

FEMS WORLD GYMNASTICS

Public Portal

Documentation Updates

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TABLE OF CONTENTS

1	INTRODUCTION	4
2	SYSTEM ACCESS	5
	2.1 Login	5
	2.2 Sign in	5
	2.3 Reset password	6
3	USER SETTINGS	7
	3.1 Language Selector	7
	3.2 My Profile	8
	3.2.1 Change preferred language.....	8
	3.2.2 Enable MFA	8
	3.2.3 Change password	9
	3.3 Logout	9
4	DASHBOARD	10
	4.1 My Last Applications	10
	4.2 Events you can apply for	10
5	MY PROFILE	11
	5.1 Personal.....	11
	5.2 Contact.....	11
	5.3 Media Companies	12
6	MY APPLICATIONS	13
7	ALL EVENTS	14
	7.1 Event details.....	14
	7.2 Sub Events.....	14
	7.3 New Application	15
	7.4 Event application.....	15
	7.4.1 Media Company	16
	7.4.2 Event information	16

8 APPENDIX	17
Abbreviations and symbols	17
Version history	17

1 INTRODUCTION

World Gymnastics Accreditation Portal is a web application which serves to register people into the World Gymnastics accreditation system. It enables one to create an account and apply for a World Gymnastics accreditation card.

The system is optimized for latest version of Google Chrome browser.

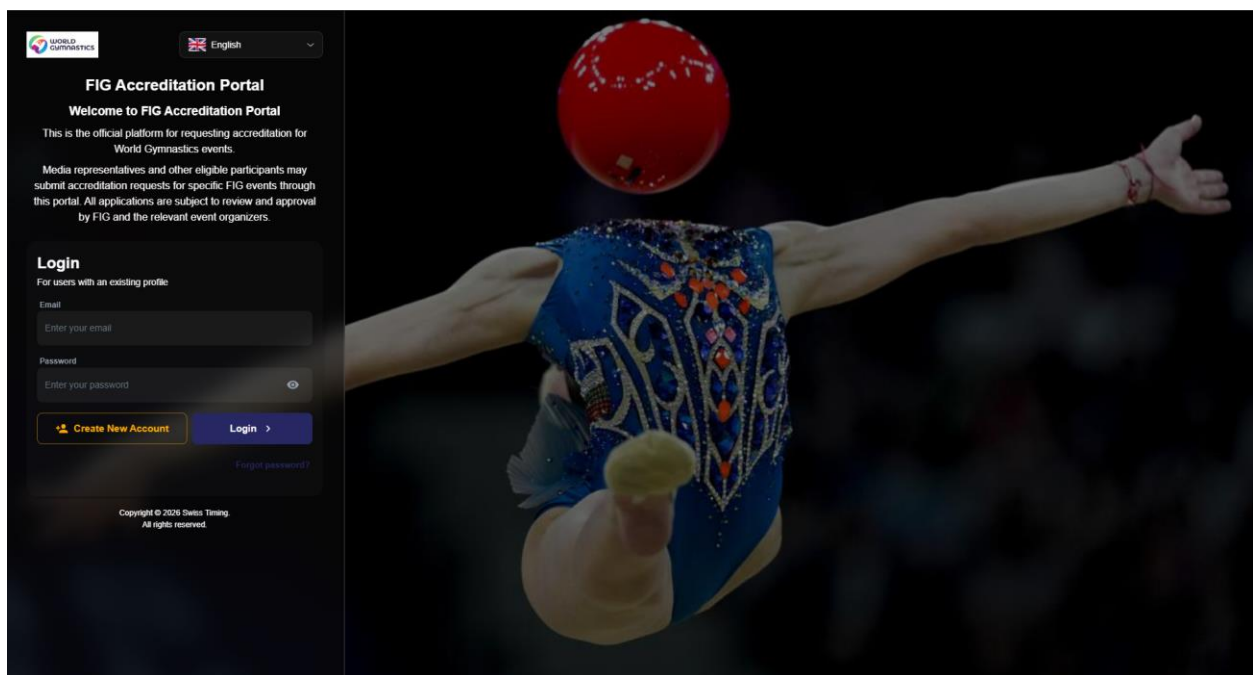
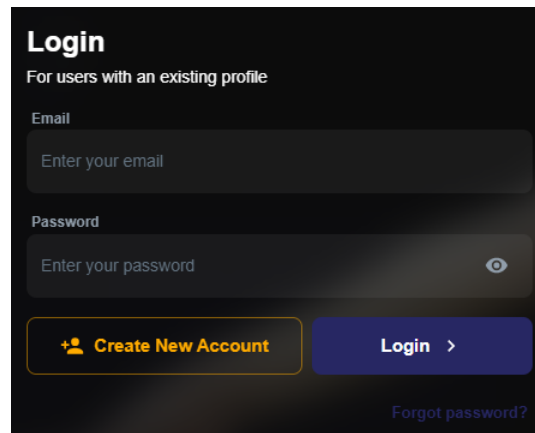


Figure 1 Sign up page

2 SYSTEM ACCESS

2.1 Login

The user login process is quick and simple. First, enter your username and password, then click the [Login] button.

