



FÉDÉRATION INTERNATIONALE
DE MOTOCYCLISME

Extranet – User Guide

| | |
|---------|------------|
| Date | 2017-12-14 |
| Version | 1.0 |

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List of Related Documents

| Reference | Name | Version | Description and Location | Author |
|-----------|------|---------|--------------------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Table 0-1 - List of related documents

Document History

| Version | Date | Description |
|---------|------------|-----------------|
| 1.0 | 2016-12-19 | Initial version |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Table 0-1 - Document History



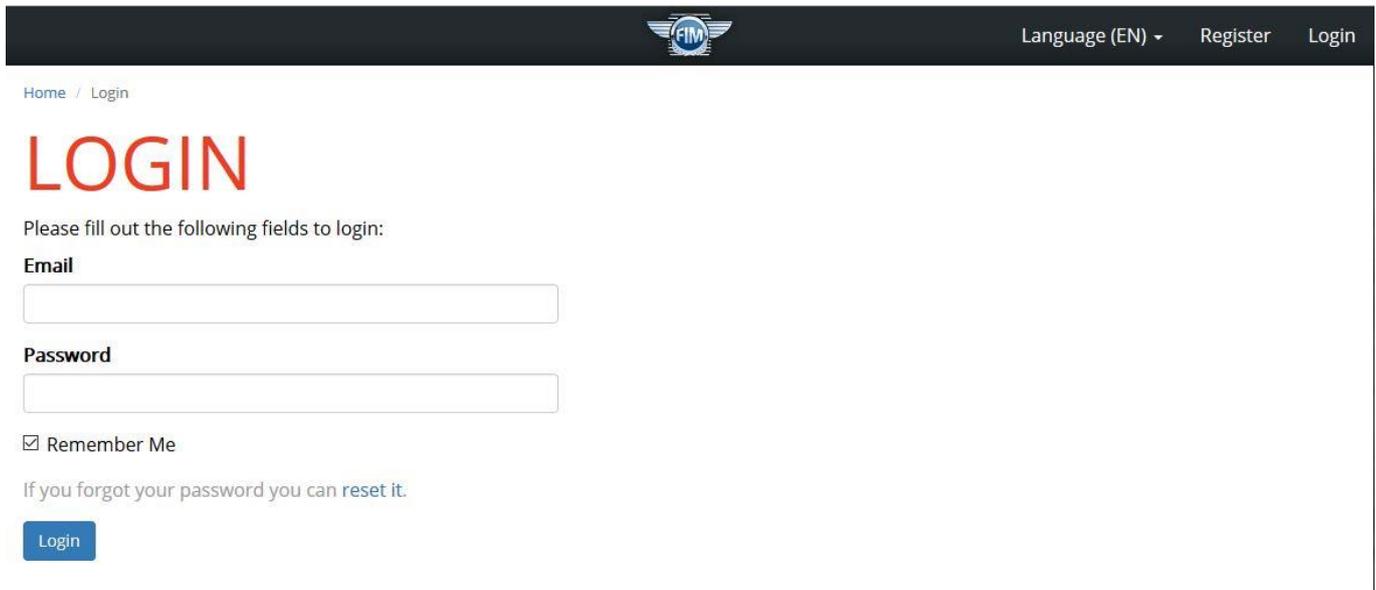
1. Executive Summary

This document describes how use the Extranet web site (<http://extranet.fim.ch>) to manage licences, international events and continental championships.

2. Connection

In order to be able to use the Extranet web site, you first have to navigate with the preferred Internet browser (FireFox, Chrome, Internet Explorer, Safari, etc.) to the following address:

<http://extranet.fim.ch>



The screenshot shows the login page of the Extranet website. At the top, there is a dark navigation bar with the FIM logo in the center, and links for "Language (EN)", "Register", and "Login" on the right. Below the navigation bar, the breadcrumb "Home / Login" is visible. The main heading "LOGIN" is displayed in large, bold, red letters. Below the heading, the text "Please fill out the following fields to login:" is followed by two input fields: "Email" and "Password". A checkbox labeled "Remember Me" is checked. Below the input fields, there is a link that says "If you forgot your password you can reset it." and a blue "Login" button.

Figure 2-1 - Login

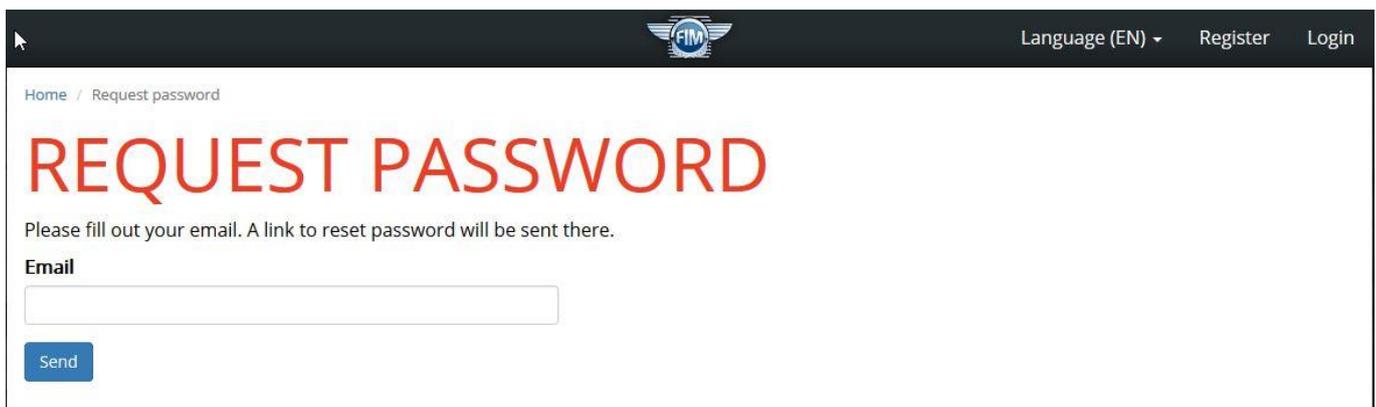
If you are using it for the first time, please refer to § 2.1 - Registration.

