

FACILITY REGISTRATION SYSTEM MANUAL

Please find the EPC Facility Registration System on:

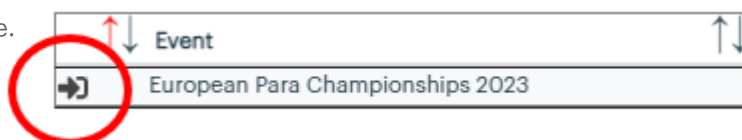
<https://epc2023.getyourevent.online>

HOW TO REQUEST AN ACCOUNT

1. Send an e-mail to registrations@europeanparachampionships.com. State that you request an account to the EPC Facility Registration System and mention the following information:
 - a. First name
 - b. Family name
 - c. E-mail address
 - d. Federation name
 - e. Sport you want to register for
2. Your request will be taken into consideration. When your request is approved you will receive an e-mail with your username and (temporary) password.

HOW TO REGISTER TEAM MEMBERS FOR ACCREDITATION

1. Go to the EPC facility Registration System <https://epc2023.getyourevent.online> and log into your account.
2. In the menu, go to *Accreditation* → *Accreditation request* and then click on the arrow before the event name.



3. Click on *More* → *+ Add a new team member to my staff*.
4. Fill in the asked information for your team member and click *Save*.
5. You now access the page where you enter all the required information for accreditation. Please fill in all the required information for your team member and click *Next*.
6. Upload a photo of your team member. Please note the photo requirements as this photo will be printed on the accreditation badge. After the upload, click *Finish*.
7. You are now back on the overview page of your team members. The team member you just registered is in this list. Behind their name, the status column now says *Not required*. Click on *Not required* and select the role of the team member. Then click *Insert request*.
8. Now you are back on the pages with personal details of the team member. Check if the information your filled in is correct and click *Next* twice.



9. Agree with the communication options and click *Finish*.
10. Select the sport this team member will be a part of and click *Next*.
11. You have now completed the accreditation request. Via the option on the pop up screen you can go directly to the hotel and transport page. You can also close the pop up screen and follow the steps below.

HOW TO REGISTER FOR ACCOMMODATION AND TRANSPORT

1. In the menu, go to *Hotel* → *Requests* and click on the arrow before the event name. On this page, you see an overview of the team members you have already registered for accreditation.
2. Click on top of the page on *Create new* and select the option *Accreditation request*.
3. On this page, you see again a list of team members you have registered for. Select the team member you want to book this hotel room for by ticking the box behind their name.
4. The invoice/confirmation will be send to the e-mail address you fill in the *E-mail* box.
5. Select the required check-in and check-out dates for your team member.
6. If this team member stays in a twin room, click *+ Add another quest to this room* and select the team member they will share a room with.
7. If you are registering for accommodation for boccia, wheelchair basketball (separate women's/men's hotels) or para cycling, please write down in the *Notes* section which of the hotel options you prefer. If you don't choose a hotel, the LOC will choose one for you.
8. Now you go to the right side of the page where the transport information is. Please fill in all the required information to make sure your transport pick-up and drop off can be arranged. Make sure you tick the boxes after you filled in your transport information. If the boxes are not ticked, your transport will not be arranged.
9. When completed the page, don't forget to click *Save* on top of the page to save your accommodation and transport registrations.

You can always check the status of your registrations by going to the menu and selecting *Requests*. An orange smiley face means the registration has been made and a green smiley face means the registration was approved. A red smiley face means that the registration was refused and a question mark means the LOC asked a question before they can approve or refuse the registration.

Invoices will be sent from 1 May 2023. Please note the payment deadline of 1 July 2023. Your invoice is your confirmation. Please note that your accommodation and transport are only final after full payment of the invoice.

