



ITALIAN FOOTBALL ASSOCIATION

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

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# ACCESS TO THE SYSTEM

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The procedure described in this guide, is identical both for media that have to apply for a large number of journalists/photographers on the occasion of the events of the Italian Football Federation and for Radios, TV Broadcasting Companies, or Internet Sites (wishing to publish moving images), and for freelancers who must not create exclusively written or photographic content.

Media needing an account for multiple accreditation requests for journalists or photographers must select the link 'Ask the activation of a multiple reserved for Media', while those who need to produce audiovisual material will have to select the link ' Ask the activation of a multiple reserved for Radios and TVs'

English




E-mail/Username



Enter your email/username


Password


Enter your password

[Forgot password?](#)

Create a new Individual Media account (journalists, photographers, free lance)   

Ask the activation of a Multiple Account (journalists and photographers), reserved for Media to manage all their staff with a single account.  

Ask the activation of a Multiple Account (journalists and technicians), reserved for Radios and TVs (including webtv and webradios) to manage all their staff with a single account. 

 Create a new account for disabled fans requests

By clicking on the chosen link, you will be redirected to the email address of the Italian Football Federation Communication Dpt that is in charge of the activation of your account and will communicate you username and passwords to access the system.

## 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)

FIGC ITALIA

Alfonso ROSSETTINO  
Profile Administrator Radio TV - Radio Onda Media  
carpet0866@gmail.com, +39034569788

Messages ▾ Notifiche ▾ Profilo ▾

GetYourEvent

Principale

Menù Principale

Staff

Supporto - Guide

Richieste

Copy Print

Search:

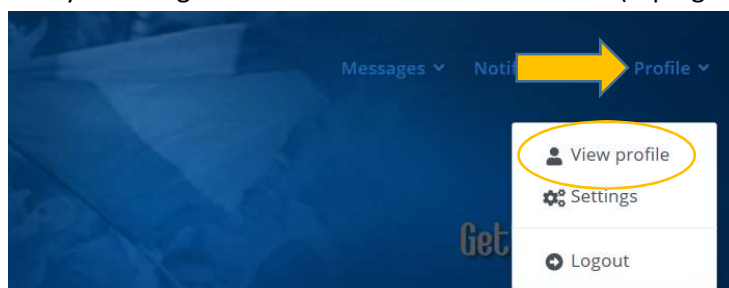
Evento	Richiesta disponibile dal	Scadenza richiesta	Tutti
Italia-Andorra (Amichevole Naz A - Rome 31.04.20)	03/03/2020	03/03/2021	0 0 0 0 0

Showing 1 to 1 of 1 entries

# 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)



## 1<sup>st</sup> 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

E-mail \*

info@wingmedia.it

Function \*

Profile Administrator Radio TV

Username \*

RTV10

Given Name \*

Paul

Family name \*

SMITH

Gender \*

Male

Nationality

United States of America

Date of birth \*

04/07/1982

Telephone with international area code

USA (+1) 4355554

Mobile with international area code \*

USA (+1) 4565555

Document

Select value

Document nr.

Enter Document nr.

Expiry date

Enter Expiry date

Personal website/blog

Enter Personal website/blog

Note

Enter Note

Previous 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.*

### 2<sup>nd</sup> 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. "xxxxxxxxxx"

Media e-mail \*  
info@wingsmedia.it

Media web site  
www.getyourevent.online  
e.g. "www.xxxxxxxx"

Previous Next

### 3<sup>rd</sup> Step – Subscription to Communication Services

UCI offers a multiplatform messaging service to media. It is possible to choose up to two different types of services: the first will keep users constantly updated on the activation of the accreditation platform for every UCI event; the second will let users receive, during the event, communications from the UCI.

#### Communication Platform

##### Please note

**By fulfilling this form on behalf of your staff member, you declare to have his authorization.**

By subscribing to the FIGC Accreditation Service, you accept that you will receive e-mails containing information about the status of your accreditation requests.