After that, whenever you use the Extranet website, you can connect with your e-mail address and the password you set initially.

Note: If you have already used the previous version of Extranet (before 20 December, 2016) your account is still active (with the same e-mail address and the same password).

If you forget your password, you can reset it with a simple procedure:

1. Click on the “reset it” link on the login page
2. In the next page, enter your e-mail address and click on “Send”
3. You will receive an e-mail with a link which will let you set a new password.

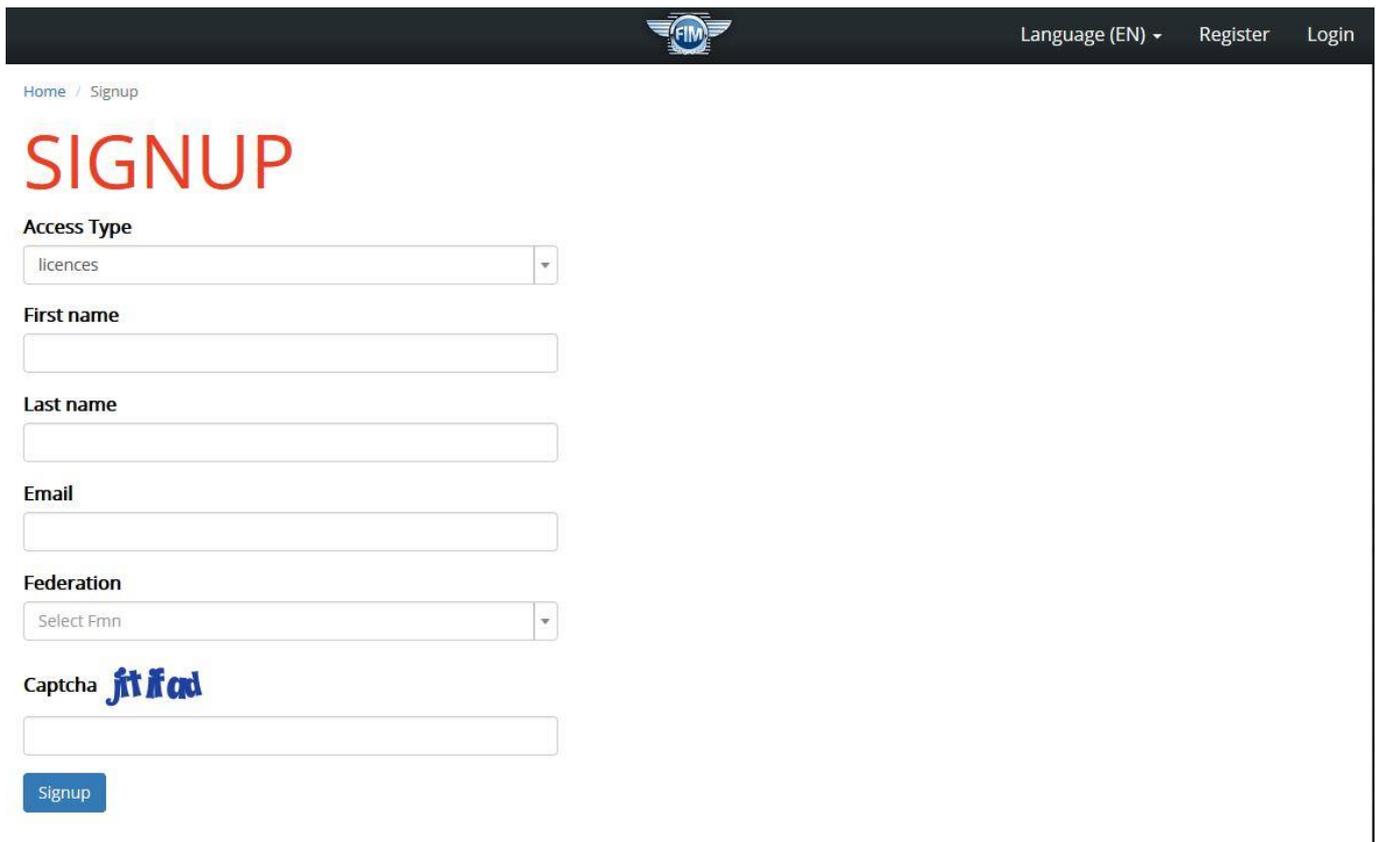


The screenshot shows the "Request password" page of the Extranet website. At the top, there is a dark navigation bar with the FIM logo in the center, and links for "Language (EN)", "Register", and "Login" on the right. Below the navigation bar, the breadcrumb "Home / Request password" is visible. The main heading "REQUEST PASSWORD" is displayed in large, bold, red letters. Below the heading, the text "Please fill out your email. A link to reset password will be sent there." is followed by an "Email" input field. A blue "Send" button is located below the input field.

Figure 2-2 - Reset password

2.1 Registration

In order to gain access to the Extranet, you need to click on the “Register” link in the upper right part of the login webpage and fill in the form displayed.



The screenshot shows the registration page for the FIM Extranet. At the top, there is a dark navigation bar with the FIM logo on the left, and the text "Language (EN) Register Login" on the right. Below the navigation bar, the breadcrumb "Home / Signup" is visible. The main heading "SIGNUP" is displayed in large, bold, red letters. The form contains several fields: "Access Type" (a dropdown menu with "licences" selected), "First name" (a text input field), "Last name" (a text input field), "Email" (a text input field), "Federation" (a dropdown menu with "Select Fmn" selected), and "Captcha" (a text input field with a blue "jit fca" captcha image). A blue "Signup" button is located at the bottom left of the form.

Figure 2-3 - Register

Note: For now, the only available access type is “licences”, so there is no need to select anything else.

Your request will be verified and validated by the FIM administration (together with the specified FMN) and afterwards you will receive an e-mail with a link which will allow you to set your password.

