

# Como se cadastrar para obter um SENIORS IPIN – www.itftennis.com/ipin

A partir do dia 17 de maio de 2011, os jogadores poderão se cadastrar para obter um Seniors IPIN.

Para todos os torneios que acontecerão a partir de 2012, todos os jogadores no Circuito Sênior da ITF deverão se cadastrar para obter um IPIN antes de poderem jogar. Um IPIN (Número de Identificação Internacional do Jogador) permite que o jogador seja identificado de forma única.

A introdução do Seniors IPIN permitiu a ITF desenvolver um Serviço de Cadastramento Online para o Circuito Sênior da ITF, que permitirá os jogadores se cadastrarem e cancelarem sua participação em qualquer torneio através de sua conta pessoal online IPIN.

Até o final de 2011, os jogadores no Circuito Sênior da ITF poderão usar o serviço IPIN para obter as últimas informações sobre o calendário e torneios incluindo quaisquer alterações que possam ocorrer. Além disso, encontrarão Regulamentos atualizados.

A partir de novembro de 2011, os jogadores poderão se cadastrar online em todos os torneios do Circuito Sênior da ITF de 2012 através de sua conta IPIN.

Este simples guia passo-a-passo irá ajudar você a se cadastrar para obter seu IPIN no website de Tênis da ITF.

Caso esteja tendo dificuldades em se cadastrar para obter seu IPIN ou caso tenha problemas com o website após ler este documento, por favor, contate a ITF por e-mail: <u>ipinseniors@itftennis.com</u>



Acesse o website IPIN de Tênis da ITF através do link <u>www.itftennis.com/ipin</u> (veja imagem abaixo). Para ir para o próximo passo, clique no link a seguir –



#### PASSO 2

Selecione o idioma no qual você gostaria de ver o website:





Clique no link a seguir para continuar com o processo de cadastramento para obter o seu IPIN

Welcome to IPIN	Login
The <b>ipin</b> (International Player Identification Number) is brought to you by the International Tennis Federation, the world governing body of tennis. All players who wish to compete in ITF Junior Circuit, ITF Pro Circuit or ITF NEC Wheelchair Tennis Tour tournaments are required to have a current IPIN Membership.	ipin: Password:
Wembership provides access to the IPIN Online Service which helps you to manage your tennis career and keeps you up-to-date at all times! Pro Circuit players can also use the service to manage neir tournament entries online. You can o vain your IPIN Membership by paying the annual registration fee. Please make sure you understand when your IPIN membership will expire before continuing Click here to register for your IPIN membership now!	Current Notices  IPIN For Seniors Circuit IPIN for Seniors Circuit IPIN for Seniors (over 35 age groups) will be available from May 2011 onwards. Do not attempt to register for a Seniors IPIN befot this time. A notice will be posted here when the system is ready accept Seniors Tennis applications.  IPIN Membership To renew your IPIN Membership simply login to your IPIN accour and follow the instructions to register for 2011.  Membership Expiry Dates * Registrations/renewals made between 01 January – 31 Octobe will expire on 31 December of the following year.

#### PASSO 4

A tela seguinte pede que você insira seu endereço de e-mail. Este deve ser um endereço de e-mail válido, pois um e-mail automático será enviado para você verificar seu e-mail e dar continuidade ao processo. <u>Um endereço de e-mail pode ser utilizado apenas uma vez no cadastramento para obter o IPIN, por isso, se você estiver tentando registrar IPINs para várias pessoas, você precisará criar endereços de e-mail separados para cada jogador.</u>



Register for your IPIN Membership	Step 1 Verify Your Email Step 2 Search for Your Details
Please enter your email address	Step 3 Select Your Player
Ne will send all messages relating to your ipin Membership to the email address that you specify. We strongly recommend that you use an email account which provides you with access to your messages from anywhere in the world. Before submitting your email address we strongly recommend that you save the pin@itftennis.com email address in your email address book. This will ensure that your email account supplier will accept all ipin emails sent from the ITF. Doing this now will reduce the chances of you having problems in registering for your ipin Membership.	Step 4 Confirm Personal Details Step 5 Set Up Account Security Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional) Step 8 Player Welfare Statement Step 9 Payment
Enter your email address and click SUBMIT.	otep of aynone



