MINI MANUAL FOR COMPETITORS

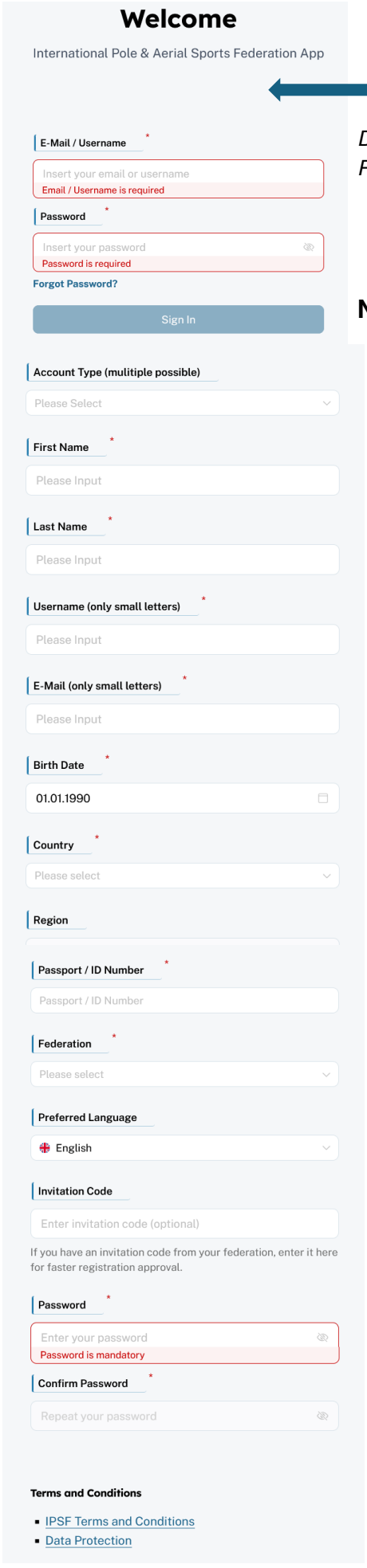
Create your profile via a browser at **IPSF.app**

You will need it for:

- **Competition registration**
- Creating **Technical Bonus Form and Compulsory Form**, uploading **Artistic documents and music**
- • Uploading all **required documents** such as WADA anti-doping certificate, parental consent, medical certificate if required, and others
- • If you qualify for **the World Championships**, you will also proceed through this application

Let's go through the application step by step.

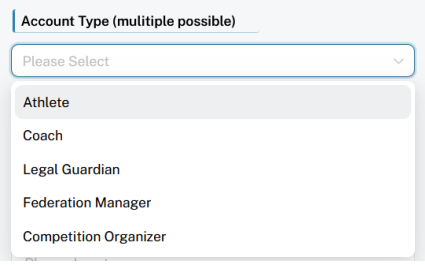
1. In your internet browser, enter ipsf.app
2. If you do not yet have an account, scroll down and on the right side of the screen you will find the **Sign Up** link.
3. If you already have an account, simply enter your username and password.
4. If you have forgotten your password, click on **Forgot Password**?



Do not worry about your data, all sensitive data are encrypted. Please read the Data Protection Policy.

NEW USER REGISTRATION

In Account Type, select all options that apply to you.



If you choose an incorrect option and submit the form, contact technical support via Support in the app.

First Name – given name

Last Name – surname

Username – any username, lowercase letters only

E-mail – check carefully, this is the only contact detail IPSF and CPSO use

Country – country you represent

Region – your permanent residence region, shown on forms

Passport / ID Number – enter a valid ID number, data are encrypted

Federation – select your federation

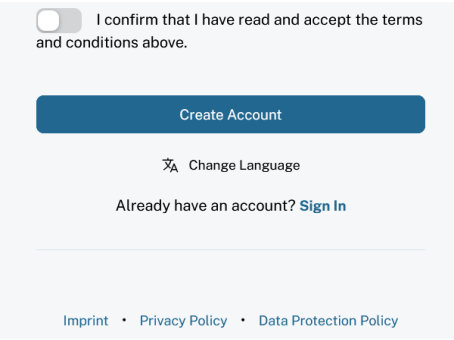
Preferred Language – Czech is not yet available, but we plan to add it in the future

Invitation Code – may be provided by your federation; if not, submit without it and CPSO will authorize your request

Password – must meet app requirements (upper/lowercase letters and special character)

