

Dear friend,

We have launched in 2012 the eighth version of the FIVB Beach Volleyball Referee's Database.

André Trottier along with his team developed this new version. The new design and the new features will make it easier to navigate through the website and keep your profile up to date as you will easily identify as soon as you will jump into the program.

Obviously the continuous investigation of the coordinators and designers of the project has played a decisive role, but also the ideas and feedback shared by some of you have been very important.

This project is in constant progress and development while the project team keeps working not only in improving but also in creating new functionalities. They are doing an outstanding job, they have definitely proved that this is a great tool, and they deserve a bigger commitment from all of you.

In fact, and this is my key message at this introduction, we want to see a more committed attitude towards the database project from everyone. The way each one of you cooperates by keeping your own data accurate and up to date, is a relevant factor for us.

Wishing you a successful 2012 season,

my best Regards,

José Casanova  
FIVB Refereeing Commissioner

While entering the database please address your prior attention to the following issues:

- a) number of seasons at the WT (including the participations before being international / candidate therefore while officiating as local referee);
- b) number of seasons at the National Tour. Please make sure that this information only addresses your participation at Beach Volleyball events organized at NF level (only from the moment the NF started with an organized National Tour);
- c) the amount of matches / participations at the various different areas of involvement (please be aware that these fields are now differently structured);
- d) the number of participations / matches at the FIVB WT. Please make sure that you will manually and directly introduce all your data. It is your responsibility to keep your history up to date;
- e) on this particular area, with regards to any participation at double gender events (Olympics, World Championships, etc.) please count these as one only participation, not two. As an example, it is inaccurate the information of any referee who counts two participations while being present at one only edition of the Olympic Games.

The new design and the new features will make it easier to navigate through the website and keep your profile up to date. In order to access the Database please use the link: [www.beachreferee.org](http://www.beachreferee.org).

Once the site is loaded you will see the "home" page with the welcome message:



On the top of the page you will find a user-friendly bar with the login tab. Or you can scroll down and find a login section on the first page.



To log into the database you will have to fill out the *User Name* box and the *Password* box with your access details you got by e-mail. Now, if you click on the **Login** button you will proceed to your profile. If you forgot your password you can either retrieve it by your own by clicking on [Forgot Password?](#) just below or by filling out the assistance box on the left. Once you have entered your correct *User Name* and *Password* you will see your profile page.



To get the right to access the database you will first have to update your profile as the warning tells you on the top of the page. Please take your time to fill in the blanks. The arrows ↻ indicate which boxes are mandatory to be able to save your details and get access. However, take the time to fill out all the blanks. In order that your age will be shown correctly in the bios you will have to use exactly this specific format:

**dd.mm.yyyy, i.e. 25.10.1955, 28.02.1967, 03.01.1970**

Once you have filled in all the necessary details you can then click on the **Update** button which is situated at the bottom of the page. If you did not forget anything mandatory you will be automatically directed to the *Referees* page, but more about this later.



To get to your personal settings and access your personal data you will have to navigate there by clicking on *My Settings*.



The first task we want you to perform is to change your password. To do so you will have to click on the **Manage Password** icon. You will then have to enter your current password and then choose a new

password composed of at least seven (7) alphanumeric characters. Please write the new password down because the login will be blocked after you have entered the password incorrectly for the fifth time. To save the modification, click on the

 [Change Password](#) icon at the bottom.

**Change Password**

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password:

New Password:

Confirm Password:

 [Change Password](#)

On the left hand side you will find your picture, your personal FIVB Information, your Evaluations history, the box to create and update your Bios and finally some links. At the bottom of this page you can see all reports of the tournaments you have officiated (from 2004 onwards). By clicking on the PDF icon  on the left of the event date you can easily open the report and save it on your computer.

Year	Month	Tournament	Days	Referee
2009	Jun	Swatch-FIVB Caracas/Palme World Championships, Stanger (PUR)	7	CAGAROVA, José
2009	Jul	Swatch-FIVB Women & Men HS 13 Grand Châlet, Marseille (FRA)	7	DAHLE, Gert
2009	Jul	Swatch-FIVB Women & Men 1st Energy Grand Slam, Salsal (SUI)	7	BREHAUT, Juri
2009	Aug	Swatch-FIVB Women & Men The	7	LESARE

To complete your details you should now update your FIVB Data and enter your most important matches by clicking on the  [Manage Profile](#) button. The web browser will now show you the profile page where you will have to scroll down until you find the *FIVB Admin* section.