#### Esta tela será exibida apenas para fins informativos

Online Services provided by the International Tennis Fed	eration International Tennis Federa
Register for your IPIN Membership Email Address Verification	Step 1 Verify Your Email Step 2 Search for Your Details
You will shortly receive an email confirming that your email account is active and ready to receive ipin notifications. Please check your email account and follow the instructions outlined in this email to guide you through the next stages of the ipin Membership registration process.	Step 3 Select Your Player Reco Step 4 Confirm Personal Details Step 5 Set Up Account Security Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional) Step 8 Player Welfare Statemen Step 9 Payment
<b>pin</b> international player identification number	ÎTF

#### PASSO 5

Dentro de alguns minutos, você deve receber um e-mail do serviço IPIN solicitando que você verifique seu endereço de e-mail. Abra o e-mail e clique no link fornecido.

Cc: Subject:	IPIN - Please confirm your email address
Auto	mated Message from The International Tennis Federation, London.
Regi	ster for your IPIN Membership
This	email has been sent to you to validate the email address you provided during the IPIN registration process.
Clic	, the link below to return to the IIF website and continue the TOTM registration process.
http	://ipin-frontend-uat/newregister/emailreturn.asp?regid=60246&CRC=0x0000eb56
If y	ou cannot click on this link, please copy and paste the entire link shown above into your web browser address bar.
This http whet	message has been generated automatically. Please do not reply directly to it. If you have a query regarding the IPIN Online Service please visit the IPIN website ://ipin.itftennis.com or contact the ITF by email, outlining your query. Contact details for all ITF Tennis Circuits are given on the IPIN website. Please indicate her you play on the ITF Junior Circuit, ITF Pro Circuit, ITF Seniors Circuit on NEC Wheelchair Tennis Tour.

#### <u>Se devido às configurações de sua Caixa de Entrada de e-mail você não conseguir clicar</u> nesse link, copie e cole o link todo na barra de endereço do seu navegador da Internet.



Agora, o link do e-mail irá direcionar você para a página de cadastramento do IPIN e solicitará que você preencha os seguintes campos – Sobrenome (<u>Apenas a 1ª letra</u> <u>maiúscula</u>), Sexo, Nacionalidade e Data de Nascimento. Clique no botão "Enviar" após ter preenchido esses campos. Por favor, <u>não</u> utilize å, â, ñ, é, ö ou qualquer outra letra que não faça parte do alfabeto em ing<mark>l</mark>ês.

Register for yo	ur IPIN Membership	Step 1 Verify Your Email
To register for your ipin Membership, please en er your details below and click 'Submit'. If you are currently a tennis player on the ITF Junior, Pro Circuit, ITF Seniors or NEC Wheelchair Tennis Tour and are in our database, we will try to find your player record. Please enter your personal details		Step 2 Search for Your Details Step 3 Select Your Player Record Step 4 Confirm Personal Details Step 5 Set Up Account Security Step 6 Enter Contact Details
Alternatively en	ter your IPIN	
ipin:	Submit	

PASSO 7 – Somente caso seu registro de jogador não seja encontrado, vá para o Passo 8) Após você clicar no botão "Enviar", você poderá receber uma mensagem informando que seu registro de jogador não pode ser encontrado, o que é normal caso você não tenha jogado em um torneio do Circuito Sênior ou Pro antes ou recebido pontos a nível de torneios da ITF. Veja abaixo a imagem que você receberá.

ipin	Online Services provided by the Internationa	al Tennis Federation
Your player record could no	t be found	
We were not able to find any players i	n our database who match the information you sup	pplied in the search form.
You can also try one of the for Search again for your player record. If you have thoroughly searched throu request an ipin be created for you. Request an ipin.	<b>Ilowing options:</b> gh our player database and have not been able to	find details of your player record, then you can
ipin international player	Identification number	ÎTF •
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Caso seu registro de jogador não seja encontrado, clique no link "Solicitar um IPIN" na parte inferior da mensagem para ir para a próxima página.