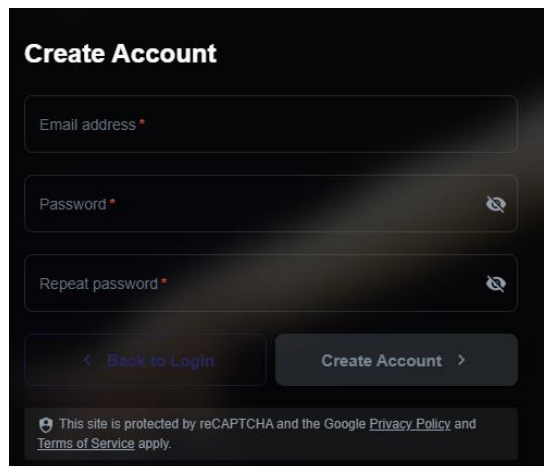


The screenshot shows a dark-themed login form titled "Login" for users with an existing profile. It features two input fields: "Email" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password" and a visibility toggle icon. Below the fields are two buttons: a yellow "Create New Account" button with a person icon and a blue "Login" button with a right arrow. A "Forgot password?" link is located at the bottom right of the form.

Figure 2 Login page

2.2 Sign in

When entering FEMS for the first time, you must have your own username and password. In the case of a new user, a new account must be created using the [Create New Account] button before the first login process.



The screenshot shows a dark-themed "Create Account" form. It includes three input fields: "Email address *", "Password *", and "Repeat password *", each with a visibility toggle icon. At the bottom, there are two buttons: a blue "Back to Login" button with a left arrow and a blue "Create Account" button with a right arrow. A footer note states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

Figure 3 Create new account page

2.3 Reset password

You can reset your password by clicking the [Forgot password?] button. After entering your email and submitting the form, you need to wait for the password reset email. Click the link in the email, which will open the password reset page.

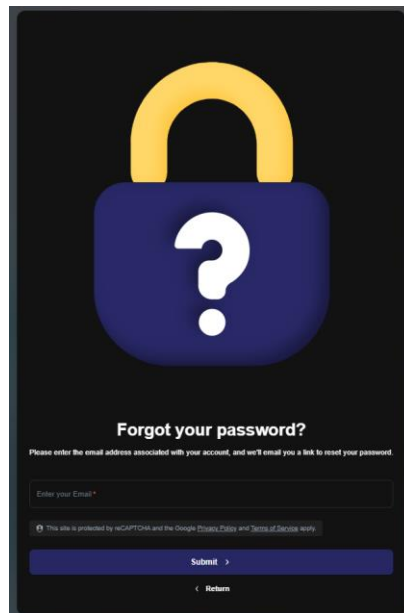


Figure 4 Forgot password page

When creating a new password, you need to meet all requirements, and you will need to enter it twice to confirm the password.

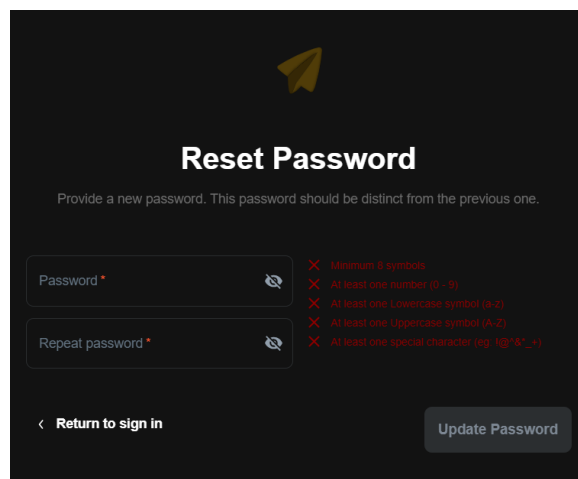


Figure 5 Reset password page

3 USER SETTINGS

All user settings are accessible in the [Header] of the app.

