



ACCREDITATIONS - PARTICIPANTS

User Guide



Versión 1.0

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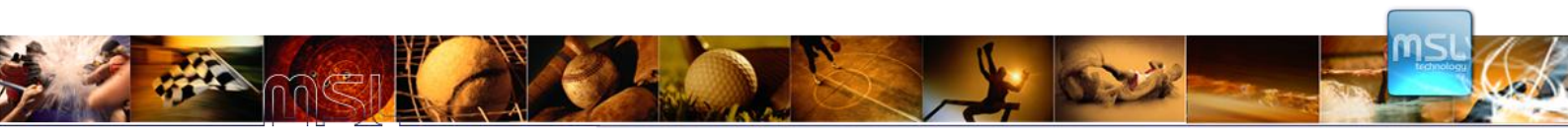
VERSION HISTORY

VERSION	DATE	COMMENTS



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1. INTRODUCTION

The present document is a quick-reference guide that describes how to accredit participants into a sport competition.

The different types of users will be entitled to carry out specific actions according to their level of authorization.

INFORMATION FOR PARTICIPANTS

2. COMPETITIONS

2.1. How create a championship

Once a championship has been created, by using the “New Competition” button, it will be shown in the “Competitions found” results area:

The screenshot displays the 'Competitions' management interface. The search form includes fields for Name, Competition Type, Discipline, Level of Event, Status, Year, Start Date, and End Date. Below the search form is a table titled 'Competitions found' with a 'New Competition' button. The table lists the following events:

Name	Discipline	Type of Event	National Federat...	Organising Com...	Country	Start Date	End Date	Validation Status
CHAMP SUSANA	CANOE SLALOM	ICF Ranking Event	FRANCE			11/03/2012	30/03/2012	Green (Validated)
CHAMP2 SUSANA	CANOE SLALOM	Basic Internatio...	FRANCE			04/03/2012	30/03/2012	Green (Validated)
2012 ICF CANOE SPRINT WORLD C...	CANOE SPRINT	ICF World Cup	POLAND	Ayto. Madrid	POLAND	18/05/2012	20/05/2012	Orange (Requested)
CAMPEONATO MARIA	CANOE SLALOM	Basic Internatio...	FRANCE	Ayto. Madrid		29/04/2012	30/04/2012	Red (Declined)
FUERAPLAZO	CANOE SLALOM	ICF World Cup	FRANCE	Ayto. Madrid		23/05/2012	24/05/2012	Red (Declined)
CORREO RUNNER	CANOE SLALOM	ICF World Cup	FRANCE	Ayto. Madrid				Red (Declined)
COMP FRIDAY	CANOE SPRINT	ICF Ranking Event	FRANCE					Red (Declined)
PRUEBA4	CANOE SLALOM	Continental Cha...	FRANCE		ALGERIA	01/03/2012	15/03/2012	Red (Declined)
2011 CANOE SLALOM WORLD CUP...	CANOE SLALOM	ICF World Cup	FRANCE	Fundacion	SPAIN	24/01/2012	06/03/2012	Red (Declined)
TAJA	CANOE SLALOM	ICF World Cup	FRANCE	Ayto. Madrid				Red (Declined)

- Competitions in green have already been validated by ICF.
- Competitions in orange are requested but still not validated by ICF.
- Competitions in red have been declined by ICF.

Only validated championships will admit online entries.

2.2. How to create online entries

Validated championships will be shown in the “Competitions found” results area and Online Entries will be added by clicking on the “go to entries” icon:

Name	Discipline	Start Entry Date	Date Entry To
2012 ICF CANOE SPRINT WORLD CUP RACE 1	CANOE SPRINT	05/03/2012	27/04/2012
CAMPEONATO MARIA	CANOE SLALOM	23/04/2012	27/04/2012

All athletes that have been registered into a sport event through Online Entries will automatically be Pre-Accredited.

