



**USER GUIDE FOR THE ORGANET REGISTRATION  
SYSTEM FOR ACCOMPANYING PERSONS,  
SUPPORTERS, FAMILY AND FRIENDS ATTENDING  
THE LIFESAVING WORLD CHAMPIONSHIPS ADELAIDE  
2018**

## Table of Contents

### Contents

<b>Preparation information .....</b>	<b>1</b>
<b>The Registration Process.....</b>	<b>2</b>
1. Applying for an account for the OrgaNet System.....	3
2. Registration as an Accompanying Person with the OrgaNet system .....	7
3. Payment for your Accreditation .....	<b>Error! Bookmark not defined.</b>
4. Contact Information.....	9
<b>Appendix 1 – Member Federations List.....</b>	<b>10</b>

## User Guide for the Accompanying Persons Registration system

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This guide will show you how to register yourself into the OrgaNet Registration system that is being used for the Lifesaving World Championships Adelaide 2018 (LWC 2018). This registration system is for people who are accompanying a National or Club Team in an unofficial capacity as a supporter, family or friend, or who are accompanying an ILS delegate or an ILS Technical Official.

**Please read through it carefully to ensure that you understand the steps that you need to take to successfully complete the Registration process and pay the relevant Accreditation fee.** You must first apply for an account with OrgaNet (if you don't already have one) before registering as an Accompanying Person.

If you are travelling to the LWC 2018 in an official capacity with a national team or club team, and fulfilling any of the following positions:

- a. Team Manager
- b. Team Coach
- c. Team Official
- d. Team Medic/Doctor
- e. Team Physio
- f. Team Chaperone
- g. Team Official Photographer
- h. Team Surfboat Sweep

**your accreditation will be managed by the team manager who will register you in the appropriate position and you do not need to register with this system**

### Preparation information

Before you begin to take any action to register yourself please note the following important information:

1. Entries will only be accepted using this online registration system.
2. You will need a valid e-mail address – this address will be used for all subsequent communications from the Local Organising Committee (LOC) so please ensure that the e-mail address you enter at the start of the process is correct.
3. You will need access to a PayPal account to enable a payment for your accreditation to be made – all payments will be made in the Euro currency.
4. The final deadline for submitting a registration to gain an accreditation to attend events at the Lifesaving World Championships is **16<sup>th</sup> October 2018**.
5. You are encouraged to submit your registration as early as possible.
6. Accreditation will not be provided until the appropriate fee is paid.

7. By registering as an Accompanying Person for the LWC 2018 events, you will receive an Accreditation Tag which will enable you to access the spectator areas at the competition venues, and access any public transport where discounted travel may be arranged.
8. Note that your registration has to be approved by the Local Organising Committee (LOC) of LWC 2018. They are based in South Australia and will do this during their normal working hours: Monday to Friday, 9.00am to 5.00pm local time. If you submit your registration outside of these times, the authorisation will not be returned until the next time the office is open.
9. The time zone of South Australia is normally GMT+9.5 hours. However, because of Daylight Saving time, from 2<sup>nd</sup> October 2017 to 1<sup>st</sup> April 2018, and from 7<sup>th</sup> October 2018 onwards, the time zone will be GMT+10.5 hours.

## The Registration Process

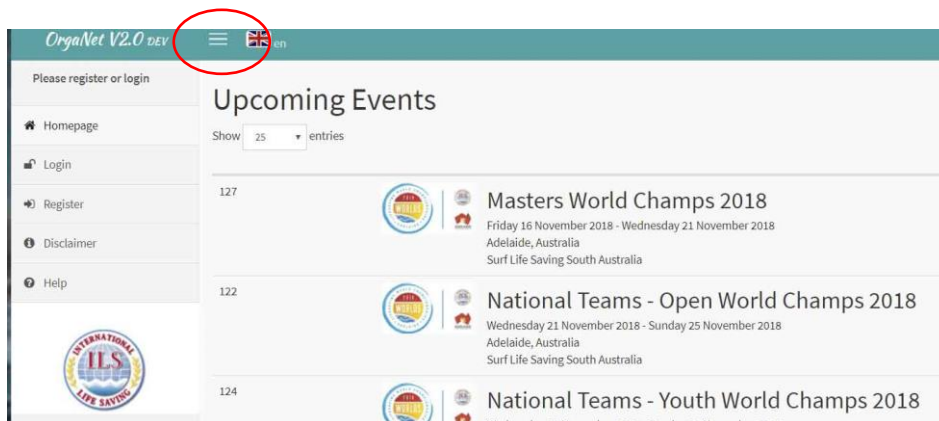
The Registration process takes you through the following three steps:

1. **Step 1 – Application for your account with the OrgaNet Registration system** (unless you are already registered in the system) – self-administered and authorised by **your approval** of an e-mail sent to your e-mail address. If you have already set up your account with OrgaNet there is no need to apply for another account and you can start at Step 2. However, if you have never set up an OrgaNet account you must begin at Step 1.
2. **Step 2 – Registration of your attendance at the LWC 2018 events as an Accompanying Person, Supporter, Friend or Family** of your national team/club team intending to attend the LWC 2018 events in Adelaide during the period from 16<sup>th</sup> November to 2<sup>nd</sup> December 2018 – it will be authorised automatically on receipt of your registration.
3. **Step 3 – Completing your registration and paying for your Accreditation** – Once your registration is authorised, you may update it with the required information before proceeding to pay for your Accreditation fee

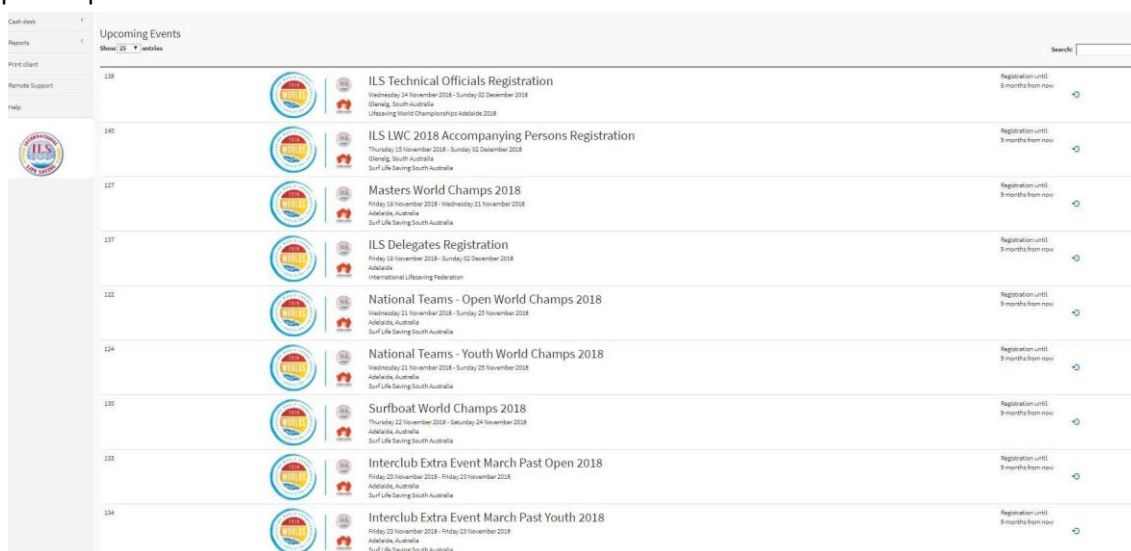
## 1. Applying for an account for the OrgaNet System

Use the following link to open the OrgaNet Registration system – <https://ils.organet.info> It is advisable to Bookmark this link in your browser as you may need to return to this regularly.

