FISU ONLINE ACCREDITATION SYSTEM

2024 FISU World University Championships

## Delegation Guidelines

CONTENTS

1. GENERALITIES

1.1. INTRODUCTION

This document explains how use the FISU Online Accreditation System (OAS).

Following the 2022 FISU World University Championships Regulations, the NUSFs / delegations shall submit to the OC their intention to participate to a championship through the OAS. The NUSF must submit their contact details and contact information of the representative of their delegation responsible for the accreditation and entries.

The following timeline applies for the registration:

Opening of the registration: 1 October 2021
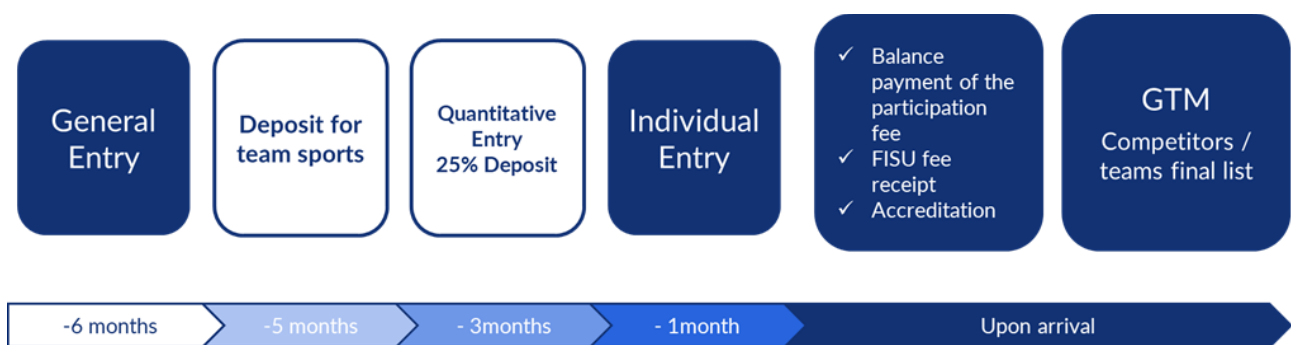
1.2. HOW TO ACCESS THE FISU OAS

The OAS can be accessed through the FISU website.

Link to the FISU OAS: https://accreditation.fisu.net/Pages/Home.aspx

1.3. OAS REQUIREMENTS

Any modern browser supports the OAS (Chrome, Firefox, Edge, Opera). IE11 is also supported. However, some specific options in the system may require the use of Firefox or Microsoft. Consequently, to ensure the best experience when using the FISU OAS, we recommend the use of Firefox or Microsoft browsers.

The system doesn't work properly with Chrome nor other chromium browser or Safari
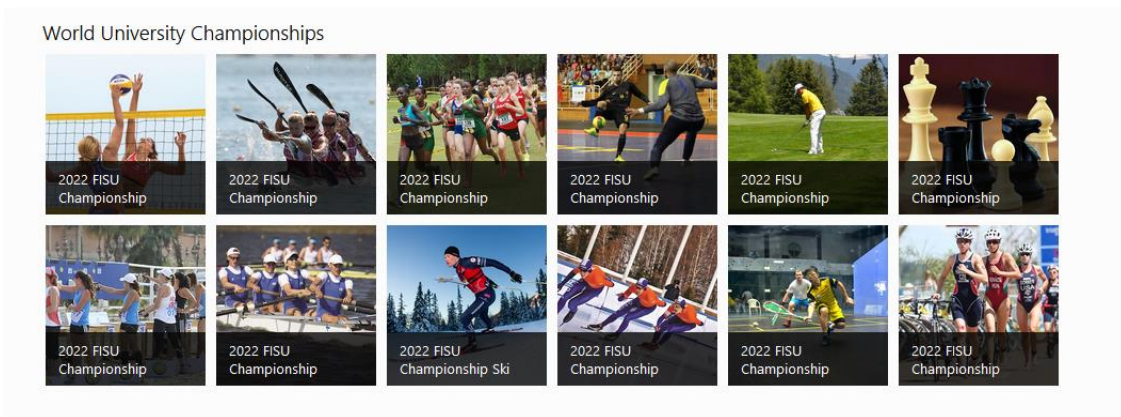
2. REGISTRATION PROCESS

