ISSF ROME 26
GENERAL ASSEMBLY

New ISSF event platform Guidebook

Welcome to the new ISSF Event Platform, designed to provide you with a seamless and intuitive experience throughout your participation in our events.

This guide has been carefully prepared to assist you in navigating the platform and accessing its features with ease. We invite you to follow the steps outlined in the next pages to make the most of the platform and ensure a smooth and efficient experience.

Resetting Your Password

From:ISSF <generalassembly@issf-sports.org>
Sent: Wednesday,12 August 2026
To: Office - ISSF HQ <office@issf-sports.org>
Object: Reset Password Notification

ISSF

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

This password reset link will expire in 24 hours.

If you did not request a password reset, no further action is required.

Regards,
ISSF

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: https://events.issf-sports.org/admin/reset-password/13095e29b70da6705c6c9c226f47abd02a09ce24d9c689895797e814a7ba1537

Within the next few days, you will receive an email from **generalassembly@issf-sports.org**, sent to the first email address listed for your Member Federation on the ISSF website.

The email will contain a link to set your password and access the platform.
Please make sure to check your inbox as well as your **SPAM/JUNK folder** to ensure that you do not miss the email.

The email will contain a "RESET PASSWORD" button.

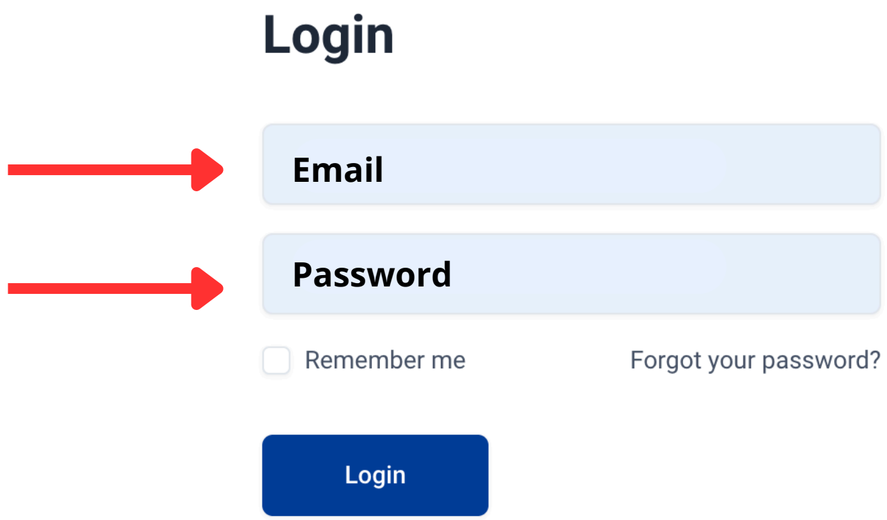
Click on it to access the password reset page, where you will be able to set your new password for accessing the platform.

Please follow the instructions provided to complete the password reset process.