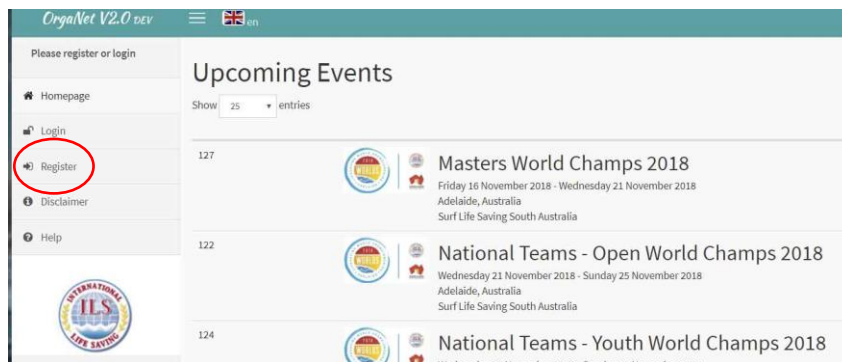
Click on the flag button to select your language of choice. English and German are the only two choices available at this time:



This is the **Homepage** of the OrgaNet system where you will find all of the ILS Lifesaving World Championships Adelaide 2018 events:



Click on the **Register** button on the left hand side of the screen:



Apply for an account by inserting your name and the e-mail address you wish to use for this account, select a password of your choice, and confirm the password where indicated. It is very important that you ensure that the e-mail address you type into this account application window is correct as this is the address that the system will respond to. Click on **Register**:

Register

Name

First Name

E-Mail

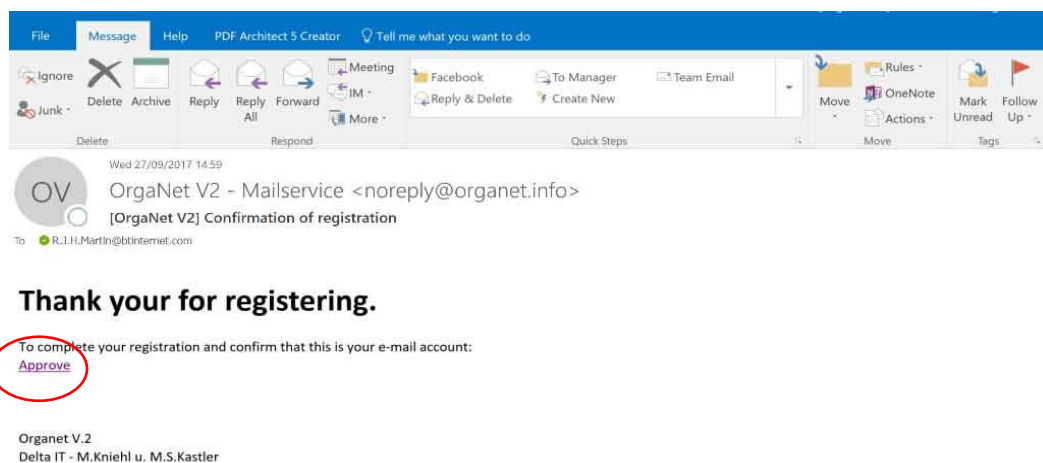
Password

Confirm password

In response you will receive an e-mail from [noreply@organet.info](mailto:noreply@organet.info)

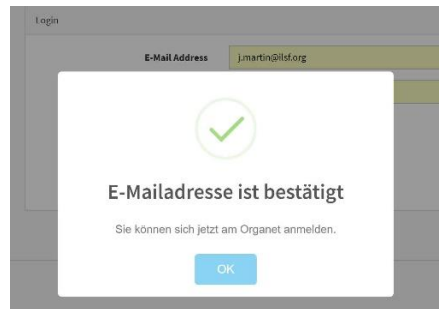
The response from OrgaNet should be received quite quickly. If you do not receive it, take the following action:

1. Check your spam folder, in case it has been received there.
2. Contact the ILS OrgaNet Administrator by e-mail at [j.martin@ilsf.org](mailto:j.martin@ilsf.org) to advise when you submitted your account registration, and confirm the e-mail address you used. Use the heading **“OrgaNet Account Application Approval e-mail not received”** in your e-mail.
3. The ILS OrgaNet Administrator will investigate and provide you with a response as soon as practically possible.
4. You may be requested to submit a new account registration to resolve it, but only do this if requested.

