

## Glasgow 2018 European Championships

## Member Federations EMS User Guide – Phase 2





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## 1. Introduction

This user guide has been produced to provide all the relevant information to the Member Federations (MF) to assist them in the successful completion of phase 2 of the Glasgow 2018 European Championships (Glasgow 2018) registration. MF registration phase 2 includes the accreditation, accommodation and travel application process for their delegations.

All MF participating in Glasgow 2018 must undertake this phase.

In line with this Glasgow 2018 process, the sport competition entries will be entered through the existing European Cycling Union/Union Européenne de Cyclisme (UEC) system and the MF will follow the competition entry process as instructed by the UEC.

## 2. Glasgow 2018 European Championships Event Management System (EMS) portal

#### The Glasgow 2018 EMS online portal

Glasgow 2018 is using an EMS online portal for the registration of delegations (athletes, team officials, etc.), travel and accommodation (TAC) bookings and accreditation applications.

In the room block booking phase (phase 1) of the EMS application process, MF will have accessed the accommodation module to make accommodation requests. In the second phase, the MF will access the EMS Accreditation, Travel and Rooming List modules.

#### The single point of contact (SPOC)

The EMS requires a SPOC who will be responsible for entering information into each of the modules (Accreditation and TAC) on the system. The SPOC should remain the same throughout the EMS process, from phase 1 to phase 2; therefore the SPOC will be the only individual with whom Glasgow 2018 will communicate during the whole EMS process.



The SPOC must sign and agree to the 'Authorisation for the Use of Personal Data' form as well as the 'Accreditation Terms and Conditions' (see Appendix 2) on behalf of all delegation members before any applications can be submitted.

## The SPOC should have a comprehensive understanding of the dynamics within their particular delegation.

#### Support and contact details

Technical support will be available by contacting <u>Glasgow2018EMS-MF@glasgow.gov.uk</u>, while assistance with the application process for both accommodation and accreditation will be available directly from the designated Glasgow 2018 MF Relations Coordinator: <u>Glasgow2018Cycling@glasgow.gov.uk</u>.

A detailed step-by-step guide for using the EMS system can be found in section 5.

## 3. Accreditation

#### Definition and function of accreditation

#### What is accreditation?

- Accreditation is the process that allows Glasgow 2018 to identify, register and provide access to accredited venues to those with a specific role or function to perform during the Championships.
- The registration includes a **very specific process**. No one will be exempt from this process.
- Only **one personal accreditation card** is given to each individual.

#### How does the accreditation card work?

 The accreditation card indicates, through specific colours and codes, the category to which the individual belongs and venues and areas (zones) the individual can access in order to perform their function.



- The right to access an accredited venue and a specific zone is directly linked to the job title and role of the individual.
- The accreditation card does not grant participants automatic access rights to an area.
   The person responsible for the area (zone owner) can, at any time, decide to refuse access, even for individuals accredited for that area.
- Everyone participating in Glasgow 2018 will be required to go through specific accreditation access control points to enter an accredited venue. This is where the venue code, on the accreditation card, is checked.
- Once inside the venue, an individual may be required to go through various other access control points to enter internal areas (zones). This is where the access codes (numbers) are checked on the accreditation card.

#### The accreditation card MUST BE WORN AT ALL TIMES within an accredited venue.

#### **IMPORTANT NOTE**

- An accreditation card does not give access to a parking space
- An accreditation card does not act as a visa
- An accreditation card does not represent a social status

#### Accreditation application submission

Each MF's SPOC will be invited to log into the Glasgow 2018 EMS online accreditation module portal where they can enter the accreditation details of each delegation member. This will involve entering personal information (name, date of birth, etc.), assigning the correct job title (e.g. athlete, coach, doctor) and uploading a photograph for every applicant.

Applications for accreditation should be submitted to Glasgow 2018 for all applicants under consideration, as it is considerably easier to remove an applicant after the deadline than to arrange a late application.



#### Data validation and approval

All submitted accreditation applications must go through the approval process of the UEC and Glasgow 2018.

Following the successful submission and receipt of accreditation applications, the Glasgow 2018 accreditation team will commence a data review with the UEC. This is the process of confirming submitted personal data, accreditation job titles and access privileges.

Once the approval process is successfully completed, the Glasgow 2018 accreditation team will start pre-printing the accreditation cards.

Glasgow 2018 Member Federations Relations (MFR) team will inform the MF's SPOC of any records that have been rejected by UEC and no cards will be preprinted for these applicants.

#### Accreditation card collection

The team manager of each delegation will be required to collect the accreditation cards on behalf of all members of the delegation including presidents and executives. The team manager will sign a confirmation of receipt for all cards received from Glasgow 2018.

Accreditation card distribution will happen at the **Sir Chris Hoy Velodrome, Emirates Arena**. Please see location below:

1000 London Road, Glasgow G40 3HG.

#### **IMPORTANT NOTE**

The team manager will be RESPONSIBLE for:

- the distribution of accreditation cards to delegation members, making sure that each card is only given to the correct person
- $\circ\,$  making the staff aware of the Terms and Conditions relating to the accreditation application
- $\circ~$  RETURNING ALL undistributed cards to the accreditation workstream



## 4. Data requirements

#### **Required fields**

The SPOC should collect the information required for accreditation from all potential members of their delegation who may require accreditation for Glasgow 2018.

It is strongly recommended that the SPOC obtains and stores a photocopy or scanned image of each potential applicant's identity document. The SPOC should also double check/cross-reference key applicant information before submitting applications for accreditation.

Field name
Photograph*
First name *
Family name*
Gender*
Date of birth*
Nationality*
Job Title*
ID Type
ID Number

The above table outlines (with an \*) the mandatory fields for all accreditation applications.

#### Acceptable forms of identification

The primary form of identification document (ID) accepted by Glasgow 2018 is the valid passport for all nationalities or the National ID for EEC and Switzerland only.

When the passport is not available, for **UK nationals only,** the SPOC must identify the applicant through one of the following combinations of acceptable ID plus one document to verify their address:



#### a) One of the following combination to check the ID:

- British Driving Licence + P60
- British Driving Licence + P45
- British Driving Licence + Birth Certificate (issued within 6 weeks of birth)
- Birth Certificate (issued within 6 weeks of birth) + P60
- Birth Certificate (issued within 6 weeks of birth )+ P45

#### b) One of the following documents to verify their address:

- Bank documentation
- Council Tax letter (covering current year)
- Utility bill (dated within the last 3 months)

Glasgow 2018 does not require a copy of each individual's ID or address document. **It is the responsibility of the SPOC to check the ID documents of all individuals for whom they request accreditation**.

#### Data Protection Act 1998 and General Data Protection Regulation

All data and photographs supplied as part of the accreditation process will be retained in the accreditation system in accordance with the Data Protection Act 1998. It will also be retained by the General Data Protection Regulation. The photograph will be referred to in the event of disputed identity when admission to a venue is sought.

#### Photograph requirements

#### The photograph must follow the same requirements as for a passport:

- It must be in colour, must be a recent and an accurate likeness of the applicant and must not have been altered in any way
- It must be a front view of the applicant's face, head and shoulders (facing forward and looking straight at the camera); hats, hair bands or dark glasses must not be worn
- It must show the full head, without any head covering, unless worn for religious beliefs or medical reasons
- With a neutral expression and with the mouth closed



- With eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
- Free from reflection or glare on glasses and frames must not cover eyes (we recommend that, if possible, glasses are removed for the photo)
- No objects, other people or shadows in the photo
- The **background must be plain and light colour, preferably white** but light blue and light grey will be accepted (NO black, dark blue, red etc.)
- Be clear and in sharp focus
- Be taken within the last 6 months
- Not torn, creased, marked or stamped

#### Example of valid photo



Examples of rejected photos





© 2017 AFTER S.r.l.

