

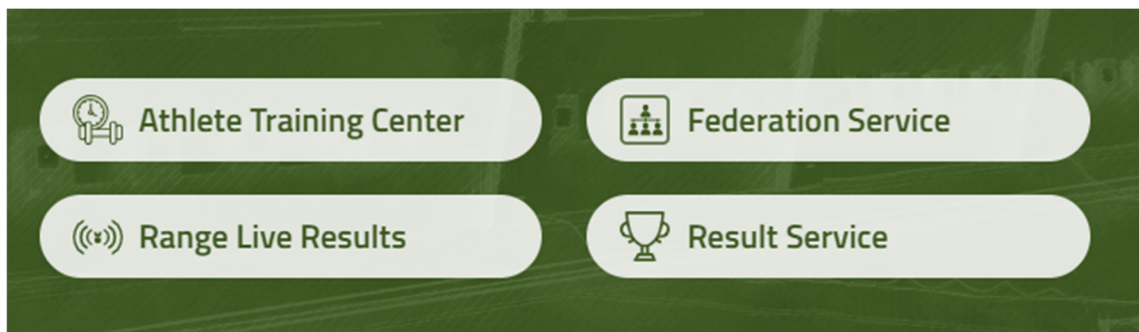


INTERNATIONAL SHOOTING SPORT FEDERATION

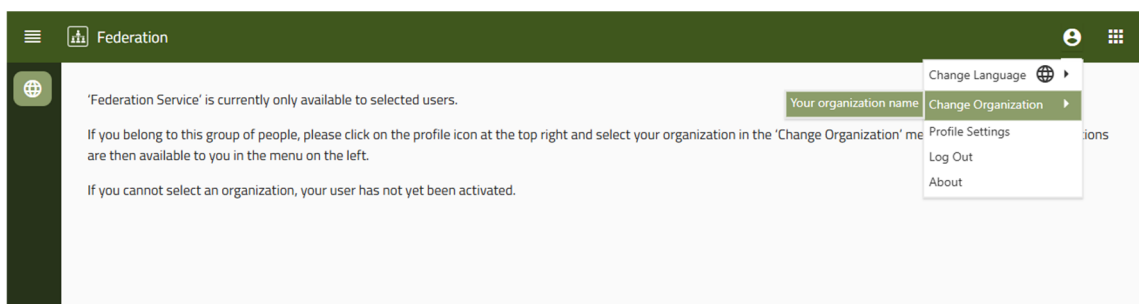
# Shootingsportscloud The new Online Registration for ISSF

## Tutorial: Register for a Championship

1. Open your web browser and go to [shootingsportscloud.com](https://shootingsportscloud.com)
2. Login with your account that you previously created and ISSF has verified.
3. Select the application 'Federation Service'



4. The first screen you will see in the 'Federation Service' is the following. Please follow the steps described and switch to your organization. In the 'User' menu in the upper-right corner, you can also change your preferred language and change your 'Profile Settings' (e.g. presentation of the date format).




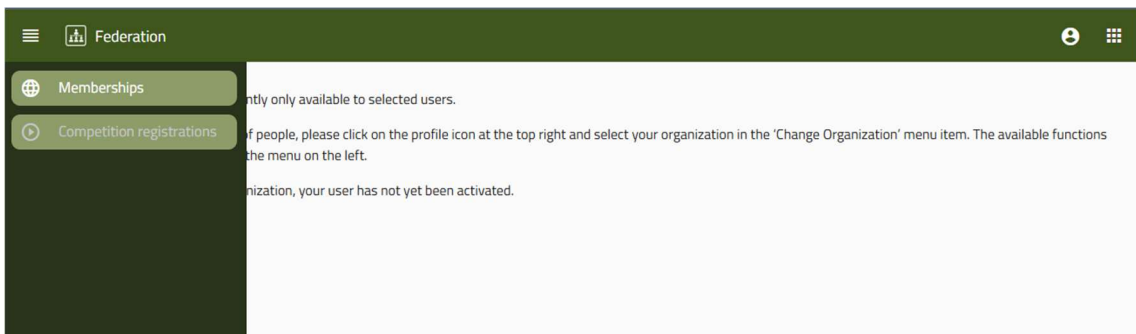
### ISSF Headquarters


Widenmayerstr. 16 - 80538 Munich, Germany  
T. +49 89 544 355 0 - E. [munich@issf-sports.org](mailto:munich@issf-sports.org)  
VAT: DE 129517043 - [www.issf-sports.org](http://www.issf-sports.org)






5. Open the menu while clicking on the  ('Menu') icon in the upper-left corner and select the entry 'Competition registrations'.



6. You will find the list of competitions for which for the registration is available. Select the competition you are interested in and want to register athletes and officials by clicking on the  ('Edit') icon in the 'Actions' column on the right side of the table.

