

IMPORTANT NOTE

The UCI GetYourEvent platform, accessible on uci.getyourevent.online, enables you to request both accreditations and access to the UCI VIP Lounge.

As a first step, we kindly ask you to register for accreditations as per your entitled quotas. Once this step has been completed, you will be able to request access to the UCI VIP Lounge; the names of the individuals registered for accreditation will automatically be features on the corresponding tab. In order to obtain all the information on the procedure to request accreditation, we kindly invite you to consult the user guide available under the menu “Support – Guides” of the platform.

For those who do not need accreditation, you can add their names directly on the UCI VIP Lounge tab without going through the accreditation tab.

The deadline to request access for the UCI VIP Lounge is **14 September 2024, 12pm (GMT+2)**. Past this deadline, you will not be able to make additional requests or amendments.

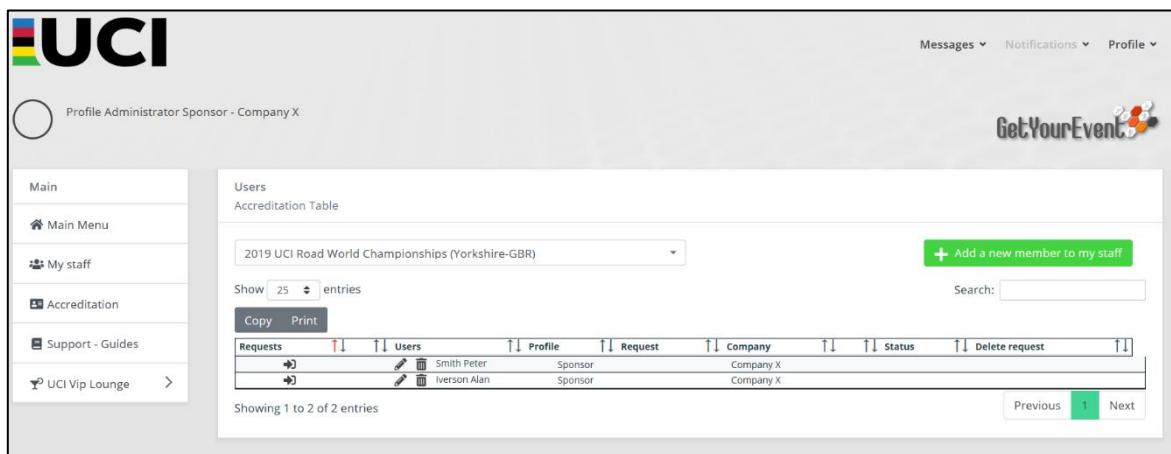
Your requests will be studied the following days and you will receive a confirmation email including links to the personal invitations for each of your guests.

These personal invitations contain a QR-code which must be presented at the welcome desk of the UCI VIP Lounge in order to obtain the access wristband.

The personal invitation is valid for all the days on which you have access to the UCI VIP Lounge and must be presented each day to obtain the daily access wristband.

1. Access to the platform

After logging in on <http://uci.getyourevent.online>, you will access your personal dashboard, featuring the names of the people you have requested an accreditation for as well as the status of the request.