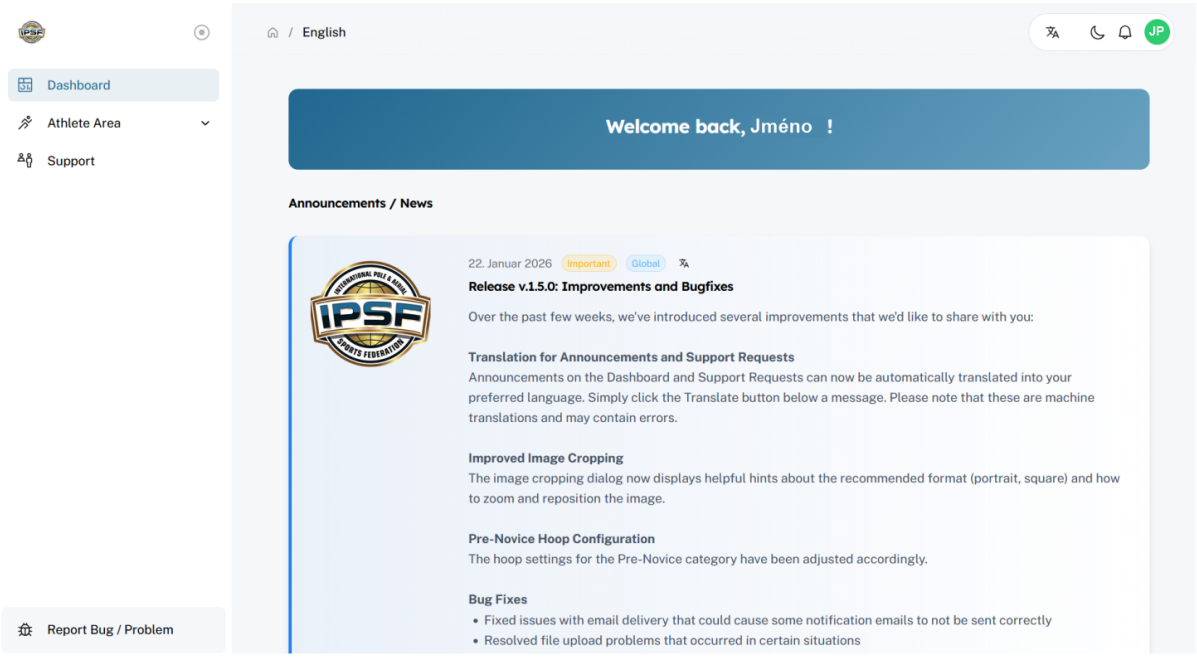
Confirm Password – re-enter your password

Read IPSF Terms and Conditions and Data Protection and confirm agreement.



Click **Create Account!**

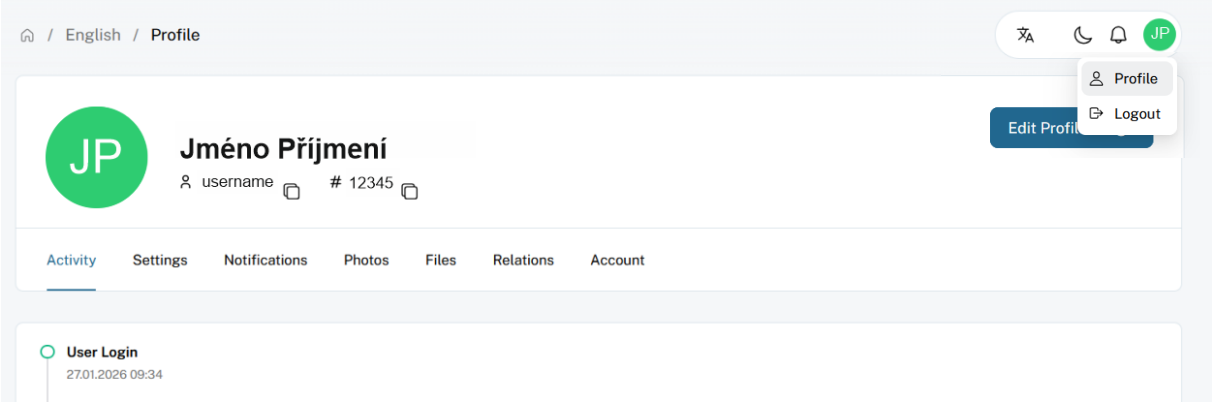
If you do not have an Invitation Code, wait for CPSO authorization.



DASHBOARD

The Dashboard contains app updates.

Edit your profile by clicking your initials in the top-right corner and selecting **Profile.**

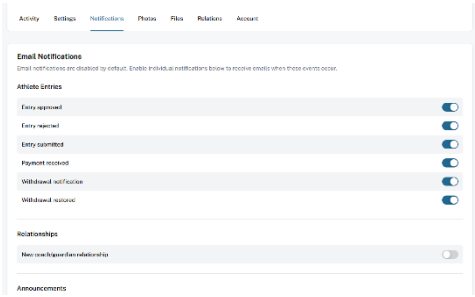


Activity – shows logins and activity

Settings – verify and complete your details

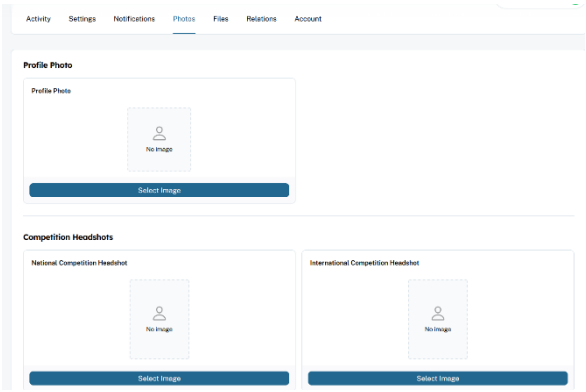
Date of birth affects available competition categories

Social media links are optional



Enable **Notifications** and **Announcements** to avoid missing important information.