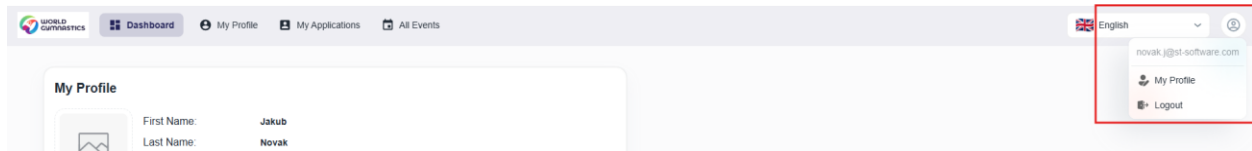


Figure 6 User settings menu

3.1 Language Selector

In the [Dropdown menu] you can change the language to one of the supported languages.

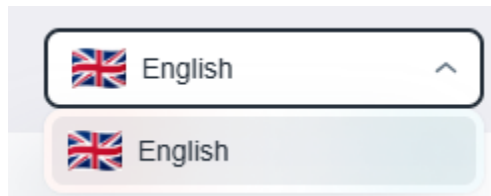


Figure 7 Language dropdown menu

3.2 My Profile

Clicking on My Profile in the [Dropdown menu] under your username will take you to the profile settings page. There you can

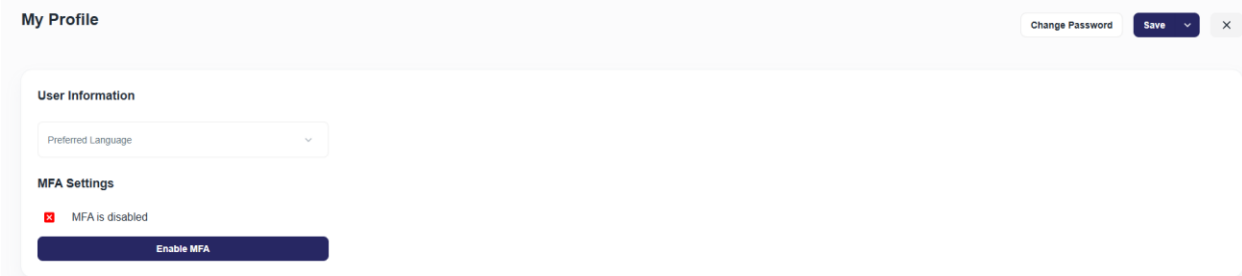


Figure 8 My profile page

3.2.1 Change preferred language

You can change the preferred language to one of the supported languages.

3.2.2 Enable MFA

Enable MFA by scanning the QR code with your authentication app or by entering the code from your authentication app and clicking the [Enable MFA] button.

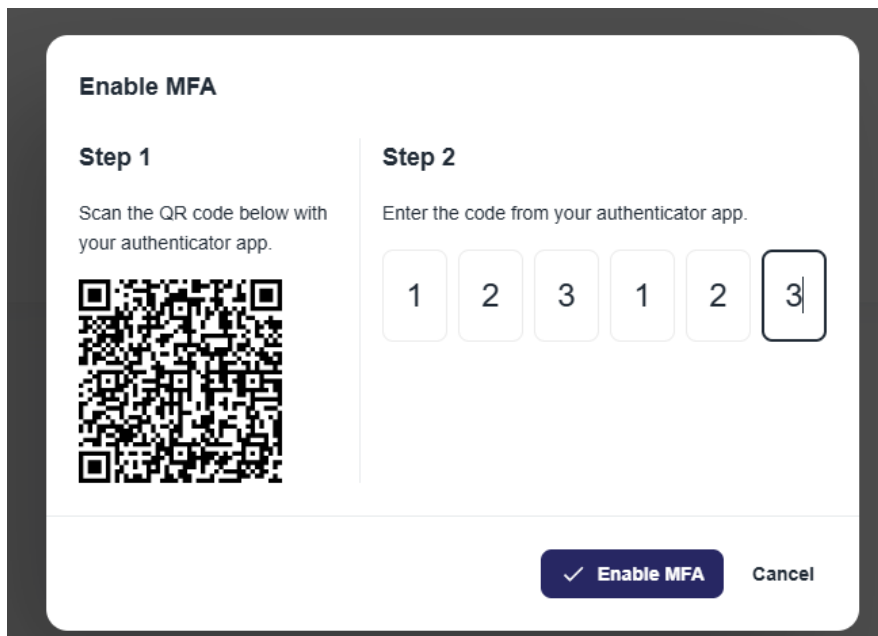
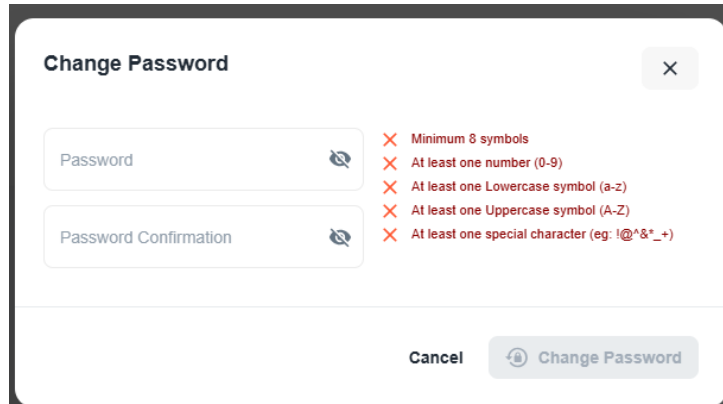


