



User Instruction Manual

Version 00 - February 2022



Purpose of the document

*With this document, we want to guide you through **Ludosport+** platform and show you its features.*

Feedbacks

In case you find bugs on the platform or inconsistencies between what shown in the document and your experience, please let us know filling in this form:

→ <https://forms.gle/ziACHK9XVcP914u1A>









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1. READ ME FIRST

1.1 DESCRIPTIVE ICONS

Descriptive icons will help you highlight certain topics and find useful information more easily.

	<i>Important information</i>
	<i>Good to know - Tricks</i>
	<i>Risk in front of a parameter setting or of a specific action</i>
	<i>Action to be avoided</i>
	<i>Mandatory action</i>
	<i>Sensitive or difficult procedure.</i>
	<i>Actions reserved for the Administrators</i>
	<i>Actions reserved for the Users</i>

2. LUDOSPORT OFFICIAL WEBSITES

LudoSport Network has three official websites:

- **ludosport.net** where we describe our discipline to the world;
- **slm.ludosport.net** where the founding Masters (SLM) publish the technical reference of the discipline, the rules and speak their voice;
- **elearning.ludosport.net/competitions** "LudoSport+", the only digital platform where to find official activities of Ludosport Network, Athletes Ranking, Instructor Courses Calendar, etc.

Academies and Clubs may publish local activities in the way most convenient to reach their audience on the territory.

2.1 WHY LUDOSPORT+?

On 2014, SLM and the International Network Team invested on a project to create an environment where LudoSport practitioners could interact and track their performance. This environment was named "myLudoSport" but after some years of use it became obsolete and difficult to upgrade.

With the increased demand raised by Academies and Athletes to track the ranking system of competitions LudoSport International and SLM agreed to develop a new platform to replace and improve the features provided to LudoSporters and ease up the growth of Athletes, Instructors and Academies.

3. LUDOSPORT+

3.1 CURRENT FEATURES

Active features of LudoSport+ as of February 2022 (Detailed instructions provided in section 6):

A) Ranking of Athletes

Athletes gather Style and War points in Rated competitions. These concur to define their Global and National ranking each year. Each year, the Top Athletes will gain access to the Champions' Arena together with the Winners of the National tournaments.

B) Calendar

The Calendar of LudoSport International showing authorized Global Events.

C) Shop

The e-shop where Users Can activate their yearly Membership and Active Members and Athletes can purchase digital resources or book services by SLM / International Network.

D) Academy/Hall Activation and Renewal

The tool to request the activation of a new official LudoSport Academy / Hall that will be listed on LudoSport websites.

E) Discussion Groups

Where Active Members, Athletes, Teachers and Managers can interact among themselves on general or specific topics.

3.2 FEATURES IN DEVELOPMENT PHASE

Features that the International Network are developing and will become available in the next future:

F) Team Ranking

G) Duels (Coming Soon)

H) Athlete Card (Coming Soon)

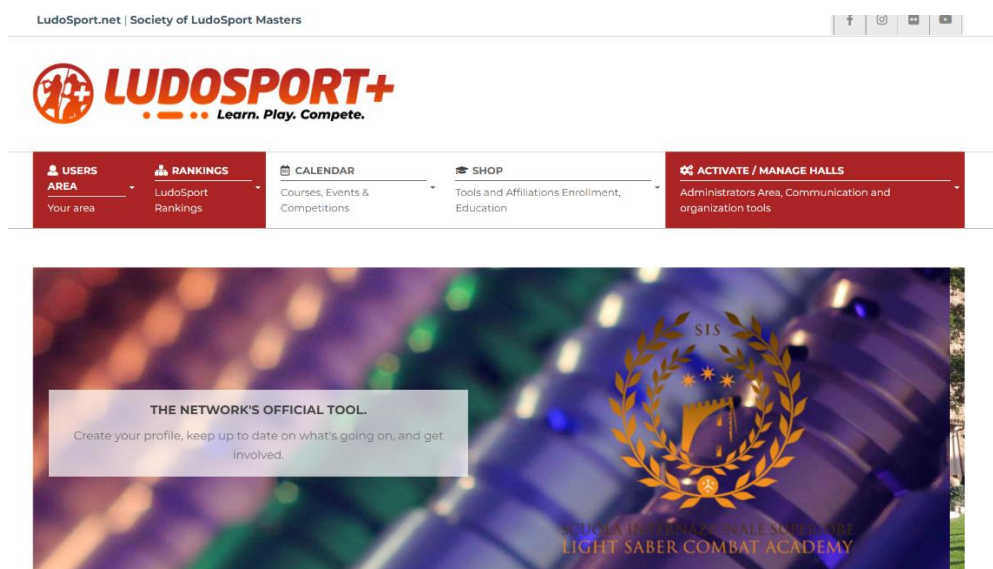
I) Theory Courses for Instructors (Now requires an additional login provided by Administrators)

Other features will be announced when feasibility studies and testing will be completed.

