

OC **Accreditation** Sport Transport Catering Accommodation Media Workforce**People**People
Functions**Vehicle**

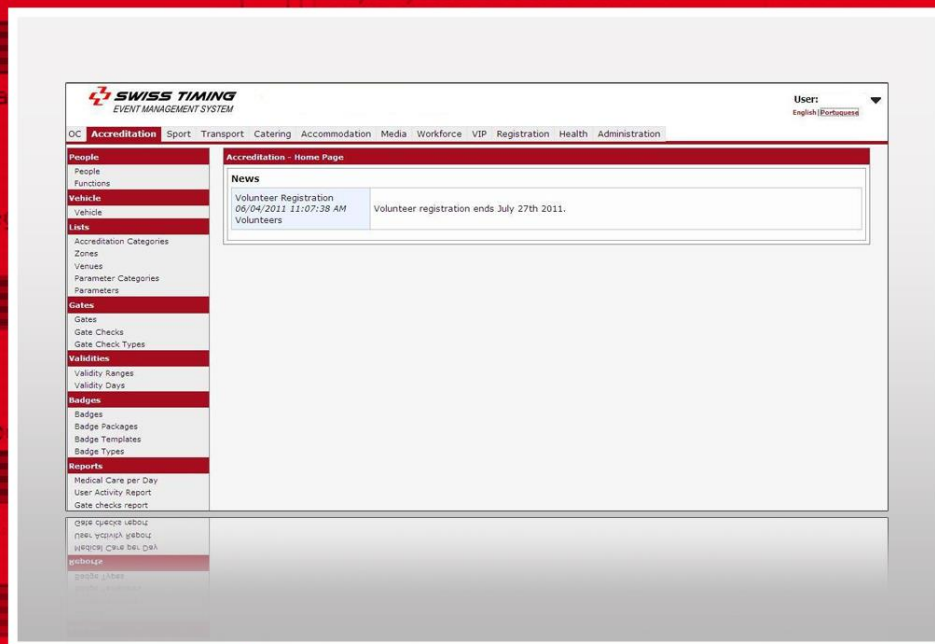
Vehicle

ListsAccreditation Categories
Zones
Venues
Parameter Categories
Parameters**Gates**Gates
Gate Checks
Gate Check Types**Validities**Validity Ranges
Validity Days**Badges**Badges
Badge Packages
Badge Templates**Accreditation – Home Page****News**

Volunteer Registration

06/04/2011 11:07:38 AM

Volunteer registration



The screenshot shows the 'Accreditation - Home Page' interface. It features a navigation menu on the left with categories like People, Vehicle, Lists, Gates, Validities, and Badges. The main content area displays a news item titled 'Volunteer Registration' with a timestamp of '06/04/2011 11:07:38 AM' and a brief description: 'Volunteer registration ends July 27th 2011.' The interface also includes a user profile dropdown in the top right corner and a language selector.



MEDIA PORTAL

Event Management System – Public Registration**User Manual**

Documentation Updates

Reserves the right to make improvements in the products described in this documentation at any time without prior notice. Furthermore, reserves the right to revise this documentation in its content at any time and without any obligation to notify any person or organization of such revision.

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1 INTRODUCTION

Media Portal is a web application which serves to register media people who would like to submit a request for their accreditation card for The World Games 2017 in Wroclaw.



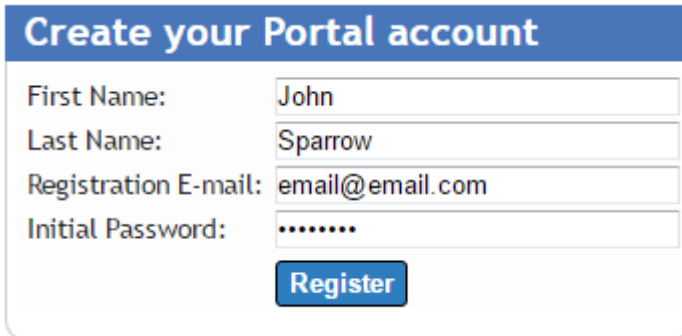
Sign in with your Portal account	Create your Portal account
E-mail: <input type="text"/>	First Name: <input type="text"/>
Password: <input type="password"/>	Last Name: <input type="text"/>
Forgot your password?	Registration E-mail: <input type="text"/>
<input type="button" value="Login"/>	Initial Password: <input type="text"/>
	<input type="button" value="Register"/>

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Optimized for Google Chrome

Figure 1 – Sign In page

2 NEW ACCOUNT

If you are new to the portal you have to create an account first. First, fill in all the required fields in the [Create Account] frame and click on [Register].