Figure 9 Enable MFA dialog

3.2.3 Change password

When creating a new password, you need to meet all requirements, and you will need to enter it twice to confirm the password.



The image shows a 'Change Password' dialog box with a close button (X) in the top right corner. It contains two input fields: 'Password' and 'Password Confirmation', each with a toggle icon for visibility. To the right of the input fields is a list of requirements, each preceded by a red 'X' icon, indicating that the current password does not meet these criteria:

- Minimum 8 symbols
- At least one number (0-9)
- At least one Lowercase symbol (a-z)
- At least one Uppercase symbol (A-Z)
- At least one special character (eg: !@^&*+_)

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Change Password'.

Figure 10 Change password dialog

3.3 Logout

The [Logout] (located in the [Dropdown menu] under your username) button will log you out of the app and open the login page.

4 DASHBOARD

The Dashboard is used to showcase your profile details, your recent applications, and events you can apply for.

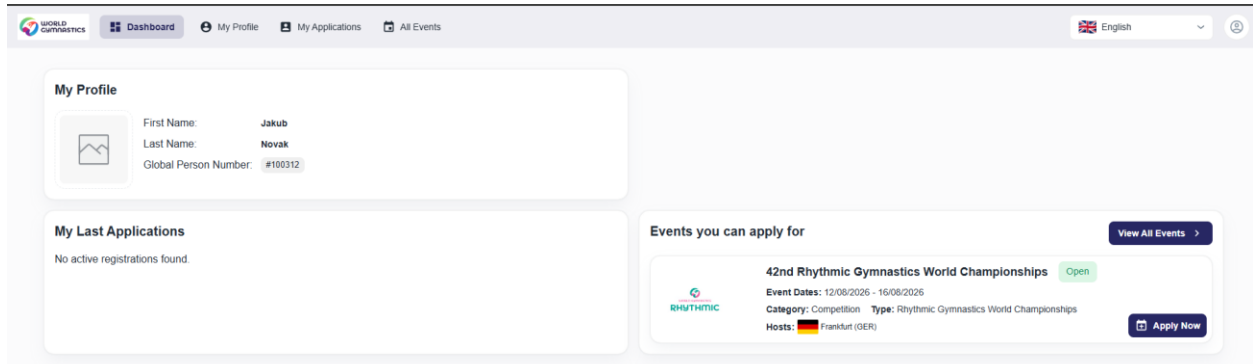


Figure 11 Dashboard page

4.1 My Last Applications

Clicking on an event in [My Last Applications] will open the event details page, where your registration for that particular event is also shown.

