



**CMAS**

Finswimming Commission

## TECHNICAL NOTICE

**Subject:** Registration process for the CMAS World Cups Finswimming Indoor.

### Introduction

This guide assumes that you have already created an account on the CMAS Portal website for your club or federation and added the members of your club or federation to it.

If you haven't done this yet, please consult the following video guides (<https://www.youtube.com/watch?v=1ESKjvYCbXw> and [https://www.youtube.com/watch?v=346zM\\_YRONk](https://www.youtube.com/watch?v=346zM_YRONk)) and make sure that you first have created an account and that you have added the members of your club or federation.

At the end of this document, you will find information on how to get help in case you encounter any problems. Before you reach out for help please read this guide carefully.

Next to the detailed steps in this document there is also the following video ([https://www.youtube.com/watch?v=N7YMOESA\\_C0](https://www.youtube.com/watch?v=N7YMOESA_C0)) that shows you what you need to do to register your athletes for a CMAS World Cup Finswimming.



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## Step 1 - Participants registration

Log into the CMAS portal <https://portal.cmas.org/cmas/dashboard>  
Go to the event section <https://portal.cmas.org/cmas/evt-events/events>

Use the filter options to easily find the event you want to register for.

The filter options are shown in the picture below indicated by the red circles 1 & 2. Select “competition” and “finswimming” and the list will only show the finswimming competitions. That should make it easy to find the event.

Finally click on the event to go to the registration. Red circle 3 in the picture blow

The screenshot shows the 'Events' section of the CMAS portal. At the top, there is an 'Instructions' box. Below it, there are filter options: 'Event Type' (set to 'Competition', marked with a red circle 1), 'Sport' (set to 'Finswimming', marked with a red circle 2), 'Date Range' (set to 'All Dates'), and a 'Search' field. An 'Apply Filters' button is located below the filters. Below the filters, there is a list of events. The first event is 'Competition Test World Cup round 1 Springfield USA', which is marked as 'Active'. A red circle 3 highlights the event's icon, which features the CMAS logo and the text 'COMPETITION EVENT'.

Next, click on the button “Register participants”

The screenshot shows the 'Event Registration' page. At the top, there is a 'Registration Status' indicator set to 'Open'. Below this, there is a section titled '1 PARTICIPANTS REGISTRATION' with a sub-header 'PARTICIPANTS REGISTRATION'. The text below reads: 'Register all participants for the event before managing athletes disciplines, coaches and team officials details.' At the bottom of this section, there is a blue button labeled 'Register Participants'.

tel.: 37100/52110374 - fax: 37100/52110373  
[www.cmas.org](http://www.cmas.org)





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Select the athletes you want to register. For ease of use there are again search (circle number 2) and filter (circle number 1) options. If you don't see all athletes, you can show more by selecting all at the bottom of the page (Circle number 5).

Select all athletes you want to register in the competition shown in the picture below (circle number 3) and finally press the orange button "Add to registration" (circle number 3). You can repeat these steps as many times as needed to add all athletes. The same applies to coaches and team officials.

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**Athletes** Coaches Referees Team Officials

**Filters** Reset

Gender 1

Male

**Add to Registration** 2

4 records selected 4 Select all 6 Deselect all

Active filters Search: john Gender: Male

<input type="checkbox"/>	Name	CMAS Code	Birthdate	Gender
<input type="checkbox"/>	John Smith	iVCR49I	Jan 1, 1955	male
<input type="checkbox"/>	John Doe	6xelUp8	Jan 10, 2007	male
<input checked="" type="checkbox"/>	John A Doe	08gtVsU	Jan 20, 2008	male
<input checked="" type="checkbox"/>	John B Doe	g9sVgcz	Jan 10, 2009	male
<input checked="" type="checkbox"/>	John C Doe	glyfrhb	Jan 10, 2010	male
<input checked="" type="checkbox"/>	John X Doe	AX3X8ix	Jan 10, 2018	male

3 5

Per page **All**



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At the right side of the page, there is a list of athletes you have already selected and added. If you made a mistake you can remove them by pressing on the red cross behind their name. Once you are done and you have checked the list a last time press the blue, "Submit Registration", button. This will create a payment for the CMAS fees of the athletes that you registered. Coaches and team officials are free of charge.

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### Selected Participants

Athletes	€100.00
John A	×
John B	×
John C	×
John X	×
<b>Total</b>	<b>€100.00</b>

[Submit Registration](#)

Once a payment is created you will see that there is a pending payment. Click on pending payments to complete the payment of the CMAS fees.

[+ Registration](#)   [🕒 Pending Payments 1](#)



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After clicking you will see the following screen. You can choose to pay via bank transfer or credit card. Press the blue button “Proceed to Payment” to continue.

**Document Detail ORD-00071/2025** Back

Number:#ORD-00071/2025  
Type: Order  
Date: 03-01-2025  
Recipient: Portuguese Federation of Underwater Activities

**Pending**

PRODUCT	QTY	UNIT PRICE	AMOUNT
CMAS fee - Test World Cup round 1 Springfield USA (x4 enrollments)	4	25.00€	100.00€
SUBTOTAL:			100.00€

**Payment**

Select a method  
Credit Card

**Proceed to Payment**

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## Step 2 - Event management

In this step, you will select which races each athlete will swim individually or as part of a relay team. Please be informed that there are costs associated with each race. They are stated in the bulletin on the event and must be paid to the LOC (local organising committee). For now, it's not possible to pay them via the CMAS Portal.

