



## ON-LINE MEDIA ACCREDITATION SYSTEM USER GUIDE

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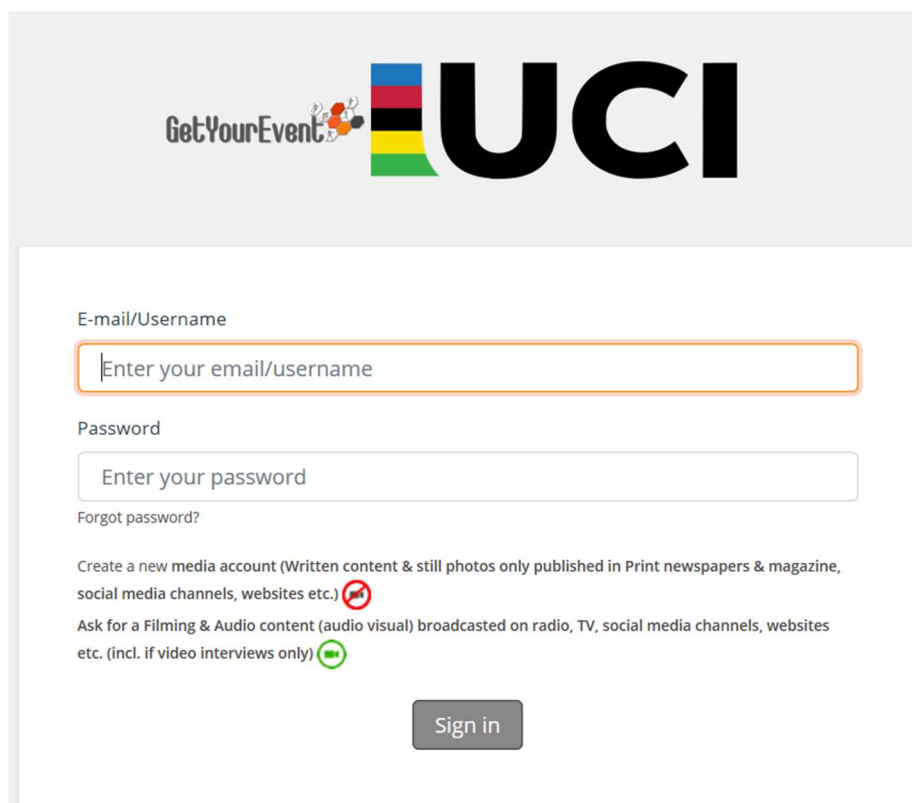


# SUBSCRIPTION TO THE SYSTEM

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The accreditation application procedure begins with subscription to the UCI GetYourEvent Platform.

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



Every user can enter the system with his email address and password. Media representatives not having an account can create it by clicking on the 'Create a new MEDIA account' link

## Choosing a Password

After clicking on the 'Create a new MEDIA account' link, users will be asked to choose their own password by providing some basic personal information

### IMPORTANT TIP

**It is not possible to create several accounts with the same e-mail address**

*The personal e-mail address cannot be used to create any other account than yours for the platform, so please avoid using the main e-mail address of your media.*

E-mail

Enter E-mail

Confirm e-mail

Enter Confirm e-mail

Password

Enter Password

Confirm password

Enter Confirm password

Given Name

Enter Given Name

Family name

Enter Family name

Function

Select value

Nationality

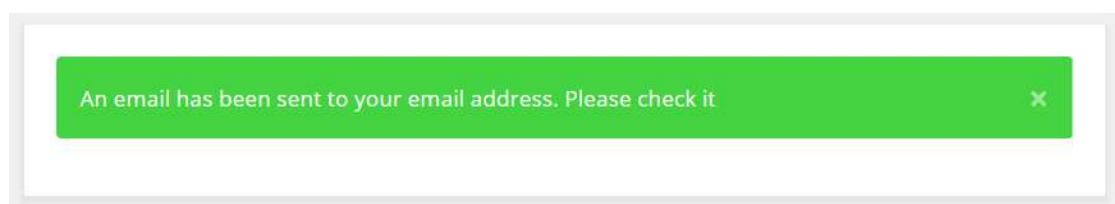
Select value

Date of birth

17/06/2019

Sign up

As soon as the data are saved by clicking on 'Sign up', a message will be sent to the e-mail address provided, to ask the confirmation of the email address.




mercoledì 03/07/2019 11:33

GYE UCI Get Your Event <support@wingsmedia.it>

Email confirmation GYE UCI platform

A

 Messaggio con priorità Alta.