#### Photograph technical requirements

The photograph must adhere to the following requirements:

a. .JPG format ONLY



- b. Be vertical orientation
- c. Have adequate space between face/shoulders and the edges of the photograph
- d. Should have a minimum size of 100 KB and maximum size of 2 MB
- e. The face should be at least 300 pixels wide

The digital photograph of the individual can be taken with a good quality mobile phone, provided it meets all the passport requirements mentioned above and is taken against a plain clear background in good light

# 5. Glasgow 2018 European Championships EMS record entry step-by-step guide

#### Access to the Glasgow 2018 EMS online portal

Each MF will receive an email letting them know that the EMS Accreditation, Travel and Rooming List modules are now open. In this email, the MF will receive the web link to the Championships EMS portal and, in order to access the system, the SPOC should use the unique login and password that was received in the room block booking phase (phase 1).

As with the room block booking phase, the login details should be used each time the MF wishes to access the EMS.

Accreditation applications can be submitted online until **Friday 15 June 2018**, travel details until **Sunday 01 July 2018** and rooming list until **Friday 20<sup>th</sup> July**.

Please note that EMS should be used with a Mozilla Firefox browser in order to maximise performance.



#### Login to the EMS portal

Insert your MF's unique login and password in the boxes.

	FAN -		CONTACT US 🧗 💓 2 - 12 August 2018
CIAMPIC GLASGO	TCAN NSHIPS N 2018	#	#THE MOMENT
	Welcome to the Glasgow 2018 Event I	lanagement System (EMS).	
	Please use your Member Federation unique log i	and password to access the system.	
	Username		
	Password		
- Ma		Enter	
	Should you be unable to log into the system please em	ail: Glasgow2018EMS-MF@glasgow.gov.uk	

You will then automatically be taken to a page that looks like the following:

							CONTACT US 🧗 🍏
	*	EUROPEAN CHAMPIONSHIPS GLASGOW 2018					2 - 12 August 2018 #THE MOMENT
Reg	gistration /	Accommodation requests	Accreditation	Accommodation	Logout		
		The Single Point participating in th (EMS). The SPOC must e be able to save a The mandatory f Glasgow 2018. Guidelines are av The SPOC is advi spelling, national Please note: com applications mus Glasgow 2018, th the Applicant's re	of Contact (SPOC) ne Glasgow 2018 E ensure all mandatc nd submit the app ields are the minim ailable by accessin sed to make every ity, job title, will co upletion of the regin t go through the a hat reserves the rip egistration form.	is asked to submit a European Champions ory fields (marked wi lication in the syster num amount of infor ng the pop-up messa effort to ensure the onsequently delay th stration process doe pproval process of tl ght to refuse an appl	pplications on behalf of t ships by logging into the th *) in the registration f m. mation required in order ages located next to the e accuracy of the data ent e delivery of the Accredit is not automatically guar he European Federation lication for Accreditation	the Member Federation (MF) online Event Management System orm are filled in; if not, the SPOC will to apply for Accreditation, as define field. tered into the EMS: mistakes in nam tation Card. antee Accreditation. All submitted (EF) or International Federation (IF) a on the basis of information provided	l not ed by e(s) and d in



You will be asked to accept the Terms and Conditions (see below) in order to proceed. Once you have ticked the check box, click on the 'Proceed' button to move to the next page.

Glasgow 2018 European Championships EMS					
Terms & Conditions					





You will then automatically be taken to the 'Accreditation Tab' that looks like the following:

EUF	ROPEAN IPIONSHIPS SGOW 2018			1	#THEN	2 - 12 August 2
Registration Accomm	nodation requests Acc	creditation Accommodation	on Logout			
FEDERATION: DISCIPLINE:	TEST CYCLING		Re	ference Name: eference Email:	TEST TESTER TEST.TESTER@GLASGOW.GOV.UK	
Add New Record				Search:		
For support and guidance p	please refer to the accredit	ation guide or contact: Glasgo	ow2018Cycling@glasg	ow.gov.uk		_



## Accreditation

To start the accreditation application process select the 'Add New Record' button (as shown above). You will then be directed to a page that looks like the following:

			соктист из 📑 У
		#Tŀ	2 - 12 August 2018
Registration Accommodation reque	ts Accreditation Logout		
	Accreditation Registration Page		
	Note: Errors to any of the fields could cause a delay to the issuing of the Accreditation		
	Latu		
	Personal Details		
	*Sections are mandatory		
•Photo Uploa	Upland	Help	
* First Nam	First Name	Help	
* Family Nam	Family Name	Help	
: Gende			
	Male		
	Perface     Profese next to prov		
<ul> <li>Date of Birth (dd/mm/yyy)</li> </ul>			
* Nationality		Help	
ID Type		Help	
ID Numbe	ID Number	Help	
• Job Title		Help	
Organisation Name	Test Cycling		
Organisation Country	Great Britain		
Spor	Cycling		
Discipline	Track Cucling		
	Submit Back		

Please complete the mandatory fields to register an individual for accreditation.

If these fields are not completed, the system will not allow further steps to be processed and an error message will appear (see below):



* Nationality		Help
ID Type		Help
ID Number	ID Number	Help
* Job Title		Help
Organisation Name	Test Cycling	
Organisation Country	Great Britain	
Sport	Cycling	
Discipline	Track Cycling	

#### Some missing data. Please check the highlighted fields



To upload a photo select the 'Upload' button. You will then see the following pop-up message:

Photo Upload	Upload	Heip
Pirst Name	Documents Upload	× Help
• Family Name	Select File	Help
* Gender		
		× Close
(dd/mm/yyyy)		
* Nationality		✓ Help
ID Type		↓ Help



Click on 'Select File' and you will then be able to upload an accreditation photograph. You will find the photograph requirements by selecting the 'Help' button. Once you select a file you will see the following:

Jpload		Help	
	Documents Upload	×	
Name	g	нер	
Name	Select File	Help	
Condor	test2.jpg (image/jpeg) - (Uploaded)		
senuer		Upload	
n/yyyy)		× Close	
onality		Help	
D Type		- Help	

To upload your image click on the 'Upload' button as shown above.

Once you have filled all the mandatory fields, select the 'Submit' button as indicated below. If you would like to return to the 'Accreditation' tab without submitting the application select the 'Back' button.

Organisation Country	Great Britain
Sport	Cycling
Discipline	Track Cycling
	Submit Back



Once you have selected the 'Submit' button you will be directed back to a page that looks like the following:

EUROPEAN GHAMPIONSHIPS GLASGOW 2018	2 - 12 August 2018 #THE MOMENT
<text></text>	FULLY
Arrival     Landing     Arr Airport     Departure     Take Off     Dep Airport	on Details

From here, you will be able to edit the 'Travel Details' and the 'Accommodation Details'. If you want to amend the application, select the 'Edit Data' button. To move back to the 'Accreditation Tab' select the 'Back' button.

If the photograph you have submitted does not meet the requirements then you will receive an error message (as shown below). In this case, select 'Edit Data' to be redirected to the previous stage and make sure you upload a new picture that meets the requirements.





## Accreditation summary

Your application should now be uploaded in the system and appear on the homepage as shown below. As you submit more applications these should appear in the table.