By subscribing to our service, you can also choose to receive the following communications:

#### SMS messages

- ☐ I wish to receive SMS messages with information about the status of my accreditation requests
- ☐ I wish to receive SMS messages with information about the activation of the accreditation service for all FIGC events and other important communications from FIGC
- ☐ I wish to receive SMS updates about the events I will attend

#### Email messages

- ☐ I wish to receive email messages with information about the activation of the accreditation service for all FIGC events and other important communications from FIGC
- ☐ I wish to receive email messages with news and information 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

After clicking on blue button "More", additional options will be shown in the page. By selecting the green button 'add a new member to my staff', users will enter a page where they will have to fulfil personal data their staff members.

The screenshot shows the 'Users' management interface. On the left, a sidebar menu has 'Main Menu', 'My staff', and 'Support - Guides'. A blue arrow points to 'My staff'. The main area is titled 'Users Accreditation Table' and contains a 'Clear Form' button, a green 'Filter' button, and a 'More' button with a hamburger menu icon. A blue arrow points to the 'More' button. Below these are filter tabs for 'RADIO NRH', 'RADIO RH', 'TV RH', and 'TV NRH'. There are also radio buttons for status: 'Approved' (green smiley), 'Ask for information' (question mark), 'Pending approval' (flag), 'Refused' (red sad face), 'Pending' (orange sad face), and 'All'. A search bar is present. At the bottom, a dropdown menu shows 'Italia-Andorra (Amichevole Naz A - Roma 31.04.20)'. A blue arrow points to a green button labeled '+ 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.

Given Name *	Middle name
<input type="text" value="John"/>	<input type="text"/>
Family name *	
<input type="text" value="Smith"/>	
Gender *	
<input type="text" value="Male"/>	
Nationality *	
<input type="text" value="United States of America"/>	
Birth Nation	
<input type="text" value="United States of America"/>	
Date of birth *	
<input type="text" value="07/04/1974"/>	
Function *	
<input type="text" value="CAMERAMAN"/>	
Mobile with international area code *	
<input type="text" value="USA (+1)"/> <input type="text" value="546464564"/>	
e.g "xxxxxxxxxx"	
E-mail	
<input type="text" value="Enter e-mail"/>	
Confirm e-mail	
<input type="text" value="Enter confirm e-mail"/>	
<input type="button" value="Save"/>	

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.

Personal Data

Photo

Professional card

← Back

1

2

3

---

You are uploading this picture in the FIGC GetYourEvent platform under your responsibility.

**Please note**

The photo must be a head shot, preferably 103x103 pixels.  
Photos of a different resolution will be modified and adapted.  
Accepted formats: jpg and gif. Photos may be rejected if the subject is wearing a hat or sunglasses.




Photo upload

Sfoggia...

---

Previous

Next

Finish

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'.



Personal Data
Photo
Professional card
Back

1
2
3

You are uploading this picture in the FIGC GetYourEvent platform under your responsibility.

**Please note**

The photo must be a head shot, preferably 103x103 pixels.  
Photos of a different resolution will be modified and adapted.  
Accepted formats: jpg and gif. Photos may be rejected if the subject is wearing a hat or sunglasses.




Photo upload

C:\Users\Carlo\Documents\UCI\Accreditat\Baku\k Sfoglia...

Uploaded size: 2299 b

Remove

Previous
Next
Finish

 **IMPORTANT TIP**

**Picture is not compulsory, but...**

*Picture is not compulsory, as it is possible to take it at the accreditation centre. However, uploading a picture will guarantee that the badge will be printed in advance and ready for your Team Manager to pick it up instantly at the accreditation centre.*

## Uploading the professional card

Reporters and Commentators must upload their professional card. Other categories and those who should not have a professional card, must select the 'Not available' option from the dropdown menu.

Personal Data
Photo
Professional card
Back

1
2
3

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

Professional card upload

Sfoglia...

Professional card

Select value

Professional card no.

Enter professional card no.

Previous
Next
Finish

Once the professional card data are filled, users will have to click on Finish.



