

Dear Competition organizers in Canada,

In order to have your competitions ranked by the CFF, you are required to follow the following steps. Please note, that for the 2006-2007 season, the CFF will rank Cadet, Junior, Open and Masters events. See the Rules and Regulations on the website for competition formats and ranking criteria.

1. Pay the appropriate sanction fees for the events using the online form at www.fencing.ca. **Payment must be made before the first day of the competition.**
2. Run the competition in engage version 8.16 or later.
3. Upon completion of the competition, forward the email confirmation of sanction fees and the exported fff competition files from engage to pa@fencing.ca

To allow the automated ranking of results, you are required to use certain engage features in a specific manner. Please ensure accuracy when completing the information in the required fields. Incorrect information may lead to either a fencer being not ranked or the competition rejected. Use Engage as follows:

Competition Options:

Short Title	-	The name the competition include weapon and age as engage saves using this information
Title on one line	-	Full competition details
Organizer	-	Who applied and received the sanction
Federation	-	Canada
Competition domain	-	National
Championship	-	Any
Identification	-	Any
Year	-	Calendar year in which competition is held
Weapon	-	Foil, Epee or Sabre
Category	-	Cadet, Junior, Senior (Open) or Veterans (Masters)
Sex	-	Male or Female (if a mixed competition, the dominant gender)
Date	-	Actual date of the competition
Title 1...4	-	Any

Fencers:

Name	- R	required
First name	-	Required
Presence	-	Required
Fencer number	-	Optional
Club	-	Fencer's Club
State	-	Optional
Country	-	CAN - Required (If blank or other Nationality – fencer will not be ranked in Canada eg USA)
Date of Birth	-	Optional
Licence	-	CFF Licence Number
FIE Licence	-	Optional
Points	-	Optional
Mask Number	-	Optional
Sex	-	M / F – Required

When the competition is complete, go to:

File : Results files, other files : FFF transfer file : check results: final ranking : (check all athletes are included): ranking to place first in file (1) : Save as competition name / weapon / category / gender