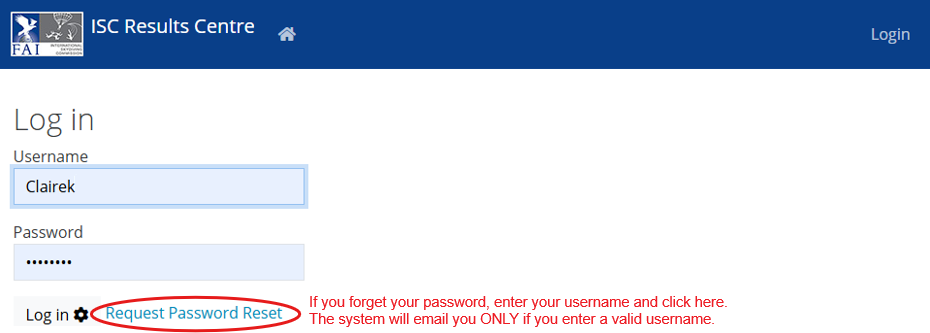
1. Your user credentials

When you are first set up as a user in the system, you will receive an email containing your username and password.

PLEASE NOTE: You will only receive this email ahead of your first competition. You will not get this email for every competition. After your initial setup, you can continue to login with your username and password.

1. Log in

Go to: <http://results.worldskydiving.org/Admin> and login using the username and password received in the above email.

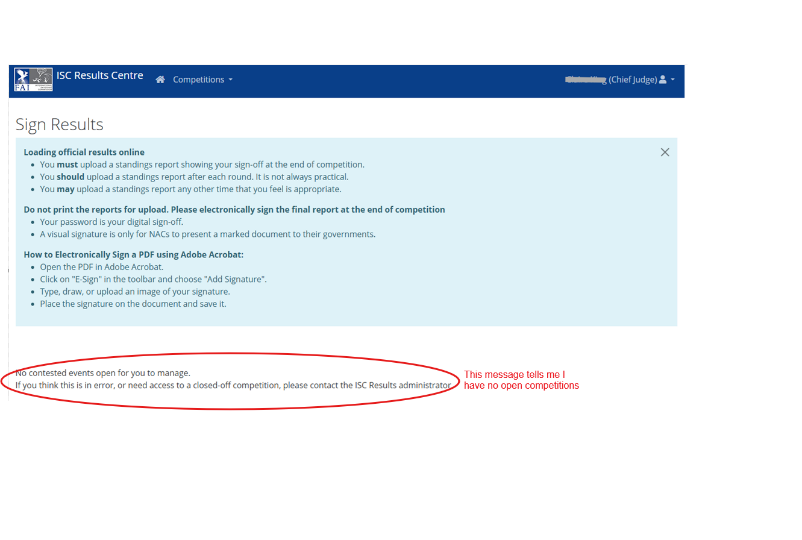


If you forget your password:

* Enter your username.
* Click the link to request a password reset.
* The system will email your registered email address ONLY IF you entered your username correctly.
* If you forget your username, contact a site administrator (Rina Gallo or Fay Kimble).

1. Home page

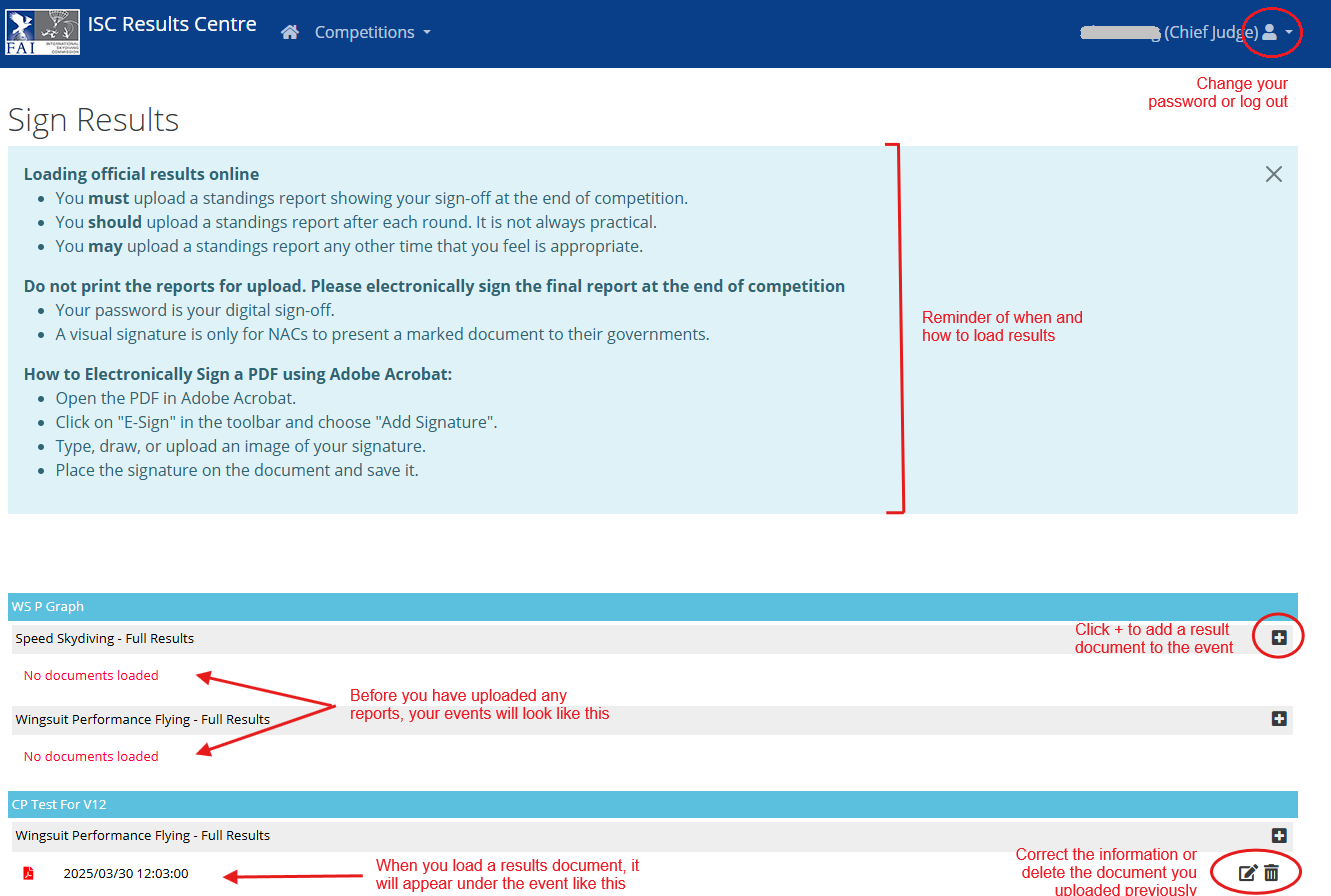
After logging in, you will see events that are assigned to you and can accept result. They are only visible to you from shortly before until after the scheduled competition dates.

If you have no competitions ready for you, you will see a message telling you so beneath the blue information (instead of seeing events).

* If you do not see an expected competition here, contact the site administrator with the details of the event so they can assign you as CJ.

You can do all your tasks from the home page:

* Change your password
* Upload a results PDF
* Remove or amend information or a document uploaded earlier



### Upload results

* Click the “+” icon next to the event to load a results document.
* Click in the Official Time Stamp field to set the appropriate local date and time.
* Click “Choose File”, navigate to the location of your PDF results document, and select it for upload.
* Enter the description of the file e.g. “Round 1 Official Results.”
* Enter your password to sign-off / approve the results as official.

