



FILMING AND AUDIO CONTENT (AUDIO VISUAL) ON-LINE ACCREDITATION SYSTEM USER GUIDE

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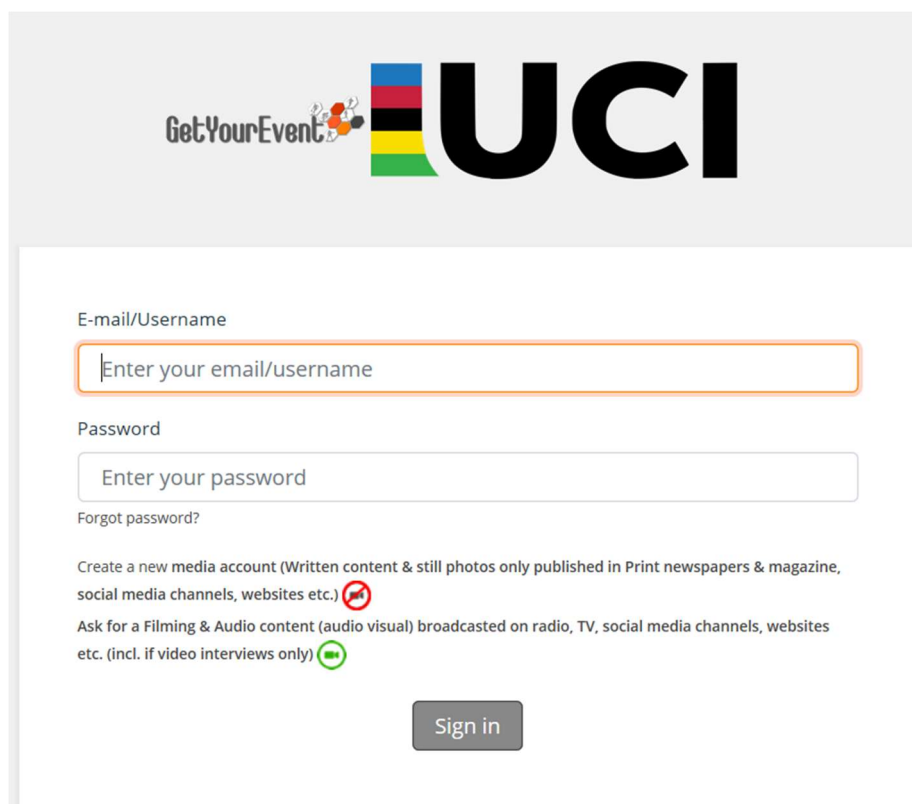
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ACCESS TO THE SYSTEM


The accreditation application procedure begins with users' subscription to the UCI GetYourEventPlatform.

The UCI GetYourEvent Platform can be accessed by visiting the login page: <http://uci.getyourevent.online>



By clicking on the link dedicated to Filming and Audio Video content accreditation, you will be redirected to the email address of the UCI TV Production & Broadcast Services Coordinator. You will have to write to that address both to have an account activated and to clear the TV rights for the single events you will apply for.

You will receive your AV account details directly from the UCI Coordinator.

Ask for a Filming & Audio content (audio visual) broadcasted on radio, TV, social media channels, websites etc. (incl. if video interviews only) 

Changing the password

After the first access to the system, every user can change the password from the 'Settings' page of the Profile menu.

Recovering the password

The password can always be recovered by clicking on the 'forgot password' link in the login page and entering the email address associated to the account, where the password will be sent.

Homepage (Main Menu)

The homepage (always reachable by selecting Main Menu) displays the active events with details about activation, deadline and the accreditation requests already submitted (see dedicated paragraph)

Event	Request Available from	Request deadline	2	0	0	0	2
2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)	03/07/2019	19/08/2019	2	0	0	0	2
2019 UCI Road World Championships (Yorkshire-GBR)	19/07/2019	07/09/2019	0	0	0	0	0

FILLING THE MEDIA PROFILE ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning the media staff members for whom accreditations will be required.

Those data can be entered by selecting View Profile from the Profile menu (top right of the homepage)



1st step: Profile Administrator's personal data

Profile administrators will have to fulfil all the compulsory fields that are marked with a red asterisk.

Those fields not marked with an asterisk can be left not filled.

Once all the compulsory data are filled, user must click on next

Form fields include: Email*, Function*, Username*, Given Name*, Family name*, Gender*, Date of birth*, Telephone with international area code*, Mobile with international area code*, Document*, Personal website/blog*, and Note. A 'Next' button is located at the bottom right.

❗ IMPORTANT TIP

Do not close your browser before the entire profile registration process is over

You must not close your browser before the entire registration process of your profile is over. If you do it before clicking on the 'finish' button that appears at the end of the process, all the entered data may go lost.

2nd step: Company data

As a further step, profile administrators will have to fulfil all the compulsory fields that are marked with a red asterisk in the Company Data page they will be redirected.

Those fields not marked with an asterisk can be left not filled.