3. General Considerations

3.1 Access

The following table shows the rights you have

| If you are member of ... | you can ... |
|--------------------------|---|
| a FMN | <ul style="list-style-type: none"> manage the licences of your federation manage international events for your federation view the continental championships |
| a CONU | <ul style="list-style-type: none"> manage the continental championships of your CONU view the international events |

Table 3-1 - User Rights

3.2 Navigation

After login, you will see the main navigation window, as shown in the next image (please note that based on your rights, not all buttons will be visible).

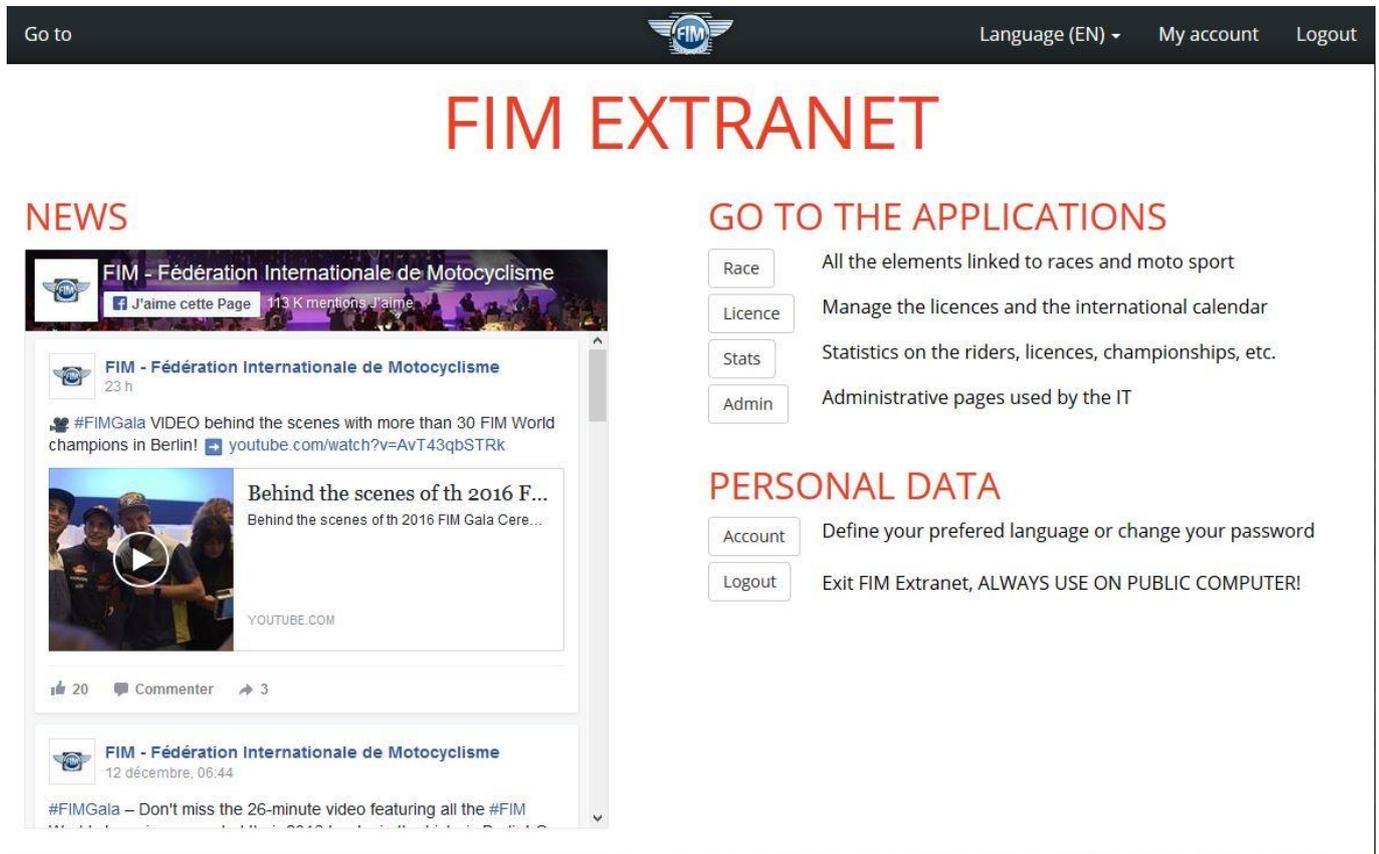


Figure 3-1 - Main page

The header of the page provides several actions:

- The “Go to” button allows you to choose the “application” you want to use, for example “Licence” for managing licences, “Race” for managing calendars (international events and continental championships, etc.). These are the same actions you see on the main page on the right half. Clicking this button will display a menu on the left side of the screen
- The FIM logo allows you to come back to this page at any time
- The language button allows to choose the language used (English or French)
- The “My account” button allows to manage your information (preferred language and set a new password)

- Logout from the application

The left part of the main page (“News”) shows the FIM Facebook page.

Once an application is chosen, additional specific button(s) will be displayed close to the “Go to” button, with a context menu for the application, as shown in the next image:



Figure 3-2 - Context menu

3.3 Tables

Each table display in the Extranet has a generic header, as shown in the next image:

Showing 1-20 of 80 items.

All Refresh CSV

| FMN | Licence nb | Date | Order by | Name | Article nb | Nat. | Validity | Status |
|-----|------------|------------|-----------|-----------------------------|------------|------|----------|------------|
| FFM | 1045138 | 2016-09-14 | Colley T. | TEAM BROKE RACING | 62 104 11 | | 104/01 | active |
| FFM | 1045137 | 2016-09-14 | Colley T. | Cottard Motosport | 62 104 11 | | 104/01 | inactive |
| FFM | 1045136 | 2016-09-12 | Colley T. | TEAM BOURGOGNE ATHLETIC GYM | 62 104 11 | | 104/01 | to invoice |
| FFM | 1045135 | 2016-09-12 | Colley T. | ARTEC | 62 104 11 | | 104/01 | cancelled |

Figure 3-3 - Table header - Showing selection

Initially, any table shows the first 20 elements of the entire list. The footer of the table shows a standard page navigation control:

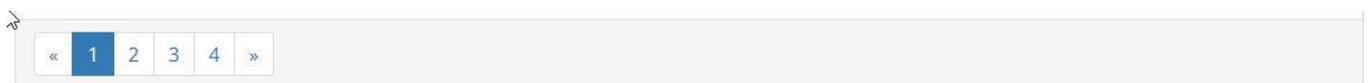


Figure 3-4 - Table footer - Page navigation control

If you want to show all the available data, just press the (“All”) button in the upper right corner. In this case, the table header will indicate that all items are displayed and the “All” button will be replaced with a new button (“Page”) which will allow you to return to the previous display mode.

