



## ON-LINE NATIONAL FEDERATIONS ACCREDITATION SYSTEM USER GUIDE

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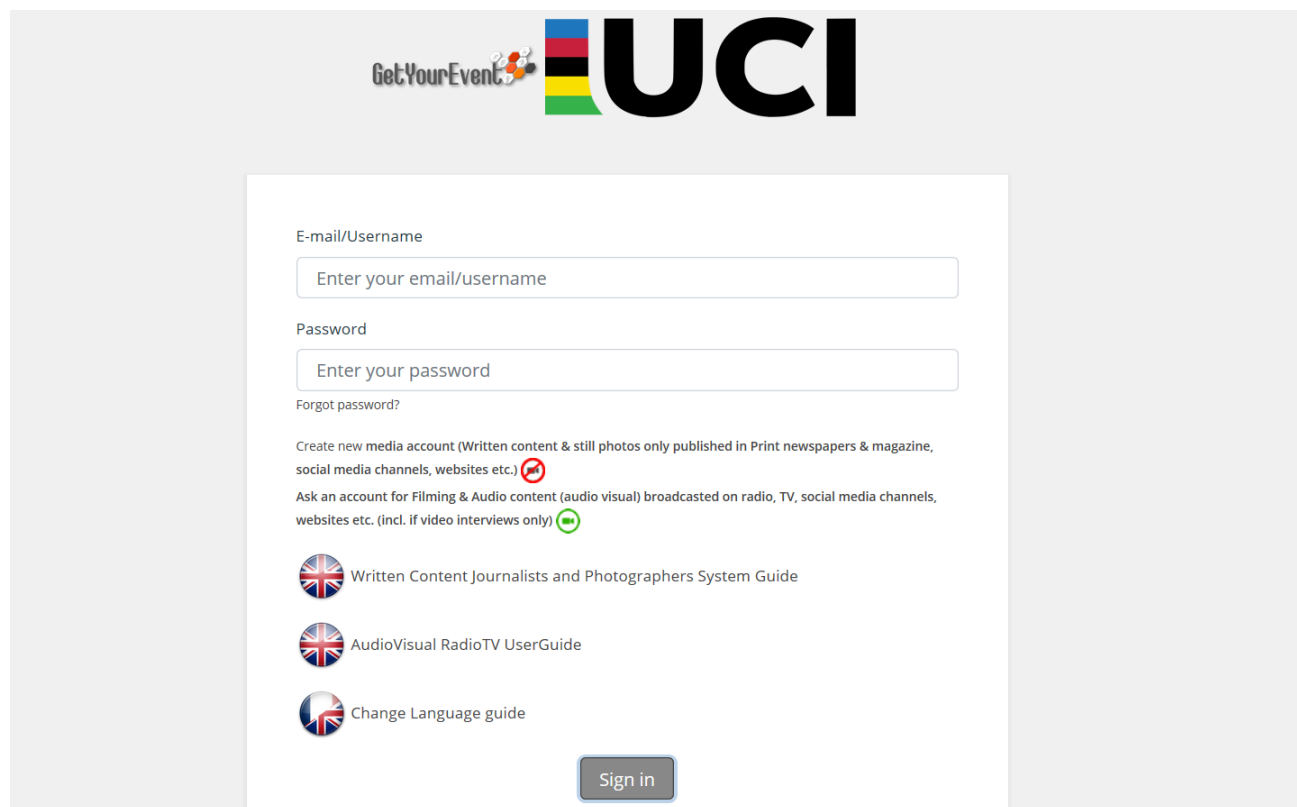
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# ACCESS TO THE SYSTEM

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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, there is a logo for 'Get Your Event' with a small icon of a person and a flag, followed by the large 'UCI' logo. Below the logo, there is a white login box 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:
  - 'Written Content Journalists and Photographers System Guide' with a German flag icon.
  - 'AudioVisual RadioTV UserGuide' with a British flag icon.
  - 'Change Language guide' with a French flag icon.
- A 'Sign in' button at the bottom right of the login box.

