



ON-LINE NATIONAL FEDERATIONS ACCREDITATION SYSTEM USER GUIDE

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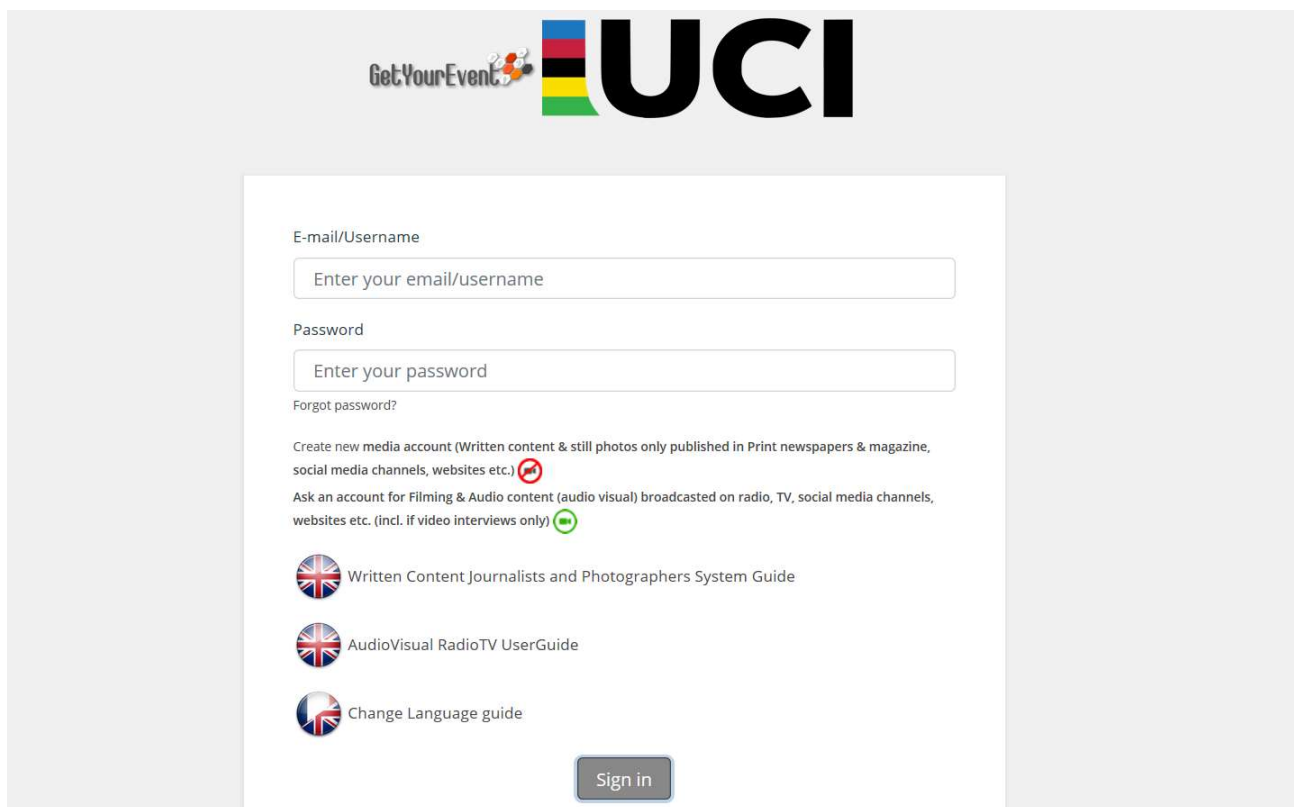
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ACCESS TO THE SYSTEM

The accreditation application procedure begins with users' subscription to the UCI Get Your Event Platform.