Competition registrations

Name	Description	City	Country	Date	Actions
ISSF Grand Prix 10m	Rifle / Pistol	Ruse	SLO	07.01.2025 - 12.01.2025	

10 20 50 100 200 400 < 1 >



7. The following page will open. In the 'Information' tab, you will find general information about the competition and its events. On the right side, you can download available documents. If you scroll down, you can check the current state of registrations from all NOCs. At the very bottom, you will find the buttons 'Save and Close', 'Save' and 'Cancel'. These buttons are available on every page.

Edit participating organization for ISSF Grand Prix 10m

Information	Contact	Athletes	Teams	Team Officials
<b>ISSF Grand Prix 10m</b>				
Ruse, SLO				
Preliminary entry deadline				
None				
Final entry deadline				
07.12.2024				
Late entry deadline				
03.01.2025				
Start date				
07.01.2025				
End date				
12.01.2025				
<b>Documents</b>				
Name	Created	Actions		
Basic Information	13.11.2024 09:49:52	↓		
Summary of Deadlines	13.11.2024 09:50:25	↓		
Invitation Letter	13.11.2024 09:50:03	↓		
Preliminary Competition Schedule	13.11.2024 09:50:38	↓		
Registration Forms	13.11.2024 09:50:07	↓		

8. In the 'Contact' tab, you should fill out the contact information of your organization. The data is prefilled according to the data available for your organization. Before continuing, please click on 'Save' to validate your data.

Edit participating organization for ISSF World cup Test

Information	Contact	Athletes	Teams	Team Officials
Person: *	John Doe			
Address:	123 Maple Street, Anytown, PA 17101			
Email address: *	your-federation-address@federation-of-xy.com			
Phone number:	DE	+49 89 544 3550		
Website URL:	http://www.federation-of-xy.com			
Remarks:				
<input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>				



9. In the 'Athletes' tab, add your athletes to the list while clicking on 'Add Member' in the upper-right corner. You can filter the table while clicking on the header column (e.g. 'Gender') or search by name with the 'Search...' field in the upper-right corner. Select the athlete with a click anywhere on the row. Multiple selection is also possible if you click on the checkboxes in the first column. Click on 'Add' at the bottom to add the athletes and close the dialogue. If you don't want to select anyone now, click on the 'X' on upper-right to close the dialogue.

Add members X

<input type="checkbox"/>	Last Name	First Name	Gender	Date of birth	Is Junior
<input type="checkbox"/>	ACKERMANN	Marcel	Men	31.07.1974	<input type="checkbox"/> NO
<input type="checkbox"/>	ALLENBACH	Lars	Men	24.06.2002	<input type="checkbox"/> NO
<input type="checkbox"/>	ALTHER	Christian	Men	01.06.1997	<input type="checkbox"/> NO
<input type="checkbox"/>	AMBROSINI	Alice Marie	Women	05.12.2006	<input checked="" type="checkbox"/> YES
<input type="checkbox"/>	AMHERD	Stefan	Men	05.06.1973	<input type="checkbox"/> NO
<input type="checkbox"/>	ANNEN	Iris	Women	14.05.1995	<input type="checkbox"/> NO
<input type="checkbox"/>	ARNAUD	Alexandre Jean-Paul	Men	07.06.1983	<input type="checkbox"/> NO
<input type="checkbox"/>	ARNOLD	Sandra	Women	27.02.2004	<input checked="" type="checkbox"/> YES
<input type="checkbox"/>	BACHMANN	Pascal	Men	15.09.1996	<input type="checkbox"/> NO

10 20 50 **100** 200 400 < 1 2 3 >



10. After you've added the athletes, you must define the events. The selection can be made in the 'Events' column. The list of available events is filtered by 'gender' and 'age category'. Select one event at a time. If an athlete starts in more than one event, repeat the selection while opening the drop-down again.

Edit participating organization for ISSF World cup Test

Information Contact Athletes Teams Team Officials

Add Member

Clear sorting

Last Name	First Name	Gender	Bib	Date of birth	Is Junior	Events	RPO	Actions
AMBROSINI	Alice Marie	Women	0	05.12.2006	YES			
ANNEN	Iris	Women	0	14.05.1995	Events is required	Select...		
ACKERMANN	Marcel	Men	0	31.07.1974	NO			

Save and Close

Cancel

- ARW - 10m Air Rifle Women
- R3PW - 50m Rifle 3 Positions Women
- APW - 10m Air Pistol Women
- TRW - Trap Women
- SKW - Skeet Women
- APMT - 10m Air Pistol Mixed
- TRMT - Trap Mixed



11. If you added more than three athletes to the same event, please also define which athlete will compete for “Ranking Points Only” while select the checkbox in the column ‘RPO’.

