

Registration Handbook – National Delegation

This document explains the registration procedures for international competitions reserved for National Delegations (for example, World Championships and Continental Championships).

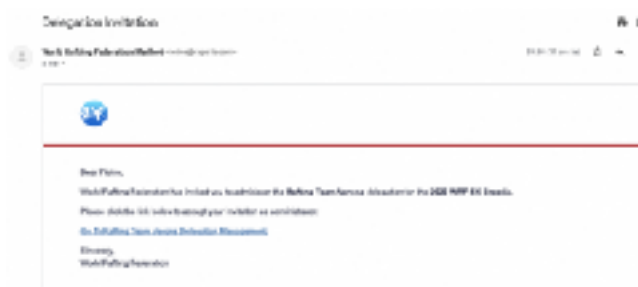
The number of teams that can be registered per category is 2, unless otherwise specified in the Bulletin.

An athlete may compete in different categories: the responsibility to be present at the start on time rests with each individual athlete.

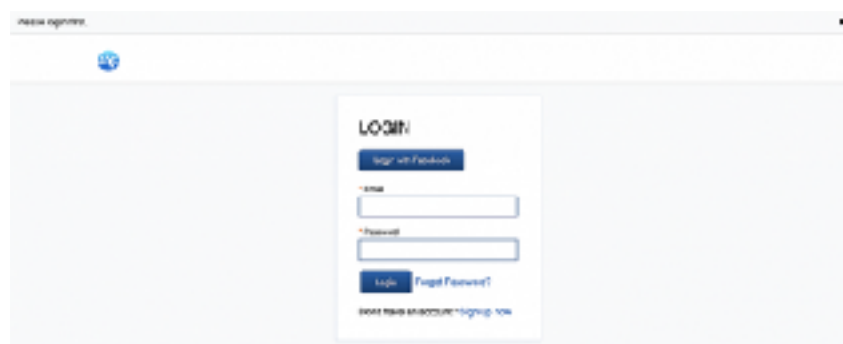
For each team a substitute can be registered. The substitute for a Mixed Teams has to be a woman.

The Responsible of the WRF account of the National Federation will receive a "**Delegation invitation**" email by World Rafting.

If you don't remember the credentials of the account of your Federation or if you want to add a new manager of the account, please contact the WRF Secretary General (secretarygeneral@worldraftingfederation.com).



Follow the link and login it.



The link will bring you to the "Manage Club Administrators" page where you will be able to add the athletes to the roster of your club (Participants list) and compose your team(s).



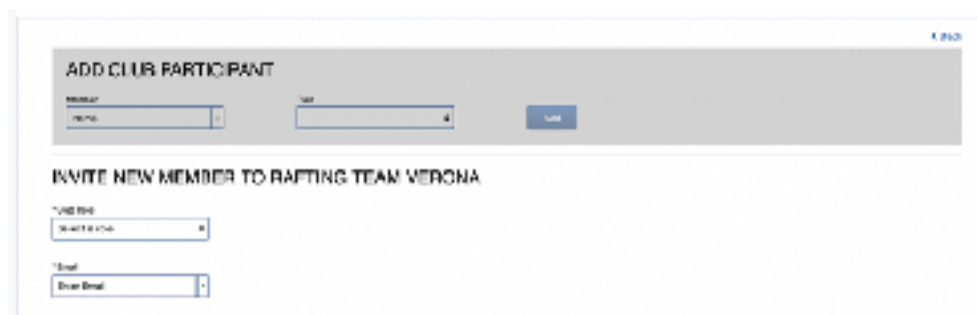
To add an athlete to the "Participants list", click "Add" and...



a) if the athlete is already registered on the platform, type the name, choose the role and click "Add";



b) if the athlete is not yet registered on the platform, you can add a new member to your delegation by selecting his role and entering his email. The new athlete will receive an email to verify his account (all the athletes must verify their account).



Fill the form and "Save".

IMPORTANT INFORMATION

Under "**Team Information**" specify the **OFFICIAL IOC CODE** of your COUNTRY for each category you plan to take part in. If your COUNTRY is going to register more than a Team in the same category, you have to follow this example -> FRA 1, FRA 2

If your Federation is planning to register more teams in the same age category/division (e.g. more teams in the "Senior Men") **use the progressive numbering** (e.g. FRA 1, FRA 2).

