

# ABAM/Archery Canada Membership Profile Instructions

A step by step guide to access the Archery Canada Registrant/Scoring/Ranking Database to attain your Membership Card

# Step 1

If you have submitted your registration with in five business days online or via mail, please confirm receipt of your registration by emailing [info@abam.ca](mailto:info@abam.ca) to ensure you have been entered into the system as a new member or have been renewed in the system as an existing member.

# Step 2

Following Step 1 go to:

<https://can.service.ianseo.net/> (link can be found on the ABAM Membership Page)

# Step 3

You will arrive at the page below. Please click "Login"



The screenshot shows the Archery Canada website interface. At the top, there is a navigation menu with buttons for "Competitions", "Clubs", "Archers", and "Login". The "Login" button is highlighted. In the top right corner, there is a Canadian flag icon. The main content area features the Archery Canada logo, which includes a stylized archer and the text "ARCHERY TIR À L'ARC CANADA". Below the logo, the main heading reads "Archery Canada Registrant/Scoring/Ranking Database/Base de données des inscrits, des pointages et des classements de Tir à l'arc Canada".

**To log on (membership # required).**  
If you do not have a password (which you should have received from your Province), you can request one by using the "forgot password" feature, then one will be provided, which you can change. Your Club or Province must have entered your email address, or you will not be able to access the system. Membership status can be verified without logging on.

**Pour se connecter au numéro de membre requis.**  
Si vous n'avez pas de mot de passe (que vous devriez avoir reçu de votre province), vous pouvez en demander un en utilisant la fonction «Mot de passe oublié», puis on vous en fournira un, que vous pouvez modifier. Votre club ou votre province doit avoir entré votre adresse de courriel, sinon vous ne pourrez pas accéder au système. Le statut des membres peut être vérifié sans se connecter.

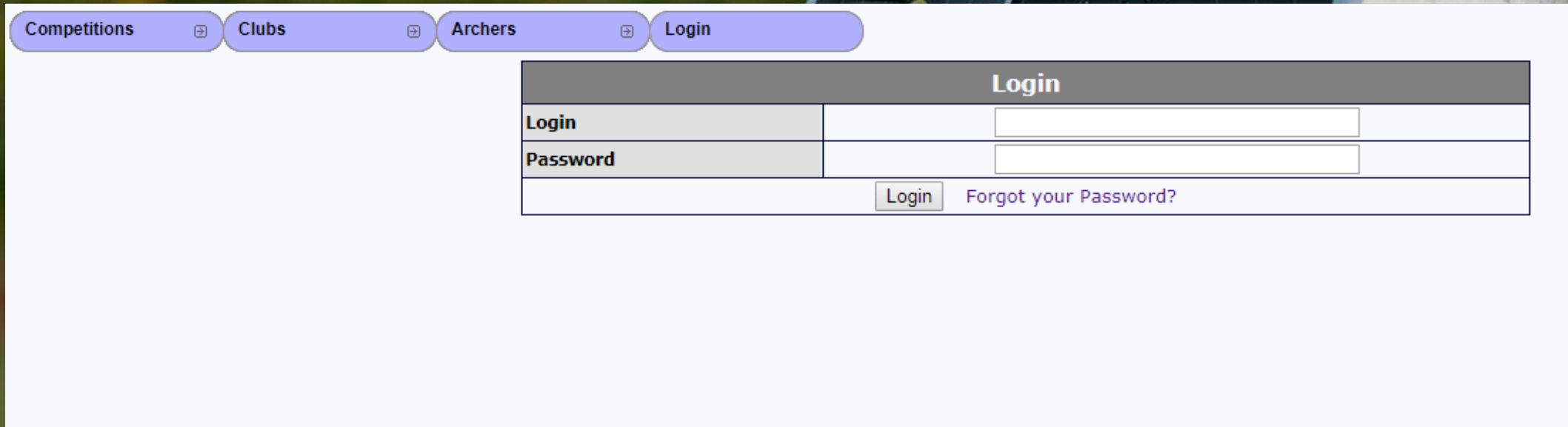
**Tournament/Ranking Results (log on not required)**  
To view tournament results go to the Competition drop down and choose from the list or use the search feature. Note that results/ranking for 2016 and earlier are only for testing purposes and do not reflect actual ranking or results.

