ACCREDITATIONS - PARTICIPANTS

User Guide

MSL technology

Versión 1.0
24/04/2012

DOCUMENT DETAILS

DOCUMENT TITLE	ACCREDITATION - User Guide
VERSION	V1.0
RELEASE DATE	24/04/2012
DOCUMENT REFERENCE	UG-ACR-EN-V1.0

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:

- 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:

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:

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

- 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:

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

New credential

Family Name *:

Name *:

Gender *:
-

Date of birth *:

Birth Country *:
-

Id.Doc. Type *:
-

Id.Doc. *:

PHOTO

ID Expiry Date *:

ID Issue Country *:
-

Accreditation | Image | Tracking

Date of arrival:
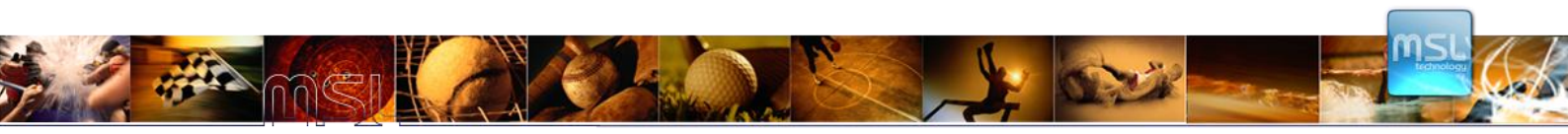
Date of departure:

Collective *:
-

Category *:
-

Function *:
-

Continental Association *:
-

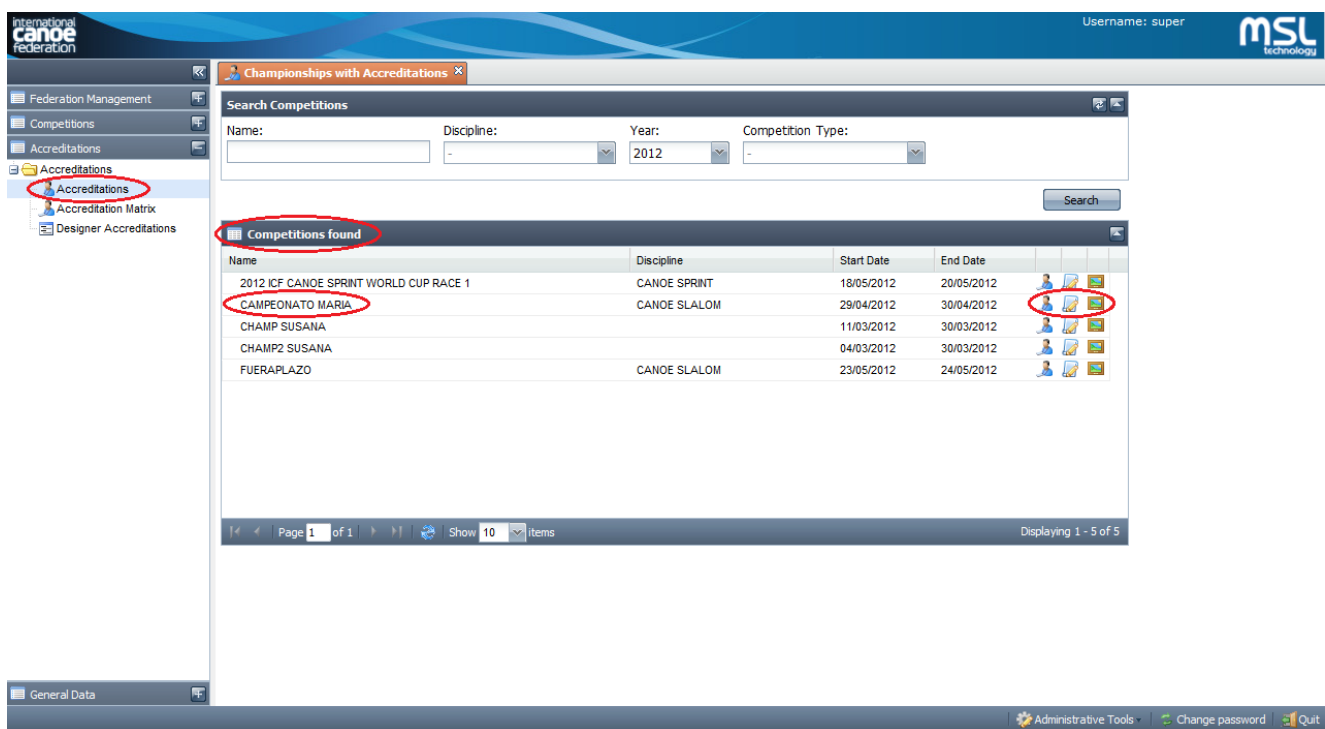National Federation:
-

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

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:


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 [Print] icon. You can also select the relevant grid directly, right-click and click on the [Print] button.
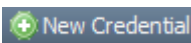
You can print more than one accreditation at the same time by selecting them. Just keep the [Ctrl] key pressed and select all the relevant grids, and then print them.

