IPC Online Entry & Bipartite System
User’s Guide
Version B – for NPCs and NFs

12 January 2016
## Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Jan 2016</td>
<td>Separate documents versioned 3.2 (3.1 and 3.2 of the history below) and 3.1 (now indicated as version 3.3) merged. Screenshots updated as of SDMS 4.0. Bipartite process extended for non-IPC sports.</td>
</tr>
</tbody>
</table>
| 3.3     | Nov 2014 | Inclusion of:  
  - Entries for Ice Sledge Hockey (officials + team roster)  
  - New Screenshots |
| 3.2     | July 2014| Instructions for bipartite application included.                                                                                           |
| 3.1     | Sep 2013 | Wheelchair Dance Sport included.                                                                                                            |
| 3.0     | Jan 2013 | EBS 2.1 implemented based on new SDMS 2.1, as well as basic entry by number forms including invoicing                                      |
| 2.1     | Jan 2012 | EBS extended by new bipartite section, prepared to the specific needs of London 2012 Paralympic Games                                        |
| 2.0     | Apr 2011 | First version of EBS based on SDMS 2.0, prepared for IPC Swimming European Championships 2011, Berlin, GER, and Para Pan American Games 2011, Guadalajara, MEX. |
| 1.1     | Dec 2010 | Second version for competition specific online entry system, extended by basic bipartite function (IPC Athletics World Championships 2011, Christchurch, NZL). |
| 1.0     | May 2010 | First version for competition specific online entry system (IPC Swimming World Championships 2010, Eindhoven, NED).                           |
1 Introduction

This chapter provides an introduction to the IPC Online Entry & Bipartite System, henceforth called EBS.

1.1 Objective

This document describes all important functionalities of the IPC Online Entry & Bipartite System (EBS), a web-based application designed to smoothly run the entry and bipartite processes for major IPC competitions. According to the qualification criteria of the respective event, this guide is targeted to assist the staff members of the National Paralympic Committees (NPCs) and their National Federations (NFs) to easily fill out the forms for entries by number and the bipartite applications as well as to finally enter their athletes to the events they would like to compete in if they are eligible. Following areas of the entry process are covered by EBS depending on the competition needs:

- Entries by Number including automatic invoicing
- Entries by Name with requirements, rules, and regulations implemented
- Bipartite Application

EBS is a module of the IPC Sport Data Management System (SDMS) which is designed to securely capture, store and retrieve athletes’ data, results, rankings and records submitted by the NPCs and verified by the respective IPC Sport. That means that all information about athletes, their classification and results are directly extracted from SDMS so that the user only needs to enter that information needed for the specific entry process.

1.2 Versions of the EBS Manual

There will be only two versions of this guide. Version A (in development) will include all administrative steps to prepare the online entry process. The version on hand (B) only focuses on the steps to go by the NPC representative.

- Version A – EBS Administration for IPC
- Version B (this one) – Entries and Bipartite instructions for NPCs and NFs

The handling of any kind of data which is directly extracted from SDMS, e.g. personal details or athletes like name or date of birth, classification data and results, is described in the respective SDMS manual.
2 Access

As being an online application, the IPC Online Entry & Bipartite System (EBS) is accessible on the Internet by inserting the following URL in the browser of your choice:

http://www.paralympic.org/entries

By default, each SDMS user also has access to EBS with different limitations to the various sections of this application:

- NPC Alpine Skiing, Nordic Skiing, and Snowboard: Access automatically granted to each entry page for IPCAS or IPCNS competitions when opened by the IPC.
- NPC Athletics, Swimming, Shooting, Powerlifting, Wheelchair Dance Sport: Access granted to the entry page of the respective competition when officially invited to start the entry process online.
- NPC Ice Sledge Hockey: Access to team rosters and officials registration on invitation or qualification to a major IPC Ice Sledge Hockey event.
- NPC Primary Users have access to each section automatically.

With EBS being a module of SDMS, username and password are always the same. Password changes (user-initiated or automatic) are handled by SDMS.
3 Entries by Number

If initiated by the IPC, each NPC has to fill out the entry by number form before the final entry by name phase can be opened. Entries by number mean that the NPC has to give precious numbers of male and female athletes, guides, and attending staff like team leader, coaches, physiotherapists etc. Based on the total team delegation size and the number of competition days, the NPC is invoiced the participation fee to cover the various expenses in the host city and allow the organizer and the IPC to book accommodation, prepare transportation, and create first drafts of competition schedules and all the additional management behind.