PHOTOS



In this section you upload following photos:

Profile Photo – for app use only, pick any picture you like

Competition Headshot – portrait, ideally in studio outfit

International Competition Headshot – for World Championships, ideally in national outfit

Tracksuit Photos:

• **Studio Tracksuit** - studio outfit

• **Regional Tracksuit** (countries with regional competitions only)

• **National Tracksuit** (World Championships qualifiers only)

Tracksuit photos must be uploaded by the same deadline as the competition applications

Please check the current guidelines on IPSF website.

FILES

Nahrávejte soubory, které jsou relevantní:

- Upload relevant documents:
- • WADA anti-doping certificate
- • Parental consent for minors (parent and athlete profiles)
- • IPSF parent education certificate
- • Medical documentation if applicable (usage of gloves, para pole)

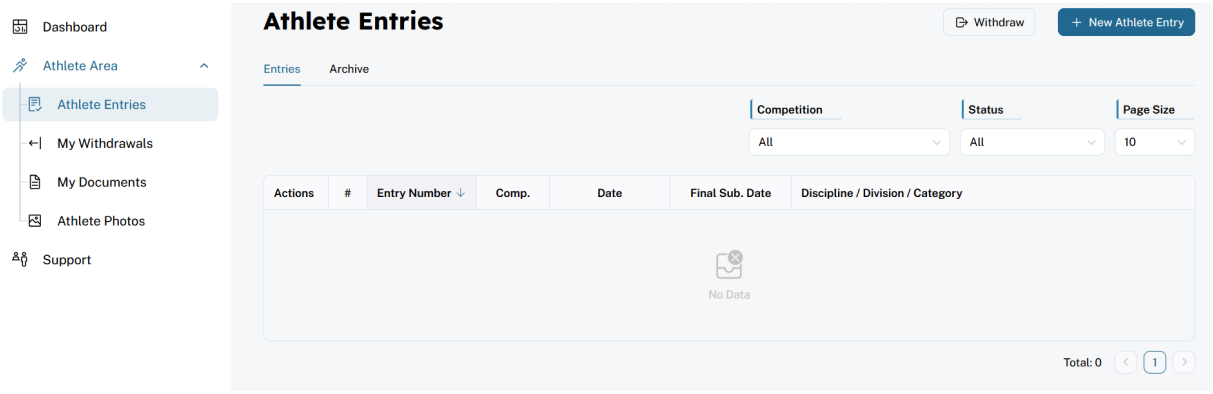
Allowed formats: PDF, PNG, JPG, GIF only.

RELATIONS
Link your account with your legal guardian or IPSF-certified coach.

ACCOUNT
Here you can change your password.

COMPETITION REGISTRATION

Select **Athlete Area → Athlete Entries**



New Athlete Entry

Select competition and follow instructions.

For Doubles and Groups, each athlete must have a profile, but only one submits the entry.

Forms and music are uploaded in the app. Once submitted, they cannot be edited unless returned by the organizer.

WITHDRAW

In case you cannot compete it is neccesary to Withdraw from the competition.

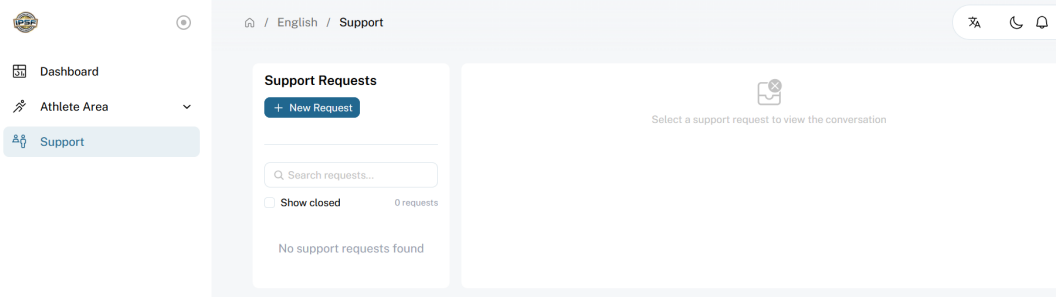
Withdraw via Athlete Entries → Withdraw.

Withdrawn entries appear in My Withdrawals.

If withdrawn by mistake, contact IPSF.

My Documents and **Athlete Photos** redirect back to your profile.

SUPPORT



For any questions or suggestions, create a **New Request** in the app.

Good luck with your preparations!

We look forward to seeing you.

Manual version 1.0 issued on 29.1.2026