

First steps in the new Ophardt Online – August 2018:

1) Please register here and create your account

<https://fencing.ophardt.online/de/register>

You will receive an email after a few minutes, which can also arrive in your spam folder. Please confirm the link in the mail to unlock your account.

2) Please log in

<https://fencing.ophardt.online/en/login>.

3) If you are an athlete or referee: Please connect right side with your athlete or/and referee record. Please make sure to use the correct spelling and DO NOT CREATE A NEW DATASET.

4) At the top right under Help you get into our wiki. Please choose

View documentation Ophardt Online.

The wiki is under construction and will only be written in English.

5) As a club administrator, please contact Marianne at DFF's Sekretariat: dff@faegtning.dk. Inform DFF you user name or email address used for the registration above, then DFF will add club administrator rights for you.

Once you are logged in, please agree to the privacy policy and you can start.

6) Under my club / clubs

The data, contact person, payment methods (applies to messages), club logo, social media should be filled out by the club administrator.

7) Under my club / athletes - referees - teams

Check the data.

Please enter change requests for records under the athlete / edit below in the last field. These will be checked by us.

8) Under my club / My events

Check that all tournaments belonging to the club are present (not FIE and EFC tournaments).

If not, look under "Tournament" and possibly even new in the current season.

9) Under my club / access rights

If desired, add more administrators.

10) Under my club / athletes (if someone is only as a judge in the system, this is also possible under referees)

Other members of their association can be invited by e-mail into the system. For this please first check or enter the e-mail address. Then please select the letter icon in the athletes row.

11) Entries to international tournaments can be made under advance registration.

12) Messages to other tournaments can be made under Report. No automatic confirmation mails will be sent.

The confirmation can either be printed out directly or sent to your own e-mail address.