



## GLOBAL CALENDAR PLATFORM GUIDELINES

### COMPETITION ORGANISERS

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## GLOBAL CALENDAR PLATFORM GUIDELINES APPLICATION FEE PAYMENT MODULE COMPETITION ORGANISER

### 1. The Application Fee Dashboard

From the Competition Organiser Dashboard please select 'Application Fee'

A vertical menu with the following items: Dashboard (highlighted in purple), New Application, Application Fee, Logo Download, Guidelines, and Terms and Conditions.

The following options will be available

Two radio button options:  
 Fee Payment – *Competitions that require payment*  
 Payments Processed – *Competitions where the fee has been paid and the invoice has been issued*

**Fee Payment** – lists those competitions for which the payment of the Fee is to be made

**Payment Processed** – lists those competitions where the fee has been paid and the invoice issued

### 2. Paying the Fee

From the Application Fee Dashboard select Fee Payment

Select the competitions you would like to process the payment for (and an invoice to be produced) – this can be done one at a time or multiple competitions at one time.

The interface shows the 'Fee Payment' option selected. Below it are date range filters for 'Submitted from' and 'Competition Date from', each with 'until' and 'x' icons. There are 'SEARCH' and 'CLEAR' buttons. A message says: 'Please select the competition(s) you would like to make a payment for – multiple can be selected at any one time.' Below this is a table with a selection checkbox, 'Competition Name', 'Venue', and 'Date' columns.

| <input type="checkbox"/> | Competition Name   | Venue                                     | Date        |
|--------------------------|--------------------|---|-------------|
| <input type="checkbox"/> | Middlesbrough Open | Sports Village Track, Middlesbrough (GBR) | 15 May 2023 |

At the bottom of the list of competitions on your dashboard, the total Fee corresponding to the competitions selected will be visible.

Fee Payment – Competitions that require payment  
 Payments Processed – Competitions where the fee has been paid and the invoice has been issued

Submitted from    until

Competition Date from    until

Please select the competition(s) you would like to make a payment for – multiple can be selected at any one time.

| <input type="checkbox"/>            | Competition Name   | Venue                                     | Date        |
|-------------------------------------|--------------------|---|-------------|
| <input checked="" type="checkbox"/> | Middlesbrough Open | Sports Village Track, Middlesbrough (GBR) | 15 May 2023 |

Total fees: 25 € (EUR)

Please select Proceed and the page below will appear.

Fee Payment – Competitions that require payment  
 Payments Processed – Competitions where the fee has been paid and the invoice has been issued

### Payment Details

Middlesbrough Open - Sports Village Track, Middlesbrough (GBR), 15 May 2023

Company  Individual

Company Name: \*

Address: \*

City: \* State/Province: \*

Country: \* Zip/post code: \*

Vat Number:

If you have any special invoicing requirements such as detail to appear on the invoice, please detail them here:

Remember these details for future invoices

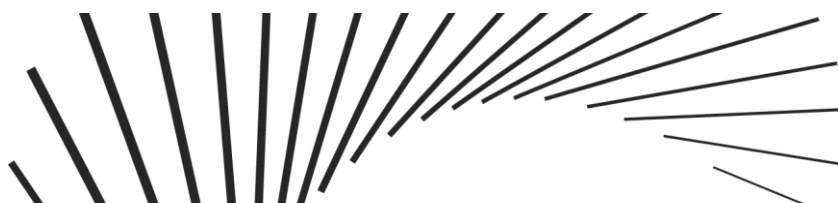
Payment Method: \*  Bank Transfer  Credit Card (PayPlug)

Total amount due: 25 € (EUR)

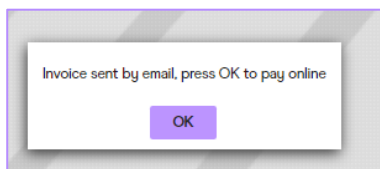
Please complete the information on this page and indicate the appropriate payment method. For all methods you will get a confirmation email.

**Bank Transfer:** you will get the following notification

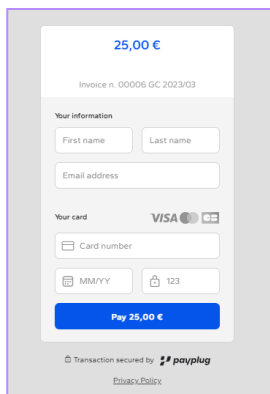
Invoice with instructions for bank transfer sent by email



