

**(For classical FIS races, the drawing process is much simpler with only FIS points)**

**Prerequisites for European Cups :**

Downloading of the document : “Special starting positions at COC events” which is located into the Alpine Documents section : [Alpine Documents \(fis-ski.com\)](http://fis-ski.com)

Once logged into the “Member Section” of the FIS website, you need to :

- a. Download the “European Cup Start List” for the right gender and the discipline of the race
- b. Download the “World Cup Start List” as well.

**2. Build a new race**

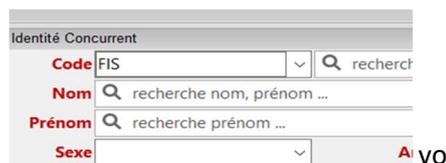
- a. Create the race or start from an existing race by duplication
- b. If duplication, change the race parameters and the list of competitors
- c. **Assign the correct parameters to the race :**
  - Date, FIS list, CODEX, Discipline etc.

**3. Insert the racers into the race**

- a. As organizer you get an email from the FIS with several links to the list of registrants. It’s an Excel csv file on which you will keep only the 4th columns. Then you select all the data with Ctrl+A and CTRL + C (on Windows systems)

Fiscode	Lastname	Firstname	Nationcode
400237	MEINERS	Maarten	NED
390044	LAINE	Tormis	EST
54368	BORGNAES	Christian	DEN

- b. Inside the competitors window (Concurrents in French):
  - You check that FIS is selected at the bottom left:



- Then you right click in the middle of the white screen and you choose “Collage Spécial”. You need to match the header columns with skiFFS by choosing “Code\_coureur” for the first one, “Nom” for the 2<sup>nd</sup>, “Prenom” for th 3<sup>rd</sup> and “Nation” for the 4<sup>th</sup>.
- Then you right click again in the middle of the screen and you choose: “Mise à jour Nom, Prénom, Sexe, Année de Naissance à partir du Code”. **do it again to remove the red color on each line.**
- Then you click at the bottom of the screen onto the “Outils” button then onto “Mise à Jour Globale FFS”.  
At this you are ready to go on with a clean participants list.

**4. Changes into the participants list before getting into the Live Draw scenario**

- a. **Delete a racer:** Click onto the racer line and onto the Delete (« Supprimer) or do F8
- b. **Add a racer:** clear the data at the bottom left with F6 and print several letters of the name. If necessary, print a comma (« , ») to separate name and surname and add several letters for the surname.. Select the racer within the table and the racer is then added.

5. **Getting into the scenario: Click onto the « Dossards » button then « Scénario » et choose into the list: « FIS - Live Draw : Tirage en ligne des dossards » then answer « Oui » to launch it**
  - a. **Validate the connection parameters and the language**
    - Check the CODEX, the connection port, the password and the language.
    - Save the parameters.
  - b. **To do first :**
    - **Cliquer sur « Tools Menu »**
    - Load the “European Cup Start List” previously downloaded
    - Load the “World Cup Start List” as well
    - You won’t need to do it again for this race. This will be done automatically when getting into the scenario (for a future race or within the past 5 days).
  - c. **Put the « Special Starting Positions » if any:**
    - You can click onto the « Name» column header to order the list alphabetically
      1. Print the points for the 450+ racers
      2. Put “1” into the “COC Winner” column if necessary
  - d. **Click onto the “Sort the board” button**
    - You may have to click the button twice.
  - e. **Le board is ready and the statute is “UF” (unconfirmed) for each racer**
    - **Red thumb** : Every change you make won’t be send to the FIS
    - **Green thumb** : Every change you make will be send to the FIS
      1. **Deletion of a racer** : click onto the “-” on the right of any line
      2. **Adding a racer** : print several letters for the name and « , » plus several other for the surname if necessary. Optionally you can indicate the drawing group then you click onto the “Add” button.
    - **You can sort the board as many times as you want.**
  - f. **Confirm the racers**
    - **By Nation** : You click on the magnifying glass right below « Nat. » et you select the nation, you validate the filter with the green check mark. Within the « Validation Menu » you choose « Validation of filtered racers ».
    - **N.B** : **You can pick more than one nation by selecting them by keeping the CTRL key pressed before selection.**
    - **Individually** : You click on the button at the far righth of the racer’sline which acts as a seesaw.
    - **A racer validated (CF for confirmed) turn on greent.**
    - **You clear any filter by clicking on the magnifying glass on the top left on the screen.**
  - g. **Going back to the unconfirmed status**
    - **One by one** with the validating button on the racer’s line
    - **For the whole board** by clicking on the “Return to the Unvalidated status” from the Validation Menu.
6. **Sending to the FIS – click on the red thumb to turn it green.**
  - a. **If the connection with the FIS in lost, you can make a reset from the “Commands” menu.**
  - b. **Sending of the participant list** : the list will be displayed by nation
  - c. **Sending of the board** : the list will be displayed ordered by rank
  - d. **Sending of Bibs** : the bibs already drowned will be sent to the FIS (if any)
7. **Commands Menu**
  - a. **Activation or deactivation of live : speaks by itself**
  - b. **Reset at the FIS** : Clears all the data sent previously
  - c. **Reset the connection to the FIS** : speaks by itself

## 8. Reset Menu

- a. Each item is explicit but you could have to resort the board depending of what is erased

## 9. Validations Menu

- a. Each item is explicit.

## 10. Printing Menu

- a. Each item is explicit.
- b. **Printing of the TOP 75 by FIS pointsS**
  - This is useful for the organizer to establish each accommodation invoice

## 11. Tools Menu

- a. **Drawings : All the racers MUST be confirmed first**
  - If you want to draw the bibs for the racers AFTER the special group, you must select the starting line first. Then you click on the « Drawing of the racers with FIS points » button
  - Next you can double draw the bibs for the racers without FIS point (very rare for European Cups)
  - A special feature allows you to double draw the bibs for the BIBO in case you can't have a public draw as usual. You will be able to print the whole process.
- b. **All other buttons are explicit**

**You can practice with some test races.**

You have the possibility to define 2 test races within your Member Section. Go to "Live Competiton Registration". You will get there the CODEX to use and the proper connection parameters. You have into the Tools Menu a button « To the Live Draw page on the FIS website » which will display the FIS website page for the race. The link doesn't appear anywhere and if you want to share it, you will have to copy / paste it somewhere.



**Philippe Guérindon**

**BTN - Informatique et technologies**



**+33 607 13 34 11**



**[philippeguerindon@orange.fr](mailto:philippeguerindon@orange.fr)**

**Fédération Française de Ski**

50 Rue des Marquisats - BP 2541 - 74000 Annecy

tel : +33 450 51 40 34 - fax : +33 450 51 75 90

web : ffs.fr