The entry by number process basically consists of the following steps:

1. Fill out the form ‘Entries by Number’ and submit the data.
2. Print out the invoice and ensure payment by announced deadline
3. Control payment status of the invoice to ensure that payment is confirmed by the IPC

Be aware that after final submission of the form ‘Entries by Number’ which results in the production of the invoice, you will not be able to change data.

3.1 Official Submission of Entry by Number Form

Click on ‘open’ on the welcome page for the respective competition for entry phase ‘by number’, or use the menu bar at the top to navigate to the desired section as of:

- Summer sport: IPC [Sport] > [Competition Name] > Entries by Number
- Winter sport: Winter Sports > IPC [Sport] > [Competition Name] > Entries by Number

As long as the entries by number are required for this competition, but your NPC has not submitted the form, yet, you will be redirected to the following entry by number form:
Fill out the form. All yellow fields are mandatory. Number of guides is only requested in the sport of athletics or, later, in Alpine and Nordic Skiing. Name and email address of the main contact person should be that person how is mainly in charge of the delegation in case of any questions. Like for any other invoice in SDMS, you can fill out a specific invoice addressee. If blank, the addressee will be automatically set to the NPC default name.

**Entries by Number by Event & Class:** In most cases, the IPC Sport kindly ask you also to fill the matrix to indicate in which events and classes you expect to send how many athletes, see example on left side for men. Each box indicates that this class is eligible for the respective event type. Keep it blank for 0. In a few cases, you can only populate that number of athletes who are already qualified.
based on the published minimum qualification standard (MQS) list on the respective IPC Sport ranking website. Relay events just need to be ticked if a relay team is about to be sent.

If you are located in a country within the European Union, you are additionally asked for the VAT number of your organization if available.

Before you finally press the submit button, please ensure the correctness of all information and that you agree to be invoiced based on your total team delegation size which cannot be changed after submission.

When you submit the form finally, following messages shall appear confirming the final submission and creation of the new invoice.

3.2 Participation Fee Invoice

When entries by number are finally submitted, you can immediately print out the invoice by using the button ‘Print Invoice’ underneath the form.

An example (without real data) of such an invoice is given to the right with your team delegation size, the fee per person (based on the calculation of number of competition days times the fixed fee per person and day) as well as the total amount in Euros.

Please transfer the full amount to the given bank account by clear indication of the invoice number and purpose. The account details may vary from sport to sport and are different from those of the license invoices.

If you cannot transfer the money, the IPC Finance Department has to be contacted and consulted for an alternative payment option.

You can print out the participation invoice anytime later under IPC [Sport] > [Competition Name] > NPC Reports, tab “Entries by Number”.
3.3 Payment Confirmation

The IPC will not inform you personally when the payment is booked on the designated account, but you can check the payment status online:

- In EBS: IPC [Sport] > [Competition Name] > NPC Reports, tab ‘Entries by Number’. On the right panel, all generated invoices are listed including invoiced amount, payment status and the link to open and download the invoice PDF.
- In SDMS: License & Invoices > Invoices. Search for the invoice number. The column ‘Status’ indicates if we are still awaiting your payment (Pending) or if your payment was successfully booked on the account (Paid). The PDF can be downloaded from the invoice’s detail page.

Keep in mind that there might be some delays of a few days between your final bank transfer ordered and the final payment confirmation online.

4 Entries by Name

The most important entry phase is the entries by name. In this phase, the NPC individually inscribes all its athletes to each event the athlete would like to compete in and is eligible to compete in. In opposite to previous PDF or Excel entry forms, there is no information typing required. Entry performances as well as person and classification related information is directly extracted from SDMS and the online rankings, respectively. Only athletes meeting the criteria can be entered because requirements, rules, and regulations are implemented into this application. This results in the comfortable situation that 99% of the entries are validated in that moment of inscription by the NPC. Exceptions are mentioned in the online application or in this guide.

The entry by name process consists up to four steps:

1. Entries of individual athletes,
2. Entries of relays (if applicable),
3. Entries of team officials (for IPC Ice Sledge Hockey only),
4. Submission and confirmation of entries to the IPC.