Accessing the platform

ISSF ROME 26
GENERAL ASSEMBLY

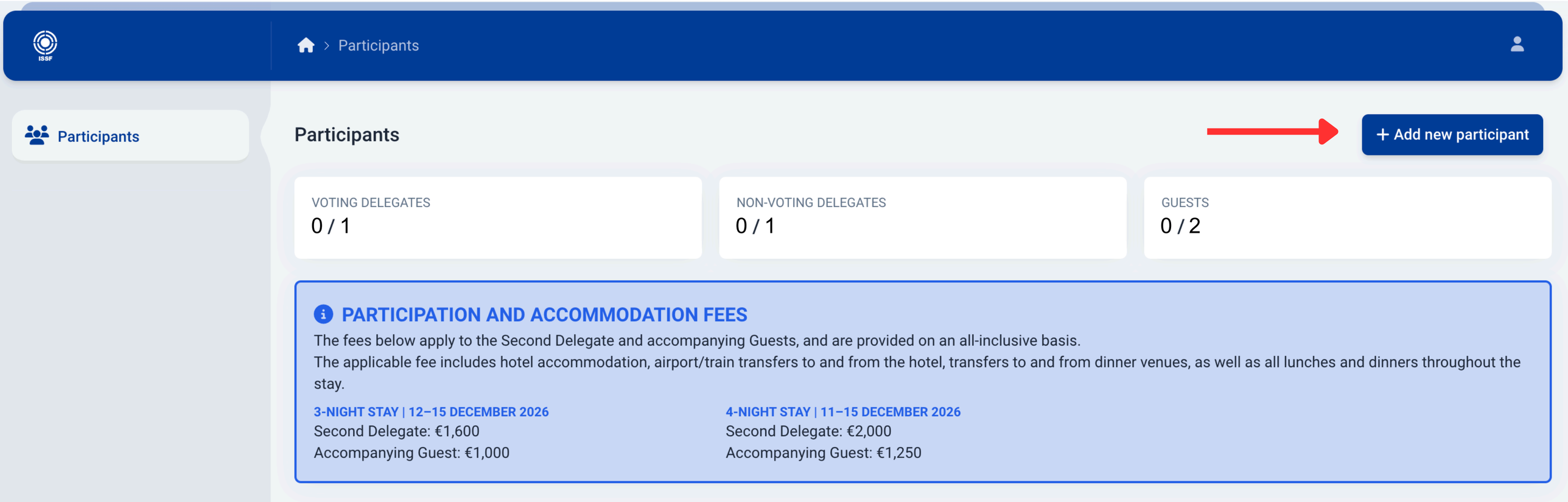
Once you have changed your password, you can access the platform by entering your credentials in the login fields.:
email address and **new password**



Participants Overview

After logging in, you will be directed to the **Participants Overview** page.
From this page, you can check the number of participants already registered from your Federation, and the number of additional participants you may still add, according to each participant category (Voting Delegate / Non-voting Delegate / Guests).

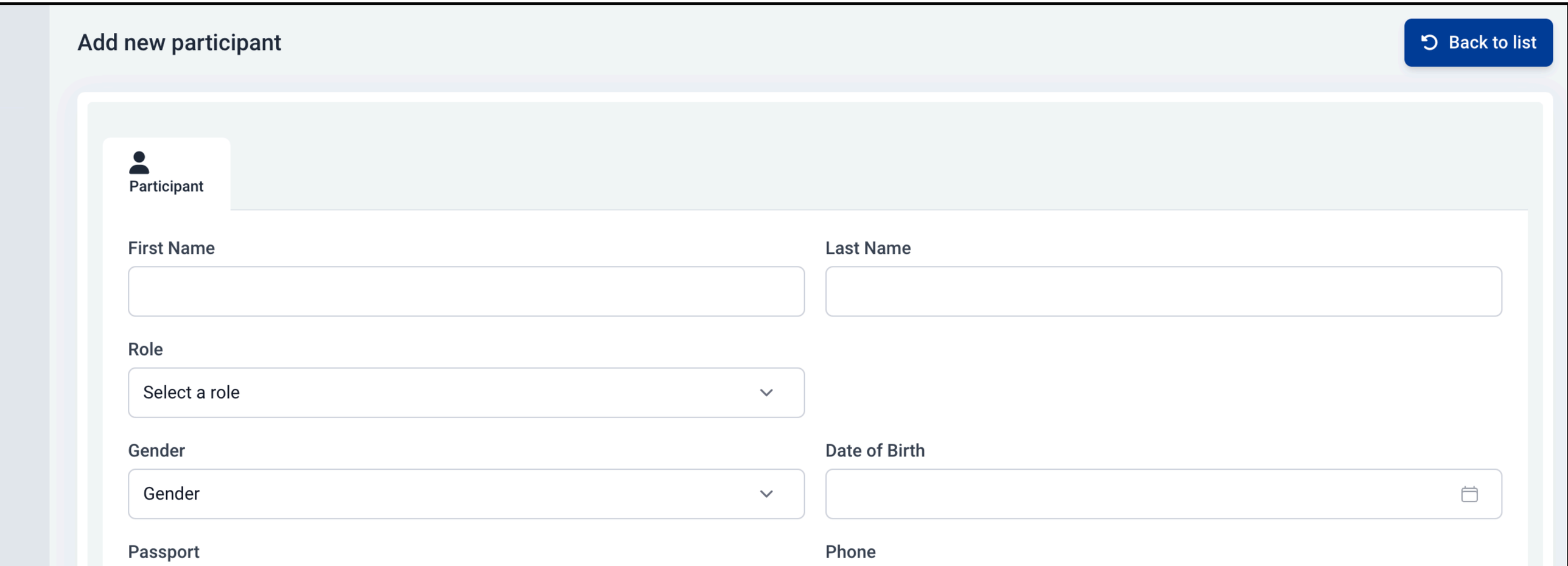
To register a **Delegate** or **Guest** attending the event, click on "**Add New Participant**" and proceed with the registration.