Once all the compulsory data are filled, user must click on next

Media kind *
TV

Media name *
Channel 10

Address *
5th avenue

City *
New York City

Zip code *
91000

Country *
United States of America

Direct Telephone with international area code *
USA (+1) 9482582852

e.g. "xxxxxxxxxxx"

Media e-mail *
info@wingsmedia.it

Media web site
www.getyourevent.online
e.g. "www.xxxx.xxx"

Previous Next

3rd Step – Subscription to Communication Services

UCI offers a multiplatform messaging service to media. It is possible to choose up to two different types of services: the first will keep users constantly updated on the activation of the accreditation platform for every UCI event; the second will let users receive, during the event, communications from the UCI.

Communication Platform

By subscribing the UCI Accreditation Service you accept to receive e-mail messages containing communication about the state of your accreditation requests.

By subscribing the service we propose you, you can also choose to receive the following communication:

SMS messages

- ☐ I want to receive SMS messages with information about the state of my accreditation requests
- ☐ I want to receive SMS messages with information about the activation of the accreditation service for all the UCI events and other important communication from UCI
- ☐ I want to receive SMS flash news about the events I will attend

Email messages

- ☐ I want to receive email messages with information about the activation of the accreditation service for all the UCI events and other important communication from UCI
- ☐ I want to receive email messages with news and communication about the events I will attend

Previous Next Finish

By clicking 'Finish' the Media Profile Account setup will be completed.

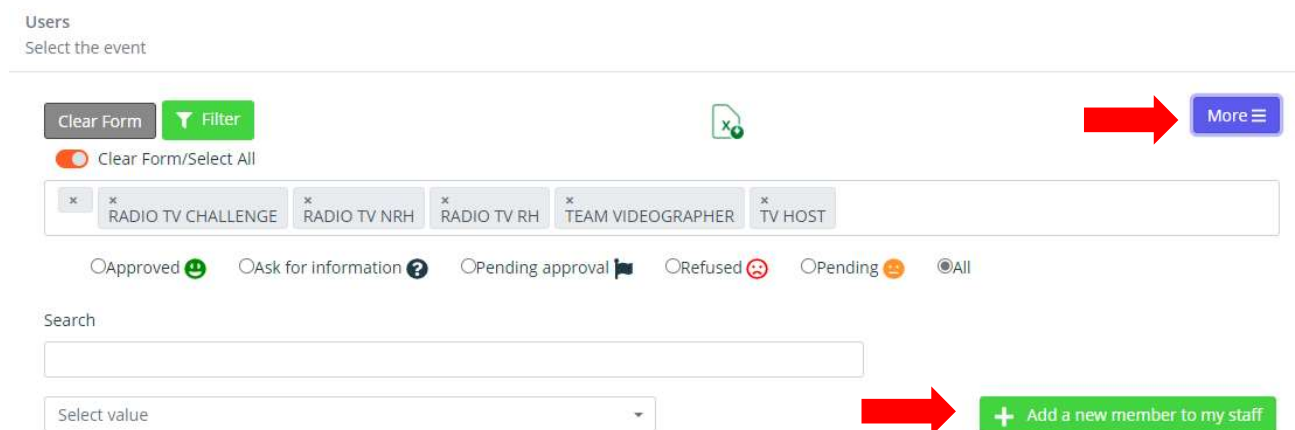
POPULATING THE ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning those staff members for whom accreditations will be required.

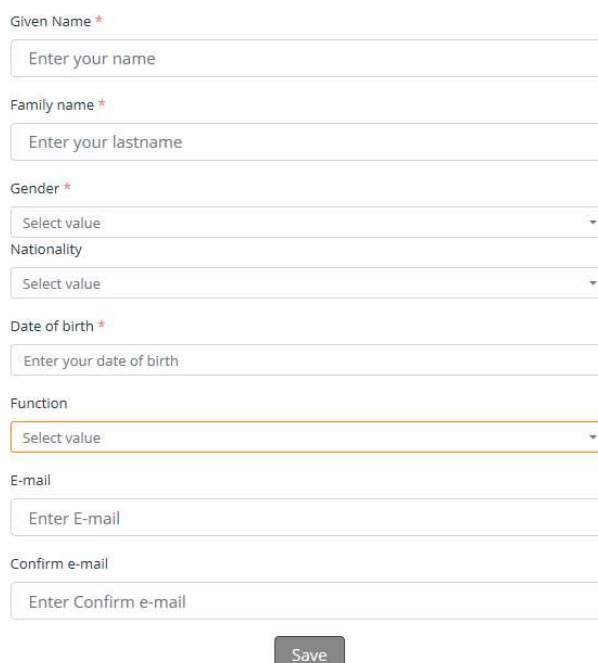
In order to do so, it will be necessary to select 'My staff', then choose 'Enter/Edit Staff' from the left menu of the main page.

Adding a new staff member

By clicking **More** and then on **+ Add a new member to my staff**, users will enter a page where they will have to fulfil personal data of National Federation Delegation, Accompanying or Staff members.



Users will have to fulfil all the compulsory fields that are marked with a red asterisk. Those fields not marked with an asterisk can be left not filled.