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



The screenshot shows the login interface for the UCI Get Your Event Platform. At the top, the 'GetYourEvent' logo is on the left and the 'UCI' logo is on the right. Below the logos, there is a login form with the following elements:

- A label 'E-mail/Username' above a text input field with the placeholder 'Enter your email/username'.
- A label 'Password' above a text input field with the placeholder 'Enter your password'.
- A link 'Forgot password?' below the password field.
- Two lines of text with status icons:
 - 'Create new media account (Written content & still photos only published in Print newspapers & magazine, social media channels, websites etc.)' followed by a red 'X' icon.
 - 'Ask an account for Filming & Audio content (audio visual) broadcasted on radio, TV, social media channels, websites etc. (incl. if video interviews only)' followed by a green checkmark icon.
- Three links, each with a flag icon:
 - United Kingdom flag: 'Written Content Journalists and Photographers System Guide'
 - United Kingdom flag: 'AudioVisual RadioTV UserGuide'
 - United Kingdom flag: 'Change Language guide'
- A 'Sign in' button at the bottom right of the form.

Every NF user can enter the system with USERNAME and PASSWORD received by UCI.

Changing the password

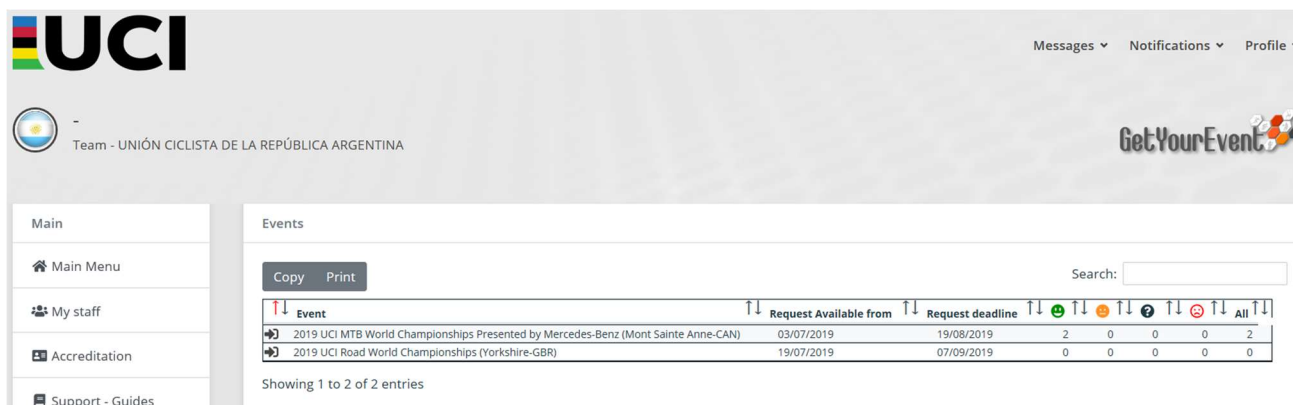
After the first access to the system, every user can change the password from the 'Settings' page of the Profile menu.

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 NF 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 NAT. FED. ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning the National Federation Delegation, Accompanying and 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.

The list will already be fulfilled by default with the names of the National Federation President and General Secretary.

❗ IMPORTANT TIP

Riders must not be accredited

Do not enter data about riders! They will receive an accreditation but you do not need to apply for them, as their data will be directly collected from the official riders' registration lists.

Adding a new user

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'. Compulsory fields may vary depending on the function.

❗ 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.

Uploading a user'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.

For an easier deliver of your badge we ask you to upload your ID photo.
By uploading it, you will find your badge already printed 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

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.



Foto 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 crew'.

❗ 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 user

It is possible at any time to update, modify or delete any users' data. The list of those members is always accessible by selecting 'my 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.

Select value

+ Add a new member to my staff

Show 25 entries

Search:

Copy Print

↑↓ Users	↑↓ Company	↑↓	↑↓
   RODRIGUEZ Pedro	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
   MARQUEZ Daniel	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
   OSPINA Pablo	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		

📘 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, simply confirming his data

APPLICATION (ACCREDITATION REQUEST)

An accreditation can be requested only for those National Federation Delegation and/or Staff members whose names are displayed in the list accessible by selecting 'my staff' from the main menu.