Adding a new participant

To add a new participant, please complete all the required fields with the participant's personal and contact information.

Please note that the delegate's passport details are essential for arranging and confirming their travel and accommodation. We therefore kindly ask you **to ensure that all passport information is entered accurately and completely. and to be sure the passport is not going to expire within the return date of the delegate.**



Delegate’s email address

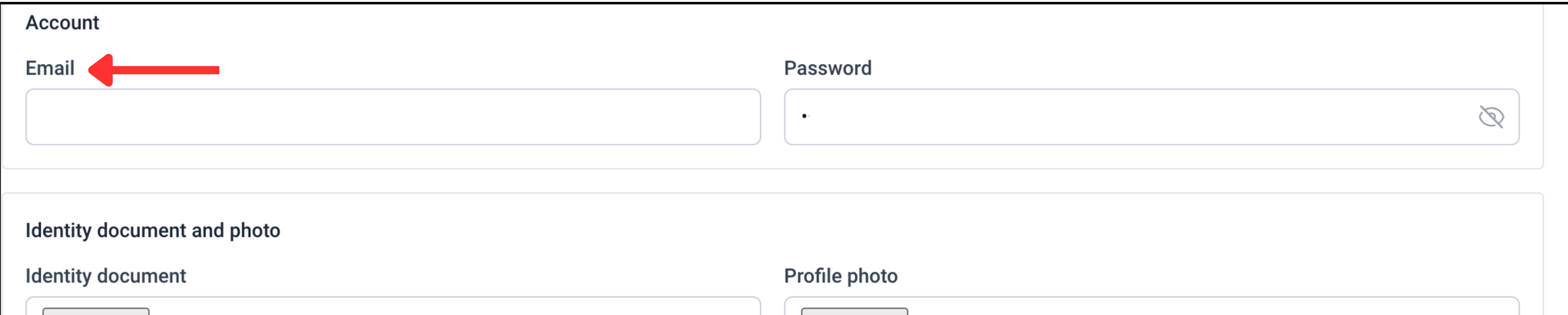
The **Delegate’s email address** is particularly important, as it will be used to access their personal area on the platform.

Through their personal area, Delegates will be able to:

- stay updated on the event programme;
- view their travel and participation details;
- **access and print their badge on-site.**

Please make sure to provide an email address that the Delegate will have regular and continuous access to throughout the event.

The Guest’s details will also be linked to the Delegate’s personal area and will be used to issue and print the Guest’s badge. Please ensure that all information is entered accurately and carefully.