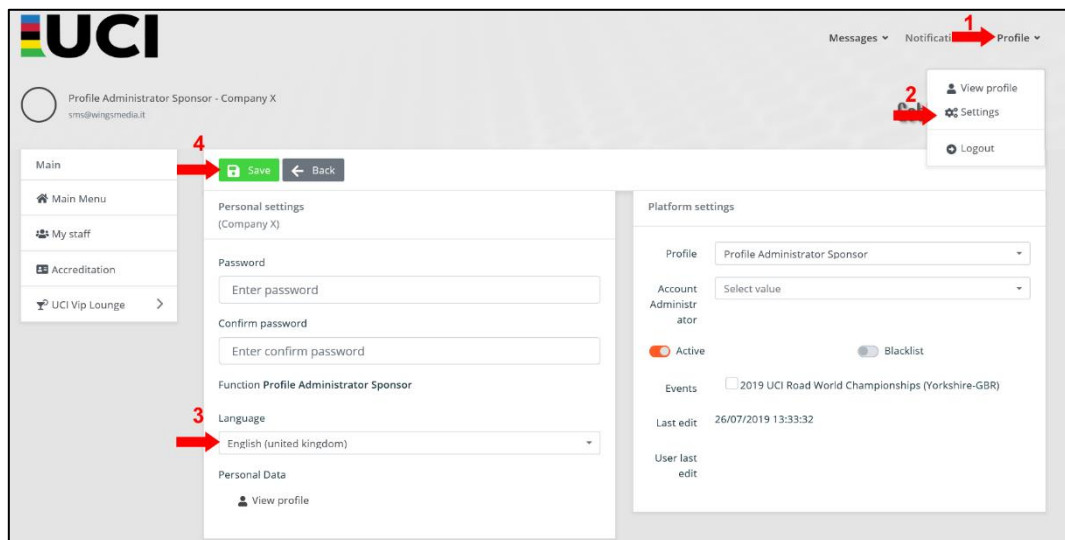


The screenshot shows the UCI GetYourEvent platform dashboard. The top navigation bar includes the UCI logo, a user profile icon, and links for Messages, Notifications, and Profile. The main content area is titled "Users Accreditation Table" and displays a table of users. The table has columns for Requests, Users, Profile, Request, Company, Status, and Delete request. Two users are listed: Smith Peter (Sponsor, Company X) and Iverson Alan (Sponsor, Company X). The table is filtered by "2019 UCI Road World Championships (Yorkshire-GBR)". A green button "Add a new member to my staff" is visible. The bottom of the table shows "Showing 1 to 2 of 2 entries" and navigation buttons for Previous, 1, and Next.

If your account is enabled for several UCI events, please make sure to select “2024 UCI Road and Para-cycling Road World Championships” from the dropdown list.

2. Language

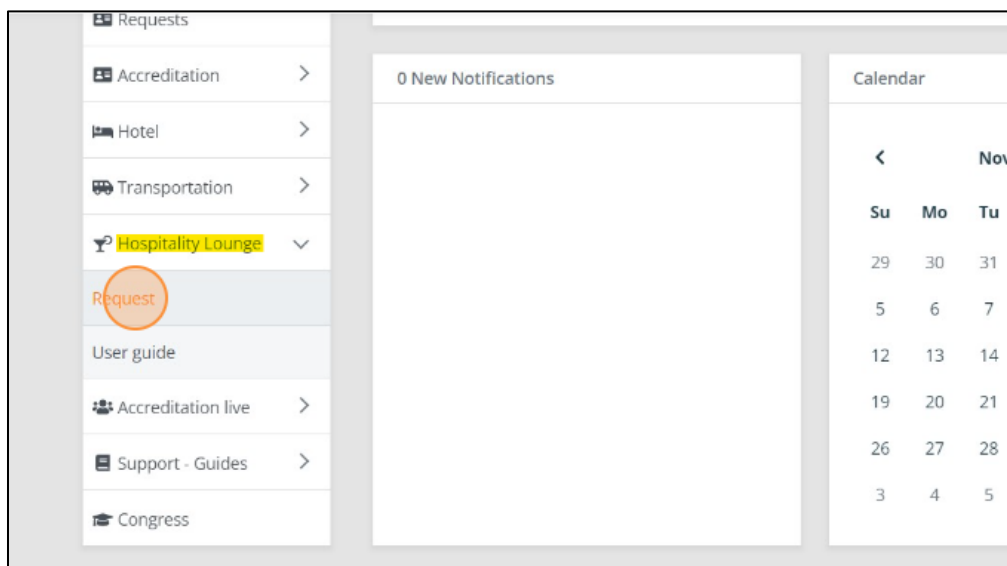
In the top right-hand side “Profile” menu, you will be able to choose the language of the platform. Please make sure to select “Settings”, then choose your favourite language and click on “Save”.