3.3 WEBSITE LAYOUT

A Navigation Menu is visible on every page of the platform. Some items are directly clickable and linked to the pages, others collect submenus.

Just below the Home Page slider there is the access to the User Creation Tool (mandatory before activating a Membership).



3.4 NAVIGATION MENU

The Navigation Menu is divided into five main Categories:



USER AREA where Users can manage access social features, tools and manage their account.

RANKING where everyone can consult Global and Local Rankings of Athletes and results of past Top Tier Tournaments.

CALENDAR where everyone can find the official Global events authorized by SLM / International Network. Team Managers can submit here the calendar drafts of Global events organized by their Academies. Users can submit here requests for an Activity that they want from SLM / International Network

SHOP where to purchase Memberships, Digital Resources (example: Theory Course to become Form 1 Instructor), licenses for Instructor Exams, Reservation to Scuola Internazionale Superiore (SIS), etc.



ACTIVATE / MANAGE HALLS where administrators, Team Managers can access the tools to manage their Academy / Club and Athletes.

3.5 ALL MENU ITEMS

- *Users Area*
 - *My Account*
 - *My Digital Resources*
 - *My Athlete Data*
 - *L+ Personal Activity*
 - *L+ Profile*
 - *L+ Your Discussion Groups*
 - *Groups*
 - *LudoSport Member List*
- *Rankings*
 - *Global Ranking*
 - *National Ranking*
 - *Team Ranking*
 - *Art Performance Ranking*
 - *The Champions*
- *Calendar*
 - *Activity Request Form*
 - *Calendar Request Form*
- *Shop*
 - *Cart*
 - *Digital Resources (BETA)*
 - *Events / SIS*
 - *Membership Activation*
- *Activate / Manage Halls*
 - *Active Academies and Clubs*
 - *Active Athletes*
 - *Hall Activation / Renewal*
 - *Manage Athletes*
 - *Manage Halls*
 - *Bulk Membership Request*

4. MEMBERSHIP ACTIVATION

Scroll down the home Page until the block tab. Each tab is according to the steps you will need to follow to complete the procedure.

4.1 STEP 1: CREATE YOUR USER ID AND REGISTER

Start with clicking the REGISTER button shown on Tab 1 and follow instructions.



Do not click on LOGIN button if you didn't complete the registration.



Note: If you have already registered in the ALPHA release of LudoSport+ platform in 2021, you do not need to register but you can simply log in with the id and password you already created.

Clicking on REGISTER button loads the form where you must fill in the requested information.



Suggestion: if you had a myludosport Battle Name and want it again, fill it as the **Username**.

Read the terms of use and **check** the acceptance box.




the first option of the "Quick background info" is used to fool the bots. Selecting that that box, all data you provided will be deleted. the account will be deleted!

Enter your First Name and Last Name (no nicknames here). Select the **Academy/Venue** where you participate to courses, if you do. Flag the captcha prompt and click the Register button.

Congratulations, you completed the STEP 1, the basic account has been created. Check you email, you will find the instruction for the next step.

4.2 STEP 2: SET-UP YOUR PASSWORD



Enter your new password below or generate one.

New password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ &).


[Generate Password](#) [Save Password](#)

[Log in](#) | [Register](#)

[← Go to LudoSport+](#)

Create a password for your account and click "Save Password".

4.3 STEP 3: LOGIN TO YOUR USER ACCOUNT



Username or Email Address


Password

☐ Remember Me [Log In](#)

[Register](#) | [Lost your password?](#)

[← Go to LudoSport+](#)

[Privacy Policy](#)

 [English \(United States\)](#) [Change](#)

Type the Username and Password you selected.

4.4 FROM USER TO MEMBER



Check with your Academy if LudoSport+ Membership activation fee is included in the tuition. In such case, the Academy must provide you with a code that will allow the activation of LudoSport+ Membership at no additional cost for you. You will need the code at the Cart checkout.

Paying the fee results in the activation of the Membership making the registered User eligible to participate to Academy activities, official events and competitions, it is NOT the purchase of additional services. An Active Membership is mandatory for every practitioner of LudoSport. Click Tab 2 to reveal the Membership options. Depending on the Membership type you need to activate, click on the corresponding line.