2.3. How to create pre-accreditations

Validated championships will be shown in the “Competitions found” results area and Pre-Accreditations will be added by clicking on the “go to pre accreditations” icon:

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Pre-accreditation

Search Competitions

Name: [] Discipline: [] Year: 2012 Competition Type: []

Competition with open period for pre accreditations

Search

Competitions found

Name	Discipline	Start Date	End Date	
2012 ICF CANOE SPRINT WORLD CUP RACE 1	CANOE SPRINT	18/05/2012	20/05/2012	
CAMPEONATO MARIA	CANOE SLALOM	29/04/2012	30/04/2012	

Page 1 of 1 | Show 10 items | Displaying 1 - 2 of 2

Administrative Tools | Change password | Quit

When double clicking one of the championships, all pre-accredited people in it will be shown:

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Pre-accreditation | 2012 ICF CANOE SPRINT WORLD CUP RACE 1

Search pre-accredited people

Family Name: [] First Name: [] Continental Association: [] National Federation: []

Search

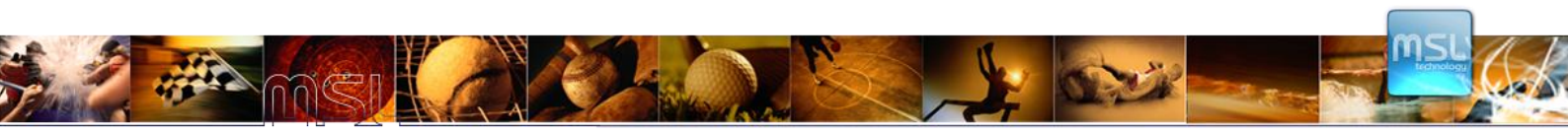
Pre-Accredited Persons in this Competition

Add pre-accreditation

Family Name	First Name	National Federation	Category	Function	
BUCHTEL	MICHAL	CZECH REPUBLIC	NF	Athlete	
BROZOVA	TEREZA	CZECH REPUBLIC	NF	Athlete	
GEBAS	VITEZSLAW	CZECH REPUBLIC	NF	Athlete	
GOTVALD	ROBERT	CZECH REPUBLIC	NF	Athlete	
ADAM	Jakub	CZECH REPUBLIC	NF	Athlete	
AIGNER	Hannes	CZECH REPUBLIC	NF	Athlete	
11111	222222		BROADCASTER/MEDIA	Senior Executive of Rights Holder	
3333	555		BROADCASTER/MEDIA	Senior Executive of Rights Holder	
CASTUERA	Isabel	FRANCE	BROADCASTER/MEDIA	Senior Executive of Rights Holder	
4TESTINGTANISM	4testingtanism		BROADCASTER/MEDIA	Production, Support and Technical ...	

Page 1 of 2 | Show 10 items | Generate Photo Archive | Displaying 1 - 10 of 11

Administrative Tools | Change password | Quit



- People in orange are already pre-accredited.
- People in green have already been authorized and accredited by ICF or relevant OC. Please, note that already accredited people cannot be deleted.

In order to add a new pre-accreditation, click on the “Add pre accreditation” button:

You can either search an already existing person and insert him/her to pre-accreditations or create a new person to pre-accredit:

Add pre-accreditation

Search persons

Family Name: First Name: ICF Number: Gender: National Federation:

ICF Number	Family Name	First Name	Gender	National Federation	Person type
35127	RUBIALES	Maria	WOMAN	FRANCE	SPORTSMAN <input style="float: right;" type="button" value="+"/>
35133	RUBIALES2	Maria	WOMAN	FRANCE	SPORTSMAN <input style="float: right;" type="button" value="+"/>
35136	RUBIALES3	Maria	WOMAN	FRANCE	INTERNATIONAL TEC... <input style="float: right;" type="button" value="+"/>
35137	RUBIALES4	Maria	WOMAN	FRANCE	INTERNATIONAL TEC... <input style="float: right;" type="button" value="+"/>
35138	RUBIALES5	Maria	WOMAN	FRANCE	OTHER PERSON <input style="float: right;" type="button" value="+"/>
35144	RUBIALES6	Maria	WOMAN	FRANCE	OTHER PERSON <input style="float: right;" type="button" value="+"/>
35152	RUBIALES77	Maria	WOMAN	FRANCE	OTHER PERSON <input style="float: right;" type="button" value="+"/>
35153	RUBIALES9	Maria	WOMAN	FRANCE	INTERNATIONAL TEC... <input style="float: right;" type="button" value="+"/>

Page 1 of 1 Show 10 items Displaying 1 - 8 of 8

Red fields are mandatory. However, in both cases, collective, category and function will have to be added before saving changes.