You may repeat steps 1 and 3 until you finally submit your entries. At end of entry deadline, your data are automatically submitted and closed.
4.1 Entries of Individual Athletes

4.1.1 General process

Click on ‘open’ on the welcome page for the respective competition for entry phase ‘by name’, or use the menu bar at the top to navigate to the desired section as of:

- Summer sport: IPC [Sport] > [Competition Name] > Entries by Number
- Winter sport: Winter Sports > IPC [Sport] > [Competition Name] > Entries by Number

When you open the entries by name section, you find an athlete search matrix on the top left and few basic data of the competition on top right.

The search matrix includes all licensed athletes of your NPC, based on the season of competition; exceptions can be made when a competition takes place at the beginning of a new season – consult the corresponding qualification criteria document.

1 Exceptions might apply for some low-level competitions. Please consult the IPC Sport for more advice.
By default, five (5) athletes are shown per page. Options for filtering, sorting, printing, and scrolling are available like in SDMS – please consult the SDMS manual for any clarification.

Select an athlete by a simple click on his data row. The row your mouse cursor is over is just in focus. When you have selected an athlete, the selected row is highlighted.

At the bottom, two sections are populated with data and potentially some options. On the left hand side, **BASIC INFORMATION ABOUT THE ATHLETE** is extracted from SDMS, including the current classification. This information in particular determines all potential events the athlete could compete in.

At bottom right, the table with all **AVAILABLE EVENTS** is loaded based on the athlete’s current classification and the competition programme. If the athlete is not classified, yet, you can change the classes in SDMS (see SDMS manual, chapter 5.1.4) and reload the eligible events.

Each event defines the eligible classes, qualification standards (MQS) and loads the relevant qualification (summer sports) or ranking performances (snow sports).

![Entries by Name Step 2 - Available Events](image)

For each event, the athlete has one of the following entry statuses:

- **not entered** – athlete is not registered to compete in that event.
- **ENTERED** – athlete has been registered to compete in that event via standard qualification (if a qualification standard is defined).
- **BIPARTITE** – athlete has been allocated a bipartite slot (see chapter 5).
- **WILD CARD** – athlete has been allocated a wild card (see chapter 5).
- **INVITATION** – athlete is directly invited to the competition.

Bipartites, wild cards and direct invitation do not apply to all competitions. It is recommended to consult the qualification and invitation documents for the respective competition.

- **Click on ‘Inscribe’ to enter the athlete to an event.**
  The ‘Entry Status’ changes to **ENTERED**. Your athlete is entered!
- **Click on ‘Remove Entry’ to remove the athlete from this event.**
  The ‘Entry Status’ changes to **not entered**. Your athlete is removed!
The button ‘Inscribe’ only appears if

- The athlete has met the qualification standard (MQS) in the respective event OR the event does not require a qualification performance, AND
- The athlete is not already entered to this event via any method (qualification, bipartite, wild card, direct invitation).

The button ‘Remove Entry’ only appears if the athlete has the entry status ENTERED. Bipartites, wild cards and direct invitations are managed by the responsible IPC Sport directly.

Even if the ‘Inscribe’ button is available, the attempt to inscribe an athlete might be rejected. A red error message at the top appears explaining the reason for the rejection. Most common reasons are exceeding the maximum number of athletes per NPC (in total or per event) or exceeding the maximum number of slots allocated to your NPC. In addition might have more specific regulations outlined in the respective qualification criteria documents and the IPC sports rule books.

### 4.1.2 Guides in Athletics, Alpine and Nordic Skiing

Guide runners to support athletes with a visual impairment in athletics track events or in the winter sports are not separately inscribed but always together with the athlete.

When you click the ‘Inscribe’ button of an athlete for such an event, a small dialog window opens and asking for the guide. The drop down box loads all guides registered and/or licensed according to the eligibility criteria of the competition. If one or more guides have been indicated as ‘default’ for the athlete (see SDMS manual, chapter 5.1.6), they are listed first and are indicated with an asterisk (*). Select the guide and confirm the selection. If the athlete fulfills all criteria to compete, the entry status changes to ENTERED and the selected guides is registered alongside.

In order to change the guide, the athlete must be first unregistered for the particular event, before the process as described are above is repeated.

### 4.1.3 Wheelchair Dance Sport couples

Duo and combi events in IPC Wheelchair Dance Sport require a couple to be registered.

