

REGISTRATION AND ACCREDITATION MANUAL

EYOF 2023 MARIBOR

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1. REGISTRATION AND ACCREDITATION PROCESS FOR EYOF 2023 MARIBOR

Official registration process for all NOC Delegations attending the European Youth Olympic Festival (EYOF) 2023 Maribor will be done through **The European Olympic Committees Games Management System (GMS)**.

GMS is open **from 10. 3. 2023** and can be accessed through: <https://gms.european-games.org/gms> with the user account provided by GMS to the email of the NOC Contact Person.

Members of NOC Delegations will be accredited and therefore entitled to participate in the EYOF 2023 Maribor only if the Registration process through the GMS and activities with the NOC Relations and Services have been duly completed by the respective NOC.

For the participation in EYOF, NOC delegation shall provide:

- Final Entries by Numbers, Entries by name - Long List, Short List, Sport Entries and Travel information (via GMS).
- All other necessary forms and information in coordination with OC EYOF 2023 Maribor - NOC Relations and Services (via Extranet).

Your assistance for:

- questions of technical nature: accreditation@eyof-maribor.com
- questions related to the registration process: noc.relations@eyof-maribor.com

1.1 Registration and Accreditation Timeline and Deadlines

Deadlines for Data submission – via GMS

- 31. 3. 2023 – Final Entries by Number (FEN)
- 16. 6. 2023 – Travel information
- 26. 6. 2023 – Entries by Name (Long List)
- 10. 7. 2023 – Entries by Name (Short List & Sport Entries)

Deadlines for Data submission - via Extranet

- 14. 4. 2023 – NARRO Form
- 26. 6. 2023 – Entry Eligibility Conditions Form (EECF)

Deadlines for Participation fee payment

Once the FEN are reviewed by the OC EYOF 2023 Maribor and confirmed by the NOC, the NOC will be issued pro forma invoice for the participation fee by the OKS-Olimp d.o.o. on the email of the NOC contact person.

- 21. 4. 2023 - 1st Instalment (50% of the participation fees)
- 14. 7. 2023 - 2nd Instalment (50% of the participation fees & NOC deposit)

DATES	KEY TASKS
2023	
10 March	Registration and Accreditation System (GMS) opens
31 March	Deadline for Final Entries by number (FEN)
14 April	Deadline for submission of NARRO Form
17 April	GMS opens for Long List
21 April	1st Instalment deadline
8 May	GMS opens for Arrival & Departure
16 June	Deadline for NOC delegations to submit Arrival & Departure
26 June	Deadline for Entry by name - LONG LIST
26 June	Eligibility and Entry Conditions Form (EECF) submission
10 July	Deadline for Entry by name - SHORT LIST and SPORT ENTRIES
11 - 23 July	Late Athlete/Official Replacement in place
14 July	2nd Instalment deadline + NOC deposit
20 July	NOC Services and Accreditation Centre opens
21 - 22 July	Arrival of the Chefs de Mission, Introductory Meetings and accreditation collection
31 July	NOC Services and Accreditation Centre closes

Table 1: Key dates for registration and accreditation process

2. NOC Delegation Overview

The following subsections outline the quotas that apply for each NOC Delegation and NOC Guests. These are subject to the current EYOF Charter and EOC regulations on age categories and quotas published for each EYOF edition. The criteria for the qualification of athletes/teams are in the remit of the respective NOCs except for team sports where the qualification systems/criteria are set up by the respective IF/EFs.

The number of athletes competing for an NOC at the EYOF determines many of the quotas and entitlements for other accreditation categories in addition to other non-accreditation entitlements and services provided to the NOC by the OC EYOF 2023 Maribor. Accreditations in all categories outlined in this document are only available to NOCs that have athletes participating in the EYOF. Accreditations for a specific category must be issued to a person that is eligible and/or qualified accordingly and who will actually perform that function.

2.1 NOC Categories and Quotas

Client Group	ACR Code	Category	Sub-category	Quota
NOC	Aa	Athlete		FEN/SDO
	Ac	Chef de Mission		FEN/1
	Ac	Deputy Chef de Mission*		FEN/1
	Ao	General Official (GO)	Administrative Personnel	FEN
	Ao		Medical Personnel	FEN
	Ao		Technical Personnel	FEN
	Ao	Team Official (Ao)	Head Coach	FEN/SDO
	Ao		Coach	FEN/SDO
	Ao		Coach Assistant	FEN/SDO
	Ao		Technical Personnel	FEN/SDO
	Ao		Medical Personnel	FEN/SDO
	Ao	NOC Media Representative		FEN/1
	Ao	Young Ambassador		FEN/1
	NOC G	NOC Guest		NOC G quota
	NOC	NOC President		1
	NOC	NOC President Accompanying Guest**		1 if NOC P
	NOC	NOC Representative***		1/1
	NOC	NOC Representative Accompanying Guest**		1 per NOC Rep.
	NOC	NOC Secretary General (SG)		1
	NOC	NOC SG Accompanying Guest**		1 if NOC SG
WP	Working Pass****		2	
SPORT	R	Referee		SDO

Table 2: NOC delegation categories.

NOC Guest (NOC G) Quota

1–10 athletes 2 NOC G
 11–20 athletes 3 NOC G
 21–30 athletes 4 NOC G
 31–40 athletes 5 NOC G
 41–50 athletes 6 NOC G
 Over 50 athletes 7 NOC G

SDO (Sports Data Overview Quotas)

Deputy CdM* – NOCs with 51 or more athletes have a Deputy Chef de Mission.
NOC** – An Accompanying Guest Quota is only together with the main guest.
NOC Representative*** – NOC Representative and NOC Representative Accompanying Guest may be present only if NOC President or NOC Secretary General is NOT present at EYOF. E.g. if NOC President is not present and NOC SG is present, then 1 NOC Representative with AG can be present.
WP**** – A Working Pass (WP) holder is not part of the delegation and does not have an accommodation in the AVLs. However, a WP holder is allowed to work in these premises, has access to competition and non-competition venues. The WP holder will be entitled to meals (lunch and dinner) in the main catering hall, to use transportation from and to the official ports of entry, to use public transport and the EYOF shuttle bus service.



GO QUOTA

Number of Athletes (Aa)	Chef de Mission (Ac)	Deputy Chef de Mission (Ac)	General Officials (GO Quota)	Total
1-10	1		1	2
11-20	1		2	3
21-30	1		3	4
31-40	1		4	5
41-50	1		5	6
51-60	1	1	5	7
61-70	1	1	6	8
71-80	1	1	7	9
81-90	1	1	8	10
91-100	1	1	9	11
101-110	1	1	10	12
111-120	1	1	11	13
121-130	1	1	12	14
131-140	1	1	13	15
141-150	1	1	14	16

Table 3: NOC delegation quota.

There is no special quota for the Covid Liaison Manager. If necessary, such a person is to be appointed from the GO quota (somebody from medical personnel will carry out this role).

The NOC President and Secretary General are accredited as EOC Family, and not within the NOC Officials quota. If they have an operational role, they will need to be included in the GO quota within the official NOC Delegation, and they need to stay in the AVL.

NOC Dignitaries

Registration of NOC Dignitaries is possible through this [link](#). Dignitaries are not included on the Long List. Deadline for registration is 9 July 2023. For more information, please see CdM Manual, chapter 16.9 "International Dignitaries", p. 53.

Client group	ACR code	Category	Sub-category	Quota
NOC	NOC D	Dignitaries	Head of State	1
			Accompanying Guest	2
			Head of Government	1
			Accompanying Guest	2
			Minister responsible for Sport	1
			Accompanying Guest	1
			Head of Diplomatic Mission	1
			Accompanying Guest	1
			Entourage*	2

Table 4: NOC Dignitaries quota

* Entourage is only for Head of State or Head of Government.

AVL 1 Guest Pass

AVL 1 Guest Pass enables access to AVL 1 on 24.7.–28.7. from 9:00 to 20:00. The passes will be provided to the CdM at the Introductory Meeting. CdM is responsible for distribution and collection of the passes for their guests. Guest passes do not require the holder to also have an accreditation card.

Number of Athletes	Quota
1 – 40	2
41 or more	4

2.2 NOC Accreditation Policy

Sport Codes	Sport
GAR	Artistic Gymnastics
ATH	Athletics
BK3	Basketball 3x3
HBL	Handball
JUD	Judo
MTB	Mountain Bike
CRD	Road Cycling
SKB	Skateboarding
SWM	Swimming
TEN	Tennis
VVO	Volleyball

Table 5: Sport Codes.

