



## ON-LINE MEDIA ACCREDITATION SYSTEM USER GUIDE

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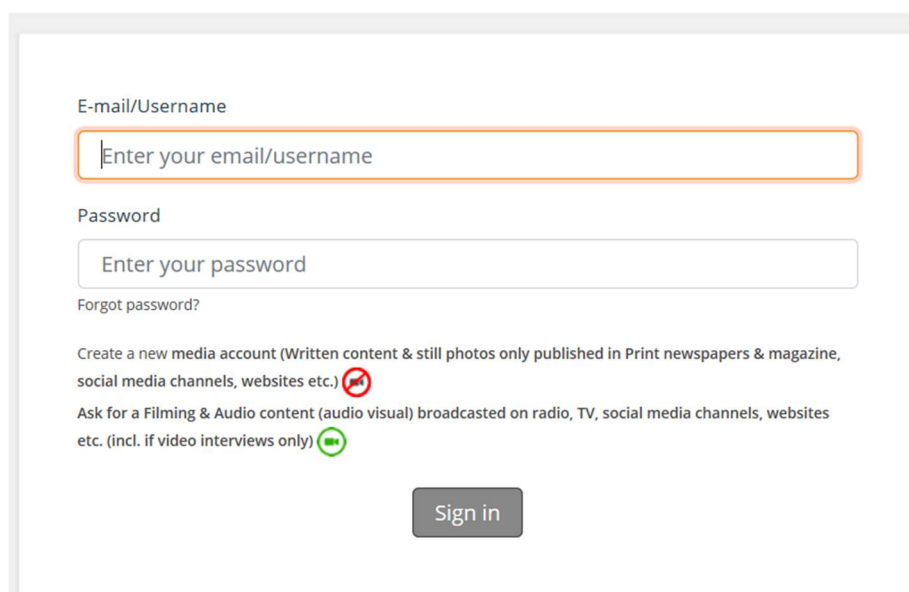


# SUBSCRIPTION TO THE SYSTEM

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

The European Para Championships GetYourEvent Platform can be accessed by visiting the login page:  
<https://epc2023.getyourevent.online/>



E-mail/Username

Enter your email/username

Password

Enter your password

Forgot password?

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

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

Sign in

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

Confirm e-mail

Password

Confirm password

Given Name

Family name

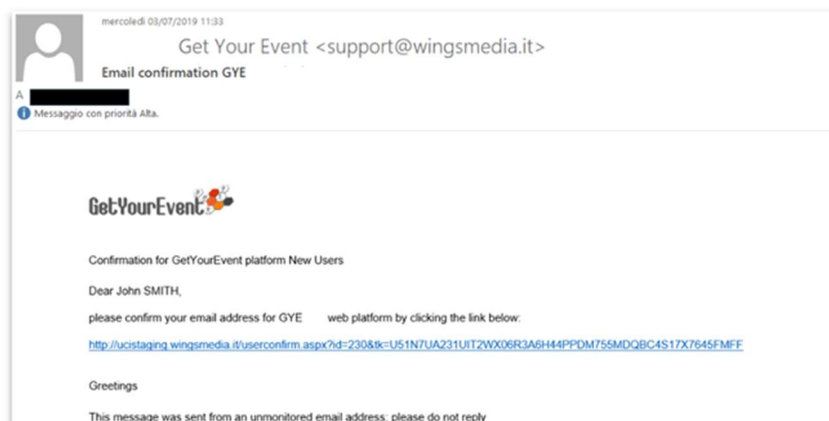
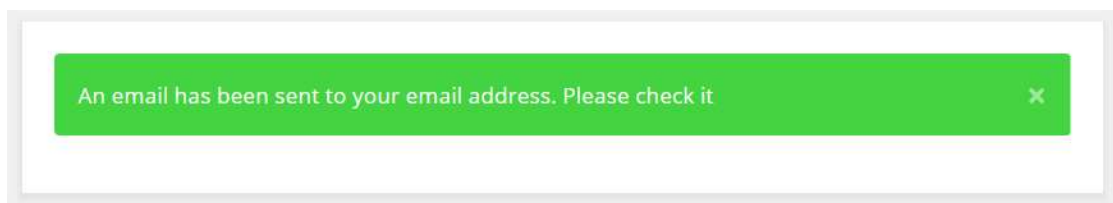
Function