However, for some events they might be necessary: in that case, before completing the accreditation for those users' data are not available, it will be required to complete the information.

Once every compulsory field is filled, users can click on 'Save'

① IMPORTANT TIP

It is not possible to associate the same e-mail address to more than one name

Fulfilling the e-mail address field is important, however it must be done only if the email address belongs to the user you are registering. If you do not have his/her personal email address, please do not fill this field.

① IMPORTANT TIP

Do not close your browser before the entire registration process is over

You must not close your browser before the entire registration process is over. If you do it before clicking on the 'finish' button that appears at the end of the process, all the entered data may go lost.

Uploading a staff member's picture

After clicking the 'Save' button, users will be asked to upload an ID photo by browsing their computer hard disc. The picture must be in .jpg format, and should not exceed 1.5 MB.

Personal Data

Photo

← Back

1

2

For an easier delivery of the badge we ask you to upload the ID photo. By uploading it, the badge will be printed in advance and ready for pickup at the accreditation centre.

In any case, if you do not upload it, a photo can be taken on-site to complete the accreditation procedure.

You are uploading this picture in the UCI GetYourEvent platform under your responsibility.

Warning

Photo must be a headshot, preferably on a 103x103 pixel size. Photos on a different size will be modified and adapted. Accepted formats: jpg, and gif. Photos with hats and sunglasses may be discarded.




Photo upload

Sfoggia...

Previous

Next

Finish

After uploading the picture, users will have the possibility to check it and change it if necessary. When users are ready with the right picture uploaded, they can click on 'Finish' and the 'new member' is added to 'your staff'.

Personal Data 1 Photo 2 Back

For an easier delivery of the badge we ask you to upload the ID photo. By uploading it, the badge will be printed in advance and ready for pickup at the accreditation centre.

In any case, if you do not upload it, a photo can be taken on-site to complete the accreditation procedure.

You are uploading this picture in the UCI GetYourEvent platform under your responsibility.

Warning

Photo must be a headshot, preferably on a 103x103 pixel size. Photos on a different size will be modified and adapted. Accepted formats: jpg, and gif. Photos with hats and sunglasses may be discarded.

SAMPLE

Photo upload

Sfoglia...

Uploaded size: 2278 b Remove

Previous Next Finish

❗ IMPORTANT TIP

Picture is not compulsory, but...

Picture is not compulsory, as it is possible to take it at the accreditation centre. However, uploading a picture will guarantee that the badge will be printed in advance and ready for your Team Manager to pick it up instantly at the accreditation centre.

Updating or deleting a staff member

It is possible at any time to update, modify or delete the Staff members data. The list of those members is always accessible by selecting 'My staff' - 'Enter/Edit Staff' from the main menu.

The order they are displayed can be changed by clicking on the grey arrows besides the column headers.

However, especially when the list contains many names, it can be useful to search for a specific one of them by typing it in the search box. The search box can be used to search either first or last names.

Once the member has been found, his/her personal data can be modified by clicking on the pencil icon under the 'Users' column.

2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sa... + Add a new member to my staff

Used 0

Show 50 entries Search:

Copy Print

Requests	Users	Profile	Category	Company	Status	Delete request
		Steve ROBERTSON	Commentator/Journalist	AV	Channel 10	
		Amanda COLLINS	Consultant	AV	Channel 10	
		James DAVIDSON	Camera Operator	AV	Channel 10	

Showing 1 to 3 of 3 entries Previous **1** Next

① IMPORTANT TIP

Users are stored for future use

Every user you enter in the platform is stored for future use. Unless you delete him from your crew, you can enter requests from him for any UCI event your account is active for, simply confirming his data

APPLICATION (ACCREDITATION REQUEST)

An accreditation can be requested only for those Staff members whose names are displayed in the home page or in the list accessible by selecting 'My staff' - 'Enter/Edit Staff' from the main menu.

① IMPORTANT TIP

You must contact UCI to clear your TV Rights before applying

Even if you have an AV Company account, you will not be able to use for the single UCI events, unless the UCI Coordinator activates it. It is therefore necessary to get in touch with him before every event (see Access to the System paragraph of this guide)

Step 1: Choosing the event

Users can start the accreditation request procedure either from the **'Main Menu'**, by clicking on the arrow besides the desired event . They can also select **'My Staff'**, then to visualise the dropdown menu displaying the events currently available.

Users must select the event they want to ask accreditation for from that dropdown menu and then click on Filter.

If the homepage is empty or so is the dropdown menu in the 'My Staff' page, either there are not active events in the system, or the account has not been activated for any of the active ones. In this case, users should contact the UCI TV Production & Broadcast Services Coordinator (see chapter: Access to the System)

Step 2: Submitting an accreditation request

A list with all the members of your AV Company stored in the system is displayed in this page; the order names are displayed, can be changed by clicking on the grey arrows besides the column headers.












However, especially when the list contains many names, it can be useful to search for a specific one of them by typing in the search box. The search box can be used to search either first or last names.

