International Classifier Application Manual

How to apply
The platform for applications can be found at the following link:

https://worldsailing.smapply.io

Please complete the following steps to register on the platform and begin your application.

Please note if you registered last year as an applicant or have created a Registry of Recommendation you DO NOT need to re-register and can enter the site using your previously created log in details. If you previously had a recommender or reviewer account please contact megan.griggs@sailing.org where we shall be able to include this option into your account.

To register please click on the green 'Register' tab located at the top right-hand side of the screen.

You will then be taken to the following page where you will need to enter your details and email address. Once completed you will be emailed a verification link.
On verifying your account you will have access to log in. You will be able to view all the application programmes available per discipline. Please note both first time applications and renewing applications are under the same programme.

Section 1 - Personal Information

On clicking the apply button you shall see the below screen. To initiate your application, please click the Personal Information tab, to begin this section.
Please note on entering your MNA you will be automatically provided with an MNA contact email address. Please make note of this address* as you shall be required to enter the contact information for your MNA endorsement. *Only required for First Time Applications. If you have an alternative address suitable for contacting your MNA please do not hesitate to use for this requirement, the contact we provide may act as a guideline.

Once all Personal Information has been completed, please Mark the Section as complete.
Section 2- Application for International Classifier

Please click on Application for International Classifier.

This section begins with outlining your status of application as a First Time or Renewing applicant.
Please follow the questions and click next to move into through the questions and pages of the application form.

There are two options to complete the ‘List of Events’

Option 1- Download the PDF document and re-upload to the application platform.

The PDF document shall be downloaded to your personal computer. This can be edited and saved in your own files before re-uploading to the application platform using the Upload a file button. **If you shall be not be completing this immediately and uploading back to your application, please click save and continue to ensure all previous information is saved before you close down the application system.**
Please ensure your name is listed in the document title and all pages are in landscape when uploading to your application.

Option 2 - Enter event information into the table within the application as visible below.

If you choose this method, please ensure you scroll to the right hand-side of the table and complete all the required columns.
If you are using Option 2 and are not entering all events you wish to list in your application, please ensure you click Save and Continue before leaving the application site. (If you do not complete this step you shall lose all information entered onto Page 1 of the Application Form and the Events Table when you next log in.)

Please note the PDF option is only available for the List of Events. The below question shall be required to be completed within the application.

**Experience as a Member of a Classification Protest Committee**

List the most important events at which you have served as a member of a Classification Protest Committee during the past four years, prior to October 14 of this year.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Name of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td>DD/MM/YYYY</td>
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<td>DD/MM/YYYY</td>
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<td>DD/MM/YYYY</td>
<td>DD/MM/YYYY</td>
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</tr>
</tbody>
</table>

Once all sections have been completed please finalise by Marking as complete.

**Section 3- Upload a Photo**

All First Time Applications require a jpeg image. This DOES NOT have to be a ‘passport style’ photo but we suggest an image which provides visual recognition of your face. Please attach the file and Mark as Complete.
Section 4- MNA Endorsement

Please click request a Recommendation to begin this stage.

To request the endorsement please enter YOUR full name and the email address for the contact of your MNA. You can choose to include a message to be sent in the automated email to your MNA informing them of your request. Once all details are entered please click send request.
You will be able to view your sent recommendation. Once sent you can Mark as Complete.

Please note it is your responsibility to ensure your MNA completes the recommendation on your behalf. World Sailing suggests you communicate with your MNA to advice this being completed. You will be able to log into your account at any time to check the status of your requests. Once a response has been provided by an MNA endorser you shall see the original three dots replace with a green tick and the date this was received to your application.
Stage 5 - International Reference

If you have previously received references stored within the Registry of Recommendations you shall initially see this message when you enter the International References. This shall transfer all you collected information into your application.

If you do not see this initial message please proceed back to your Registry of Recommendations to ensure you have reviewed and submitted this section.

You shall then be able to log back into your application, where you shall note the 'Reuse data' button visible at the top of the International Judge References section. Please click this button to transfer your previously collected references to your application.

Please note: You shall be able to continue collecting references through your application and shall not need to further use your Registry of Recommendations.
If you have not collected any references using Survey Monkey, please follow the below steps.

Please click request a Recommendation to begin this stage.

To request a reference please enter the full name and email address of the official whom shall be completing the reference. You can choose to include a message to be sent in the automated email informing them of your request.

Please note- Only one reference form per event will be accepted. A reference form completed more than 4 weeks after the event cannot be considered for application.


Once all details are entered please click send request.
When all references you require to be gained through Survey Monkey have been requested please mark as complete.

It is your responsibility to ensure reference forms are completed. Once a response has been provided by your referee you shall receive an automated email (please note this may go to your junk inbox.) On entering your application, you shall see the original three dots is replaced with a green tick and the date this was received to your application.
If you have already submitted references for your application as PDF versions to World Sailing please use the World Sailing email address raceofficials@sailing.org making one request to upload all of your references already submitted to the office (noting event details and referee’s name) that you require for upload to your application. These will be uploaded by the Executive Office to your application.

Uploaded references shall not feature in this section but an additional Uploaded Documents sections shall become visible.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.
Review and Submit

When all sections are marked as complete please progress to Review and Submit your application.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.
Application Submitted!
Thank you for submitting your application.

Go to My Applications

View More Programs
Renewing Applications

Please follow the guidelines above to complete Stage 1 Personal Information and Stage 2- Application for an International Classifier. Once both these stages have been completed and marked as complete, please Review and Submit your application.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.
How to Transfer Data

For both First Time and Renewing Applicants who have previously submitted an application last year, please proceed to start a new application.

On clicking on the Personal Information or Application for International Classifier section the following message should appear prompting you to copy your previously entered information. Please click add data for this information to be transferred.

If this does not appear please click the reuse data tab in the top right hand corner of the page. This shall complete the process of transferring previous information. Please note you shall be required to click re-use data for each ‘section’ of the application.
Please note the MNA endorsement from previous applications **CANNOT** be transferred and a new endorsement must be obtained in the year the application is being submitted.

If you proceed to use this feature and copy information from a previous application, please be sure to check all information is valid within the 4 year designated period of your 2020 application. This may require you to upload a new PDF document with your updated event information.

If you do not have the reuse data tab for any sections (not including MNA endorsement), please contact megan.griggs@sailing.org