**Résultats de tournois / de classement (connexion non requise)**  
Pour afficher les résultats du tournoi, accédez au menu déroulant intitulé Compétitions et choisissez dans la liste ou utilisez la fonction de recherche. Notez que les résultats et classements de 2016 et antérieurs sont uniquement à des fins de test et ne reflètent pas le classement ou les résultats réels.

# Step 4

If you have not setup your profile previously, please click the “Forgot your Password?” Button

Note, if you know your “Login” & “Password”, please skip to Step 11



The screenshot shows a navigation menu with four items: "Competitions", "Clubs", "Archers", and "Login". The "Login" item is highlighted. Below the menu is a login form with the following structure:

Login	
Login	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/> <a href="#">Forgot your Password?</a>	

# Step 5

Enter the email address your indicted in your registration.

Please note: Members entered into the system prior to 2017 may not have an email associated with their profile. To verify, please email [info@abam.ca](mailto:info@abam.ca)

Competitions



Clubs



Archers



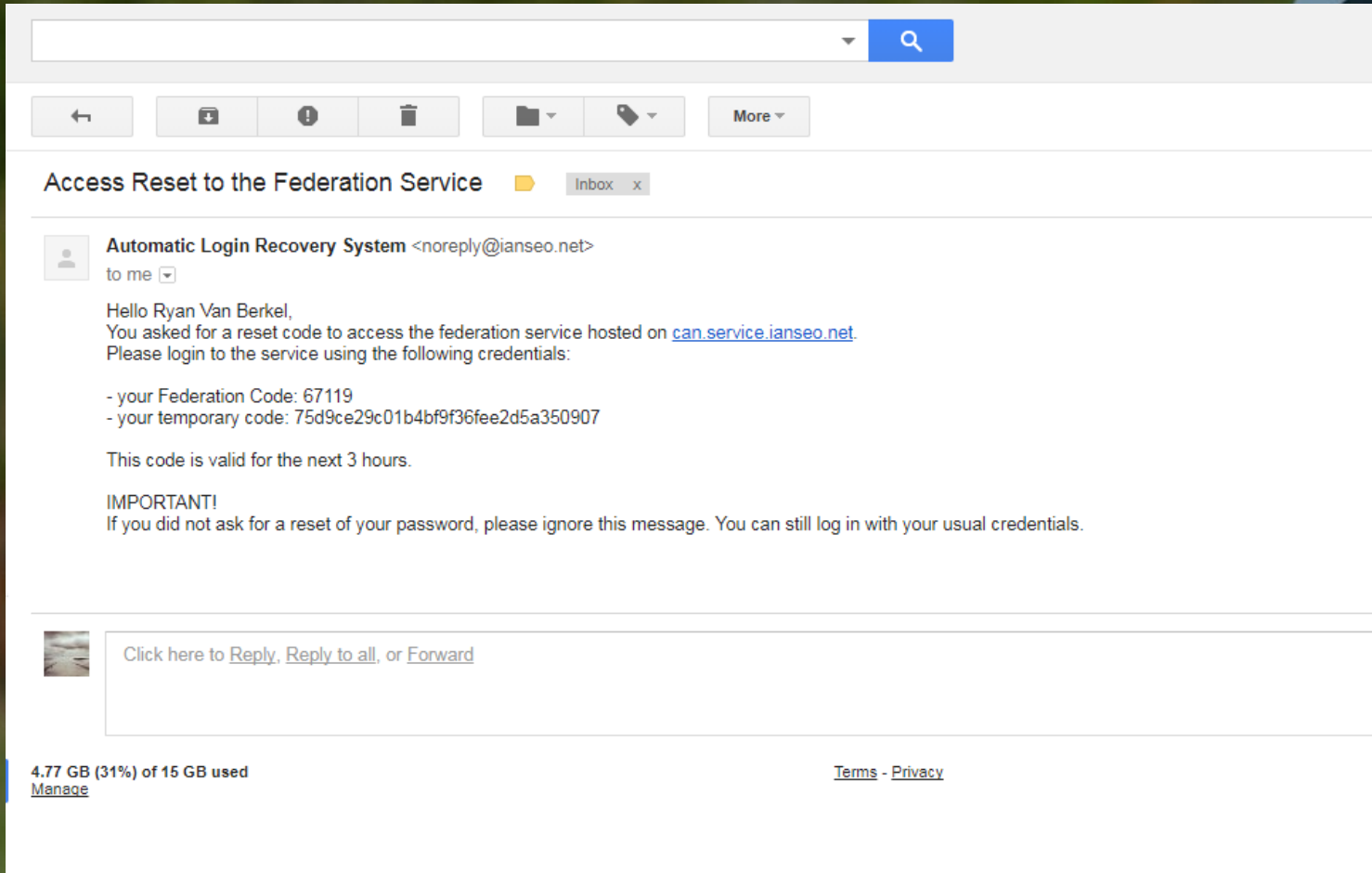
Login

## Send Password

Please insert the email you are registered with or your Federation Code. An email will be sent to your registered mail with an unlock code. Follow the steps on the email to access your account.

Send Password

# Step 6



The screenshot shows an email client interface. At the top, there is a search bar and navigation icons. The email subject is "Access Reset to the Federation Service". The sender is "Automatic Login Recovery System <noreply@ianseo.net>". The email body contains the following text:

Hello Ryan Van Berkel,  
You asked for a reset code to access the federation service hosted on [can.service.ianseo.net](http://can.service.ianseo.net).  
Please login to the service using the following credentials:

- your Federation Code: 67119
- your temporary code: 75d9ce29c01b4bf9f36fee2d5a350907

This code is valid for the next 3 hours.

**IMPORTANT!**  
If you did not ask for a reset of your password, please ignore this message. You can still log in with your usual credentials.

At the bottom of the email, there is a link: "Click here to [Reply](#), [Reply to all](#), or [Forward](#)".

At the bottom of the email client interface, it shows "4.77 GB (31%) of 15 GB used" and links for "Terms - Privacy" and "Manage".

Once you have entered your email into the "Forgot your Password" and clicked send, You will receive an email like the example on this page.