❗ IMPORTANT TIP

Data entered before July 2019 must be updated at first use







The UCI Accreditation System has been moved to the new GetYourEvent platform in July 2019. Data stored in the previous accreditation system have been migrated to the new one. You will be required to enter additional data that were not compulsory in the past. We apologize for the inconvenience.

In order to apply for an accreditation it is necessary to click on the arrow icon in the first column (Requests) of the table showing the staff entered so far in the platform.

Copy Print			
Requests	Users	Profile	
		  Steve ROBERTSON	Commentator/Journalist
		  Amanda COLLINS	Consultant
		  James DAVIDSON	Camera Operator

The platform will show you a page summarising data stored about the person you are applying for. You must carefully check their correctness.

After checking those data (it is recommended to check the function) you can either choose to apply for accreditation by clicking on 'insert request' or modify any of them, including the picture, by clicking on Edit.




		
Steve ROBERTSON RADIO TV		
	Nationality 	
E-mail		
Gender	Male	
Date of birth	25/08/1979	
Function	Commentator/Journalist	
Telephone with international area code	+1565655656	
Mobile	+15656555566	
Personal website/blog		
Note		
Company		
Channel 10		
Type	TV	
Address	5th avenue	
City	New York City	
Country	United States of America 	
Zip code	91000	
Direct Media kind	+19482582852	
Address	+15585498898	
E-mail	info@wingsmedia.it	
Web site	www.getyourevent.online	
Note		

❗ IMPORTANT TIP

Missing data

*The registration process (see paragraph 'adding a new user') requires a limited number of data and for each event is not always required the same kind of data.
Should the record miss any information being compulsory for the event you are applying for, you will be automatically redirected to the record modification page.*

After clicking on Insert request you will be asked to confirm your choice by clicking on 'Save'.

Save Changes	
2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN) Insert request	
	

Disclaimer

Users who want to apply for an event, will have to click on the arrow at the left of its description. After the event selection, users may need to declare they have read and understood the contents of the disclaimer

[Disclaimer](#) [← Back](#)

- 2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)

WAIVER FOR NON RIGHT HOLDERS

Hereby I declare that I have read, understood and that I on behalf of the company which I represent will respect the conditions below:

- I will not film nor publish footage with images of the staging before the races, the races and the official podium ceremonies.
- I will only film interviews with the riders in the official Non rights holder Mixed zone of the 2019 UCI MTB World Championships Presented by Mercedes-Benz
- During my presence at the above-mentioned event I will accept and give always priority to the needs of the Host Broadcaster and the domestic and international rights holders and will not interfere with their work.
- I will respect under all circumstances the instructions of the staff members of the UCI.
- In respect of the media described hereunder I and the company which I represent will not broadcast any interview with an athlete filmed within the event venue / mixed zone any earlier than 90 minutes after the end of the last race of each competition day on the company's linear TV channel and / or website or any other non-linear media platform.
- I accept that the UCI and/or IMG can withdraw at its sole discretion at any time my accreditation and the accreditation of the media which I represent.

If I am requesting an accreditation or several accreditations for other person(s) than myself, I hereby declare that the person(s) is/are aware of the TV rights policy as detailed above

In case of questions for the above mentioned points please contact Susanne Lenz / UCI by SMS or Whatsapp at [+41 79 927 3672](tel:+41799273672).

☒ I Agree

REQUIRE AN ACCREDITATION

Acceptance of terms and conditions is mandatory. If the checkbox is not flagged, it will not be possible to go any further by clicking on Next.

📌 IMPORTANT TIP

Always check terms and conditions

The disclaimer with terms and conditions may be different for each event: please always read it carefully before subscribing it.

Editing requests already submitted

Requests will be summarised in the table listing the staff members.












Users
Select the event

2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sa... [+ Add a new member to my staff](#)

Used 1

Show 50 entries Search:

[Copy](#) [Print](#)

Requests	Users	Profile	Category	Company	Status	Delete request	
		Steve ROBERTSON	Commentator/Journalist	AV	Channel 10	 	
		Amanda COLLINS	Consultant	AV	Channel 10		
		James DAVIDSON	Camera Operator	AV	Channel 10		