📘 IMPORTANT TIP

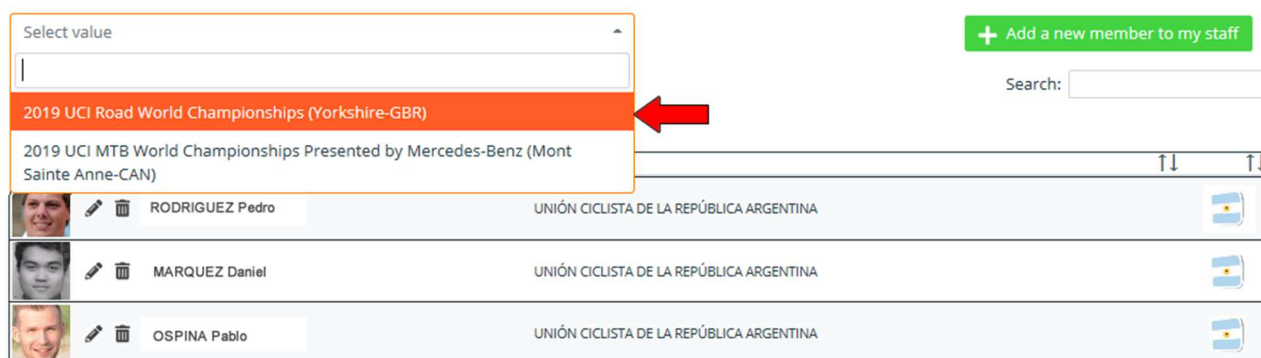
Riders must not be accredited

Data concerning riders will be directed collected from the registration system: do not apply for riders accreditation.

Step 1: Choosing the event

Users can start the accreditation request procedure either from the '**Home Page**', by clicking on the arrow besides the desired event ➡, or selecting 'Accreditation', then choose 'Enter requests' from the left menu of the system.

When they choose this second option, they will have to click on  and then select the event they want to apply for from the dropdown menu



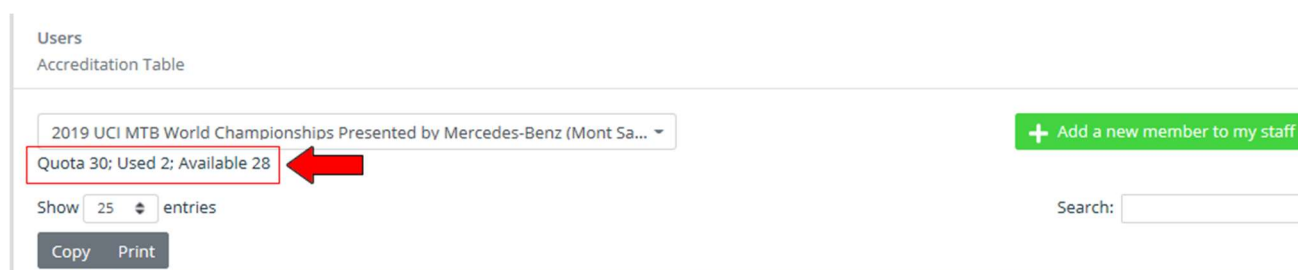
Users must select the event they want to ask accreditation for from that dropdown menu

Step 2: Checking quota

📘 IMPORTANT TIP

You always know how many accreditations you can apply for

As soon as an event is selected, right under its description the system shows the maximum number of requests that can be done, how many have already been done and how many more can be done.



Step 3: Submitting an accreditation request

A list with all the members of your NF 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 it in the search box. The search box can be used to search either first or last names.

📘 IMPORTANT TIP

NF President and General Secretary must be updated at first use

NF President and General Secretary names will be prefilled and available in the 'my staff' list. However, the first time that an accreditation request will be submitted for them, compulsory personal data (gender, birthdate) may be required if missing.

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 NF staff entered so far in the platform.

				RODRIGUEZ Pedro	Coach 0/3
				MARQUEZ Daniel	Mechanic 0/4
				OSPINA Pablo	Coach 0/3

A page with all the different kind of accreditation that can be asked for the event will be displayed. The function originally chosen for the user you are applying for, will be pre-set.

