- In case you would like to register a coach for one of the courses, the mandatory fields have to be completed first.

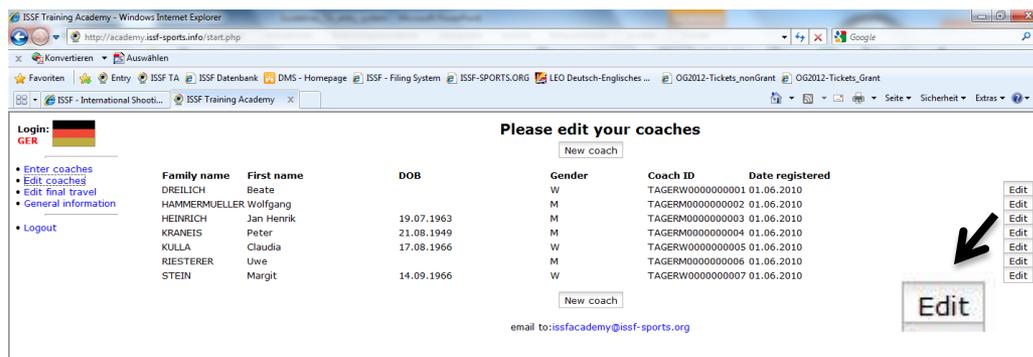
NOTE: It is very important that you enter a **private e-mail address** from the coach in order to give him/her access to course-related details!

Login: 
GER

1

- Enter coaches
- Edit coaches 
- Edit final travel
- General information
- Logout

2



Please edit your coaches

New coach

Family name	First name	DOB	Gender	Coach ID	Date registered
DREILICH	Beate		W	TAGERW0000000001	01.06.2010
HAMMERMUELLER	Wolfgang	19.07.1963	M	TAGERM0000000002	01.06.2010
HEINRICH	Jan Henrik	21.08.1949	M	TAGERM0000000003	01.06.2010
KRANEIS	Peter	17.08.1966	M	TAGERM0000000004	01.06.2010
KULLA	Claudia	17.08.1966	W	TAGERM0000000005	01.06.2010
RIESTERER	Uwe		M	TAGERM0000000006	01.06.2010
STEIN	Margit	14.09.1966	W	TAGERM0000000007	01.06.2010

New coach

email to: issfacademy@issf-sports.org

3

- * Title:
- * First Name:
- Middle Name:
- * Family Name:
- * Gender:
- * Date of Birth (dd.mm.yyyy):
- * Nationality:
- * Street:
- * Number:
- * Postal Code:
- * City:
- * Country of Residence:
- * Phone:
- Fax:
- * Private Email:
- Website:
- * Position held in Federation:
- ISSF ID Number for shooters:
- * Discipline:
- * Holder national coaching license:
- * Attended an educational programme for coaches:
- * International level shooter:
- * Understanding of English:
- * How many years of practical coaching experience?:

Edit coach

* = Mandatory Fields

Mrs.

Beate

DREILICH

W

GER - Germany

Select a nation

http://

SH

RI PI SH RT LC

Please select yes or no

Please select yes or no

Please select yes or no

Please select

Please select

Reset Submit  Submit

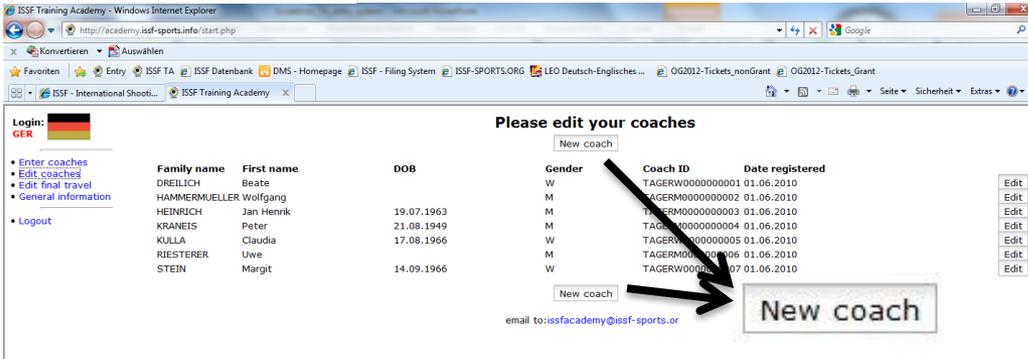
Step 5 New Coach

- For the „C“ Coaching Courses new coaches can be registered by clicking on ‚edit coaches‘ and then ‚new coach‘.
- The ‚New coach‘ form will appear where you may enter all requested details of the coach.
- By clicking ‚Submit‘ the coach will now appear under ‚Enter coaches‘ and then ‚Final entry form coaches‘. If all mandatory fields have been completed you will be able to register your coach for the selected coaching course.
- NOTE: New coaches can only be created for the „C“ Courses. For the „B“ and „A“ Courses only selected persons may participate. These persons will be shown under ‚final entry form coaches‘ if applicable.

