

# FISU – Online Accreditation System

## Lucerne 2021 Winter Universiade

11-21 December 2021



### Media

## Online Registration Guideline

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# 1. CREATION OF THE ACCOUNT

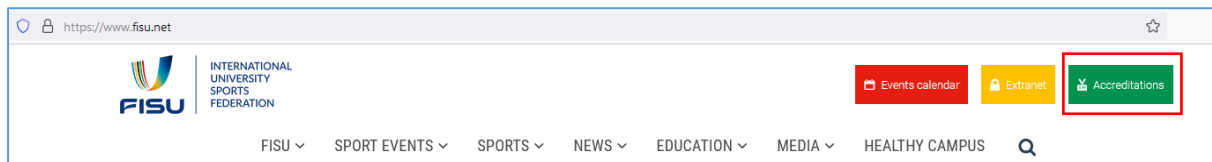
## 1.1. INTRODUCTION

Registration to the FISU Winter Universiade 2021 is easy and requests two steps:

1. Account creation on the FISU Online Accreditation System (OAS)
2. Online registration

OAS is available:

- On top of <https://www.fisu.net/>



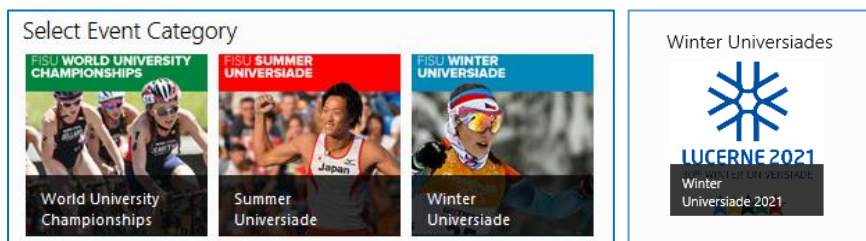
- Or directly here: <https://accreditation.fisu.net/sites/universiades/WU2021/Pages/Home.aspx>

## 1.2. OAS REQUIREMENTS

Any modern browser supports OAS (Chrome, Firefox, Edge, Opera). IE11 is also supported. Please note that some very specific option may require the use of Firefox or Microsoft browser only: if so, we will specify it.

## 1.3. ACCOUNT CREATION

The first step is to create your account on OAS. To do so, go on OAS and select "Winter Universiade" and "Lucerne 2021". Please note that if you have clicked on the direct link, you can pass this step.



Then click on "Create your own account online" next to "Are you Media?"


 A screenshot of the 'Winter Universiade 2021' login page. The page title is 'Winter Universiade 2021'. Below the title, it says 'Register to this event'. There is a 'LOGIN' section with a 'SIGN IN USING YOUR ACCOUNT INFO' link. Below this, there are input fields for 'Username' and 'Password'. A link 'I have forgotten my password' is also present. At the bottom, there are two links: 'Are you Media? Create your own account online' (highlighted with a red rectangular box) and 'Are you a Technical Official? Create your own account online'. A 'SIGN IN >' button is located on the right side.

You just need to fill the following form and click on "Create User". Please note that the "User Name" is your **login** name. Think to remember this name.

**Media Account Registration**

Fill in this form to create your Media account

User Name:

Password:  


Confirm Password:

First Name:

Last Name:

Email:

Type the characters in the picture below.

Picture: 

The picture contains 6 characters.

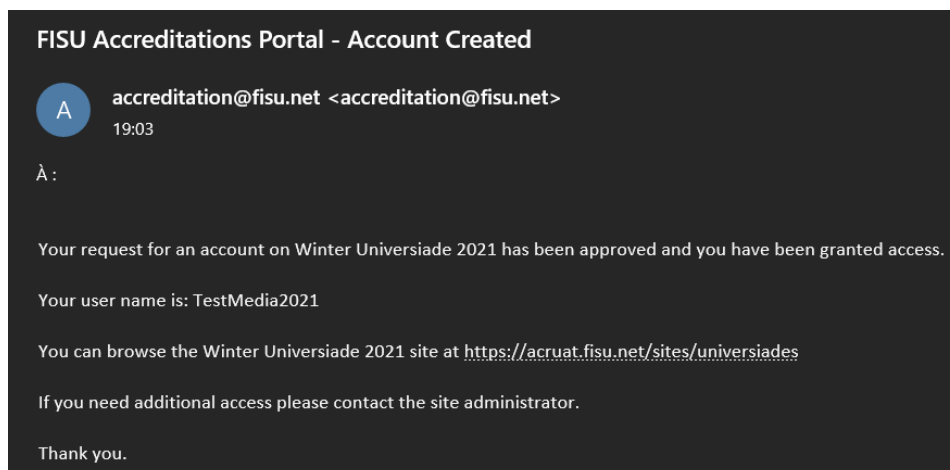
Characters:

[Can't see the word?](#)

If you have successfully created your account, you will receive the message below.

Your registration request has been received.

In parallel, a confirmation will be sent to the email filled in the form. The sender is "accreditation@fisunet". Please **do not reply** to this email.

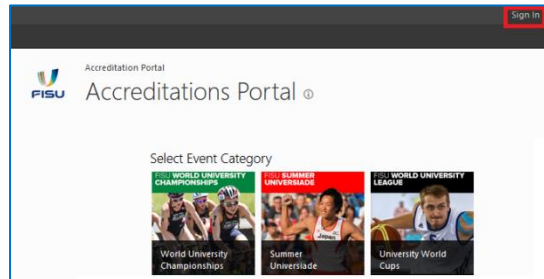


You are now ready for the registration!

## 2. REGISTRATION

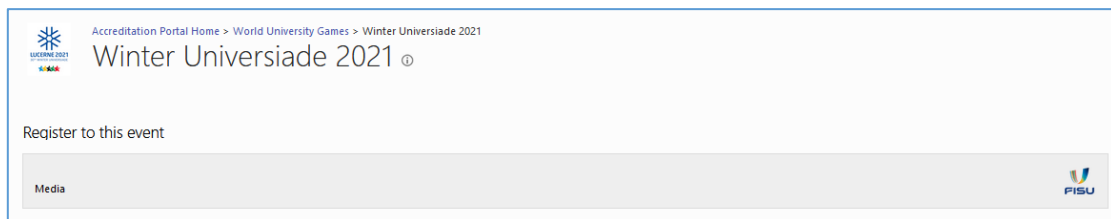
### 2.1. REGISTRATION

The first step is to log in OAS with the credentials you have just created on the step 1.2. You can login on the OAS main page.



Or directly here: <https://accreditation.fisu.net/sites/universiades/WU2021/Pages/Home.aspx>




Once logged in, go to the Winter Universiade page. You will see this:



Select "Media" and fill out the "Personal Form".

- Fields with a red star are compulsory fields to be completed.
- Once you have filled out the form, click on "Save and Submit" to submit your form or "Save as Draft" if you miss some data and you want to save a draft.
- Please note that once submitted, you will **not be able** to modify the form but only able to see it.
- The form must be submitted before the deadline of the 28 October 2021 for international media and 11 November 2021 for Swiss Media.






		Lucerne Winter Universiade 2021 Personal Data Form – Media			
Draft					
Client Group *	Media		Country *		
	Family Name *	Given Name *			
Roman Alphabet					
Preferred Name					
Preferred family and given name are used to replace official ID family and given name on the accreditation card. Please note that they are optional and should be kept formal.					
Nationality *	Please select a value...		Gender *	<input type="radio"/> M <input type="radio"/> F	
Date of Birth *		Place of Birth *	Please select a value...		
Passport Number *			<a href="#">Add Attachment</a>		
Passport attachment					
Visa invitation letter needed *	<input type="radio"/> Y <input type="radio"/> N	City of visa issuing		Document Expiry Date **	
* Please ensure that your passport has a validity of at least 6 months after the return trip					
Phone	Country Calling Code		Email *		
Category *	Please select a value...				
Sub-Category *	Please select a value...				
Function / Title *	Please select a value...				
Proof of your role (please provide a photo of your press association card or business card) *	<a href="#">Add Attachment</a>				
AIPS					
Organisation name *		Website *			
Organisation address *		Organisation Country *	Please select a value...		
Organisation Contact Person *					
Direct Manager's Name					
Direct Manager's Phone	Country Calling Code				
Direct Manager's Email					
Reference Letter from the Employer	<a href="#">Add Attachment</a>				
If any, special requirement (Preferred Sport, ...)?					
Pick up location of accreditation card *	Please select a value...				
Emergency Contact Person *					
Family Name		Given Name			
Phone	Country Calling Code				
FISU Reg. Art. 5.3.8 By participating or otherwise appearing in a FISU event, each athlete, participant, official and officer agrees to be filmed, televised, photographed, identified and otherwise recorded, under the conditions and for the purposes authorised by FISU either currently or in the future and in relation to the promotion of the sporting, cultural and educational activities organised under the aegis of FISU or under its endorsement.					
<input type="checkbox"/> By checking this box, you accept that some of your personal data may be transmitted to FISU partners. <a href="#">Learn more</a>					
Save as Draft		Save and Submit		Cancel	