1- Access to LudoSport Network
2 -Membership Fees
3- Use your LudoSport+
4- Live the experience

Support the Network

€ 29,99/year
Membership senior (over 14)

€ 19,99/year
Membership junior (under 14)

2 -Second step: Click above to pay the fee that allows you to obtain the status of active member of the LudoSport Network.



Did you know? Membership fees are the contributions that allow the sustainability of International Network and Founder Masters. It is thanks to this contribution that we can continue the development and the growth of LudoSport.

Before the creation of LudoSport+, it was always a duty of Academies to collect the fees from Athletes and transfer them. LudoSport+ allowed to simplify the process leaving less bureaucracy to manage. Unless otherwise indicated, what you pay to the Academy for your enrolment is what it needs to provide you the corresponding services.

Active Membership provides:

- ★ Eligibility to sign-up to courses, classes and events in LudoSport Academies/Clubs;
- ★ Activation of your Athlete profile on L+;
- ★ Listing on National and Global Rankings on L+;
- ★ Ability to create a new LudoSport Hall;
- ★ Ability to sign-up to Form 1 Instructor Courses;

JUNIOR: Up to 14 y.o. at the moment of the activation;
SENIOR: More than 14 y.o. at the moment of activation;

Select the appropriate Membership type for the User.

JUNIOR: up to 14 years old;

SENIOR: Above 14 years old.

Showing all 2 results

Sort by latest

LUDOSPORT NETWORK
MEMBERSHIP ACTIVATION –
JUNIOR
19.99 €
ADD TO CART

LUDOSPORT NETWORK
MEMBERSHIP ACTIVATION –
SENIOR
29.99 €
ADD TO CART

Click on the cart button.

If your Academy tuition includes the Membership activation fee, fill in the code provided to you in the Coupon field before clicking the Checkout.

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LUDOSPORT+
Learn. Play. Compete.

RANKINGS LudoSport Rankings
USERS AREA Your area
CALENDAR Courses, Events & Competitions
SHOP Tools and Affiliations Enrollment, Education
ACTIVATE / MANAGE HALLS Administrators Area, Communication and organization tools

Cart

PRODUCT	PRICE	QUANTITY	SUBTOTAL
LudoSport Network member activation SENIOR	29,99 €	1	29,99 €

Coupon: **APPLY COUPON** **UPDATE CART**

CART TOTALS

SUBTOTAL	29,99 €
TOTAL	29,99 €

PROCEED TO CHECKOUT

Complete the Billing details required to process the payment.

Checkout

☐ Have a coupon? [Click here to enter your code](#)

Billing details

First name *

Last name *

Company name (optional)

Country / Region *

Street address *

Postcode / ZIP *

Town / City *

Province *

Phone (optional)

Email address *

Invoice or Receipt (optional)

Tax Code

Additional information

Order notes (optional)

Your order

PRODUCT	SUBTOTAL
LudoSport Network member activation SENIOR * 1	29,99 €
SUBTOTAL	29,99 €
TOTAL	29,99 €

Credit Card or paypal

What is PayPal?

