1. Introduction

The 2.0 version of FAI Sporting Licences Database has improved considerably from the previous one. A number of new features have been developed and integrated. These new features are notably intended to assist Event Organisers in verifying the validity of FAI Sporting Licences and the NACs in managing their Sporting Licences. They also offer functionalities for the NACs to issue licences using their own design.

2. The system

The FAI Sporting Licences Database can be accessed from http://sportinglicences.fai.org/ (same URL as for the previous version).

The username and password are the same as for the previous version. If the username and/or the password are lost, then it can be retrieved using the email address registered for the user. However this option only works after a first connection to the new system.
3. **Sporting Licences**

Sporting licences can be searched, created, edited and renewed from the front page. The user profile can also be edited.

![Sporting Licences and Competition Management](image)

3.1. **Consulting the Database**

By default, the results of a search only display currently valid licences. Search criteria enable the user to select different periods of validity and to also show licences that are expired. The user’s country is set by default and if the user is an FAI Associate Member, then only the member’s discipline is set by default.

Users can also search licences issued by others. However the information is then limited to what appears on the sporting licences as on the following example: by clicking on the licence number of the pilot you can see an electronic version of the actual sporting licence.
There are a number of search options; most of them are self-explanatory. Checking a period of validity might need more explanations and is therefore further described later in this document.

Using the “Valid from” and “to” fields is a way to limit the search to licences which are valid during a certain period of time. If nothing is entered in the fields then the system lists currently valid licences (i.e. today) based on the other search criteria. It is also possible to see expired licences by ticking the dedicated check box.
Expired licences are indicated by a yellow colour:

A sporting licence is valid from the issue date to the expiry date (valid from, valid to). So the validity of a licence is a period of time. The “Valid from” and “Valid to” dates determine a period and licences valid during that selected period will be displayed.

Here is a graphical example demonstrating different search criteria on four sporting licences with different issue and expiry dates. The licences are displayed with a brown line for the valid period of the licence. Then there are three samples of search selection dates shown as a green line. All licences having its brown line in the blue box under the green lines will be displayed as results.

Dates selection a) from 1.6.2012 and to 31.8.2012 shows licences 1,2,3
Dates selection b) from nil to 1.4.2012 shows licences 1,3,4
Dates selection c) from 1.7.2012 and to nil shows licences 1,2

3.2. Editing Licenses

A user can edit a licence in order to correct errors, add, update and/or change relevant information like dates or pictures of athletes for example. Please beware that if you make changes in the database, then the physical licence held by the athlete will/might be different.

Editing a licence doesn’t create a new licence record with new data, while this is the case when you renew a licence. Therefore when you intend to renew a licence do not edit it, but follow the instructions defined in 3.3.

A photo of an athlete can be easily uploaded. It will appear on the electronic version of the Sporting Licence and when the licence is viewed/checked for validity in the system.
The “Suspended” checkbox can be ticked in case of suspension of a licence:

3.3. Renewing Licenses

Licences can be renewed either individually one by one or in a larger number in one simple action.

- Single licence:

A single licence is renewed by finding the current licence and by clicking the “renew” button. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the licence is renewed.

This action creates a new licence record with the new issue and expiry dates as well as a new FAI ID. Email options are explained in a separate section (3.7).

- Multiple licences:

The “Renew Selected” button is intended to update numerous licences in one operation. Once the search criteria are defined and the results list is displayed, the user can select the licences to be renewed by using the “Select all” and/or “Invert Selection” buttons and by ticking single licences to be included or not.
Once all the licences to be renewed are ticked, the “Renew Selected” button has to be clicked. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the licence is renewed. Email options are explained in a separate section (3.7).

3.4. Creating Licences

Licences can be created either individually one by one or in a larger number by importing an Excel sheet. In both cases licences can only be created by NACs for their own athletes and not for another country.

- Single licence:

Before creating a licence, it is really important to first check if the athlete is already registered in the system. In some cases, an athlete might already have a sporting licence from another country. For that reason the name of the athlete must be carefully spelled. To do so, first click on “Create Licence”. Then the system requests the name of the athlete to be typed.
If an athlete does not have a sporting licence already, then one can be created by clicking on the “Did not find the sportsman? Register >>” button.

Once all the fields are filled out, the licence is created by clicking the “Save” button.
If an athlete’s last licence was delivered by another country, then the last issuer will receive a notification by email about a new sporting licence being issued by a new country for this athlete.

When creating a licence, the issuing country of the licence is defined and cannot be changed. The residence and nationality of the athlete can however be set and changed. In case of an FAI Associate Member the sport/discipline can be limited and unchangeable.

While creating (or editing) a licence, a photo of the athlete can be uploaded. It will be visible on the electronic version of the Sporting Licence and when the licence is viewed/checked for validity in the system.

- Multiple licences:

In order to create multiple sporting licences, the data must first be compiled in an Excel sheet based on the template accessible by clicking on the “Download Excel” button.

The first column of the Excel sheet contains the FAI ID which is attributed when you import the document. This column stays empty when creating new sporting licences. The “Valid From” column can stay empty as well. The issue date is the day on which the file is uploaded.
Once the Excel sheet is filled out with all the relevant information and saved, it can be imported into the system by clicking on the “Import Excel” button.

