

Frequently asked questions

Registering a team for the European Championships

1. How do I register my team for the European Championships?

- Before you can register your team you need to ensure that your team has purchased the required number of accommodation and service packages from ORION via the event website: <https://www.lifesaving2020.it/event/35/home>
- When you have purchased the package, ORION will supply you with an Access Code to enable you to register your team in the OrgaNet competition entry system

2. Can I register my team without purchasing the accommodation and service packages?

- No, you must register and purchase the required number of packages for your team before you can register your team in OrgaNet. You will need the code from ORION to do this.
- For further information contact info@orionskyglobal.com – they will be pleased to assist you.

3. Once I receive my code, how do I register my team?

- To access the OrgaNet competition entry system, enter <https://ils.organet.info> into your browser and this will allow you to login to OrgaNet. Before you can register your team you must have an OrgaNet account.
- If you registered a team for the 2018 Lifesaving World Championships, you can use the same OrgaNet account.
- If you do not have an OrgaNet account see the video guide that ILS has produced to show you how to get one: <https://youtu.be/4m6Wv1TzhQY>

4. I now have an OrgaNet account. How do I register my team?

- Use the link <https://ils.organet.info> to open the OrgaNet system. Select login from the left-hand menu, and enter your e-mail address and password that you used to get your account.
- When the home page opens, select the European Championships that you wish to enter your team into by clicking on the small blue “register” icon on the right-hand side of the screen.
- You will be asked to confirm that you want to enter a team into that event.
- If that is the correct event, read the privacy information and confirm that you agree by clicking on the blue box at the bottom of the message.
- The registration screen opens. Complete the necessary information – select your federation, then select your club team from the drop-down list. Your name as the team manager/club administrator will already be entered.
- Add the ORION code into the box required and click once on the blue “register” box at the bottom of the screen.
- Do not click the box more than once! You will now need to wait for your team registration to be approved by the Administrator.
- Be patient! If you submit your registration outside normal office hours, it may not be approved until the next working day. When it has been approved you will receive an e-mail from OrgaNet to tell you and you can continue to finish entering your team.

5. I have received the e-mail from OrgaNet to tell me that my team registration has been approved. How do I access my registration record?

- Login to OrgaNet again.
- This time select “My Teams” from the left-hand menu.
- This opens your registration record. Select the “Edit” icon (the 4th one on the right-hand side after your team name) and your registration record will open at the Master Data screen.
- In the top left-hand corner the number of competitors and team official attendants permitted by your ORION code will be shown.

6. How do I enter my team members into events?

- Select the Participants tab.
- Choose either the Female Competitors or Male Competitors tab as required.

- In the first grey box at the top of the page, click on the person icon and enter the relevant details of the competitor into the pop-up form that appears.
- Ensure the date of birth is entered in the YYYY-MM-DD format.
- Click on Save and the name will then appear in the box at the top of the page. Add your other competitors as required. Click on the blue Save bar at the bottom of the page regularly to save your entries.

7. How do I enter individuals into events?

- For Pool events, insert an entry time into the box beneath the competitor's name. It must be in the 0:00,00 format – no other format is accepted.
- For Ocean events, change the drop-down box for that competitor from "No" to "Yes". Remember to save your entries regularly!
- If you are entering a team into the Masters events, when you have entered the time or changed the drop-down box to "Yes", the age group applicable to that individual will appear beneath eventually.

8. How do I enter competitors into team events?

- For Pool events, insert an entry time into the box beneath the event name on the left-hand side (using the 0:00,00 format). Then change the drop-down boxes beneath the competitors' names from 0 to the required position in the team – 1, 2, 3 or 4. For the Line Throw, only enter 1 or 2.
- For Ocean events, enter the position in the team by changing the drop-down boxes beneath the competitors' names from 0 to the required position in the team – 1, 2, 3 or 4. For the Board Rescue only enter 1 or 2
- For Masters Team events follow the same procedure for Pool events, but for Ocean events only insert 1, 2 or 3 as there are only 3 competitors in a Masters Ocean team event
- For Masters Team events, once the competitors have been entered, the age group that they are eligible to participate in is shown under the name of the team event.

9. How do I enter competitors into Mixed Team events?

- For Pool events, insert the entry time into the box beneath the event name on the left-hand side, then change the drop-down box for the first 2 competitors in the first gender (i.e. female), then click on the blue Save bar at the bottom of the page. You will receive a message to say that there is a missing time and insufficient competitors have been entered into the event. Click on OK to accept this, then select the other gender tab. Enter the same entry time again, then change the drop-downs for the second 2 competitors and click on the blue Save bar again. Your mixed team entry will be completed. For Ocean events, follow the same process without having to enter the time of course.
- For the SERC event, you can have any combination of gender for your team, including 4 of one gender, 3 of 1 and 1 of the other, or 2 of each gender.

10. How many competitors can I enter into individual and team events?

Depending on how many competitors are allowed in your ORION access code you can enter the following:

Individual events

- National Teams Open and National Teams Youth – 2 competitors of each gender into individual events – a maximum of 6 male and 6 female competitors are permitted
- Interclub Teams Open and Interclub Teams Youth – 4 competitors of each gender into individual events – a maximum of 10 male and 10 female competitors are permitted
- Masters – the number of competitors per individual event is unlimited per age group – competitors will compete against others in their own age group

Team events

- National Teams Open and National Teams Youth – 1 team of each gender and 1 mixed team in appropriate events
- Interclub Teams Open and Interclub Teams Youth – 1 team of each gender and 1 mixed team in appropriate events
- Masters – unlimited teams per event in either gender – there are no Masters mixed events. Teams will compete in their age group as determined by the combined ages of the participants in that team for that event

11. How do I enter team officials?

- If your ORION code permits Attendants to be added, select the "Attendants" tab

- Click on the first grey box and add your team official's name as in question 6 above. Remember to ensure that the gender box is correctly selected. When you click on Save their name will appear in the box.
- On the right-hand side, use the drop-down box to select the correct function.
- Click on the blue Save bar at the bottom of the screen.

12. What fees does my team have to pay?

- The individual entry fees for the European Championships will be paid through the purchase of the accommodation and service packages.
- The team fees are payable through OrgaNet. Click on the PayPal logo on the top right-hand corner of the Master Data screen. This will take you to a PayPal login and you can then arrange to make the required payment

13. My team is small, do I still have to pay the team entry fee?

- In the National Teams Open and Youth and the Interclub Teams Open and Youth events, a full team fee is paid if you have four competitors or more of either gender.
- If you have no more than 3 of either gender, claim a small team reduction to reduce the team fee to zero.
- Go to the Items Tab, then select Other. Select the Small Team Reduction Fee and change the value of the drop-down on the right-hand side from 0 to 1. Click on the blue Save bar and your team fee will be reduced.
- For Masters the full team fee is payable if you have 4 competitors or more of either gender if your team is entered into Pool events only, but if entered into Ocean events, the full fee is payable if you have 3 competitors or more of either gender.

14. How do I get a print-out of my entries?

- Click on the Printer icon in the top right corner of the Master Data screen
- A pdf file will open in your browser which you can view, print or download.