




## ON-LINE NATIONAL FEDERATIONS CONGRESS REGISTRATION USER GUIDE

# ACCESS TO THE SYSTEM

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The congress registration procedure must be done on the UCI Get Your Event Platform.

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

GetYourEvent 


E-mail/Username


Password


[Forgot password?](#)

Create new media account (Written content & still photos only published in Print newspapers & magazine, social media channels, websites etc.)

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

 [Written Content Journalists and Photographers System Guide](#)

 [AudioVisual RadioTV UserGuide](#)

 [Change Language guide](#)

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


## 📌 IMPORTANT TIP

Only those accredited for the UCI World Championships can register for the Congress

The accreditation for the UCI World Championship is a prerequisite for registration to the congress. Therefore, before being able to register for the congress, it is necessary to first request accreditation for the UCI World Championships.

# ACCREDITATION NOT REQUESTED YET

Apply for accreditation (check the users' guide on the platform's homepage if needed)

At the end of the accreditation process click on the  button

Select Request Congress access and then click on Enter

Available services ×

You can select more services

LAST NAME First name (NATIONAL FEDERATION)

Request Vip access

Request Congress access





Close Enter

# ACCREDITATION ALREADY REQUESTED

If the request for the congress is done at a later stage, after the accreditation process has already been done, open the event accreditation page from the main menu by clicking the arrow besides the event's name

Event	Request Available from	Request deadline	👍	👎	🔍	🚫	All	📌
🔒 2021 UCI BMX World Championships (Papendal-NED)	15/07/2021 00:00:00	16/08/2021 17:30:00	0	0	0	0	0	📌
➡️ 2021 UCI Road World Championships (Flanders - BEL)	19/08/2021 00:00:00	04/09/2021 23:59:00	0	2	0	0	2	📌
🔒 2021 UCI MTB World Championships (Val di Sole-ITA)	05/08/2021 00:00:00	16/08/2021 23:59:00	0	0	0	0	0	📌
🔒 2020 UCI Track World Championships Presented by Tissot (Berlin-GER)	09/01/2020 00:00:00	16/02/2020 23:59:00	5	0	0	0	5	📌

Click on the + besides the name

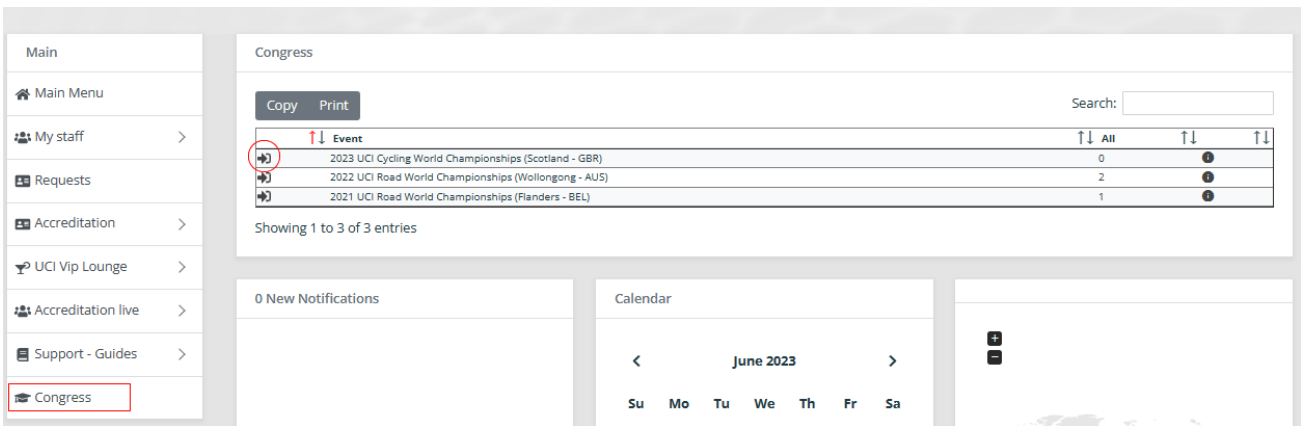
 	 NAME	Official Delegate	DELEGATION Official Delegate	FEDERATION NAME		
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Select Request Congress access and then click on Enter










# CHECKING REGISTRATIONS

Select Congress from the menu.

A summary of the congress registrations will be displayed.

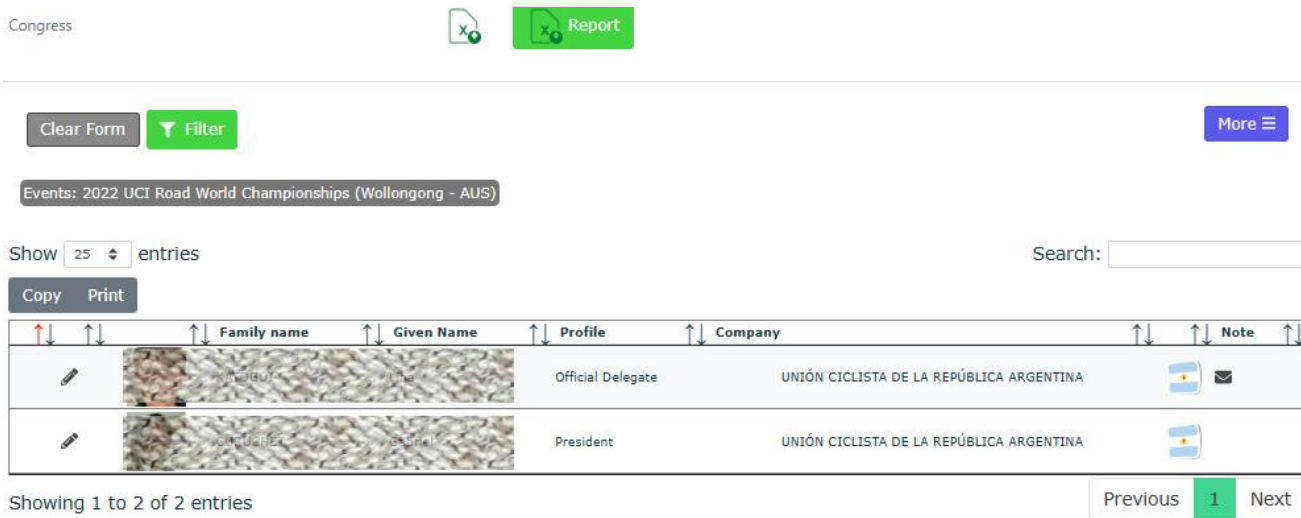


The screenshot shows a sidebar menu on the left with 'Congress' highlighted in a red box. The main content area is titled 'Congress' and contains a table with the following data:






Event	All		
 2023 UCI Cycling World Championships (Scotland - GBR)	0		
 2022 UCI Road World Championships (Wollongong - AUS)	2		
 2021 UCI Road World Championships (Flanders - BEL)	1		

Below the table, there are sections for '0 New Notifications' and a 'Calendar' for June 2023.

Click on the arrow beside the name of the event to access the list of the delegates already registered for the congress.



The screenshot shows the 'Congress' page with a 'Report' button. Below, there are 'Clear Form' and 'Filter' buttons, and a dropdown menu showing 'Events: 2022 UCI Road World Championships (Wollongong - AUS)'. The 'Show 25 entries' dropdown is visible, along with a search bar. The main table displays the following data:

	Family name	Given Name	Profile	Company	Note
	WAGNER	YANEZ	Official Delegate	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	 
	WAGNER	YANEZ	President	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	

At the bottom, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation buttons.