



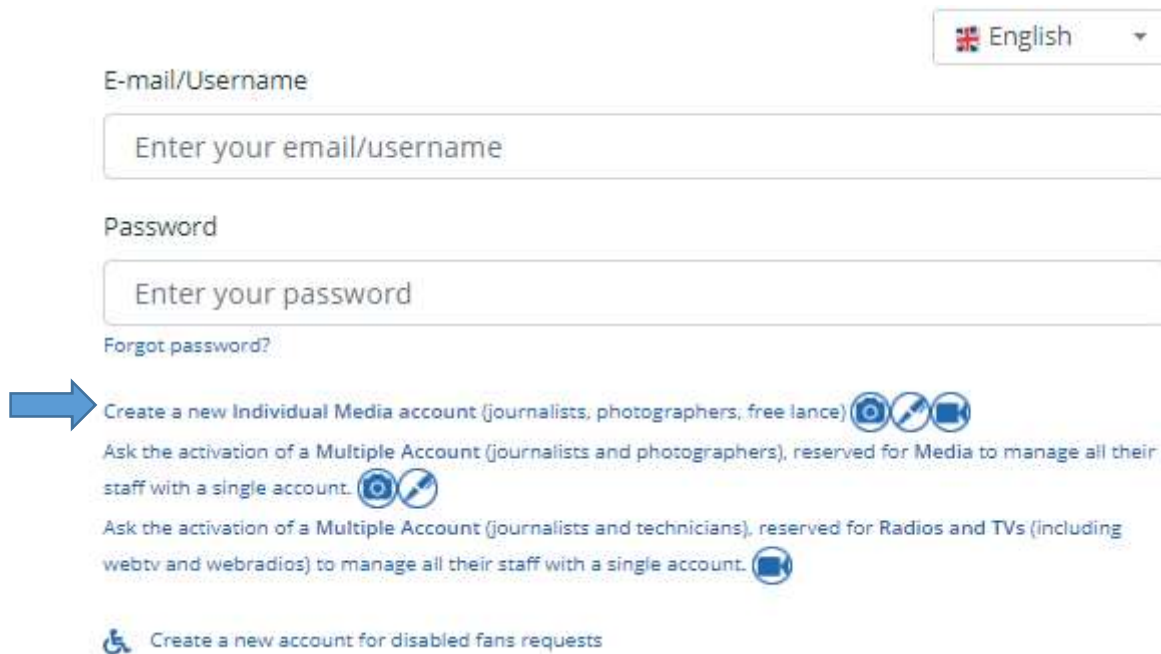
**ITALIAN FOOTBALL FEDERATION
ON-LINE MEDIA ACCREDITATION SYSTEM USER GUIDE**

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SUBSCRIPTION TO THE SYSTEM

Single or independent media representatives, who do not have to produce any kind of audio video content, can create their own account by clicking on the 'Create a new individual MEDIA account' link



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](#)

Those having already an account with the old FIGC accreditation platform, will not need to create a new one and will be able to login with username and password they already have.

Choosing a Password

After clicking on the 'Create a new individual 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 and **USE YOUR PERSONAL** one.*

E-mail
eddy.donaldson@protonmail.com

Confirm e-mail
eddy.donaldson@protonmail.com

Password
••••••••

Confirm password
••••••••

Given Name
Edward

Middle name
Ryan

Family name
Donaldson

Function
REPORTER

Nationality
United Kingdom of Great Britain and Northern Ireland

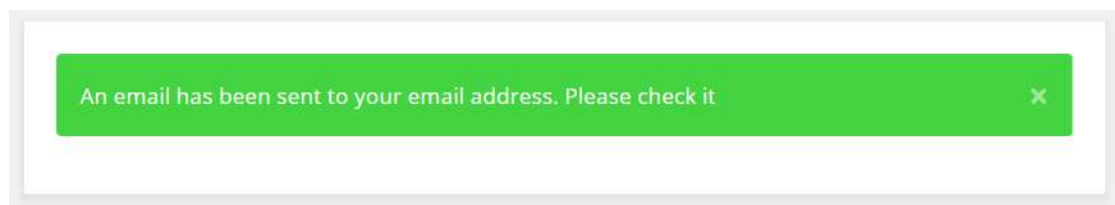
Birth Nation
United Kingdom of Great Britain and Northern Ireland

Date of birth
02/04/1980

Privacy
☒ Agree privacy policy

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.



❗ IMPORTANT TIP

If, after few minutes, you have not received the confirmation message yet, check your SPAM folder

If, after a few minutes, the user has not yet received the message from the system, he will have to check if it is stored into the SPAM folder of his e-mail account.

Activation of the account

The new user will have to check his mailbox, open the message he has received from the system

This message has been sent from an unmonitored email address; please do not reply

Confirmation for GetYourEvent FIGC platform New Users

Dear Are PETERSON,

please confirm your email address for GetYourEvent FIGC web platform by clicking the link below:

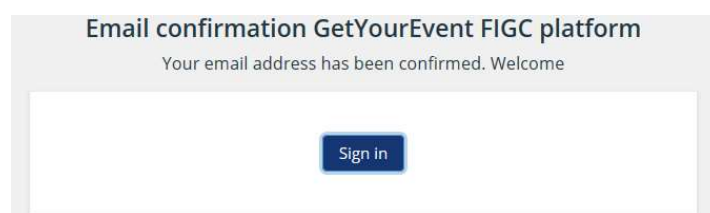
<https://figc.getyourevent.online/userconfirm.aspx?id=6333&tk=1424TE710R5L3LJ324655T413416VGHKH17VQL6HHIRD7K44P7>

Within 24h

Please note that you have not yet applied for a service or event.