New credential

PHOTO

Family Name *:

Name *:

Gender *:

Date of birth *:

Birth Country *:

Id.Doc. Type *:

Id.Doc. *:

ID Expiry Date *:

ID Issue Country *:

Accreditation | Image | Tracking

Date of arrival:

Date of departure:

Collective *:

Category *:

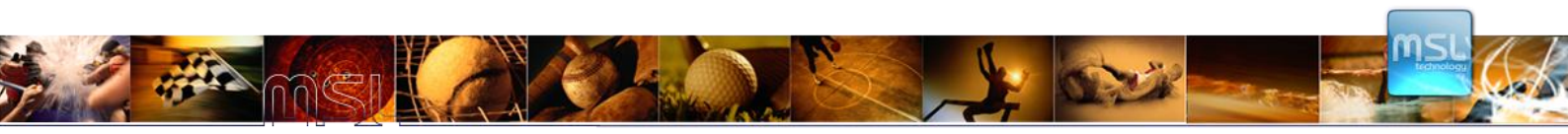
Function *:

Continental Association *:

National Federation:

Details:

Save






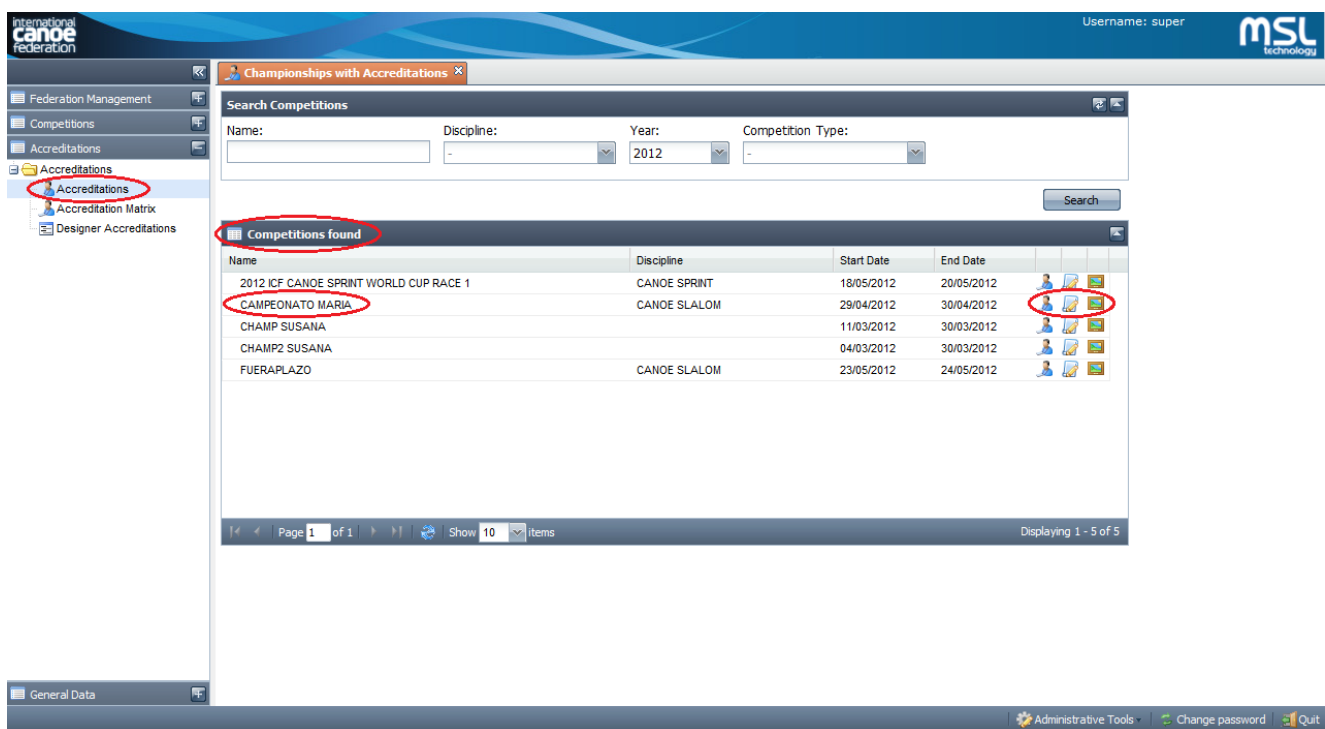
INFORMATION FOR ORGANISERS

3. ACCREDITATIONS

In order to manage accreditations, go to the Accreditations module. All championships will be shown in the “Competitions found” results area.

Note that 3 actions can be carried out from this screen by clicking on the following icons:

-  Go to Accreditations
-  Go to Matrix
-  Go to Design



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Championships with Accreditations

Search Competitions

Name: Discipline: Year: 2012 Competition Type:

Search


Competitions found

Name	Discipline	Start Date	End Date	
2012 ICF CANOE SPRINT WORLD CUP RACE 1	CANOE SPRINT	18/05/2012	20/05/2012	  
CAMPEONATO MARIA	CANOE SLALOM	29/04/2012	30/04/2012	  
CHAMP SUSANA		11/03/2012	30/03/2012	  
CHAMP2 SUSANA		04/03/2012	30/03/2012	  
FUERAPLAZO	CANOE SLALOM	23/05/2012	24/05/2012	  

Page 1 of 1 | Show 10 items | Displaying 1 - 5 of 5

Administrative Tools | Change password | Quit

3.1. How to create accreditations

In order to create accreditations, click on the  icon on the relevant championship.





You will be able to either search an already existing pre-accreditation person and accredit it or create a new credential to accredit:

The screenshot displays the 'Credentials' management interface. The top section contains a search form with various filters. The 'Found credentials' table lists the following data:

Event	Id Doc.	Family Name	Name	Gender	Collective	Category	Function	Status	N.	P.
277	DD3	BLANCO	Raul	MAN	ICF	ICF	Accompanyi...	Preaccredited	0	
277	232ETF	CASTUERA	Isabel	WOMAN	NF	NF	Host President	Preaccredited	0	
277	EEEF22	FERNANDEZ	Rafa	MAN	NF	NF	Athlete	Authorized	0	
277	34343434	GUITIERREZ	EMILIO	MAN	HOC	HOC FAMILY	Accompanyi...	Preaccredited	0	
277	55664433	RUBIALES6	Maria	WOMAN	BROADCASTER/...	BROADCASTE...	Senior Exec...	Not valid	0	
277	6778855	RUBIALES77	Maria	WOMAN	BROADCASTER/...	BROADCASTE...	Printed and ...	Not valid	0	
277	26666	SANCHEZ	Guillermo	MAN	NF	NF	Athlete	Not valid	0	

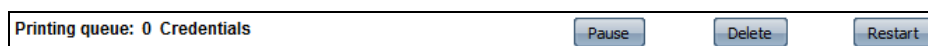
- 1) In order to accredit an already pre-accredited entry, select the relevant entry and click on the **Authorize** button. You can authorise more than one accreditation at the same time by selecting them. Just keep the [Ctrl] key pressed and select all the relevant grids, and then authorise them.
- 2) In order to invalidate an already pre-accredited/accredited entry, select the relevant entry and click on the **Invalidate** button. You can authorise more than one accreditation at the same time by selecting them. Just keep the [Ctrl] key pressed and select all the relevant grids, and then authorise them.
- 3) In order to reassign default privileges to an accreditation, select the relevant entry and click on the **Reassign Privileges** button.
- 4) In order to preview an accreditation, right-click on the relevant entry and click on the **Preview** button.
- 5) In order to print an accreditation, select the relevant entry and click on the **Print** button. Note that only authorised accreditations can be printed.