Total 80 items.

Page Refresh CSV

| FMN | Licence nb | Date | Order by | Name | Article nb | Nat. | Validity | Status |
|-----|------------|------------|-----------|-----------------------------|------------|------|----------|--------|
| FFM | 1045138 | 2016-09-14 | Colley T. | TEAM BROKE RACING | 62 104 11 | | 104/01 | active |
| FFM | 1045137 | 2016-09-14 | Colley T. | Cottard Motosport | 62 104 11 | | 104/01 | active |
| FFM | 1045136 | 2016-09-12 | Colley T. | TEAM BOURGOGNE ATHLETIC GYM | 62 104 11 | | 104/01 | active |
| FFM | 1045135 | 2016-09-12 | Colley T. | ARTEC | 62 104 11 | | 104/01 | active |

Figure 3-5 - Table header - Showing all items

The other features of the table header are:

- Refresh data with the  (“Refresh”) button
- Export all the data with  (“Export CSV”) button. Please note that export will contain all the data, no matter whether the “Page” or “All” display mode is used. The exported file will be a CSV file with the same columns as the table (so it can be opened in Excel)
- Sort the table based on one column data, available for all the columns with the title written in blue. Simply click on the column name to sort the column in ascending order and click again to sort it in descending order. The active sorting column has a small icon after the name showing the sorting order (like the column “Date”, sorted in descending order in the example in the Figure 3-3 - Table header - Showing selection)
- Filter the table based on the values in one column. For some relevant columns, the tables allow you to filter the data either by typing several letters or digits or by choosing a value from a drop-down list (like the columns “Licence nb” and respectively “Status” in the example in the Figure 3-3 - Table header - Showing selection)

4. Manage Licences

Note: Depending on your role, you may not have access to all functionalities described in this chapter. Please consult “Table 3-1 - User Rights” to check the rights.

This application allows you to order and view rider licences, order and view endurance team licences and download documents related to the licences’ pricing and validity, as shown in the next image.



Figure 4-1 - Manage licences

These functions are described below.

4.1 Order rider licences

“Order a rider licence” is a process in 4 steps.

4.1.1 Select rider

The first step is to search for the rider, by last name and / first name in the list of all the riders, as shown in the next image.