Competition Venues	
Code	Venue Access
LSS	Leon Stukelj Square
TSH	Tabor Sports Hall
PAS	Poljane Athletics Stadium
USC	Leon Stukelj USC
VSH	Vrbanska Sports Hall
LSH	Lukna Sports Hall
BPP	Bike Park Pohorje
CRM	Cycling Routes Maribor
CAM	Cycling Aeroport Maribor
SKM	Skatepark Maribor
PSC	Pristan Swimming Centre
BTC	Branik Tennis Club
DSC	Dras Sports Centre
ALL	All Competition Venues

Table 6: Competition Venues Codes

Non – Competition Venues	
Code	Venue Access
AVL	All AVLs
OCC	Opening and Closing Ceremonies
MMC	Main Media Centre
DCS	Doping Control Station

Table 7: Non-Competition Venues Codes.

Zone Access	
Zone code	Accessible Areas
B (BLUE)	Field of Play Operational Areas (Back of House) General Circulation Areas (Front of House)
R (RED)	Operational Areas (Back of House) General Circulation Areas (Front of House)
W (WHITE)	General Circulation Areas (Front of House)
2	Athlete Preparation Areas
4	Press Areas
5	Broadcast Area
6	EOC Family Areas
R	Residential Area

Table 8: Zone Access Codes




Privileges	
Code	Definition
T1	Allocated vehicle and driver + T3 + TA + TP
T2	Allocated vehicle + T3 + TA * TP
T3	Vehicle on request + TA + TP
TA	EYOF shuttle bus service + TP
TP	Public transport systems in Maribor
	Main Catering Tent
	Main Catering Tent (Delegates)
	Tabor Catering Tent (Volunteers & NTO)

Table 9: Transport and Dining Privileges.

Collective	Code	Category	Function	Organisation	Venue Access		Zone Access	Dining Privilege	Transport Privilege	Residential Area
					Competition Venue	Non-Competition Venue				
NOC	Aa		Athlete	"Country Name"	Own Sport Code	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ac		Chef de Mission	"Country Name"	ALL	AVL, MMC, OCC	2, 4, 5, 6, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ac		Deputy CdM	"Country Name"	ALL	AVL, MMC, OCC	2, 4, 5, 6, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	General Official (GO)	Administrative Personnel	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	General Official (GO)	Medical Personnel	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	General Official (GO)	Technical Personnel	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	Team Official	Head Coach	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	Team Official	Coach	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	Team Official	Coach Assistant	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	Team Official	Technical Personnel	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao	Team Official	Medical Personnel	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao		NOC Media Representative	"Country Name"	ALL	AVL, MMC, OCC	2, 4, B	<input checked="" type="checkbox"/>	TA	R
NOC	Ao		Young Ambassador	"Country Name"	ALL	AVL, MMC, OCC	2, 4, B	<input checked="" type="checkbox"/>	TA	R
NOC	NOC G		NOC Guest	"Country Name"	ALL	AVL, OCC	6, W		TA	
NOC	NOC		NOC President	"Country Name"	ALL	AVL, OCC	2, 4, 5, 6, B	<input checked="" type="checkbox"/>	T3	R
NOC	NOC		NOC President Accompanying Guest	"Country Name"	ALL	AVL, OCC	6, W	<input checked="" type="checkbox"/>	TA	
NOC	NOC		NOC Representative	"Country Name"	ALL	AVL, OCC	2, 4, 5, 6, B	<input checked="" type="checkbox"/>	T3	R
NOC	NOC		NOC Representative Accompanying Guest	"Country Name"	ALL	AVL, OCC	6, W	<input checked="" type="checkbox"/>	TA	
NOC	NOC		NOC Secretary General	"Country Name"	ALL	AVL, OCC	2, 4, 5, 6, B	<input checked="" type="checkbox"/>	T3	R
NOC	NOC		NOC Secretary General Accompanying Guest	"Country Name"	ALL	AVL, OCC	6, W	<input checked="" type="checkbox"/>	TA	
NOC	WP		Working Pass	"Country Name"	ALL	AVL, OCC	2, B	<input checked="" type="checkbox"/>	TA	R
NOC	NOC D	Dignitaries	Head of State	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Accompanying Guest	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Head of Government	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Accompanying Guest	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Minister responsible for Sport	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Accompanying Guest	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Head of Diplomatic Mission	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Accompanying Guest	"Country Name"	ALL	OCC	6, W		TP	
NOC	NOC D	Dignitaries	Entourage	"Country Name"	ALL	OCC	6, W		TP	

Table 10: NOC Collective – Accreditation Privilege Matrix

3. GMS Registration and Accreditation Process

STEP 1 – GMS User Access

3.1 GMS User Access

a. Registration

An automatic confirmation e-mail with log in data has been sent to the NOC Contact Person defined by the NOC (in case of changes related to the NOC Contact Person please contact noc.relations@eyof-maribor.com). Please make sure to check the *spam/junk* in case you did not receive an email in your inbox.

1. Follow the link from the email message.
2. **Fill the Log In form** using provided username and password received in the email.
3. **Click [Log on]** button.
4. The system will ask you to **create a new password** (the password of your choice).

b. Logging in

After creating new password and filling the e-mail field – click [*Log On*] button. **It is recommended to reload the website and log in using new password once again.**

The password requirements:

- a minimum of eight characters and a maximum of 20,
- lower case and upper-case letters,
- at least one number

c. Forgot password?

To set up a new password, just click on [*Forgot Password?*] button and follow the instructions from the email that you will receive shortly.

STEP 2 – Entry by Number (31. 3. 2023)

3.2 Entries by Number (FEN)

The Final Entries by Number (FEN) serves to indicate numbers of athletes, sport officials and delegation officials (Chef de Mission, Deputy CdM, Referee (Volleyball), General Officials, Young Ambassador and Media Representative) for each NOC delegation. Based on these numbers the invoice for the participation at EYOF 2023 Maribor will be issued to the NOC.

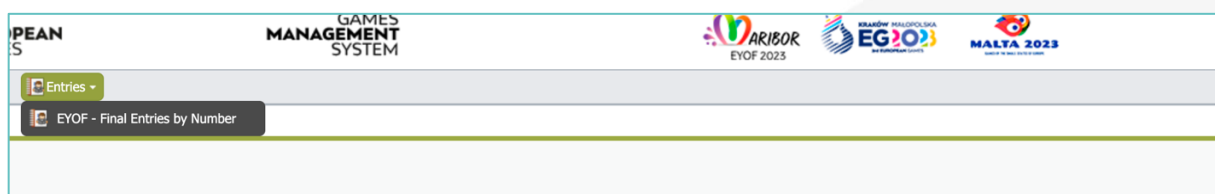
FEN PROCESS:

Once all the numbers are confirmed in the GMS by the NOC, EYOF 2023 Maribor OC will send [FEN report](#) for your review and confirmation. Please have this document signed and uploaded to Extranet.

Based on the [FEN report](#), the invoice for the participation fee will be issued to the NOC.

a. PROVIDE NUMBER OF PARTICIPANTS

Once in the GMS please click [*Entries and EYOF – Final Entries by Number*].



1. DOUBLE CLICK on the field in which you will insert the number of participants.

EYOF - Final Entries by Number

Please fill the table with the number of participants according to [EYOF 2023 Maribor Sport Data Overview & NOC Categories and Quotas](#)

Entries period(s) Start Date: 01/02/2023 (00:00:00 Europe/Madrid) Closing date: 31/03/2023 (00:00:00 Europe/Madrid)

Sports

Event: EYOF MARIBOR 2023 Organisation/Client: Spain

Select a sport and enter the number of entries by double clicking on the column of the desired gender.

Sport	Athletes (Boys)	Athletes (Girls)	Total Athletes	Total Officials	Referees (Men)	Referees (Women)	Total Referees	Status	Comment
Artistic Gymnastics	1	3	4	3				Click to confirm	
Athletics	12	11	23	6				Click to confirm	
Basketball 3x3	2	3	5	2				Click to confirm	
Handball	15	15	30	0				Click to confirm	
Judo	11	1	12	2				Click to confirm	
Mountain Bike	1	1	2	1				Click to confirm	
Road Cycling	3	3	6	0				Confirmed (07/03/2023 - 13:34:52 Europe/Madrid) Click to cancel confirmation	
Skateboarding	1	1	2	1				Click to confirm	
Swimming	12	2	14	4				Click to confirm	
Tennis	1	2	3	2				Confirmed (07/03/2023 - 13:35:35 Europe/Madrid) Click to cancel confirmation	1 athlete (girl) will compete in Tennis a...
Volleyball	12	0	12	3	0	0	0	Click to confirm	
Athletes - Team Officials - Referees Total	71	42	113	24	0	0	0		
Chef de Mission (Ac)				1				Click to confirm	
Total	152								

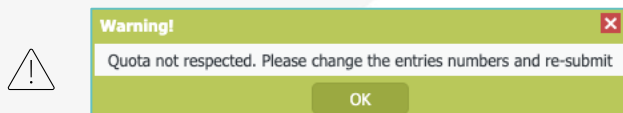
2. INSERT THE NUMBER OF ATHLETES (and Referees) per sport.

