



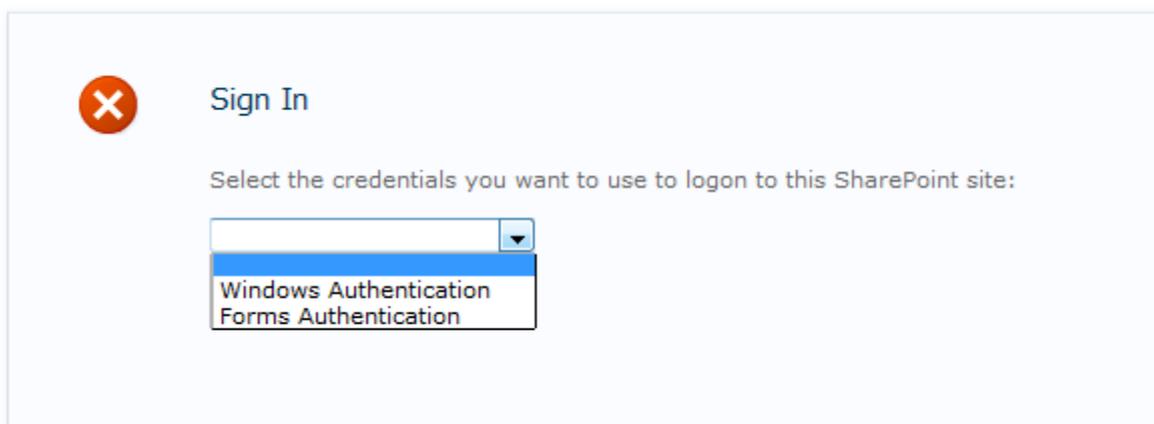
**TO: ALL LEN AFFILIATED MEMBER FEDERATIONS  
ALL LEN WATER POLO FEDERATIONS**

Nyon, 29<sup>th</sup> June 2015

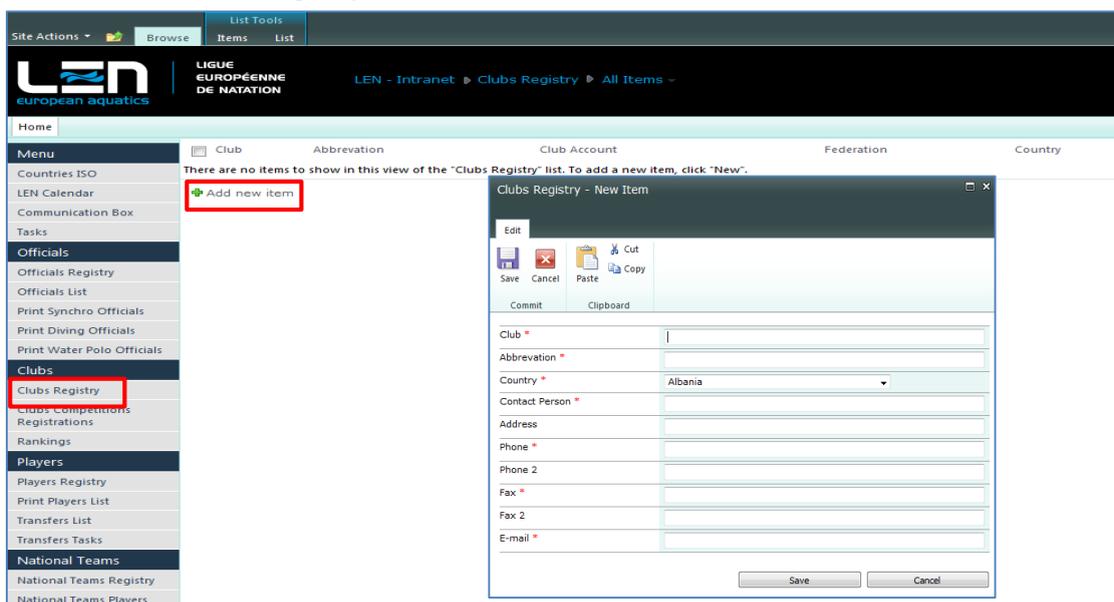
Dear Friends,

This is to officially inform that the system for the application to the European Club Cup Competitions is now open. Please note that the Username / Password communicated to you previously on September 18<sup>th</sup> 2012 are also valid for the process explained below and will still be valid for all future procedures on the reserved section of the LEN web-site.