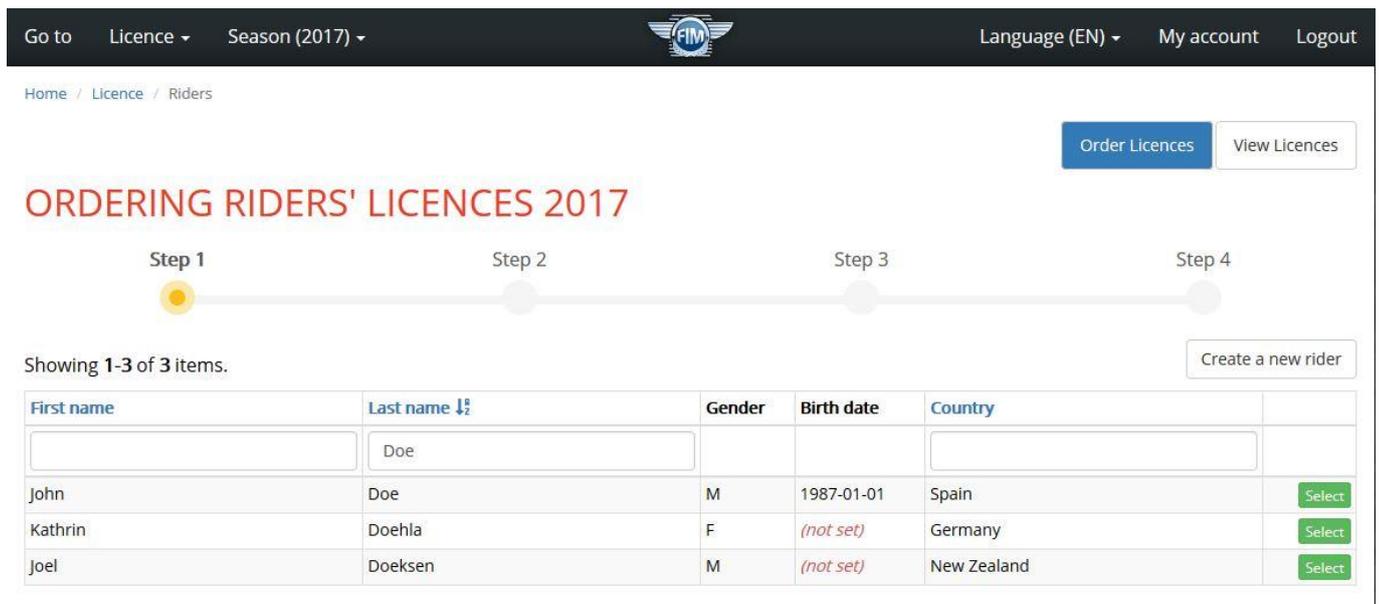


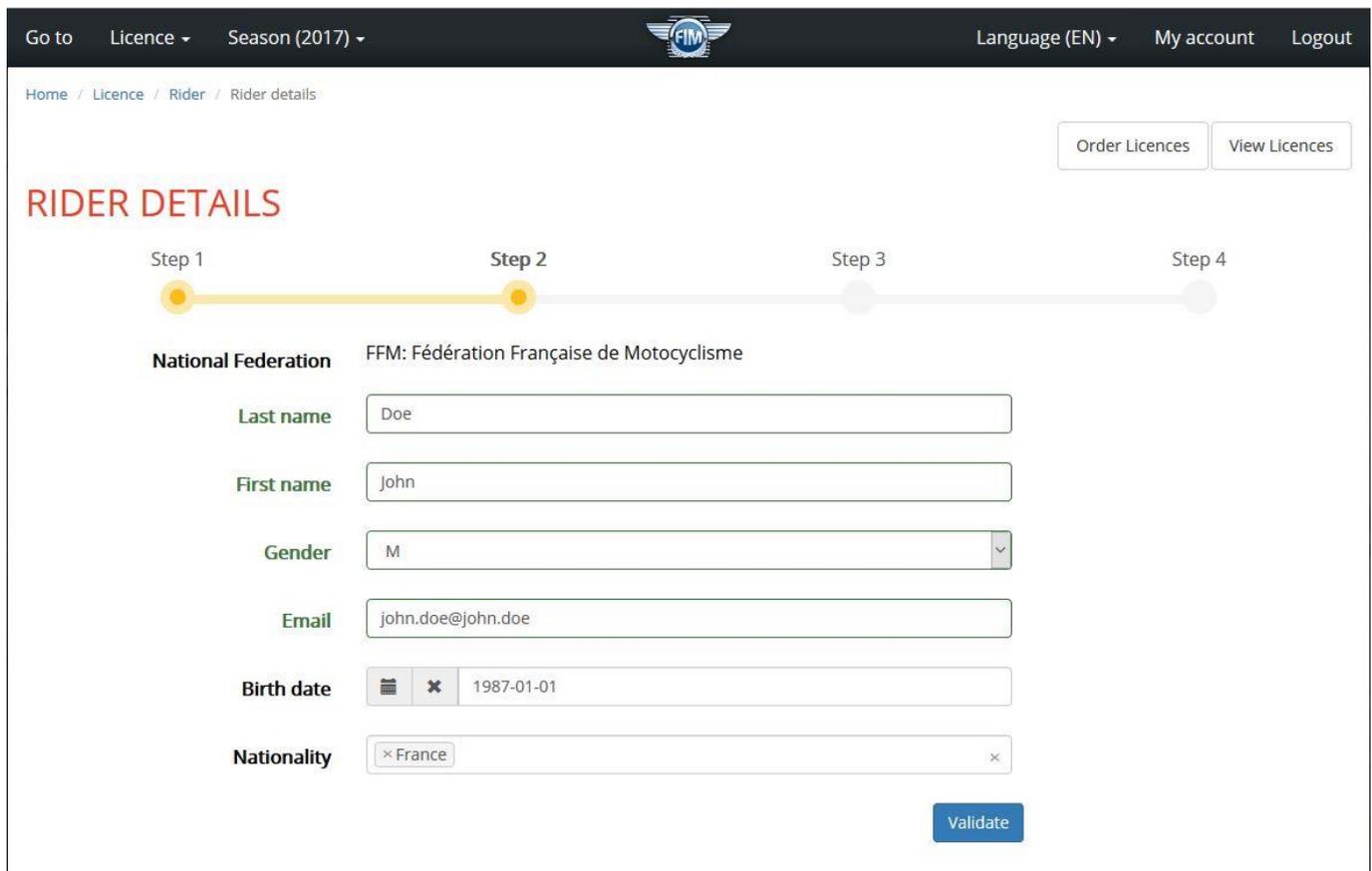
Figure 4-2 - Search rider

IMPORTANT NOTE: The rider may not yet exist in the FIM database. ONLY AFTER SEARCHING for the rider, if the rider is not found, you can create the rider by pressing the button “Create a new rider”. Please make sure the rider is not there before using this feature. IF THE RIDER IS CREATED AGAIN (DUPLICATE), there are IMPORTANT CONSEQUENCES for the database: the racing history (licences, but possible also results) will be split and it will not be possible to have a complete overview. Also it will be more work for you to enter the rider information again.

4.1.2 Create / Update rider information

When a rider is selected, the existing information is displayed and it can be updated if necessary. When a new rider is created, the same information should be entered.

IMPORTANT NOTE: The last name and first name should be the OFFICIAL NAMES, AS STATED IN RIDER'S PASSPORT.



Go to Licence ▾ Season (2017) ▾  Language (EN) ▾ My account Logout

Home / Licence / Rider / Rider details

Order Licences View Licences

RIDER DETAILS

Step 1 Step 2 Step 3 Step 4

National Federation FFM: Fédération Française de Motocyclisme

Last name Doe

First name John

Gender M

Email john.doe@john.doe

Birth date 1987-01-01

Nationality France

Validate

Figure 4-3 - Create / update rider information

4.1.3 Select the licences to order

The next step is to select the licences to be ordered. They are grouped by commission, and for each commission the order is first the annual licences, then the one-event ones. The prices and championships validity is also displayed.

Note 1: This list also contains the continental licences

Note 2: It is possible to order as many annual and one-event licences as needed (including more one-event licences of the same type, by specifying the requested number of each licence).