If, for any of the function, the maximum available quota has been reached, that function will be written in light grey and it will not be possible to select it.

Function

☐ ACCOMPANYING Official Delegation (0/4)
☐ ACCOMPANYING Sport Delegation (0/3)
☐ DELEGATION Official Delegate N.F. (0/3)
☐ DELEGATION President N.F. (0/1)
☐ DELEGATION General Secr. N.F. (0/1)
☐ SPORTING Team Manager (0/2)
☐ SPORTING National Technical Director (0/1)
☐ SPORTING Coach (0/3)
☐ SPORTING Doctor (0/2)
☐ SPORTING Mechanic (0/4)
☒ SPORTING Paramedical Assistant (0/4)
☐ SPORTING Press-Officer (1/1)
☐ SPORTING Interpreter (0/1)

Pre-set from personal data
Quota exceeded: unavailable

Close Insert request

📌 IMPORTANT TIP

Function can be temporarily changed

You can apply for a user assigning her/him a different function than the one he has on his personal profile. This change will be temporary and valid only for the event you are applying. For a permanent change of function, it will be necessary to modify the users' personal data.

After you will have clicked on insert request, 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 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.

Edit
Insert request
Back

Silvio PELLINI
NF


Nationality


E-mail
Gender Male
Date of birth 05/07/2000
Function Mechanic
Mobile +54
Personal website/blog
Note
Company

UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA
Type
Address
City
Country Argentina
Zip code
Direct Media kind +54
Address +54
E-mail
Web site
Note

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

Close Save

After saving you will have to accept the terms and condition on behalf of the person you are accrediting. Requests will be summarised in the table listing the National Federation staff members and data about number of requests already made and those still available, will change.

A pencil will now appear under the requests column: 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'

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

Quota 30; Used 3; Available 27

Show 25 entries
Search:

Copy Print

Requests	Users	Profile	Request	Company	Status	Delete request
	CURUCHET Gabriel	President 0/1		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	Not required yet	
	CORNEJO José Luis	General Secretary 0/1		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	Not required yet	
	RODRIGUEZ Pedro	Team Manager 1/2	SPORTING Team Manager	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
	MARQUEZ Daniel	Press-Officer 1/1	SPORTING Press-Officer	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
	OSPINA Pablo	Coach 0/3		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	Not required yet	

① IMPORTANT TIP

Deleting a user whose request has already been evaluated will not change your quota

When an accreditation request will be marked with a lock pad icon it is neither possible to modify it nor to delete it. We recommend you not to delete the user: the request will remain, the number of accreditation requests available will not change and you will have to enter again that user's data if you will need to apply for his credential in future events.

A lock pad may also appear besides all those users who have not been accredited: this will happen either if the total quota has been exceeded or the accreditation deadline has expired.