>		EAN SHIPS 2018					/		#	¢⊤HE	2 - 12 MOI	August 20 MENT	18
Registration	Accommodat	ion requests Acc	creditation	Accommod	ation Logo	out							
	FEDERATION: DISCIPLINE:	TEST CYCLING TRACK CYCLING				Referen	ice Name: nce Email:	TEST TESTER	۵GLASGOW	.GO.VUK			
Add New	Record						Search:	TEST.TESTER(	@GLASGOV	V.GOV.UH			
			Accr	editation ID	First Name	Family Name	Gender	DOB	Job Title	Photo			
			1058	32	John	Smith	male	30/11/1992	Athlete		Edit	Delete	
For support and	guidance please	refer to the accredit	ation guide o	r contact: Gla	sgow2018Cycl	ing@glasgow.go	v.uk						



#### Changes to record

You will also see two more options on the right hand side of the screen:

- Edit
- Delete

To change any details to the accreditation record, select **'Edit'** and it will bring you to the following page:

EUROPEAN CHAMPIONSHIPS GLASGOW 2018			2 - 12 August 2018 #THE MOMENT	
Registration Accommodation requests	Accreditation Logout			
	Accreditation Registration Page Note: Errors to any of the fields could cause a delay to the issuing of the Accreditation Card. Personal Details			
	*Sections are mandatory			
*Photo Upload	Upload · 🗸	Help		
* First Name	John	Help		
* Family Name	Smith	Help		
* Gender	<ul> <li>Male</li> <li>Pernale</li> <li>Prefer not to say</li> </ul>			
* Date of Birth (dd/mm/yyyy)	30 11 1992			
* Nationality	Italv	Help		
ID Type	Passport	Help		

To remove an application select **'Delete'** and this record will be deleted automatically. If a record has been assigned to a room, you will not be able to delete. In order to do so, you will first have to delete the room assignment.



#### Search function

You can use the search bar to look for a record that you have already submitted (see below):

EUROPEA CHAMPIONSHII GLASGOW 20	N PS DIR				/		#	ŧTHE	2 - 12 August 20	D18 T
Registration Accommodation	requests Accreditation	Accommoda	ation Logo	Jt						
FEDERATION: 1 DISCIPLINE: 1 Add New Record	TEST CYCLING TRACK CYCLING			Referen	ce Name: ce Email: Search:	TEST TESTER	DGLASGON	I.GOV.UK		
	Acc	creditation ID	First Name	Family Name	Gender	DOB	Job Title	Photo		
	105	582	John	Smith	male	30/11/1992	Athlete	6	Edit Delete	
For support and guidance please refe	er to the accreditation guide	or contact: Glas	gow2018Cyclii	ng@glasgow.gov	uk					

To move back to all records, select the **'Clear Search'** button, as shown above. If you want to submit a new application, select the **'Add New Record'** button and follow the steps outlined above.

#### Filter function

You can use the table headings to filter the records (see below). Select the desired heading and the information will be filtered by chronological or alphabetical order.

*		AN HIPS 2018					/		#	¢⊤HE	2 - 12 Aug	ust 2018 ENT
Registration A	ccommodati	on requests	Accreditatio	n Accommod	lation Logo	ut						
FED DISC Add New Reco	DERATION: CIPLINE:	TEST CYCLII	NG LING	/		Referen Referer	ice Name: nce Email: Search:	TEST TESTER	<b>@GLASGOW</b>	.GO.VUK		
			P	Accreditation ID	First Name	Family Name	Gender	DOB	Job Title	Photo		
			1	0582	John	Smith	male	30/11/1992	Athlete		Edit Del	ete
For support and guida	lance please r	refer to the ac	creditation guid	de or contact: Gla	sgow2018Cycli	ing@glasgow.go	v.uk					



# 6. Glasgow 2018 European Championships EMS travel and accommodation step-by-step guide

#### Access to the Glasgow 2018 EMS online portal

In the room block booking phase (Phase 1) of the EMS application process, Member Federations SPOC will have accessed the accommodation module to make accommodation requests. In the second phase the Member Federations will access the **Travel and Rooming List modules** only if accommodation has been booked via Glasgow 2018. Access to modules is via existing credentials.

Please note the following key deadlines:

- Accommodation final payment: 1 July 2018
- Travel information for all delegates 1 July 2018
- The final rooming list by name: 20 July 2018

#### Log-in to the EMS Portal for Travel and Rooming List modules

When the SPOC access the EMS you will then automatically be taken to a page that looks like the screen below. Select the **'Accommodation'** tab.

					CONTACT US
1	EUROPEAN CHAMPIONSHIPS GLASGOW 2018				2 - 12 August 2018 #THE MOMENT
Registration	Accommodation requests	Accreditation	Accommodation	Logout	
FE	EDERATION: TEST CYCLING	i		Reference Name: Reference Email:	TEST TESTER TEST.TESTER@GLASGOW.GO.VUK
Add New F	Record			Search:	



To start adding the Accommodation and Travel details, select the **Accommodation** tab. You will then automatically be taken to a page that looks like the following:

>	EUROPE/ CHAMPIONSH GLASGOW 2	AN HIPS 1018					#THE	2 - 12 Augu E MOME	st 2018 NT	
Registration	n Accommodati	on requests	Accreditation Acco	mmodation	Logout					
Add Net	FEDERATION: DISCIPLINE: w Record	TEST CYCLIN TRACK	G		Reference Name: Reference Email: Search:	TEST TESTER	GLASGOW.GC	).VUK		
	Accreditation ID	First Name	Family Name	DOB	Hotel		Room Type	Check In	Check Out	Sharing
	10490	Test	Test	03/12/1987						-
	*									

Click on the individual members **'Accreditation ID'** number (alternatively, you can type in the **'Search'** box function to locate a member). You can only insert rooming list and travel information for delegates who have successfully added accreditation details for. You will then automatically be taken to a page that looks like the following:

>	EU	ROPEAN MPIONSHIPS SGOW 2018			/ 7		2 - 12 August 201 #THE MOMENT
egistration	n Accor	mmodation req	uests Acc	reditation	Accommodation	Logout	
					First Name Family Name Date of Birth Job Title	JOHN SMITH 30/11/1992 ATHLETE	
					Edit Data	Back	
		Trave	el Details				Accommodation Details
Arrival	Landing	Arr Airport	Departure	Take Off	Dep Airport		Allocate Room
		Trav	vel Details	1			



## Accommodation Details

To start allocating individual team members to their hotel rooms, please select **'Allocate Room'** button (see page above). You will then be directed to a page that looks like the following:

>	EUI	ROPEAN MPIONSHIPS SGOW 2018				/	T	Í.		/				#1	THE	2 - 12 Au MOM	gust 2018 ENT
Registrat	ion Accon	nmodation rec	quests	Accreditat	ion 🧳	Accommo	dation	Logou	ıt								
Hotels																	
Hotel Nar	пө							Addr	888	Star	a Dis	tances		Servio	88		
DoubleTr Glasgow Alloc	ee By Hilton Central	Hotel						36 Ca Stree Glasg G2 31	ambridge t gow HN	4	Diel Ven 13 r (6.6 Diel Gla 15 r (14.	tance to iue: minute d km) tance to sgow A minute d 4 km)	rive irport: rive	WI-FI: Stand: Leisun Fitnes Amen Room and La Meetin 14 cor pax Gi	ard Inclu re Facilit s Centre Ities: Service, aundry F ag Spac iference rand Bal	ded ties: & Pool Busines acilities e: suites in iroom Su	is Centre cl. 1,500 lite
	1	Prices							,	Vallabii	Ity						
	Rate bed & breakfast per person per night	Additional Meal Packs (Lunch & Dinner) per person	age Sur 29- Jul	Mon 30- Jul	Tue 31- Jul	Wed 01- Aug	Thu 02- Aug	Fri 03- Aug	Sat 04- Aug	Sun 05- Aug	Mon 06- Aug	Tuə 07- Aug	Wed 08- Aug	Thu 05- Aug	Fri 10- Aug	Sat 11- Aug	Sun 12- Aug
Single	£140	£45	5	12	22	16	16	16	16	7	7	7	7	7	7	6	6
Twin	£82.50	£45	9	9	21	21	21	21	21	21	21	21	21	9	9	9	9
Holiday II City CtrT Alloc	nn Express G heatreland ale	Glasgow -				ſ		165 V Stree Glasg G1 28	V NIIe t gow RL	3	Dist Ven 15 r (5.6 Dist Gla 16 r (14.	tance to nue: minute d km) tance to sgow A minute d 7 km)	rive Irport: rive	WI-FI: Stand: Leisun N/A Amen Busine Meetin 1 confi Bucha	ard Inclu re Facili Ities: ess Cent ng Spac erence s nan Suit	ded ties: re e: suite incl. ie	20 pax

This is a summary of your hotel reservations which includes the hotel(s) booked and number of rooms booked by day and by room type (single/twins) in phase one of the EMS.

Select the **'Allocate'** button for your booked hotel. You will then be directed to a page that looks like the following:





#### DoubleTree By Hilton Hotel Glasgow Central

Hotel Nar	me						4	\ddress		Stare	Distan	088		Services			
DoubleTr Glasgow	ree By Hilton Central	Hotel						36 Cambr Street Slasgow 32 3HN	1dge	4	Distan 13 mini (6.6 km Distan Glasgo 15 mini (14.4 km	ce to Ve ute drive ) ce to ow Airpo ute drive m)	nue: rt:	WI-FI: Standard Leleure Fitness ( Amenitik Room Se and Laur Meeting 14 confe pax Grar	I Include Facilitie Centre & envice, Bi dry Faci Space: rence su d Ballro	d 8: Pool usiness ( littes ites incl. om Suite	Centre
		Prices								Avallabi	lity						
	Rate bed & breakfast per person per night	Additional Meal Package (Lunch & Dinner) per person	Sun 29- Jul	Mon 30- Jul	Tue 31- Jul	Wed 01- Aug	Thu 02- Aug	Fri 03- Aug	Sat 04- Aug	Sun 05- Aug	Mon 06- Aug	Tue 07- Aug	Wed 08- Aug	Thu 09- Aug	Fri 10- Aug	Sat 11- Aug	Sun 12- Aug
Single	£140	£45	5	12	22	16	16	16	16	7	7	7	7	7	7	6	6
Twin	£82.50	£45	9	9	21	21	21	21	21	21	21	21	21	9	9	9	9

- Check In	did/mm/yyyy
- Check Out	did/mm/yyyy
- Room Type	- 🗵
Fil share my room with:	
	Sauge Bank

This will open up the specific hotel page that will allow you to select:

- Check In Date (arrival date at your hotel)
- Check Out Date (departure date from your hotel)
- Room Type
  - Single Room (1 person)
  - Twin Room (2 persons, 2 beds)
- I'll share my room with (if booked a twin room)



To allocate a single room, select your **'Check In'** and **'Check Out'** date and select single room from drop-down list in the **'Room Type'** field.

* Check In	01/08/2018	]	
* Check Out	12/08/2018		
* Room Type	Single (1 person)	✓	
I'll share my room with:		]	
	Save	Back	

Once you have filled all the fields, select the **'Save'** button.

To allocate a twin room, select your **'Check In'** and **'Check Out'** date and select twin room from drop down list in **'Room Type'** field. To select which team member will be sharing this room, type in **'1'** for all names to appear in the drop-down box or type in the surname of the member in the **'I'll share my room with'** field.

To select a team member to share a room, the second member must not have any accommodation details entered in their record.

Check Out 12/08/2018     Room Type Twin (2 persons, 2 beds)      It share my room With: PAOLO TEST     Remove sharing	Check Out     12/08/2018      Room Type     Twin (2 persons, 2 beds)      Min Share my room     wth:     PAOLO TEST     Remove sharing	- Check in	01/08/2018
Room Type Twin (2 persons, 2 beds) Thi share my room with: PAOLO TE ST Remove sharing	Room Type Twin (2 persons, 2 beds) Thi share my room with: PAOLO TEST Remove sharing	- Check Out	12/08/2018
TII share my room with: Remove sharing	TII share my room With: Remove sharing	- Room Type	Twin (2 persons, 2 beds)
		Fil share my room with:	PAOLO TEST Remove sharing



Once you have filled all the fields, select the **'Save'** button. You will then be taken back to the screen below with all of your completed details.

1	EURO OHAMPI GLASO	PEAN ONSHIPS OW 2018					/		#	THEN	2-12/ 10N	NUGUIST 2018 1ENT	
Registration	Accommo	odation reque	sts Accred	ltation	Accommodation	Logout							
					Family Name	SMITH							
					Date of Birth	30/11/1992							
					Job Title	e ATHLETE							
					Edit Data	Back							
		Travel	Details				А	ccommod	dation De	tails			
Arrival	Landing	Arr Alrport	Departure	Take Off	Dep Airport	Hotel	Room Type	Check In	Check Out	Sharing			
01/08/2018	12:00	GLA	12/08/2018	14:00	GLA	DoubleTree By Hilton	Twin	01/08/2018	12/08/2018	Hosting: Paolo	Edit	Delete	
		Trave	I Detalis			Hotel Glasgow Central		Alloca	ite Room	Test			



## Making changes to your Accommodation details

Final **Rooming Lists** must be completed by the **20<sup>th</sup> July 2018**. Changes can be made prior to this date by selecting **Edit**, under the **'Accommodation Details'**:

*	EURO GHAMPI GLASGO	PEAN ONSHIPS OW 2018				<b>.</b>	/		#	THEN	2-12/ 10N	August 2018 1ENT		
Registration	Accommo	odation reque	sts Accred	litation	Accommodation	Logout								
					First Name	JOHN								
					Date of Birth	30/11/1992								
					Inh Title									
					Edit Data	Back								
		Travel	Details				А	ccommod	lation De	tails				
Arrival	Landing	Arr Airport	Departure	Take Off	Dep Alrport	Hotel	Room Type	Check In	Check Out	Sharing				
01/08/2018	12:00	GLA	12/08/2018	14:00	GLA	DoubleTree By Hilton	Twin	01/08/2018	12/08/2018	Hosting: Paolo	Edit	Delete		
		Trave	Detalls			Hotel Glasgow Central		Alloca	ite Room	Test				

By selecting **Edit,** you will be taken back to the page below.