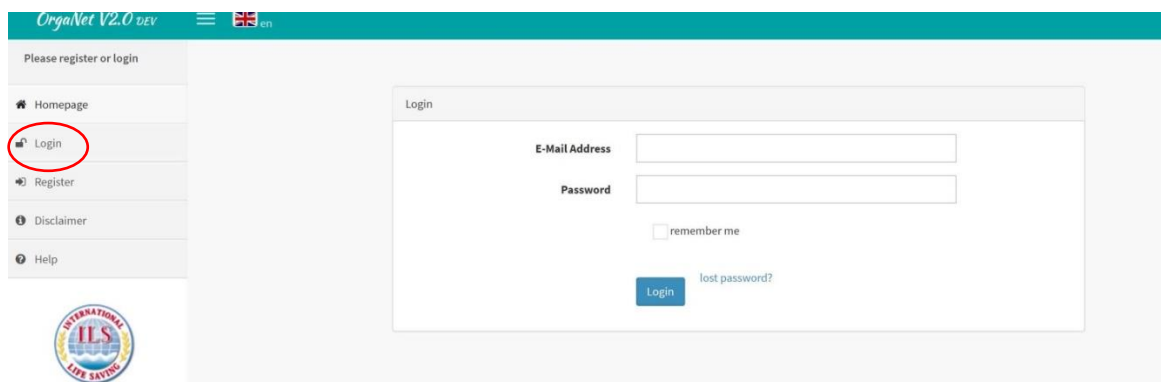


When you have received the necessary e-mail from OrgaNet, Click on the link to **“Approve”**.

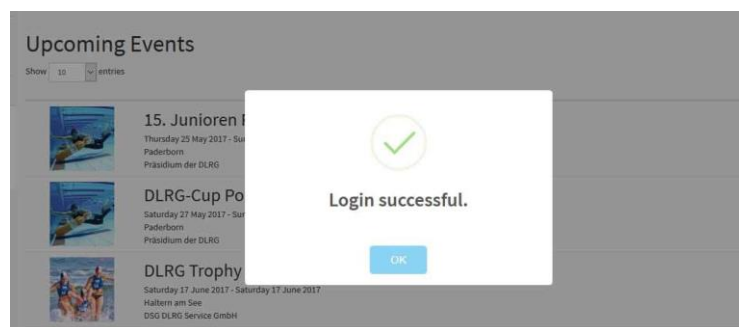
You will then receive a message back from OrgaNet to confirm that your account registration has been successful. This message may well be in German, regardless of the user language you have selected. Click **OK**.



You will then need to log in and complete your profile to complete the account registration process. Click on **Login** on the left side of the screen, complete your e-mail address and password and click on the **Login** button:



You will receive a “Login successful” message:



Click **OK**, then go to your name on the top right hand corner, click open the account, then click on **Profile** to complete your details.

When entering your *Birthday* you **must** use this format – yyyy-mm-dd

My profil:

New Password

Password

Confirm password

Save

Family Name

First Name

Birthday

Gender

Address

Country

Club

Organisation

Save

You can always return to this screen at any time to amend your details and change your password if you wish.

Click on *Save* and your account application action is complete.

You now **need** to submit your registration as an Accompanying Person. You can do this later if you wish, but in order to proceed, you should first logout of the system by selecting your name in the right hand top corner, then clicking on **Logout**:

Martin, John  
Registered: 2017-07-31

Birthday: 1957-03-01

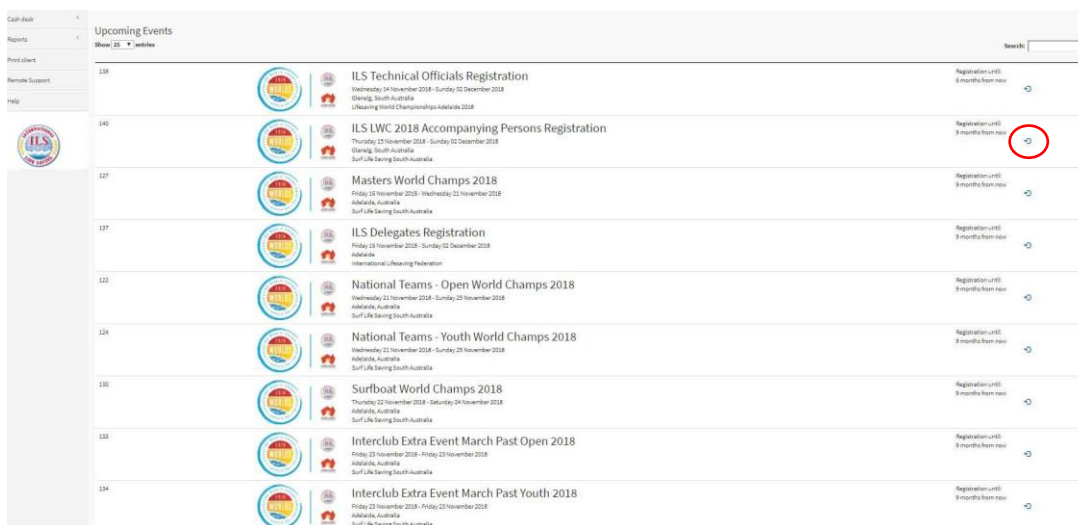
5 Elm Tree Close  
Othery  
Bridgwater  
Somerset  
United Kingdom  
TA7 0QX  
Great Britain

My profil Logout



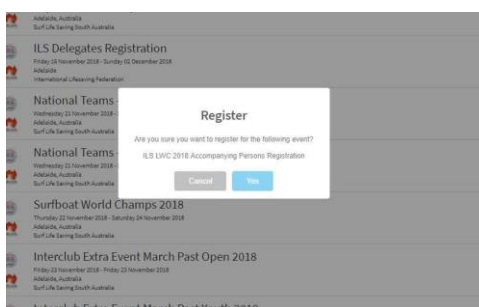
## 2. Registration as an Accompanying Person with the OrgaNet system

Log into OrgaNet using your new **Login** details and you will see the opening page showing all of the events at the LWC 2018.

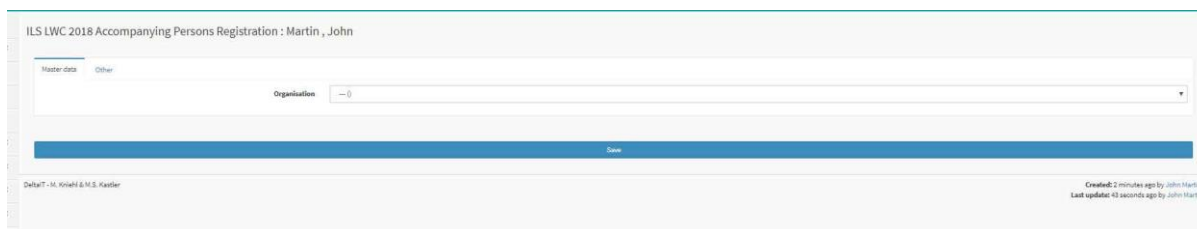


Select the ILS LWC 2018 Accompanying Persons Registration system by Clicking on this icon on the right hand side of the screen:

When you select this event you will get a message to ask if you are sure you want to register for the ILS LWC 2018 Accompanying Persons Registration:



Click on **Yes** to proceed. Your application will be automatically approved within OrgaNet and your screen should now show the **Edit Registration** window set to the **Master Data** tab for you to complete:



In the **Organisation** box, select the National Federation of the national team, club team, ILS delegate or ILS Technical Official whom you are accompanying from the list of drop-down options. See **Appendix 1** for details of the full list of National Federations and their abbreviation:

Accompanying Persons Registration: Martin , John

Master data: Other

Organisation

- International Life Saving Federation (ILS)
- International Life Saving Federation of Europe (ILSE)
- ALB: Albanian Federation Coast Lifeguards and Water Rescue (ACUWR)
- ALG: Algerian Federation for First aid, Lifesaving and Underwater Activities (FASAL)
- ARG: Professional Team for Aquatic Rescue (PPSA)
- AOB: Surf Life Saving Australia Limited (SLSA)
- AUS: YAC of Australia (YACGAUS)
- AUS: The Australian Council for the Teaching of Swimming and Water Safety (ACTSW)
- AUS: The Royal Life Saving Society Australia (RLSSA)
- AUT: Austrian Water Rescue Federation (DWR)
- BAN: Centre for Injury Prevention and Research, Bangladesh (CIPRB)
- BEL: Lifeguard Service - National Conservation Commission (LNGC)
- BLG: Belgian Life Saving Federation (BLSF)
- BRI: South Oving & Life Saving Club "BVK" (BVK)
- BRA: Brazilian Life Saving Society (SOSBRASA)
- BRE: Royal Life Saving Bahrain (RLSB)
- BRU: Brunel Beach Bunch Association (BRBA)
- BUL: Bulgarian Red Cross - Water Life Saving Service (BRCWSS)
- CAN: Canadian Red Cross - Coast-Range Canadienne (CRC)

Select your National Federation from the list. Then click on the **Other** Tab

Accompanying Persons Registration: Martin , John

Master data: Other

Transport

Name	Type	Bookable until	Price	Quantity
Name of national or club team, ILS delegate or Tech. Official with whom you are attending LWC2018	Other	2018-10-16	0.00 EUR	1
Great Britain National Team				

Save

Created: 1 month ago by John Martin  
Last updated: 1 month ago by John Martin

Provide the name of the national or club team, ILS Delegate, National Federation Delegate or ILS Technical Official with whom you are attending LWC 2018 where indicated. Change the **Quantity** value from 0 to 1 to ensure the data is retained.

Finally, click on **Save** to complete your registration. Your registration action is complete and you can now proceed to pay the Accreditation Fee of 10 Euro. You can do this immediately while still logged into OrgaNet, or you can choose to do this at a later date.

### 3. Payment for your Accreditation

Having submitted your registration for Accreditation, the My Meetings window will reopen and you can proceed to the payment for your Security Accreditation Tag – the cost is 10 Euro.

You will need a **PayPal** account to be able to make a payment. This will normally be connected to your e-mail address when you set it up. However, it may be that you will be using a national federation account or club account in which case you will need to know the e-mail address it is linked to and the password.

Use the **PayPal** icon on the right hand side of the screen to connect to PayPal:



Family Name	First Name	Organisation	Event	Finances	Status	Actions
Martin	John	Surf Life Saving Association of Great Britain (SLSA-GB)	ILS LWC 2018 Accompanying Persons Registration	10.00 EUR 0.00 EUR 10.00 EUR	✓	CF 

Follow the **PayPal** login process and continue to the payment authorisation. Once you have authorised the payment it will revert back to OrgaNet with confirmation that the payment was successful.

Your action is now complete and you can logout of OrgaNet. On arrival at the LWC 2018, go to the **Accreditation Centre in Glenelg** (located immediately behind Glenelg Surf Life Saving Club) and **Check-In** – your photograph will be taken and a Security Accreditation Tag will be provided for you to wear when attending any LWC 2018 event. It will enable you to gain access to the spectator areas at the Competition Venues, and access any discounted public transport that is provided.

If for any reason you need to view or amend/update your saved registration details, log back into OrgaNet. Select **My Meetings** from the left hand side menu options. This will bring up the screen showing your registration. **Do not select** the registration icon on the right-hand side of the screen.

My Meetings	Family Name	First Name	Organisation	Event	Finances	Status	Actions
	Martin	John		ILS LWC 2018 Accompanying Persons Registration	10.00 EUR 0.00 EUR 10.00 EUR	✓	CF 

On the right hand side of the screen click on the **Actions** icon:



The **Edit Registration** window will open and you can amend/update this as you wish but remember to click on **Save** before you exit and log out of the system.

### 4. Contact Information

For any queries regarding your accreditation, always refer in the first place to the LOC Administrator by e-mail: [lwc2018@surflifesavingsa.com.au](mailto:lwc2018@surflifesavingsa.com.au)

For queries regarding any problems you may encounter with OrgaNet registration first check the list of FAQs which will be regularly updated. If you cannot see an answer to your problem, send an e-mail to the ILS Event Director, John Martin:

[j.martin@ilsf.org](mailto:j.martin@ilsf.org)

If possible include a screenshot that shows the issue.