If you choose **credit card**: you will get the following notification

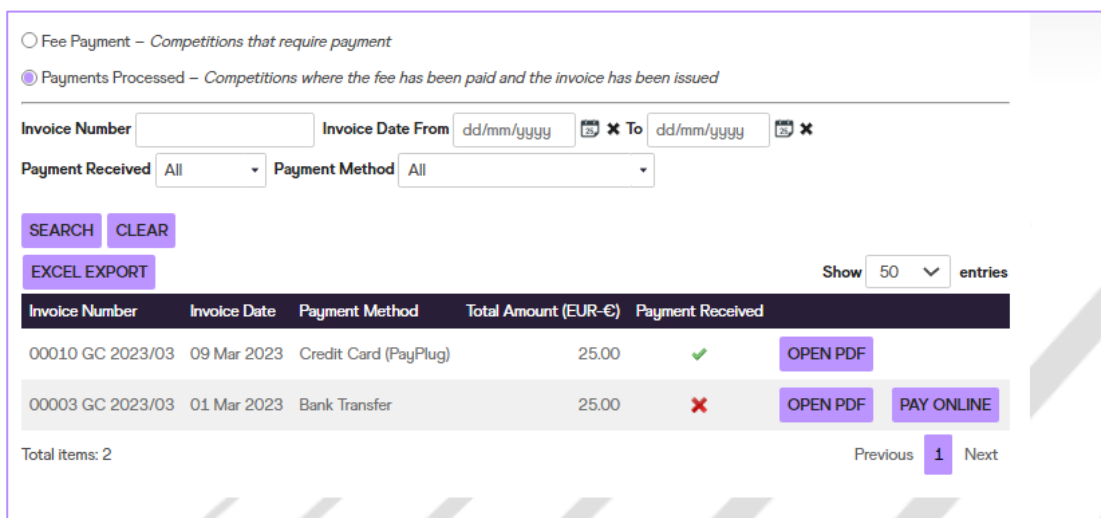


And you will be directed to Pay Plug to make the payment

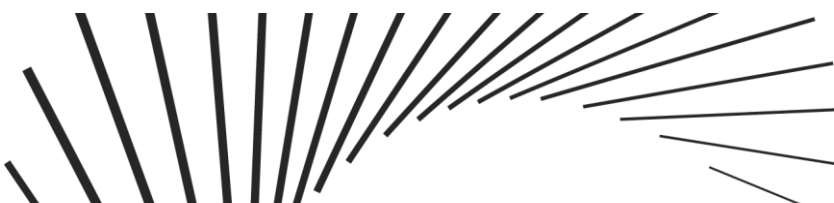


### 3. Payments Processed

All competitions for which the payment method has been indicated will be listed here. For each payment, an invoice is automatically issued and a copy is available, with the chosen payment method confirmed.



Once the payment is actually complete (this is automatic for credit card payments), then the Payment Received column in the Application Fee module will show a green tick.



## 4. Main Dashboard View

An overview of the payment situation of all the competitions is also visible in the main dashboard.

### Paid – invoice has been paid

The screenshot shows a dashboard with filters for Competition Type, Environment, and Country. The 'Payment Status' is set to 'Paid'. The table lists two competitions:

| Competition  | Venue  | Date                                  | Status  | Payment                                     | Action               |
|--|--|---------------------------------------|---|---|----------------------|
| test Competition Gino - Ljungby Mångkamp<br><small>Championships</small> | Stadio Primo Nebiolo, Torino (ITA)<br><small>Track and Field</small> | 10 May 2023<br><small>Outdoor</small> | Registered<br><small>Submitted on 30 Nov 2022</small> | Paid<br><small>charged to MF</small>        | <a href="#">View</a> |
| July Race Walk event<br><small>Invitational/Open</small>                 | Kabul, Kabul (AFG)<br><small>Race Walking</small>                    | 01 Jul 2023<br><small>Outdoor</small> | Registered<br><small>Submitted on 16 Jan 2023</small> | Paid<br><small>charged to Organizer</small> | <a href="#">View</a> |

### Payment in Process – payment method has been indicated and invoice issued, but the payment has not yet been confirmed (this is the case for payments by bank transfer)

The screenshot shows a dashboard with filters for Competition Type, Environment, and Country. The 'Payment Status' is set to 'Payment in process'. The table lists four competitions:

| Competition  | Venue   | Date                                     | Status  | Payment   | Action               |
|--|---|--|---|---|----------------------|
| Combined Events Challenge<br><small>Invitational/Open</small>            | Birmingham University Athletics Track, Birmingham (GBR)<br><small>Combined Events</small> | 10 Mar 2023<br><small>Outdoor</small>    | Registered<br><small>Submitted on 01 Mar 2023</small> | Payment in process<br><small>charged to Organizer</small> | <a href="#">View</a> |
| Watford Open Graded Meeting<br><small>Invitational/Open</small>          | Woodside Stadium, Watford (GBR)<br><small>Track and Field</small>                         | 05 Apr 2023<br><small>Outdoor</small>    | Registered<br><small>Submitted on 17 Feb 2023</small> | Payment in process<br><small>charged to MF</small>        | <a href="#">View</a> |
| Bill Whistlecroft Spring Open Yeovil<br><small>Invitational/Open</small> | Athletic Arena, Yeovil (GBR)<br><small>Track and Field</small>                            | 08-10 Apr 2023<br><small>Outdoor</small> | Registered<br><small>Submitted on 15 Feb 2023</small> | Payment in process<br><small>charged to MF</small>        | <a href="#">View</a> |
| Liverpool Throws & Jumps<br><small>Invitational/Open</small>             | Wavertree Athletics Centre, Liverpool (GBR)<br><small>Track and Field</small>             | 15 Apr 2023<br><small>Outdoor</small>    | Registered<br><small>Submitted on 22 Feb 2023</small> | Payment in process<br><small>charged to MF</small>        | <a href="#">View</a> |

### To be Paid – Fee payment option needs to be completed so that the invoice can be issued.

The screenshot shows a dashboard with filters for Competition Type, Environment, and Country. The 'Payment Status' is set to 'To be paid'. The table lists six competitions:

| Competition  | Venue   | Date                                  | Status  | Payment   | Action               |
|--|---|---------------------------------------|---|---|----------------------|
| Manchester Indoor Open meeting<br><small>Invitational/Open</small> | Sportcity Indoor Track, Manchester (GBR)<br><small>Track and Field</small>  | 12 Mar 2023<br><small>Indoor</small>  | Registered<br><small>Submitted on 28 Dec 2022</small>               | To be paid<br><small>charged to Organizer</small> | <a href="#">View</a> |
| BFTTA Indoor series 3<br><small>Invitational/Open</small>          | Lee Valley Athletics Centre, London (GBR)<br><small>Track and Field</small> | 12 Mar 2023<br><small>Indoor</small>  | Registered<br><small>Submitted on 06 Jan 2023</small>               | To be paid<br><small>charged to Organizer</small> | <a href="#">View</a> |
| Test competition - role<br><small>Championships</small>            | BOK Csarnok, Budapest (HUN)<br><small>Track and Field</small>               | 09 Apr 2023<br><small>Outdoor</small> | Awaiting WA Verification<br><small>Submitted on 23 Feb 2023</small> | To be paid<br><small>charged to MF</small>        | <a href="#">View</a> |
| Watford Open Graded Meeting<br><small>Invitational/Open</small>    | Woodside Stadium, Watford (GBR)<br><small>Track and Field</small>           | 19 Apr 2023<br><small>Outdoor</small> | Registered<br><small>Submitted on 17 Feb 2023</small>               | To be paid<br><small>charged to Organizer</small> | <a href="#">View</a> |
| Kabul HT<br><small>Invitational/Open</small>                       | Kabul arena, Kabul (AFG)<br><small>Track and Field</small>                  | 01 May 2023<br><small>Outdoor</small> | Awaiting WA Verification<br><small>Submitted on 04 Jan 2023</small> | To be paid<br><small>charged to Organizer</small> | <a href="#">View</a> |
| TEST Aussie Test<br><small>Invitational/Open</small>               | Hayward Field, Eugene, OR (USA)<br><small>Track and Field</small>           | 06 May 2023<br><small>Outdoor</small> | Awaiting WA Verification<br><small>Submitted on 17 Feb 2023</small> | To be paid<br><small>charged to MF</small>        | <a href="#">View</a> |



## World Athletics Global Calendar

### Online platform access guidelines for Competition Organisers

#### 1. First access to the Portal and registration with a Member Federation

Once logged in with your World Athletics account, your first access to the Portal will require you to identify yourself as an organiser with the Member Federation(s) to which you intend to submit applications for competitions organised in their country. In order to be granted access to the dashboard and application functionalities, you will need to complete a form by indicating:

- last name and first name
- nationality
- email
- mobile phone number
- Member Federation which should validate the registration (it should be the one within whose territory you will organise the competition)
- A description of the competition(s) you organise

The screenshot shows the 'GLOBAL CALENDAR' registration page. It includes a 'Signed in as:' section with the email 'raffaela.risso+2@gim...' and a 'Sign out' link. A message states: 'Dear Competition Organiser, before being able to submit applications for competitions to be considered for the World Rankings and be granted access to the dashboard and application functionalities, you need to be authorised by the relevant hosting Member Federation. In order to identify yourself as a competition organiser, please enter the below information.' The form fields are: 'Last Name \*', 'First Name \*', 'Nationality \*' (dropdown), 'Email \*' (raffaela.risso+2@gmail.com), 'Mobile \*' (+93 - 70 123 4567), and 'Member Federation that will validate registration \*' (dropdown). A text area is labeled 'Please provide a description of the competitions you organize \*'. A 'SUBMIT REGISTRATION' button is at the bottom. The footer reads '© 2022 World Athletics - All Rights Reserved.'