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)



National Federation - UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA  
sec.ucra@gmail.com



Main
Main Menu
My staff
Requests

Requests

Copy Print

Search:


Event	Request Available from	Request deadline	3	0	0	0	0	0	0	3	1
2023 UCI Cycling World Championships	13/09/2022 00:00:00	31/12/2023 23:59:00									
CHEF DE MISSION APPLICATION - Glasgow 2023	13/09/2022 00:00:00	31/12/2023 23:59:00	1	0	0	0	0	0	0	1	1

# 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.



Messages
Notifications
Profile



Team - UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA  
gabrielcuruchet@gmail.com



Main
Main Menu
My staff
Accreditation
Support - Guides
UCI Vip Lounge

Users
Select the event

Clear Form
Filter
More

☒ Clear Form/Select All

☐ Approved
☐ Ask for information
☐ Pending approval
☐ Refused
☐ Pending
☒ All

Search

Select value

+ Add a new member to my staff

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.

Given Name \*

Family name \*

Gender \*

Nationality

Date of birth \*

Function \*

Mobile with international area code  
   
e.g. "xxxxxxxxxx"

E-mail

Confirm e-mail

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

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 here, but...**

*Picture upload is not compulsory at this stage, as for many UCI events it is possible to take it at the accreditation centre. However, on the occasion of the 2023 UCI Cycling World Championships, the upload of the photo is compulsory for the application and will therefore be required, if missing, at the moment of the accreditation request*

## 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.

Users  
Select the event

Select value ▼

+ Add a new member to my staff

Show  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.*

## 📘 IMPORTANT TIP

**Always start with President and General Secretary**

*The President and the General Secretary are the only two positions that have automatic access rights to all clusters. However, their accreditation still falls within the maximum quota that can be requested for each cluster. This means that if the maximum quota has already been reached for even a single cluster, it will not be possible to request accreditation for the President and/or the General Secretary for the event in any way.*

### 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 **More** and then select the event they want to apply for from the dropdown menu

The screenshot displays the accreditation request interface. At the top, there are buttons for 'Clear Form' and 'Filter', along with a 'More' button. Below these, a toggle switch labeled 'Clear Form/Select All' is visible. A horizontal bar contains several filters: 'NF', 'RIDERS ASSISTANT', 'TEAM Photographer', and 'TEAM Videographer'. Below the filters, there are radio buttons for different statuses: 'Approved' (green smiley), 'Ask for information' (question mark), 'Pending approval' (flag), 'Refused' (red sad face), 'Pending' (orange sad face), and 'All' (radio button). A search bar is located below the status options. On the right side, there is a green button labeled '+ Add a new member to my staff'. At the bottom, a dropdown menu is open, showing a list of events: '2023 UCI Cycling World Championships', '2022 Track World Championships (St Quentin-en-Yvelines - FRA)', '2022 MTB World Championships (Les Gets-FRA)', and '2022 BMX World Championships (Nantes-FRA)'. The first event is highlighted in orange. A search bar is also present at the bottom right of the dropdown menu.

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

### ① IMPORTANT TIP

#### Application for Chef de Mission and Deputy Chef de Mission

*Chefs de Mission and Deputies Chef de Mission for the 2023 UCI Cycling World Championships, must be registered twice in the Get Your Event Platform:*

- *At first for the role they cover during the event (i.e. President of National Federation, General Secretary, Team Manager, etc...) selecting the "2023 UCI Cycling World Championships" event.*
- *And afterwards as Chef de Mission or Deputy Chef de Mission in the "Chef de Mission Application", in order to get the extra badge which gives access to all venues allowing them to cover that role.*

### Step 2: 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.

### ① 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 already for all the venues, that function will be written in light grey and it will not be possible to select it.

Function
×

- ☐ ACCOMPANYING Official Delegation
- ☐ ACCOMPANYING Sport Delegation
- ☐ DELEGATION Official Delegate N.F.
- ☐ DELEGATION President N.F.
- ☐ DELEGATION General Secr. N.F.
- ☐ SPORTING Team Manager
- ☐ SPORTING National Technical Director
- ☐ SPORTING Coach
- ☐ SPORTING Doctor
- ☐ SPORTING Mechanic
- ☒ SPORTING Paramedical Assistant
- ☐ SPORTING Press-Officer
- ☐ SPORTING Interpreter

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

2023 UCI Cycling World Championships Insert request

Close Save

After saving you will have to specify the clusters (please refer to the UCI Official Bulletin for a complete guide of the Clusters) where the applicant will have to be present.