There is defined maximum number of participants per sport and gender. For additional assistance on quotas, you please use the [EYOF 2023 Maribor Sport Data Overview & NOC Categories and Quotas](#) available in the GMS.

3. INSERT THE NUMBER OF TEAM OFFICIALS

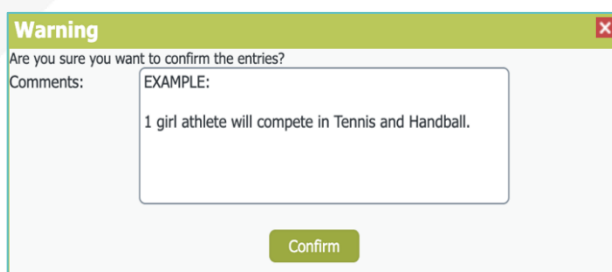
Once the numbers of participants per sport and gender are inserted, you can proceed with the number of Team Officials. The quotas are automatically calculated based on the amount of entered values for athletes in the form.

If you will make changes to the number of athletes, you need to first make the appropriate change to the number of officials otherwise the *Warning* information on quota will appear.



The system will not allow saving the value greater than the value defined for the EYOF 2023 Maribor.

4. For **CONFIRMING THE ENTRIES** press [*Click to confirm*].



The Warning pop-up will appear. You can confirm the entries by clicking [**Confirm**].

In case there is a Double Starter please count it in both sports but write in the comment in which two sports he/she will compete in order not to be charged with the participation fee twice.



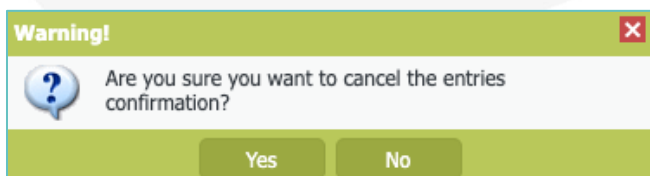
DOUBLE STARTER: In case there is an athlete who will compete in two different sports please write a Comment in which two sports he/she will compete. Double starter refers to an athlete who will compete in two different Sports not in two different sport events.

The FEN is completed when all cells in the column Status are marked as confirmed.

You can exit the browser by closing your browser or click [**Log Out**] in the right bottom corner. Data will remain as entered prior closing GMS.

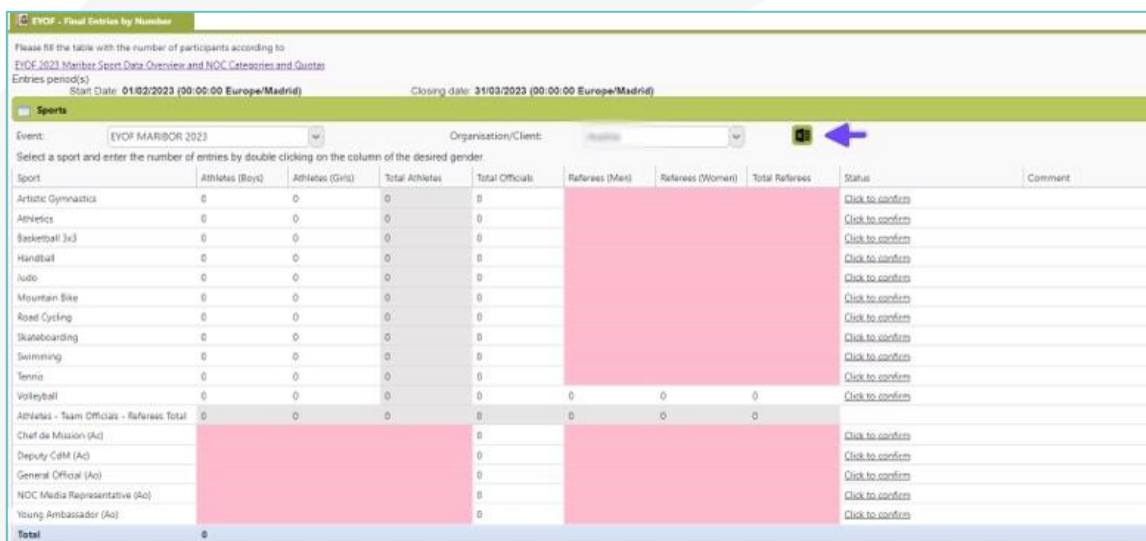
5. CANCELTION OF CONFIRMATION

Changes to the FEN can be done **until 31. 3. 2023** by clicking [*Click to cancel confirmation*].



If confirmation of entries is cancelled, the number of General Officials will be reset as it is connected to the number of athletes. Please make sure to carefully verify the numbers inserted.

6. EXPORT OF FEN DATA



Please fill the table with the number of participants according to EYOF 2023 Maribor Sport Data Overview and NOC Categories and Quotas. Entries period(s): Start Date: 01/02/2023 (00:00:00 Europe/Madrid) Closing date: 31/03/2023 (00:00:00 Europe/Madrid)

Event: EYOF MARIBOR 2023 Organisation/Client: [dropdown]

Select a sport and enter the number of entries by double clicking on the column of the desired gender

Sport	Athletes (Boys)	Athletes (Girls)	Total Athletes	Total Officials	Referees (Men)	Referees (Women)	Total Referees	Status	Comment
Artistic Gymnastics	0	0	0	0				Click to confirm	
Athletics	0	0	0	0				Click to confirm	
Basketball 3x3	0	0	0	0				Click to confirm	
Handball	0	0	0	0				Click to confirm	
Judo	0	0	0	0				Click to confirm	
Mountain Bike	0	0	0	0				Click to confirm	
Road Cycling	0	0	0	0				Click to confirm	
Skateboarding	0	0	0	0				Click to confirm	
Swimming	0	0	0	0				Click to confirm	
Tennis	0	0	0	0				Click to confirm	
Volleyball	0	0	0	0	0	0	0	Click to confirm	
Athletes - Team Officials - Referees Total	0	0	0	0	0	0	0		
Chief de Mission (Ac)				0				Click to confirm	
Deputy CEM (Ac)				0				Click to confirm	
General Official (Ac)				0				Click to confirm	
NOC Media Representative (Ac)				0				Click to confirm	
Young Ambassador (Ac)				0				Click to confirm	
Total	0	0	0	0	0	0	0		

7. CONFIRMATION OF FEN AND FIRST INSTALLMENT PAYMENT

NOC will receive FEN report from the OC EYOF 2023 Maribor after the FEN deadline. FEN report should be signed and uploaded to Extranet.

The invoice for the participation fee issued to the NOC, will base on the FEN report signed by the NOC.

The deadline for the Final Entries by Number (FEN) is 31. 3. 2023.

FEN is financially binding for the NOCs. Delegations of up to 50 members may reduce their size by 10%, and delegations of over 50 members may reduce their size by 5% without financial consequences, when done before the Short List deadline. Percentage is rounded up to the nearest whole number.

NOCs can increase the numbers from FEN, but only with the approval of the OC, depending on number of available beds.

8. CHANGES TO FEN

CHANGES TO FEN ARE NOT AVAILABLE.