Nationality

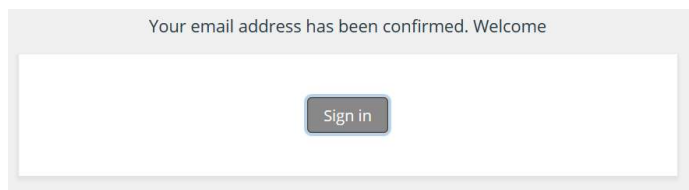
Date of birth

**Sign up**

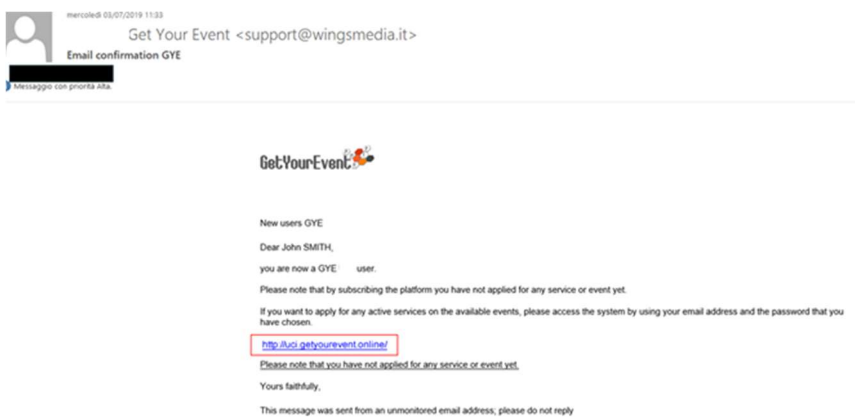
As soon as the data are saved by clicking on 'Sign up', a message will be sent to the e-mail address provided, to ask the confirmation of the email address.



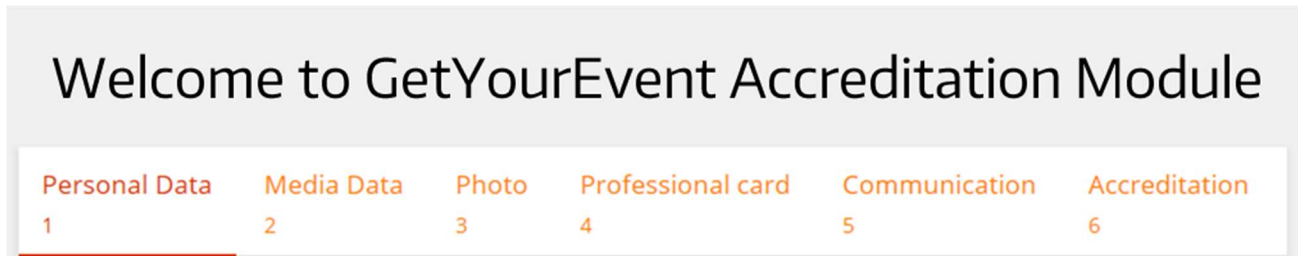
By clicking the link in the message, the email address will be confirmed and the user will be redirected to the platform that can now simply be accessed by clicking on 'Sign in' (for future uses the chosen password will be necessary).



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



**📌 IMPORTANT TIP**

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

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

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.

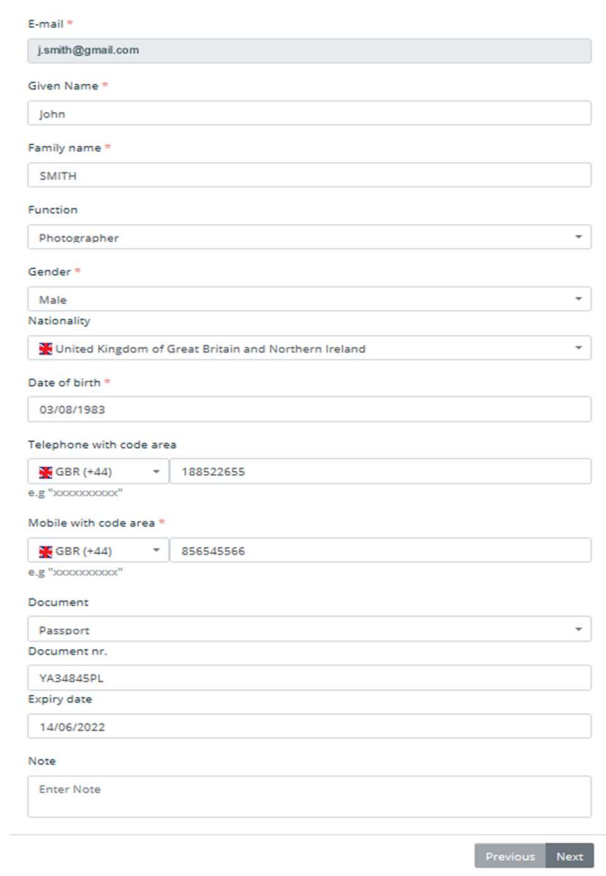
## 1<sup>st</sup> Step – Entering Personal Data