Info Back

2023 UCI Cycling World Championships

Accreditation for all clusters will only be granted on an exceptional basis. Therefore only select the cluster(s) that you are confirmed to attend. UCI Accreditation Team will approve each cluster separately.

Select the competition you are applying for

☐ **B** BMX Racing

☐ **P** Para Road

☐ **D** Mountain Bike DH

☐ **R** Road

☐ **G** Gran Fondo

☐ **T** Road ITT (Individual Time Trial)

☐ **I** Cycle Ball - Artistic

☐ **U** Urban (BMX Freestyle - Urban)

☐ **M** Mountain Bike XC

☐ **V** Track - Para Track

Select where you want to collect your accreditation

Accreditation center

Next

On the same page you will have to select the Accreditation Centre where the badge will be collected.

Info Back

2023 UCI Cycling World Championships

Accreditation for all clusters will only be granted on an exceptional basis. Therefore only select the cluster(s) that you are confirmed to attend. UCI Accreditation Team will approve each cluster separately.

Select the competition you are applying for

☐ **B** BMX Racing

☐ **P** Para Road

☒ **D** Mountain Bike DH

☒ **R** Road

☒ **G** Gran Fondo

☐ **T** Road ITT (Individual Time Trial)

☐ **I** Cycle Ball - Artistic

☐ **U** Urban (BMX Freestyle - Urban)

☐ **M** Mountain Bike XC

☐ **V** Track - Para Track

Select where you want to collect your accreditation

Glasgow SEC (Main Accreditation Center)

Next

## ① IMPORTANT TIP

### Make sure to select the right Accreditation Centre

*Badges will be printed in advance, allowing Chef de Mission and Deputy Chef de Mission to quickly collect them at once. For this reason, it is necessary that the withdrawal Accreditation Centre is carefully selected: badges required for pick up at the wrong accreditation centre will not be duplicate immediately and charges will apply.*

After clicking on Next, 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'

2023 UCI Cycling World Championships

+ Add a new member to my staff

Show 25 entries

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.

		MARQUEZ Daniel	Press-Officer 1/1	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	Quota exceeded
--	--	----------------	-------------------	--	----------------

## Quota management

Every National Federation has a maximum quota of accreditations that can be requested for each role, on each cluster. **These quotas are communicated separately by each UCI Sport Department, to which you should refer in case you need clarification.** If, after selecting the role of the person for whom the accreditation is being requested, you select a cluster for which the maximum quota for that role has been

reached or for which that role is not provided, you will receive an error message from the system, prompting you to deselect that cluster before proceeding.

You have reached the maximum quota for this function, for the following cluster: **G Gran Fondo** Please unselect the cluster **X** and apply again

Info

← Back

### 2023 UCI Cycling World Championships

Accreditation for all clusters will only be granted on an exceptional basis. Therefore only select the cluster(s) that you are confirmed to attend. UCI Accreditation Team will approve each cluster separately.

Select the competition you are applying for

☐ **B** BMX Racing

☐ **P** Para Road

☐ **D** Mountain Bike DH

☐ **R** Road

☒ **G** Gran Fondo

☐ **T** Road ITT (Individual Time Trial)

☐ **I** Cycle Ball - Artistic

☐ **U** Urban (BMX Freestyle - Urban)

☐ **M** Mountain Bike XC

☐ **V** Track - Para Track

Select where you want to collect your accreditation

Glasgow SEC (Main Accreditation Center) ▾

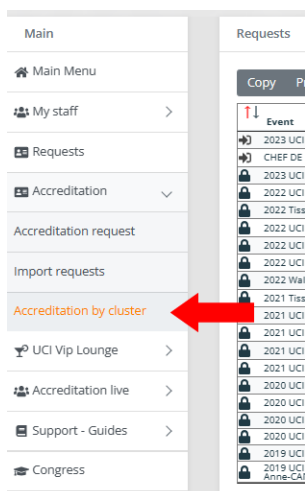
Next

#### 📘 IMPORTANT TIP

##### Keep quota under control

From the 'Home Page', by clicking on the arrow besides the desired event ➡ you will have a summary of the request you made. From the summary, that can be ordered using any criteria you want, all the functions and clusters are displayed. An excel report including this information can also be downloaded: by referring to the single disciplines guides it is possible to keep under control the requests already done and those that can still be made. For a better quota management please check the CHECKING QUOTA section of this guide

# CHECKING QUOTA



You will be able to check at any time the number of requests you have done for each cluster, by using the accreditation by cluster functionality, available under the Accreditation Menu

You will visualise all the requests you have done, with their approval status (see dedicated section for details) under each cluster.