## 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

Clear Form Filter  More

Active only X

Show 25 entries Search:

Copy Print

Users	Profile	Company		
 carpet0866@gmail.com (ROSSETTINO Alfonso)	Profile Administrator Radio TV	Radio Onda Media		
   LA TORRE Alberto	CAMERAMAN	Radio Onda Media		
   MALLERANI Giuseppe	COMMENTO TECNICO	Radio Onda Media		
   PAPPALARDI Massimiliano	PRODUTTORE	Radio Onda Media		
   SMITH John	CAMERAMAN	Radio Onda Media		
   SPOLLI Maria grazia	PRODUTTORE	Radio Onda Media		
   VALLERANI Pietro	CAMERAMAN	Radio Onda Media		

Showing 1 to 7 of 7 entries Previous 1 Next

### ❗ 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 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 may need to contact the FIGC Media Office before applying**

*Even if you have a multiple user account, you may not be able to use it if it is not active. It might therefore necessary to get in touch with the FIGC Communication Dpt. for its activation*

### 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 ➡.

Requests

CopyPrint

Search:

↕ Event	↕ Request Available from	↕ Request deadline	↕ 🟢	↕ 🟡	↕ 🟠	↕ ?	↕ 🟡	↕ All	↕
➡ Italia-Andorra (Amichevole Naz A - Roma 31.04.20)	03/03/2020	03/03/2021	0	0	0	0	0	0	ℹ


Showing 1 to 1 of 1 entries


If the main 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 FIGC Communication Dpt. (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.

























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

[More](#)

Active only 
Events: Italia-Andorra (Amichevole Naz A - Roma 31.04.20)

Show  entries


[Copy](#)
[Print](#)




Search:

Requests	Users	Profile	Request	Company	Status	Delete request
	 carpet0866@gmail.com (ROSSETTINO Alfonso)	Profile Administrator Radio TV		Radio Onda Media		
	 VALLERANI Pietro	CAMERAMAN		Radio Onda Media	 Not required	
	 SPOLLI Maria grazia	PRODUTTORE		Radio Onda Media	 Not required	
	 SMITH John	CAMERAMAN		Radio Onda Media	 Not required	
	 PAPPALARDI Massimiliano	PRODUTTORE		Radio Onda Media	 Not required	
	 MALLERANI Giuseppe	COMMENTO TECNICO		Radio Onda Media	 Not required	
	 LA TORRE Alberto	CAMERAMAN		Radio Onda Media	 Not required	
	 CORTI Signore	PRODUTTORE		Radio Onda Media	 Not required	

Showing 1 to 8 of 8 entries

[Previous](#)
[1](#)
[Next](#)

In order to apply for an accreditation it is necessary to click either on the arrow  icon in the first column (**Requests**) of the table showing the staff entered so far in the platform, or on the 'Not Required' writing.


	 SMITH John	CAMERAMAN	Radio Onda Media	 Not required
--	---	-----------	------------------	---


At first the platform will show you a page where you will have to confirm the function of your staff member, then his/her record summary. 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.

[Edit](#)
[Insert request](#)
[Back](#)



John SMITH  
MEDIA



Nationality  


E-mail  
Gender  
Date of birth  
Function  
Telephone with international area code  
Mobile  
Professional card  
Professional card no.  
Personal website/blog  
Twitter  
Note  
Company

Radio Onda Media  
Type  
Address  
City  
Country  
Post Code or Zip Code  
Telephone with international area code  
Fax with international area code  
E-mail  
Web site  
Note

Uomo  
07/04/1974  
CAMERAMAN  
+1  
+1546464564  
Nazionale  
1235465   
  
  
  
  
  
  
  
  
  
  
RADIO-RH  
Via Verdi, 8  
Roma  
Italy   
00100  
+3935566565565  
+39  
carpet0866@gmail.com

## ❗ IMPORTANT TIP

### Missing data

*The registration process (see paragraph 'adding a new user') requires a limited number of data and for each event is not always required the same kind of data.*

*Should the record miss any information being compulsory for the event you are applying for, you will be automatically redirected to the record modification page.*

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

Save Changes ×

Italia-Andorra (Amichevole Naz A - Roma 31.04.20) Insert request

Close Save

## Disclaimer

Users who want to apply for an event, will have declare they have read and understood the contents of the disclaimer, by selecting the 'I agree' check box, before clicking on Next.