Pay with your credit card or PayPal

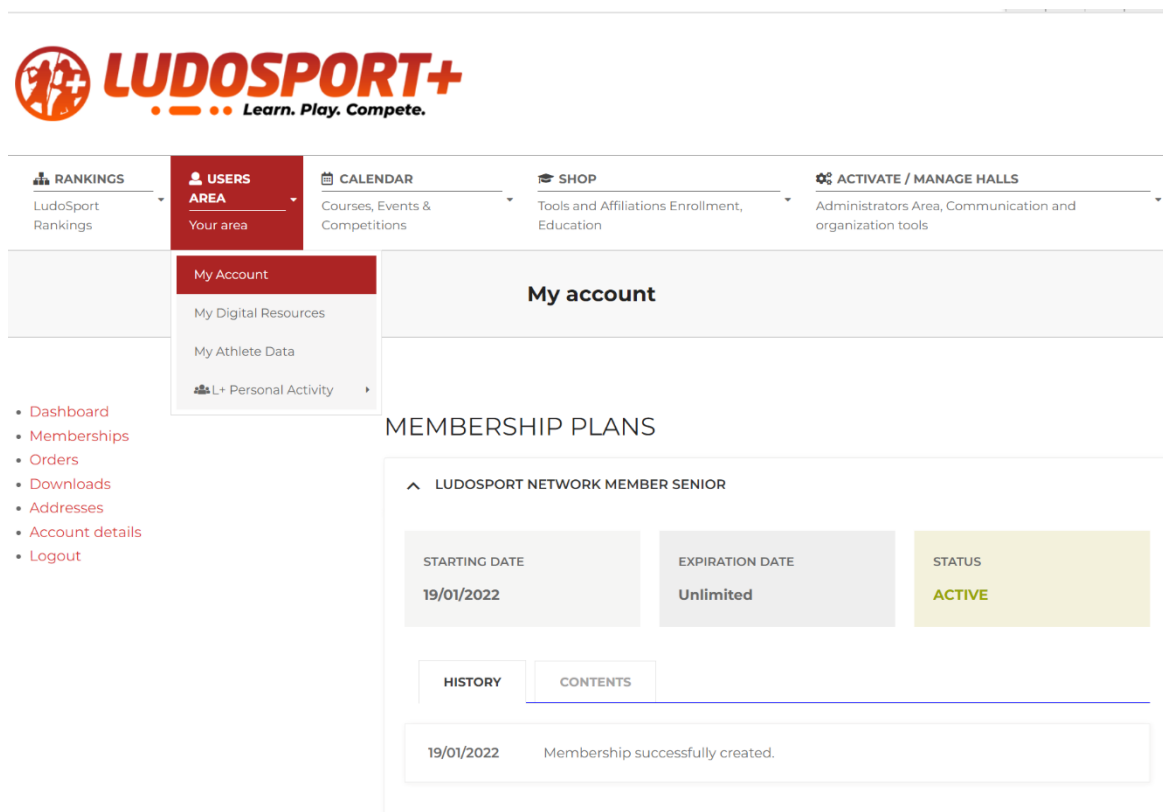
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

PLACE ORDER

4.5 ACTIVE MEMBERSHIP AND ATHLETE PROFILE ACTIVATION

When you complete the procedure, the Administrators of LudoSport+ will receive a notification. **Within 1-2 working days** your name will appear in the list of the **Network Members** and if you are part of an Academy, they will activate the **Athlete** profile associated to your User.

Select **MY ACCOUNT** menu option under **USERS AREA** to check the status of your membership and other information about your user profile.



LUDOSPORT+
Learn. Play. Compete.

USERS AREA
Your area

My account

MEMBERSHIP PLANS

LUDOSPORT NETWORK MEMBER SENIOR

STARTING DATE	EXPIRATION DATE	STATUS
19/01/2022	Unlimited	ACTIVE

HISTORY **CONTENTS**

19/01/2022 Membership successfully created.

Once that the Administrators confirm your Membership Activation, you will have access LudoSport+ features reserved for Members. If applicable, your Athlete ranking will become active and visible... your experience as an athlete has started!



The LudoSport+ profile and the LudoSport Athlete profile aren't the same. They share only a portion of the information you have provided.

5. ACTIVE ACCOUNT SET-UP

5.1 LUDOSPORT+ PROFILE CONFIGURATION

LudoSport+ profile represents you when interacting with others on the digital platform (requires Active Membership).

You can add friends and join discussion groups to share your thoughts and ideas with others. Some groups are restricted to Teachers, Rectors, Sabersmiths, etc.

Access your profile scrolling **USERS AREA** menu until **L+ Personal Activity** submenu and then clicking on **L+ Profile**.

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USERS AREA
 Your area

RANKINGS
 LudoSport Rankings

CALENDAR
 Courses, Events & Competitions

SHOP
 Tools and Affiliations Enrollment, Education

ACTIVATE / MANAGE HALLS
 Administrators Area, Communication and organization tools

My Account
 My Digital Resources
 My Athlete Data
L+ Personal Activity
 LudoSport Member List

L+ Profile
 LudoSport+ User profile
 L+ Your Discussion Groups
 Groups
 Join a group

Daniele Maggi
 Activity **Profile** Notifications 0 Friends 0 Groups 0 Settings
 View Edit Change Profile Photo


YOU LUDOSPORT+ SOCIAL DATA

Name	Daniele Maggi
Academy	LudoSport Alpha

5.2 ATHLETE PROFILE CONFIGURATION

Scroll **USERS AREA** menu and click on **MY ATHLETE DATA**.