**FIVB Admin**

Important match #1:

Important match #2:

Important match #3:

Once you have found the blank boxes, enter your three important matches and proceed to the bottom of the page where

you will have to click on the  [Update](#) icon to save your changing. To input your three most important matches please use the

following format in order to have consistency among all referees:

**Event name, city and year – then the gender and the match.**

For example:

- Swatch-FIVB World Tour Open, St-Petersburg 2005 - Men's Gold Final
- FIVB World Series, Durban 1996 - Men's Gold Final
- FIVB World Championship U18, Xylokastro 2002 - Men's Gold Final

After you have saved your changing you will see your updated and completed profile. If everything worked out so far you now know how to change your profile details anytime you want by doing the same steps.

An important feature you will use throughout the whole season is the Bios section which is situated on the left side under your picture and the Evaluation history.

**Create bios file**

[Create Bios PDF File](#)

Last update: 25.02.2010

After updating your details it is necessary to click on the [Create Bios PDF File](#) button in order to get the most recent bios form. The form will be saved directly and will overwrite the old form. If you want to show and save the bios form just click on the pdf-icon  next to the date of the last update.

Now that your profile is up to date you can look at the profiles and details of the other registered FIVB Beach Volleyball Referees. As you might have seen there is a bar on top of the page with five Tabs to make the navigation quick and easy.



There is also a navigation bar at the bottom of the website making it very easy to change Tabs at all time.



By clicking on the *Referees* tab a searching tool will appear where you can search for referees and their contact details such as e-mail or phone numbers.

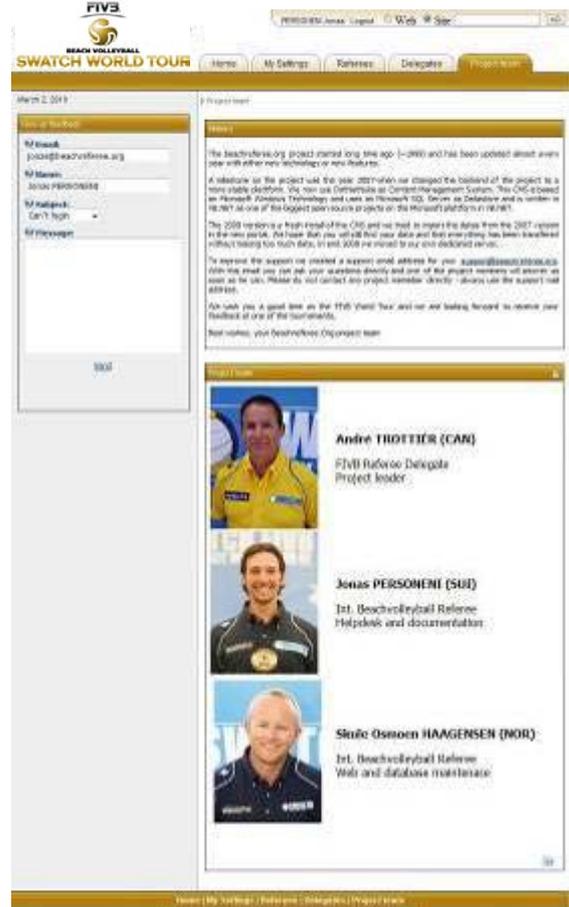


Next to the box you can see the various criterions you can look for. As soon as you are typing the program will instantly start to search.

With this tool you can also look for the FIVB Referee Delegates. Or you can switch to the *Delegates* tab where you can find all Delegates and contact details.



By clicking on the *Project team* bar you will find a brief history about the FIVB BVB Referee Database and its development. Furthermore, the site presents the actual project team and its members. On the left side of the page you can contact us and give us feedback by using the feedback box.



Last but not least you should never forget to log out when you leave the database. The database contains confidential details and should at no time be accessible for outsiders. For this reason you should always click on the Logout button next to your username in the top bar.



We hope this guide will help you to navigate and explore the 2012 version of the Database.

The project team.