## 2.2. TRAVEL FORM

Once your accreditation has been approved, you will be asked to fill out the travel form. Note that even if the travel form is open after the submission of the personal form, we ask **to not fill it before the official approval** of your participation.

Please note that:

- The orange part will be automatically filled with your own personal data.
- The "Accommodation" part is **not a booking**. Booking will have to be done separately (More information will be given by the Organising Committee).
- The travel form only has to be filled out by media arriving from abroad, **not by national media**.

Lucerne Winter Universiade 2021			
Travel Data			
Draft			
 			
Client Group	Media		
Country *	France		
	Family Name	Given Name	
Roman Alphabet	TEST	Test	
Preferred Name			
Nationality *	France	Gender *	<input checked="" type="radio"/> M <input type="radio"/> F
Date of Birth *	11/01/1901	Place of Birth *	Argentina
			 Passportphoto1.jpg MP-EForm.jpg Passport1.jpg
Arrival *		Departure *	
Means of transport	Please select a value...	Means of transport	Please select a value...
Arrival Date & Time	00 00	Departure Date & Time	00 00
Flight/ Train number	Please select a value...	Flight/ Train number	Please select a value...
Arrival point	Please select a value...	Departure point	Please select a value...
Large size luggage			
Transfer to and from the airport to the official media hotels or MMC is provided by the OC.			
Accommodation *			
Are you staying at an Official Media Hotel in Lucerne?		<input type="radio"/> Yes <input type="radio"/> No	
Save as Draft		Save and Submit	
		Cancel	




## 2.3. NOTES

You have now successfully submitted your registration for the event. However, please note that:

- You are not yet officially registered for the event as your registration must still be approved.
- If you need any help or assistance, do not hesitate to contact the Media Services team at [media@winteruniversiade2021.ch](mailto:media@winteruniversiade2021.ch).


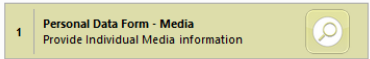


Here some notes on the information displayed in the form or in your landing page:

1. On top of the form, you will see some buttons. The following three are important:

- a.  to **save data as draft** – the form isn't submitted yet, you can still edit the form later.
- b.  to **save and submit** the form. Once submitted, the form is no longer editable and is sent to OC.
- c.  to close the form. Note that **data is not saved** when clicking this button.

2. Once submitted, the form will be automatically closed. If not, please check if there is no error on the form (highlighted in red).

3. Depending on the form status, the "Personal Data" button appears in different colours:

	<b>Blue</b> = Form in draft, not submitted
	<b>Yellow</b> = Form submitted, waiting for approbation
	<b>Red</b> = Form incomplete or incorrect, you are able to modify it
	<b>Green</b> = Form approved

## 2.4. IMPORTANT DATES

**Closing date of the registration:** 28 October 2021 at 23:59 CET for international media and 11 November 2021 at 23:59 CET for Swiss Media.

## 2.5. CONTACT

### Media Services Team

Contact person: Andrea Neyerlin

E-mail address: [media@winteruniversiade2021.ch](mailto:media@winteruniversiade2021.ch)