



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

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'

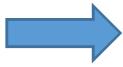
 English ▾

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.

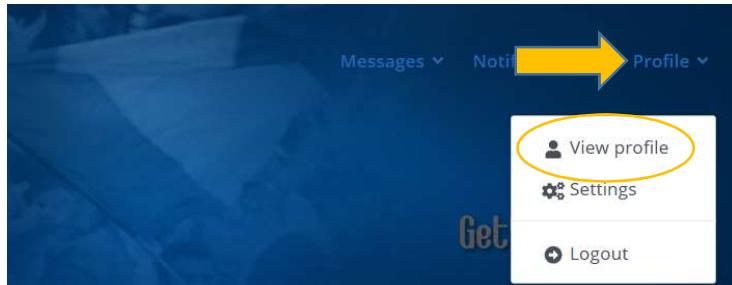
Homepage (Main Menu)

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)

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

① 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. "xxxxxxxxxx"
Media e-mail *	info@wingsmedia.it
Media web site	www.getyourevent.online e.g. "www.xxxx.com"

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

3rd 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 'My staff' section of a web application. On the left, there's a sidebar with 'Main' and 'Main Menu' sections, and a 'My staff' item highlighted with a blue arrow pointing to it. The main area is titled 'Users Accreditation Table'. It features several buttons: 'Clear Form' (blue), 'Filter' (green), 'Clear Form>Select All' (orange), and 'More' (blue). Below these are four buttons labeled 'RADIO NRH', 'RADIO RH', 'TV RH', and 'TV NRH', each with an 'x' icon. There are also radio buttons for filtering: 'Approved' (smiley face), 'Ask for information' (question mark), 'Pending approval' (film strip), 'Refused' (frowny face), 'Pending' (frowny face), and 'All'. A 'Search' input field is present, along with a dropdown menu showing 'Italia-Andorra (Amichevole Naz A - Roma 31.04.20)'. A large blue arrow points from the 'More' button on the right towards a green button at the bottom right 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

Family name *

Gender *

Nationality *

Birth Nation

Date of birth *

Function *

Mobile with international area code *

e.g "xxxxxxxxxx"

E-mail

Confirm e-mail

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**'

❶ 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.

❶ 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

 Sfoglia...

[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'.

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\Accredit\Baku\

[Sfoglia...](#)



Uploaded size: 2299 b

[Remove](#)

[Previous](#) [Next](#) [Finish](#)

❶ 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.

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			
Show	25	entries	Search: <input type="text"/>
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.

① 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						
		Copy	Print	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
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 25 entries

Search:

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

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	Uomo
Date of birth	07/04/1974
Function	CAMERAMAN
Telephone with international area code	+1
Mobile	+1546464564
Professional card	Nazionale
Professional card no.	1235465
Personal website/blog	
Twitter	
Note	
Company	
Radio Onda Media	
Type	RADIO-RH
Address	Via Verdi, 8
City	Roma
Country	Italy
Post Code or Zip Code	00100
Telephone with international area code	+39355665655665
Fax with international area code	+39
E-mail	carpet0866@gmail.com
Web site	
Note	

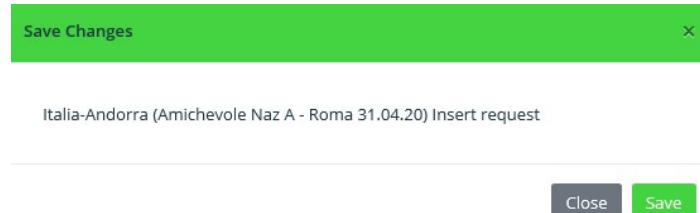
❶ IMPORTANT TIP

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'.



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) 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\ [Sfoglia...](#)

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		
--	--	--	------------	--	--

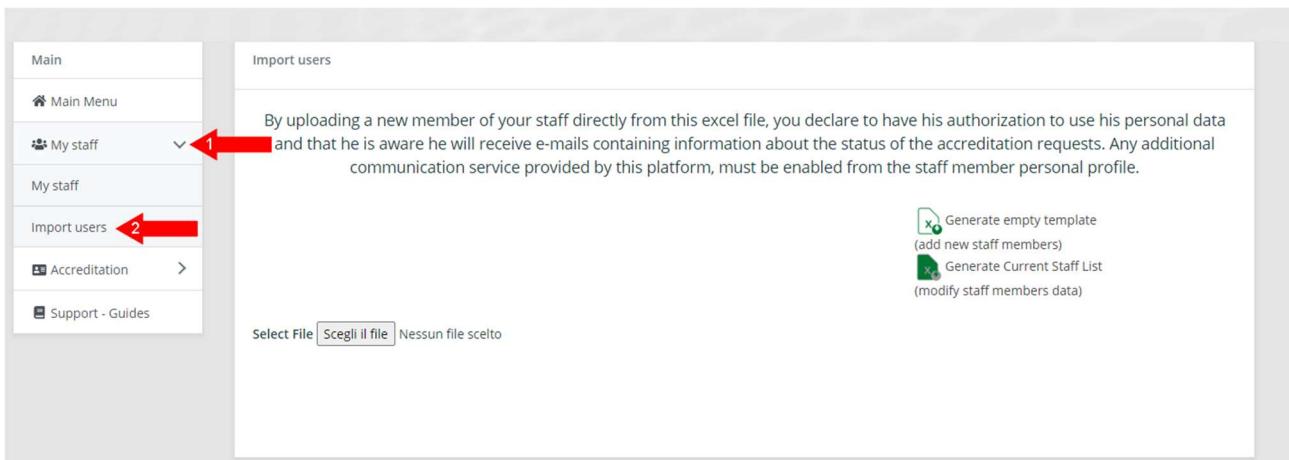
A pencil will appear under the 'requests' column for those staff members an accreditation request has been submitted for: until the accreditation will be evaluated it will be possible to change by clicking on that icon, or to remove it by clicking on the 'bin' icon under the 'delete request column'. 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 drop down 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.