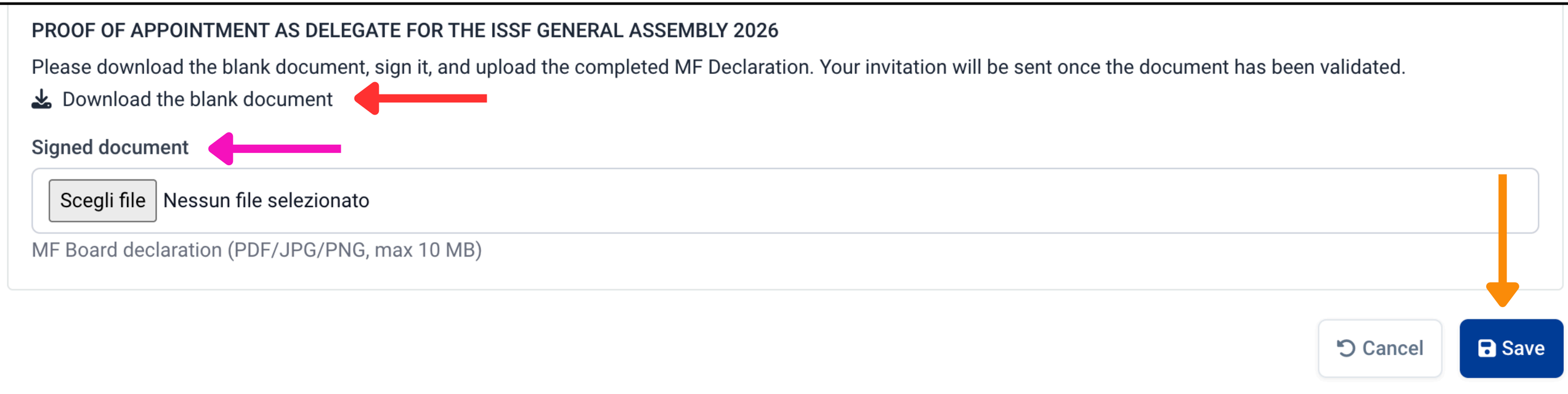


Proof of Appointment as Delegate for the General Assembly 2026

Once the Delegate's profile has been completed, download the "**Proof of Appointment as Delegate for the General Assembly 2026**" by clicking "**Download the Blank Document**".

The document must be **completed, signed and stamped** by the Member Federation. Once completed, upload it in the "**Signed Document**" section in PDF, JPG or PNG format.
After uploading the document, please make sure to **SAVE** the information so that the ISSF Office can review and verify its content.

This document is required to verify that the appointed Delegate is a member of the Federation's Board and is therefore eligible to participate in the General Assembly, in accordance with Article 1.6.3 of the ISSF Constitution.



Registration Review and Approval

Once the document has been uploaded and saved, the Delegate's registration status will appear as "Standby". This means that the ISSF Office will review the submitted information and documentation to ensure that all requirements for participation in the ISSF General Assembly 2026 are met.

PROOF OF APPOINTMENT AS DELEGATE FOR THE ISSF GENERAL ASSEMBLY 2026

Please download the blank document, sign it, and upload the completed MF Declaration. Your invitation will be sent once the document has been validated.

Download the blank document

Signed document

Scegli file | Nessun file selezionato

MF Board declaration (PDF/JPG/PNG, max 10 MB)

APPROVAL STATUS: Standby

Participant type	Federation	Name	Email	Approval status	Invitation status	Options
MF Delegate (Voting)	TEST FEDERATION	TEST DELEGATE	testdelegate@gmail.com	Standby 10/08/2026 10:00		

Registration Review and Approval

If the document has been uploaded correctly and the information matches the Delegate's registration details, the application will be marked as "**Approved**", as shown below. Once approved, the ISSF Office will send the Delegate an invitation email with a link to access the platform.

The login process is similar to that used for the Member Federation account. The Delegate will receive an email containing a registration link, which must be accessed within 24 hours to complete the registration.

The Member Federation will be notified when the email is sent, so that it can remind the Delegate to check their inbox and spam/junk folder and assist them with the registration process if needed.

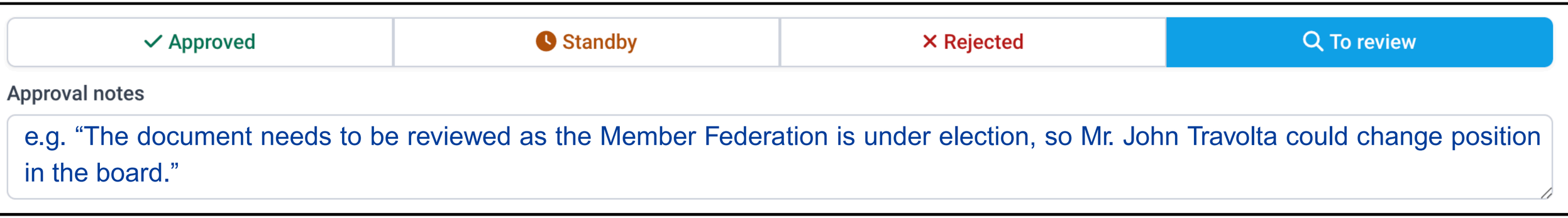
Should you require any further assistance, the ISSF Office remains at your disposal.