#### Próxima página:

Request an IPIN	Step 1 Verify Your Email	
Please provide us with your pe enough information to find you record for you.	with Details Step 3 Finish	
The information that you provio organisations in relation to you NEC Wheelchair Tennis Tour to	de will only be used by the ITF and authorised affiliated ur participation in ITF Junior, Pro Circuits, Seniors and I ournaments.	TF
Email addresses and phone nu old) will be released at the Ent Seniors Circuit Tournaments e	umbers of players on the ITF Seniors Circuit (over 35 ye ry Deadline to the official Tournament Organisers of ITF entered by those players.	ars
We take your privacy very seri your e-mail address) to any 3n <u>Policy</u> for full details on how w	iously and we will not pass any personal details (includi d party without your explicit consent. Please see our <u>Pr</u> e process your personal information.	ng ivacy
* indicates a required field.		
Personal Details		
Email:	ig011@itftennis.com	
Given Name:	Lucas	
Family Name:	Smith	
Gender:	Male 💌 *	
Date of Birth:	13 🖌 Sep 🖌 1956 🗸 *	
Nation:	Australia 💌 \star	
Check this box if you play on the NEC ITF Wheelchair Tennis Tour and require a Wheelchair IPIN.:		
Contact Details		
Primary Residence:	Upper Richmond Road 12	

Preencha o formulário para solicitar um IPIN, preenchendo cada campo que esteja marcado com um (\*) e clique no botão "Enviar' na parte inferior da página. Observe que <u>somente a 1<sup>a</sup> letra do seu nome ou sobrenome deve ser maiúscula</u>.



Você verá uma mensagem informando que sua solicitação de IPIN foi recebida e que sua solicitação será respondida em breve (imagem acima).



Sua solicitação de IPIN pode levar até 72 horas dependendo do horário/dia da semana em que você fez a solicitação. Durante a semana, um e-mail confirmando sua solicitação, geralmente, é enviado dentro de 24 horas.

Cc: Subject: UAT TESTING ONLY, PLEASE IGNORE OTHERWISE - IPIN Membership - IPIN Request - Authorised
Dear Lucas
Thank you for submitting a request for an International Diayon
mank you for submitting a request for an international prayer
Identification Number (IPIN). Your request has now been authorised,
see details below.
Given Name: Lucas
Family Name: SMITH
Email Address: <u>ig011@itftennis.com</u>
Authorisation Date: 11 May 2011
Click the link below to return to the ITF website and continue the
IPIN registration process.
http://ipin-frontend-uat/newrequest/emailreturn.asp?regid=60246&crc=0x0000eb56
If you cannot click on this link, please copy and paste the entire
link shown above into your web browser address bar.
Regards
ITF IPIN

Uma vez que tenha recebido a confirmação por e-mail (acima) da ITF informando que sua solicitação foi confirmada, siga as instruções contidas no e-mail e vá para o <u>Passo 10</u> e prossiga a partir deste.



### PASSO 8 – Caso seu registro de jogador não seja encontrado

Uma vez que tiver preenchido os campos no Passo 6 e seu registro de jogador tenha sido encontrado, você deverá ver uma mensagem semelhante à mensagem abaixo.

<b>i</b> Register Select Yo	for your IPIN Mer	Online Ser nbership	vices provided by the International Tennis Fede	ration Step 1 Verify Your Email Step 2 Search for Your Details Step 3 Select Your Player Record
				Step 4 Confirm Personal Details Step 5 Set Up Account Security
Select	SIEBERT, Gunther	04 April 1926	35th European International Championships, AUT (Grade 1) 22 Jan 2011 - Main Draw Singles, Final defeated by Angelo SALA (ITA)	Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional) Step 8 Player Welfare Statement
Submit You can als If you canno be onfile, th were correc Sear th aga If you have t of your play Request an	Cancel so try one of the following the find your player record then you can try your sea that you included in for your player record thoroughly searched thr er record, then you can be thoroughly searched thr	ng options: I in the above list, rch again. Ensure your family name ough our player d: request an ipin l	and you think that your details should already that the details you entered in the search form (surname) only on the search form. atabase and have not been able to find details be created for you.	
<b>i</b> pin i	nternational playe	er identificat	ion number	ÎTF
	IPIN v4 ⊜int	ernational Tennis P	deration. <u>Terms and Conditions</u> Privacy Policy	<u>Contact Us</u>

Se o registro de jogador estiver correto, clique no botão circular ao lado esquerdo de seu nome e clique no botão "Enviar", que se tornará ativo.