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".

Printing queue: 0 Credentials | Pause | Delete | Restart
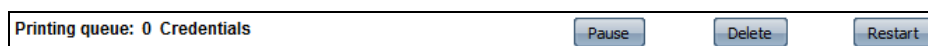
6) In order to delete an accreditation, either right-click on the relevant entry and click on the ✖ Delete button or select the relevant entry and click con the ✖ icon.

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:

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.

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.
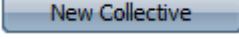
In order to create an accreditation matrix, click on the icon on the relevant championship.
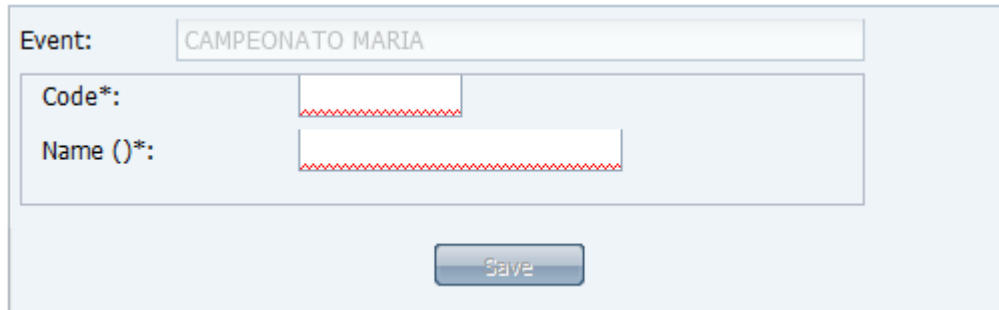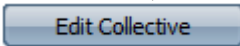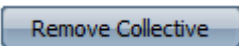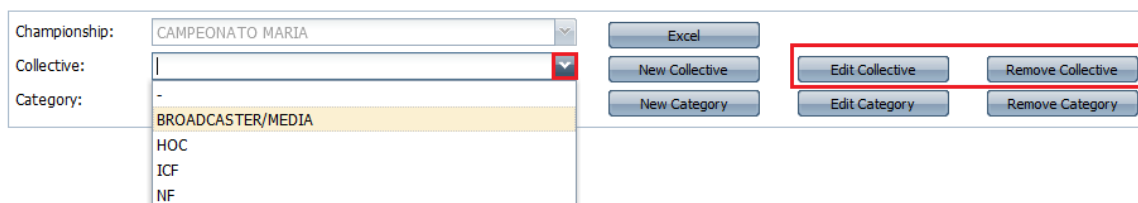
A default championship accreditation matrix will automatically be displayed. The actions that can be carried out on this matrix are:

3.2.1. COLLECTIVE
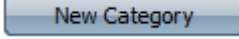
1) In order to add a new collective, click on the [New Collective] button and fill in the mandatory fields (*).

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

3.2.2. CATEGORY

1) In order to add a new category, click on the [New Category] 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.

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:

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

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

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

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

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:

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

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:
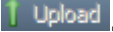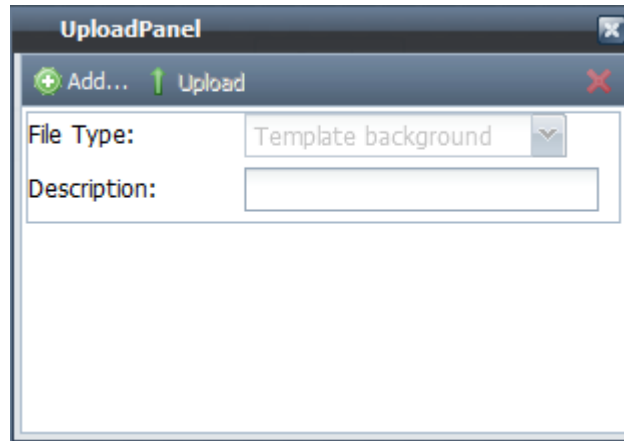
2) Upload a new file to set as background. Once you have clicked on the **↑ upload file** button, click on **⊕ Add...**, browse and select the relevant file and finally click on **↑ Upload**.