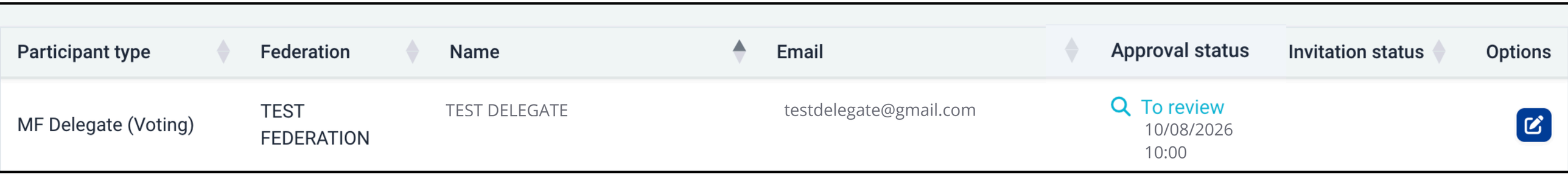
Participant type	Federation	Name	Email	Approval status	Invitation status	Options
MF Delegate (Voting)	TEST FEDERATION	TEST DELEGATE	testdelegate@gmail.com	Approved 10/08/2026 10:00	Sent 10/08/2026 10:00	

Registration Review and Approval

If the submitted document requires clarification or correction, its status will be shown as “**To Review**”.
A note from the ISSF Office will also be displayed, explaining the reason for the review and indicating any action that may be required.

If you require further clarification regarding the note or the requested changes, please contact the ISSF Office for assistance.

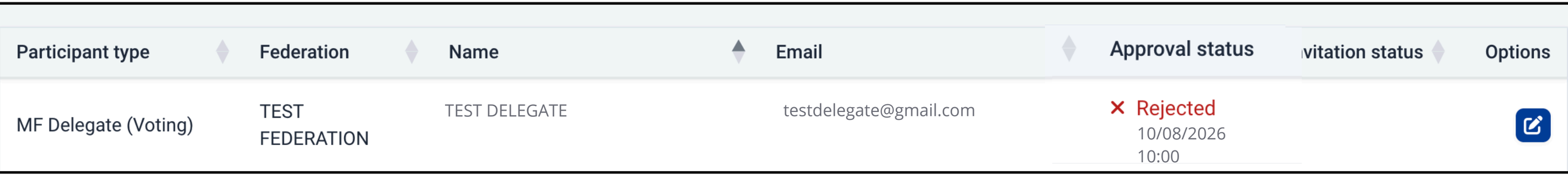




Rejected Registration

If the appointed Delegate is not a member of the Member Federation's Board, the registration request will be marked as "**Rejected**".

There will be an explanation in the Approval notes, but for further information or clarification regarding the rejection, please do not hesitate to contact the ISSF Office.

