FILMING AND AUDIO CONTENT (AUDO VISUAL) ON-LINE ACCREDITATION SYSTEM USER GUIDE

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ACCESS TO THE SYSTEM

The accreditation application procedure begins with users' subscription to the GetYourEventPlatform.

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

By clicking on the link dedicated to the Radio TV Right Holders accreditation, you will be redirected to the email address of the European Para Championships Press Office. You will have to write to that address both to have an account activated and to clear the TV rights for the single events you will apply for.

You will receive your AV account details directly from the Press Office.

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 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)

FILLING THE MEDIA PROFILE ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning the media staff members for whom accreditations will be required.

Those data can be entered by selecting View Profile from the Profile menu (top right of the homepage)

1st step: Profile Administrator's personal data

Profile administrators 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.

Once all the compulsory data are filled, user must click on next

ⓘ IMPORTANT TIP
Do not close your browser before the entire profile registration process is over
You must not close your browser before the entire registration process of your profile 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.

2nd step: Company data

As a further step, profile administrators will have to fulfil all the compulsory fields that are marked with a red asterisk in the Company Data page they will be redirected.

Those fields not marked with an asterisk can be left not filled.

Once all the compulsory data are filled, user must click on next

Media kind *
TV

Media name *
Channel 10

Address *
5th avenue

City *
New York City

Zip code *
91000

Country *
🇺🇸 United States of America

Direct Telephone with international area code *
🇺🇸 USA (+1)   9482582852
e.g "xxxxxxxxx"

Media e-mail *
info@wingsmedia.it

Media web site
www.getyourevent.online
e.g "www.xxxx.xxx"

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3rd Step – Subscription to Communication Services

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 event; the second will let users receive, during the event, communications from the European Para Championships.

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

By clicking 'Finish' the Media Profile Account setup will be completed.

POPULATING THE ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning those staff members for whom accreditations will be required.

In order to do so, it will be necessary to select 'my staff', from the left menu of the main page.

Adding a new user

By clicking on the green button 'add a new user to my crew', users will enter a page where they will have to fulfil personal data their staff members.
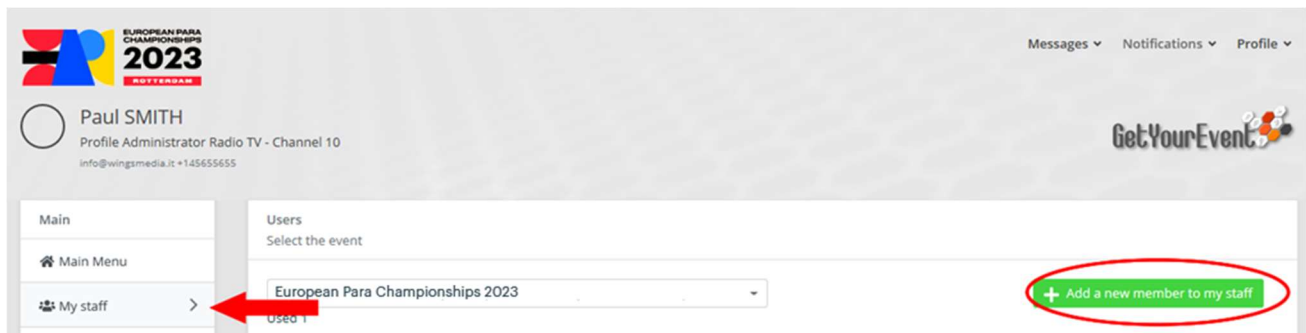
Users will have to fulfil all the compulsory fields that are marked with a red asterisk. Those fields not marked with an asterisk can be left not filled.

However, for some events they might be necessary: in that case, before completing the accreditation for those users' data are not available, it will be required to complete the information.

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

ⓘ 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.

ⓘ 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.

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.

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 staff'.

Updating or deleting a user

It is possible at any time to update, modify or delete the Staff members 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

Requests ↑↓	↑↓ Users	↑↓ Profile	↑↓ Category	↑↓ Company	↑↓	↑↓ Status	↑↓ Delete request ↑↓
➡)	🖊 🗑 Steve ROBERTSON	Commentator/Journalist	AV	Channel 10		🇺🇸	
➡)	🖊 🗑 Amanda COLLINS	Consultant	AV	Channel 10		🇺🇸	
➡)	🖊 🗑 James DAVIDSON	Camera Operator	AV	Channel 10		🇮🇪	

European Para Championships 2023

Used 0

Show 50 entries

Copy   Print

Search:

+ Add a new member to my staff

Showing 1 to 3 of 3 entries

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ⓘ 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 event your account is active for, simply confirming his data

ACCREDITATION REQUEST

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

ⓘ IMPORTANT TIP
You must contact European Para Championships to clear your TV Rights before applying
Even if you have an AV Company account, you will not be able to use for the single events, unless the European Para Championships activates it. It is therefore necessary to get in touch with him before every event (see Access to the System paragraph of this guide)