Write down the Federation Code and Temporary Code and return to the main page ([can.service.ianseo.net](http://can.service.ianseo.net))

Use the Federation Code in the "Login" Field and the Temporary Code in the "Password Field"

Please Note, your Federation Code is the same as your 4 digit ABAM code with the initial MB before it.

# Step 7

As noted in Step 6, enter your Federation Code in the "Login" Field and the Temporary Code in the "Password" Field

Competitions Clubs Archers Login

Login	
Login	67119
Password	.....
<input type="button" value="Login"/> <a href="#">Forgot your Password?</a>	

# Step 8

Once you have entered the correct information in the fields, the main page will show your name as a menu option highlighted in yellow.

Click that menu option to edit your profile




The screenshot shows a web interface with a navigation bar at the top containing the following items: 'Competitions', 'Clubs', 'Archers', and 'Ryan Van Berkel'. The 'Ryan Van Berkel' item is highlighted in yellow. To the right of the navigation bar is a small Canadian flag icon. Below the navigation bar is the Archery Canada logo, which consists of the word 'ARCHERY' in blue, a stylized archer icon in blue and red, and the words 'TIR À L'ARC' in blue above the word 'CANADA' in large red letters. Below the logo is the main heading: 'Archery Canada Registrant/Scoring/Ranking Database/Base de données des inscrits, des pointages et des classements de Tir à l'arc Canada'. Underneath this heading is a welcome message: 'Welcome Registered User!/Bienvenue utilisateur enregistré!'.



# Step 9

Competitions Clubs Archers **Ryan Van Berkel**

### Archer Detail

Archer ID	67119
World Archery Id	0 <small>Input "0" to indicate "NO World Archery Id"</small>
Family Name*	Van Berkel
Archer Given Name*	Ryan
Date of birth* <small>(YYYY-MM-DD)</small>	1985-10-07
Gender	Male
Active archer	Yes
Paralympic Archer	No
Classified	No
Classification	
First Nation	No
Head of Family	<input type="checkbox"/>
Picture	 <input type="checkbox"/> Delete Picture <input type="button" value="Choose File"/> No file chosen
Registered Since	2015-07-06
Registered Till	2018-12-31 <small>This date will be set by Federation once the registration/renewal procedure is finished.</small>
Age Class	M - Men
Scoring Class	-- none --
Sub Class	-- none --
Preferred Division	-- none --
Club	665 - Interlake Archers
Password	
Repeat password	

When you arrive at the "Archer Detail" page, please ensure to set a password in the "Password" & "Repeat Password" Fields.