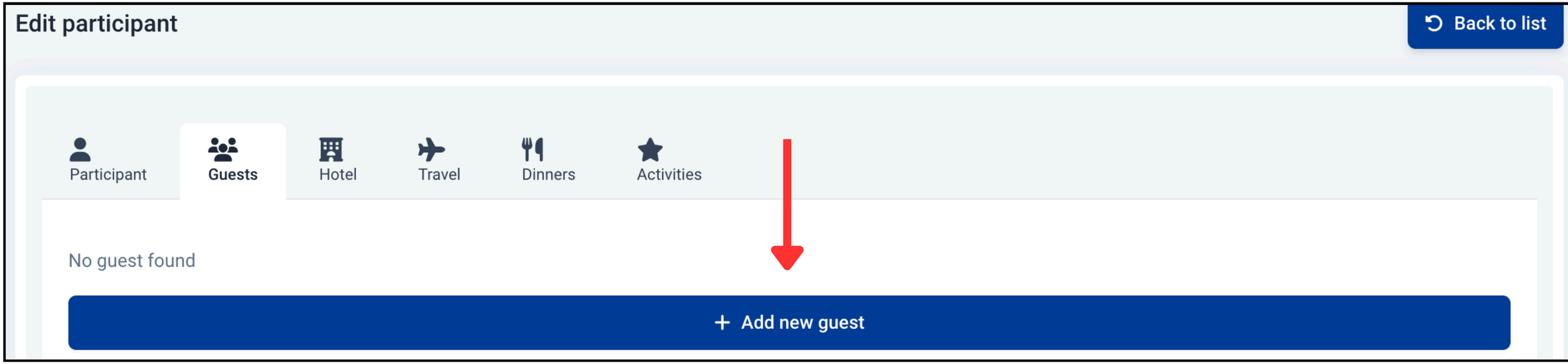


Guest Registration

Once the Delegate has been registered, the Member Federation can proceed with registering his/her Guest.

Click on “**Add new guest**” to open the registration form. The form is similar to the one used for the Delegate and must be completed with the Guest’s personal and contact details.

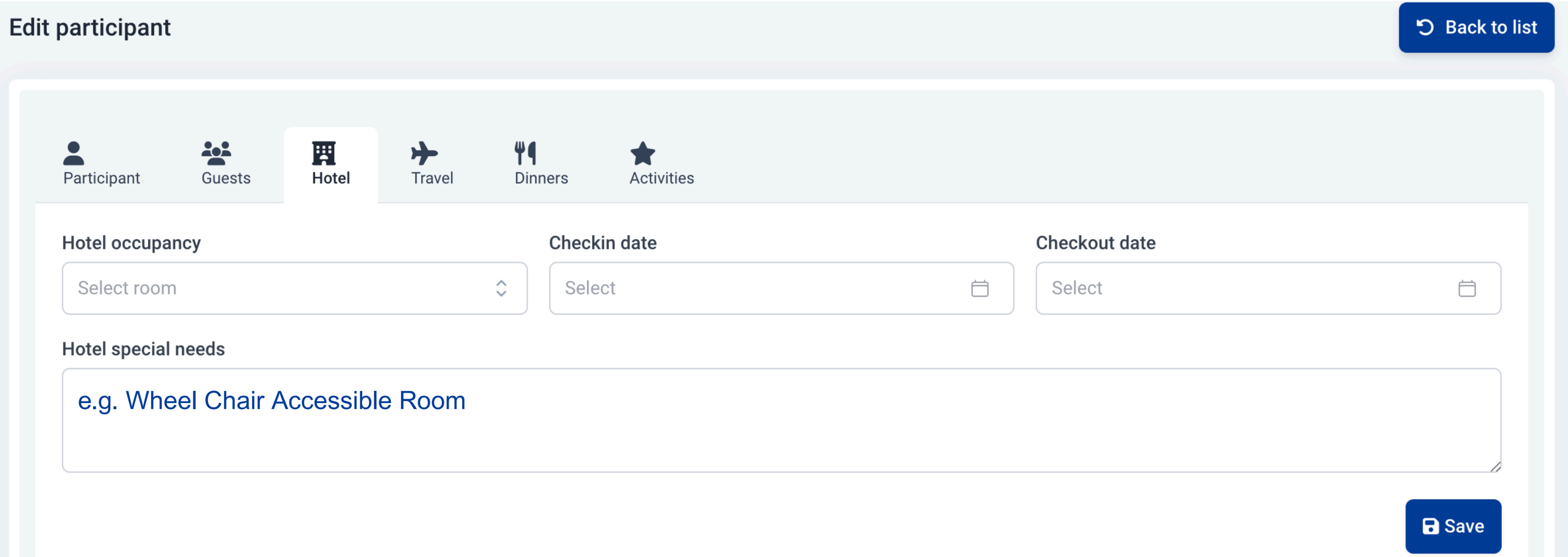
Please ensure that all information is entered accurately, as the Guest’s details will be linked to the Delegate’s profile and used for event arrangements and badge issuance.