### <u>PASSO 9</u>

Após ter clicado no botão "Enviar" no Passo 8, você precisará confirmar que seus dados pessoais estão corretos. Para fazer isso, marque a caixa de seleção na parte inferior da página e clique no botão "Enviar".

egister for yo	our IPIN Membership	Step 1 Verify Your Smail
Confirm Persor	al Details	Step 3 Select Your Player Record
Here are the detail	s we currently hold on file for you.	Step 4 Confirm Personal Det als
Full Name	Gunther SIEBERT	step 5 Set Up Account Security
Gender	Male	Step 6 Enter Contact Details
Nation	Germany	(Optional)
Date of Birth	04 April 1926	Step 8 Player Welfare Statement
Town/City	Not on file	Step 9 Payment
County/State	Not on file	
Country	Not on file	
Current Ranking	Not on file	
Last Tournament	35th European International Championships, AUT (Grade 1) 22 Jan 2011 Main Draw Singles, Final defeated by Angelo SALA (ITA)	-
ar	Please carefully examine the information above	
_	Submit	

# PASSO 10

Agora você precisará escolher a senha que você utilizará para acessar sua conta IPIN. Certifique-se de que seja algo simples que você sempre se lembrará.

Register for you	r IPIN Membership	Step 1 Verify Your Email
Security Details	Step 3 Select Your Player Record	
Email: Password: Confirm Password:	ig012@itftennis.com	Step 5 Set Up Account Security Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional) Step 8 Player Welfare Statement Step 9 Payment
Secret Question: Secret Answer:	Please select  *	



Caso venha a esquecer sua senha, para recuperar e criar uma nova senha, a ITF irá solicitar que você responda a pergunta secreta. Escolha o tipo de pergunta a partir da caixa suspensa, digite sua resposta secreta e clique no botão "Enviar".



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### PASSO 11

A tela seguinte solicitará que você insira seus dados de contato. Preencha todos os campos exigidos e clique no botão "Enviar" na parte inferior da tela.

ip	Online Services provided by the International Tennis	s Federation
Register for y	our IPIN Membership	Step 1 Verify Your Email
Please check you The information th organisations in re- privacy very serio to any 3rd party w how we process y If any of the inform remember to inclu * denotes a requi	r personal details below and provide us with your contact details. nat you provide will only be used by the ITF and authorised affiliated elation to your participation in ITF Pro Circuit tournaments. We take your usly and we will not pass any personal details (including your e-mail addre ithout your explicit consent. Please see our <u>Privacy Policy</u> for full details of your personal information. nation shown below is incorrect please let us know at ipin@ifftennis.com ude details of your ipin. ired field.	Step 2 Search for Your Details Step 3 Select Your Player Record Step 4 Confirm Personal Details Step 5 Set Up Account Security Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional) and Step 8 Player Welfare Statement Step 9 Payment
Full Name: Gender: Date of Birth: Nation:	Lucas SMITH Male 13 September 1956 Australia	
Primary Residence:	Upper Richmond Road 12	



Agora, você terá a opção quanto ao tipo de conta IPIN na qual gostaria de se cadastrar, Seniors IPIN ou, ambas, Pro Circuit IPIN e Seniors IPIN.

A conta Seniors IPIN é Gratuita se o jogador se cadastrar antes de 31 de outubro de 2011, e após esta data será cobrada uma taxa de US\$20.

A conta Pro Circuit IPIN custa US\$55,00 por ano e somente deve ser escolhida se você pretende jogar no Circuito Profissional Feminino ou Masculino.

#### POR FAVOR, CERTIFIQUE-SE DE TER MARCADO A OPÇÃO CORRETA.

Se você agora se cadastrar somente para Seniors IPIN e então desejar participar de um evento do Circuito Pro, você pode atualizar para Pro Circuito IPIN mais tarde acessando sua conta e pagando a taxa de US\$55,00.