Edit participating organization for ISSF World cup Test

Information Contact **Athletes** Teams Team Officials

Add Member

Clear sorting

Last Name	First Name	Gender	Bib	Date of birth	Is Junior	Events	RPO	Actions
BUCHS	Rachel	Women	0	15.01.1989	<input type="checkbox"/> NO	APW - 10m Air Pistol Women	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>
ANNEN	Iris	Women	0	14.05.1995	<input type="checkbox"/> NO	APW - 10m Air Pistol Women APMT - 10m Air Pistol Mixed		<input type="checkbox"/> <input type="text"/>
AMBROSINI	Alice Marie	Women	0	05.12.2006	<input checked="" type="checkbox"/> YES	APWJ - 10m Air Pistol Women Junior		<input type="checkbox"/> <input type="text"/>
BERNET	Jasmin	Women	0	13.04.1993	<input type="checkbox"/> NO	APW - 10m Air Pistol Women		<input type="checkbox"/> <input type="text"/>
BEYELER	Irene	Women	0	11.08.1985	<input type="checkbox"/> NO	APW - 10m Air Pistol Women		<input type="checkbox"/> <input type="text"/>
ACKERMANN	Marcel	Men	0	31.07.1974	<input type="checkbox"/> NO	APM - 10m Air Pistol Men APMT - 10m Air Pistol Mixed		<input type="checkbox"/> <input type="text"/>

Save and Close Save Cancel



12. In the 'Teams' tab, you can select the team allocation for Mixed Team Events and, if there are Team events available, the selection of the team members.

Edit participating organization for ISSF World cup Test

Information   Contact   Athletes   **Teams**   Team Officials

**10m Air Pistol Mixed**  
Team size: 2 / Max teams: 2

Last Name	First Name	Gender	Date of birth	Team
ACKERMANN	Marcel	male	31.07.1974	<input type="radio"/> None <input type="radio"/> 1 <input checked="" type="radio"/> 2
ALLENBACH	Lars	male	24.06.2002	<input type="radio"/> None <input checked="" type="radio"/> 1 <input type="radio"/> 2
ANNEN	Iris	female	14.05.1995	<input type="radio"/> None <input checked="" type="radio"/> 1 <input type="radio"/> 2
BERNET	Jasmin	female	13.04.1993	<input type="radio"/> None <input type="radio"/> 1 <input checked="" type="radio"/> 2

**10m Air Pistol Women**  
Team size: 3 / Max teams: 1

Last Name	First Name	Gender	Date of birth	Team
ANNEN	Iris	female	14.05.1995	<input type="radio"/> None <input checked="" type="radio"/> 1
BERNET	Jasmin	female	13.04.1993	<input type="radio"/> None <input checked="" type="radio"/> 1
BEYELER	Irene	female	11.08.1985	<input type="radio"/> None <input checked="" type="radio"/> 1
BUCHS	Rachel	female	15.01.1989	<input checked="" type="radio"/> None <input type="radio"/> 1



13. In the 'Team Officials' tab, you can select your team officials while clicking on 'Add'. Define the 'Function' of the official and click 'Add' afterwards. If your official is not already on the list, you must create a new official. Therefore, open the dialogue with a click to 'Create New' in the upper-right corner.

A screenshot of a web application dialog box titled "Add Officials". In the top right corner, there is a green button labeled "Create New". Below this is a table with the following columns: "Last Name", "First Name", "Country", "Member organization", "Function", and "Actions". The table contains three rows of data, each with a green "ADD" button in the "Actions" column. The first row shows "HOFSTETTER", "Peter", "SUI", "Swiss Shooting Sport Federation - Schweizer Schiesssportverband (SSV)", and "Team Coach". The second and third rows show "STURNY" and "ACKERMANN" respectively, both with "Heribert" and "Marcel" as first names, "SUI" as country, and "Swiss Shooting Sport Federation - Schweizer Schiesssportverband (SSV)" as member organization, with "Function" set to "Select...".

14. Fill out the required fields and click on 'Save'. Afterwards, you will find the newly created official on the list where you can define the 'Function' and add it to the list.

A screenshot of a web application dialog box titled "Create Official". It contains a form with the following fields: "Identifier" (Auto generated), "First Name" (Luke), "Last Name" (SYYWALKER), "Birth name" (empty), "Gender" (Men), "Date of birth" (01.11.1970), "Country" (Switzerland, SUI), "Is athlete" (checkbox), "Is jury" (checkbox), "Is official" (checkbox, checked), "Member Organizations" (Swiss Shooting Sport Federation - Schweizer Schiesssportverband (SSV)), and "Status" (Active). At the bottom right, there are two green buttons: "Save" and "Cancel".





15. Finally, click 'Save and Close' to confirm everything and finish your registration.

Edit participating organization for ISSF World cup Test

Information Contact Athletes Teams Team Officials

Add

Clear sorting

Last Name	First Name	Date of birth	Function	
HOFSTETTER	Peter		Team Coach	

Total: 1

Save and Close Save Cancel

16. We highly recommend to open the registration once again and check carefully that all of your athletes and officials are registered correctly. The ISSF Online Registration System is new for everybody, and we want to make sure that your Championship registration is done and stored completely.

If you have questions or if you notice any problems, please contact [registration@issf-sports.org](mailto:registration@issf-sports.org).