When you click the ‘Inscribe’ button of an athlete for a pair event, a small dialog window opens and asking for the competition partner. The drop down box loads all athletes from the other gender registered and/or licensed according to the eligibility criteria of the competition. Select the partner and confirm. If both athletes fulfill all criteria to compete, the entry status changes to ENTERED and the competition partner is registered alongside. It is not necessary to repeat this process for the competition partner as she/he is automatically fully entered.
When you click the ‘Remove Entry’ button for an athlete in a pair event, the entire couple is unregistered. It is not necessary to manually remove the competition partner from this event.

4.1.4 Influence of Entries by Number

If you were requested to submit your Entries by Number first, your totals by male, by female, and the number of guide runners (where applicable) will limit the maximum number of athletes you can register during the Entries by Name. Announcing five male and three female athletes including one guide runner will only allow you to register these numbers of athletes. The attempt to inscribe a sixth male, a fourth female or a second guide by name will result in an error message warning you about your own limits.

The matrix with Entries by Number by Event & Class (see chapter 3.1) has no influence on the Entries by Name.

4.2 Entries of Relays (IPC Swimming)

This way of inscription of relay teams only applies to IPC Swimming as the nomination of the relay members occur just some hours before the race. Relay members in athletics or cross country skiing have to be inscribed by name (see chapter 4.1).

As of now, a separate relay entries section is solely implemented for swimming so that you will find the form under IPC Swimming > [Competition Name] > Entries of Relays.

On the new page, select your NPC from the table. You get a similar table like for individuals. All relays being currently on the competition programme are listed, with potential MQS and your own NPC’s best performance in the qualification period.
Click on ‘Inscribe’ to enter your NPC to a relay event. The ‘Entry Status’ changes to ENTERED. Your NPC is entered!

Click on ‘Remove Entry’ to remove your NPC from this relay event. The ‘Entry Status’ changes to not entered. Your NPC is removed!

The information and recommendations for entries by name about the inscription process, criteria and rejection apply likewise to relay inscriptions. Please consult chapter 4.1.1. for details.

4.3 Team Roster (IPC Ice Sledge Hockey)

Ice sledge hockey as team sport has a different inscription view. Go to Winter Sports > IPC Ice Sledge Hockey > [Competition Name] > Entries by Name. On the new page, you will find basic information about your NPC and the competition at the top as well as an empty team roster underneath.

The number of available slots is based on your submission in the Entries by Name phase (see chapter 3.1) or on the maximum slots per NPC. Likewise, the numbers of male and female slots are determined.
Inscription Process:

1. Select an athlete from a drop down list. Only licensed athletes of the respective gender are available.

2. On selection, jersey number, position and club name are loaded from the SDMS biography section automatically. Make corrections if necessary or if blank.

3. Click ‘Submit Team Roster’. If a row is correctly filled, the column ‘Entry Status’ of this row changes to **ENTERED**.

It is not needed to fill out all slots at once. You can fill out one or more slots and save the roster, come back later and continue. It is only required to fill out each row you would like to save completely (player, jersey number, position and club name).

<table>
<thead>
<tr>
<th>#</th>
<th>Gender</th>
<th>Player</th>
<th>Jersey No</th>
<th>Position</th>
<th>Club</th>
<th>Entry Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>any</td>
<td>2:4:11:4: Brookline (GER)</td>
<td>15</td>
<td>Goalkeeper</td>
<td>Vissel Kobe, Japan (JPN)</td>
<td>ENTERED</td>
</tr>
<tr>
<td>2</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>3</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>4</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>5</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>6</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>7</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>8</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>9</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>10</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>11</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>12</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>13</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>14</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>15</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
<tr>
<td>16</td>
<td>any</td>
<td>2: empty</td>
<td></td>
<td></td>
<td></td>
<td>not entered</td>
</tr>
</tbody>
</table>

All changes applied to jersey number, position or club name for any athletes are saved in the SDMS biography section (see SDMS manual chapter 5.1.2).

Removal Process:

1. Select “- empty -“ from the drop down menu.

2. Click ‘Submit Team Roster’. The column ‘Entry Status’ of each row indicated as “- empty -“ changes to **not entered**.
4.4 Team Officials (IPC Ice Sledge Hockey)

IPC Ice Sledge Hockey kindly requests the registration of the NPC team officials alongside the team rosters. Please go to Winter Sports > IPC Ice Sledge Hockey > [Competition] > Entries by Name (Officials).