Clique no botão "Enviar" após ter escolhido a conta IPIN na qual deseja se cadastrar.



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Agora, você verá uma Declaração de Bem-Estar do Jogador – Favor ler com atenção.

Ipin         Online Services provided by the International Tennis Feder	ration
Register for your IPIN Membership	Step 1 Verify Your Email
Please read and acknowledge the Player Welfare Statement below before continuing to our secure payment page to complete your registration.	Step 2 Select Your Player Record Step 4 Confirm Personal Details
Player Welfare Statement	Step 5 Set Up Account Security
1. Agreements of the Player	Step 6 Enter Contact Details Step 7 Select Circuit Category (Optional)
I declare that I am aware of and will abide by the Rules of Tennis, as approved by the International Tennis Federation, the ITF Pro Circuit and/or ITF Junior Circuit and/or ITF Seniors and/or ITF Wheelchair Tennis Regulations and Code of Conduct, as amended from time to time by the ITF Men's and Women's and/or Junior and/or Seniors and/or Wheelchair Tennis Circuit Committees	Step 8 Player Welfare Statement Step 9 Payment
(the "Rules"). The Rules include, but are not limited to the Age Eligibility Rule; the ITF Tennis Anti- Doping program; the Uniform Tennis Anti-Corruption Program and the ITF Player Welfare Policy. Finally, I understand that this agreement will remain in full force and effect until I further advise the ITF in writing that I am permanently retiring from participation in tennis with immediate effect.	

Marque a caixa de seleção no final da página e clique em Confirmar.

Player Agreement         I, Lucas SMITH, have grad, understood, consent and agree to be above agreements of the player (section 1), Anti-Doping Consent (section 2), and Anti-Corruption Consent (section 3), Eligibility for Wheelchair Tennis Blayers (section 4) (where applicable) and Minor Medical release (section 5) (where applicable)         Tick this checktaix to indicate that you have read and sccept the IPIN Player Welfare Statement         Confirm	
ipin international player identification number	ÎTF •

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Leia os termos e condições especificados na tela abaixo e marque a caixa de seleção ao final para confirmar que você concorda com eles. Step o Enter Contact Details

nlata

	io paymont page to compre	Step 7 Select Circuit Category			
Registration Details					(Optional)
Name	Email	IPIN Membership Dates	IPIN Membership	Registration Fee	Step 8 Player Welfare Statemen Step 9 Payment
Lucas SMITH	ig011@itftennis.com	11 May 2011 to 31 Dec 2012 (EARLY REGISTRATION PERIOD)	Seniors Circuit	US\$0.00 (FREE OF CHARGE)	
Terms a	nd Conditions				
In case or any o 1. INTR 1.1 The London,	e at ipin.ittrennis.com) and he International Tennis Fed of discrepancy between the E ther content within the Websil ODUCTION se services are operated by IT , SW15 5XZ, United Kingdom, (	To your purchase of/app eration (together the IPII nglish, French or Spanish ve e, the English version shall p F Licensing (UK) Limited ("th Dur company registration nur	ICation for an IPIN M I Services). ersions of these Terms revail. e ITF") of Bank Lane, F mber is 2584446, and c	& Conditions, & Conditions, Roehampton, pur VAT	
1.2 The the serv	se Terms and Conditions shall vice provided.	apply to any legal or natural	person accessing this	site or using	
1.3 Acc is only a site at a	ess to, and use of, the service available to a User with the cor my time notwithstanding that y	es are at all times at the sole isent of the ITF. The ITF can ou may have made previous	discretion of the ITF ar withhold consent to yo use of the service.	nd the service our use of this	
🗌 Rie	ase check this box to indi relating to	cate you have read and a your use of the ipin Or	accepted the Terms line Service.	and Conditions	
Paymen	t Method				
	There is no charg	** FREE OF CHARGE ** e for this IPIN membersh Confirm Cance	ip at the current time	3	

Por favor, confirme os Termos e Condições clicando na caixa de seleção e então pressionando "Confirmar".