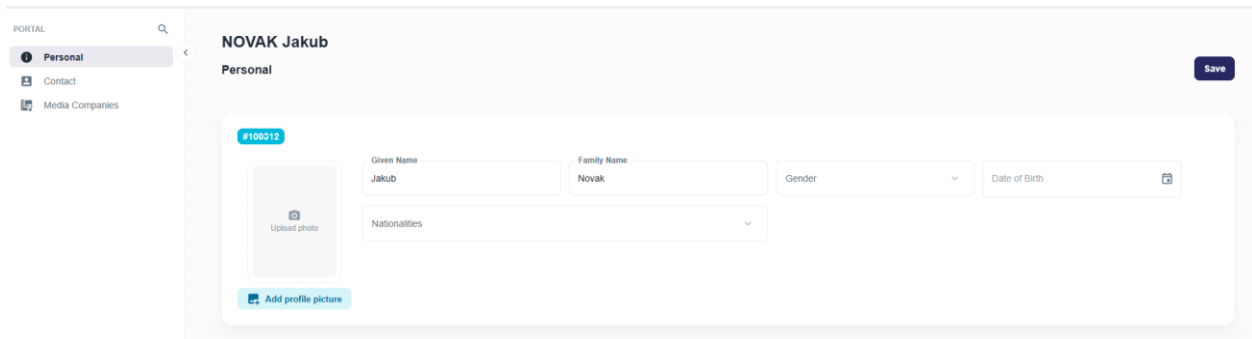
4.2 Events you can apply for

The [View All Events] option will navigate you to the [All Events] page. The [Apply Now] button will open the registration window for that specific event.

5 MY PROFILE

5.1 Personal

Detail of your profile personal details.

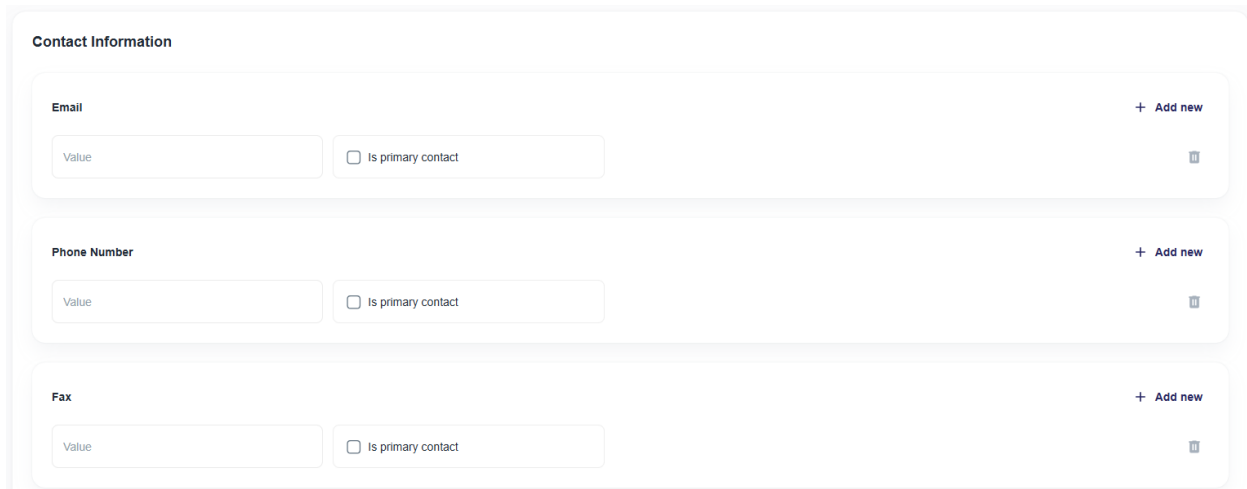


The screenshot shows a user profile page for 'NOVAK Jakub'. On the left is a sidebar with 'Personal', 'Contact', and 'Media Companies'. The main content area has a 'Personal' section with a 'Save' button. The profile card includes a photo placeholder with an 'Upload photo' button and an 'Add profile picture' button. The form fields are: 'Given Name' (Jakub), 'Family Name' (Novak), 'Gender' (dropdown), 'Date of Birth' (calendar icon), and 'Nationalities' (dropdown). A blue ID badge '#100312' is in the top left of the card.

Figure 12 Personal Page

5.2 Contact

Detail of your contact information, addresses and socials.



The screenshot shows a 'Contact Information' section with three rows for 'Email', 'Phone Number', and 'Fax'. Each row has a 'Value' input field, a checkbox for 'Is primary contact', and a '+ Add new' button with a trash icon.

Figure 13 Contact Page

5.3 Media Companies

List the media companies you registered under, along with the events you registered for.