We will endeavour to answer your queries as soon as possible, but if you send your e-mail out of office hours or at weekends, it will take longer for you to receive a reply.

## Appendix 1 – Member Federations List

IOC Code	Abbreviation	Member Federation Name
	ILS	International Life Saving Federation
	ILSE	International Life Saving Federation of Europe
ALB	ACLWRF	Albanian Federation Coast Lifeguards and Water Rescue
ALG	FASSAS	Algerian Federation for First aid, Lifesaving and Underwater Activities
ARG	EPSA	Professional Team for Aquatic Rescues
AUS	SLSA	Surf Life Saving Australia Limited
AUS	RLSSA	The Royal Life Saving Society Australia
AUS	ACTSWS	The Australian Council for the Teaching of Swimming and Water Safety
AUS	YMCAAUS	YMCA of Australia
AUT	OWR	Austrian Water Rescue Federation
BAN	CIPRB	Centre for Injury Prevention and Research, Bangladesh
BAR	LSNCC	Lifeguard Service -National Consevation Commission
BEL	BLSF	Belgian Life Saving Federation
BIH	BUK	Scuba-Diving & Life Saving Club “BUK”
BRA	SOBRASA	Brazilian Life Saving Society
BRN	RLSB	Royal Life Saving Bahrain
BRU	BBBA	Brunei Beach Bunch Association
BUL	BRC-WLSS	Bulgarian Red Cross - Water Life Saving Service
CAN	LSC	Lifesaving Society - Société de Sauvetage
CAN	CRC	Canadian Red Cross - Croix-Rouge Canadienne
CHI	SEAL	Lifeguard SEAL Chile
CHI	CVBS	Volunteer Corps Lifeboats - Cuerpo de Voluntario de los Botes Salvavidas
CHI	CLF	Chile Lifeguard Foundation
CHN	CLSA	China Swimming Association (China Life Saving Association)
CMR	RLSS-C	Royal Life Saving Society – Cameroon
COL	CCDP	Colombia - Corporation for Drowning Prevention
CRC	NLACR	National Lifeguard Asociation of Costa Rica
CRO	CRC	Croatian Red Cross
CYP	CLSF	Cyprus Life Saving Federation
CZE	WRS CRC	Water Rescue Service - Czech Red Cross
DEN	SVOEM	Danish Swimming Federation
DJI	FDSS	Djibouti Federation of Subaquatic Sports
ECU	FSRMS	Fundacion de Salvavidas y Rescate de Manta - Salvares
EGY	EDLF	Egyptian Diving and Lifesaving Federation
ESA	AGUAPES	Association of Professional Lifeguards from El Salvador
ESP	RFESS	Royal Spanish Lifesaving Federation
EST	ELA	Estonian Lifesaving Association
FIJ	WCFSF	Water Safety Council of Fiji
FIN	SUH	Finnish Swimming Teaching and Lifesaving Federation
FRA	FFSS	French Federation of Lifesaving and First Aid
GAM	GSASA	Gambia Swimming & Aquatic Sports Association
GBR	RLSS - UK	Royal Life Saving Society - United Kingdom
GBR	SLSA-GB	Surf Life Saving Association of Great Britain
GBR	RNLI	Royal National Lifeboat Institution
GBR	SLSAW	Surf Life Saving Association of Wales
GER	DLRG	German Life Saving Association