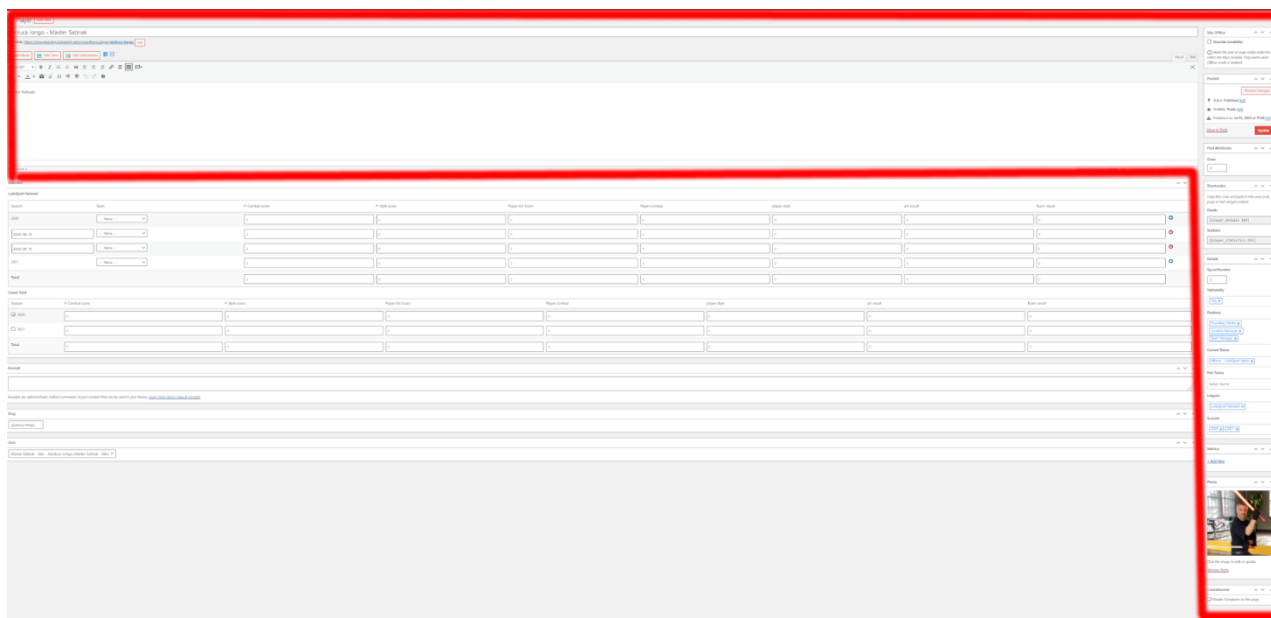
LudoSport+ opens a page with a table with your name and an excerpt of some information.

ne	Positions	Nationality	Teams	Leagues	Seasons	Image	Author ▲
nluca longo - ster Sabnak Quick Edit Duplicate Trash View	Founding Master, Location Manager, Team Manager	ita	Milano - LudoSport Alpha ✓	LudoSport Network	2020, 2021		Master Sabnak - Gianluca Longo

Clicking on your name will open the page where you can add/edit information about your role as an active practitioner.



WARNING: DO NOT edit the fields outside the red area highlighted in the image below. Some features may stop working properly for your Athlete profile if you do.



You'll have different areas available to complete your information. When you are done editing and before closing/exiting the page, click on the **UPDATE** button to save the data.

A **text area** in the center page, where you'll be able to enter what you think is appropriate and layout the contents using the editor. Following fields are stacked in a **column on the right**:

Positions field: your current rank as an Athlete (Novizio, Iniziato, Accademico, Cavaliere).

Current Teams field: the Academy / Hall where you practice. It's pre-filled with the selection you chose when registering initially.

Past teams field: in case you have been in other Academies / Halls previously.

Leagues field *where you can select the types of competitions where you participate:*

- *"Active member List" will show your Athlete Profile in the individual competition ranking;*
- *"Art performance rating" will show your Athlete Profile in the art performance competitions;*
- *"Team-Rating" will show your Athlete Profile in the team competition rankings (Coming Soon)*

Nationality field: *Specify here your nationality*

Season Field: *Specify here the Competition Season for your Athlete profile;*

Photo field: *Upload here the picture that you want to be displayed for your Athlete Profile.*



Warning: Picture size shouldn't exceed 300 x 300 pixels to avoid visualization issues.

6. LUDOSPORT+ FEATURES

6.1 GROUPS

LudoSport+ was designed to give importance to Members desire to interact and communicate. We are all used to social apps such as Facebook, Telegram, Wu, etc . The communication system works with discussion **GROUPS**.

It is often complicated to retrieve an information or communication that has been published about our discipline, so we decided to build a place where conversations and communications of general interest can be collected.



Groups in LudoSport+ do not want to replace the social networks and are designed to allow members of the Network to receive official answers, ask specific questions, coordinate activities. Fun and entertaining discussions shall be kept on social networks.

Access the Groups scrolling **USERS AREA** menu and submenu **L+ Activities**. The page shows the list of existing groups and on the right a button to request access to the group.