2.1. HOW TO LOGIN IN THE FISU OAS

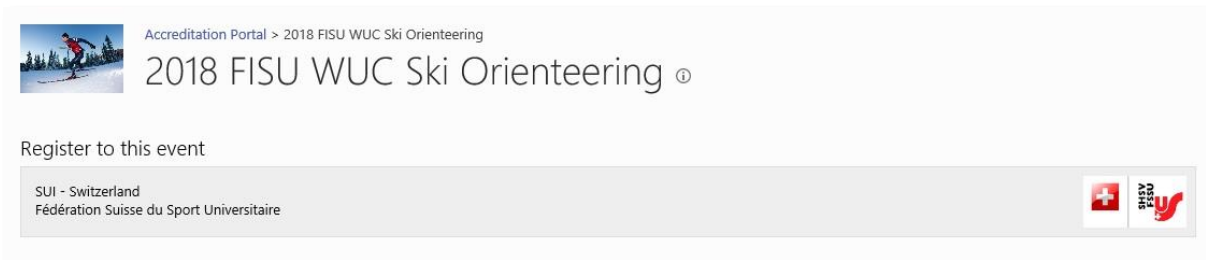➢ From the home page, click on "sign in".
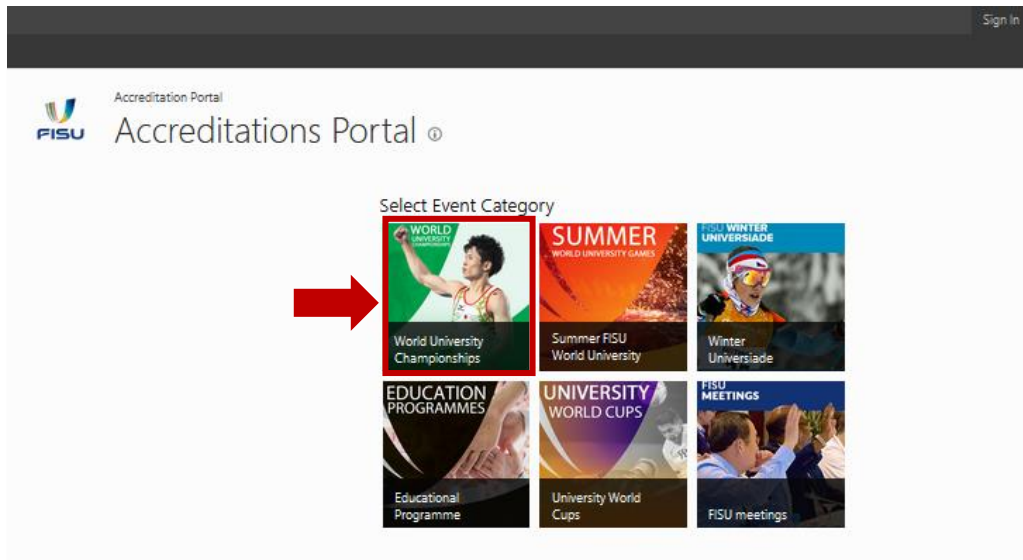
➢ Then, select the sport.