Clear Form **Filter** [More](#)

Events: 2023 UCI Cycling World Championships (Scotland - GBR)

Show 25 entries Search:

Copy Print

Users	Code	Company	B	D	G	I	M	P	R	T	U	V
 RODRIGUEZ Pedro	6.4	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA										
 MARQUEZ Daniel	6.6	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA										
 OSPINA Pablo	6.8	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA										

The list of the available cluster with check boxes will appear by clicking on [More](#). Select the cluster (s) you want to check and then click on **Filter**

Users  
Accreditation Table

Clear Form **Filter** [More](#)

☐ Clear Form/Select All

☐ NF ☐ RIDERS ASSISTANT ☐ TEAM Photographer ☐ TEAM Videographer

☐ Approved ☐ Ask for information ☐ Pending approval ☐ Refused ☐ Pending ☐ All

☐ B BMX Racing ☐ M Mountain Bike ☐ T Road Individual Time Trial

☐ D Mountain Bike Downhill ☐ P Para-cycling Road ☐ U BMX Freestyle & Trials

☐ G Gran Fondo ☒ R Road ☐ V Track & Para-cycling Track

☐ I Indoor Cycling

Search

2023 UCI Cycling World Championships (Scotland - GBR)

The page will display only those requests done for the cluster (s) you will have selected.

Users

Accreditation Table

Clear Form

Filter

More

☒ Clear Form/Select All

x

NF

x

RIDERS ASSISTANT

x

TEAM Photographer

x

TEAM Videographer

☐ Approved 
☐ Ask for information 
☐ Pending approval 
☐ Refused 
☐ Pending 
☒ All

☐ **B** BMX Racing
 ☐ **M** Mountain Bike
 ☐ **T** Road Individual Time Trial

☐ **D** Mountain Bike Downhill
 ☐ **P** Para-cycling Road
 ☐ **U** BMX Freestyle & Trials

☐ **G** Gran Fondo
 ☒ **R** Road
 ☐ **V** Track & Para-cycling Track

☐ **I** Indoor Cycling

Search

2023 UCI Cycling World Championships (Scotland - GBR)

	↑↓ Users	↑↓ Code	↑↓ Company		↑↓ B	↑↓ D	↑↓ G	↑↓ I	↑↓ M	↑↓ P	↑↓ R	↑↓ T	↑↓ U	↑↓ V
	RODRIGUEZ Pedro	6.4	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA											
	OSPINA Pablo	6.8	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA											

### ❗ IMPORTANT TIP

What is that number next to each name?

To keep track of the quotas, it is necessary to have the information provided by UCI regarding the maximum number of accreditations that can be requested for each function in each individual cluster. On the "Accreditation by Cluster" page, there is a code next to each name. This code represents the function for which accreditation has been requested for that person. The list of codes is available below.

## Accreditation codes list

6,1	President N.F.
6,2	General Secr. N.F.
6,3	Official Delegate N.F.
6,4	Team Manager
6,5	National Technical Director
6,10	Press-Officer
6,11	Interpreter
6,13	Assistant Team Manager
6,14	Accompanying Official Delegation
6,6	Coach
6,7	Doctor
6,8	Mechanic
6,9	Paramedical Assistant
6,15	Accompanying Sport Delegation
6,16	Team Videographer
6,18	Team Manager BMX Challenge / Masters
6,19	Coach BMX Challenge / Masters
6,20	Doctor BMX Challenge / Masters
6,21	Mechanic BMX Challenge / Masters
6,22	Paramedical Assistant BMX Challenge / Masters
6,23	Team Manager Assistant BMX Challenge / Masters
6,24	Video Analyst