Registration Accommodation requests Accreditation Accommodation Logout

#### DoubleTree By Hilton Hotel Glasgow Central

Hotel Na	me		Address Stars			Distances			Services								
DoubleTr Glasgow	ree By Hilton Central	Hotel						36 Cambr Street Glasgow G2 3HN	4	Distance to Venue: 13 minute drive (6.6 km) Distance to Glasgow Airport: 15 minute drive (14.4 km)			WI-FI: Standard Included Leleure Facilities: Fitness Centre & Pool Amenities: Room Service, Business Centre and Laundry Facilities Meeting Space: 14 conference suites Incl. 1,500 pax Grand Baliroom Suite				
	F	Prices								Availabi	lity						
	Rate bed & breakfast per person per night	Additional Meal Package (Lunch & Dinner) per person	Sun 29- Jul	Mon 30- Jul	Tue 31- Jul	Wed 01- Aug	Thu 02- Aug	Fri 03- Aug	Sat 04- Aug	Sun 05- Aug	Mon 06- Aug	Tue 07- Aug	Wed 08- Aug	Thu 09- Aug	Fri 10- Aug	Sat 11- Aug	Sun 12- Aug
Single	£140	£45	4	11	21	15	15	15	15	6	6	6	6	6	6	5	6
Twin	£82.50	£45	9	9	21	20	20	20	20	20	20	19	19	7	8	8	9

- Check In	01/08/2018		
- Check Out	12/08/2018		
- Room Type	Twin (2 persons, 2 beds)	$\checkmark$	
I'll share my room with:	PAOLO TE ST Remove sharing		
		_	
	Update	Back	

This will open up the original allocation screen. From this page, you will be able to edit the following:

- Check In Date (arrival date at your hotel)
- Check Out Date (departure date from your hotel)
- Room Type
  - Single Room (1 person)
  - Twin Room (2 persons, 2 beds)
- I'll share my room with (if booked a twin room)



#### Changes to Check In and Check Out dates

To change your **'Check In'** and (or) **'Check Out'** date, select the new dates. Select the **'Update'** button.

Charle Out	40/00/2040	
- Check Out	12/08/2018	
* Room Type	Single (1 person)	
'll share my room		
with:		1)

#### Changes to shared room details - 'Hosted by'

If a team member is sharing (Hosted by), this will be indicated under the Sharing heading.

1	EUROPEAN CHAMPIONSHIPS GLASGOW 2018		/				2- #THEM0	12 August 2018		
Registration	Accommodation request	s Accreditatio	on Accommod	lation Logo	out					
	FEDERATION: TEST CY DISCIPLINE: TRACK	CLING			Reference Name: Reference Email:	TEST TESTER TEST.TESTER@GLAS	GOW.GO.VUK			
Add New	Record				Search:	Clear Search				
	Accreditation ID	First Name	Family Name	DOB	Hotel		Room Type	Check In	Check Out	Sharing
	10565	Paolo	Test	31/12/1966	DoubleTree By Hiltor	n Hotel Glasgow Central	Twin	01/08/2018	12/08/2018	Hosted by: John Smith



The only possible amendment in this case is to delete the member's accommodation details under their Accreditation ID.

EUROPE CHAMPIONS GLASGOW	EAN SHIPS / 2018				- -	/		#1	2-1 THEMO	2 August 2018 MENT
Accommodal	ation reques	sts Accr	editation	Accommodation	Logout					
				First Name	PAOLO					
				Family Name	TEST					
				Date of Birth	31/12/1966					
				Job Title	DOCTOR					
	Travel	Dataila		Edit Data	Back	٨	ommoda	tion Deta	ile	
	Travel	Details				ACC	commoda	ition Deta	lis	
Inding Arr A	Airport D	Departure	Take Off	Dep Airport	Hotel	Room Type	Check In	Check Out	Sharing	
					DoubleTree By Hilton Hotel	Twin	01/08/2018	12/08/2018	Hosted by: John Smith	Delete
	Accommodi	Accommodation reque	Accommodation requests Acco	Accommodation requests Accreditation Accommodation requests Accreditation Travel Details Inding Arr Airport Departure Take Off	Accommodation requests Accreditation Accommodation Accommodation requests Accreditation Accommodation First Name Family Name Date of Birth Job Title Edit Data	Accommodation requests Accreditation Accommodation tegests Accreditation Accommodation Legent First Name PAOLO First Name PAOLO Family Name TEST Date of Birts S1/12/1966 Job Trile DOCTOR Edit Data Back Fravel Details Inding Arr Airport Departure Take Off Dep Airport Hotel DoubleTree Birth Birther	Accommodation requests Accreditation Accommodation to Logout           Accommodation requests         Accreditation         Logout           Image: Control of the state	EUROPEANS         Accommodation requesits       Accreditation       Lagout         Image: Accreditation requesits       First Name       PAOLO         Image: Accreditation requesits       First Name       PAOLO         Image: Accreditation requesits       First Name       PAOLO         Image: Accreditation requesits       Accommodation       Mathematication         Image: Accreditation requesits       Travel Details       Accommodation         Image: Accreditation requesits       Image: Accommodation       Mathematication         Image: Accommodation requesits       Image: Accommodation       Image: Accommodation         Image: Accommodation requesits       Image: Accommodation       Image: Accommodation	EUROPEANS Commodation requesits       Accreditation       Accommodation       Logout         Accommodation requesits       Accreditation       Accommodation       Logout         Image: State of Birth String PAOLO       First Name       PAOLO         Family Name       TEST       Date of Birth       String PAOLO         Image: Date of Birth       String PAOLO       Back         Image: Date of Date of Birth       Back         Image: Date of Dat	Commodation requesis       Accreditation       Commodation       Legout         Accommodation requesis       Accreditation       Legout         Image: Commodation requesis       Accreditation       Image: Commodation requesis         Image: Commodation requesis       First Name       PAOLO         Image: Commodation requesis       First Name       PAOLO         Image: Commodation requesis       First Name       PAOLO         Image: Commodation requesis       Station       Station         Image: Commodation requesis       Edit Data       Back         Image: Commodation Details       Image: Commodation Details       Image: Commodation Details         Image: Commodation requesis       Image: Commodation requesis       Image: Commodation requesis         Image: Commodation requesis       Image: Commodation requesis       Image: Commodation requesis         Image: Commodation requesis       Image: Commodation requesis       Image: Commodation requesis         Image: Commodation requesis       Image: Commoda

If a member is deleted from the sharing arrangement, their record will still appear under Accreditation but with no Accommodation details attached to it.



#### Changes to shared room details - 'Hosting'

If a team member is sharing (hosting), this will be indicated under the Sharing heading.

>	EUROPI CHAMPION GLASGOW	EAN SHIPS 2018					2 - 12 August 2 #THE MOMEN					
Registration	Accommodat	ion requests	Accreditation	Accommodation	Logout							
Add New	FEDERATION: DISCIPLINE: Record	TEST CYCLIN TRACK	G		Referenc	e Name: :e Email: Search:	TEST TESTER TEST.TESTER@	GLASGOW.GO.V	ruκ			
Accreditation ID	First Name	Family Name	DOB	Hotel		Room Type	Check In	Check Out	Sharing			
10455	Mario	Rossi	30/09/1980	DoubleTree By Hilton	n Hotel Glasgow Central	Twin	29/07/2018	12/08/2018	Hosting: John Smith			

In this case, the Check In and Check Out dates can be modified. These changes will be reflected in the record of the team member who is sharing (hosted by) the room.

If you have allocated a twin room and wish to amend which team member will be sharing this room, select **'Remove Sharing'** button.

Check In	01/08/2018
Check Out	12/08/2018
• Room Type	Twin (2 persons, 2 beds)
I'll share my room with:	PAOLO TEST Remove sharing
	Update Back

To re-select which team member will be sharing this room, type in the surname or Accreditation ID of the Member in the `**I'll share my room with'** field.