Hotel accomodation

In the “Hotel” section, you can indicate the preferred room occupancy, check-in and check-out dates, and any special requirements or additional information relevant to the Delegate’s stay.

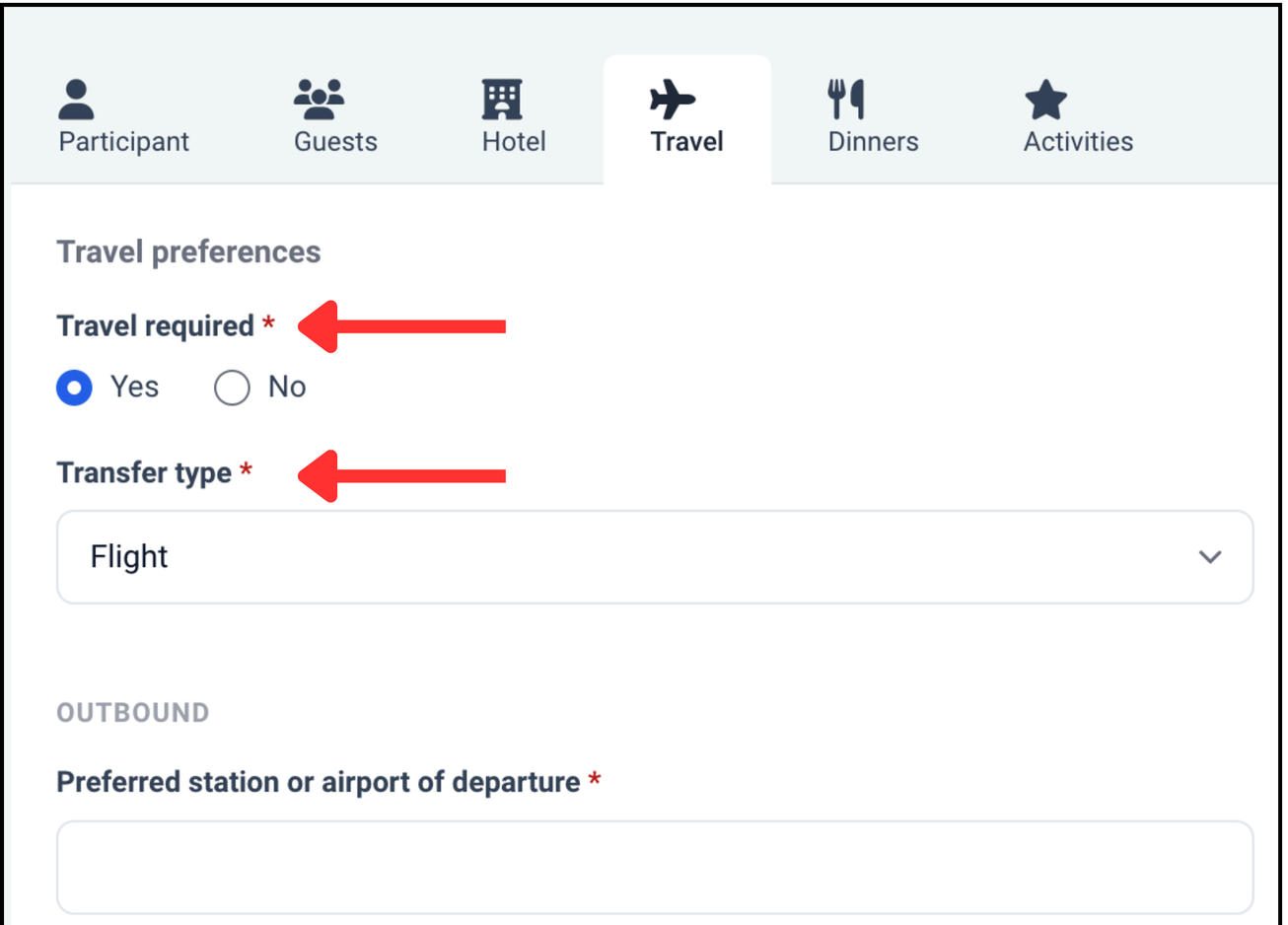
Please make sure to provide all necessary details to help the ISSF Office arrange the accommodation accordingly.