➢ Introduce the credentials provided by FISU in order to sign in the OAS.
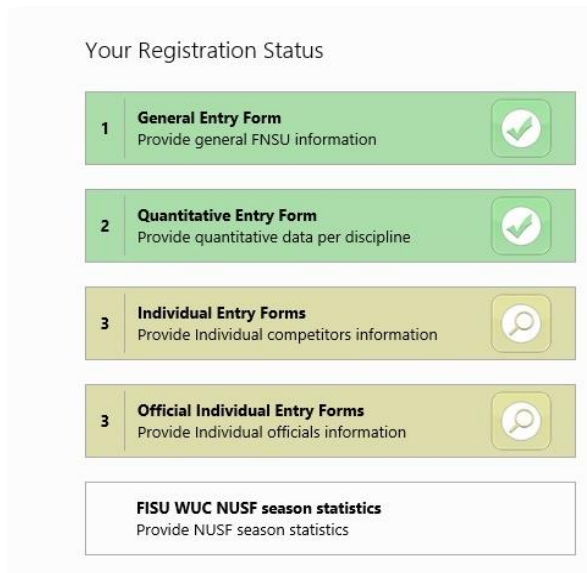
2.2. HOW REGISTER IN A FISU CHAMPIONSHIP
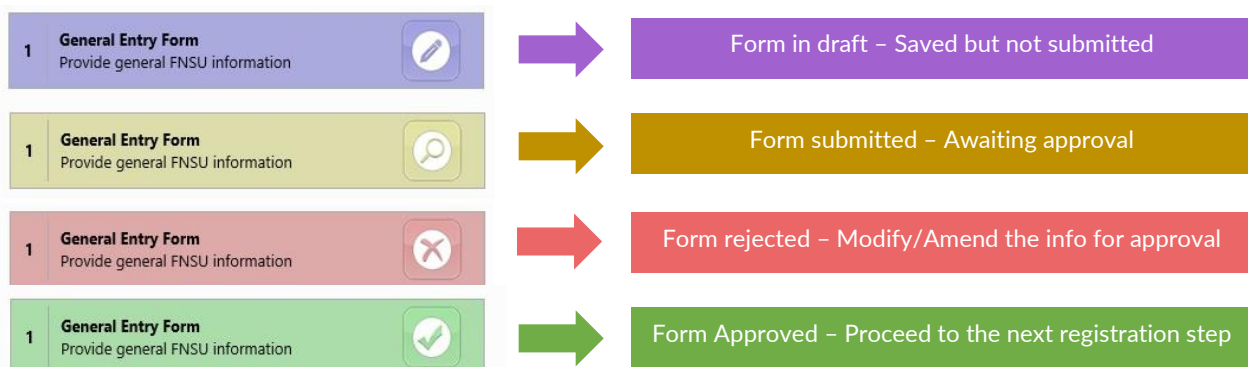
2.2.1. GENERAL CONSIDERATIONS

➢ Once the event has been selected and logged in, the following page will appear.

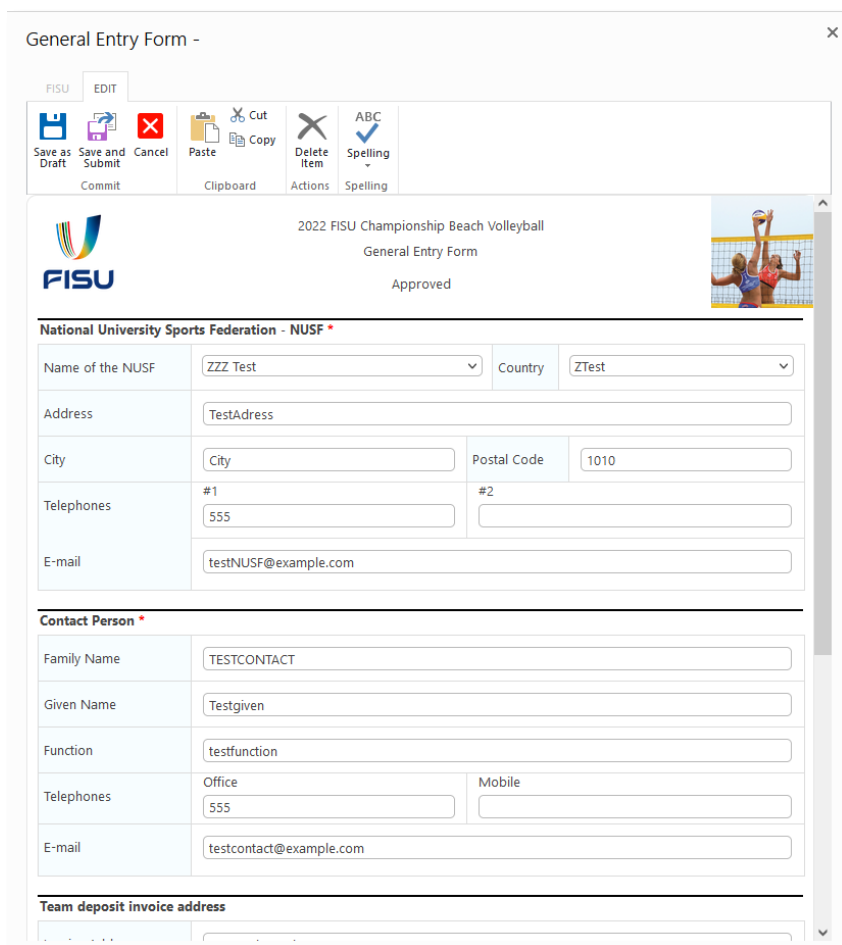➢ Inside the registration page, the different steps of the registration process are displayed.