Once submitted the registration, the Member Federation concerned will have to approve you as an organiser. Once approved, you will be notified by email and you will be able to login again with your World Athletics Account and be directed to the applications dashboard.

#### 2. Applications dashboard

##### 2.1 General Operation

- Submitting New Applications (to note that applications for National Championships can only be submitted and edited by the Member Federation)
- Edit competitions which you have submitted through your World Athletics account

## 2.2 Submitting a New Application

WORLD ATHLETICS GLOBAL CALENDAR

Dashboard  
New Application

Guidelines  
World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records.  
In order to search our database, please click Yes  
If you are submitting an application for a competition held for the first time, and you do not intend to search our database, then click No  
Do you want to proceed searching competition in our database?  Yes  No

Signed in as: comporg1@test.com  
Sign out

Please use the filters in order to narrow down the search (we remind you that, for 2022, applications are limited to outdoor track and field). Once identified the host city, click on Proceed and indicate the approximate date in which the competition has usually taken place in recent years before clicking Search.

Competition Type: Track and Field  
Environment: Outdoor  
Country: [select]

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- i. **For a competition which has already been staged in the past**, search for the competition – World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records. In order to assist with the process and to avoid creating duplicates in the database, a series of filters will guide you and narrow down the search in order to identify a past edition of the competition:
  - a. Competition type / environment (outdoor, indoor, race walking, etc) – use drop-down list
  - b. Country in which the competition is held (can be different from the nationality of the organiser) – use drop down list
  - c. City – use the dynamic search function
  - d. Date – use the calendar function indicating the approximate date of when the competition would have been normally staged in the past
  - e. Click on the Search button and a list of competitions compatible with the filters will be presented

WORLD ATHLETICS GLOBAL CALENDAR

Dashboard  
New Application

Guidelines  
World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records.  
In order to search our database, please click Yes  
If you are submitting an application for a competition held for the first time, and you do not intend to search our database, then click No  
Do you want to proceed searching competition in our database?  Yes  No

Signed in as: comporg1@test.com  
Sign out

Please use the filters in order to narrow down the search (we remind you that, for 2022, applications are limited to outdoor track and field). Once identified the host city, click on Proceed and indicate the approximate date in which the competition has usually taken place in recent years before clicking Search.

Competition Type: Track and Field  
Environment: Outdoor  
Country: GREAT BRITAIN & NI (GBR)  
City: Loughborough  
Approximate Date: 20/05/2019

If the correct competition is displayed here below, please select it, then Proceed with your application

| COMPETITION   | VENUE              | DATE        |
|---|--------------------|-------------|
| <input type="checkbox"/> Loughborough International                     | Loughborough (GBR) | 19 May 2019 |
| <input type="checkbox"/> Students AC Open                               | Loughborough (GBR) | 15 May 2019 |
| <input type="checkbox"/> Loughborough Students AC Javelin Festival Open | Loughborough (GBR) | 27 May 2019 |

- f. If the competition is on the list, then select it and click on proceed. This will open the New Application page with all the required fields to be completed. To note that some will have been auto-completed as per the search filters applied earlier but can still be modified

g. When the form has been completed (to note that fields with \* are mandatory), click on Submit Application

ii. If the competition is not on the list, then you will need to submit **an application for a competition held for the first time**

a. A completely new Application Form will have to be completed with no connection to any existing competition in our database.

b. Fields with \* are mandatory

c. Click on Submit Application



## 2.3 Reviewing applications previously submitted

- i. Edit the application
  - a. Amend some of the information (e.g. date, venue, events, etc.) as required
  - b. Upload documents (e.g. measurement or facility certificates, etc.) if necessary
  - c. Submit the changes for approval (by the Member Federation)
- ii. Cancel the application for that competition
  - a. If the application has not yet been approved by the Member Federation or World Athletics, the whole application will be cancelled
  - b. If the application has been approved and the competition is in the Global Calendar, then the cancellation must be requested by email to [calendar@worldathletics.org](mailto:calendar@worldathletics.org)

**For questions and enquiries, contact World Rankings Competitions Management Team**

[calendar@worldathletics.org](mailto:calendar@worldathletics.org)

[globalcalendar.worldathletics.org](http://globalcalendar.worldathletics.org)