1. Please connect to the following link: <http://lenintranet.jumbograndieventi.it> and choose “Forms Authentication” in the scrolling menu.



2. Insert your Username and Password.
3. Click on “Clubs Registry” and on “Add new Item”



**Ligue Européenne de Natation**  
**9, Rue de la Morache - CH 1260 Nyon - Switzerland**  
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Please fill in all the mandatory fields marked with \*, as it will create a profile for the club. It is necessary to repeat this step for each team who played in the first division of your National Championship.

4. Click on “Rankings” and on “Add new item”.

Please fill in all the mandatory fields marked with \*. This step needs to be repeated for all teams of the first division of your National Championship as it will create the ranking.

In “Year”, please insert “2015”.

For teams who have the right to enter a European Club Cup Competition, please tick the box “Participation” and indicate which competition in the “Event” scroll down menu.

Please tick the “Confirmed” box if the team is using its right to enter the competition.

***Please send an email to the LEN Office to inform that you have done this process by latest 10<sup>th</sup> July 2015. The LEN Office will then create the login data for clubs to go through the online procedure.***

***Clubs will fill in the Entry Form online and send it to you by mail or fax, they will also have the possibility to attach the documents to their “registry”.***

***As a federation, you will be able to access all attached items and will be able as well to attach documents.***

***Procedure for clubs explained in a separate document.***



You can access the attached documents of your clubs by clicking on “Club Competitions Registrations”, then clicking on “Details” of the club. The attachments will be accessible at the bottom of the pop-up window summarising all data.

The screenshot displays the LEN Intranet interface. At the top, there is a navigation bar with 'List Tools' and 'List' tabs. Below this is a toolbar with various actions like 'New Item', 'New Folder', 'View Item', 'Edit Item', 'Delete Item', 'Attach File', 'Workflows', and 'Approve/Reject'. The main content area shows a table with columns for 'Title', 'Competition', 'Year', 'Club', and 'Contact Person'. The table is filtered by 'Status : Confirmed (4)'. A row is selected, and a 'Details' pop-up window is open. The 'Details' window shows a 'Print Request Entry Form' with fields for 'Title', 'Competition', 'Year', 'Club', 'Country', 'Status', 'Payed', 'Contact Person', 'Address', 'Phone', 'Phone 2', 'Fax', 'Fax 2', 'E-mail', and 'Abbreviation'. The 'Attachments' section at the bottom of the details window shows a file named 'Invoice Brescia.docx payment-confirmation.txt'.

Title	Competition	Year	Club	Contact Person
Details	Champions League	2013	[Redacted]	[Redacted]
Details	Champions League	2013	[Redacted]	[Redacted]
Details	Champions League	2013	[Redacted]	[Redacted]

**Club Competitions Registrations - Details**

View

Version History | Alert Me  
Manage Permissions | Workflows  
Edit Item | Delete Item  
Manage | Actions

Print Request Entry Form

Title: Details  
Competition: Champions League  
Year: 2013  
Club: Rijeka  
Country: Italy  
Status: Confirmed  
Payed: Yes  
Contact Person: David  
Address: Ulica etc  
Phone: 003551222222  
Phone 2: 003551222222  
Fax: 003551222222  
Fax 2: 003551222222  
E-mail: david@testrijeka.com  
Abbreviation: RJK  
Note:  
Rule Club 6.2.1  
LEN Rule E 16.4  
Competition Guidelines

Attachments: Invoice Brescia.docx payment-confirmation.txt

Created at 11/01/2013 17:21 by DEMO Rijeka  
Last modified at 15/01/2013 15:38 by System Account

Close

Once you have signed and stamped the documents (Entry Form, Players Lists), you can send them by mail or fax to the LEN Office but also attached them to the club’s profile. To upload a file related to a club in the LEN Intranet, select the club by ticking the little box of the club, and click on “Attach File” on the top menu.



**Forms must be signed and stamped by the General Secretary / President of the Federation  
before posting to the LEN Office:**

**Entry Form**

**By 3<sup>rd</sup> August 2015**

**Players List**

**By 14<sup>th</sup> August 2015 (MEN CL)**

**By 22<sup>nd</sup> September 2015 (MEN EC)**

**By 24<sup>th</sup> November 2015 (WOMEN)**

**Email: [lenoffice@len.eu](mailto:lenoffice@len.eu)**

**-**

**Fax: +41 225 529 989**

Hope all these details are for some assistance and we stay at your disposal in case of any further clarification or query you may have.

Best regards,

LEN Office