You can print an accreditation by selecting the relevant grid, right-clicking and clicking on the **Preview** button. A new window will open and show the AC Card

in PDF. In order to send it to the printer, click on the  icon. You can also select the relevant grid directly, right-click and click on the  button.

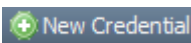
You can print more than one accreditation at the same time by selecting them. Just keep the [Ctrl] key pressed and select all the relevant grids, and then print them.

When you print several accreditations, they are sent to the printing queue. If you want to pause this queue so that the accreditations that are pending to be printed will not be sent to the printer, click on the “Pause” button. If you want to empty the queue, click on “Delete”. If you want to stop the queue, click on “Restart”.



- 6) In order to delete an accreditation, either right-click on the relevant entry and click on the  Delete button or select the relevant entry and click on the  icon.

Please, note that all these actions are subject to the user's privileges.

In order to create a new accreditation, click on the  New Credential button and fill in the required fields. Note that red fields (*) are mandatory:

New credential

Family Name *:

Name *:

Gender:

Date of birth:

Birth Country:

Id.Doc. Type:

Id.Doc.:

ID Expiry Date:

ID Issue Country:

PHOTO

Accreditation | Image | Tracking

Date of arrival:

Date of departure:

Collective *:

Category *:

Function *:

Continental Association:

National Federation:

Details:

Zones

0 - INFINITUM	<input type="checkbox"/>
1 - OFFICIAL AREA	<input type="checkbox"/>
Z02 - COMPETITION AREA	<input type="checkbox"/>
Z03 - TEAM QUARTERS & AREAS	<input type="checkbox"/>
Z04 - MEDICAL FACILITIES	<input type="checkbox"/>
Z05 - MEDIA AREAS	<input type="checkbox"/>
Z06 - BACK OF HOUSE	<input type="checkbox"/>
Z07 - VIP AREAS	<input type="checkbox"/>
Z08 - SPECIAL HOSTING AREAS	<input type="checkbox"/>

Save

Apart from the personal data, once you have chosen Collective, Category and Function for that accreditation, the system will automatically assign the default privileges according to the matrix.

In order to add a picture to the accreditation, click on the “Image” tab and proceed:

- 1) Browse and select a file, resize by dragging the moving box and clicking on apply selection.
- 2) Capture a picture by using a webcam.



New credential

Family Name *:

Name *:

Gender:

Date of birth:

Birth Country:

Id.Doc. Type:

Id.Doc.:

ID Expiry Date:

ID Issue Country:

PHOTO

Accreditation **Image** Tracking


File:

Camera:

Check that file extension is GIF, JPG or PNG.
File maximum size 1024 KB

3.2. How to create an accreditation matrix

An accreditation gives privileges to access zones and venues according to a person's collective, category and function. The system will automatically assign these default privileges according to an accreditation matrix.

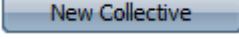
In order to create an accreditation matrix, click on the  icon on the relevant championship.

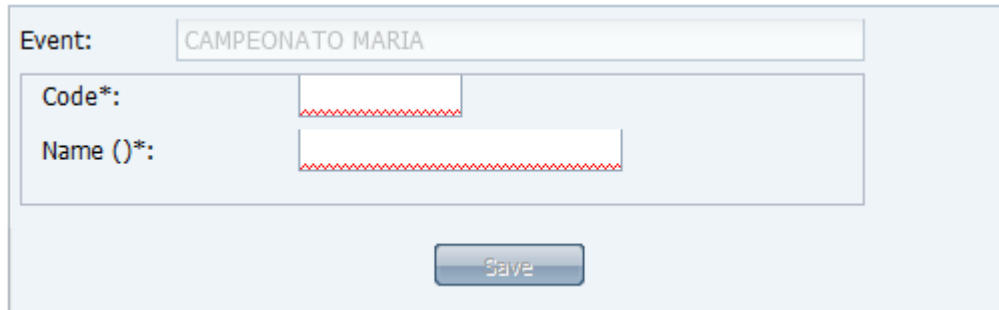
Championship:	<input type="text" value="CAMPEONATO MARIA"/>	<input type="button" value="Excel"/>		
Collective:	<input type="text" value="-"/>	<input type="button" value="New Collective"/>	<input type="button" value="Edit Collective"/>	<input type="button" value="Remove Collective"/>
Category:	<input type="text" value="-"/>	<input type="button" value="New Category"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Remove Category"/>