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LUDOSPORT+
Learn. Play. Compete.

USERS AREA | RANKINGS | CALENDAR | SHOP | ACTIVATE / MANAGE HALLS

Groups

Search Groups... SEARCH

All Groups 5

Order By: Last Active

Viewing 1 - 5 of 5 groups

LudoSport fan club
3 months ago
User dialogues Users not affiliated with LudoSport network
Public Group / 14 members
Join Group

LudoSport Instructors
5 months ago
technicians, instructors and assistants
Private Group / 27 members
Request Membership

Development and improvement
5 months ago
For the LudoSport Network "Development and improvement team" only
Private Group / 1 member
Request Membership

LudoSport Network Members
8 months ago
Generic LudoSport Network Members discussions
Private Group / 17 members
Request Membership

LudoSports Managers
9 months ago
Discussion between the managers of our training centers
Private Group / 11 members
Request Membership

Viewing 1 - 5 of 5 groups

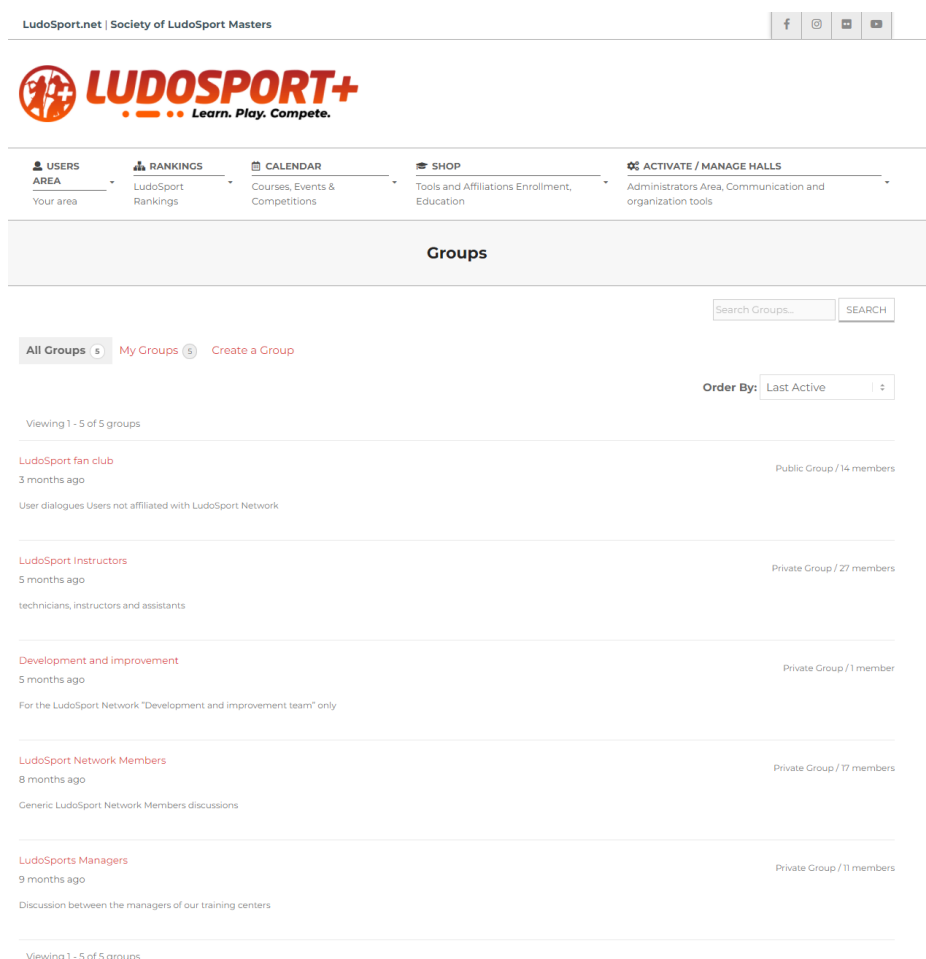


The Groups Administrators will receive your requests and will manually grant you access.