#### Different arrival and departure dates

Please note, if team members sharing a room have different arrival or departure dates, this can't be completed in the EMS by the SPOC. To make these changes, please email: <u>Glasgow2018Cycling@glasgow.gov.uk</u>.

#### Changes to room type

To change the room type, select from the drop-down list, Single or Twin Room.

		Update	Back	
/	I'll share my room with:	Paolo Test Remove sharing		
	* Room Type	Single (1 person) Twin (2 persons, 2 be	ds)	
	* Check Out			
	* Check In	01/08/2018		

Please note, if you have selected a twin room and you want to amend this to a single room you will need to select the **'Remove Sharing'** button before you will be able to select a single room from the **'Room Type'** field.

You need to confirm any changes made in this section by selecting the '**Update'** button.



#### Changes to hotel allocated

If you have reserved more than one hotel for the Championships and wish to change which hotel the individual team member is staying at, please follow the steps below.

Under the **'Accommodation Details'**, select the **'Delete'** button.

1		PEAN ONSHIPS OW 2018			/ 2	2-12 August 2 #THE MOMEN									
Registration	Accomm	odation reque	sts Accred	litation	Accommodation	Logout									
					First Name										
					Family Name	I JOHN									
					Date of Birth	30/11/1992									
					Job Title	ATHLETE									
					Edit Data	Back									
		Travel	Details				А	ccommod	dation De	tails					
Arrival	Landing	Arr Alrport	Departure	Take Off	Dep Airport	Hotel	Room Type	Check In	Check Out	Sharing					
01/08/2018	12:00	GLA	12/08/2018	14:00	GLA	DoubleTree By Hilton	Twin	01/08/2018	12/08/2018	Hosting: Paolo	Edit	Delete	2		
		Travel	Detalls			Hotel Glasgow Central		Alloca	ite Room	Test					

Once you select **'Delete'**, you will be presented with the following error message:





It is not possible to delete the accommodation details until you have removed the room sharing. To do this, click on **'Edit'**. Please refer to the **'Hosting'** and **'Hosted by'** sections above for more details on how to remove the room sharing.

Once you remove the room sharing, you will be redirected to the following page:

>	EU	ROPE/ MPIONSH 560W 2	AN IIPS OIB			/	/	÷ Z							2 - 12 August 201 #THE MOMENT				
Registrati	on Accon	nmodatik	on request	s Ad	creditati	on A	ccommo	dation	Logou	t									
Double	eTree B	y Hil	ton He	otel (	Glas	gow	Cent	ral											
Hotel Nar	ne								Address		Stars	Distan	098		Services	•			
DoubleTr Glasgow	ee By Hilton Central	Hotel						36 Cambr Street Glasgow G2 3HN	1dge	4	Distance to Venue: 13 minute drive (6.6 km) Distance to Glasgow Alrport: 15 minute drive (14.4 km)			WI-FI: Standard Included Leleure Facilities: Fitness Centre & Pool Amenities: Room Service, Business Centre and Laundry Facilities Meeting Space: 14 conference suites Incl. 1,500 pax Grand Ballroom Suite					
	F	Prices							Availability										
	Prices Rate bed & Additional Meal Package (Lunch & Dinner) person per night		Sun 29- Jul	Mon 30- Jul	Tue 31- Jul	Wed 01- Aug	Thu 02- Aug	Fri 03- Aug	Sat 04- Aug	Sun 05- Aug	Mon 06- Aug	Tue 07- Aug	Wed 08- Aug	Thu 09- Aug	Fri 10- Aug	Sat 11- Aug	Sun 12- Aug		
Single	£140	4	£45	4	11	21	15	15	15	15	6	6	6	6	6	6	5	6	
Twin	Twin £82.50 £45 9 9 21 20					20	20	20	20	20	20	19	19	7	8	8	9		

- Check in	01/08/2018
- Check Out	12/08/2018
- Room Type	Twin (2 persons, 2 beds)
I'll share my room with:	PAOLO TEST Remove sharing
	Update Back

Select 'Remove Sharing' button and select 'Update'.



This will take you take you back where you can select **'Delete'** (see below):

1		IPEAN ONSHIPS DW 2018				- -	/		#	THEN	2 - 12 # 10N	August 20	18
Registration	Accommo	odation reque	ests Accred	itation	Accommodation	Logout							
					First Name	ИНОС							
					Family Name	SMITH							
					Date of Birth	30/11/1992							
					Job Title	ATHLETE							
					Edit Data	Back							
		Travel	Details			Accommodation Details							
Arrival	Landing	Arr Airport	Departure	Take Off	Dep Airport	Hotel	Room Type	Check In	Check Out	Sharing			
01/08/2018	12:00	GLA	12/08/2018	14:00	GLA	DoubleTree By Hilton	Twin	01/08/2018	12/08/2018	-	Edit	Delete	
		Trave	l Details			Hotel Glasgow Central							
								Allocs	ate Room				



## Travel Details

This information will allow Glasgow 2018 to arrange arrival and departure transfers for MF's that have booked their accommodation in the EMS via Glasgow 2018.

To add **Travel Details**, click on the individual members **'Accreditation ID'** number. Alternatively, you can type in the **'Search'** box function to locate a member.

>		N IPS DIB					#THE	2 - 12 Augus E MOME	st 2018 NT	
Registration	n Accommodatio	on requests A	Accreditation Acco	ommodation	Logout					
	FEDERATION:	TEST CYCLING			Reference Name:	TEST TESTER				
	DISCIPLINE:	TRACK			Reference Email:	TEST.TESTER@	GLASGOW.GC	).VUK		
Add Ne	w Record				Search:					
	Accreditation ID	First Name	Family Name	DOB	Hotel		Room Type	Check In	Check Out	Sharing
	10490	Test	Test	03/12/1987						-

You will then automatically be taken to a page that looks like the following:

Registration       Accommodation request       Accreditation       Accommodation       Legeut         Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation         Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation         Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation         Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation         Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation       Image: Seguitation         Image: Seguitation <th>Registration       Accommodation requests       Accommodation       Legout         Image: Commodation requests       Accommodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       <td< th=""><th>1</th><th>EUI CHAI GLA</th><th>ROPEAN MPIONSHIPS SOOW 2018</th><th></th><th></th><th>/ 1</th><th></th><th>2 - 12 August 201 #THE MOMENT</th></td<></th>	Registration       Accommodation requests       Accommodation       Legout         Image: Commodation requests       Accommodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation requests       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation         Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation       Image: Commodation <td< th=""><th>1</th><th>EUI CHAI GLA</th><th>ROPEAN MPIONSHIPS SOOW 2018</th><th></th><th></th><th>/ 1</th><th></th><th>2 - 12 August 201 #THE MOMENT</th></td<>	1	EUI CHAI GLA	ROPEAN MPIONSHIPS SOOW 2018			/ 1		2 - 12 August 201 #THE MOMENT
First Name JOHN   First Name JOHN   First Name JOHN   Family Name SMITH   Date of Birth 20/11/1992   Job Title ATHLETE     Edit Data Back     Image: Arrival Landing Arr Airpot   Departure Take Off   Dep Airpot Allocate Room	First Name JOHN   First Name JOHN   Erst Name JOHN   Search Simity Name SMITH   Date of Birth 20/11/1992   Job Title THLETE     Edit Date Back     Travel Details     Arrival Ianding   Arr Airport Departure   Take Off Dep Airport     Allocate Room	Registration	Accon	nmodation req	uests Acc	reditation	Accommodation	Logout	
Family Name SMITH   Date of Birth 30/11/1992   Job Title ATHLETE     Edit Data Back     Arrival Landing Arr Airport Departure Take Off Dep Airport     Arrival Arr Airport Departure Take Off Dep Airport	Family Name SMITH   Date of Birth 30/11/1992   Job Title ATHLETE     Edit Dats Back     Travel Details     Arrival Landing Arr Airport Departure Take Off Dep Airport     Arrival Landing Arr Airport Departure Take Off     Arrival Landing Arr Airport Departure     Travel Details						First Name	JOHN	
Date of Birth 30/11/1992   Job Title ATHLETE     Edit Data Back     Travel Landing Arr Airport Departure Take Off Dep Airport     Arrival Landing Arr Airport Departure Take Off     Date of Birth 30/11/1992     Back     Arrival Landing     Arr Airport Departure     Trave Dep Airport     Allocate Room	Date of Birth 30/11/1992   Job Title ATHLETE     Edit Data Back     Travel Details     Arrival Arr Airport Departure     Take Off Dep Airport     Allocaste Room						Family Name	SMITH	
Job Title ATHLETE     Edit Data Back     Arrival Landing     Arr Airport Departure   Take Off Dep Airport     Allocate Room	Job Title ATHLETE     Edit Data Back     Travel Details     Arrival Arr Airport     Departure Take Off   Dep Airport   Allocate Room						Date of Birth	30/11/1992	
Edit Data     Back       Arrival Landing Arr Airport Departure Take Off Dep Airport	Edit Data Back     Travel Details     Arrival Landing Arr Airport Departure Take Off Dep Airport     Allocate Room						Job Title	ATHLETE	
Arrival Landing     Arr Airport     Departure     Take Off     Dep Airport       Arrival     Landing     Arr Airport     Departure     Take Off     Dep Airport	Arrival       Landing       Arr Airport       Departure       Take Off       Dep Airport         Arrival       Landing       Arr Airport       Departure       Take Off       Dep Airport						Edit Data	Back	
Arrival Landing Arr Airport Departure Take Off Dep Airport	Arrival     Landing     Arr Airport     Departure     Take Off     Dep Airport       Image: Arrival Arriva			Trave	el Details				Accommodation Details
Allocste Room	Allocate Room	Arrival L	anding	Arr Airport	Departure	Take Off	Dep Airport		5 <u></u> 24
									Allocate Room



To start adding the travel details, select the **'Travel Details'** button (see above). You will then be directed to the **'Travel Details'** on the following page.

The mandatory fields highlighted in red must be completed. If these fields are not completed, the system will not allow further steps to be processed and you will be unable to save your details. Please note that we will be unable to provide arrival and departure transfers without the travel details section completed by the mandatory date.

Travel details must be submitted by **Sunday 01 July 2018.** 

1	EUROPEAN CHAMPIONSHIPS GLASGOW 2018			1	#т	2 - 12 August 2018 HE MOMENT
Registration	Accommodation requests	Accreditation	Logout			
			Travel Details			
	*	<u> </u>			<u>×</u>	
	Arriv	al			Departure	_
*Arrival Dat	ie 31/07/2018		*Departu	re Date	07/08/2018	
*Arrival Tim	e 17:22		*Departur	e Time	06:00	]
Flight Numbe	ər		Flight N	lumber		
Arrival Airpo	rt	$\checkmark$	Departure	Airport	💙	]
From (La connection from	st n)					
(N°	Travel Comments of Luggage Items, Equipment, Car Parking, Self Drive)	N° of Luggage Ite	ms, Equipment, Car Parking, Self E	)rive		
			Save Back			



#### Connecting flights

If you are flying and you are arriving into Glasgow or Edinburgh on a connecting flight, you must complete the box **From (Last connection)** see below.

*	EUROPEAN CHAMPIONSHIPS GLASGOW 2018					2 - 12 August 2018 #THE MOMENT
Registration A	accommodation requests	Accreditation	Logout			
			Tra	avel Details		
	*	<u> </u>			<u>4</u>	
	Arriva	al			Departur	e
*Arrival Date	dd/mm/yyyy			*Departure Date	dd/mm/yyyy	
*Arrival Time	hh:mm 00-24			*Departure Time	hh:mm 00-24	
Flight Number				Flight Number		
Arrival Airport		~		Departure Airport		
From (Last connection from)						
(N° of L	Travel Comments Luggage Items, Equipment, Car Parking, Self Drive)	N° of Luggage Ite	ems, Equipmer	it, Car Parking, Self Drive		
	L		Sav	e Back		



#### Self-drive

If you are not flying, please select **'Self Drive'** from the drop-down list (see below).

*	EUROPEAN CHAMPIONSHIPS GLASGOW 2018			#	2 - 12 August 2018
Registration A	ccommodation requests	Accreditation	Logout		
			Travel Details		
	*			4	
	Arriva	I		Departure	
*Arrival Date	dd/mm/yyyy		*Departure Date	dd/mm/yyyy	
*Arrival Time	hh:mm 00-24		*Departure Time	hh:mm 00-24	
Flight Number			Flight Number		
Arrival Airport	 Glasgow Airport (GLA)		Departure Airport	- 8	3
From (Last connection from)	Edinburgh Airport (EDI Self Drive	)			



#### **Travel Comments**

In the **'Travel Comments'** box, please provide us with as much additional information as possible. This will allow us to make all the necessary arrangements for your arrival and departure transfers.

Please list in detail information on the following:

- Equipment (type, size & quantity)
- Luggage (size & quantity)
- Estimated time of arrival ('Self Drive' option)
- Car park requirements
- Number and size of vehicles

Your completed form should look similar to the screen below:

	EUROPEAN HAMPIONSHIPS SLASGOW 2018			#T	2 - 12 August 2018
Registration Ac	commodation requests	Accreditatio	n Logout		
			Travel Details		
	<u>&gt;</u>	-		<u> </u>	
	Arriv	al		Departure	
*Arrival Date	01/08/2018		*Departure Date	12/08/2018	
*Arrival Time	12:00		*Departure Time	14:00	
Flight Number	BA1234		Flight Number	BA1234	
Arrival Airport	Glasgow Airport (GL	A) 🔽	Departure Airport	Glasgow Airport (GLA)	]
From (Last connection from)	London Gatwick				
(N° of Lu	Travel Comments ggage Items, Equipment, Car Parking, Self Drive)	4 Large Suitc No Equipmen	ases (76cm x 48cm) t Save Back		



Once you have filled all the fields, select the **'Save'** button. You will then be taken back to the following page:

1		IPEAN ONSHIPS OW 2018				<b>.</b>	/		#	THEN	2-12/ 10N	Nugust 2018 1ENT
Registration	Accomm	odation requ	ests Accred	itation	Accommodation	Logout						
					First Name	JOHN						
					Family Name	SMITH						
					Date of Birth	30/11/1992						
					Job Title	ATHLETE						
					Edit Data	Back						
		Trave	I Details			Accommodation Details						
Arrival	Landing	Arr Airport	Departure	Take Off	Dep Airport	Hotel	Room Type	Check In	Check Out	Sharing		
01/08/2018	12:00	GLA	12/08/2018	14:00	GLA	DoubleTree By Hilton	Twin	01/08/2018	12/08/2018	Hosting: Paolo	Edit	Delete
		Trave	el Detalls			Hotel Glasgow Central				Test		
								Alloca	ale Room			



## Cancellations

Please take note of the following important **cancellation information** connected to your reservation.