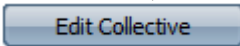
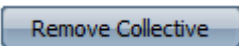


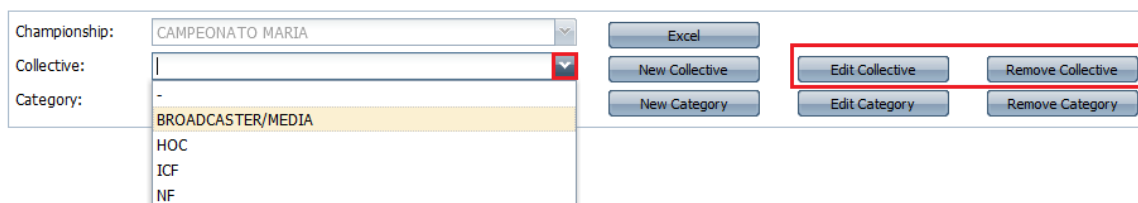
A default championship accreditation matrix will automatically be displayed. The actions that can be carried out on this matrix are:

3.2.1. COLLECTIVE

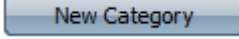
- 1) In order to add a new collective, click on the  button and fill in the mandatory fields (*).



- 2) In order to edit/remove an existing collective, select the relevant collective from the drop-down list and click on the  /  buttons.



3.2.2. CATEGORY

- 1) In order to add a new category, click on the  button and fill in the mandatory fields (*).




- 2) In order to edit/remove an existing collective, select the relevant collective from the drop-down list and click on the **Edit Category** / **Remove Category** buttons.

The screenshot shows a form with the following fields and buttons:

- Championship: CAMPEONATO MARIA
- Collective: HOC
- Category: (dropdown menu with options: -, HOC FAMILY, HOC WORKFORCE)
- Buttons: Excel, New Collective, Edit Collective, Remove Collective, New Category, Edit Category, Remove Category.

The 'Edit Category' and 'Remove Category' buttons are highlighted with a red box.

3.2.3. FUNCTIONS

Once you have chosen a Collective and Category, the default list of Functions and Zones will be displayed on the bottom:

The screenshot shows the 'Accreditations matrix' interface. The top part contains the same form as above, but with 'BROADCASTER/MEDIA' selected for both 'Collective' and 'Category'. Below the form is a table with the following columns: Function, 0 - INFL..., 1 - OFFL..., Z02 - C..., Z03 - T..., Z04 - M..., Z05 - M..., Z06 - B..., Z07 - VL..., Z08 - S... The table contains several rows of functions with checkboxes indicating accreditation status. The 'New Function' and 'New Zone' buttons are highlighted with a red box.

Function	0 - INFL...	1 - OFFL...	Z02 - C...	Z03 - T...	Z04 - M...	Z05 - M...	Z06 - B...	Z07 - VL...	Z08 - S...
Accompanying person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accompanying Person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printed and Electronic Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Host Broadcaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Rights Holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 1) In order to add new functions/zones, click on the **New Function** / **New Zone** buttons and fill in the mandatory fields (*):

The screenshot shows the 'New Function' form with the following fields:

- Championship: CAMPEONATO MARIA
- Collective: BROADCASTER/MEDIA
- Age Level: BROADCASTER/MEDIA
- Code: *
- Name (*): *
- Print text: *
- Picture: *
- BackColor: *
- Forecolor: *
- Form: *
- Barcode:
- Person Type: *

A 'Save' button is located at the bottom of the form.