3. Requests

a. Access

Please make sure to select the “Hospitality Lounge” tab from the main menu, on the left of the page, then select “Request”.



The page shows two types of information:

- The opening days of the UCI VIP Lounge;
- The people whose names are already on the accreditations dedicated tab as well as people you have added.

Main
Main Menu
My staff
Requests
Accreditation
Hotel
Transportation
Hospitality Lounge
Accreditation live
Support - Guides
Congress

Vip

Category profile
Select value

Multisport World Championships
Select value

+ Add

Family name	Given Name	Company	User Quota (used):	10 (0)	15 (1)	10 (0)	15 (0)	12 (1)	8 (0)	1 (0)
				(18/09) day1	(19/09) day2	(20/09) day3	(21/09) day4	(23/09) day6	(24/09) day7	(25/09) day8
SIMMONS	Gene	Sunny Island Padel Association								
WILSON	Nancy	Sunny Island Padel Association								
MORALES	Leandro	Sunny Island Padel Association								
SANTANA	Carlos	Sunny Island Padel Association								
LACROIX	Denise	Sunny Island Padel Association								
STANLEY	Paul	Sunny Island Padel Association								
SIMMONS	Gene	Sunny Island Padel Association								
PREBLEY	Aze	Sunny Island Padel Association								
HATFIELD	James	Sunny Island Padel Association								

Above the opening days, you can see a number which corresponds to your quota for each day. In parenthesis, you can see the number of accesses you have already requested.

b. Request, amend and cancel access to the UCI VIP Lounge

The names of people for whom accreditation has been requested appear on the page when you first access it.

For each National Federation, priority of access to the UCI VIP Lounge is given to the President and General Secretary. Therefore, the names of the President and General Secretary are automatically indicated on the platform for you to request their access.


Given Name	Company	User Quota (used):	10 (0)	15 (1)	10 (0)	15 (0)	12 (1)	8 (0)	1 (0)
			(18/09) day1	(19/09) day2	(20/09) day3	(21/09) day4	(23/09) day6	(24/09) day7	(25/09) day8
Gene	Sunny Island Padel Association								
Nancy	Sunny Island Padel Association								
Leandro	Sunny Island Padel Association								
Carlos	Sunny Island Padel Association								
Denise	Sunny Island Padel Association								
Paul	Sunny Island Padel Association								
Gene	Sunny Island Padel Association								
Aze	Sunny Island Padel Association								
James	Sunny Island Padel Association								
Bob	Sunny Island Padel Association								
Tommy	Sunny Island Padel Association								
Bill	Sunny Island Padel Association								
Janis	Sunny Island Padel Association								
Debbie	Sunny Island Padel Association								
Patti	Sunny Island Padel Association								
Chrissie	Sunny Island Padel Association								
Johan	Sunny Island Padel Association								
Aretha	Sunny Island Padel Association								

If there is no name indicated on the tab, we kindly invite you to add the names of the people for whom an access to the UCI VIP Lounge must be requested. For this purpose, in the middle of the page, over the table, you must click on “Add” and complete the information requested.