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 3rd 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

Once user is ready, from the same page, he will have to choose select file, browse his computer and locate the file 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

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="radio"/>	<input checked="" type="checkbox"/> insert	coloccini	Alberto		Mechanic				M	03/10/2000 00:00:00	 	 	 alberto.jpg		
0	<input checked="" type="radio"/>	<input checked="" type="checkbox"/> insert	gallego	Armando	Maria	Coach	gallarmando8235@gmail.com	001	232323223	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.

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.

Select File Nessun file scelto

Select Photo 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

ID	<input 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"/>	Forcing Data	coloccini	Alberto		Mechanic				M	03/10/2000 00:00:00					
0	<input checked="" type="checkbox"/>	insert	gallego	Armando	Maria	Coach	galarmando8235@gmail.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.

The screenshot shows a table with two rows of staff members. Each row contains a profile picture, edit and delete icons, the staff's name, their company name, and a small flag icon. The table has columns for Users, Profile, Company, and another Company column. At the top, there are buttons for Clear Form, Filter, More, and Active only. Below the table, it says 'Showing 1 to 2 of 2 entries' and includes navigation buttons for Previous and Next.

Users	Profile	Company	
	COLOCCINI Alberto	COMPANYNAME	
	GALLEGGO Armando	COMPANYNAME	

① 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.

① 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



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	COLOCINI	Alberto						M	03/10/2000 00:00:00					
26586	<input checked="" type="checkbox"/>	update	coloccini	Alberto						M	03/10/2000 00:00:00					
26587		old	GALLEG	Armando	Maria		galarmando8235@gmail.com		1332323223	M	12/09/1979 00:00:00					
26587	<input checked="" type="checkbox"/>	update	gallego	Armando	Maria		galarmando8235@gmail.com +54		123321311	M	12/09/1979 00:00:00					

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



Then see those records on a summary page.

Users
Select the event

Clear Form		Filter	x	More
Active only 				
Show	25 	entries	Search: <input type="text"/>	
Copy		Print		
   COLOCINI Alberto		  COMPANYNAME		
   GALLEG 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 i file](#) 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						M	03/10/2000 00:00:00					
0	<input checked="" type="checkbox"/>	error	paredes	Ernesto						M	12/09/1979 00:00:00				Required field: e-mail; Required field: mobile number; Required field: mobile country code.	

① 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 country code	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).

The screenshot shows the staff import interface. At the top left, there is a yellow button labeled "Excel Errors" with a red arrow pointing to it. On the right, there are two green icons: "Generate empty template (add new staff members)" and "Generate Current Staff List (modify staff members data)". Below these are two input fields: "Select File" and "Scegli il file" (both showing "Nessun file scelto"). At the bottom left, there is a status message: "Tot.: 2 ● Insert: 0 ○ Update: 0 ● Error: 2" with a red arrow pointing to the error count. To the right, there is a "Import preview" table with two rows. The first row has a red arrow pointing to the "Error" column, which contains the value "Invalid picture". The second row also has an "Error" column with the same value. The table columns include: ID, Status, family name, given name, middle name, function, e-mail, mobile country code, mobile number, note, gender, date of birth, birth nation, nationality, photo, and Error. A green "Import" button is at the top right of the preview table.

ID	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"/> Forcing Data	<input checked="" type="checkbox"/> insert+errorFoto	coloccini	Alberto						M	03/10/2000 00:00:00				Invalid picture
0	<input checked="" type="checkbox"/> Forcing Data	<input checked="" type="checkbox"/> insert+errorFoto	gallego	Armando Maria		allarmando8235@argmail.com	001	232323223		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: 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 home page the event you want to check data for, by clicking on the arrow 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	
	MODESTI Sylvain			TECNICO	Radio Onda Media	
	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.