Championship: CAMPEONATO MARIA

Code:

Name ():

Short Description ():

Picture:

Negative:

Order:

Description 1:

Description 2:

Description 3:

Save

2) In order to edit/delete a function, right-click and click on “Delete” or “Show function data”:

Championship: CAMPEONATO MARIA

Collective: BROADCASTER/MEDIA

Category: BROADCASTER/MEDIA

Accreditations matrix New Function

Function	0 - INFL...	1 - OFFL...	Z02 - C...	Z03 - T...	Z04 - M...	Z05 - M...	Z06 - B...	Z07 - VI...	Z08 - S...
Accompanying person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accompanying Person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printed and Electronic Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Host Broadcaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Rights Holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Delete
 Show function data

3) In order to edit/delete a zone, right-click and click on “Delete” or “Show zone data”:



Championship: CAMPEONATO MARIA Excel

Collective: BROADCASTER/MEDIA New Collective Edit Collective Remove Collective

Category: BROADCASTER/MEDIA New Category Edit Category Remove Category

Accreditations matrix New Function New Zone

Function	0 - INF...	1 - OFFL...	Z02 - C...	Z03 - T...	Z04 - M...	Z05 - M...	Z06 - B...	Z07 - VI...	Z08 - S...
Accompanying person of Senior Ex...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accompanying Person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printed and Electronic Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Host Broadcaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Rights Holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 4) In order to change the default privileges of a function, click on the relevant check boxes:

Championship: CAMPEONATO MARIA Excel


Collective: BROADCASTER/MEDIA New Collective Edit Collective Remove Collective

Category: BROADCASTER/MEDIA New Category Edit Category Remove Category

Accreditations matrix New Function New Zone

Function	0 - INF...	1 - OFFL...	Z02 - C...	Z03 - T...	Z04 - M...	Z05 - M...	Z06 - B...	Z07 - VI...	Z08 - S...
Accompanying person of Senior Ex...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accompanying Person of Senior Ex...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printed and Electronic Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production, Support and Technical ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Host Broadcaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Executive of Rights Holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3.3. How to create an accreditation design

In order to manage the accreditation design, click on the  icon on the relevant championship, choose a template and add background:

Design

Templates:

Accreditation background:

Save

When clicking on the accreditation background drop-down list, a new window will be displayed:

File Name: Description:

Expiry Date From: Expiry Date To:

File Type:

Search

File Name	Date of expiration	File Type	Description
No topics to display			

Page 1 of 1 Show 10 items **upload file**

In order to set an accreditation background, you can either/or:

- 1) Search an already existing file and set it as accreditation background. To preview the file, right-click on the relevant file:

File Name: Description:



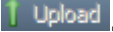
Expiry Date From: Expiry Date To:

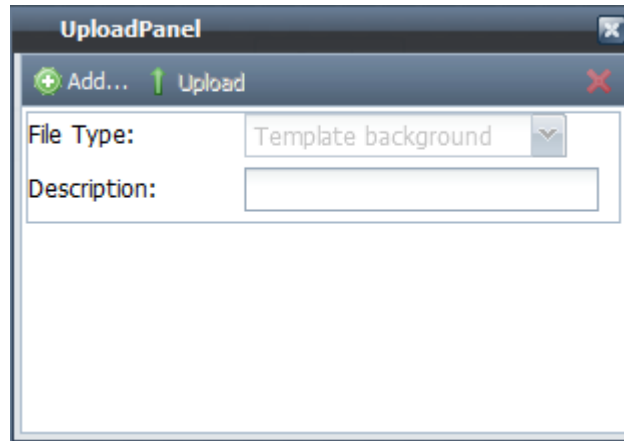
File Type:

Search

File Name	Date of expiration	File Type	Description
Chrysanthemum.jpg		Template background	View file

Page 1 of 1 Show 10 items **upload file** Displaying 1 - 1 of 1

- 2) Upload a new file to set as background. Once you have clicked on the  button, click on , browse and select the relevant file and finally click on .



The screenshot shows a dialog box titled "UploadPanel" with a close button in the top right corner. Inside the dialog, there are two buttons: "Add..." with a green plus icon and "Upload" with a green up arrow icon. Below these buttons, there is a "File Type:" label followed by a dropdown menu currently showing "Template background". Underneath is a "Description:" label followed by an empty text input field.