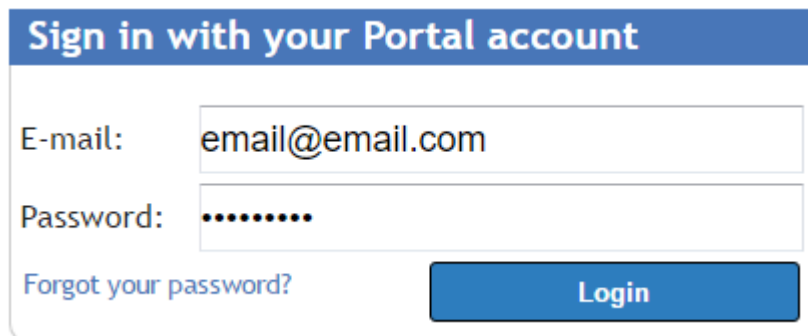


The registration form is titled "Create your Portal account" in a blue header. It contains four input fields: "First Name" with the value "John", "Last Name" with "Sparrow", "Registration E-mail" with "email@email.com", and "Initial Password" with seven dots. A blue "Register" button is positioned below the password field.

Figure 2 – Register

Go to your email in-box and wait for a confirmation email. Click on the link in the message to finish the registration process.

Fill in your email address and a password and then click on [Login].




The login form is titled "Sign in with your Portal account" in a blue header. It contains two input fields: "E-mail" with the value "email@email.com" and "Password" with seven dots. A blue "Login" button is located to the right of the password field. A link labeled "Forgot your password?" is positioned to the left of the login button.

Figure 3 – Login

2.1 First Login

When you first login to the system you have to fill in your personal profile, especially the mandatory fields marked with a red asterisk (*).



User: svajdler.o@st-software.com
[Sign Out](#) | [Settings](#)


Profile
Events

General

Please, fill in all mandatory fields in your profile below and click on button Save. This will direct you to the tab Events where you will complete your registration.

User Name svajdler.o@st-software.com
 Status Active
 Category Media

Personal

Passport Given Name(s)* Ondrej (as appears in passport)
 Passport Family Name(s)* ST TEST (as appears in passport)
 Date of Birth* 01/03/2017 (dd/mm/yyyy)
 Place of Birth* ddd
 Gender* Female Male
 Street Address
 City sdasd
 Postal Code sda
 Country Afghanistan ▼
 Phone Number
 Photo* 
Size: 19.21 KB
Resolution: 270x360px
[Download](#) [Remove Item](#)
[Edit Image](#)
(.jpg, .png, aspect ratio 3x4)

Passport/Visa Information

Passport Nationality* Angola ▼
 Passport Issue Date* 11/03/2017 (dd/mm/yyyy)
 Passport Expiration Date* 04/03/2017 (dd/mm/yyyy)
 Place Passport Issued* dddd
 Do you require visa? No Yes
 In which embassy/consulat are you going to apply for visa? dddd

Information regarding working status and company contact

IF Journalist status International Fistball Association (IF Journalist status will have to be confirmed by respective IF)
 IOC/NOC Journalist Status Yes No
 Indicated IOC/NOC (IOC/NOC Journalist status will have to be confirmed by respective IOC/NOC)
 Type of Media* Internet Press Radio TV
 Job Title* ddd
 Status* Employed Freelance
 Company Name c name
 Company Address c addre
 Company E-mail c mail
 Company Contact dd Company Contact

Figure 4 – First Login

When all the mandatory fields are filled in, you can click on [Save] to save the data (see the blue rectangle in the picture above).

2.1.1 Photo Tool

There is a specific tool for taking and editing pictures directly in the browser - click on [Take/Upload Photo] icon.

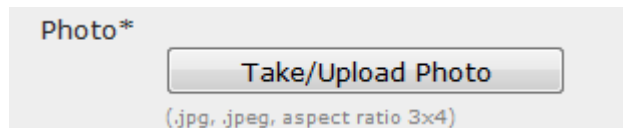


Figure 5 – Edit Image icon

New windows pops up where you can either upload picture from computer or take picture using webcam once you have select the option “Camera” (note: Do not forget to allow the camera in your browser!)

No matter if the picture is uploaded or taken by camera you may edit it. There is predefined resolution (300x400) which you may use or adjust the resolution by drag & drop.