Then the “Browse” button (or the corresponding word in the language of your Operating System – here ‘Parcourir’ in French) has to be clicked to select the Excel file to be uploaded.

The system checks if there are potential matches with athletes already registered in the data base. It also identifies mistakes such as invalid discipline for example.

In case of a potential match, two options are available: the profile can be updated if the athlete is already registered or a new person can be created. Once the options are ticked, the “Partial Import” button can be clicked.
In case of no potential match and no mistakes, simply "Import All"

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Licence No.</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Desc.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Import</th>
</tr>
</thead>
<tbody>
<tr>
<td>65421</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Hang Gliding and Paragliding</td>
<td>George Smith</td>
<td>1955-04-22</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65422</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Ballonning</td>
<td>Frank Fox</td>
<td>1985-10-19</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65423</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>General Aviation</td>
<td>Arnaud Lighthouse</td>
<td>1962-08-13</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65424</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Rotorcraft</td>
<td>Christophe O’Riley</td>
<td>1954-07-08</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65425</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Hang Gliding and Paragliding</td>
<td>Bulat McGrath</td>
<td>1962-03-09</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65426</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Hang Gliding and Paragliding</td>
<td>Marie Donovan</td>
<td>1966-08-23</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65427</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Paragliding</td>
<td>Sonia Leary</td>
<td>1967-04-29</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
<tr>
<td>65428</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Hang Gliding and Paragliding</td>
<td>Olivier Wellington</td>
<td>1964-01-18</td>
<td>![Import] ![Delete]</td>
<td></td>
</tr>
</tbody>
</table>

The system shows then that the licences have been successfully imported and that they can be viewed and edited.

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Licence No.</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Desc.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Import</th>
</tr>
</thead>
<tbody>
<tr>
<td>65421</td>
<td>2015-08-12</td>
<td>2017-06-30</td>
<td>Hang Gliding and Paragliding</td>
<td>George Smith</td>
<td>1955-04-22</td>
<td>![Success] ![View Licence]</td>
<td></td>
</tr>
</tbody>
</table>

3.5. Sporting Licences Templates

The system enables the user to issue sporting licences in electronic format and in hard copy. A QR code is created for each licence and can be read by any internet connected device capable of scanning QR codes. A lot of free QR code readers are available for most mobile phones/devices, which can make the checking of licences easier.

The electronic versions of the licences are in PDF format. The design of the licences can vary according to the options that may be chosen:

a. The default template
b. The default template with the NAC overlay including Name/address and Logo
c. Own design of Sporting Licence template

The default template, designed by FAI, has the same dimensions as a credit card and comprises of a front and a back side on which the relevant information regarding the licence holder appears.

When the default template is used without any overlay, then the name and the country flag of the issuer are shown as follows:
The user can create its own overlay to replace the name and the flag on the default template. The overlay must be an image (size 1004x167 pixels in .png format) which can be uploaded and added to the NAC profile, as described in section 3.6. Here is an example of an overlay:

In addition, if a picture of the athlete has been imported into the system, it will be shown above the QR code.

A user/NAC can also customise their own sporting licence template. However, it has to remain limited in terms of size (1004x591) to fit the default template dimensions.

Here is an example with background images for the front and back sides of a sporting licence. These images can be uploaded from the “My Profile” page, as described in section 3.6.
Once the background images are uploaded, the positions and dimensions of the athlete’s picture and the QR code can be defined. The positions of the text fields have to be defined as well to fit with the background pictures. To do so, the user must click on “Licence Template” and then on the title given to the sides of the template (BACKSIDE & FRONTSIDE for example).

The user can then choose what has to appear on the licence by adding the relevant fields: the athlete’s picture, the QR code, the name, the first name, the date of birth, the country and the gender for example. Once all the fields are added, the user may adapt the positions, dimensions, alignment, font, colour of all these elements to harmoniously match the background image.
In order to see a preview, the “save” button has to be clicked and then a random licence number can be entered for a test and generate a licence.

This operation can be repeated until the desired positions, dimensions and final aspect are achieved for both sides of the template.

A sporting licence might finally then look like this.

One might want to set some basic rules regarding profile pictures though!

3.6. User Profile

“My Profile” enables the user to update, change and add all relevant information regarding their organisation’s profile. A logo can actually also be uploaded.

It is also possible for the user to upload three images to create their own licence template as described in section 3.6: the NAC overlay (1004x167 in .png format) and the front and back side images (1004x591 in .jpg format) for backgrounds of the sporting licences.
3.7. Email Options

The system also offers email functions that enable the user to send sporting licences to athletes in electronic format. It is only possible when athletes have a registered email address in the data base. When the email option is selected, either in the case of an individual licence or multiple licences, a message window comes up.

```
{name} = Recipient's firstname.
{surname} = Recipient's surname.
{fullname} = Recipient's fullname. (Same as {firstname} {surname})
```

Send  Cancel
A message can be typed in. If nothing is entered, the email body will remain empty but the PDF sporting licence will be attached. For multiple recipients, the {name} and/or {surname} or {fullname} tags can be used in the text so that the name of each athlete appears automatically in the email they receive.

Example:

Dear {fullname}

Please find attached your new Sporting Licence valid for 2016.

Happy Flying
The Aeroclub