IOC Code	Abbreviation	Member Federation Name
GER	DRK	German Red Cross - Deutches Rotes Kreuze e.V
GHA	GHALDA	Ghana Lifesaving and Diving Association
GRE	HRC	Hellenic Red Cross - Division of Samaritan Rescuers and Lifeguards
HAI	FHSAS	Haitian Swimming and Life Saving Federation
HKG	HKLSS	The Hong Kong Life Saving Society
HUN	HLSF	Hungarian Life Saving Federation
INA	ISLSA	Indonesian Surf Life Saving Association
IND	RLSS-I	Rashtriya Life Saving Society (India)
IRI	LDFI	Lifesaving & Diving Federation of the Islamic Republic of Iran
IRL	IWSA	Irish Water Safety
ISR	SLSI	Surf Life Saving Israel
ITA	FINS	Italian Swimming Federation - Lifesaving Section
IVB	SLSBVI	Surf Life Saving British Virgin Islands (SLSBVI)
JAM	JLSS	Jamaica Life Saving Society
JOR	RJMSSLF	Royal Jordanian Marine Sports & Lifesaving Federation
JPN	JLA	Japan Lifesaving Association
KEN	KLF	Kenya Lifesaving Federation
KOR	KLA	Korea Lifesaving Association
KOR	LSK	Lifesaving Society Korea
KSA	SASF	Saudi Arabian Swimming Federation Lifesaving and Rescue Section
KUW	KDT	Kuwait Dive Team
LAT	LBLA	Latvian Beach Lifeguard Association
LCA	SLSSA	St. Lucia Life Saving Association
LES	RLLA	Royal Lesotho Lifesaving Association
LTU	LVGA	Lithuanian Water Rescue Association
MAR	FRMPAS	Royal Moroccan Underwater Federation
MAS	LSSM	Life Saving Society Malaysia
MKD	MAC RC	Macedonian Red Cross - Water Safety Expert Centre
MLT	MRCS	Malta Red Cross Society
MLT	ERRC	Emergency Response Rescue Corps
MNE	MRC	Montenegro Red Cross
MRI	SLSMU	Surf Life Saving Mauritius
NED	KNBRD	Lifesaving Netherlands
NED	MRVD	Society for the Saving of Drowning Victims - Masstschappij tot Redding van Drenkelingen
NIG	FNSS	Niger Republic Lifesaving and First Aid Federation
NOR	NLS	Norwegian Life Saving Society
NZL	SLSNZ	Surf Life Saving New Zealand
PAK	PALS	Pakistan Aquatic Life Saving
PER	LRAP	Lifeguard-Rescuers Association of Peru
PHI	PLSS	Philippine Life Saving Society
POL	WOPR	Polish Life Saving Federation
POR	ISN	Portuguese Institute for Lifesaving
POR	ASNASA	Life Saving Society (Portugal)
POR	FEPONS	Portugese Lifesaving Federation
QAT	QSLA	Qatar Swimming and Lifesaving Association
ROU	ANSPS	National Association of Professional Divers and Lifeguards from Romania
RSA	LSA	Lifesaving South Africa

<b>IOC Code</b>	<b>Abbreviation</b>	<b>Member Federation Name</b>
RUS	VOSVOD	Russian Society of Saving on Water
RWA	FRS	Rwanda Life Saving Federation
SIN	SLSS	Singapore Life Saving Society
SLO	ZRV	Slovenian Lifesaving Federation
SOM	SLA	Somali Lifeguard Association
SRB	RCS	Red Cross of Serbia
SRI	LSASL	Life Saving Association of Sri Lanka
SUD	SSS	Sudanese Sea Scouts
SUI	SLRGSSS	Swiss Lifesaving Society
SUR	SLSF	Surinam Life Saving Federation
SVK	WRS SRC	Water Rescue Service of the Slovak Red Cross
SWE	SLS	Swedish Life Saving Society
TAN	TALISS	Tanzania Life Saving Society
THA	TLSS	Thai Life Saving Society
THA	PSLST	Phuket Surf Life Saving Thailand
TOG	ATSS	Togo Association of Lifesaving and First Aid
TPE	CTWLSA	Chinese Taipei Water Life Saving Association
TPE	CTLSLA	Chinese Taipei Surf Life Saving Association
TTO	TTLSS	Trinidad and Tobago Life Saving Society
TUN	FAST	Tunisian Underwater Activities Federation
TUR	TSSF	Turkish Underwater Sports Federation
UGA	ULF	Uganda Lifesaving Federation
UKR	UWRS	Water Rescue Society of Ukraine
URU	NLAU	National Lifeguard Association of Uruguay
USA	USLA	United States Lifesaving Association
USA	YMCAUSA	YMCA of the USA
USA	ARC	American Red Cross
VEN	YMCAC	YMCA of Caracas – Venezuela Lifeguard School