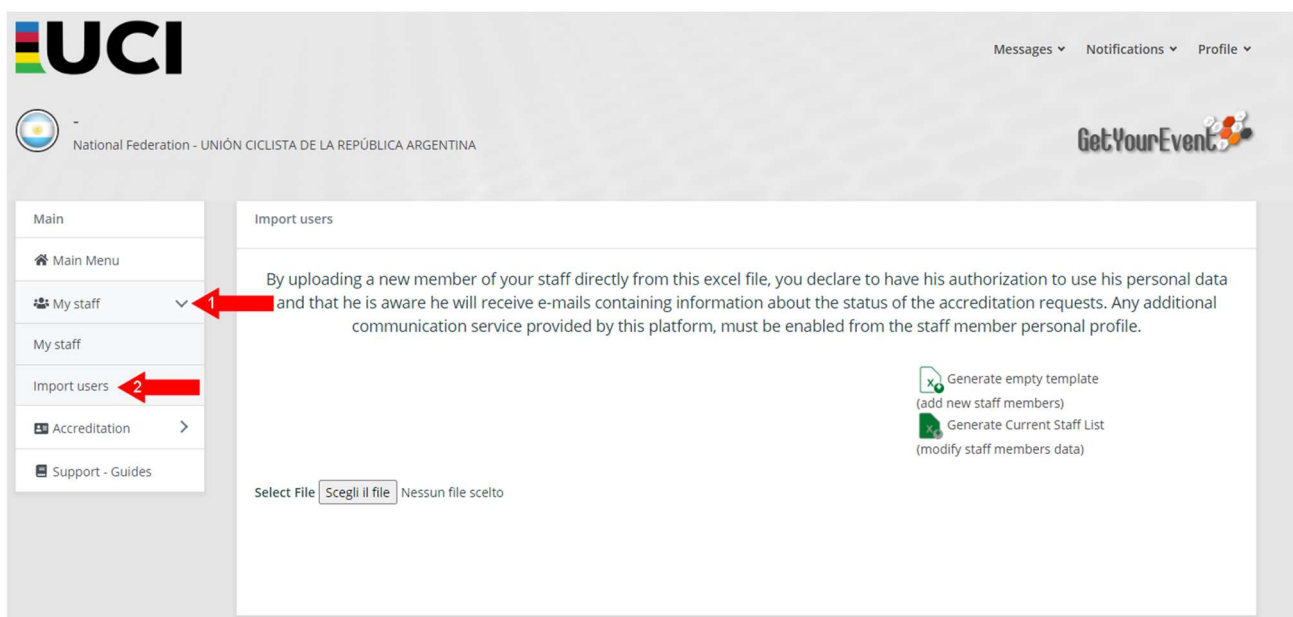


EXCEL IMPORT FUNCTIONALITIES

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.

① IMPORTANT TIP

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

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

① 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

① 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.

① 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"/>	<input checked="" type="checkbox"/> Insert	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00			 alberto.jpg	
0	<input checked="" type="checkbox"/>	<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 Nessun file scelto



Select Photo 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, user will have to click on "select photo file" to upload them

Import users

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 Nessun file scelto

Select Photo 2 file

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

Photos loaded

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 1

Import preview

Import 2

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	coloccini	Alberto		Mechanic					M	03/10/2000 00:00:00				
0	●	<input checked="" type="checkbox"/> insert	gallego	Armando	Maria	Coach	galliarmando8235@argmail.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



More

Active only

Show 25 entries

Search:

Copy Print

	Users	Profile	Company	
	COLOCCINI Alberto	Mechanic	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	
	GALLEGO Armando	Coach	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	

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		Mechanic					M	03/10/2000 00:00:00				
26586	●	<input type="checkbox"/>	coloccini	Alberto		Mechanic					M	03/10/2000				
26587		old	GALLEGO	Armando	Maria	Coach	gallarmando8235@gmail.com		232323223		M	12/09/1979 00:00:00				
26587	●	<input type="checkbox"/>	gallego	Armando	Maria	Coach	gallarmando8235@gmail.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 FormFilterMore

Active only ✕

Show 25 entriesSearch:

Copy Print↑↓ Users ↑↓ Profile ↑↓ Company ↑↓ ↑↓

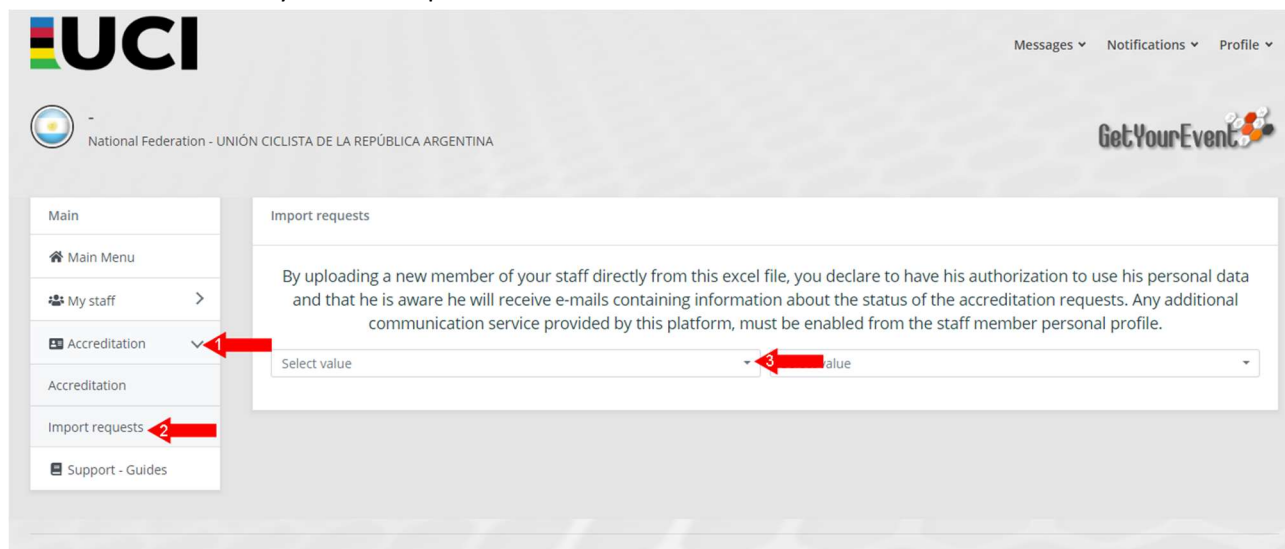
	  COLOCCINI Alberto	Mechanic	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	
	  GALLEGGO Armando	Coach	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	

Showing 1 to 2 of 2 entriesPrevious 1 Next

Upload an accreditation file

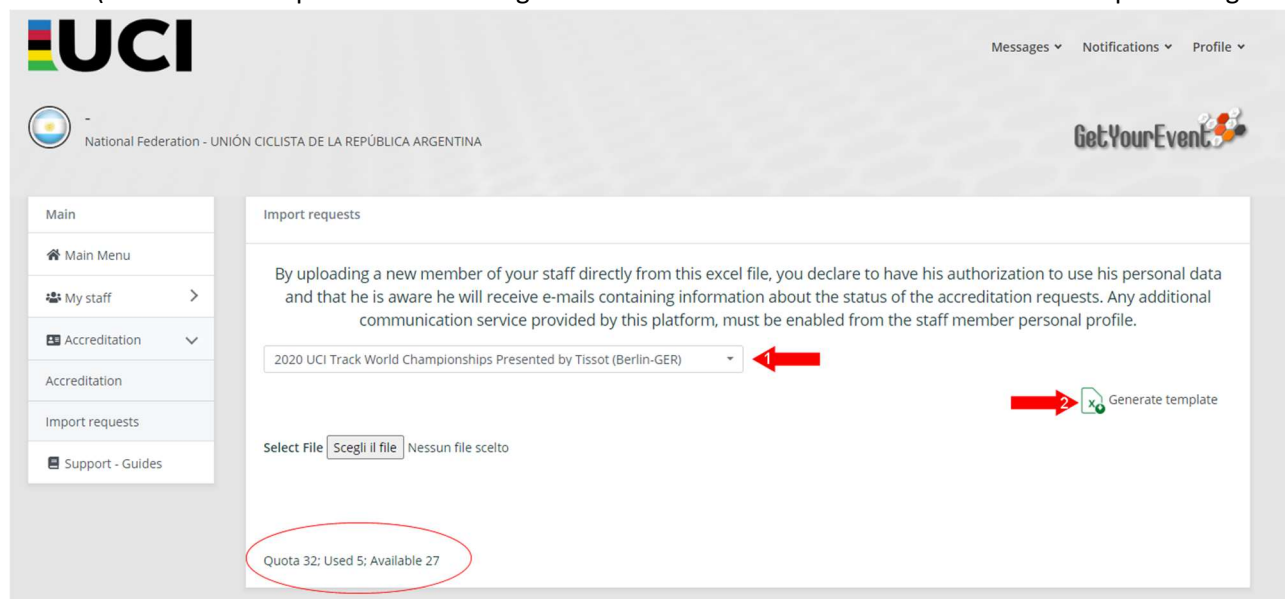
Step 1 Select the event


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.



