

## 2022 ICC GUIDEBOOK – NEW USER

### ELITE, U23, JUNIOR AND YOUTH ATHLETES

Athletes competing in World Triathlon sanctioned events must complete the full ICC process and provide Triathlon Canada with a Pre-Participation Medical Exam (PPE) inclusive of an ECG or practitioner clearance.

### MULTISPORT ATHLETES

All Elite Multisport athletes must complete the full 2022 ICC process inclusive of a PPR and ECG.

**ATTENTION NEW USERS:** You will be given your link to login at the end of step 1 once you have read how to set up your new account.

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### *Step 1: New Users Creating a Smartabase Account*

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To help Triathlon Canada manage your new athlete account, please use the following guidelines when setting up your user account:

#### USERNAME

For your Username, please use your first name “dot” last name all in lowercase:

- i.e. Username for John Smith is **john.smith**

#### KNOWN AS

For the Know As field, please use the uppercase letters for your first Initial (i.e. for John- J), and the first three letters of your last name (Smith - SMI) then add in lowercase “triathlon” with a space between the uppercase letters and lowercase triathlon.

- i.e. Know As for John Smith **JSMI triathlon**.

#### EMAIL ADDRESS

Please use the email address you use most frequently. Any password reset is sent to this address.

**IMPORTANT NOTE:** To make sure you receive Smartabase messages on World Triathlon entries, confirmations, etc. Please make sure you identify [@smartabase.com](mailto:@smartabase.com) as a safe domain name in your junk mail or spam filters.

If you get an error when registering that your email address is taken, that means you already have a Smartabase user account set up for you. If you have forgotten your password, please contact Lauren Nutt at [lauren.nutt@triathlontanada.com](mailto:lauren.nutt@triathlontanada.com).

#### PASSWORD

Your password must contain 8 characters including one upper case, one lowercase and one number. Special characters are allowed

The information that you store on the system is valuable. It is your responsibility to keep your password safe and secure. If you think that your password has been breached immediately email [smartabasehelp@smartabase.com](mailto:smartabasehelp@smartabase.com). Each time you login online, you **MUST** logout at the end of each session.

**REGISTER ACCOUNT**

<small>FIRST NAME</small>	<small>LAST NAME</small>	
<small>USERNAME</small>	<small>EMAIL ADDRESS</small>	
<small>PASSWORD</small>	<small>CONFIRM</small>	
<small>DATE OF BIRTH</small>	<small>SEX</small>	<small>DEFAULT ROLE</small>
24-09-2019	Male ▼	ALBERTA athlete ▼
<small>PHONE NUMBERS</small>		
Mobile ▼	+ [ ] - [ ] - [ ]	E.g. +64-275-123123

**The following errors need to be fixed before moving on:**

- First Name must be entered
- Last Name must be entered
- Email Address does not look correct. Please check the email is valid. If you are sure, please continue.
- Your password must be at least 8 characters
- Username must be entered

Already have an account? [Login](#)

**DATE OF BIRTH**

This is linked to your account and must be accurate to ensure your World Triathlon category is properly identified.

**ADDRESS AND PHONE NUMBER**

Please ignore these fields, you will enter them later under your **Triathlon Canada Profile**

**DEFAULT ROLE**

As an athlete, you must select your athlete Default Role based on the province you have a membership with.

- ie ALBERTA athlete, BC athlete, etc.

**It is very important for athletes to set their default role to “athlete” If you do not, your account will not work**

## LOGGING IN

Now that you have read the new user information, please [click here](https://canadiansport.smartabase.com/triathloncanada/#Login) (<https://canadiansport.smartabase.com/triathloncanada/#Login> ) to create your Smartabase account.

Upon completion of your Smartabase account you will be asked to login using your new username and password. You can then follow **Step 2** below for how to login and navigate through the ICC application process.

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### *Step 2: Login and fill in all Triathlon Canada Profile Information*

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**2.1** Please [click here](#) to login to your new or existing Smartabase account. Once logged into your Smartabase account please click on “ADMIN” in the left-hand sidebar.