Travel preferences

To facilitate the booking of travel arrangements, a dedicated “**Travel**” section is available on the platform.
Here, you can enter the Delegate’s preferred travel details.

Under “**Transfer Required**”, select “**Yes**” to display the “**Transfer Type**” field. You can then indicate whether the Delegate will travel by air or train.



Once the travel type has been selected, please indicate the **preferred airport or train station**, together with the preferred departure time.

The same information can be entered for the return journey.

Please note that these preferences will be used by the ISSF Office to arrange the Delegate’s travel and are therefore subject to availability and final confirmation.

Travel booking and confirmation

Once the travel preferences have been completed, a member of the ISSF team will contact you by email with a selection of available travel options.
After the travel arrangements have been agreed upon by email, the ISSF team member will enter the confirmed travel details into the platform. These details will then be visible both to the Member Federation and, subsequently, to the Delegate through his/her personal area.

Please note that once a ticket has been confirmed, no changes can be made through the platform.
Should you need to request any changes or require assistance with an existing reservation, please contact the ISSF team at the designated reservation email address.

Ticket informations

Departure airport/station

Arrival airport/station

Flight/Train number

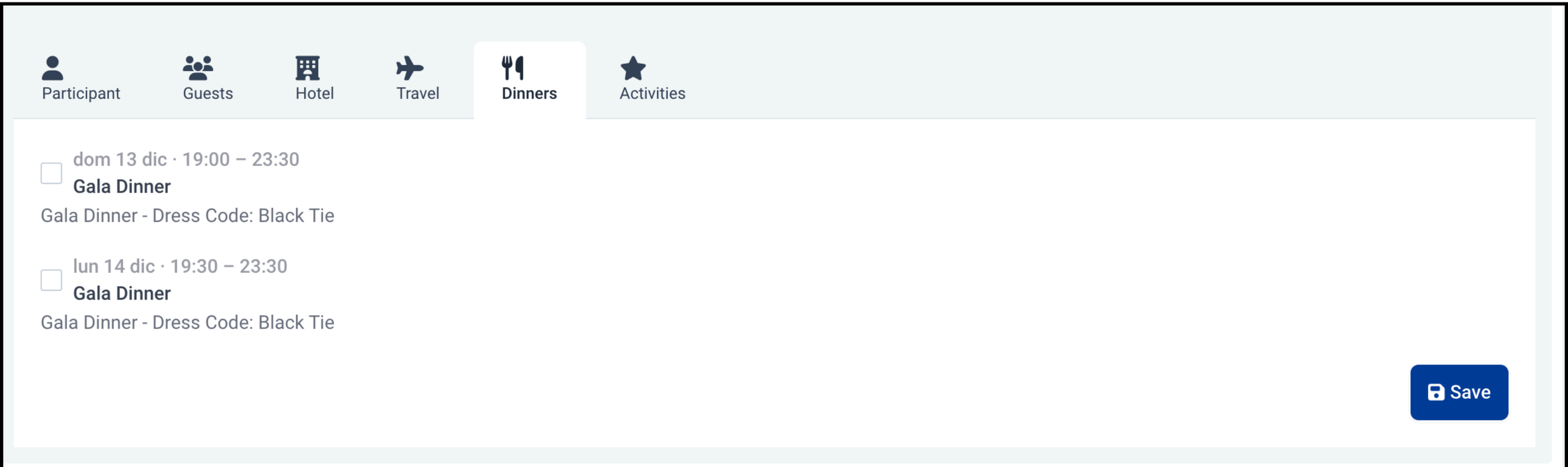
Departure time

Arrival time

Activities

The “**Dinners**” and “**Tours**” sections can be completed at a later stage and may also be updated directly by the Delegate.

Please note that these sections are still a work in progress.
We kindly ask you to check the platform again around the beginning of October to ensure that all available information and options are complete and up to date.



Thank you for your kind attention

For any further clarification please do not hesitate to contact the ISSF office at office@issf-sports.org or the registration office at generalassembly@issf-sports.org

ISSF ROME 26
GENERAL ASSEMBLY