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'



The screenshot shows a registration form with the following fields and options:

- E-mail \***: j.smith@gmail.com
- Given Name \***: John
- Family name \***: SMITH
- Function**: Photographer (dropdown menu)
- Gender \***: Male (dropdown menu)
- Nationality**: United Kingdom of Great Britain and Northern Ireland (dropdown menu)
- Date of birth \***: 03/08/1983
- Telephone with code area**: GBR (+44) 188522655 (dropdown and text input)
- Mobile with code area \***: GBR (+44) 856545566 (dropdown and text input)
- Document**: Passport (dropdown menu)
- Document nr.**: YA34845PL
- Expiry date**: 14/06/2022
- Note**: Enter Note (text input)

At the bottom right, there are two buttons: 'Previous' and 'Next'.

## 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 the event organiser 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 [pauline@europeanparachampionships.com](mailto:pauline@europeanparachampionships.com) 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. "xxxxxxxxxx"

Media e-mail \*

sport@independent.co.uk

Media web site

www.independent.co.uk

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

Previous Next

### 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. "xxxxxxxxxx"

Media e-mail \*

sportslife@emailaddress.com

Media web site

www.sportslife.com

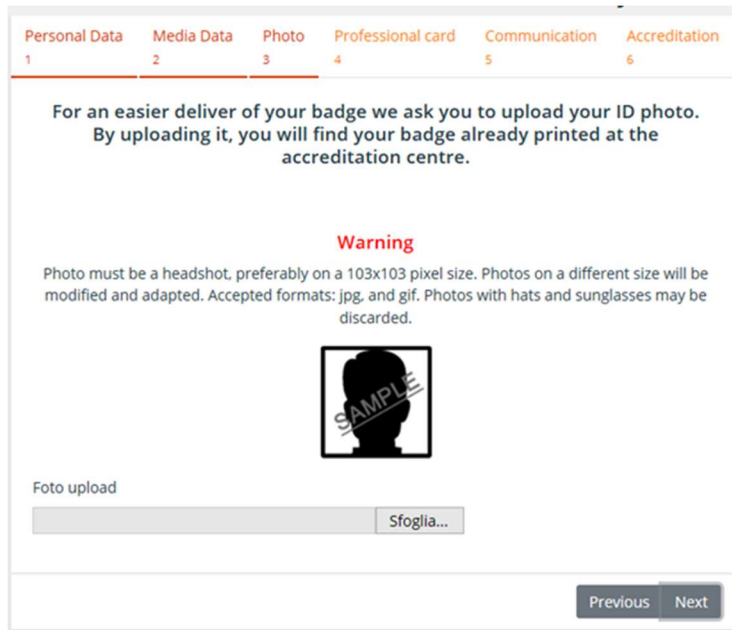
e.g. "www.xxxxxx.co.uk"

