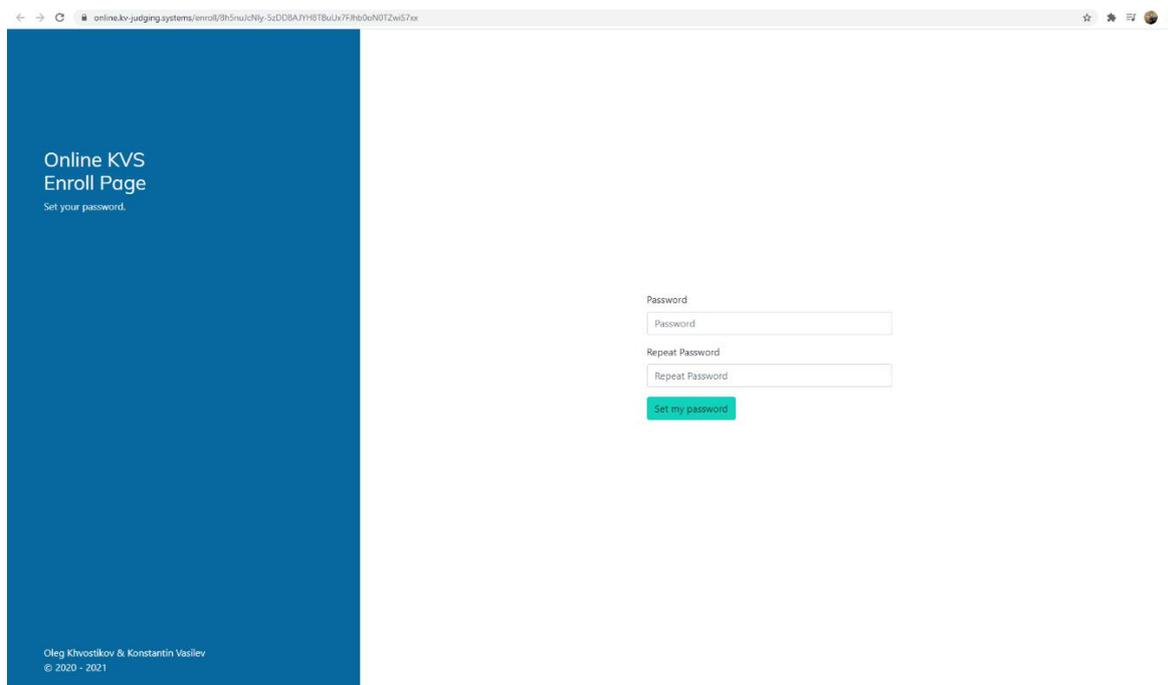


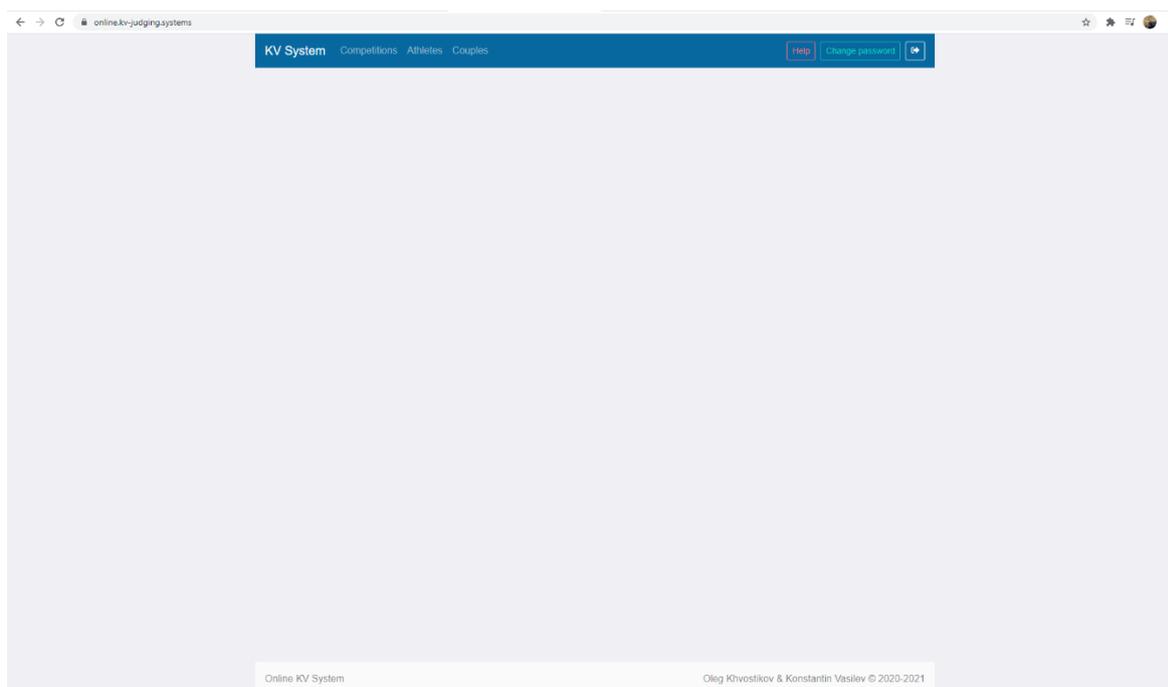
How to use the online.kv-judging.systems Brief instructions for representatives of the countries