Greetings

By clicking the link in the message within 24 hrs, 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).



For future accesses the user will have to enter the system by logging in with his email address and the password he has chosen.

❗ IMPORTANT TIP
The account is not active until the email address is confirmed
<i>If the e-mail address has not been confirmed, the account will not be activated. Confirmation of the email address must take place within 24 hours from the time of the request. Any attempt to log in with a user not activated will be rejected with this message:</i>
User not active or unverified email address

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.

This message has been sent from an unmonitored email address; please do not reply

New users GetYourEvent FIGC platform.

Dear Are PETERSON,

you are now a GetYourEvent FIGC user.

Please note that although you have registered with the platform, you have not yet applied for a service or event.

If you want to apply for any active services for the available events, please access the system using your email address and password.

<https://figc.getyourevent.online>

Yours faithfully,

Federazione Italiana Giuoco Calcio
Area Comunicazione
Via Gregorio Allegri, 14
00198 Roma
www.figc.it

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

Welcome to GetYourEvent FIGC Online Accreditation System

Personal Data	Media Data	Photo	Professional card	Communication	Accreditation
1	2	3	4	5	6

Do not close your browser before completing the registration process. If you do close your browser before clicking the 'Finish' button that appears at the end of the process, all the data entered may be lost.

Please enter, modify or check here applicant personal data

Please note

- All the communication concerning your accreditation request will be sent to your personal e-mail address
- Completing this form does not represent a request for accreditation, you are simply compiling the applicant personal data
- By entering these data you declare that the person you are applying for is aware of this request and you have his/her permission to enter his/her personal data in the FIGC getyourevent platform

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.

Data filled in the first steps of this process will be stored in the personal account of the user and if needed, modified at any time.

1st 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'

2nd 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 FIGC 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 press@figc.it 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.xxx"

[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.xxx"

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

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

3rd 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.

Personal Data

Media Data

Photo

Professional card

Communication

Accreditation

123456

Do not close your browser before completing the registration process. If you do close your browser before clicking the 'Finish' button that appears at the end of the process, all the data entered may be lost.

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

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'.

Personal Data

Media Data

Photo

Professional card

Communication

← Back

12345

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...

Uploaded size: 2187 b

 Remove

Previous

Next

4th Step – Uploading the Press Card (if required)

At this stage, some users may 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.

Professional Card is compulsory for journalists and photographers

Professional card upload

Sfoglia...

Uploaded size: 100632 b



Remove

Professional card

AIPS

Professional card nr.

Previous

Next

5th Stage – Subscription to Communication Services

FIGC offers a multiplatform messaging service to media. It is possible to choose among different types of services and more than one servi.

Communication Platform

By subscribing the UCI 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 UCI events and other important communication from UCI
- ☐ 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 UCI events and other important communication from UCI
- ☐ 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 the can apply for accreditation for the first time.

APPLICATION (ACCREDITATION REQUEST)

6th 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.

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
➡ Italia-Andorra (Amichevole Naz A - Roma 31.04.20)	03/03/2020	03/03/2021 ⓘ
➡ Germania - Italia (Amichevole Naz A - Norimberga 31.03.20)	03/03/2020	03/03/2021 ⓘ

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

- 2019 UCI MTB World Championships Presented by Mercedes-Benz (Mont Sainte Anne-CAN)

GENERAL TERMS AND CONDITIONS

Requesting an accreditation I accept:

- To be filmed, televised, photographed, identified and otherwise recorded during the entire UCI 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 UCI Event, including those of athletes, shall be used solely for personal and noncommercial purpose, unless prior written consent of UCI/OC;

- That UCI/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 UCI 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 UCI 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 UCI 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 UCI (mail@uci.ch) 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 of his/their personal data by the UCI for the purpose of delivering his/their accreditation; and

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

☒ 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

Users can upload a letter of assignment from the chief editor of the media they are applying for.

Upload is compulsory for some categories and 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 are warmly recommended to upload a letter of assignment.

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

- 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 Sfoglia...

Uploaded size: 8656 b



Remove

[Previous](#)[Next](#)[REQUEST AN ACCREDITATION](#)

By clicking on Require an accreditation, users will submit their accreditation request and receive an email announcing its receipt:

This message has been sent from an unmonitored email address; please do not reply

Edward Ryan DONALDSON REPORTER application Italia-Andorra (Amichevole Naz A - Roma 31.04.20)

Dear Edward Ryan DONALDSON,

We confirm receipt of your media accreditation request for Italia-Andorra (Amichevole Naz A - Roma 31.04.20).

Please check you submitted all necessary information and documents, any missing information will cause delay to the processing of your application.

All communication will be done through the FIGC Online Accreditation Service. Therefore please use your login to check the status of your accreditation request.

Yours faithfully,

Federazione Italiana Giuoco Calcio
Area Comunicazione
Via Gregorio Allegri, 14
00198 Roma
www.figc.it

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.

① 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.

Header: ITALIA logo, Edward Ryan DONALDSON, REPORTER, eddy.donaldson@protonmail.com +4446544646

Navigation: Messages, Notifications, Profile

Sidebar: Main, Main Menu, Support - Guides

Events Table:

Event	Request Available from	Request deadline	Request date	Messages
Italia-Andorra (Amichevole Naz A - Roma 31.04.20)	03/03/2020	03/03/2021	09/04/2020 17:14:57	Not required yet
Germania - Italia (Amichevole Naz A - Norimberga 31.03.20)	03/03/2020	03/03/2021		

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.