Colours indicate the status of each of the registration steps, according to the following diagram:

2.2.2. FIRST STEP: THE GENERAL FORM

The first step for the registration to one FISU Championship is manifesting the intention to participate. For that, the NUSF must fill and submit the General Entry Form (referred as "G-form" or just "G")

 ➢ Click on "General Entry Form" to open the G-form.

   o Fields with a red star are compulsory fields to be completed.

   o The "Contact Person" information is to be completed with the data of the person in charge of the accreditation/registration process in the delegation.

The form can be saved as draft if there's missing information.

 ➢ To be able to progress to the second accreditation step, the form must be "Save and Submit".

 ➢ Once the form is submitted, it cannot be modified.

**The form must be submitted before the deadline of each event.**

If the submission was correct, the colour of the general entry will change to yellow in the "Your Registration Status" page.

2.2.3. SECOND STEP: THE QUANTITATIVE ENTRY FORM

The Quantitative Entry Forms (referenced as "Q-forms" or "Q") serve to confirm the NUSF delegation composition from a quantitative, but not a nominal or qualitative point of view. This means the number must be as accurate as possible but no indication about the nominal composition of the delegation will be requested at this point

The Q-form is very important for the registration in the event because the OC will use this information to plan the different logistics and services during the event, including accommodation, transportation, and meals needs. It will also allow an estimation of the delegation costs/participation fee to be applied.

➢ From the landing page, click on "Quantitative Entry Form"

3	**Quantitative Entry Form** Provide quantitative data per discipline	✎
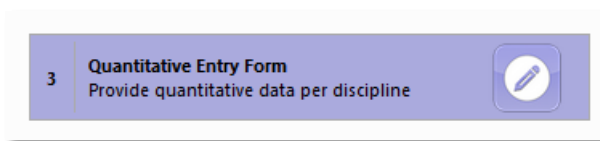
➢ Similarly to what was described for the G-form, a browser will be displayed and all the mandatory information fields will have to be completed.

The same remarks about saving and submitting the form apply for the Q-form.

Once submitted, the form cannot be modified unless it is rejected, in which case it will be showed in red in "Your Registration Status" page.

2.2.4. THIRD STEP: THE INDIVIDUAL FORMS

The Individual forms (I-forms) are the last step for the registration in a FISU event. The NUSF must provide all the relevant data and documentation related to the people composing the delegation.

The Individual Entry form is composed of:

o **Personal data form:** Submission of the personal data of all participants.

This submission must follow the Q-form numbers.

o **Sport Entry form (only for athletes):** Submission of the sport data of participating athletes.

o **Travel form:** Submission of the travel plans for all the members of the delegation.

The accuracy of the information provided in this step is crucial to make the work of the OC and FISU easier, to guarantee the pickup of all the delegation members once arrived to the event entry airport as well as to ensure a fast accreditation process.