Confirmation for GetYourEvent platform New Users

Dear John SMITH,

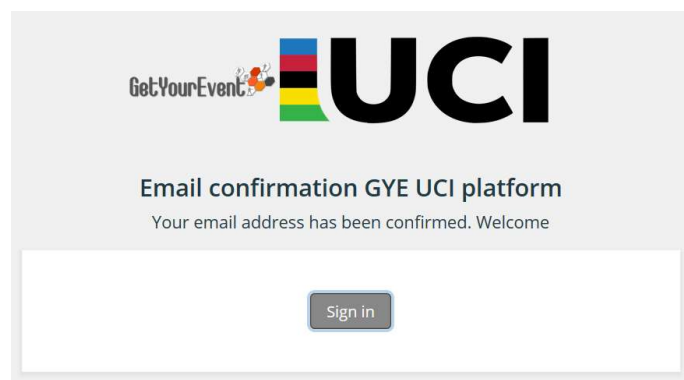
please confirm your email address for GYE UCI web platform by clicking the link below:

<http://ucistaging.wingsmedia.it/userconfirm.aspx?id=230&ik=U51N7UA231UIT2WX06R3A6H44PPDM755MDQBC4S17X7645FMFF>

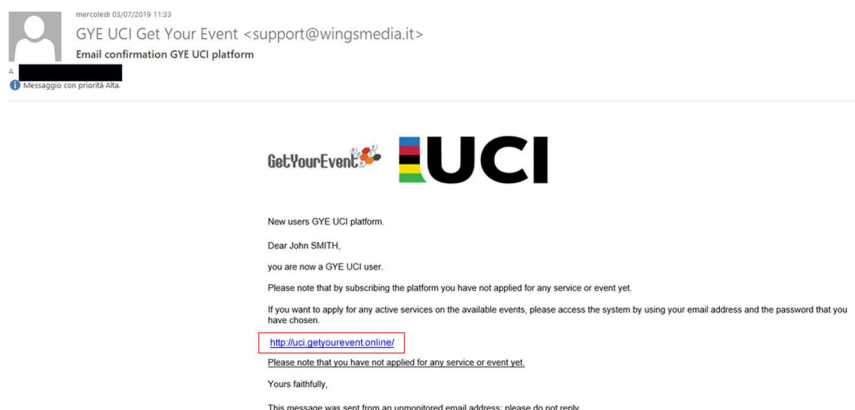
Greetings

This message was sent from an unmonitored email address; please do not reply

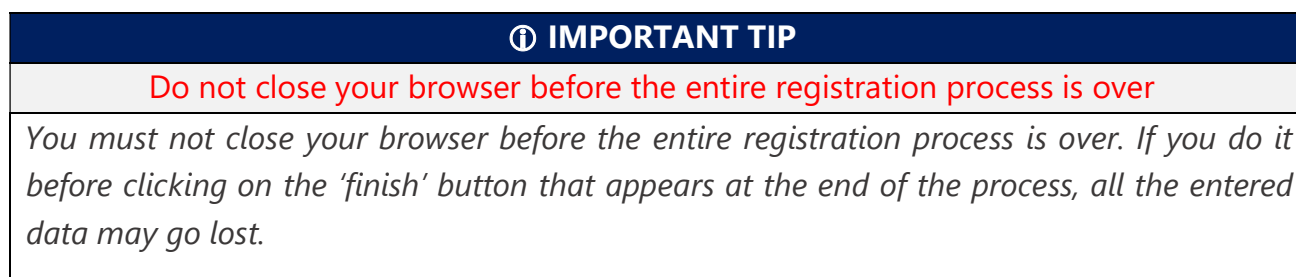
By clicking the link in the message, the email address will be confirmed and the user will be redirected to the platform that can now simply be accessed by clicking on 'Sign in' (for future uses the chosen password will be necessary).