1. Welcome to the Online KV System for the 2021 World Para Dance Sport Online Challenge Competition. Please read these instructions to the very end carefully.
2. You will get the welcoming message on your email address from the Online KVSystem. To activate your account, click the link you got in the welcoming email. When you click the link, you will get to the system. Please create and confirm your own password. When registered you will get to the system either automatically or via email address and your password.



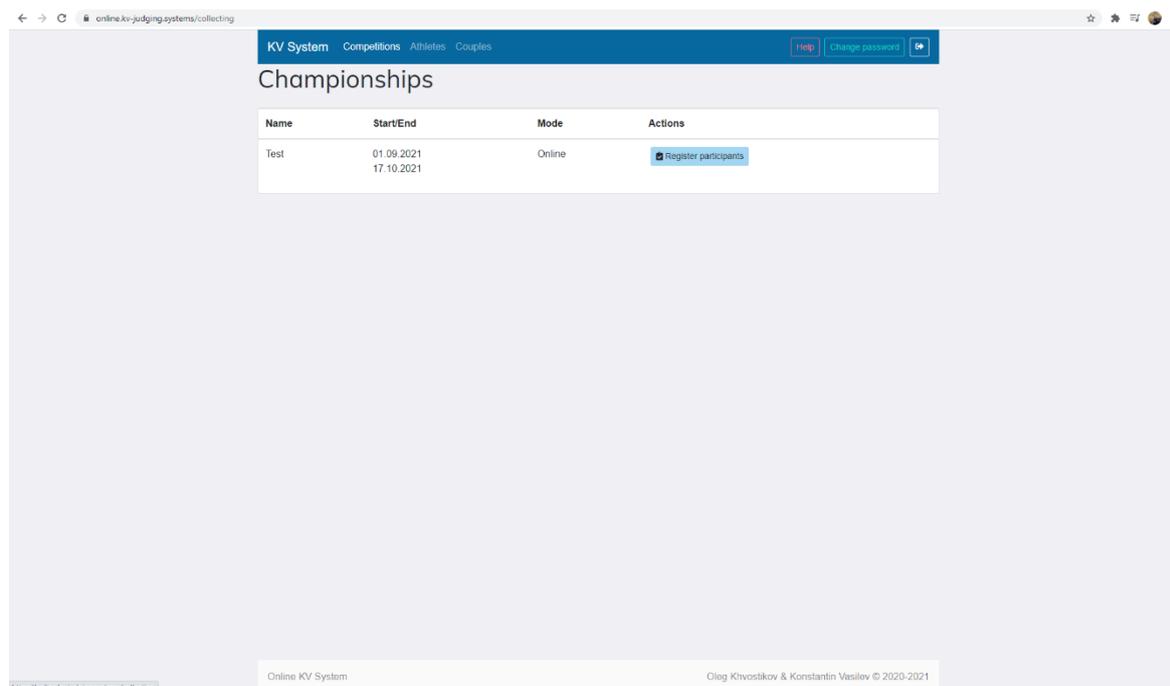
A screenshot of a web browser showing the 'Online KVS Enroll Page'. The page has a dark blue header on the left with the text 'Online KVS Enroll Page' and 'Set your password.' Below the header, there is a form with two input fields: 'Password' and 'Repeat Password'. A green button labeled 'Set my password' is positioned below the second field. At the bottom left of the page, it says 'Oleg Khvostikov & Konstantin Vasilev © 2020 - 2021'.