| Go to | Licence | Season (2017) | | Language (EN) | My account | Logout |
|-----------|---|---|--|---------------|------------|-------------------------------------|
| 62 105 02 | FIM Sidecar world Championship - passenger | 105 , 191 , 195 , 196 | | | 118.00 € | <input type="checkbox"/> |
| 62 108 01 | FIM electric bikes World Cup | 191 | | | 118.00 € | <input type="checkbox"/> |
| 62 109 01 | FIM Street Freestyle World Cup | | | | 177.00 € | <input type="checkbox"/> |
| 62 114 01 | FIM Drag Bike Racing | | | | 295.00 € | <input checked="" type="checkbox"/> |
| 62 118 01 | CCR Junior (FIM MotoGP Rookies Cup, Junior Moto3, Supersport 300cc) | 115 , 118 - Moto3, 116 | | | 118.00 € | <input type="checkbox"/> |
| 62 190 01 | FIM International Circuit Racing Meetings | 191 , 192 , 193 , 194 , 195 , 196 | | | 0.00 € | <input type="checkbox"/> |
| 62 199 01 | CCR Continental Championships (including Superstock 1000cc) | 120 , 123 , 127 , 130 , 131 , 132 , 133 , 134 , 135 , 140 , 143 , 151 , 170 , 191 , 192 , 193 , 195 , 196 , 121 , 126 , 129 | | | 135.00 € | <input checked="" type="checkbox"/> |
| 62 199 02 | Drag Racing Continental Championships | 122 , 194 , 125 | | | 135.00 € | <input type="checkbox"/> |
| 62 999 01 | Promotional Continental Championships | 127 , 121 , 125 | | | 55.00 € | <input type="checkbox"/> |
| 62 102 11 | One FIM Superbike – Supersport 600cc World Championship event | 104 - World Championship, 104 - World Cup, 104 - Supertwin Trophy, 102 - Superbike, 102 - Supersport | | | 354.00 € | <input type="text" value="3"/> |
| 62 104 12 | One FIM Endurance World Championship & Cup event and Supertwin Trophy - rider | 104 - World Championship, 104 - World Cup, 104 - Supertwin Trophy | | | 118.00 € | <input type="text"/> |
| 62 105 11 | One FIM Sidecar World Championship event - rider | 105 | | | 59.00 € | <input type="text"/> |
| 62 105 12 | One FIM Sidecar World Championship event - passenger | 105 | | | 29.50 € | <input type="text"/> |

Figure 4-4 - Select licences to order

4.1.4 Finalise the process

The final step gives an overall image of the ordered licences. For each licence you have the possibility to choose the language of the licence (by default, the selected language)

For the annual licences, a list of compatible championships is displayed (but no action is required):

FIM Superbike - Supersport World Championship

Authorised championships :

- 104: FIM Endurance - World Championship
- 104: FIM Endurance - World Cup
- 104: FIM Endurance - Supertwin Trophy
- 102: FIM World Championship - Superbike
- 102: FIM World Championship - Supersport
- 113: FIM Superstock 1000cc Cup
- 191: International Road Race Meetings
- 192: International Hill Climb Meetings
- 193: International Endurance Meetings
- 194: International Sprint and Drag Bike Meetings
- 195: International Vintage Meetings
- 196: International Classic Meetings

Licence price: 1,044.00 €

Licence language: English French

Figure 4-5 - Annual licence confirmation

For the one-event licences, you need to choose the event for which this licence is valid from the drop-down list (this list will contain only the compatible events):

One FIM Endurance World Championship & Cup event and Supertwin Trophy - rider

Authorised championships :
104: FIM Endurance - World Championship
104: FIM Endurance - World Cup
104: FIM Endurance - Supertwin Trophy

Licence price: 118.00 €
Licence language: English French
Nationality : Spain ▾

Valid for meeting: - Select an event -

One FIM Sidecar World Championship - rider

Authorised championships :
105: FIM Sidecar World Championship

Licence price: 59.00 €
Licence language: English French
Nationality : Spain ▾

Valid for meeting: - Select an event -

2017 - 104/03 FIM Endurance (2017-04-15 - France, Le Mans)
2017 - 104/04 FIM Endurance (2017-05-20 - Germany, Oschersleben)
2017 - 104/05 FIM Endurance (2017-06-24 - Slovakia, Slovakiaring, Orechová Potôň, Slovakia)
2017 - 104/06 FIM Endurance (2017-07-30 - Japan, Suzuka)

Figure 4-6 - One-event licence confirmation

As a final confirmation, you need to perform the following steps:

- If the rider has many nationalities, select which one must be used for each ordered licence (one rider can have only one nationality per licence)
- Check “I want to receive this licence in PDF by e-mail”. Please note that you can download each ordered licence from the overall licences page once you have finished the ordering process (see § 4.2 - View rider licences)
- Check “We confirm we have read the FIM Sporting Code and we hereby agree to abide by the current FIM Regulations, especially by the article 70 about FIM Licences...”
- Finally, click the button “Confirm order”

Go to Licence ▾ Season (2017) ▾
Language (EN) ▾ My account Logout

Home / Licence / Rider / Rider details / Licences / Confirmation

CONFIRMATION

Step 1 ————— Step 2 ————— Step 3 ————— Step 4

FIM Sidecar Motocross World Championship - passenger

Authorised championships :
 204: FIM Sidecar Motocross World Championship
 291: International Motocross Meetings

Licence price: 116.00 €
Licence language: English French
Nationality : Spain ▾
Spain
France

Warning: Any cancelled license will be charged 10 Euros per licences

I want to receive this licence in PDF by e-mail

We confirm we have read the FIM Sporting Code and we here by agree to abide by the current FIM Regulations, especially by the article 70 about FIM Licences..
 We also confirm that the licences ordered will be issued only to those riders whose sporting qualifications have been duly attested for the type and level of the event required and who are in possession of an insurance in conformity with the minimum requirements of the FIM (see article 110 of the Sporting Code and complementary rules present in the Yearbook).

Figure 4-7 - Final confirmation

4.2 View rider licences

Here you have the possibility to see the rider licences (for your FMN) and download them (with the small “printer” icon on the right of each line).

Cancelled licences are highlighted with a red background.

Go to Licence ▾ Season (2015) ▾
Language (EN) ▾ My account Logout

Home / Licence / Rider's Licences

RIDER'S LICENCES

Comm.