Category profile
NF

Multisport World Championships

Select value



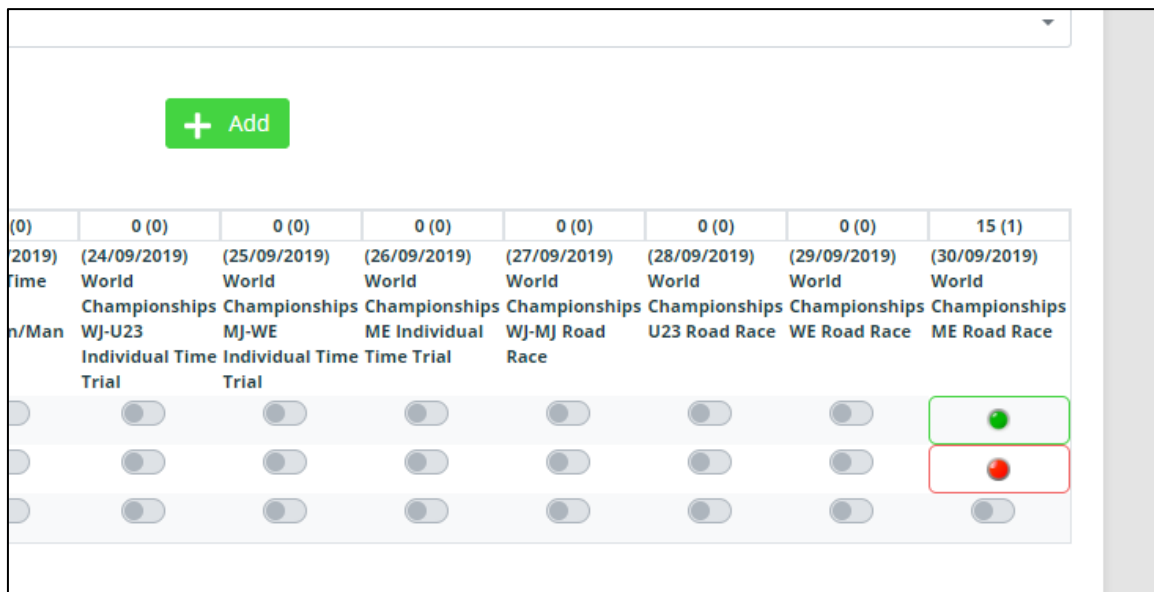
Family name	Given Name	Company	User Quota(used)	10 (0)	15 (1)	10 (0)	15 (0)	12 (1)	8 (0)	1 (0)
			(18/09) day1	(19/09) day2	(20/09) day3	(21/09) day4	(23/09) day6	(24/09) day7	(25/09) day8	
SIMMONS	Gene	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WILSON	Nancy	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MORALES	Leandro	Sunny Island Fadel Association	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SANTANA	Carlos	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LACROIX	Denise	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANLEY	Paul	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIMMONS	Gene	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDLEY	Alc	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATFIELD	James	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WARLEY	Bob	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMI	Tommy	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WARD	Bill	Sunny Island Fadel Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each user has an entitled quota of access to the UCI VIP Lounge, which vary depending on the day as per the invitation email you received. In order to request an access to the UCI VIP Lounge, we invite you to tick the days you would like, for one or several people at the same time. You will then need to click on “Save”. If you are within your entitled quota, a confirmation message will be displayed and the page will be updated with your requests. If you exceed your entitled quota, an error message will be displayed and you will see in red the requests which have not been taken into account. You will therefore need to amend your requests and save again. We encourage you to save your requests before leaving the page, otherwise they will be lost.

If you would like to cancel a request, you can untick the selected box and save again the page. A confirmation message will be displayed, and the page will be updated with your requests.

4. Approval process

Once the platform is closed, we will study the requests according to the entitled quotas. If a request is accepted, it will appear in green on the page. On the contrary, it will appear in red.



(0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	15 (1)
2019)	(24/09/2019)	(25/09/2019)	(26/09/2019)	(27/09/2019)	(28/09/2019)	(29/09/2019)	(30/09/2019)
Time	World	World	World	World	World	World	World
Championships	Championships	Championships	Championships	Championships	Championships	Championships	Championships
n/Man	WJ-U23	MJ-WE	ME Individual	WJ-MJ Road	U23 Road Race	WE Road Race	ME Road Race
Individual Time Trial	Individual Time Trial	Time Trial	Race				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You will then receive a confirmation email including links to the personal invitations for each person whose UCI VIP Lounge access has been accepted. Guests must present this personal invitation every day at the welcome desk of the UCI VIP Lounge to obtain the access wristband.

5. Contact

For any additional question, please make sure to contact ucilounge@uci.ch.