3. When you get in to the Online KVSystem you will see such a picture:



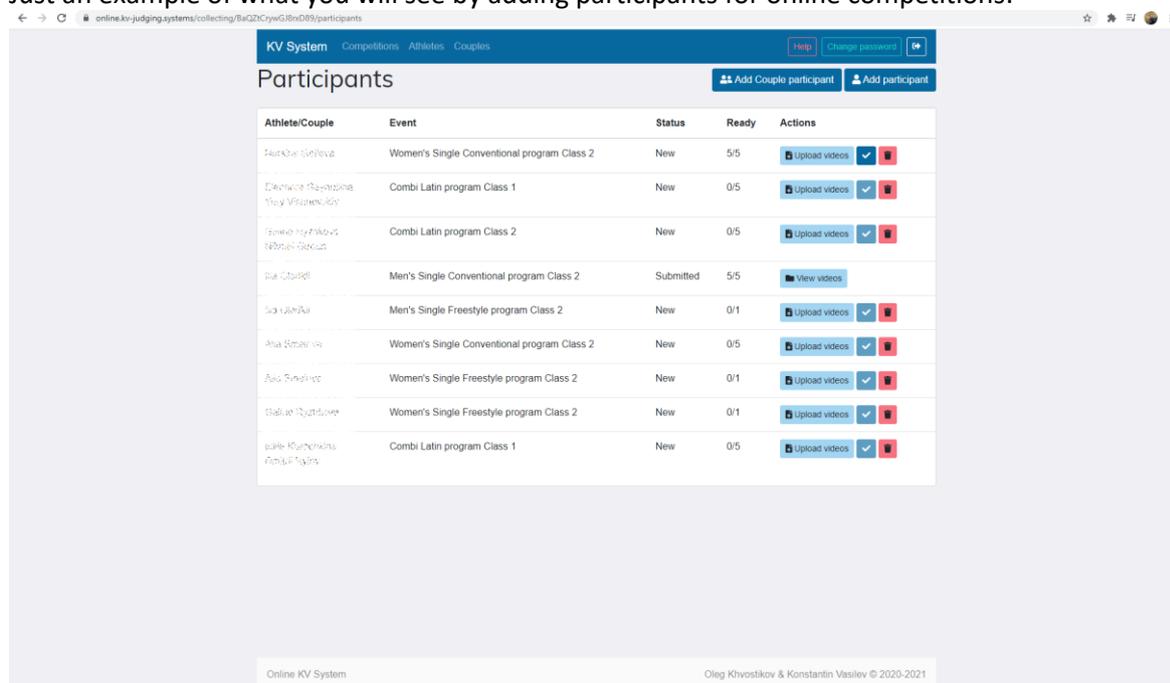
This means that you are in and now can register the participants of your country.

- Click on the word “Competitions” and you will see the name of the competition with opened Registration status.



- When you click the “Register participants” button you will get to the page where you find two options: “Add Couple participant” – this button is for Combi and Duo events registration
“Add participant” – this button is for Single events registration.