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 must be verified in the UCI competition guide).



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

① IMPORTANT TIP

Always consider total and function quotas

While editing the Staff list file, turning it into the accreditation file, users must consider both total and function quota published in the event competition guide. 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

	A	B	C	D	E	F	G	H
1	Family name	Given Name	Middle name	Function	Code	Company	E-mail	Mobile cou Mobile numt
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"/>	Insert	coloccini	Alberto		10.5	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA					M	03/10/2000				
0	<input checked="" type="checkbox"/>	Insert	gallego	Armando	Maria	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	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	Mechanic	SPORTING Paramedical Assistant	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	
		GALLEGO Armando	Coach	SPORTING Mechanic	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	

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.

 **Excel Errors** 

Select File Nessun file scelto







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

 Generate empty template
(add new staff members)

 Generate Current Staff List
(modify staff members data)

Select Photo Nessun file scelto

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		Doctor					M	03/10/2000 00:00:00				
0		error	paredes	Ernesto		Coach					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).

The screenshot shows the staff import interface. At the top left, there is a yellow button labeled "Excel Errors" with a red arrow pointing to it. To its right are two green buttons: "Generate empty template (add new staff members)" and "Generate Current Staff List (modify staff members data)". Below these are two "Select File" sections, each with a "Scegli il file" button and the text "Nessun file scelto". A status bar shows "Tot.: 2" with a green dot, "Insert: 0" with a yellow dot, "Update: 0" with a red dot, and "Error: 2" with a red dot and a red arrow pointing to it. The main section is titled "Import preview" and contains a table with columns: ID, Forcing Data, Status, family name, given name, middle name, function, e-mail, mobile country code, mobile number, note, gender, date of birth, birth nation, nationality, photo, and Error. The table has two rows of data. The first row shows a red error icon in the ID column and "Invalid picture" in the Error column. The second row also shows a red error icon in the ID column and "Invalid picture" in the Error column. A green "Import" button is located to the right of the table header. A red arrow points to the "Error" column header.

ID	Forcing Data	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 type="checkbox"/>	<input checked="" type="checkbox"/> Insert+errorFoto	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00			/remoteUpload/fotoTmp/18187/alberto.jpg	Invalid picture
0	<input type="checkbox"/>	<input checked="" type="checkbox"/> Insert+errorFoto	gallego	Armando	Maria	Coach	gallarmando8235@argmail.com 001		23232323		M	12/09/1979 00:00:00			/remoteUpload/fotoTmp/18187/armando.jpg	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.


A yellow warning dialog box with a close button (X) in the top right corner. The text inside reads: "WARNING: one or more photos have not been uploaded". Below this, it asks "You are importing/updating 2 records, continue?". At the bottom right, there are two buttons: "Yes" (yellow) and "Close" (grey).


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
Accreditation Table





















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

Quota 30; Used 3; Available 27 



Show 25 entries Search:

Requests	Users	Profile	Request	Company	Status	Delete request
	 CURUCHET Gabriel	President 0/1		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	 Not required yet	
	 CORNEJO José Luis	General Secretary 0/1		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	 Not required yet	
	  RODRIGUEZ Pedro	Team Manager 1/2	SPORTING Team Manager	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
	  MARQUEZ Daniel	Press-Officer 1/1	SPORTING Press-Officer	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA		
	  OSPINA Pablo	Coach 0/3		UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	 Not required yet	



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 neither possible to apply for the event nor to modify the request



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)

When the status of at least one application is changed by the administrator, a notification is sent to user's e-mail address within 24 hrs.

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 Press Office, 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.

FILMING

If you intend to film moving images from racing and award ceremonies of the events, and intend to publish these on any website or broadcast it anyway, please get in touch with the UCI Press Office: media@UCI.ch. In case you publish and broadcast moving images from the mentioned event UCI reserves the rights to withdraw the accreditation, deny accreditation for further UCI events and claim a financial compensation of CHF 10'000.

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*