If the same Athlete will compete in more divisions (e.g. *Senior Men* and *Senior Mixed*), **select both and write the respective Team denomination.**

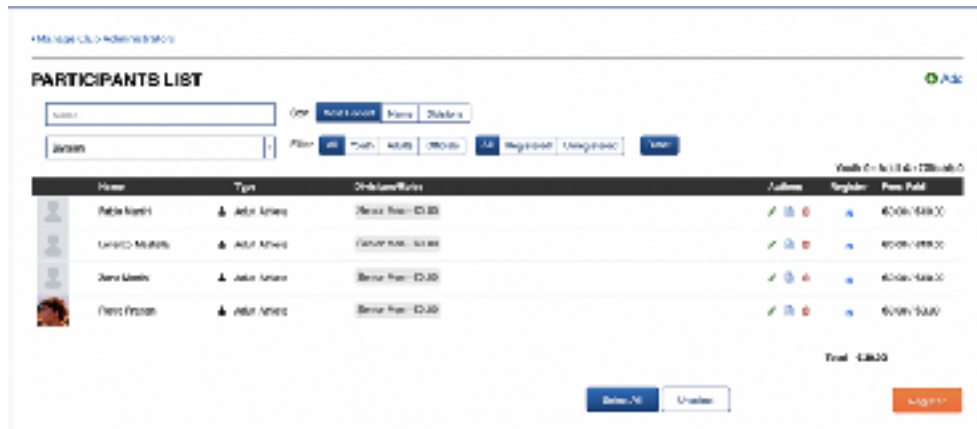
The athlete has been added to your roster.

If the athletes are already registered, the operation becomes much faster and easier (see pag. 5).

Name	Photo	First Name	Last Name	Division/Notes	Actions	Free Field
Paolo Paoletti		Paolo	Paoletti	Senior Men (FRA 01)		02/28/2024

Date	Ville	Team	Adult	Official	Invoice	Receipt	Amount	Total
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When all the athletes are included in the "Participant list", select (all together, if you registering more teams) those among them who will compose the teams that you are registering.



Select them and the click "Next".

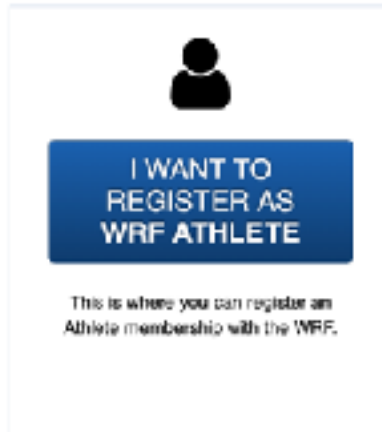


Confirm the team and pay the "WRF License" only for the athletes who have not a valid WRF membership.



“WRF ATHLETE” PROCEDURE

All the athletes who compete in WRF events must possess the WRF membership available on the WRF online platform. This [link \(https://wrf.rsportz.com/memberships\)](https://wrf.rsportz.com/memberships) will bring you to the "Membership Type" page:



Choose your membership type: click "I WANT TO REGISTER AS WRF ATHLETE".

The procedure is the same for all Athletes and Para-Athletes.

If you have already a WRF account, log in. Otherwise you can create a new one: you need just your email. You can also use Facebook account instead of an email address.

A screenshot of a web page titled "STEP 1: LOGIN OR CREATE AN ACCOUNT". At the top, there are two tabs: "New Account" and "Existing Account", with "Existing Account" selected. The main content area is divided into two columns. The left column contains registration fields: "First name" (with a dropdown arrow), "Last name", "Email" (with an @ symbol), "Password", and "Password confirmation". Below these fields is a checkbox labeled "I verify that I am at least 13 years of age and agree to Terms of Use and Privacy Policy." and a blue "Create Account" button. The right column contains a note: "You can use Facebook instead of an email address and password." followed by a checkbox "I verify that I am at least 13 years of age and agree to Terms of Use and Privacy Policy." and a blue "Create account using Facebook" button.

If you created a new account, a **verification link** will be sent to the email address that you provided.



We protect your data! [WRF](#) and [RSportz](#) are GDPR Compliant. Users must agree to Terms of Use, we have custom waivers to be initialled when registering at any event / membership. Each user has the ability to decide what and where data is displayed throughout the platform for themselves or their children.

After the payment **your membership will be valid and it will expire after 12 months.**