STEP 3 – Entry by name LONG LIST (26. 6. 2023)

3.3 Entries by Name – Long List

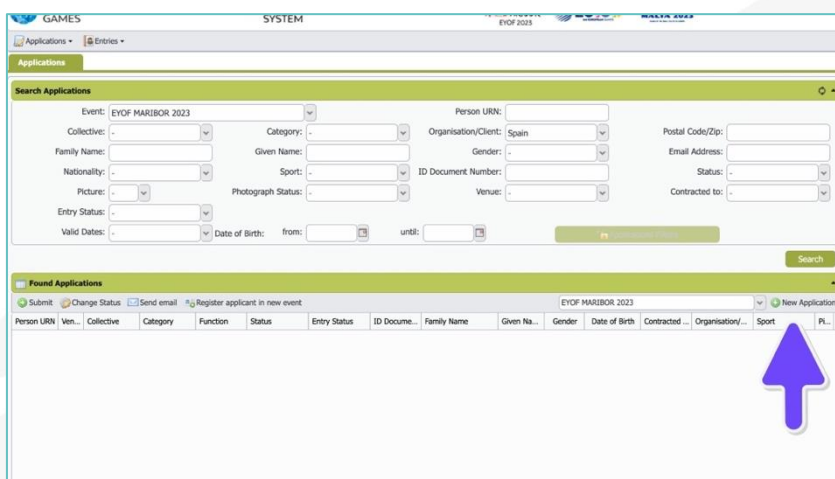
Activation of the NOC Long List will be enabled after the submission of NARRO form, from Monday, 17. 4. 2023. After the activation, NOC can register unlimited amount of the delegation members. NOC can only register categories defined in the NOC Categories & Sub-categories section 2.1 of this document. **Entire NOC delegation needs to be added on the Long List by the deadline, 26. 6. 2023.**

NOC delegation with Volleyball team shall register the corresponding referee via GMS.

3.3.1 Singular Accreditation application

The GMS system allows to create accreditation application in a dedicated APPLICATIONS module. It is possible to create a singular application there. To get to application form, click on **APPLICATIONS** module button in upper-left corner and choose **APPLICATION FORMS**.

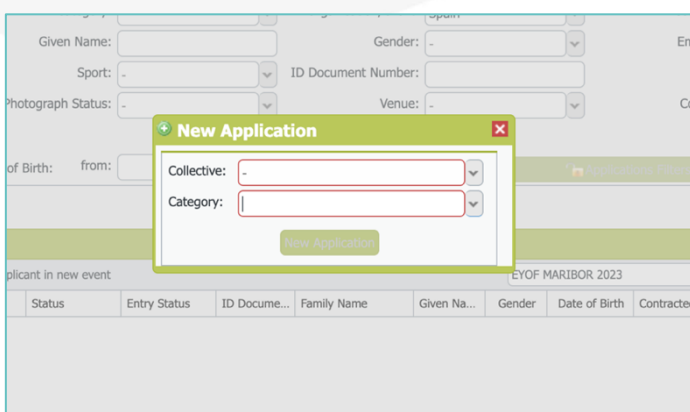
1. CREATE NEW APPLICATION by clicking on the **[+ New Application]** icon in the upper bar.



2. In the next step, choose the collective

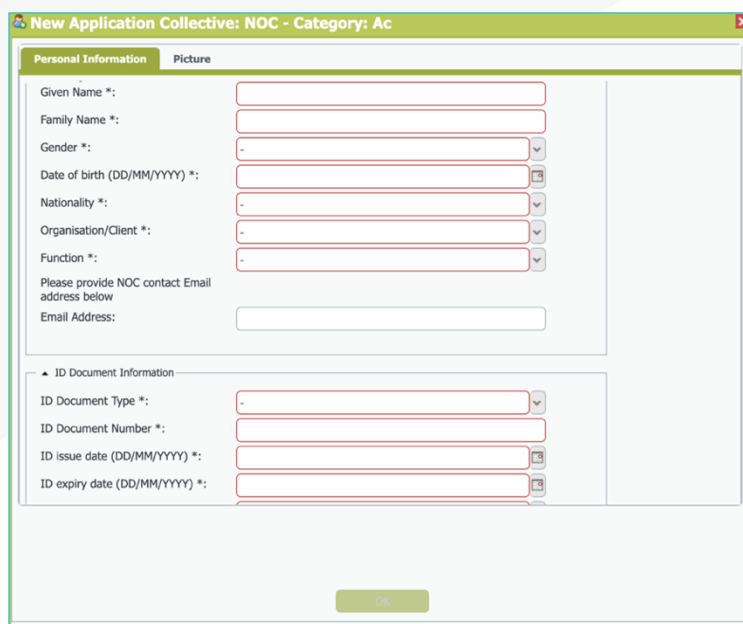
→ NOC and the correct category. You can choose among categories presented in the Table 2 (page 4) of this document.

→ **SPORT – R (only available for Volleyball Referee)**



When selected click **[New Application]** button.

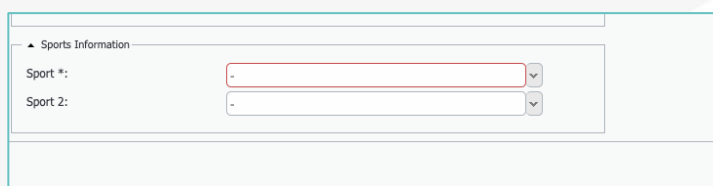
3. Please provide **PERSONAL INFORMATION**.




- Only use Latin English (no č, š, đ, ...)
- ID COPY / SCAN is NOT to be UPLOADED.
- Issue, Expiry date and ID number fields are mandatory.
- All participants shall arrive to EYOF with the same ID as inserted in the GMS. Passport is mandatory for Non-Schengen Countries.
- In the field Email Address: please provide email of the person managing the applications (NOC Contact person email suggested).
- SPORT: this field information is mandatory for athletes, team officials and Volleyball referee (for teams qualified for Volleyball).

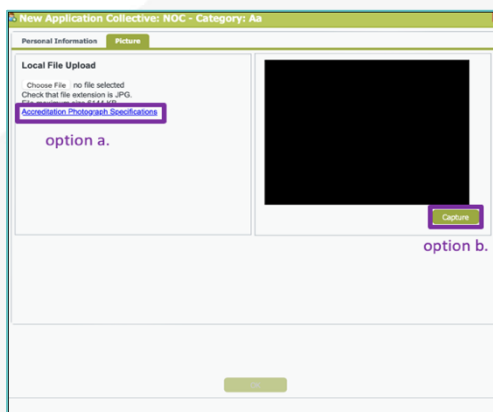


- **FOR ATHLETES COMPETING IN TWO SPORTS, PLEASE DEFINE BOTH SPORTS in one Application. If this is not defined in the Long List it will not be possible to submit this athlete to Sport entries of both sports.**



4. **ADD PICTURE** by clicking on [Picture]. There are two ways of uploading your picture:





a. **Local File Upload** (please follow the “Accreditation Photograph Specifications” available in the system).

b. Taking photo **via computer camera**. Click [Capture]. Please make sure to follow the “Accreditation Photograph Specifications”.

5. Adjust the frame and click [**Apply selection**] button.



6. CONFIRM APPLICATION by clicking [**OK**]

Make sure that all the mandatory fields are completed and confirm your application with a green [**OK**] button at the end of the form. Once the process of creating the singular application has been completed the record with the new application will be visible among Applications.

Person LRN	Venue	Collective	Category	Function	Status	ID Documen...	Family Name	Given Name	Gender	Date of Birth	Contracted to	Organisation/Cli...	Sport	P...
1000424		NOC	Aa	Athlete (Aa)	Created									

7. APPLICATION STATUS

7.1 APPLICATION IS CREATED

When Status of the application is Created, you can still make changes to the application (change photo, data correction...) by double clicking on to the selected application.

Person U...	Ven...	Collective	Category	Function	Status	ID Docume...	Family Name	Given Na...	Gender	Date of Birth	Contracted ...	Organisation/...	Sport	Image of Pass...	P...
1003307		NOC	Ac	Chef de Mis...	Created				Female					No	

Print

Change status to "Submitted"

Remove

Change application Collective/Category

To make changes to the application status use the **right click function on the selected application**. The following options will show up. You can:

- SUBMIT the application,
- REMOVE the application,
- CHANGE COLLECTIVE/CATEGORY of the application.

When you are sure in the data provided, please select the application you would like to submit and click [**Submit**].



ONLY SUBMITTED APPLICATIONS WILL BE AVAILABLE FOR THE SHORT LIST.

If you wish to submit more applications at the same time, please use the filters if needed, hold SHIFT key and arrows key to select more, and click [**Submit**].

The screenshot shows a search interface for applications. It features a header 'Applications' and a sub-header 'Search Applications'. Below this, there are various search filters including Event, Person URN, Collective, Category, Organisation/Client, Postal Code/Zip, Family Name, Given Name, Gender, Email Address, Nationality, Sport, ID Document Number, Status, Picture, Photograph Status, Venue, Contracted to, Valid Dates, and Date of Birth. A 'Search' button is located at the bottom right of the form.

7.2 APPLICATION IS SUBMITTED

Once the application is submitted, it is going to be reviewed by the OC EYOF 2023 Maribor.