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

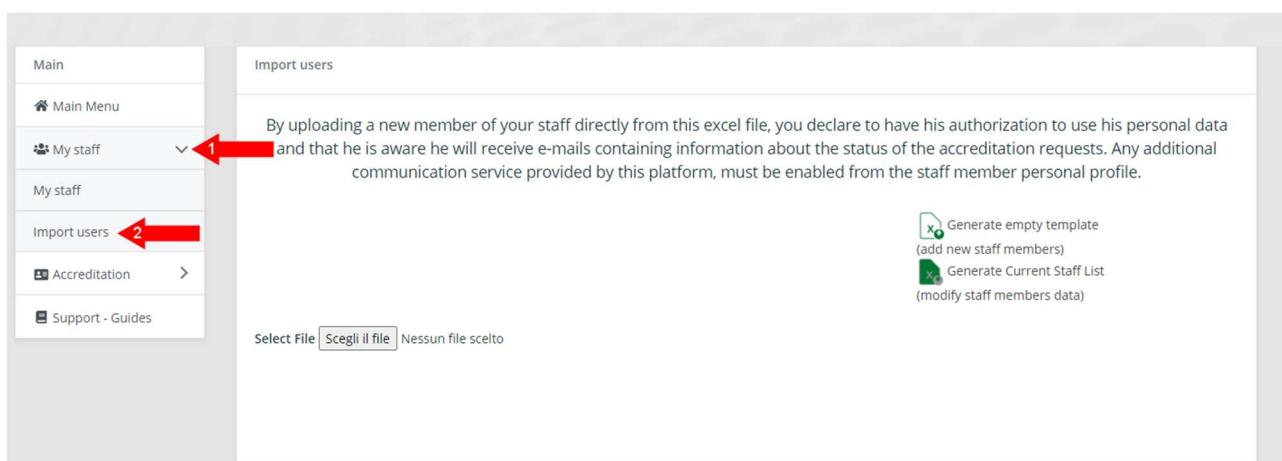
A pencil will appear under the 'requests' column for those staff members an accreditation request has been submitted for: until the accreditation will be evaluated it will be possible to change by clicking on that icon, or to remove it by clicking on the 'bin' icon under the 'delete request column'. When a padlock is displayed instead of the pencil, the request cannot be modified/deleted anymore.

EXCEL IMPORT FUNCTIONALITIES

The system allows using excel files to import several records at the same time: by using the excel import functionalities, users will be able to import or/and apply for accreditation for several staff members, simply preparing their data on an excel file.

Importing staff members

By selecting Import Staff from the My Staff sub-menu, users will access a page where they can import excel files to both enter new staff members and modify those already stored.



By clicking on Generate Empty Template, users will download a template to fulfil with information about the new staff to enter.

PLEASE CAREFULLY READ THE FOLLOWING TIPS FOR A CORRECT FULFILING OF THE EXCEL FILE

❗ IMPORTANT TIP

Some fields are compulsory; some of them must be selected from a dropdown menu

Middle name, email address, cell phones and Note fields are not compulsory, as well as photo (see dedicated note). Any other field is compulsory. Values for the following fields must be selected from a dropdown menu: Function, Gender, Nationality, Birth Nation.

❗ IMPORTANT TIP

The date of birth field format must be DD/MM/YYYY

Use the DD/MM/YYYY format for date of birth.
I.e. 03/04/1984 for someone born on April 3rd 1984

❗ IMPORTANT TIP

Make sure to use apexes in the cells where you enter numbers

Make sure to type an apex (') in the prefix and mobile fields before writing the numbers. You can either use 00 or + in the prefix field. Do not use other characters than numbers (i.e. / - () etc.) in the mobile number field.

❗ IMPORTANT TIP

Correctly fill the Photo field

*The photo field must be filled with the name of the file of your staff member's picture, you will have to upload at a second stage.
The file name must be complete of its format extension (i.e.: john.jpg).
Accepted formats are .jpg, .jpeg, .bmp, .png*

Once user is ready, from the same page, he will have to choose select file, browse his computer and locate the file he has he has previously edited and saved.

The system will show users the file they have selected. If the selection is correct, users can finally click on Upload Excel

Select File Scegli il file Argentina.xlsx

Argentina.xlsx











Upload Excel

Should the file contain errors, the system will indicate the number of errors in the file, summarize them in the error field of the record, and offer user the possibility to download an excel file.

A preview of the import will now appear. If user has fulfilled the photo field with the names of the files with the pictures of one or more than one staff member he is importing, he will have warning signs in the photo column, informing him that the pictures have to be imported.



Import preview

Import

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	function	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
0		<input checked="" type="checkbox"/> insert	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00			 alberto.jpg	
0		<input checked="" type="checkbox"/> insert	gallego	Armando	Maria	Coach	gallarmando8235@gmail.com	001	232323223		M	12/09/1979 00:00:00			 armando.jpg	

In order to import those pictures user will have to click on the select file button, browse his computer and locate the files he has prepared.

By uploading a new member of your staff directly from this excel file, you declare to have his authorization to use his personal data and that he is aware he will receive e-mails containing information about the status of the accreditation requests. Any additional communication service provided by this platform, must be enabled from the staff member personal profile.



 Generate empty template
(add new staff members)
 Generate Current Staff List
(modify staff members data)

Select File Scegli il file Nessun file scelto

Select Photo Scegli i file Nessun file scelto

Tot.: 2 ● Insert: 2 ● Update: 0 ● Error: 0

Once files are selected the system will show the number of files that have been selected. If the number is correct, uswer will have to click on “select photo file” to upload them

 Generate empty template
(add new staff members)
 Generate Current Staff List
(modify staff members data)

Select File Scegli il file Nessun file scelto

Select Photo Scegli i file 2 file



Tot.: 2 ● Insert: 2 ● Update: 0 ● Error: 0

Photos loaded
Select Photo File

Users is in the perfect condition to proceed with the upload of the new staff members, when there are zero errors (1). He will have to click on Import (2) to complete the upload.