This will be your password moving forward.

Once you have entered a password, you are able to enter as much user information into the profile as you would like.

Please note, there is an option to upload a picture that will appear on your member card.

# Step 10


Archer Address	Zip	
	Place	
	State	
	Country	
	Notes	
Archer Address 2	Default address	<input type="radio"/>
	Reference	
	Address	
	Zip	
	Place	
	State	
	Country	
Notes		
Coaching skills		
Judging skills		
Notes	Entered by AI 2015/7/6 - updated 2016/6/13	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Once you have entered your new password and any other information into the profile, you must scroll to the bottom of the page and click "Save" to ensure all information and/or your photo properly uploads into the system.

Please note: When you click save, the page will automatically reload.

You will not be given a notification that the information has been saved.

# Step 11

Competitions		Clubs		Archers		Ryan Van Berkel	
		Archer List					
Archer ID	67119	Active Coaches					
World Archery Id	0	Active Judges					
Family Name*	Van Berkel	Search Archer					
Archer Given Name*	Ryan	Archers Ranking					
Date of birth* (mm-dd)	1985-10-07	Edit Archer					
Gender	Male	New Archer					
Active archer	Yes						
Paralympic Archer	No						
Classified	No						
Classification							
First Nation	No						
Head of Family	<input type="checkbox"/>						
Picture							
	<input type="checkbox"/> Delete Picture						
	Choose File   No file chosen						
Registered Since	2015-07-06						
Registered Till	2018-12-31	This date will be set by Federation once the registration/renewal procedure is finished.					
Age Class	M - Men						
Scoring Class	-- none --						

The next step is to access your membership card for printing.

Move your mouse to the "Archers" drop down menu and select "Search Archers"

# Step 12

Competitions Clubs Archers Ryan Van Berkel

Search Archer	
Archer ID/Name	<input type="text" value="van berkel"/>
Club Code/Name	<input type="text"/>
Club Region	-- All Regions --
Gender	-- All --
Date of birth	= <input type="text"/> (yyyy-mm-dd)
Age Class	-- All Classes --
Scoring Class	Select All Class
Sub Class	-- All SubClasses --
Registration Date	= <input type="text"/> (yyyy-mm-dd)
Registration End Date	= <input type="text"/> (yyyy-mm-dd)
Active archer	-- All Archers --
First Nation	-- All Archers --
Paralympic Archer	-- All Archers --
Classified	-- All Archers --
<input type="button" value="Search"/>	
<a href="#">Clear...</a>	

Search your own profile by entering your name into the "Archer ID/ Name" Field

Or

Your Federation Code (ABAM#) into the "Club Code / Name" Field.

Then Click "Search"

# Step 13

Competitions Clubs Archers Ryan Van Berkel

Archer List

Found 1 records

Archer ID	Name	Gender	Club	Archer Class/SubClass	Administration
67119	Van Berkel Ryan	M	665 - Interlake Archers	M - Men	edit Privilege

[Refine Search](#)  
[View All...](#)


After clicking "Search" you will arrive at page with a list of one or more people, click on your name.

Please note, if some one else in the National Database has the same name, they will be listed as well. Your account will be indicated by the provincial abbreviation "MB" with your "Archery ID"

# Step 14

Competitions Clubs Archers **Ryan Van Berkel**

### Archer Detail

Archer ID	67119	
Name	Van Berkel Ryan	
Date of birth	7 Oct 1985	
Gender	M	
Active archer	Yes	
Registered Since	6 Jul 2015	
Registered Till	31 Dec 2018	
Paralympic Archer	No	
First Nation	No	
Age Class	M - Men	
Club	<a href="#">665 - Interlake Archers</a>	
Notes	Entered by AI 2015/7/6 - updated 2016/6/13	
<a href="#">View All...</a>		
...edit... Privilege		
Move to Club		

After you click your name, you will arrive at a page showing a summarized version of the "Archer Detail"

From here to access your membership card,

Click the red and white "PDF" Symbol in the top right hand corner of the page

# Step 15



This screen will show your member card which will state the year of the membership and include your Name, Federation Number Gender and ABAM Affiliation.

If you the card does not include your local club, please email [info@abam.ca](mailto:info@abam.ca) to have your club affiliation updated.