Previous Next

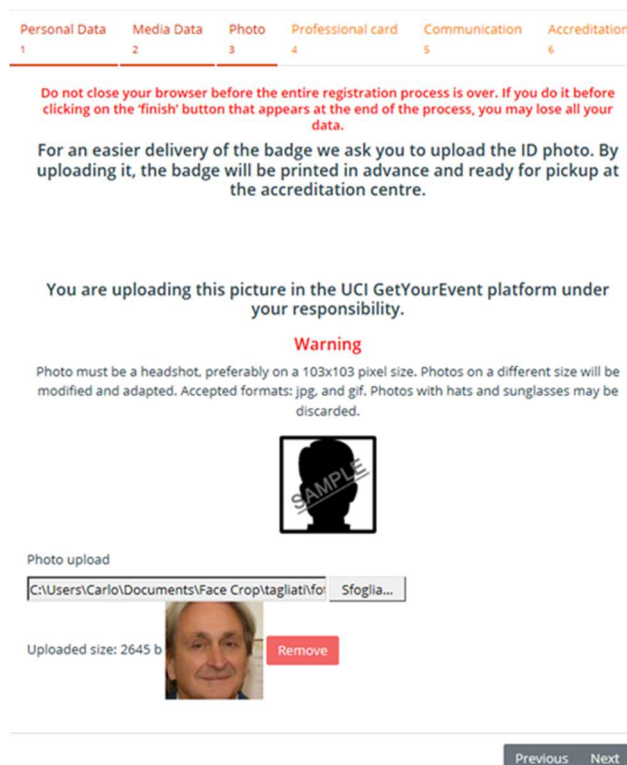
After entering the media data users will have to click on 'next' to go to the following step.

### 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.



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'.



#### 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

C:\Users\Carlo\Desktop\pic.jpg Sfoglia...

Uploaded size: 100632 b



Remove

Professional card

AIPS

Professional card nr.

988655

Previous Next

### 5<sup>th</sup> Stage – Subscription to Communication Services

The European Para Championships offer 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 future event; the second will let users receive, during the event, communications from the press office.

#### Communication Platform

By subscribing the 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 events and other important communication
- 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 events and other important communication
- I want to receive email messages with news and communication about the events I will attend

Previous Next Finish

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 yet.

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.

**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
→ Your Event	03/07/2019	31/07/2019

Previous    Next    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

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 assignation.

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


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

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, the 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](#)

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[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  
A info@wingsmedia.it  
Messaggio con priorità Alta.



John SMITH Photographer application

Dear John SMITH,

Thank you for your interest in "YOUR EVENT". 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.

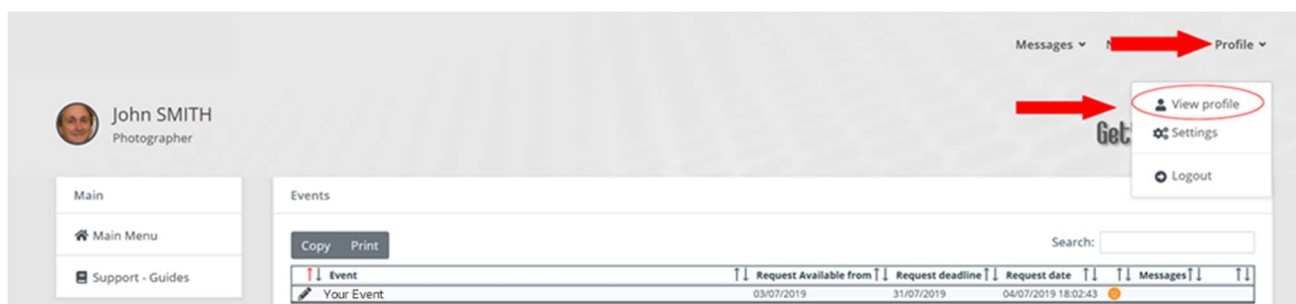
## 📌 IMPORTANT TIP

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.



## CHECKING APPLICATION STATUS

Upon entering username and password users will be able to check on the status of their applications for each of the 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.



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 "European Para Championships online accreditation platform", as accepted when completing the registration procedure.

## TERMS OF USE AND DATA PROTECTION INFORMATION NOTICE

*By using this "European Para Championships online 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 the 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 give 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 the Press Office according to the number of requests and capabilities of the venue.*

### **DATA PROTECTION INFORMATION NOTICE**

*European Para Championships 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 European Para Championships, as data controller, by electronic means based on European Para Championships' infrastructure. The personal data will be communicated to the persons in charge of the processing at European Para Championships 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 events, 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 [pauline@europeanparachampionships.com](mailto:pauline@europeanparachampionships.com).*

*In case moving images are published / broadcasted from the event without authorization, European Para Championships reserve the rights to withdraw the accreditation, deny accreditation for further events and claim a financial compensation.*