In case of missing data to the application, NOC will be requested to make the necessary changes. Application will be returned to Created status. Once edited the application needs to be submitted once again.



Communication with NOC Contact Person will be done via GMS. Therefore, please provide NOC Contact person Email in the field Email Address.

In case of changes to the ID provided to GMS (change of Family Name or ID number), please make sure to update the data in the GMS. If the application is already submitted, please inform OC EYOF 2023 Maribor to make the change on your behalf.

If the data is submitted properly, the Long List of athletes is approved by the OC EYOF 2023 Maribor, and NOC can proceed with the registration process.

NOC can export data by clicking on [**Excel Folder sign**].

The screenshot shows a table titled 'Found Applications'. The table has columns for Person U..., We..., Collective, Category, Function, Status, Entry Status, Accred..., ID Docum..., Family Name, Given Na..., Gender, Date of Birth, Contracts..., Organisation..., Sport, and P... The first row shows an application with ID 1000424, Collective NOC, Category Aa, Function Athlete (Aa), and Status Submitted.

3.3.2 Bulk Import – TSV file template

The registration of the participants to the Long List can also be done by bulk import to the GMS with duly filled EYOF_NOC_Import_Template (TSV file).



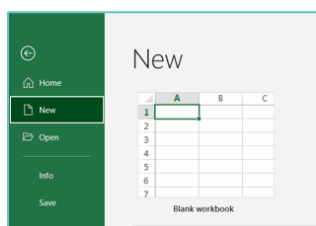
Prior using the Bulk Import option for registrations of NOC delegation, please READ CAREFULLY THE INSTRUCTIONS provided below.

If you do not feel confident using this option, we encourage you to rather use the Singular Accreditation application.

THE TEMPLATE for Bulk Import (EYOF_NOC_Import_Template) IS AVAILABLE on [EXTRANET](#) together with the INSTRUCTIONS.

Please follow the steps below:

1. Create new folder on your hard disk.
2. Open MS Excel.
3. Select New file.

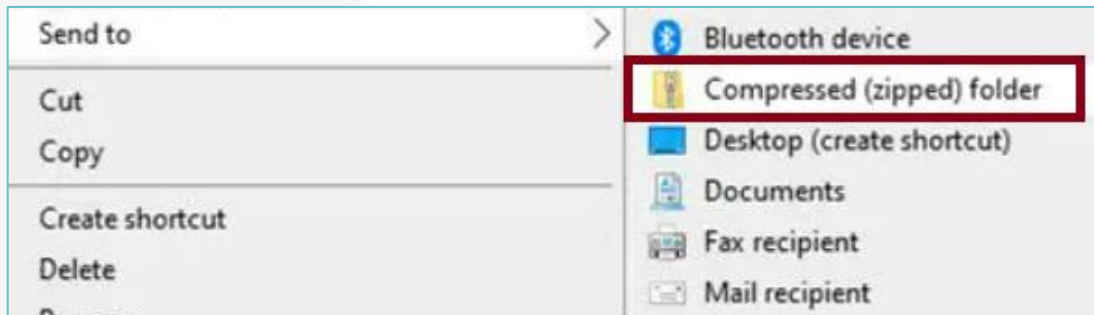


4. Drag and drop TSV template “EYOF_NOC_Import_Template.tsv” to the blank workbook.
5. Fill in the data:
 - a. Form and function codes can be found in the Instruction.
 - b. Countries codes are ISO 3-character codes.
 - c. NOC codes (field Organization/Client) are Olympic NOC codes.
 - d. Sport codes are Olympic sport codes.
 - e. Document types: Please use PASS for Passport and NID for National ID. **Passport is mandatory for Non-Schengen Countries.**

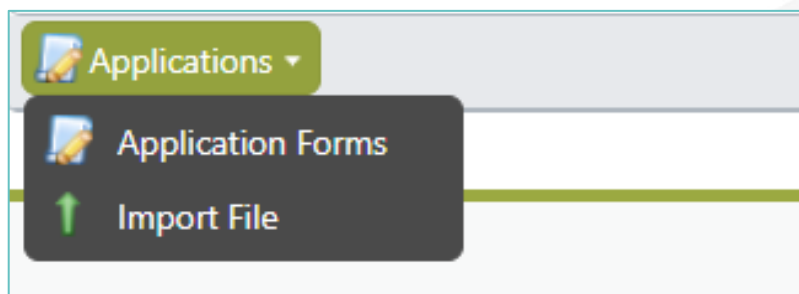
For detailed instructions on the preparation of the data please use [EYOF2023Maribor_NOC_Import_Instruction](#) available on Extranet.

6. Save participant pictures in the folder you created at 1st step (only the name without extension). The extension will be added automatically (.png or .jpg).

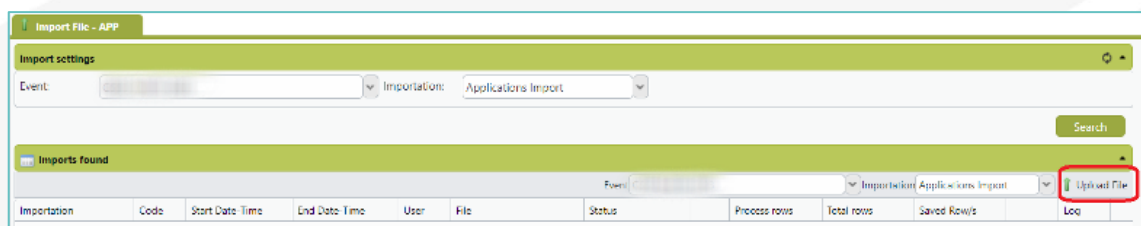
- Fill in column "Picture" with file name(s) you saved at 6th step and add the extension (.png or .jpg).
- Save TSV file in the folder you created at 1st step.
- Add all files in the folder to ZIP archive: select all, right-click, send to -> Compressed (zipped) folder.



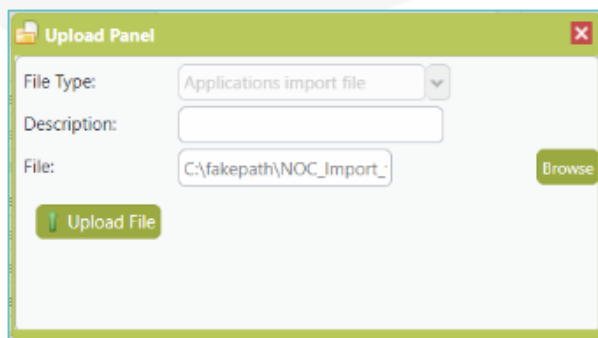
- In GMS open "Applications -> Import file" menu.



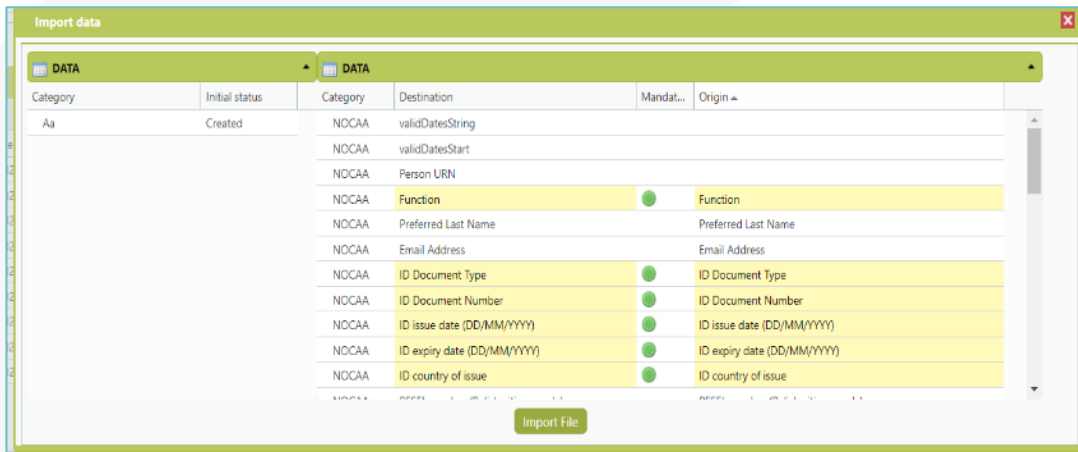
- Click on "Upload File" button.



- Upload the archive and then click "Upload file".