The screenshot displays the Triathlon Canada Smartabase interface. The top navigation bar includes 'HOME', 'REPORTING', 'SCHEDULING', and 'RESOURCES'. The left sidebar features a search bar and a list of menu items: 'Watts Maxwell', 'TRIATHLON CANADA ICC-winter triathlon (1)', 'ADMIN (10)', 'AAP HISTORY', 'Accident Report Form', 'ATHLETE PROFILE (1)', 'New ATHLETE PROFILE', 'History', '04-01-2019', 'FIRST NAME Maxwell, LAST NAME Watts, UUID 28323', 'BIOGRAPHY', 'ITU PPE (5)', 'OFFICIALS PROFILE', 'TRIATHLON CANADA ICC (3)', 'TRIATHLON | Athlete Summary', 'TRIATHLON | expense form', 'TRIATHLON | travel logistics (1)', and 'Health&Wellness (15)'. The 'ADMIN (10)' and 'ATHLETE PROFILE (1)' items are highlighted with red and green circles, respectively. The main content area shows a red header: 'Keeping your Triathlon Canada Profile updated is critical to ensure y...'. Below this is a 'Date Profile Last Saved' field with the value '04-01-2019'. A list of expandable sections follows: '+ OPEN: PERSONAL INFO', '+ OPEN: BIOGRAPHY', '+ OPEN: COACH INFO', '+ OPEN: PROGRAMS & TEAMS', '+ OPEN: CITIZENSHIP & RESIDENCY', '+ OPEN: HEALTHCARE', '+ OPEN: EMERGENCY CONTACT & INSURANCE', and '+ OPEN: TRAVEL PREFERENCES'. At the bottom of the main area are two red buttons: 'Save & Close' and 'Cancel'.

**2.2** Once you have clicked “ATHLETE PROFILE” please choose ‘New Athlete PROFILE’ from the top left drop down. You will not be able to continue through the ICC application without filling in all information under the “ATHLETE PROFILE” required details section.

**2.3** Please sequentially click “+ Open:...” on grey tabs and fill in all required profile information.

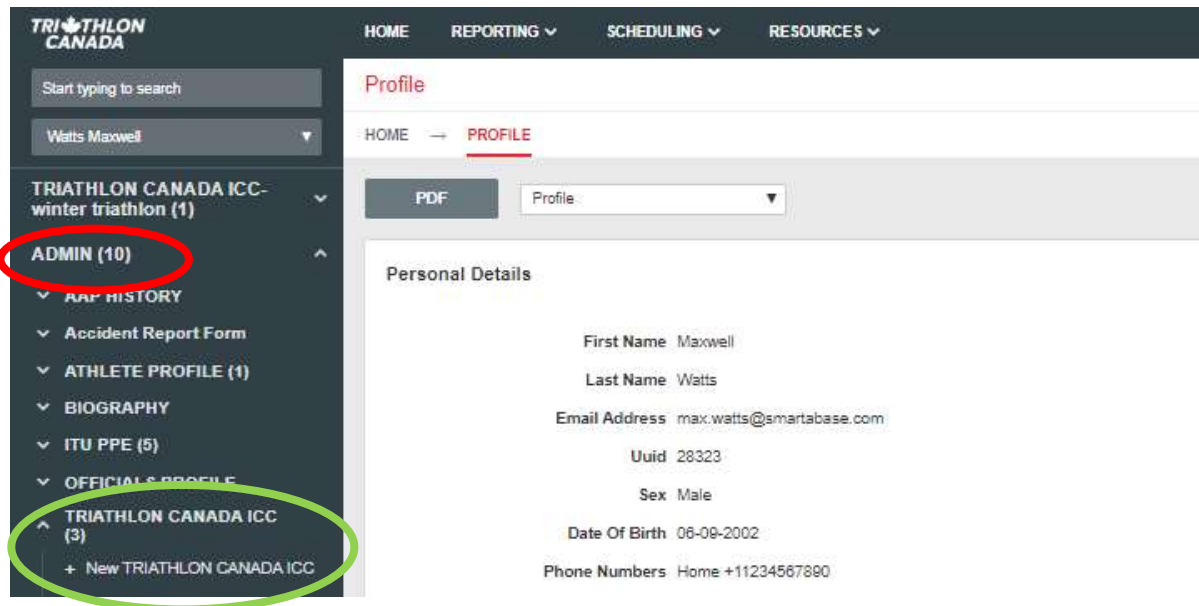
**2.4** Once all information is filled in please click the dark blue “save changes” button and then click the Home button on the top left to go back to the main page.