# 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.

UCI

National Federation - UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA

Messages ▾ Notifications ▾ Profile ▾

GetYourEvent

Main

Main Menu

My staff ▾

My staff

Import users

Accreditation >

Support - Guides

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

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**

**❶ 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.

**❶ 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 3<sup>rd</sup> 1984

**❶ 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.*

**❶ 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*

**❶ IMPORTANT TIP**

**Correctly fill the Clusters field**

Enter clusters, choosing from: B, D, G, I, M, P, R, T, U, V and separating them by using a comma

Ex: If you are applying for Road Races and Individual Time Trials, type: R,I

## ① IMPORTANT TIP

### Correctly Select the Accreditation Centre Field

Select from the dropdown menu, the Accreditation Centre you will collect the accreditation you are applying for, by choosing from: **GLASGOW or DH or XC**

For those accreditation entered filling the Accreditation Field with Glasgow, the badge will be available at the Glasgow SEC Accreditation Centre.

For those accreditation entered filling the Accreditation Field with DH, the badge will be available at the Ft William Accreditation Centre.

For those accreditation entered filling the Accreditation Field with XC, the badge will be available at the Glentress Accreditation Centre.

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  Argentina.xlsx

Argentina.xlsx

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															<input type="button" value="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	coloccini	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	23232323		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 

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	coloccini	Alberto		Mechanic					M	03/10/2000 00:00:00				
0		<input checked="" type="checkbox"/> Insert	gallego	Armando	Maria	Coach	galarmando8235@argmail.com	001	232323223		M	12/09/1979 00:00:00				

Warning

You are importing/updating 2 records, continue?

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

Users









Select the event



Active only ✕

Show 25 entries

Search:

	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	<input type="checkbox"/>	<input checked="" type="checkbox"/> old	COLOCCINI	Alberto		Mechanic					M	03/10/2000 00:00:00				
26586	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> update	coloccini	Alberto		Mechanic					M	03/10/2000 00:00:00				
26587	<input type="checkbox"/>	<input checked="" type="checkbox"/> old	GALLEGO	Armando	Maria	Coach	galliarmando8235@gmail.com		232323223		M	12/09/1979 00:00:00				
26587	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> update	gallego	Armando	Maria	Coach	galliarmando8235@gmail.com +54		121321311		M	12/09/1979 00:00:00				

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



### 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 guides).

UCI National Federation - UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA

Messages ▾ Notifications ▾ Profile ▾

GetYourEvent

Main

- Main Menu
- My staff >
- Accreditation ▾
- Accreditation
- Import requests
- 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.

2023 UCI Cycling World Championships

Select File Scegli il file Nessun file scelto

Generate template

Quota 32: Used 5; Available 27

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

1	A	B	C	D	E	F	G	H
2	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  UploadBerlin.xlsx

UploadBerlin.xlsx

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)

Select File  Nessun file scelto

Select Photo  Nessun file scelto

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

Quota 32; Used 5; Available 27


Import preview

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	<span style="color: green;">●</span>	<input checked="" type="checkbox"/> Insert	coloccini	Alberto		10.5	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA					M	03/10/2000				
0	<span style="color: green;">●</span>	<input checked="" type="checkbox"/> Insert	gallego	Armando	Maria	10.3	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	gallarmando8235@argmail.co	+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

Copy
Print

Requests	Users	Profile	Request	Company	Status	Delete request
	 COLOCCINI Alberto	Mechanic	SPORTING Paramedical Assistant	UNIÓN CICLISTA DE LA REPÚBLICA ARGENTINA	 	
	 GALLEGU 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.







 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	mancini	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).

Excel Errors

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: 0 ● Update: 0 ● Error: 2

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 type="checkbox"/>	<input checked="" type="checkbox"/>	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00				Invalid picture
0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	gallego	Armando	Maria	Coach	gallearmando8235@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.

Warning

WARNING: one or more photos have not been uploaded

You are importing/updating 2 records, continue?

Yes

Close

## 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

2023 UCI Cycling World Championships

+ Add a new member to my staff

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	



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 all the administrators.



YELLOW ICON: application not analysed by any administrator yet.



GREEN ICON : application approved by every administrator (on every Cluster).



BLUE ICON : application not evaluated by every administrators.



PURPLE ICON : application evaluated by all the administrators, but not approved for every cluster it has been required for



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

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*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](mailto: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*