➢ From the landing page, click on "Individual Entry Form" (for athletes) or "Official Individual Entry Form" (for officials in the delegation, like technical staff, coaches, medical staff, etc).
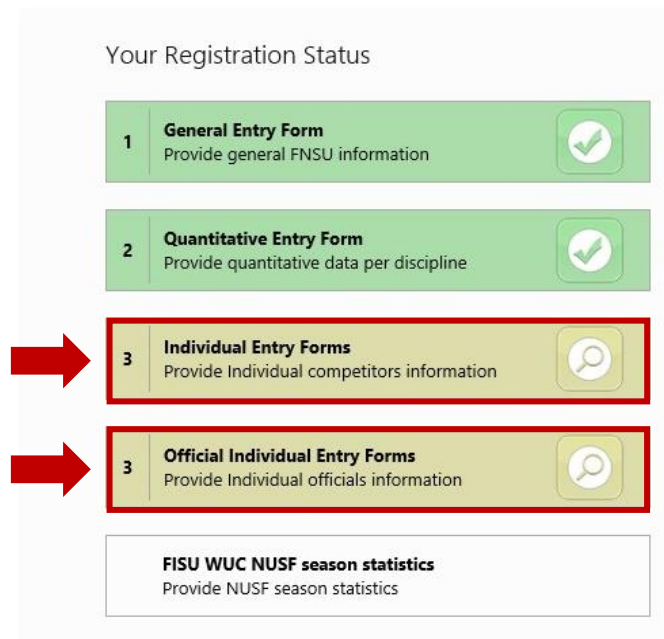
➢ For each participant, click on "new item" and fill the form.
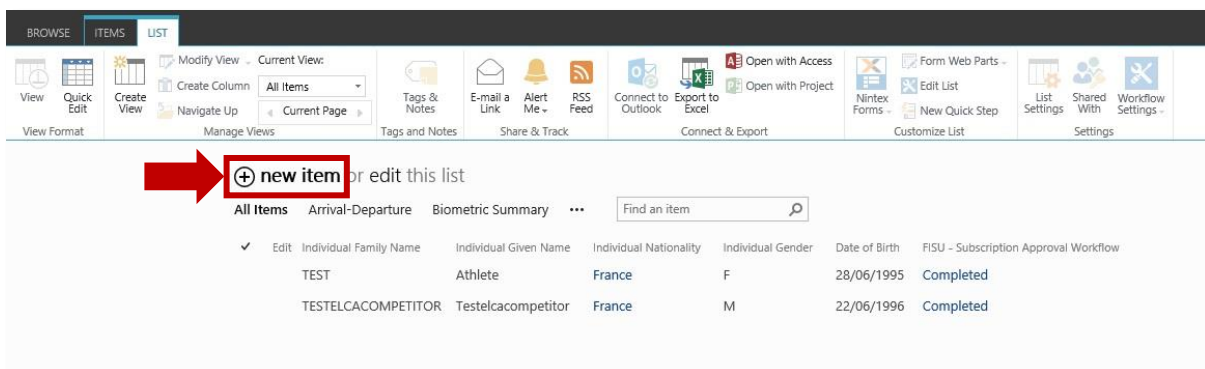
➢ All the fields are mandatory, and each sport has adapted forms with specific/dedicated fields.

The same remarks about saving and submitting the form apply for the I-form.

Once submitted, the participant will be showed in the list. The form cannot be modified unless it is rejected.

A.   **Picture Specifications**

➢ Quality. The photos must be:

   o   clear and in focus

   o   in colour

   o   in JPG, JPEG or PNG

   o   at least 600 pixels wide and 750 pixels tall

- o at least 50KB and no more than 2 MB
- ➢ What the digital photo must show? The digital photo must:
  - o contain no other objects or people
  - o be taken against a plain light-coloured background
  - o be in clear contrast to the background
- ➢ The person in the photo must:
  - o be facing forwards and looking at the camera
  - o have the eyes open and visible
  - o be wearing "normal" cloths (no uniforms unless it's for religious reasons)
  - o not have hair in front of the eyes
  - o not have a head covering (unless it's for religious or medical reasons)
  - o not have anything covering the face
  - o not have any shadows on the face or behind
  - o not to be wearing headphones or any other device (unless it's for medical reasons)

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses. Your eyes must not be covered by the frame of the glasses and lenses must not create any reflection.

| ✔ Plain light-coloured background | ✘ Textured background | ✘ Object in background | ✔ Religious headwear | ✘ Fashion hair accessories | ✘ Fashion headwear |
| ✔ Even lighting and no shadow | ✘ Shadow on face | ✘ Shadow behind head | ✔ Eyes fully visible | ✘ Glasses covering eyes | ✘ Hair covering eyes |

3. CONTACT

- ➢ If you have any question, please do not hesitate to contact us at: r.lehaire@fisu.net