NOVAK Jakub
Media Companies

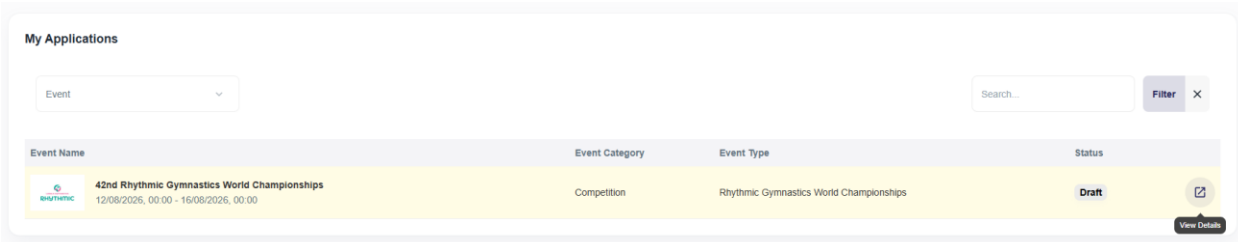
Media Company	Event	Reg. No.	Affiliation	MC Affiliation Status
No results found				

Figure 14 Media Companies page

6 MY APPLICATIONS

This page shows all your past event applications. You can filter by a specific event or search by the event name. Filters must be selected first and then confirmed by clicking the [Filter] button.

Clicking on [View Details] will open the event details page.



The screenshot shows a web interface titled "My Applications". At the top left is a dropdown menu labeled "Event". To the right is a search bar with the text "Search..." and a "Filter" button with a close icon. Below these is a table with the following columns: "Event Name", "Event Category", "Event Type", and "Status". A single row is visible, representing an application for the "42nd Rhythmic Gymnastics World Championships". The row includes a small logo, the event name, dates "12/08/2026, 00:00 - 16/08/2026, 00:00", the category "Competition", the event type "Rhythmic Gymnastics World Championships", and the status "Draft". A "View Details" button is located at the bottom right of the table row.



Event Name	Event Category	Event Type	Status
 42nd Rhythmic Gymnastics World Championships 12/08/2026, 00:00 - 16/08/2026, 00:00	Competition	Rhythmic Gymnastics World Championships	Draft 

Figure 15 My application page

7 ALL EVENTS

This page shows all the events and you can filter them by status, category, type, region, year or search by the name of specific event. Filters must be selected first and then confirmed by clicking the [Filter] button.

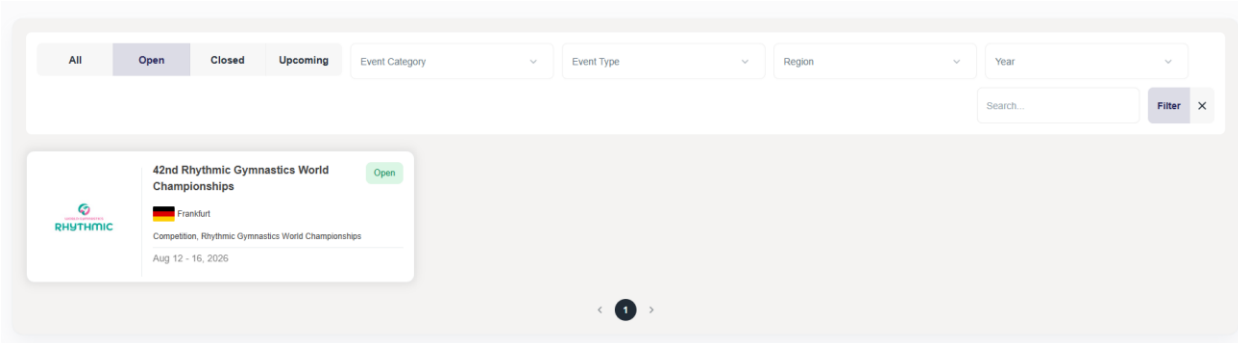


Figure 16 All events page

7.1 Event details

A more detailed view of the selected event. Users can see their registrations here and can also create a new application for it.