Tot.: 2 ● Insert: 2 ● Update: 0 ● Error: 0

Import preview Import

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	function	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
0	●	<input checked="" type="checkbox"/> Insert	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00				
0	●	<input checked="" type="checkbox"/> Insert	gallego	Armando	Maria	Coach	gallarmando8235@gmail.com	001	232323223		M	12/09/1979 00:00:00				

Warning

You are importing/updating 2 records, continue?

Yes
Close

After clicking on yes on the import confirmation message, a summary page will display the imported staff member.



Users
Select the event

Clear Form Filter

Active only X

Show 25 entries Search:

Copy Print

Users	Profile	Company
 COLOCCINI Alberto		COMPANYNAME
 GALLEGO Armando		COMPANYNAME

Showing 1 to 2 of 2 entries Previous 1 Next

❗ IMPORTANT TIP

Check dedicated paragraphs for error management

Errors caused by an incorrect fulfil of the excel file or naming and format of the photos, can occur during the import process. Please refer to the dedicated paragraph of this guide for their management.

Modify Staff data with Excel

By entering the same section used to import staff members, selecting Import users from the My Staff sub-menu, users will have the possibility to modify staff data directly from an excel file.

By clicking on Generate Current Staff list, users will download an excel file with all data concerning their staff, stored in the system.

❗ IMPORTANT TIP

Keep in the file only the records you want to modify

Users can either delete the rows (records) they do not have to modify, or leave them on the file: however it is suggested to remove them for a quicker upload procedure.

In order to change a staff member data, users simply need to modify the values in the cells of the excel file and save the file. Then they will have to choose select file, browse the computer and locate the file they have prepared.

The system will show users the file they have selected. If the selection is correct, users can finally click on Upload Excel.

After clicking on Upload Excel users will have an import preview displaying the changes they are about to apply

Tot.: 2 ● Insert: 0 ● Update: 2 ● Error: 0

Import preview Import

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	function	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
26586		old	COLOCCINI	Alberto							M	03/10/2000 00:00:00				
26586	<input checked="" type="checkbox"/>	update	coloccini	Alberto							M	03/10/2000				
26587		old	GALLEGO	Armando	Maria		galiarmando8235@argmail.com		232323223		M	12/09/1979 00:00:00				
26587	<input checked="" type="checkbox"/>	update	gallego	Armando	Maria		galiarmando8235@argmail.com +54		121321311		M	12/09/1979				

By clicking on 'Import' users will receive confirmation about the number of records they are updating

Warning
×

You are importing/updating 2 records, continue?

Yes
Close

Then see those records on a summary page.

Users
Select the event

Clear Form
Filter

More

Active only ✕

Show 25 entries Search:

Copy
Print

	Users	Profile	Company	
	COLOCCINI Alberto		COMPANYNAME	
	GALLEGGO Armando		COMPANYNAME	

Showing 1 to 2 of 2 entries Previous 1 Next

Upload an accreditation file

Step 1 Select the event

By selecting Import requests from the Accreditation sub-menu, users will access a page where they will have to select the event they want to import an accreditation excel file.

Main

- Main Menu
- My staff >
- Accreditation ✓ 1
- Accreditation
- Import requests 2
- Support - Guides

Import requests


By uploading a new member of your staff directly from this excel file, you declare to have his authorization to use his personal data and that he is aware he will receive e-mails containing information about the status of the accreditation requests. Any additional communication service provided by this platform, must be enabled from the staff member personal profile.

Select value

value 3

Step 2 Download the Staff list file

After selecting the event, they will have information about the number of accreditation still available for that event (details about quota for the single function – if existing - must be verified with UCI).

By clicking on  Generate template users will be able to download the full list of their staff.

Step 3 Work on the Staff list file

Users can edit the Staff list file, preparing the accreditation list by:

- deleting those staff members that will not be taking part to the event
- revising and editing data for those staff members who will take part to the event

📘 IMPORTANT TIP

Always consider total and function quotas, if existing

While editing the Staff list file, turning it into the accreditation file, users must consider both total and function quota assigned by UCI. The system will not allow the upload of records exceeding the established quotas.

Family name	Given Name	Middle name	Function	Code	Company
	Alberto		SPORTING Mechanic	10.5	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Omar		SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	José Luis		DELEGATION General Secr. N.F.	2.4	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gabriel		DELEGATION President N.F.	2.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Denis		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gian pietro		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Armando	Maria	SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Marcelo Eduardo		SPORTING Team Manager	10.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Santiago Nicolas		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Cesar		SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Massimo		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Remzo		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gian paolo		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Ivan		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Mirea		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Roberta claire		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Marco		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Etienne		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Justin Grant		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Paola		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Morena		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA

Visualise list

Family name	Given Name	Middle name	Function	Code	Company
COLOCCINI	Alberto		SPORTING Mechanic	10.5	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Omar		SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	José Luis		DELEGATION General Secr. N.F.	2.4	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gabriel		DELEGATION President N.F.	2.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Denis		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gian pietro		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
GALLEGO	Armando	Maria	SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Marcelo Eduardo		SPORTING Team Manager	10.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Santiago Nicolas		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Cesar		SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Massimo		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Remzo		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Gian paolo		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Ivan		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Mirea		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Roberta claire		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Marco		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Etienne		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Justin Grant		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Paola		ACCOMPANYING Official Delegation	1.1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
	Morena		ACCOMPANYING Sport Delegation	1.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA

Delete rows

1	Family name	Given Name	Middle name	Function	Code	Company	E-mail	Mobile cou	Mobile num
2	COLOCCINI	Alberto		SPORTING Mechanic	10.5	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA			
3	GALLEGO	Armando	Maria	SPORTING Coach	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	gallarmando8235@argmail.co	+54	121321311
4									
5									

Edit and Save

Step 4 Upload the Accreditation file

Once user is ready, from the import accreditation page, he will have to choose select file, browse his computer and locate the file he has prepared.

The system will show users the file they have selected. If the selection is correct, users can finally click on Upload Excel

Select File Scegli il file UploadBerlin.xlsx

UploadBerlin.xlsx

Upload Excel

Quota 32; Used 5; Available 27

After the upload, users will visualise a preview of their import. If they want to change/update the accreditation picture of one or more staff members, they must have mentioned the photo file name in the photo field of the excel file and upload now those files by selecting them clicking on 'Select Photo'.

By uploading a new member of your staff directly from this excel file, you declare to have his authorization to use his personal data and that he is aware he will receive e-mails containing information about the status of the accreditation requests. Any additional communication service provided by this platform, must be enabled from the staff member personal profile.

2020 UCI Track World Championships Presented by Tissot (Berlin-GER)

Generate template

Select File Scegli il file Nessun file scelto

Select Photo Scegli i file Nessun file scelto

Tot.: 2 Insert: 2 Update: 0 Error: 0

Quota 32; Used 5; Available 27

Import preview


Import

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	code	company	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Insert	coloccini	Alberto		10.5	COMPANYNAME					M	03/10/2000				
0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Insert	gallego	Armando	Maria	10.3	COMPANYNAME	gallarmando8235@argmail.com	+54	121321311		M	12/09/1979				

When both the excel file and the photos (if needed) have been uploaded, users can click on Import to proceed with the upload.

After the import, the system displays a summary of the accreditation requests submitted through the excel file. Quota data are updated consequently.













Users
Accreditation Table

Clear Form Filter  More

Events: 2020 UCI Track World Championships Presented by Tissot (Berlin-GER)

Quota 32: Used 8; Available 24
Show 25 entries Search:

Copy Print

Requests	Users	Profile	Request	Company	Status	Delete request
			COLOCCINI Alberto	COMPANYNAME	 	
			GALLEGO Armando	COMPANYNAME	 	

Showing 1 to 2 of 2 entries Previous 1 Next

📘 IMPORTANT TIP

You can import accreditation requests and new staff members at the same time

If you enter data of a new staff member directly into the accreditation file, and the accreditation file is uploaded without errors concerning his record, he will be automatically added to your company staff.

📘 IMPORTANT TIP

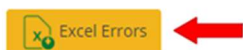
Check dedicated paragraphs for error management

Errors caused by an incorrect fulfil of the excel file or naming and format of the photos, can occur during the import process. Please refer to the dedicated paragraphs of this guide for their management.

Error Management

File Error

Should an imported file contain errors, both in the staff import and accreditation requests procedures, the system will indicate the number of errors in the file, summarize them in the error field of the record, and offer user the possibility to download an excel file.



Generate empty template
(add new staff members)
 Generate Current Staff List
(modify staff members data)

Select File Nessun file scelto

Select Photo Nessun file scelto

Tot.: 2 Insert: 1 Update: 0 Error: 1

Import preview

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	function	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
0		<input checked="" type="checkbox"/> insert	manchini	Manuel							M	03/10/2000 00:00:00				
0		error	paredes	Ernesto							M	12/09/1979 00:00:00				Required field: e-mail; Required field: mobile number; Required field: mobile country code

❗ IMPORTANT TIP

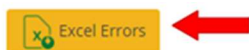
Download the Error Excel file: it is useful!

The file with the errors is very useful: it does highlight in grey the whole lines (records) containing errors, and in red those fields where the error is located. The correct lines (record) are still kept in the file (in white), allowing user to easily correct the errors directly on the file he has just downloaded, working on the red cells.

A	B	C	D	E	F	G	H	I
Family name	Given Name	Middle name	Function	E-mail	Mobile cou	Mobile number	Note	Gender
Mancini	Manuel		Doctor					M
Paredes	Ernesto		Coach					M

Photo error

If one of the photo files names (or more than one of them) mentioned in the excel file, is different from those that have been selected for the upload, the system will return an error message. The summary of the import errors will be available for download (yellow excel icon button).