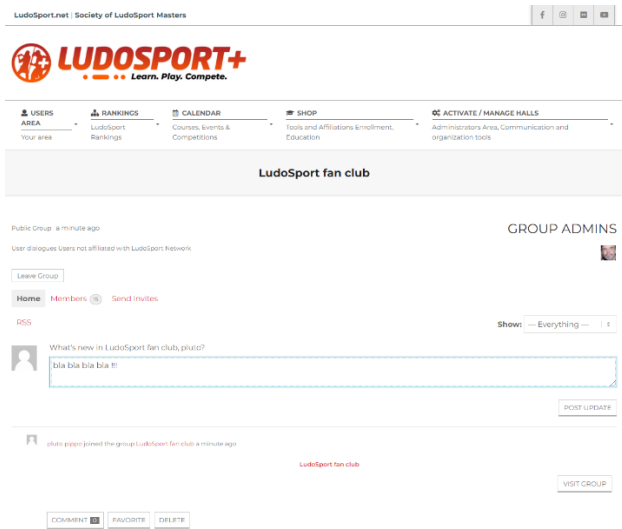
Groups created at the launch of LudoSport+ are:

- a) *LudoSport fan club : open group for who likes LudoSport and may not yet have an Academy / Hall where to train nearby;*
- b) *LudoSport Instructors : dedicated to Active Members that are Instructors certified by SLM;*
- c) *Development and improvement : dedicated to people who are involved in development activities, such as websites, apps, software for our sabers, etc.*
- d) *LudoSport Network Members It is the group designed for all users who have activated their Membership and therefore they are regularly registered in the LudoSport Network.*
- e) *LudoSports Managers - dedicated to Active Members who have Management responsibilities and want to discuss with SLM or International Network executives.*
- f) *Official Communications : where to find the official communications of the Network.*

Upon request, and based on different needs, new groups may be created with the aim of further improving access to information.



When you click on one of the groups you have access to, you can start a discussion. Once the text is published, the other members of the group will see the notification of a new activity and will be able to interact with what you have published.



6.2 RANKINGS

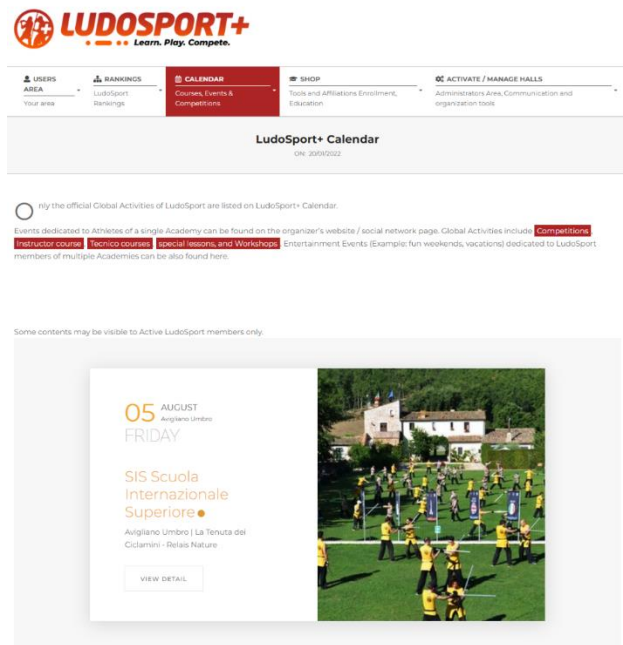
This feature shows Athletes' rank for different types of competitions. Individual ranking is currently available both as Global and National.

The list of the Champions winning the past editions of LudoSport Top tournaments is available here.

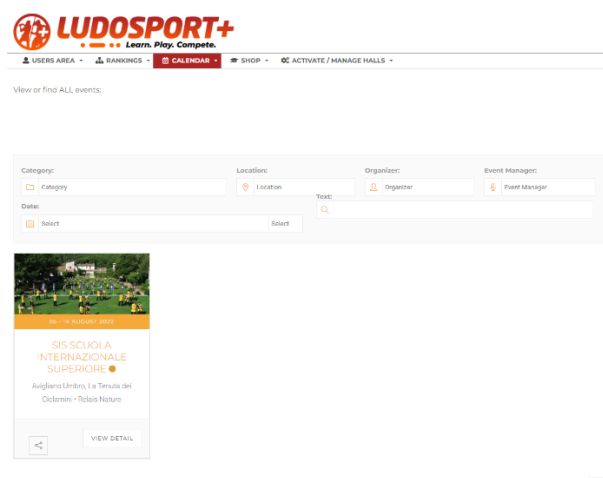
6.3 CALENDAR

We want to help people who seek information about the official activities of LudoSport that may be of their interest without forcing them to browse among several social networks or websites.

Top section of Calendar page consists in a box that contains the different calendar entries, in order of date.



The bottom section features a research tool where you can filter the events on the basis of different criteria, making it easier to find what you are looking for when there are many calendar entries.



Calendar shows only official and authorized events of Global interest, i.e. activities that are open to practitioners of more than one Academy.