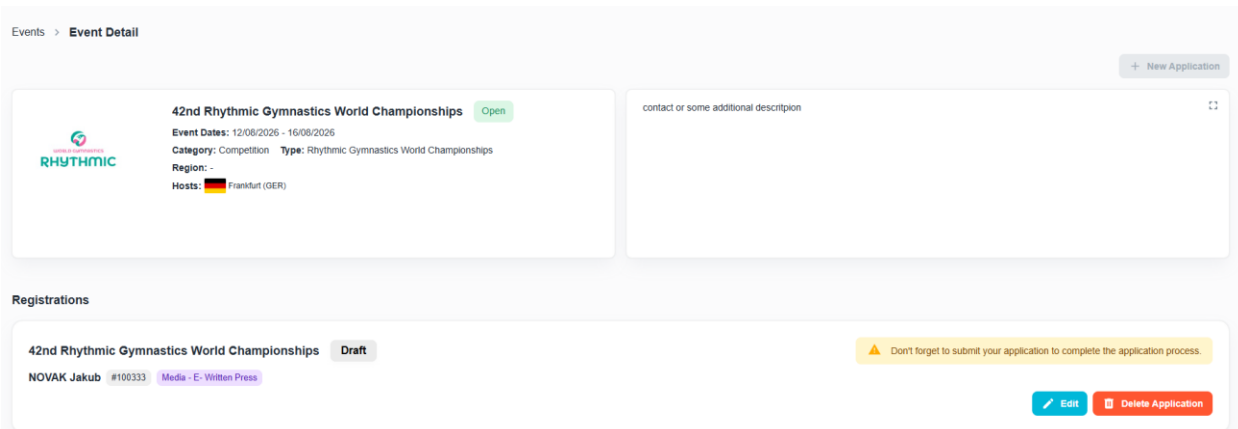


Figure 17 Event details page

7.2 Sub Events

Under the main event registration list, you can find the list of sub-events. You can open the sub-event details by clicking on it or open the application for the event by clicking [Apply Now].

7.3 New Application

To create a new application, click the [New Application] button inside the [Event Details].

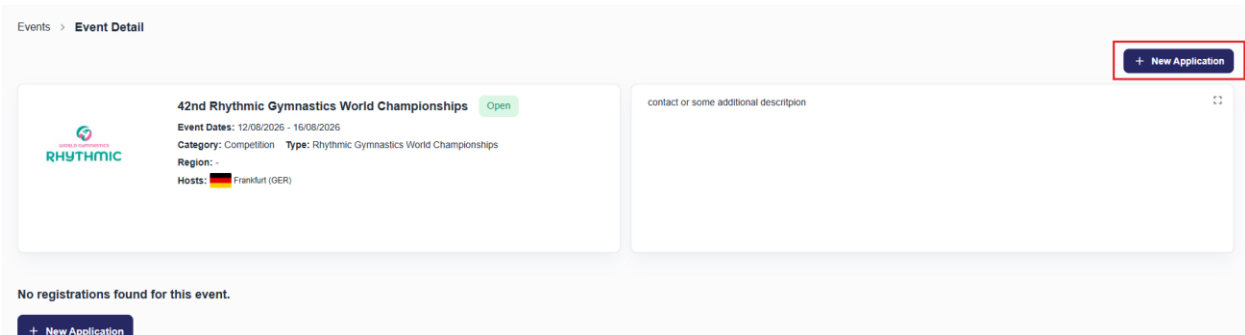


Figure 18 New Application button

7.4 Event application

Here, you manage your application data. After you submit your application, you cannot change the information.

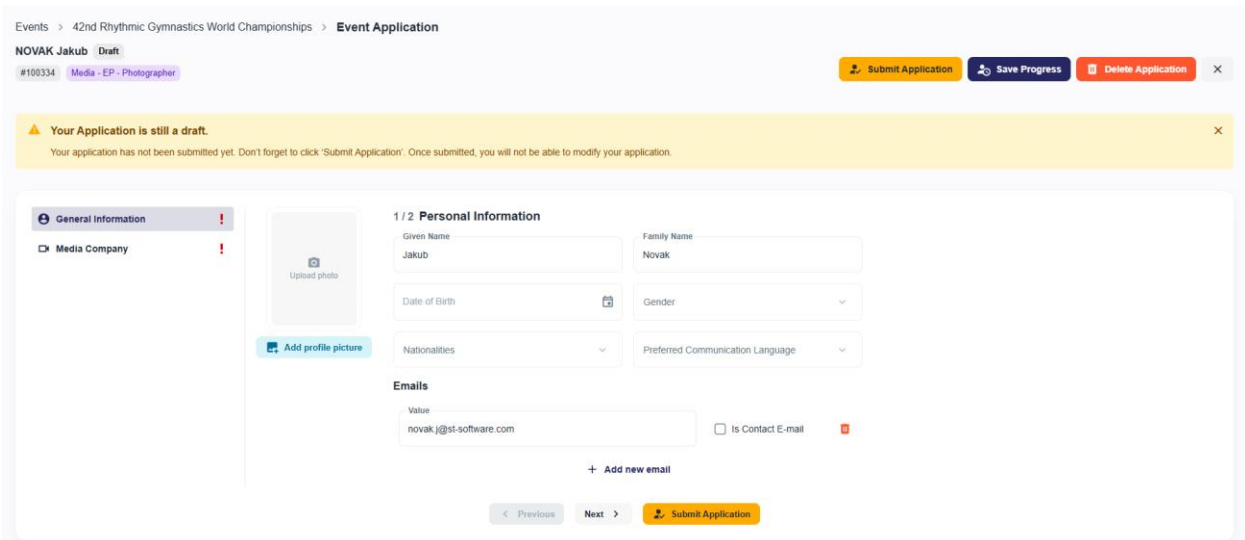
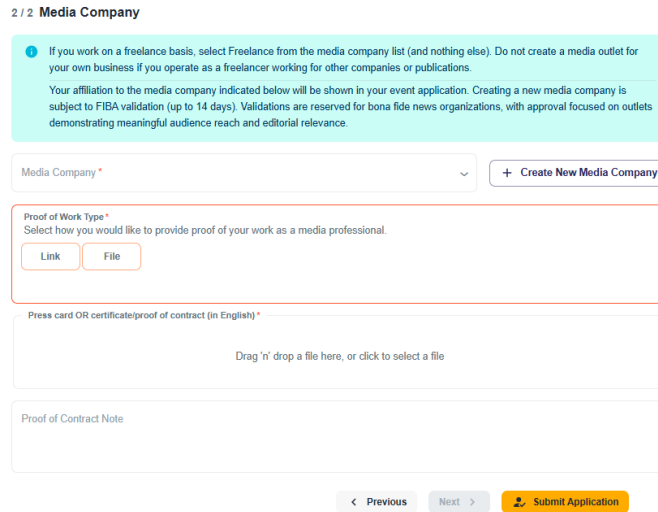