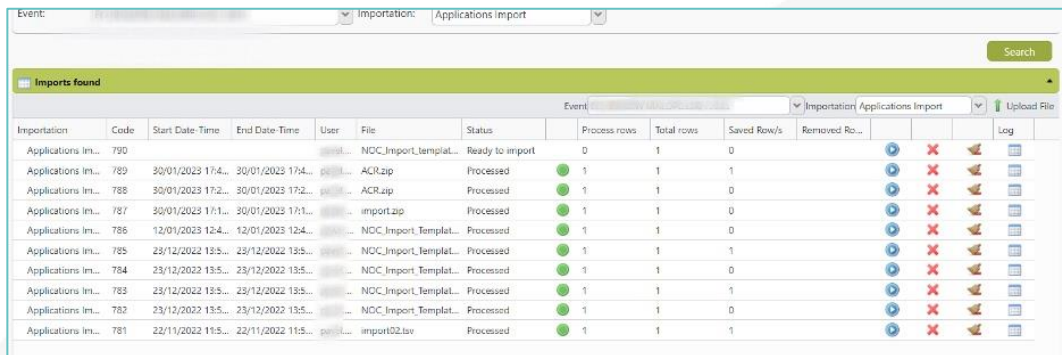


13. If all data was saved and zipped correctly, the following screen will appear:



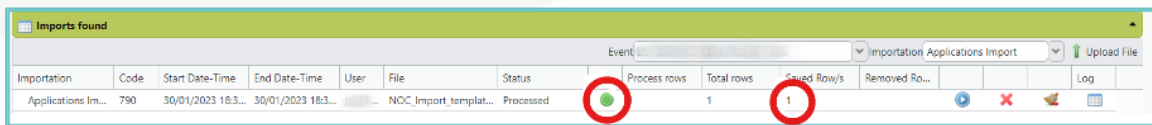
All excel columns should match the form. Click "Import file".


14. New line in the grid will appear:

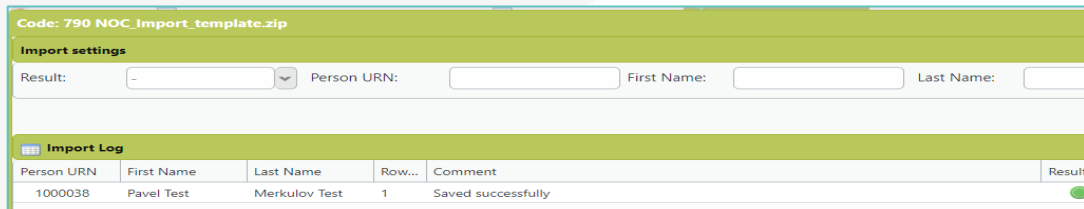


15. Click on Play button  to start the import process.

16. Click search again to refresh the grid and see the updated status (green icon and number of processed records)



17. Click on Details icon  to see detailed import logs. In case of any import error, the details will be shown there. If all data was imported correctly the import will be marked as Saved successfully.



Person URN	First Name	Last Name	Row...	Comment	Result
1000038	Pavel Test	Merkulov Test	1	Saved successfully	

18. Application is Created.



Person URN	Venue	Collective	Category	Function	Status	ID Documen...	Family Name	Given Name	Gender	Date of Birth	Contracted to	Organisation/Cli...	Sport	P...
1000424	NOC		Aa	Athlete (Aa)	Created									

19. SUBMIT APPLICATION – see page 13.

Once the template is imported, the Applications will appear with the status Created. From here on please see page 13 of this Manual for more information on how to submit the application.



ONLY SUBMITTED APPLICATIONS WILL BE AVAILABLE FOR SHORT LIST.

DEADLINE for SUBMISSION to the Long list is 26. 6. 2023

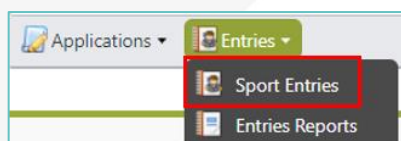
Please make sure to Submit entire NOC Delegation to the Long list (including NOC Guests, President, Secretary General, Young Ambassador, NOC Media Representative etc.

STEP 4 – SHORT LIST AND SPORT ENTRIES (by 10. 7. 2023)

The submission of the EECF is a basic condition for the activation of the NOC Short List account in the GMS. Once verified by the OC EYOF 2023 Maribor, the Short List registration will be opened for the NOC to finalize the Sport entries and place athletes' and officials' application from the Long List to the Short List. NOCs must submit the Short List by 10. 7. 2023.

3.4 Short List and Sport Entries

To access the Sport Entries System, go to Entries > Sport Entries.

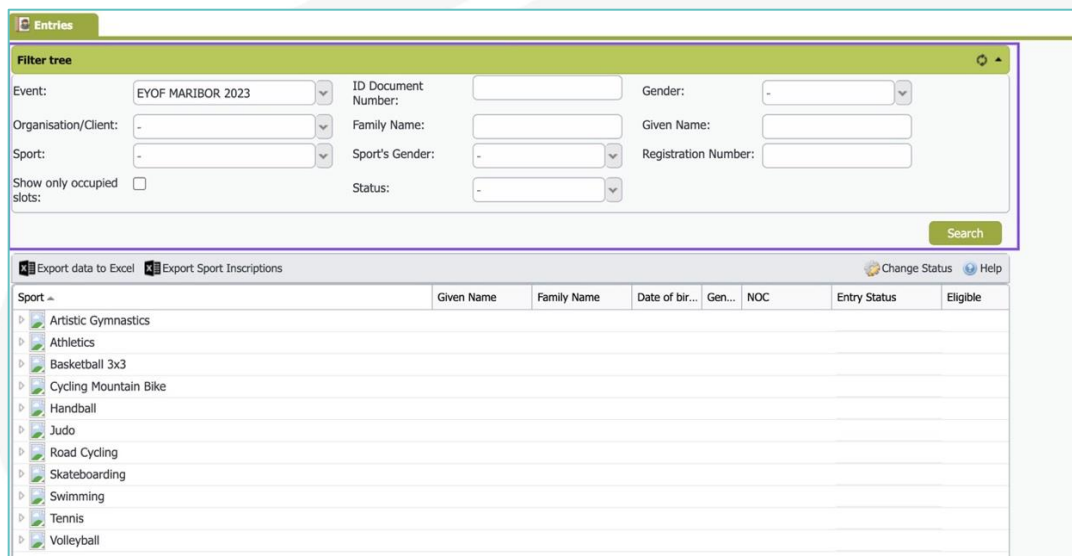


Entries module Overview

The main page of the Entries module displays the following sections:

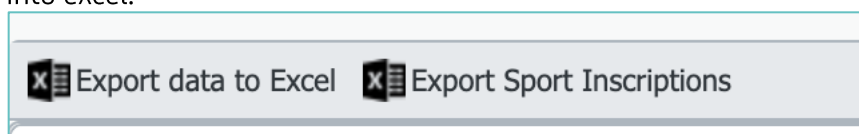
Filter tree

This section allows you to search for athletes according to different search criteria.

A screenshot of the 'Entries' module's search interface. It features a 'Filter tree' section with various search criteria: Event (EYOF MARIBOR 2023), Organisation/Client, Sport, Show only occupied slots (checkbox), ID Document Number, Family Name, Sport's Gender, Gender, Given Name, Registration Number, and Status. A 'Search' button is located at the bottom right of the filter section. Below the filter section, there are two buttons: 'Export data to Excel' and 'Export Sport Inscriptions'. At the bottom, there is a table with columns: Sport, Given Name, Family Name, Date of bir..., Gen..., NOC, Entry Status, and Eligible. The table lists several sports: Artistic Gymnastics, Athletics, Basketball 3x3, Cycling Mountain Bike, Handball, Judo, Road Cycling, Skateboarding, Swimming, Tennis, and Volleyball.

Reports

You may review the entries specific data you have entered in the system by exporting the data into excel.



Click on [**Export Sport Inscriptions**] to download an excel file which includes the already entered entry information organised by discipline as separate tabs. This report allows you to review the entered data and the entry statuses of entered athletes, as well as helps you to have an overview of your delegation's sport entry status.

Sports table




This section provides the list of sports/disciplines in EYOF Maribor 2023. A list with all available sports will appear in which entries can be submitted in each discipline for the EYOF Maribor 2023. Please refer to the Sport Entries Manual for the details on the available events per sport/discipline/gender and the required entry information per event.