Disclaimer Letter of assignment ← Back

• Italia-Andorra (Amichevole Naz A - Roma 31.04.20)

test

**GENERAL TERMS AND CONDITIONS**

"Requesting an accreditation I accept:

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

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

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

**PRIVACY POLICY**

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

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

- the person(s) in question has/have consented to the collection and conservation of his/their personal data by the FIGC for the purpose of delivering his/their accreditation; and
- the person(s) is/are aware of his/their rights as detailed above

☐ I Agree

Previous Next

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 (if required)

Radio, TV and Websites account administrator, especially if freelance must upload a letter of assignment from the chief editor of the media they are applying for.

In any other case, FIGC Communication Dpt, can still ask for the upload of the letter of assignment

Disclaimer Letter of assignment  Back

• Italia-Andorra (Amichevole Naz A - Roma 31.04.20)

Upload the letter of assignment signed by the chief editor of the media you are applying for.

The letter must clearly refer to the event you are applying for and must also have a suitable date.

Uploading is mandatory for freelancers, who are required to provide the letter from at least one of the media they cover the event for. Journalists and photographers who are not in possession of a professional card are strongly recommended to upload a letter of assignment.

However, it is the faculty of the FIGC Communication Dpt. to require anyone the letter of assignment.

C:\Users\Carlo\Documents\UCI\Accrediti\Baku\k 

Uploaded size: 8656 b



Remove

Previous

Next

REQUEST AN ACCREDITATION

By clicking on Require an accreditation, the account administrator will submit the accreditation request and will receive an email announcing its receipt from the FIGC Communication Dpt. If the Administrator has filled the email field in the users personal data, the user himself will receive the confirmation message too.

### Editing requests already submitted

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

		 SMITH John	CAMERAMAN	Radio Onda Media			
---	---	--	-----------	------------------	---	---	---

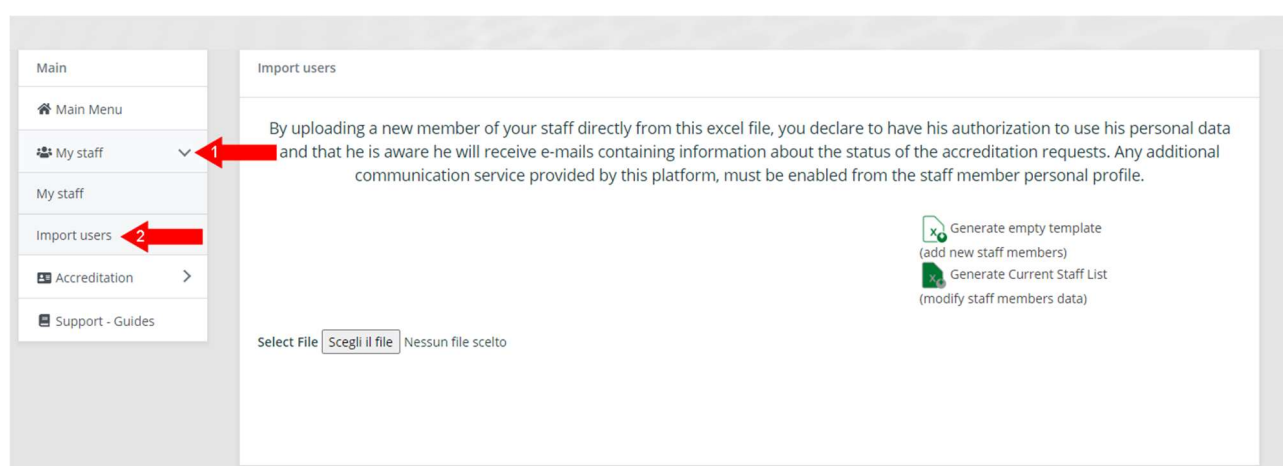
A pencil will appear under the 'requests' column for those staff members an accreditation request has been submitted for: until the accreditation will be evaluated it will be possible to change by clicking on that icon, or to remove it by clicking on the 'bin' icon under the 'delete request column'.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

# 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.



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**

### 📘 IMPORTANT TIP

**Some fields are compulsory; some of them must be selected from a dropdown menu**

Middle name, email address, cell phones and Note fields are not compulsory, as well as photo (see dedicated note). Any other field is compulsory. Values for the following fields must be selected from a dropdown menu: Function, Gender, Nationality, Birth Nation.