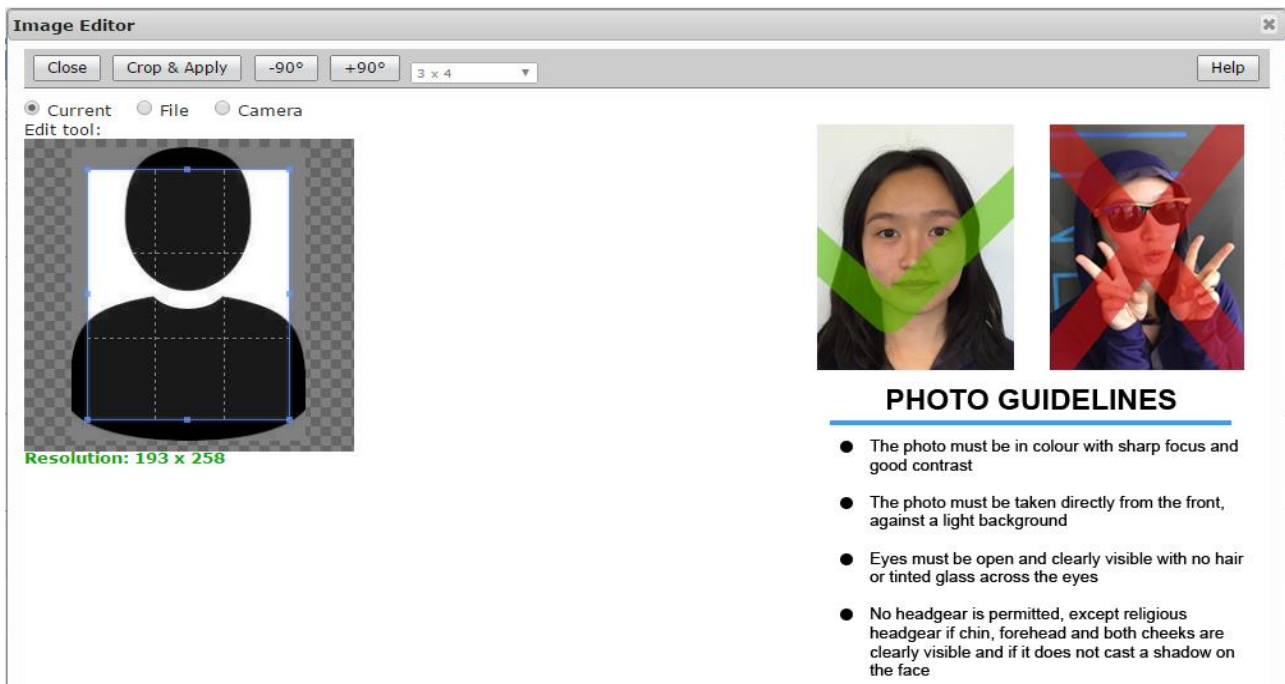


Figure 6 – Picture Editor

To display user help describing functionalities of the tool, click on [Help] in the right hand upper corner of the window.

Next, click on [Crop & Apply] to finish editing the photo and close the image editor.

3 EVENT APPLICATION

Here, there is list of all events. Click on [Apply] to start the registration process, fill in all required information and click on [Save].



User: svajdler.o@st-software.com
Sign Out | Settings

Profile
Events

1. Click on Apply
2. Insert your arrival and departure data and then finalize your registration
3. Click on Save button
4. Click on Save button
5. Your registration has been submitted successfully and you will receive the e-mail confirmation

Apply

The World Games 2017

Wroclaw, Poland

Jul 20, 2017 - Jul 30, 2017

✉
i

Figure 7 – Event Registration

The registration is marked as “Pending” and you have to wait for approval from the organizers. You can display the details by clicking on the arrow icon or directly contact organizers by clicking on the envelope icon (see the blue rectangles below). You can still cancel the registration by clicking on [Cancel Registration].



User: svajdler.o@st-software.com
Sign Out | Settings

Profile
Events

1. Click on Apply
2. Insert your arrival and departure data and then finalize your registration
3. Click on Save button
4. Click on Save button
5. Your registration has been submitted successfully and you will receive the e-mail confirmation

Pending

The World Games 2017

Wroclaw, Poland

Jul 20, 2017 - Jul 30, 2017

✉
Cancel Application
⬆
i

Function*

- Cameraman
- HB Administrator
- HB Production
- IF Journalist
- MMC Support Personnel
- Photographer
- PR Consultant
- Radio Journalist
- Reporter
- Technician
- TV Journalist
- TV Rightholder

Planned Arrival Day* (dd/mm/yyyy)

Planned Departure Day* (dd/mm/yyyy)

Mean of Transport*

Which sports are you certainly planning to serve?* (only two sports can be supposed)

Which sports are you considering to serve?* (only three sports can be considered)

Mean of transport that you are planning to use during TWG 2017

- Public transport (bus, tram etc.)
- Private transport
- Shuttle bus provided by Organizers
- Taxi
- Other (if none of the above)

Do you want to attend opening ceremony?

- Yes
- No (July 20th at Wroclaw Municipal Stadium)

Do you want to attend closing ceremony?

- Yes
- No (July 30th at World Games Plaza)

Additional information (can improve work arrangements, work experience, served sport events etc.)

Figure 8 – Event Registration – Pending application

Once WOC approves your application you cannot cancel the registration nor edit it. All data are read-only from that moment.



User: svajdler.o@st-software.com
Sign Out | Settings

Profile Events

1. Click on Apply
2. Insert your arrival and departure data and then finalize your registration
3. Click on Save button
4. Click on Save button
5. Your registration has been submitted successfully and you will receive the e-mail confirmation

Approved	The World Games 2017 Wrocław, Poland Jul 20, 2017 - Jul 30, 2017	✉	▼	?
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Figure 9 – Event Registration – Approved application

4 APPENDIX

4.1 Abbreviations and symbols

Abbreviations	
EMS	Event Management System
WOC	Local Organizing Committee

Symbols	
*	Required field

4.2 Version history

Version	Date	Modifications since last version
1.0	18/03/2017	Initial version