The screenshot shows the 'Entries' application interface. At the top, there is a 'Filter tree' section with various search filters: Event (EYOF MARIBOR 2023), Organisation/Client, Sport, Show only occupied slots, ID Document Number, Family Name, Sport's Gender, Given Name, Registration Number, and Status. A 'Search' button is located below the filters. Below the search bar, there are two tabs: 'Export data to Excel' and 'Export Sport Inscriptions'. A 'Change Status' button and a 'Help' link are also visible. The main content area is a table with the following columns: Sport, Given Name, Family Name, Date of bir..., Gen..., NOC, Entry Status, and Eligible. The table lists several sports: Artistic Gymnastics, Athletics, Basketball 3x3, Cycling Mountain Bike, Handball, Judo, Road Cycling, Skateboarding, Swimming, Tennis, and Volleyball. Each sport name has a small triangle icon to its left.

To access the list of events for each sport/discipline, click on the triangle that appears on the left of each sport/discipline.



To inscribe an athlete in a specific event, please click on the triangle that appears next to the event, as shown in the image below. The list of available quotas will be displayed. The number of available quotas per event/discipline/gender will appear based on the quotas available per SDO and FEN.

Sport	Given Name	Family Name	Date of bir...	Gen...	NOC	Entry Status
Artistic Gymnastics						
Boys Artistic Gymnastics						
 Slovenia - 1					Slovenia	
 Slovenia - 2					Slovenia	
 Slovenia - 3					Slovenia	

For available entries, each colour will indicate type of event per gender:






	Blue: Boys events
	Red: Girls events
	Green: Mixed events

Sport Entry Status

In the Sports Table, on the right side of each athlete's record, you will find the corresponding Entry Status and Eligibility Status.

The Entry Status requires your action to change from Pending to Submitted to confirm an entry. This action will be required after completing the athlete's information.

Once the Entry Status is set to Approved it means that the athlete was verified and is eligible to participate. Please note that the Eligibility Status is not relevant, hence please ignore this status.

Sport	Given Name	Family Name	Date of bir...	Gen...	NOC	Entry Status	Eligible
Artistic Gymnastics							
Athletics							
Basketball 3x3							
Boys 16-team tournament							
Girls 16-team tournament							
 Slovenia - Team #5934					Slovenia	Submitted	
 Team Member - 1	Ela	PIRC	10/04/2006	F	Slovenia	Approved	Not eligible
 Team Member - 2	Maja	ZUPANCIC	05/03/2006	F	Slovenia	Pending Inscription	Not eligible
 Team Member - 3	Hana	MAVER	29/03/2006	F	Slovenia	Rejected	Not eligible
 Team Member - 4	Mia	KRALJ	17/03/2006	F	Slovenia	Submitted	Not eligible

There are the four (4) Entry statuses:

NOC/SEQ	Action required
Pending inscription	Initial status once an inscription is entered. You may delete entries with this status by right-clicking on the name of the athlete and then clicking on Delete.
Submitted	Confirmed entry by NOC. Once an entry is submitted, you cannot delete it. In case that an action is necessary, please email accreditation@eyof-maribor.com .
Approved	The athlete has been successfully inscribed, is eligible to participate and is approved by EYOF Maribor 2023 Sport Department.
Rejected	The athlete's entry has been rejected because they are not eligible to compete in the respective event/discipline. Should such a case occur, you will be notified via email.

Short List of Athletes - Sport Entries

INDIVIDUAL EVENTS

- Artistic Gymnastics
- Athletics
- Mountain Bike (Cycling Mountain Bike in GMS)
- Road Cycling
- Skateboarding
- Swimming
- Tennis

To make an entry, double click on the row of the available quotas where you wish to enter an athlete.

Sport	Given Name	Family Name	Date of bir...	Gen...	NOC	Entry Status
Artistic Gymnastics						
Boys Artistic Gymnastics						
Slovenia - 1					Slovenia	
Slovenia - 2					Slovenia	
Slovenia - 3					Slovenia	

A pop-up window will open to fill in the required data for the respective entry.

New Entry

Quotas Information

Athletes date of birth limitation: before date: **Between 31/12/2007 and 01/01/2006**

Athlete:

Height (cm) : Weight (kg) :

IF Number:

FIG License *:

OK

At the top of the window, you will find the Quotas information, which refers to the Athletes' date of birth limitation (age requirement as per SDO). In case you select an athlete out of the age range, the system will not allow you to enter the athlete and an error message will pop up.

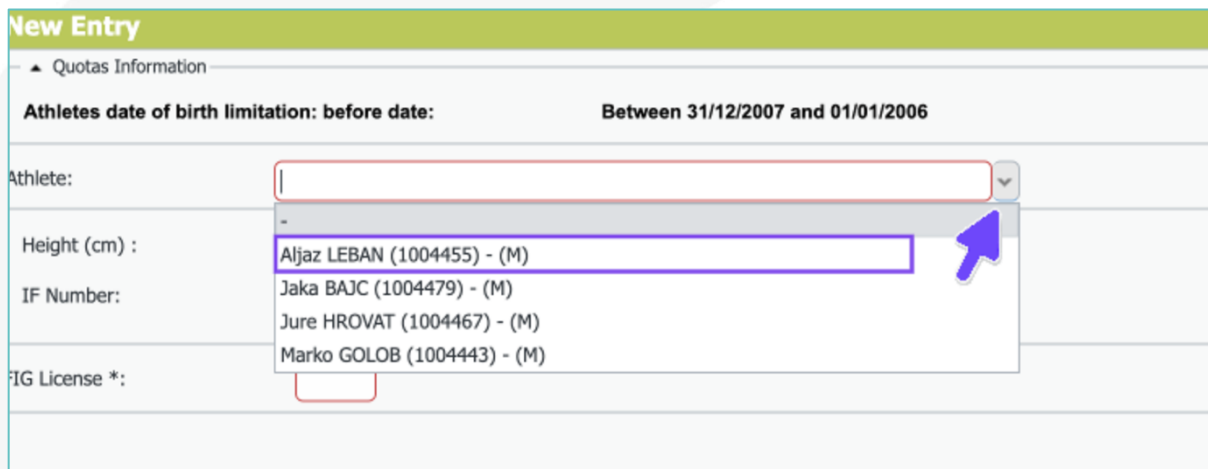
GENDER SPLIT IN ATHLETICS, JUDO and SWIMMING

For sports where NOC can decide on the Gender split by 10. 7. 2023 please note that the system was adapted accordingly, meaning that for Athletics, Judo and Swimming, you will be able to enter the total number of athletes without the limit per gender as provided in FEN Report.

Please note that the system does not automatically check the total quota. If the number of total athletes per sport will be higher than provided in FEN you will be contacted by the OC EYOF Maribor 2023 to remove the athletes accordingly.



Click on the drop-down list and select the athlete you wish to register. Remember that **only the athletes that were registered and submitted to the Long list for this sport in the Application module will appear on the list.**



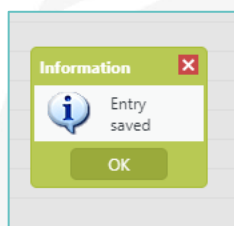
The screenshot shows a web form titled "New Entry" with a green header. Below the header is a section for "Quotas Information" with a sub-header "Athletes date of birth limitation: before date: Between 31/12/2007 and 01/01/2006". The form has several fields: "Athlete:" (a drop-down menu), "Height (cm) :", "IF Number:", and "IG License *:". The drop-down menu is open, showing a list of athletes: "Aljaz LEBAN (1004455) - (M)", "Jaka BAJC (1004479) - (M)", "Jure HROVAT (1004467) - (M)", and "Marko GOLOB (1004443) - (M)". A blue mouse cursor is pointing at the first option, "Aljaz LEBAN".

Once the athlete is selected, you will be required to enter additional information. The list of entry fields depends on the discipline/event. The full list of data to be submitted by the NOC, is available in the Sport Entries Manual.

Additional information on mandatory fields

- The mandatory fields will be indicated with a red box or an asterisk (*). The system will not allow the submission of the athlete without filling all the mandatory fields.
- Fields can be: a drop-down list (e.g. Playing position), free text box (e.g. IF number), a text box with a defined format (e.g. Personal best), or numerical (e.g. Ranking Position).

Once you have completed all mandatory fields, please click on the OK button. A pop-up window will confirm that the entry has been saved:



After this step, the entry status of the athlete will be Pending inscription. **To confirm this entry, you will need to submit each individual inscription.**

SUBMISSION OF INDIVIDUALS

To submit the individual, please right-click on the athlete's row and click on [**Change to submitted**]. Once an entry is submitted, you cannot delete it. In case you want to delete this entry, please contact accreditation@eyof-maribor.com for assistance.