Step 1: Choosing the event

Users can start the accreditation request procedure either from the **'Main Menu'**, by clicking on the arrow besides the desired event ➡️, or from the **'My Staff'** page, by choosing from the dropdown menu displaying the events currently available, above the staff list.
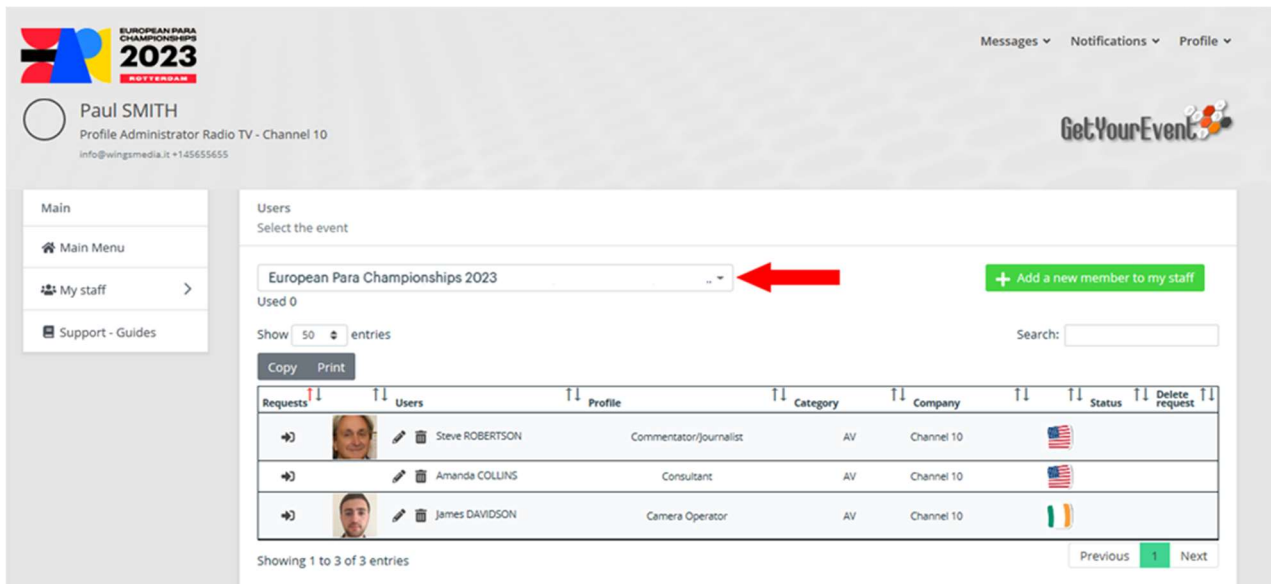
Users must select the event they want to ask accreditation for from that dropdown menu.

If the dropdown menu is empty, either there are not active events in the system, or the account has not been activated for any of the active ones. In this case, users should contact the European Para Championships Press Office (see chapter: Access to the System)

Step 2: Submitting an accreditation request

A list with all the members of your AV Company 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.

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 staff entered so far in the platform.
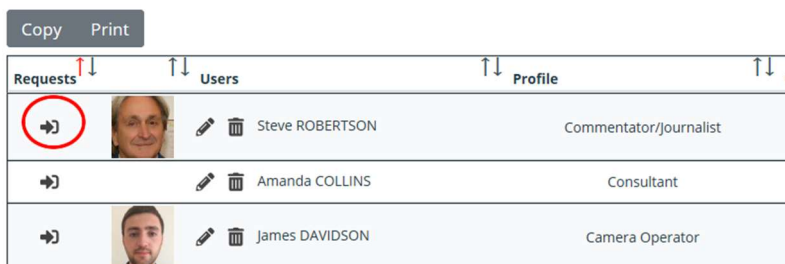
The platform will show you a page summarising data stored about the person you are applying for. You must carefully check their correctness.

After checking those data (it is recommended to check the function) 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.

After clicking on Insert request you will be asked to confirm your choice by clicking on 'Save'.

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.

Editing requests already submitted

Requests will be summarised in the table listing the staff members.

A pencil will appear under the 'requests' column for those staff members an accreditation request has been submitted for: until the accreditation will be evaluated it will be possible to change by clicking on that icon, or to remove it by clicking or the 'bin' icon under the 'delete request column'. When a padlock is displayed instead of the pencil, the request cannot be modified/deleted anymore.

CHECKING APPLICATION STATUS

You will be able to check at any time the status of those requests for each of the 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

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.

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 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 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 .

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.

NON RIGHT HOLDERS

Non Right Holders, will have to apply for the events from the single users section of the platform.

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 European Para Championships for the purpose of delivering his/their accreditation; and

• the person(s) is/are aware of his/their rights as detailed above