The next page shows an empty table which will be populated with your team officials. In the following example, a physiotherapist is already registered.

Click ‘Add Team Official’, a blank form opens; you need to fill out with the basic details of the person such as name, date of birth, and the person’s role from a pre-defined list.

You can enter as many officials as you submitted in the Entries by Number form (see chapter 3.1). Further registration will be rejected. Replacements are possible by deleting a registered official first via the ‘Delete’ button.

Fill out this form for all your officials before you complete the registration process for your NPC.
4.5 Submission and Confirmation of Entries

When you finished registering all your athletes to the correct events, you can complete the process anytime by ‘Final Submission’.

Go to IPC [Sport] > [Competition] > NPC Reports. Open the tab labelled ‘Entries by Name’.

On the left side, you can download a report of your entries anytime as PDF or Excel file. The centre offers to submit your entries finally to the IPC.

- After submission, you cannot change your entries anymore!
- When the official entry deadline has passed, your data is automatically submitted!
- Changes after submission must be reported to the respective IPC Sport and only accepted on an exceptional basis for serious reasons.

If the IPC is requesting the validation report, the section on the right side enables the button once the data are submitted (either via ‘FINAL SUBMISSION’ or after the deadline at the latest). This report must be then downloaded, signed, and sent back to the responsible IPC Sport.
5 Bipartite Applications

Some competitions offer the bipartite allocation process to allow selected athletes to participate without a qualification performance. The current EBS version covers this application process for IPC and non-IPC sports. Processes available are listed on the competition overview with deadlines and link to the application section on the EBS welcome page.

5.1 Application for IPC Sport

Like for entries by name, athlete data is extracted from SDMS so that the applying NPC only requires defining the SDMS ID of the athlete and the events the athlete wishes to compete in. Go to IPC [Sport] > [Competition] > Bipartite Applications.

Initially, a blank table opens that is going to be populated with the NPC’s applications.

If applications already exist, the details can be reviewed by clicking the respective row in the matrix. Amendments to or deletions of existing applications can only be performed while the application status is ‘New’. When the status is ‘Under Review’, the responsible IPC sport is already in the process of review of all applications for its final decision.
Click ‘Add Bipartite Application’ to open the form for a new submission.

The submission process consists of two steps.

**Step 1:** Select your NPC if not already pre-selected, and enter the SDMS ID of your athlete. The name of the selected athletes appears in the text field. The selection is only valid if this number exists in SDMS, the related athlete is registered for the NPC and in the sport of the bipartite application. Otherwise, the term “— not found —” indicates the incorrect SDMS ID. Click ‘Save’ if the athlete is correctly selected.

**Step 2:** Now you have to opportunity to specify the events the athlete wants to compete in. You must fill out at least all fields for event 1, otherwise your application will not be considered! Select the event from the drop down menu populated with all events from the provisional competition programme your athlete is allowed to compete in based on his current classification. The remaining fields require information about the best performance the athlete has achieved in this particular event within the qualification period. Consult the qualification documents of the respective competition.

You can add or remove further events by clicking the respective buttons ‘Add another Event’ and ‘Remove last Event’. Please note that event #1 must be filled out.

Your bipartite application is now completed. The IPC sport will review all applications after published bipartite deadline and inform all NPCs on the final decisions accordingly.
5.2 Application for non-IPC sports

The IPC offers the bipartite section of EBS to the International Federations that are represented at the upcoming Paralympic Games and include a bipartite application process to their members. Some of these IFs accept the offer so that the NPCs are able to apply for bipartites in most of the sports directly through EBS.