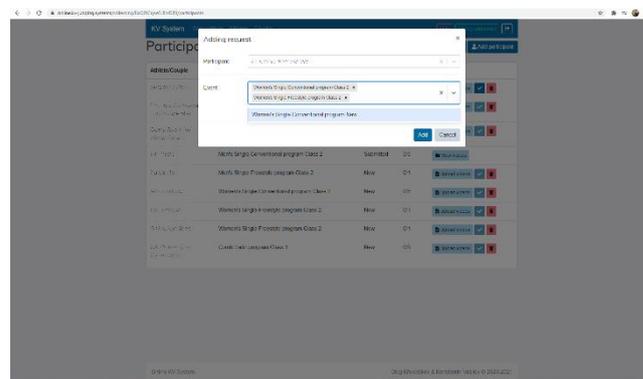
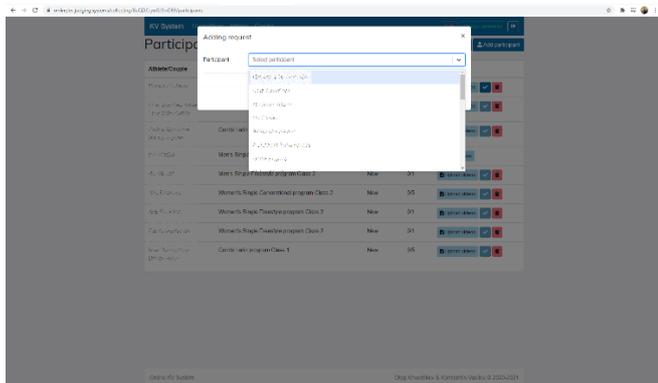
Just an example of what you will see by adding participants for online competitions:



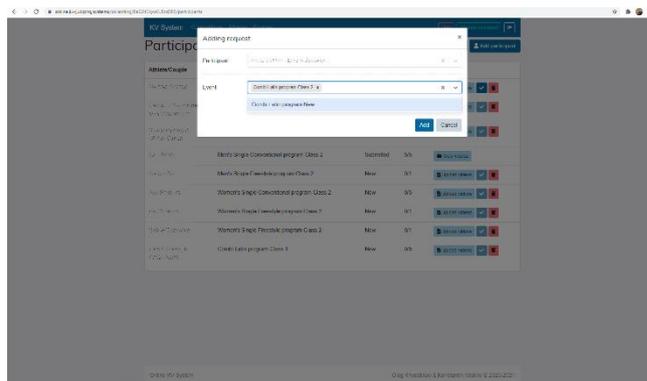
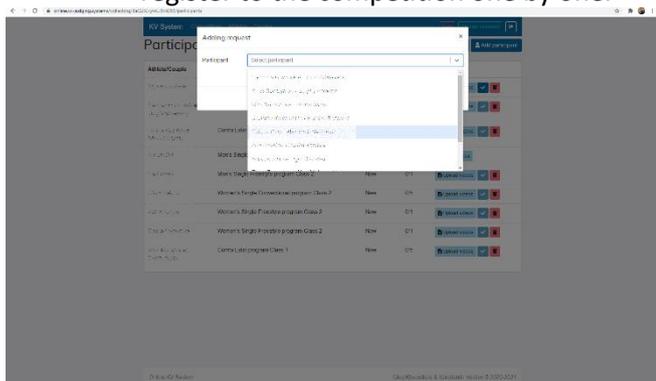
- When clicking the “Add participant” button you will get to the list of the licensed athletes in accordance with the IPC Data Base. By scrolling down the list, please choose athletes you would like to register to the competition one by one.

Important! In case you would like to register a new athlete to the competition, it is necessary to pass IPC Athlete Registration and Licensing Programme:

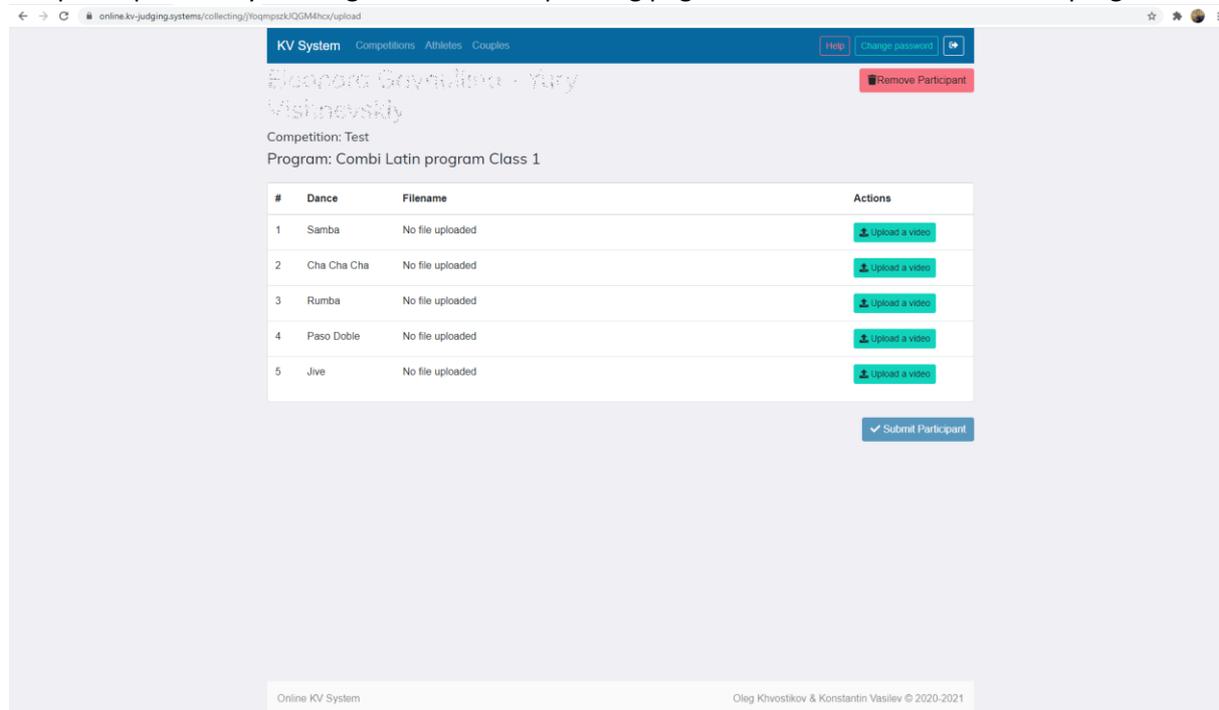
<https://www.paralympic.org/dance-sport/documents>



10. When clicking the “Add Couple participant” button you will get to the list of the couples in accordance with the World Ranking List. By scrolling down the list, please choose couples you would like to register to the competition one by one.



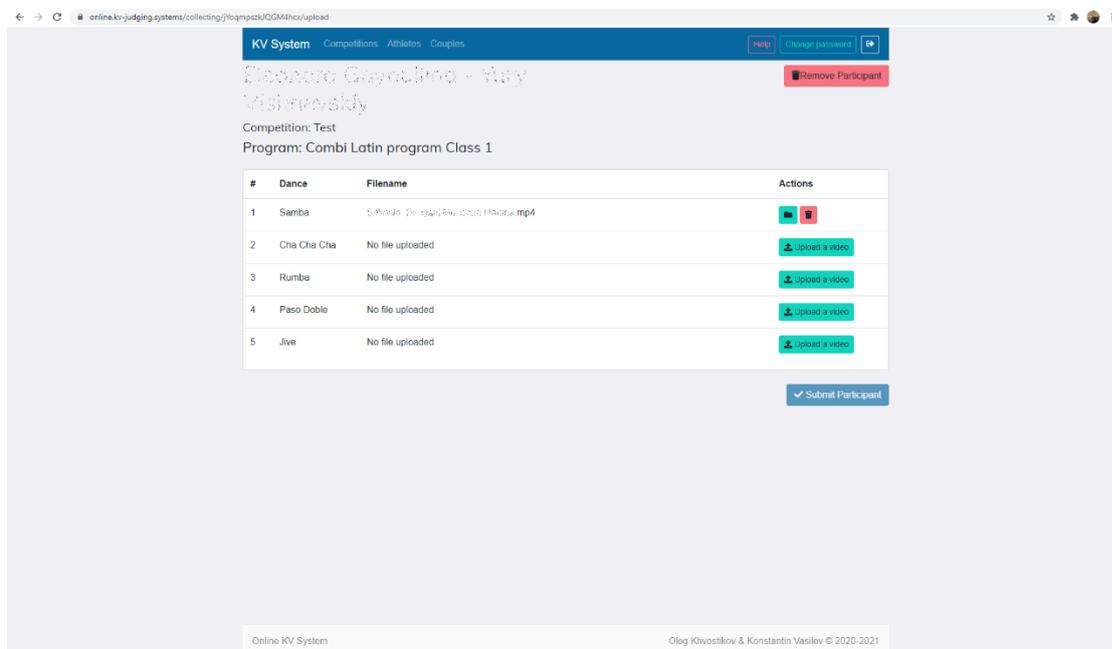
11. When ready you can upload videos for each participant. Click the “Upload videos” for the entered participant and you will get to the corresponding page in accordance with the event programme.