- From time of booking to the 30 April 2018: No charge to Member Federation.
- 1 31 May 2018: 50% of the agreed invoice total.
- 1 30 June 2018: 75% of the agreed invoice total.
- After 1 July 2018: 100% of the agreed invoice total.

Please note that all cancellations should be received in writing by 23:59hrs GMT on the dates shown above. Any cancellations received after this time will be classed as arriving the following day and will be subject to additional fees (see above). Please ensure that you consider the time difference between the UK and your country of residence if submitting a cancellation request.

If you have added meal packages to your booking these will also be included within your cancellation charges, so please ensure you give accurate information at the time of booking.

You are strongly advised to take out travel insurance to cover you for any circumstances which might prevent you from fulfilling your accommodation terms and conditions.

Note that if a member of your federation is declined a visa to enter the UK or are refused accreditation for any reason you will still be responsible for payment, as per the cancellation terms provided above.

All accommodation contracts are between the Member Federation and CSE who are Glasgow 2018 accommodation partner.



### Visa Information

Information on entry to the United Kingdom can be found on the <u>www.gov.uk/check-uk-</u><u>visa.</u>

Each MF is responsible for obtaining the relevant documentation for their delegation.

To request an official visa invitation letter please email: <u>Glasgow2018Cycling@glasgow.gov.uk</u>.

### Contacts

Should you require any support or guidance thorught the accreditation, travel or accommodation proeccess please contact Glasgow 2018 at the following addresses:

Cycling EMS Assistance <u>Glasgow2018Cycling@glasgow.gov.uk</u> <u>Glasgow2018EMS-MF@glasgow.gov.uk</u>



## 7. Appendices

## Appendix 1. General Information

#### Forgotten, lost and stolen accreditation cards

All lost and stolen accreditation cards should be reported immediately to the nearest Accreditation Centre or to the Venue Accreditation Help Office (VAHO). Participants will be required to complete a lost and stolen accreditation card declaration and present one of the acceptable forms of ID.

Participants submitting the lost or stolen declaration must wait 24 hours before receiving a replacement accreditation card. In order to access a venue during the 24 hours waiting period, the participant can apply for a temporary pass.

Please note that forgotten accreditation cards cannot be replaced. Participants will receive a temporary pass in order to access a venue.

Participants found in possession of a stolen accreditation card are subject to removal from the venue and may be referred to the authorities for investigation.

#### Venue Codes

Before the accreditation zones activation only the Venue Code will be checked at the external perimeter, while the circulation between different zones inside the venue will be free.

Venue Code	Venue Name	Sport
TIS	Tollcross International Swimming Centre	Swimming
RCP	Royal Commonwealth Pool	Diving
SSC	Scotstoun Sports Campus	Synchronised Swimming
LLT	Loch Lomond & The Trossachs National Park	Open Water Swimming
RCV	Road Cycling Venues	Cycling Road
SCH	Sir Chris Hoy Velodrome	Cycling Track



CBR	Cathkin Braes Mountain Bike Trails	Cycling Mountain Bike
KNI	Knightswood Park	Cycling BMX
GLE	PGA Centenary Course, Gleneagles	Golf
HYD	The SSE Hydro	Gymnastics
SCR	Strathclyde Country Park	Rowing
SCT	Strathclyde Country Park	Triathlon
СМН	Championships Media Hub	Non-Competition Venue

#### Accreditation Zones

The accreditation module of the EMS assigns access privileges according to the privilege matrix of each sport. The privileges are based on accreditation zones and are printed on the accreditation card, along with the individual's personal information, job title and team country. At competition venues the privileges give access to the accreditation zones as described below.

Zone	Area				
1	Competition				
2	Athletes				
3	Technical Officials				
4	European Federations				
5	Anti-doping				
6	Media				
7	Broadcast				
8	Operational				
9	Protocol				



#### Appendix 2. Authorisation for the use of personal data

## Please read the following terms carefully before submitting a completed accreditation request form for the Glasgow 2018 European Championships

a. The Applicant Organisation submitting the application for accreditation of its employees, sub-contractors, agents or other third persons ("Participant"), by submitting the information, warrants and represents that all Participants have provided consent to enable the Applicant Organisation to use their personal data for the purposes of accreditation in relation to the applicants' involvement in the Glasgow 2018 European Championships and that the Participant is aware that such use shall include transferring data to Glasgow City Council ("Glasgow 2018"), AFTER S.r.l., the Glasgow 2018 event management software provider, the International Rowing Federation/ Fédération Internationale des Sociétés d'Aviron (FISA), the International Triathlon Union (ITU) the European Federations and National Governing Bodies (Ligue Européenne de Natation, British Swimming, Scottish Swimming, Union Européenne de Cyclisme, British Cycling, Scottish Cycling, European Tour / Ladies European Tour, Union Européenne de Gymnastique, British Gymnastics, Scottish Gymnastics, European Triathlon Union, British Triathlon, Scottish Triathlon), Police Scotland, Objective Corporation Limited (Objective Connect - secure content exchange software provider) and Corporate& Sporting Events Management (CSE - accommodation provider). In the case of athletes only, accreditation photographs will also be shared with the following organisations, and will be used to populate the athlete pages on the europeanchampionships.com website: The Sport Entries supplier to be appointed by Glasgow City Council

b. Atos, Glasgow 2018's Digital Media and Central Results Service provider.

Glasgow City Council may share the applicants' personal data with other relevant third parties, as these are identified, where this is necessary for the purposes of accreditation and/or in relation to the applicants' involvement in the Glasgow 2018 European Championships.

Glasgow City Council shall be data controller of personal data (including any ID photographs) and will retain such data in accordance with the Data Protection Act 1998,



the General Data Protection Regulation and our privacy statement, available at www.glasgow2018.com/privacy.

By including a Participant's name on the Application for accreditation, the Applicant Organisation warrants and represents that it has checked in detail each Participant's identification documents.

The accreditation process is subject to acceptance by each single point of contact of the terms and conditions applicable to accreditation.

A single point of contact from each Applicant Organisation will be required to accept and confirm that all Participants for whom they request accreditation are eligible to be accredited, that they are suitable for, and legally entitled to perform, the role as an accredited person.

Glasgow 2018 reserves the right to refuse an application for accreditation on the basis of information provided in the Applicant's registration form.

#### **ACCREDITATION TERMS & CONDITIONS**

#### The Applicant Organisation warrants and represents that all Participants agree that the following terms and conditions apply to the use of the Accreditation Card (Card):

The Accreditation Card is non-transferable and only for use by the person named thereon. The Card must be displayed at all times in Glasgow 2018 accredited venues and is valid only in the venues and zones specified on the Card.

The Card is the property of Glasgow 2018 and can be withdrawn by Glasgow 2018 at any time.

Where the Card is revoked or canceled, the Participant acknowledges that he/she will no longer have access to any accredited venues and will be removed from such areas.



The Participant shall comply with any Glasgow 2018 policies, rules and regulations, as may be provided from time to time via the Glasgow 2018 website.

The Participant consents to the broadcast, photographing and recording of him/herself, his/her image, likeness and voice by Glasgow 2018 and that Glasgow 2018 and third parties authorised by Glasgow 2018 may use such images or recordings free of charge and without compensation. The Applicant Organisation both in its capacity as a business and on behalf of each individual accredited Participant waives all rights in such images and recordings.

All images, videos and/or audio recordings taken by the Participant at the Glasgow 2018 European Championships, including those of athletes competing, or within any Glasgow 2018 venues, shall be used solely and strictly for personal and non-commercial purposes, unless prior written consent is obtained from Glasgow 2018.