# **PASSO 15**

Você verá a tela abaixo – Clique em OK para confirmar. Em breve, você receberá um email com seu número IPIN. ١

ipin	Online Services, rovided by the International Tennis Federation	ITTE
Free of Charge There is no charge for this IPIN member Click OK to confirm this action	rship at the current time OK	
<b>pin</b> international player i	dentification number	ÎTF •





Caso você receba a mensagem abaixo, <u>parabéns</u>, seu cadastro para obter seu IPIN foi concluído com sucesso.

ipin	Online Services provided by the International Tennis Federation	International Tennis Federation
Register for your IPIN Men	nbership	
Registration Completed		
Your IPIN registration has been suc email.	cessfully submitted for processing. You will now receive confirmation of you	r IPIN membership by
Please ensure that you keep a reco require these details in order to use	rd of your <b>ipin</b> and the password, which you supplied during the registratio the <b>ipin</b> Online Service.	on process, as you will
Thank you for registering for ipin N	lembership.	
Return to the IPIN home page		
<b>pin</b> international playe	r identification number	ÎTF <sup>•</sup>
IPIN v4 © Inte	ernational Tennis Federation. Terms and Conditions Privacy Policy Contact Us	

Você deve receber um e-mail semelhante ao e-mail abaixo nas próximas 24 a 48 horas para confirmar que o registro foi processado.

	Cc: Subject: UAT TESTING Of	NLY, PLEASE IGNORE OTHERWISE - IPIN Membership - Registration Confirmation [DO NOT DELETE]	
	Dear Lucas		
You have successfully registered for your IPIN Membership and now have			
	access to the IPIN	Online Service. Your membership details appear below.	
	IPIN:	SMI1300261	
	Given Name:	Lucas	
	Family Name:	SMITH	
	Email Address:	ig011@itftennis.com	
	Registration Date:	11 May 2011	
	Expiry Date:	31 Dec 2012	
	IPIN Membership:	Seniors Circuits	
	Payment Reference:	N/A	
	Amount Owed:	USD 0.00	



Quando você receber o e-mail de confirmação de que seu IPIN foi cadastrado, acesse a seção o website IPIN da ITF – <u>www.itftennis.com/ipin</u> para acessar sua conta



Na página de acesso, insira seu IPIN e sua senha e clique no botão "Enviar". Sua página inicial IPIN deve ser parecida com a tela na próxima página.



Agora, atualizações com calendário de torneios, anúncios sobre os circuitos, e cópia dos documentos contendo regras e regulamentos estarão disponíveis para você através de sua conta IPIN.

Novamente, se você tiver qualquer problema com sua conta IPIN, por favor, contate a ITF por e-mail: <u>ipinseniors@itftennis.com</u>.

Online Services provided by the International Tennis Federation Wed 11 May 2011 17:32:32 (GMT)					Seniors Welcome LUCAS SMITH Logout			
1	Calendar Circuit	Announcements	nouncements Rules and Re			egs My Profile		
	Weeks From MONDAY 04 July 2011	V To MON	IDAY 18 Ju	ıly 2011 💉		Show Tourna	ments	
		Currently Sho	wing 21 tourn	aments				
	Week Commencing MONDAY 04 JULY 2011							
	Tournament Name	Start Date	Nation	Region	Grade	Entry Deadline	Withdrawal Deadline	
	Frinton-on-Sea 35th International Seniors Tournamen	04 July 2011	Great Britain	Europe	G3	15 June 2011		
	Copa Ibérica 2 - Madrid	08 July 2011	Spain	Europe	G4	01 July 2011		
	22nd TIS + Cognac - Cognac	09 July 2011	France	Europe	G3	06 July 2011		
	80th Stanley Park Open - Vancouver	09 July 2011	Canada	North/Central America & Caribbean	G4	29 June 2011		
	Latvian Open Seniors Championships - Jurmala	09 July 2011	Latvia	Europe	G5	30 July 2011		
	Week Commencing MONDAY 11 JULY 2011							
	Tournament Name	Start Date	Nation	Region	Grade	Entry Deadline	Withdrawal Deadline	