Go to Non-IPC Sports > [Competition]. An overview table is displayed to indicate which sports are handled by EBS, and the application period with start and deadline. When the process has begun for a particular sport, the link to the bipartite applications appears in the column ‘Access’. The link under ‘Reports’ redirects you to the download option of an overview of your application likewise for the entries by name. For completeness, the table also includes the IPC Sports.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Bipartite deadline</th>
<th>Access</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>start: 1 May 2016</td>
<td></td>
<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 31 May 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>start: 2 May 2016</td>
<td></td>
<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 20 June 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equestrian</td>
<td>start: 15 February 2016</td>
<td></td>
<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 15 March 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powerlifting</td>
<td>start: 8 February 2016</td>
<td></td>
<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 14 March 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shooting</td>
<td>start: 8 February 2016</td>
<td></td>
<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 25 March 2016</td>
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<td>Swimming</td>
<td>start: 15 February 2016</td>
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<td></td>
<td>deadline: 18 April 2016</td>
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<tr>
<td>Table Tennis</td>
<td>start: 15 January 2016</td>
<td></td>
<td>NPC Reports</td>
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<tr>
<td>Wheelchair Fencing</td>
<td>start: 31 May 2016</td>
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<td>NPC Reports</td>
</tr>
<tr>
<td></td>
<td>deadline: 29 June 2016</td>
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<tr>
<td>Wheelchair Tennis</td>
<td>open</td>
<td></td>
<td>NPC Reports</td>
</tr>
</tbody>
</table>

When the process is opened, click on ‘Bipartite Applications’. Like for IPC Sports, a blank table opens that is going to be populated with the NPC’s applications.

Click on ‘Add Bipartite Application’ to open the form for new submission (example: Equestrian).
The submission process consists of two steps.

**Step 1:** As the IPC has no information stored in SDMS about athletes from other federations, please fill out the entire form. Yellow fields are obligatory. Click ‘Save’ if the athlete is correctly selected. Some fields are specific on the responsible IF.

- **Classification** is called ‘Grade’ for equestrian. The drop down menu is populated with all classes registered for that sport in SDMS. Please check the competition programme if the athlete is eligible to compete with his current classification.
- **License Number** might have a different label depending on the IF terminology (e.g. PTT ID for table tennis, or IPIN for wheelchair tennis).
- **Comments** are optional by default. However, currently two sports (Equestrian and Table Tennis) kindly request the application to write down argumentation/motivation for the application. Please fill out according to the needs of the IF. The field requires at least 100 characters (not words!) just to ensure at least one argument is written.

**Step 2:** After saving the athlete personal details, you have now the opportunity to specify the events the athlete wants to compete in. You must fill out at least all fields requested for event 1, otherwise your application will not be considered! Following fields are/might be available depending on the requirements of the federation:

- **Event Type** is required for each sport. The drop down list is populated with all available event types of the respective competition. Please note that your application will be neglected if the combination of the selected event type and athlete’s classification is not offered on the tentative competition programme.
- **Place on (World) Rankings** requires the current position of the athlete in the IF rankings of the selected event type. Enter “none” if the athlete is not ranked, yet.
- **Best Performance** requires entering the highest achievement the athlete has retrieved within the qualification period. This might be a time, width, score, points, or just the best position in a tournament.
- **Date** refers to when the best performance has been achieved.
• **Competition** refers to at which competition the best performance has been achieved.
• **Location** requests entering city and country of that competition.

You can add or remove further events by clicking the respective buttons ‘Add another Event’ and ‘Remove last Event’. Please note that event #1 must be filled out.

When you have saved your application with at least one event registered, your bipartite application is now completed. The responsible federation will review all applications after published bipartite deadline and inform all NPCs on the final decisions accordingly.

### 5.3 Bipartite Reports

A summary of your bipartite applications by sport can be found in the NPC Report sections like the entries by name and entries by number reports.

Decisions of the submission will be directly reported to the NPCs according to the timeline of the competition qualification document.

### 5.4 Wild Cards

Wild Card applications for various competitions obey a similar process like bipartites. If a competition offers the wild card applications in EBS, you will find the application form at the same locations like the bipartites, replacing or combining the term “bipartite” with “wild cards”.

In the case that bipartite and wild card applications are handled by EBS for the same competition, on opening the blank submission form allows you to select whether you apply for a bipartite or for a wild card.
6 Glossary

EBS
   IPC Online Entry & Bipartite System
ID
   Identification (as unique identifier)
IF
   International Federation
II
   Intellectual Impairment
IM (class)
   Intentional Misrepresentation
IPC
   International Paralympic Committee
MQS
   Minimum Qualification Standard
NE (class)
   Not Eligible
NF
   National Sport Federation
NPC
   National Paralympic Committee
SDMS
   IPC Sport Data Management System
VAT
   Value Added Tax
VI
   Visual Impairment