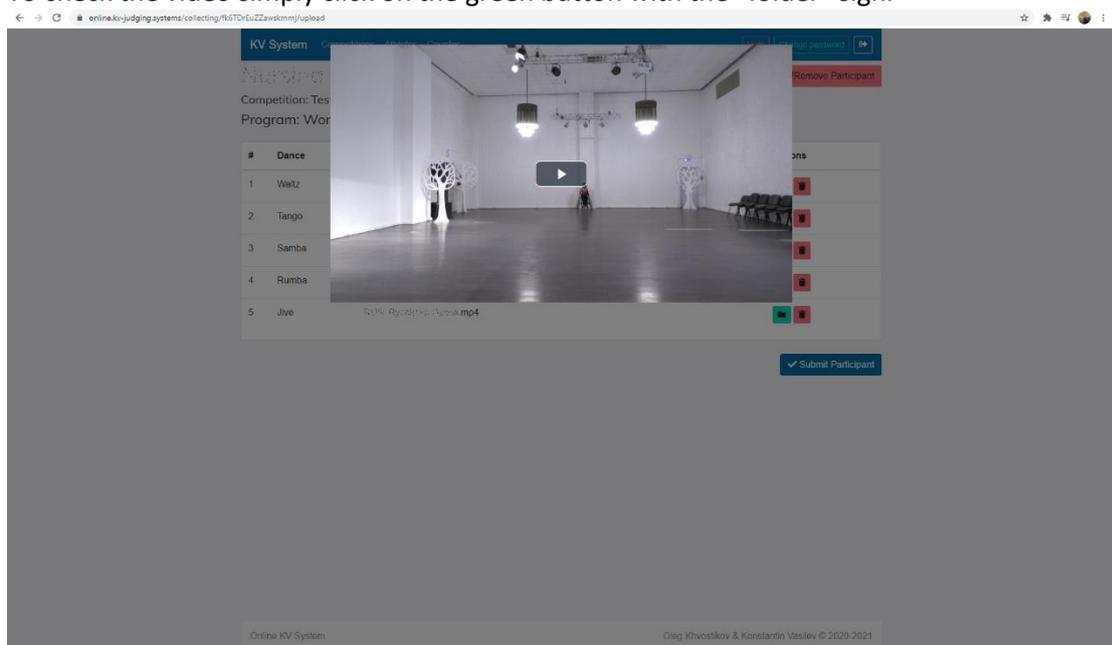
12. When uploading videos one by one you will see changes happening on the page.

Please, note that you can upload videos only in mp4 format.

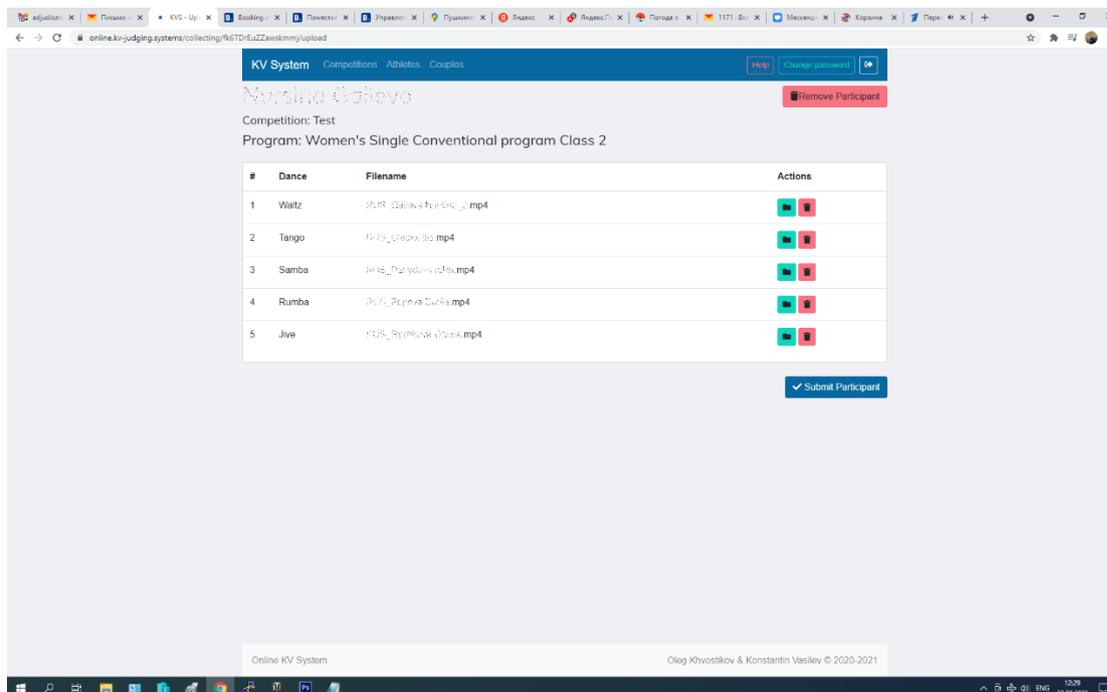
It is possible to upload several videos at the same time (not necessary to wait when the previous one is ready).



