



Club Archer registration procedure - Timeline

Who does what-when?

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Timeline	Club Archer	National Federation/Association	Local Organizing Committee
-6 months			<ul style="list-style-type: none"> • Release Invitation Package • Open FORS for Preliminary Registration
-6 months	<ul style="list-style-type: none"> • Club Archer interested in participate in this event, to read Invitation Package and study cost and conditions to participate 	<ul style="list-style-type: none"> • Start Preliminary and Final Registration for the event 	
-3 months		<ul style="list-style-type: none"> • End of Preliminary Registration 	<ul style="list-style-type: none"> • LOC to calculate available spaces for Club Archers per division and inform EMAU/FITA (agree in spots to be used for Club Archers) • Max 30% spots of spots available per division are for Club archers from the host country. 70 % of the spots available per division are for international Club archers.
-3 months (as soon as agree EMAU-LOC)	<ul style="list-style-type: none"> • Club Archer to visit Websites (EMAU, FITA and LOC-event) to learn places available. • Club Archer to complete the "Club Archer Registration Form" and send to the LOC and his/her Archery Federation/Association 		<ul style="list-style-type: none"> • Advertise and publish in EMAU/FITA and LOC website spots available for Club Archers. • Release Club Archer Registration form
As soon as the Club Archer Reg. form is received		<ul style="list-style-type: none"> • Receiving the "Club Archer registration form" and check if: <ol style="list-style-type: none"> 1) He/she is member of the federation 2) If he/she has the min. score (achieved during last 2 seasons) • If all OK, register in FORS if this archer is not included in the FITA database (not in list of archers in FORS = add a new archer). • If Club Archer is included in FORS, just to inform LOC that this archer is eligible for this event. 	<ul style="list-style-type: none"> • Prepare a list of Club Archers forms ordered by date of arrival. • Inform the Club Archer that his/her form has been received and hi/she is included in the Club Archers list. • Request to start room booking and fees-cost payments as indicated in the IP.

As soon as confirmation/ information from LOC is received	<ul style="list-style-type: none"> • Contact LOC to arrange room booking, arrange payments and inform about travel plan (all information available in the IP) 	<ul style="list-style-type: none"> • FITA to approve new archer's registrations in FORS. 	
As soon as Club archers spots are full			<ul style="list-style-type: none"> • To prepare a "waiting list" for all Club Archer registration forms received after the spot available are full and inform the Club Archers included in this waiting list.
As soon as payment is done and all steps are followed	<ul style="list-style-type: none"> • Club Archer checks regularly information from the event in LOC website to be aware of any news. 		<ul style="list-style-type: none"> • LOC to enter in FORS and move the Club Archers registered in the data base to the Final Registration window for Club Archers. • LOC to inform the Club Archer that he/she is already registered and process has finished.
-21 days		<ul style="list-style-type: none"> • End of Final Registration for MA 	<ul style="list-style-type: none"> • LOC can reallocate some fee places with the archers in the waiting list. LOC decides how to arrange it and who to choose and inform the Club Archers in the waiting list chosen. • LOC coordinate with the Club archers included from the waiting list how to proceed with hotel booking and payments.
Latest the day before Official Practice	<ul style="list-style-type: none"> • Club Archer arriving in the city of the event. • "Check-in" in booked the hotel 		<ul style="list-style-type: none"> • Welcome Archers (national teams & Club Archers) and provide latest information on schedule, official practice, etc..)
Official practice day	<ul style="list-style-type: none"> • Get accreditation, finalize payment and getting latest information from the LOC • Participate in the Official practice (Mandatory) 		

Acronyms used:

FORS = FITA Online Registration Sistem (online system to register archers to an event).

MA = Member Association (Archery Federation or Association)

LOC= Local Organizing Committee

IP= Invitation Package (document with all the information on the event)