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**Step 3: 2022 ICC Information**

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**3.1** After all Triathlon Canada Profile information is filled in, stay in the ADMIN section and click the “TRIATHLON CANADA ICC” button, followed by the “New TRIATHLON CANADA ICC” button from the drop down.



**3.2** Once the “New TRIATHLON CANADA ICC” button is clicked you should see the page below, please read all information on this page to follow the 4 step process to complete your ICC Application.

**Update Fields In ATHLETE PROFILE**

### Triathlon Canada International Competition Card

An International Competition Card (ICC) is required from Triathlon Canada to confirm your eligibility to compete for Canada:

- As an Elite\*, U23 or Junior;
- In events sanctioned by the International Triathlon Union.
- As an IRONMAN professional

What are the benefits of an ICC?  
What is the ICC application process?

Before you start, please click the "UPDATE ICC info" button at the bottom of the page that looks like this:

**UPDATE ICC info**

This will make sure the most recent data related to your ICC is used.  
You can re-use this button after each step to save your work and update your ICC Progress Bar.

**- HIDE ICC Instructions**

<b>NAME</b> Maxwell Watts	<b>BIRTH DATE</b> 06-09-2002
<b>ITU AGE</b> Age for ITU categories (as of December 31, 2019) 17	<b>LEGAL AGE</b> 17 Years

**ICC PROGRESS**

The progress bar shows the steps you have done in **GREEN** and those remaining in **RED**.

<b>STEP1</b> 1	<b>STEP2</b> 1	<b>STEP3</b> 0	<b>STEP4</b> 0	<b>ICC PAID</b> 0	<b>ICC VALIDATED</b> NO
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**3.3** As you begin to complete the 4 steps the red progress bar at the top of the page will begin to turn green for the sections you have completed. If you have completed sections and the green progress bar is not showing, please hit "Save ICC & Continue" at the bottom of the page to refresh the cache of completed information. Once all steps are completed the entire bar from Step 1 to Step 4 will be green and you will see the below "Click to Pay" button at the bottom of the form to finish the application.

Your ICC Application is complete.

Please select "Save and Continue", then use the link below to pay using the Triathlon Canada National Triathlon Registration System (NTRS). Clicking the link will open another window for you to pay. Once the NTRS window is open, return to this window at any time and select "Save and Close".

**CLICK TO PAY**

**MEDICAL**  
New 2018 ITU PPE

**ADMIN**  
[New 2018 Athlete Agreement](#) | 
 [New 2018 Code of Conduct: Friends and Family](#) | 
 [New 2018 Code of Conduct: Participant](#) | 
 [New 2018 Communications Policy](#) | 
 [New 2018 Competition Readiness Policy](#)

[Save ICC & Print](#) | 
 [Save ICC & Continue](#) | 
 [Save ICC & Close](#) | 
 [Save ICC Draft](#) | 
 [Cancel](#)

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**Step 4: Payment In NTRS**

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**4.1** After you have clicked the “click to pay” button you will be directly sent (in a new window) to our NTRS site where you will answer briefly a couple questions and pay \$180.00 for your ICC. All ICC will be valid after proof of payment pending all information in Smartabase is filled out correctly. Should your information provided in Smartabase be incorrect or incomplete Triathlon Canada has the right to revoke any issued membership.