Showing 1-20 of 851 items.

| FMN | Licence nb | Date ↓↑ | Order by | Last name | First name | Article nb | Nat. | Validity | Status | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
| FFM | 4130027 | 2015-12-01 | Colley T. | Bossi | Yannick | 62 413 01 | | Annual | cancelled | |
| FFM | 4905272 | 2015-11-20 | Choppe C. | Zitouni | Chafik | 62 490 11 | | 490/35 | active | |
| FFM | 4130026 | 2015-11-10 | Choppe C. | Tempier | Cédric | 62 413 01 | | Annual | cancelled | |
| FFM | 2905117 | 2015-11-06 | Colley T. | Amani | Abdalla | 62 290 11 | | 291/91 | active | |
| FFM | 2905116 | 2015-11-06 | Choppe C. | Alajnef | Abdulnaser | 62 290 11 | | 291/91 | active | |
| FFM | 2905115 | 2015-11-06 | Choppe C. | Shermeet | Khalil | 62 290 11 | | 291/91 | active | |

Figure 4-8 - View rider licences

4.3 Order endurance team licences

“Order endurance team licences” follows the same steps as the rider licence ordering, but there are some evident differences:

- Step 1: Search for a team by name, not a rider
- Step 2: Create the team or update team information. Only the name and the country of the team are required. **IMPORTANT NOTE:** The team name on the licence is the OFFICIAL TEAM NAME and it will be used in ALL OFFICIAL DOCUMENTS (entry lists, results, classification) and by the timekeeper when DISPLAYING RESULTS
- Step 3: Only endurance team licences are available
- Step 4: No differences

4.4 View endurance team licences

Viewing endurance team licences is the same as viewing rider licences.

4.5 Relevant documents

In this section there are just two buttons:

- “Licences Prices”, which allows you to download a PDF file containing all available types of licences with their price
- “Validity Tables”, which allows you to download a PDF file containing, for each commission, a matrix showing the championships for which each licence type is accepted

4.6 Other considerations

In order to cancel a licence, please send an e-mail to licences@fim.ch or contact the FIM Administration at: +41 22 950 95 00 (Monday-Friday, 9-12am / 2-5pm - Central European Time)

IMPORTANT NOTE: Any cancelled licence will be invoiced 10 Euros to the FMN.

5. Manage Calendars (“Race”)

Note: Based on your role, you may not have access to all functionalities described in this chapter. Please consult “Table 3-1 - User Rights” to check the rights.

This application allows manage the international events and the continental championships, as shown in the next image.



Figure 5-1 - Calendars

5.1 International events

The first page will show a list of all available “championships”:

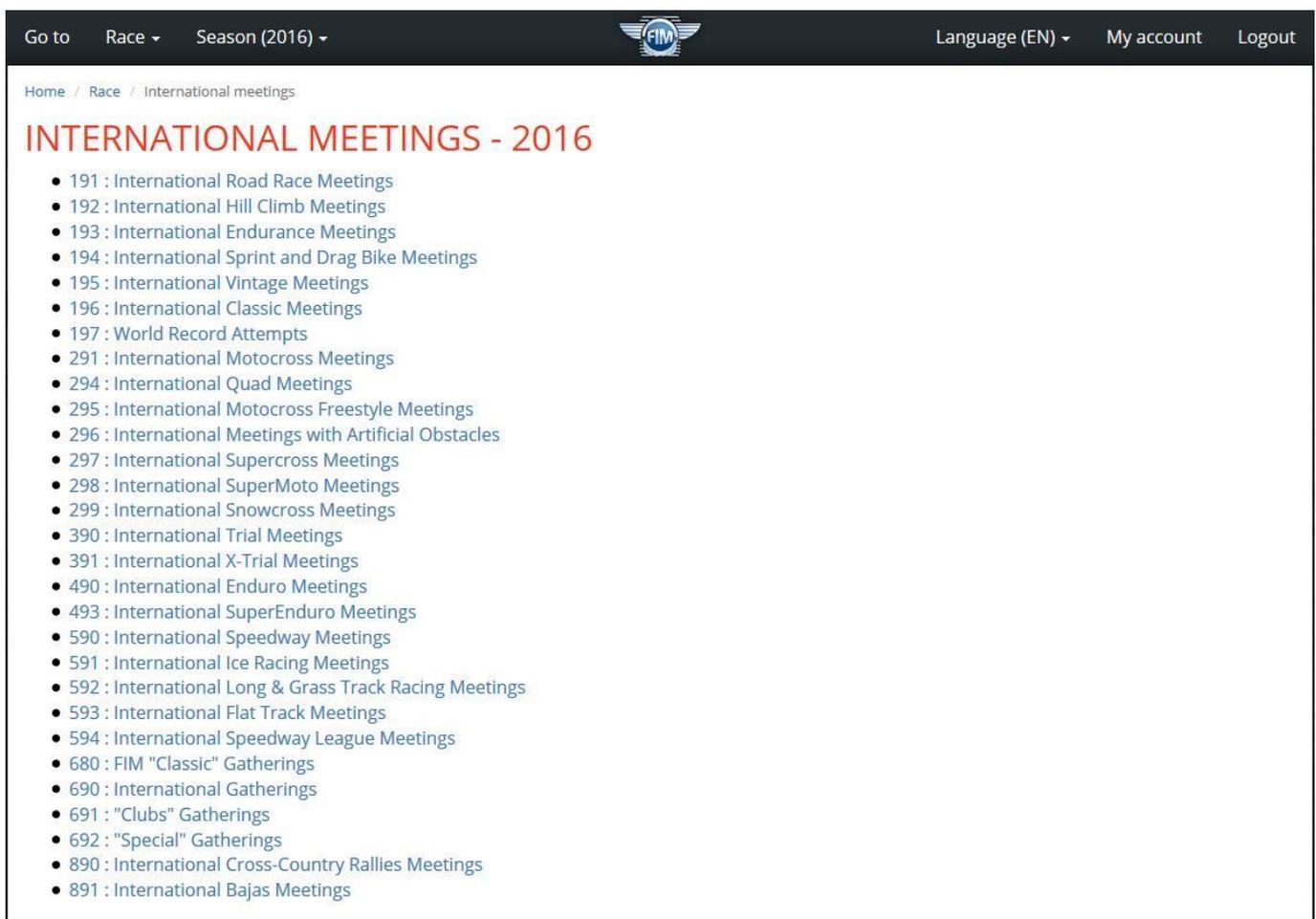


Figure 5-2 - Available international “championships”

You can select one of them in order to see the existing events and add a new event in that “championship”:

Go to Race ▾ Season (2016) ▾
Language (EN) ▾ My account Logout

Home / Race / International meetings / International Road Race Meetings (191)