### 📘 IMPORTANT TIP

**Use the Paste Special function only**

If you decide to copy and paste cells or rows of the excel file, please use the Paste special -> Values functionality. A normal pasting procedure may corrupt the file and make it unusable for the upload.



### ❗ 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

### ❗ 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.*

### ❗ 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*

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 Scegli il file Argentina.xlsx

Argentina.xlsx

Upload Excel

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														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"/> insert	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00				
0		<input checked="" type="checkbox"/> insert	gallego	Armando	Maria	Coach	gallarmando8235@gmail.com	001	232323223		M	12/09/1979 00:00:00				



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 Scegli il file Nessun file scelto

Select Photo Scegli i file 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

 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 2 file

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



Photos loaded  
Select Photo File

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**

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	<span style="color: green;">●</span>	<input checked="" type="checkbox"/> Insert	colocini	Alberto		Mechanic					M	03/10/2000 00:00:00				
0	<span style="color: green;">●</span>	<input checked="" type="checkbox"/> Insert	gallego	Armando	Maria	Coach	gallarmando8235@gmail.com	001	232323223		M	12/09/1979 00:00:00				

**Warning**
×

You are importing/updating 2 records, continue?

Yes
Close

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



Users  
Select the event

Clear Form Filter

Active only X

Show 25 entries Search:

Copy Print

Users	Profile	Company
 COLOCCINI Alberto		COMPANYNAME
 GALLEGO Armando		COMPANYNAME

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		old	COLOCCINI	Alberto							M	03/10/2000 00:00:00				
26586	<input checked="" type="checkbox"/>	update	coloccini	Alberto							M	03/10/2000				
26587		old	GALLEGO	Armando	Maria		galiarmando8235@argmail.com		232323223		M	12/09/1979 00:00:00				
26587	<input checked="" type="checkbox"/>	update	gallego	Armando	Maria		galiarmando8235@argmail.com +54		121321311		M	12/09/1979				

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

Warning

You are importing/updating 2 records, continue?

Yes
Close

Then see those records on a summary page.

Users  
Select the event

Clear Form
Filter
More

Active only ✕

Show 25 entries Search:

Copy
Print

↑↓ Users	↑↓ Profile	↑↓ Company	↑↓	↑↓
COLOCCINI Alberto		COMPANYNAME		
GALLEGO Armando		COMPANYNAME		

## 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.

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 il file Nessun file scelto

Tot.: 2 ● Insert: 1 ● Update: 0 ● Error: 1

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 checked="" type="checkbox"/>	insert	manicini	Manuel							M	03/10/2000 00:00:00				
0		error	paredes	Ernesto							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).


 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: 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 checked="" type="checkbox"/>	colocini	Alberto							M	03/10/2000 00:00:00				Invalid picture
0		<input checked="" type="checkbox"/>	gallego	Armando Maria			allarmando8235@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?

# 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 home page the event you want to check data for, by clicking on the arrow icon ➡ then check the status of the requests from the Status column

Requests ↑↓	Users ↑↓	Profile ↑↓	Request ↑↓	Company ↑↓	Status ↑↓	Delete request ↑↓
	 LA TORRE Alberto	CAMERAMAN	Radio Onda Media			
	 MALLERANI Giuseppe	COMMENTO TECNICO	Radio Onda Media		Not required	
	 MODESTI Sylvain	TECNICO	Radio Onda Media		Not required	
	 PAPPALARDI Massimiliano	PRODUTTORE	Radio Onda Media			
	 SMITH John	CAMERAMAN	Radio Onda Media			



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. If the Administrator has filled the email field in the users personal data, the user himself will receive the confirmation message too.