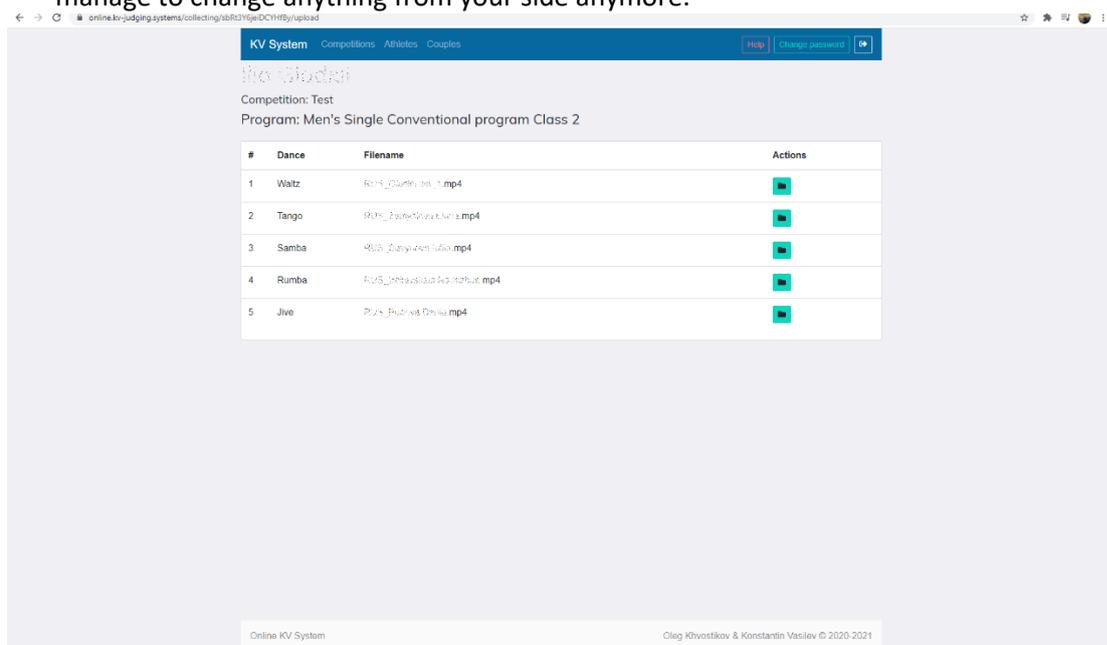
13. When videos are uploaded, please check if everything is fine with them. It may happen that video was created using an incorrect codec. In this case video will not be displayed correctly. To check the video simply click on the green button with the "folder" sign.



14. When all videos are uploaded you are practically ready to submit the participant. At this stage you still can delete the participant, delete and change videos.



15. In case everything is fine please click the “Submit participant” button. After this action the participant will be fully inserted to the system as the competitor of the corresponding event, and you will not manage to change anything from your side anymore.



Please, pay attention to this.

In case if something goes wrong, there is a special “**Help**” button. If you press it, then you will manage to send a message with the description of a problem you have. We will check it and let you know what to do.

Good Luck and Thank you for your collaboration!