Login: 
GER

- 1
- Enter coaches
 - Edit coaches ←
 - Edit final travel
 - General information
- Logout

2



Please edit your coaches

Gender	Coach ID	Date registered	Edit
W	TAGERW0000000001	01.06.2010	Edit
M	TAGERM0000000002	01.06.2010	Edit
M	TAGERM0000000003	01.06.2010	Edit
M	TAGERM0000000004	01.06.2010	Edit
W	TAGERM0000000005	01.06.2010	Edit
M	TAGERM0000000006	01.06.2010	Edit
W	TAGERW0000000007	01.06.2010	Edit

New coach

email to: issfacademy@issf-sports.or

- 3
- * Title:
 - * First Name:
 - Middle Name:
 - * Family Name:
 - * Gender:
 - * Date of Birth (dd.mm.yyyy):
 - * Nationality:
 - * Street:
 - * Number:
 - * Postal Code:
 - * City:
 - * Country of Residence:
 - * Phone:
 - Fax:
 - * Private Email:
 - Website:
 - * Position held in Federation:
 - ISSF ID Number for shooters:
 - * Discipline:
 - * Holder national coaching license:
 - * Attended an educational programme for coaches:
 - * International level shooter:
 - * Understanding of English:
 - * How many years of practical coaching experience?:

New coach

* = Mandatory Fields

Mrs.

W

GER - Germany

Select a nation

http://

SH

RI PI SH RT LC

Please select yes or no

Please select yes or no

Please select yes or no

Please select

Please select

Reset Submit

Login:
GER



Step 6 Travel details

1

- Enter coaches
- Edit coaches
- Edit final travel ←
- General information
- Logout

- By clicking on 'Edit final travel' you will get to the following page 'Edit final travel'.

- To enter or amend the travel details of a specific coach, please select the name of the coach and a travel form will appear.

2

ALG - SAID Eladj - 24.01.1959
AZE - JAFAROV Emin - 12.10.1979
BAN - HAIDER Ali - 11.03.1958
BIH - SPAHIC Mahir - 05.08.1979
CAN - NEISH Adam - 29.09.1981
CRO - PETRIC Predrag - 13.10.1961
CYP - CHRISTOFOROU Christakis - 12.07.1974
CYP - KATZIANIS Michalis - 25.04.1980
DEN - BRUHN Jan - 12.07.1973
DEN - HELLESKOV Bent - 14.05.1970
ESP - GYORIK Csaba - 03.03.1967
FRA - LEJARD Yves - 07.06.1953
GBR - BARKER Martin - 19.02.1955
GBR - HOLMES Paul - 12.12.1912
GBR - ROACH Neil - 12.12.1912
GRE - KASSOUMI Agathi - 13.07.1966
IND - KHANNA Amit - 22.12.1977
IND - SHARMA Priti - 25.03.1982
IRI - KHOSRAVANI Kiumar - 23.04.1960
ISR - ABRAHAM Kobi - 26.07.1965
ITA - GASPERINI Diego - 29.06.1975
ITA - TURISINI Valentina - 16.08.1969
NGR - ABOLARIN Sesan - 10.10.1963
NGR - BARAU Waziri - 01.03.1960
PER - MATELLINI WALKER Marco - 18.01.1974
RSA - MORTON Anne Pepe - 08.08.1945
RSA - VAN REENEN Esmari - 28.09.1981
SIN - TAN Yun Qin - 11.07.1981

Please click on a coach

- Please fill in all travel details as requested and reconfirm the desired type of accommodation.

- By clicking 'Submit' the travel details will be saved.

- Travel details may be amended at all times until the final travel deadline. Any changes to the travel details after this date will have to be communicated with the ISSF Training Academy directly in order to organise the local transport accordingly.

Edit final travel

ISSF Coaching Course C Kuortane, FIN 03.12.2010-10.12.2010

Travel information

CYP - CHRISTOFOROU Christakis - 12.07.1974

Arrival

Transport: Plane
Date: 04.12.2010 dd.mm.yyyy
Time: 00:25 hh:mm
Flight No.: FC289
At (airport): Seinäjoki (SJY)

Departure

Transport: Plane
Date: 10.12.2010 dd.mm.yyyy
Time: 14:25 hh:mm
Flight No.: FC204
From (airport): Seinäjoki (SJY)

Accommodation:

- Single room (extra charge to be paid directly to hotel)
 Double room

Comments:

Reset

Submit

Submit

3



ISSF
ACADEMY

Questions or problems?

Any questions, remarks or suggestions regarding the ISSF Academy Online Entry System can be sent to

issfacademy@issf-sports.org