Generate empty template
(add new staff members)
 Generate Current Staff List
(modify staff members data)

Select File Nessun file scelto

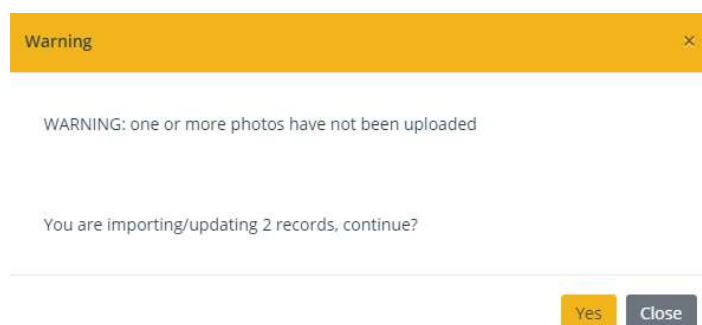
Select Photo Nessun file scelto

Tot.: 2 Insert: 0 Update: 0 Error: 2

Import preview

ID	<input type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> Status	family name	given name	middle name	function	e-mail	mobile country code	mobile number	note	gender	date of birth	birth nation	nationality	photo	Error
0		<input checked="" type="checkbox"/> insert+errorFoto	colocini	Alberto							M	03/10/2000 00:00:00				Invalid picture
0		<input checked="" type="checkbox"/> insert+errorFoto	gallego	Armando Maria			allarmando8235@argmail.com	001	23232323		M	12/09/1979 00:00:00				Invalid picture

Should user decide to proceed anyway with the import, the system will warn him that one or more than one picture will not be associated to the new staff member record.



CHECKING APPLICATION STATUS

You will be able to check at any time the status of those requests for each of the UCI events you have applied for.

Select from the dropdown menu in the home page the event you want to check data for, then check the status of the requests from the Status column

Users

Select the event

2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sa...

+ Add a new member to my staff

Used 2

Show 50 entries

Search:

Copy

Print

Requests	Users	Profile	Category	Company	Status	Delete request
		Steve ROBERTSON	Commentator/Journalist	AV	Channel 10	
		Amanda COLLINS	Consultant	AV	Channel 10	
		James DAVIDSON	Camera Operator	AV	Channel 10	

Showing 1 to 3 of 3 entries

Previous

1

Next



ARROW ICON : it is possible to apply for the event (by clicking on the icon)



PENCIL ICON: accreditation already requested (and still editable)



LOCKPAD ICON: it is not possible to apply for the event (not active yet or deadline expired)



RED ICON: application refused by the administrator.



YELLOW ICON: application not analyzed by the administrator yet.



GREEN ICON : application approved by the administrator.



INFORMATION ICON : the administrator is asking for further information (message available by clicking on the icon).



FLAG ICON: the accreditation request has been approved under condition (users receive a message with conditions applying for the withdrawal of the badge)



CLOSED ENVELOPE ICON: there is an unread message from the administrator (message available by clicking on the icon)



OPEN ENVELOPE ICON: there is a message from the administrator already read by the user (message available by clicking on the icon)

As soon as the status of an application is changed by the administrator, a notification is automatically sent to user's e-mail address.

TERMS OF USE AND DATA PROTECTION INFORMATION NOTICE

*By using this “**UCI online accreditation platform**” (hereinafter, the “Platform”), the users can submit their requests for accreditation to the upcoming events, according to the deadlines that are indicated from time to time.*

SIGNING UP

Each user must verify that the information provided is accurate and complete: any missing, wrong, or incomplete data may prevent the signing up procedure from being completed and will cause delays in the issuance of the accreditation or may lead to denial of accreditation.

ACCREDITATION REQUESTS

Any communication pertaining to the accreditation requests will be sent to the users exclusively through the System; therefore, users shall access their personal area to check the status of their requests.

EVALUATION OF REQUESTS

It will be at the sole discretion of UCI to evaluate if the accreditation requests can be approved.

DATA PROTECTION INFORMATION NOTICE

UCI informs the data subjects that by providing personal data they implicitly grant consent, when needed, to the processing of the data they submitted. The data are processed by UCI, as data controller, by electronic means based on UCI's infrastructure. The personal data will be communicated to the persons in charge of the processing at UCI TV Production & Broadcast Services Coordinator, and to Wings S.r.l. (with registered offices in Rome, Via Cornelia, 493), which was duly appointed data processor. The processing will be carried out for signing up to the System, accreditation, and information purposes. If users fail to provide data they will not be able to use the System and accreditation may be refused.

NON RIGHT HOLDERS

Users that will be enabled to apply for accreditation as Non Right Holders, will have to carefully read the Non Right Holders terms and conditions before submitting any request.

REQUESTING ACCREDITATION FOR SOMEBODY ELSE

If you are requesting an accreditation or several accreditations for other person(s) than yourself, you declare that:

- *the person(s) in question has/have consented to the collection of his/their personal data by the UCI for the purpose of delivering his/their accreditation; and*
- *the person(s) is/are aware of his/their rights as detailed above*