View meetings
Add a meeting

INTERNATIONAL ROAD RACE MEETINGS (191)

Total **114** items. DOC CSV

| IMN | Start date ↓ | End date | Event | Event | Place | Country | FMN | Status | |
|--------|--------------|------------|---|---|---------------------------------|---------|-------|------------|--|
| 191/74 | 2016-03-12 | 2016-03-12 | Daytona 200 | Daytona 200 | Daytona International Speedway | USA | AMA | added_late | |
| 191/36 | 2016-03-12 | 2016-03-13 | RFME Campeonato de España de Velocidad - Test Oficial Pre-Temporada | RFME Campeonato de España de Velocidad - Test Oficial Pre-Temporada | Albacete | ESP | RFME | added_late | |
| 191/70 | 2016-03-17 | 2016-03-18 | Losail 600 Cup R1 | Losail 600 Cup R1 | Losail Circuit | QAT | QMMF | added_late | |
| 191/60 | 2016-03-19 | 2016-03-20 | FMSCT Thailand Road Racing 2016 R.1 | FMSCT Thailand Road Racing 2016 R.1 | Thailand Circuit ,Nakornchaisri | THA | FMSCT | added_late | |
| 191/78 | 2016-04-01 | 2016-04-02 | Asia Road Racing Championship (ARRC) Round 1 | Asia Road Racing Championship (ARRC) Round 1 | Johor Circuit, Malaysia | MYS | AAM | added_late | |
| 191/05 | 2016-04-08 | 2016-04-10 | All Japan Road Racing Championship Round 1 | All Japan Road Racing Championship Round 1 | Tsukuba Circuit | JPN | MFJ | added_late | |
| 191/17 | 2016-04-08 | 2016-04-10 | 2016 British Superbike Championship | 2016 British Superbike Championship | Silverstone | GBR | ACU | added_late | |
| 191/37 | 2016-04-08 | 2016-04-10 | 2016 MotoAmerica AMA/FIM North America Championship | 2016 MotoAmerica AMA/FIM North America Championship | Circuit of the Americas | USA | AMA | updated | |
| 191/03 | 2016-04-09 | 2016-04-10 | 8ste Snelheidswedstrijd & Camathias Cup | 8ste Snelheidswedstrijd & Camathias Cup | Croix-en-Ternois | BEL | FMB | added_late | |

Figure 5-3 - Existing events

In order to add a meeting, simply click on “Add a meeting” button in the upper right part of the screen. In the next screen you will need to fill in some required information about the event:

[View meetings](#) [Add a meeting](#)

ADD A MEETING

International Road Race Meetings (191)

FMN

IMN

Event

Start date

End date

Country

Place [New](#)

Organiser

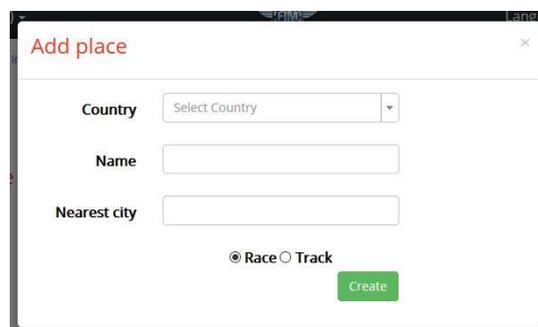
We confirm we have read the FIM Sporting Code and we hereby agree to abide by the current FIM Regulations, especially by the article 30 about FIM Meetings.

We have understood, among others,

- that the organisers/FMNR must obtain third party liability insurance for each registered International Meeting pursuant to Art. 110.1.1 of the FIM Sporting Code.
- that circuits and tracks for International meetings must be homologated by the FMNR and not by the FIM according to Article 10.8, paragraph 3 of the FIM Sporting Code and therefore FIM

Figure 5-4 - Create an event

Please note that if the place does not yet exist in the FIM database, it is possible to create a new one by pressing the “New” button. You will be able to provide the required information in a small popup:



The popup form titled "Add place" contains the following fields and options:

- Country**:
- Name**:
- Nearest city**:
- Radio buttons: Race Track
- [Create](#) button

Figure 5-5 - Create a new place

At the end, please confirm the request concerning the FIM Sporting Code and create the event.

Note: You need to add, update or cancel a meeting at least 10 days before its start date. Once this deadline has passed or if you encounter problems, feel free to send an e-mail to extranet@fim.ch or contact the FIM Administration at +41 22 950 95 00 (Monday-Friday, 9-12am / 2-5pm - Central European Time)

5.2 Continental championships

There is no difference when creating a continental championship meeting except that the initial shows the available continental championships instead of the international “championships”:

CONTINENTAL CHAMPIONSHIPS - 2016

- 120 : European Road Racing Championship
- 122 : European Dragbike Championship
- 123 : European Hill Climb Road Racing Cup
- 124 : FIM Europe Supersport Cup
- 127 : European Mini Moto Road Racing Championship
- 130 : Latin-American Open Road Racing Championship
- 131 : Panamerican Open Road Racing Championship
- 132 : Iberoamerican Open Road Racing Championship
- 133 : Latin-American Open Road Racing Cup
- 134 : Latin-American Road Racing Regional Championship
- 135 : Latin-American Road Racing Regional Cup
- 140 : Asia Road Racing Championship
- 143 : Asian Cup of Road Racing
- 151 : North-American Vintage Road Racing Championship
- 170 : African Road Racing Championship
- 221 : 125cc Individual European Motocross Championship
- 222 : 250cc Individual European Motocross Championship
- 223 : 65cc Individual European Motocross Championship
- 224 : European Supercross Championship
- 225 : 80cc Individual European Motocross Championship
- 226 : Motocross of European Nations
- 227 : Sidecarcross of European Nations
- 228 : European Supermoto Championship
- 229 : European Snowcross Cup
- 230 : Latin-American Motocross Cup
- 231 : Individual Latin-American Motocross Championship - MX2
- 232 : Individual Latin-American Motocross Championship - MX1

Figure 5-6 - Available continental championships

- The End -