After clicking on 'Sign in', user will receive an email confirming he has subscribed the platform and that he did not make any kind of accreditation request yet.



At the same time the browser will be redirected to the personal data page, which is the first of the six steps user will have to follow in order to apply for an event on the platform for the first time



Data filled in the first five steps of this process will be stored in the personal account of the user and if needed, modified at any time.

## 1<sup>st</sup> Step – Entering Personal Data

In the personal data page, 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 users who left them not filled will be required to complete the information.

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

E-mail \*

Given Name \*

Family name \*

Function

Gender \*

Nationality

Date of birth \*

Telephone with code area

Mobile with code area \*

Document

Document nr.

Expiry date

Note

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## 2<sup>nd</sup> Step – Inserting Data Related to Media

The second step of the procedure is about the information concerning media users belong to.

Freelancers will have to select the 'Freelance' check box. By doing so they will only have to enter what kind of media they work for and skip the rest of Media data fulfilling.


### 📌 IMPORTANT TIP

**Freelancers must upload an assignation letter when applying for accreditation**

*If you are a freelance, before applying for accreditation, don't forget to ask a letter of assignment signed by the Chief Editor of the media you will cover the event for. The letter is not necessary to complete the platform registration process: it will be asked as compulsory when applying for accreditation.*

When user starts fulfilling the Media Company name, he may either select it from a list of pre-registered media or fulfil a new one (compulsory fields that are marked with a red asterisk).

The registered media data cannot be edited. If user wants to change any of these data, he will still be able to do it, but his request will be recorded as coming from an unregistered media.

 **IMPORTANT TIP**

**You can ask UCI to change pre-registered media data, if wrong**

*If while registering to the platform, you select a registered media and realize that its data are wrong, please complete the registration process and send an email to [media@uci.ch](mailto:media@uci.ch) asking for the data changes: the content of your message will be carefully checked and data will be changed if necessary.*

Registered Media Company

Do 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, you may lose all your data.

Please enter/modify or check here your media data

**Warning**

By filling this form you are not requiring any accreditation. You are just compiling your media data

Please select this check box if you are a freelance and be ready to upload a letter of assignment of the media for which you will be covering the event you will apply for.

☐ Freelance

Media kind \*

Daily Newspaper

Media name \*

THE INDEPENDENT

If you want to modify the data and create a new company, click here [Edit](#)

Address \*

2, Derry Street

City \*

London

Zip code \*

00000

Country \*

United Kingdom of Great Britain and Northern Ireland

Direct Telephone with code area \*

GBR (+44) 207+52000

e.g "xxxxxxxxx"

Media e-mail \*

sport@independent.co.uk

Media web site

www.independent.co.uk

e.g "www.xxxxxx.co.uk"

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Added or Modified Media Company

Do 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, you may lose all your data.

Please enter/modify or check here your media data

**Warning**

By filling this form you are not requiring any accreditation. You are just compiling your media data

Please select this check box if you are a freelance and be ready to upload a letter of assignment of the media for which you will be covering the event you will apply for.

☐ Freelance

Media kind \*

Magazine

Media name \*

SPORTS LIFE

Address \*

24 Young St

City \*

London

Zip code \*

452G12

Country \*

United Kingdom of Great Britain and Northern Ireland

Direct Telephone with code area \*

GBR (+44) 454546866

e.g "xxxxxxxxx"

Media e-mail \*

sportslife@emailaddress.com

Media web site

www.sportslife.com

e.g "www.xxxxxx.co.uk"

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After entering the media data users will have to click on 'next' to go to the following step.

### 3<sup>rd</sup> Step – Uploading ID Photo

At this stage, 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 1   Media Data 2   **Photo 3**   Professional card 4   Communication 5   Accreditation 6

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

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 'Next'.