Figure 19 Event application page

7.4.1 Media Company

In the Media Company tab, you choose your company. You will need to link or upload [Proof of Work] and upload [Proof of Contract].



2 / 2 Media Company

Info If you work on a freelance basis, select Freelance from the media company list (and nothing else). Do not create a media outlet for your own business if you operate as a freelancer working for other companies or publications.
Your affiliation to the media company indicated below will be shown in your event application. Creating a new media company is subject to FIBA validation (up to 14 days). Validations are reserved for bona fide news organizations, with approval focused on outlets demonstrating meaningful audience reach and editorial relevance.

Media Company * + Create New Media Company

Proof of Work Type *
Select how you would like to provide proof of your work as a media professional.

Press card OR certificate/proof of contract (in English) *

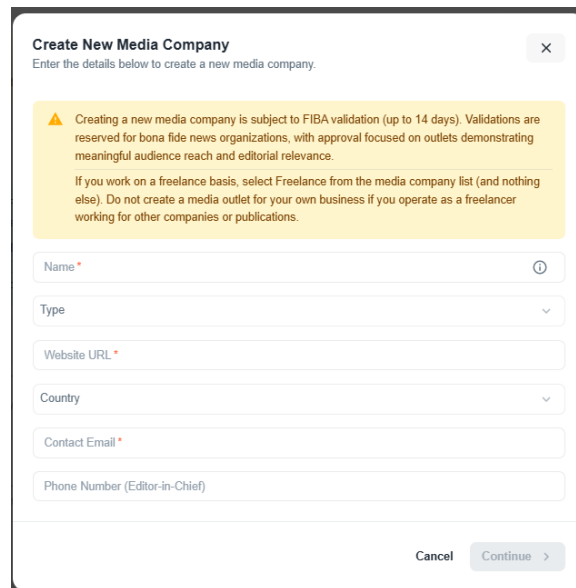
Drag 'n' drop a file here, or click to select a file

Proof of Contract Note

[< Previous](#) [Next >](#) [Submit Application](#)

Figure 20 Media company tab

If your company is not in the list, you can simply create a new one.



Create New Media Company ×

Enter the details below to create a new media company.

Warning Creating a new media company is subject to FIBA validation (up to 14 days). Validations are reserved for bona fide news organizations, with approval focused on outlets demonstrating meaningful audience reach and editorial relevance.
If you work on a freelance basis, select Freelance from the media company list (and nothing else). Do not create a media outlet for your own business if you operate as a freelancer working for other companies or publications.

Name * 📄

Type ▾

Website URL *

Country ▾

Contact Email *

Phone Number (Editor-in-Chief)

[Cancel](#) [Continue >](#)

Figure 21 Create new media company dialog

7.4.2 Event information

For event information, you just select the venue where you are going to pick up the badge.

8 APPENDIX

Abbreviations and symbols

Abbreviations	
FEMS	Federation & Events Management Solutions

Symbols	
*	Required field

Syntax for buttons, labels, menu items etc. in the applications	
Keys, Buttons and labels	[key], [OK], [Result]

Version history

Version	Date	Modifications since last version
1.0	04/5/2026	Initial version