



AIBA DATABASE

USER GUIDE ON DOCUMENT UPLOAD



**This userguide is to demonstrate how you
can upload passport copies and other
documents to the existing profiles on the
AIBA Database**



Log-In Page



AIBA
INTERNATIONAL BOXING ASSOCIATION

National Federation Database

Please [sign in](#)

1. Please use either one of these link to Sign In
 - If you need username and password information, please contact AIBA HQs office (database@aiba.org)

NF Main Page



The screenshot shows the AIBA database website interface. At the top, there is a navigation menu with 'Home', 'Profiles', 'AOB', 'APB', and 'About'. The 'Profiles' menu item is highlighted with a red box. Below the navigation menu, there is a 'National Federation' section with a form for adding or editing a federation profile. The form includes fields for 'Name of Federation', 'Confederation', 'Logo', 'President', and 'General Secretary'. To the right of the form is a 'Contact' section with fields for 'Address 1-3', 'Zip Code', 'City', 'Email 1-2', 'Phone 1-3', 'Fax', and 'Web'. At the bottom of the page, there is a copyright notice: '© aiba 2013'.

1. This is the page you will see when you Sign In successfully
2. Please click “Profiles” from top menu or select one of the option under “view profile” from left column

Profile Page

NATIONAL FEDERATION
General information

VIEW PROFILES
Boxer
Coach
Doctor
Physio
NF Member
Referee & Judge
Media / Press

ADD NEW PROFILE
Boxer
Coach
Doctor
Physio
NF Member
Referee & Judge
Media / Press

Boxer

All Profiles Recently added profiles Recently updated profiles Waiting to be approved by AIBA

<< < > >> 1 Records: 44

Edit / View	Role(s)	Lastname	Firstname	Gender	Dob	Status	Detail
Edit View	BX			M	1995-11-10	active	Fly
Edit View	BX			M	1984-12-30	active	Light
Edit View	BX			M	1995-08-23	active	Light
Edit View	BX			M	1981-08-15	active	Fly
Edit View	BX			M	1985-06-05	active	Heavy
Edit View	BX			M	1994-04-13	active	Middle
Edit View	BX			M	1995-11-24	active	Bantam
Edit View	BX			M	1984-10-26	active	Welter
Edit View	BX			M	1986-01-21	active	Super Heavy
Edit View	BX			W	1990-08-04	active	Light
Edit View	BX			M	1991-11-29	active	Light Welter
Edit View	BX			M	1989-03-31	active	Light Welter
Edit View	BX			M	1988-03-24	active	Fly
Edit View	BX			M	1990-05-13	active	Middle

1. When you are on the “Profiles” page, you can simply click “Edit” button of the profile that you wish to upload document to

Edit View	BX			W	1990-08-04	active	Light
Edit View	BX			M	1991-11-29	active	Light Welter
Edit View	BX			M	1989-03-31	active	Light Welter
Edit View	BX			M	1988-03-24	active	Fly
Edit View	BX			M	1990-05-13	active	Middle

Uploading Documents



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General information

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ADD NEW PROFILE

- Boxer
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PROFILE OF ABDELAAL HESHAM YEHIA MAHMOUD

- Profile**
- Achievements
- Suspensions
- Passport
- Medical Certificate
- Documents

Name of Boxer

Photo



Upload Photo

Roles

Boxer

Modify Roles

Personal Profile

Boxer

Personal Profile

AIBA-ID*	BX
Gender*	m
Title	Mr
Lastname*	
Firstname	
Address 1	
Address 2	
Address 3	
Zipcode	
City / Town	
Country	
Phone	

1. Once you are in the profile of specific member, please click “passport” or “Medical Certificate” or Documents link located below “Personal Profiles” tab



Uploading Documents



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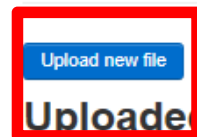
ADD NEW PROFILE

- Boxer
- Coach
- Doctor
- Physio
- NF Member
- Referee & Judge
- Media / Press

PROFILE OF ABDELAAL HESHAM YEHIA MAHMOUD

- Profile
- Achievements
- Suspensions
- Passport**
- Medical Certificate
- Documents

Name of Boxer



Uploaded files



1. In this example, we clicked "Passport" however you will see the same screen when you click Medical Certificate or Documents.
2. To upload Passport copy, click blue "Upload new file" button

Documents of [redacted]

Upload new file

Upload

File uploader

File

Title

Description

Category [not specified]

Close

1. File uploader will appear on the screen and you can click “select file” button to select the passport copy file that is saved in your computer

Documents of [Name]

Upload new file

Upload

File uploader ✕

File: Change Remove

Title:

Description:

Category:

[not specified]

- [not specified]
- Photos
- Documents
- Passport
- Medical Certificate

Close
Upload file

1. After you have selected the correct file, you can type in “Title” and “Description” of the file. “Title” and “Description” is not mandatory field so you can skip if you want.
2. However, it is very important that you select the “Category”. Within this field, you can choose “Photo”, “Documents”, “Passport” and/or “Medical Certificate”. This “Category” section will determine where the uploaded file will be allocated in the profile.
3. Since we are uploading passport, I will select “Passport” and click blue “Upload file” button



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ADD NEW PROFILE

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- Coach
- Doctor
- Physio
- NF Member
- Referee & Judge
- Media / Press


PROFILE OF

- Profile
- Achievements
- Suspensions
- Passport**
- Medical Certificate
- Documents

Documents of Name of Boxer

Upload new file

Uploaded files

Filename	Title	Description	Category
 Passport.png			Passport

1. Once your upload is completed, you will see the file listed as shown on the screen.