

Procedure of ordering of the IJF/EJU Back Numbers

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The athlete, or his National Federation, is obliged to arrange his back number according to ["New back identification of athletes, decision of the IJF Executive Committee in Rotterdam from 21/08/09"](#).

[The back numbers have to be ordered online.](#)

The order process and the explanations thereof are available in

- English
- French
- Russian and
- German.

Access to the online-order process will be:

- Link from IJF Homepage
- Link from EJU Homepage
- (- Link from national organizations)
- Direct access via www.mybacknumber.com/IJF
- Direct access via www.mybacknumber.com/EJU

The order process has 6 steps:

- 1. Creation of backnumber**
- 2. Confirmation and order of backnumber**
- 3. Input buyer data**
- 4.a Input delivery address**
- 4.b Input delivery address - express**
- 5. Input credit card data**
- 6. Order confirmation and closing process**

7. Delivery

to 1. Creation of backnumber

To create the backnumber the athlete inserts his name in the respective field.

The rules for length of name (how many letters can be used, is first and second name allowed, whether the name can be separated, if it is too long a.s.o.) will be defined by IJF/EJU

These "naming rules" will be shown on the site during the process of the creation.

The athlete chooses his country code out of a list.

The final look of his backnumber (name and country code) will be shown in a preview

window.

Additionally he can open a PDF-preview to see the backnumber in a larger view.

to 2. Confirmation and order of backnumber

By using the “order” button the buying process will be started.

The product (backnumber) is now in the shopping cart and the athlete adds the wanted quantity.

to 3. Input buyer data

The athlete adds his personal data. This information will be used for the billing address. (it is therefore possible to order for another person, but the ordering person will be charged.)

To 4a. Input delivery address

The athlete enters the delivery address.

(A recommendation will be shown to use a business- or a club-address as the delivery address, because the delivery will take place during working hours.

The total cost of the order will be shown now.

To 4b. Input delivery address - express

The athlete can choose express delivery (i.e. direct delivery to an event within 24/48hrs). This service will add extra costs.

To 5. Input credit card data

The athlete inserts his credit card data. MasterCard, Visa and American Express are available.

To 6. Order confirmation and closing process

A summary of the order is shown. The button "order now" activates the order, the credit card will be charged and a conformation e-mail will be sent to the athlete.

Furthermore, the site is providing additional information to:

- Shipment costs
- Delivery times
- Terms and conditions
- Frequently asked questions

The site will be held in a very user friendly and simple way and answers all questions the athletes could have. It offers a fast and easy way to order the backnumbers.

To 7. Delivery

The delivery will be processed via a carrier (i.e. UPS, Fedex, DHL). An e-mail address is enclosed in the shipment that can be used in case of damages and problems. The athlete can contact the producer to solve the situation in a fast and direct dialogue.

Delivery items:

To meet international customs and tax regulations the delivery will be declared as "documents" and will contain a booklet of IJF/EJU (A4-size/legal letter size) explaining the handling of the backnumber. It is meant to be a manual. The booklet will be "blown up" a bit in order to make it look like a document delivery.

It will contain:

- Extract of the IJF/EJU backnumber rules
- Description of the ordering process
- Description of the sewing process
- a.s.o.

(all of the above in 4 languages)

The ordered quantity of backnumbers will be enclosed.

Additional information:

Clubs or national organizations can also order in the name of athletes. Therefore the organization will open a buyer's account. After that, the organization does not need to enter the order data over and over again.

(In the future it is planned that an athlete can order for more than one person different numbers. This will not be part of Version 1.)

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