Personal Data 1   Media Data 2   **Photo 3**   Professional card 4   Communication 5   Accreditation 6

Do 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, you may lose all your data.

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

Uploaded size: 2645 b 

#### 4<sup>th</sup> Step – Uploading the Press Card


At this stage, users will be asked to upload a scanned image of the press card. The file can either be in .jpg or .pdf format, and should not exceed 1.5 MB. Even though a press card is required, the accreditation procedure can still be completed without having to provide one or uploading its scan, by selecting NOT AVAILABLE from the dropdown menu.

Nevertheless, in order to apply for accreditation, those who have not uploaded a press card should upload a letter of assignment when asked (see dedicated paragraph of the application chapter)

**Professional Card is compulsory for journalists and photographers**

Professional card upload

Uploaded size: 100632 b



Professional card

Professional card nr.

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#### 5<sup>th</sup> Stage – 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 press office.

**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

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Once the choices are made, users can click on next to finally reach the section where they can apply for accreditation for the first time.



# APPLICATION (ACCREDITATION REQUEST)

## 6<sup>th</sup> Step – First accreditation application

After completing the Communication Services step, users will reach a page displaying all the events in the platform, available for accreditation. If the page does not display any event, there are no available events.

Personal Data

Media Data

Photo

Professional card

Communication

Accreditation

1

2

3

4

5

6

Do 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, you may lose all your data.

Available Events

You can now submit an accreditation request, by selecting one of the events currently available clicking on the arrow icon ➡

Event	Request Available from	Request deadline
➡ 2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)	03/07/2019	31/07/2019

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Finish

## 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

Letter of assignment

← Back

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

**GENERAL TERMS AND CONDITIONS**

Requesting an accreditation I accept:

- To be filmed, televised, photographed, identified and otherwise recorded during the entire UCI Event, without any consideration, for the purpose of promoting and developing the sport of cycling;
- that any photographs, pictures and moving images taken by me during the UCI Event, including those of athletes, shall be used solely for personal and noncommercial purpose, unless prior written consent of UCI/OC;
- That UCI/OC shall in no event be responsible and liable to me for any injury or any direct, indirect, incidental or consequential damage or loss caused during, related to or in connection with the UCI Event

If I am requesting an accreditation or several accreditations for other person(s) than myself, I hereby declare that:

- the person(s) is/are accepting these terms and conditions as detailed above

**PRIVACY POLICY**

- I acknowledge and agree that my personal data provided in the course of my accreditation request shall be collected by the UCI and stored by Wings srl and agree to such information being used for the purpose of delivering my accreditation
- I also acknowledge and agree that the Organiser of the World Championships shall have access to my personal data collected by the UCI and stored by Wings S.R.L for the purpose of delivering my accreditation and/or communication concerning my participation to the event(s).
- I take note that I may contact the UCI (mail@uci.ch) at any time in order to exercise my right to request access, rectification or deletion of some of my personal information.

If I am requesting an accreditation or several accreditations for other person(s) than myself, I hereby 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

☒ I Agree

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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.*

## Letter of assignment

Users can upload a letter of assignment from the chief editor of the media they are applying for.

Upload is compulsory for free lancers only, who must upload a letter from (at least one of) the media they are covering the event for

Journalists and photographers not holding a professional card are warmly recommended to upload a letter of assignment.

In any other case, UCI Press Office can still ask for the upload of the letter of assignment

[Disclaimer](#) [Letter of assignment](#) [← Back](#)

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

Please upload a letter of assignment from the editor of the media you are applying for.

Upload is compulsory for:


- free lancers, who must upload a letter from (at least one of) the media they are covering the event for
- journalists and photographers not holding a professional card

Please note that in any other case, UCI Press Office can still ask you to upload the letter of assignment

C:\Users\Carlo\Documents\Face Crop>tagliati\Rc

Sfoggia...