To start click the button “manage athletes”

**2 EVENT MANAGEMENT**

Manage athletes, coaches and team officials registration in the event.

**Athletes Registration**  
Manage Athletes

**Coaches Registration**  
Manage Coaches

**Team Officials Registration**  
Manage Team Officials

First make use of the filters (competition type, gender, style, distance) to select the correct discipline.

**Filter Disciplines**  
Selected: 2 of 6 disciplines

Competition Type: Individual | Gender: Male | Style: SF | Distance: 100 | Discipline: Select Discipline

Individual | Male | SF | 100 | Clear all filters



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Once you have selected the discipline, you can select one or more athletes who will participate in that given discipline. Only the eligible athletes will be shown. This means that they have been added in step 1 “register participant”, the CMAS fees have been paid (no more pending payments), and comply with the conditions of the selected discipline. Press the orange button “Continue to Additional Information”.

**Available Individual(s)**  
Assigning athletes to 100m SF men CAT A

[Continue to Additional Information](#)

2 records selected [Select all 3](#) [Deselect all](#)

<input type="checkbox"/>	Name	Birthdate	Gender	CMAS Code	Assigned Disciplines	
<input type="checkbox"/>	Duerinckx Free	Mar 21, 1979	male	KY0xkbc	No disciplines assigned	<a href="#">Manage discipline(s)</a>
<input checked="" type="checkbox"/>	John Doe	Jan 10, 2007	male	6xelUp8	No disciplines assigned	<a href="#">Manage discipline(s)</a>
<input checked="" type="checkbox"/>	John A Doe	Jan 20, 2008	male	08gtVsU	No disciplines assigned	<a href="#">Manage discipline(s)</a>

Showing 1 to 3 of 3 results Per page 10

In the next screen, the selected athletes are presented with the possibility to give the registration times.

Please fill in the personal best of the given athlete for the selected discipline. Also, specify at which location this result was achieved.

If no results are given or a result is below the current record (World or Continental), then the time in the start list will be 59:59.99. Currently, no warning is given about this.



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In a CMAS Finswimming World Cup, each athlete can only participate in a limited amount of disciplines per round. If that limit is reached, a warning will pop to indicate that this athlete can only participate in “Out of Race”. In that case, select “Out of Race” in the drop-down menu if you want to continue. Consult the CMAS rules for more details about “Out of Race” participation.

Selected Athletes Information				<a href="#">← Back to Selection</a>
Complete the required information for 2 selected athletes				
100m SF men CAT A <span>Max Athletes: 1000</span>				
Individual Properties				
Jo	John Doe CMAS: 6xellUp8	Out of Race Select Out of Race	Time Finswimming 00 : 00 . 00 Min Sec Ms	location location
Jo	John A Doe CMAS: 08grVsiU	Out of Race Select Out of Race	Time Finswimming 00 : 00 . 00 Min Sec Ms	location location

Repeat the steps above until you are done.

## Step 3 - Overview

When you are done you can look into the overview if everything is correctly set up as you had in mind. Click the “view all registered athletes” to get to the overview page

3 EVENT OVERVIEW LISTS & MONITORING		
Monitor registration lists, view discipline assignments.		
 Athletes Overview <a href="#">View all registered athletes</a>	 Coaches Overview <a href="#">View registered coaches</a>	 Team Officials Overview <a href="#">View team officials</a>

In this overview you can not make any changes. You can remove a certain entry and add it again if you want.



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### Test World Cup round 1 Springfield USA - Enrolled Athletes

List of enrolled athletes for this event

[Export to Excel](#)

Search

Name	Discipline	Gender	Enrolled At	Out of Race	Time Finswimming	location	
Jane C Doe DXfjmtP	100m SF women CAT BCD	female	Jan 2, 2025 16:13:56	No	01:00.00	Rome	<a href="#">Remove</a>
John Doe 6xelUp8	100m SF men CAT A	male	Jan 2, 2025 16:13:56	No	00:59.01	Rome	<a href="#">Remove</a>
John A Doe 08gtVsU	100m SF men CAT A	male	Jan 2, 2025 16:13:56	No	-	Rome	<a href="#">Remove</a>

Showing 1 to 3 of 3 results

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## Getting help

Please make sure you have followed the steps in this guide and look at the relevant videos first ([https://www.youtube.com/playlist?list=PLc0wKrFUkf-6b3DLtsND9ElcX\\_jPe\\_awq](https://www.youtube.com/playlist?list=PLc0wKrFUkf-6b3DLtsND9ElcX_jPe_awq)). If you still encounter any problems during the registration process you can contact Joao Jose, responsible for the CMAS Portal ([jj@sport.cmas.org](mailto:jj@sport.cmas.org))

Please make sure that you specify the following information:

1. The name of the event
2. The step you got stuck
3. Provide a screenshot of the entire screen where the issue occurs.

\*\*\*\*\* End of document \*\*\*\*\*



THE  
WORLD  
GAMES