Some Examples :

- *Open Tournaments accessible by Athletes of multiple Academies;*
- *Instructor Courses;*
- *Tecnico Courses;*
- *Awakens Events;*
- *Scuola Internazionale Superiore (SIS);*
- *National Tournaments;*
- *Champions' Arena;*
- *Art Performance Events;*
- *LudoSport Weekends;*



Global Activities not listed on LudoSport+ Calendar are not authorized by SLM / International Network.

On the other hand, local activities or participation to Conventions limited to practitioners of an Academy / Hall are not shown here and shall be found on the tool chosen by the local team.

HOW TO REQUEST THE PUBLICATION OF AN ACTIVITY ON LUDOSPORT+ CALENDAR?

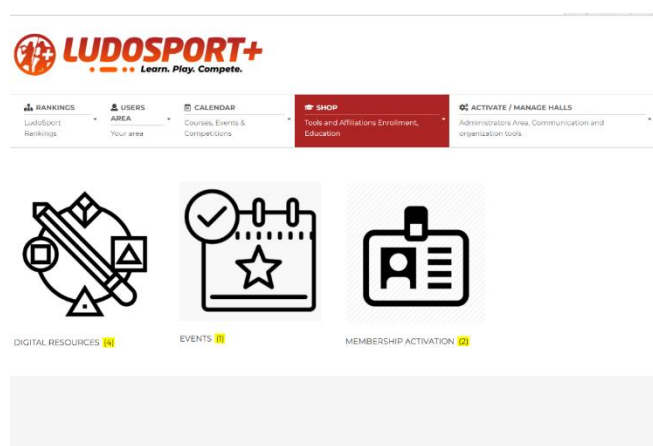
- A) Responsible Manager fills ACTIVITY REQUEST FORM accessible under the Calendar menu;*
- B) Responsible Manager receives feedback from SLM / International Network;*
- C) Once approved, the Responsible Manager is authorized to submit the CALENDAR REQUEST FORM;*
- D) If the submitted form is compliant with the feedback received by SLM / International Network, it will be published.*

6.4 SHOP

Shop Cart collects all products that you selected for purchase.

Products are divided into Categories:

- Digital Resources
- Events
- Memberships.



Digital Resources (BETA)



This feature is still in BETA on the current LudoSport+ architecture. Manual actions by Administrators may be required to grant access to the Theory Courses.

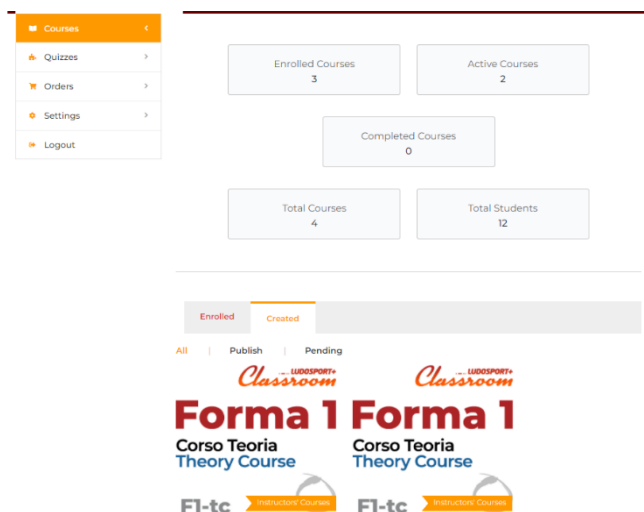
The "Digital Resources" category can be accessed under the **SHOP** menu and shows the digital resources needed to get an Instructor license.



Click on the digital resource to open the detailed view or simply click "ADD TO CART" button. After the purchase, your request will be processed by an Administrator manually and the resource will become available for you. The system will add your name among the "subscribers" of the resource.



To access the contents of the digital resource, click on **USERS AREA** menu and then **MY DIGITAL RESOURCES**.



The contents of the resources are shown almost like a real course and the system will keep track of your progress.

Events / SIS

The "Events" category Includes any services related to events that require payment, such as the SIS.

Membership Activation

See Section 4.4.

6.5 ACTIVATE/MANAGE HALLS

This section contains features and tools for managers who want to activate an official LudoSport Academy / Hall, renew the activation, manage data of their Athletes / Halls or bulk order Memberships.

Active Academies and Clubs

Check here the list of active Academies / Halls and edit information about your Academy / Hall.

Active Athletes

Check here the list of Active athletes, regardless of their ranking.

Hall Activation / Renewal

Submit here the request to Activate / Renew activation of an Academy / Hall.

Manage Athletes

Managers edit here information of the Athletes of their Academies.

Manage Halls

Bulk Membership Request

Bulk order here codes to activate Memberships.

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