Uploaded size: 2397 b



Remove

[Previous](#) [Next](#) [REQUIRE AN ACCREDITATION](#)

By clicking on Require an accreditation, users will submit their accreditation request and receive an email announcing its receipt:



giovedì 04/07/2019 18:05

GetYourEvent UCI <support@wingsmedia.it>

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

A info@wingsmedia.it

Messaggio con priorità Alta.



John SMITH Photographer application 2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN) GetYourEvent UCI

Dear John SMITH,

Thank you for your interest in **2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)**. We confirm receipt of your application for Photographer: [check status](#)

This message is not an approval notification

You should expect to receive a decision about the request on a separate message in the next few days.

## Further accreditation application

For any future accreditation application, users will have to follow the same procedure as above, logging into the platform and selecting the event from the list displayed in their personal homepage. If their home page does not display any event, there are no available events.

After clicking on the arrow besides the event's description, users will visualise a summary of personal and data they have entered.

### 📌 IMPORTANT TIP

**Always verify your data are up to date**

*You should always verify your personal and media data stored in the platform: should you change i.e the media you work for or your function (ex: from reporter to photographer) it is very important to keep your account up to date. You may be denied an accreditation if your old media disregards your request, or receive a wrong accreditation.*

## Changing data

You can change your data either clicking on the modify button displayed in the verification page you automatically access when applying for a new accreditation, or by selecting at any time 'View Profile' from the Profile menu on the top right of your personal homepage.

Event	Request Available from	Request deadline	Request date	Messages
2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)	03/07/2019	31/07/2019	04/07/2019 18:02:43	

# CHECKING APPLICATION STATUS

Upon entering username and password users will be able to check on the status of their applications for each of the UCI available events:



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.

Event	Request Available from	Request deadline	Request date	Messages
2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)	03/07/2019	31/07/2019	04/07/2019 18:02:43	Yellow status icon

The Press Officer has the right to ask for additional information: this will be indicated by an information icon (see icons legend) and users will have to click on this icon in order to access the communication interface and provide the Press Officer with the additional information requested. Once this additional data has been provided, the application status will return to standby, as shown by the yellow icon.

For any further information, here are the terms and conditions of the " UCI online accreditation platform", as accepted when completing the registration procedure.

# TERMS OF USE AND DATA PROTECTION INFORMATION NOTICE

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*By using this “**UCI online accreditation platform**” (hereinafter, the “Platform”), the users can sign themselves up to the service, obtain a personal user name and password, and submit their requests for press accreditation to the upcoming events, according to the deadlines that are indicated from time to time.*

## **SIGNING UP**

*User name and password generated during the registration process will be automatically sent to the e-mail address provided by the user in the registration form. Please save that message for future reference.*

*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**

*After signing up to the System, users may submit their accreditation requests for any upcoming event. For every request, users are asked to upload to the System a specific letter of engagement. The System applies to all journalists who shall submit their requests for any upcoming event within the relevant deadline.*

*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 Press Office to evaluate if the accreditation requests submitted by the professionals or by the media are properly filed and complete. Incomplete or untrue data as well as failure to provide the requested documents will cause automatic denial of the requested accreditation.*

*The approval of an accreditation request as photographer does not automatically gives the right to receive a bib which is necessary to work in the photographers' reserved areas.*

### **CAR ACCESS AND PARKING PERMIT**

*The press accreditation does not grant access by car to the venue nor a parking permit. Car access and parking permissions will be granted on-site at the sole discretion of UCI Press Office according to the number of requests and capabilities of the venue.*

### **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**

*Whoever intends to film moving images from racing, award ceremonies of the events (even if this is for just 10sec. for social media only), and conducting Interviews in the accredited area, e.g. Mixed zone with the intention to publish these on any website or broadcast it anyway, must get in touch with **tobias.friedrich@uci.ch (Road, Cyclocross, Track)** or **susanne.lenz@uci.ch (BMX, Mountain Bike)***

*In case moving images are published / broadcasted from the event without authorization, UCI reserves the rights to withdraw the accreditation, deny accreditation for further UCI events and claim a financial compensation of **CHF 10'000**.*