Slovenia - Team #5934						Slovenia	Submitted
Team Member - 1	Ela	PIRC	10/04/2006	F	Slovenia	Approved	
Team Member - 2	Maja	ZUPANCIC	05/03/2006	F	Slovenia	Submitted	
Team Member - 3	Hana	MAVER				Pending Inscription	
Team Member - 4							

Cycling Mountain Bike

Change to "Submitted"
Delete Entry

A pop-up window will appear, confirming that the entry status has changed to Submitted. Please only perform this step when you are sure you entered the right athlete into the right event. You will not be able to remove entries in Submitted status.



After this step, EYOF Maribor 2023 Sport Department will check the submitted entries and the eligibility of the athlete. If eligibility is met the status will be marked as Approved.

Weight category sports

- **Judo**

For discipline with a weight category division (Judo), the system will display the list of events accordingly.

Judo
Boys -50 kg
Boys -55 kg
Boys -60 kg
Boys -66 kg
Boys -73 kg
Boys -81 kg
Boys -90 kg
Boys +90 kg
Girls -40 kg
Girls -44 kg
Girls -48 kg
Girls -52 kg
Girls -57 kg
Girls -63 kg
Girls -70 kg
Girls +70 kg
Mixed team

To display the quotas and inscribe athletes for each event, please click on the triangle to the right of the event name. Please enter the athletes as described in the section above.



Please note, the system will not limit an athlete's entry into multiple events, so make sure each athlete is entered into the correct weight category.

GROUP EVENTS

Group inscriptions are required for all team sports as well as in any event in individual sports, where two (2) or more athletes form a group to represent their NOC (e.g. doubles events).

i) TEAM SPORTS

- Basketball 3x3
- Handball
- Volleyball

ii) GROUP EVENT in INDIVIDUAL SPORTS

- Athletics
- Judo
- Swimming
- Tennis

i) TEAM SPORTS

Team Sports inscriptions consist of four steps:

1. **TEAM DATA:** completing the sport specific entry data for the whole team (e.g. uniform colour).
2. **INDIVIDUAL DATA of TEAM MEMBERS:** completing the individual sport specific entry data for each member of the team (e.g. t-shirt number)
3. **SUBMISSION OF INDIVIDUALS**
4. **TEAM SUBMISSION**

TEAM DATA


To access the Team Data Edit menu, first display the drop-down lists by clicking on the triangle next to the sport/discipline and then the event, as shown below.



Sport	Event	Team	Country	Status
Basketball 3x3	Boys 16-team tournament	Slovenia - Team #5933	Slovenia	Pending Inscription
Basketball 3x3	Girls 16-team tournament	Slovenia - Team #5934	Slovenia	Pending Inscription

In the example above you may inscribe two teams: one Boys and one Girls team. This means that you will have to submit Team Data for both teams separately.

Once you find the team, right-click on the Team row and then click on Edit team data.



Sport	Event	Team	Country	Status
Basketball 3x3	Boys 16-team tournament	Slovenia - Team #5933	Slovenia	Pending Inscription
Basketball 3x3	Girls 16-team tournament	Slovenia - Team #5934	Slovenia	Pending Inscription

- Refresh
- Change to "Submitted"
- Edit team data

A pop-up window will open prompting you to fill in the required data for the team.

At the top of the window, you will see the minimum number of athletes you are required to inscribe in step two. Below, you'll see all the specific data requested for the team.



Please specify the colour of the uniform as precise as possible (e.g. instead of Blue please provide information as Light blue or Dark blue).

Mandatory fields will be marked in red or with an asterisk (*) by the system. Submission is possible only after all the mandatory fields are completed.

INDIVIDUAL DATA of TEAM MEMBERS

To inscribe each member of your team, click on the triangle next to the sport name and event, as shown below:

Sport	Given Name	Family Name	Status
Basketball 3x3			
Boys 16-team tournament			
Slovenia - Team #5933			Pending Inscription
Team Member - 1			Slovenia
Team Member - 2			Slovenia
Team Member - 3			Slovenia
Team Member - 4			Slovenia

You will see the maximum number of athletes you can inscribe in each team. For example, In the case of Basketball 3x3 your team must consist of 4 team members, in case of Handball, your team must consist of 15 athletes.

To add an athlete, double-click on the Team Member line and the individual entry window will appear. Select the athletes and enter the required entry information as described above.



For Volleyball, please enter the team captain in the first line as shown in the image below. The rest of the team members are to be inscribed in the following lines.

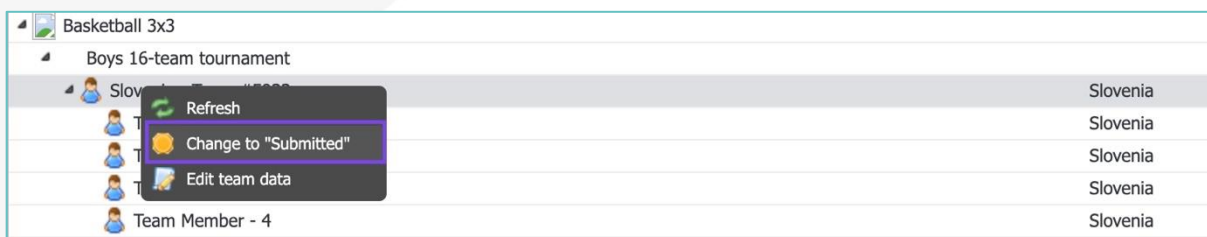
Sport	Given Name	Family Name
Volleyball		
Boys 8-team tournament		
Slovenia - Team #5946		
Team Member - 1 (Captain)		
Team Member - 2		
Team Member - 3		
Team Member - 4		
Team Member - 5		

INDIVIDUAL SUBMISSION

Please make sure that all individuals within the team are submitted.

TEAM SUBMISSION

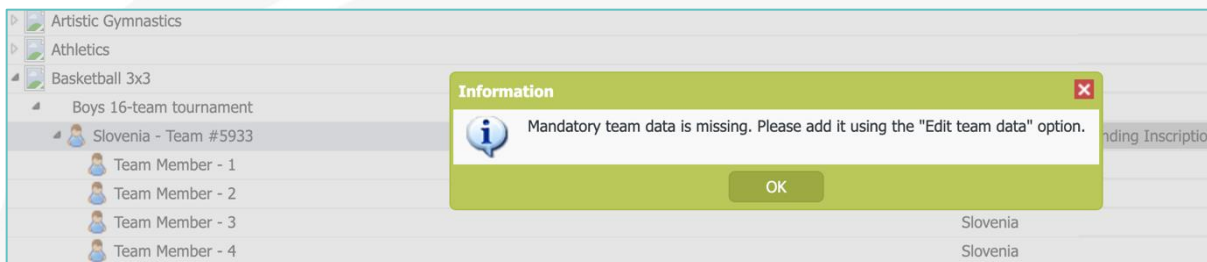
Once you have filled in the required Team data for the whole team, inscribed and submitted each member of that team, you will need to submit the team inscription. To do that, right-click on the Team row and click on Change to submitted.



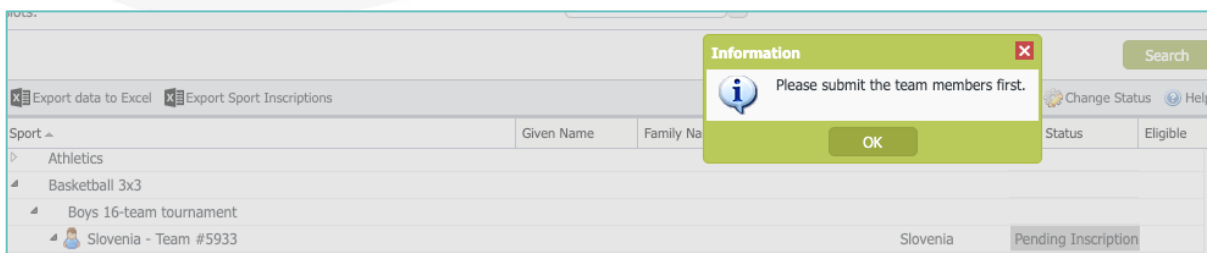
For successful inscriptions, team entry status will change from Pending inscription to Submitted and the following window will pop up:



Please make sure you meet the minimum number of athletes per team and fill in the Team data section. In case the team data is not filled, an error message will pop-up as shown below.



Please note that if you have not inscribed the minimum number of athletes requested in the team, or if you have inscribed all the required athletes in the team but did not submit each of the team member's entries (refer to section How to submit athlete's data), the following error message will pop up:




Please make sure to submit all team members before submitting the whole team.

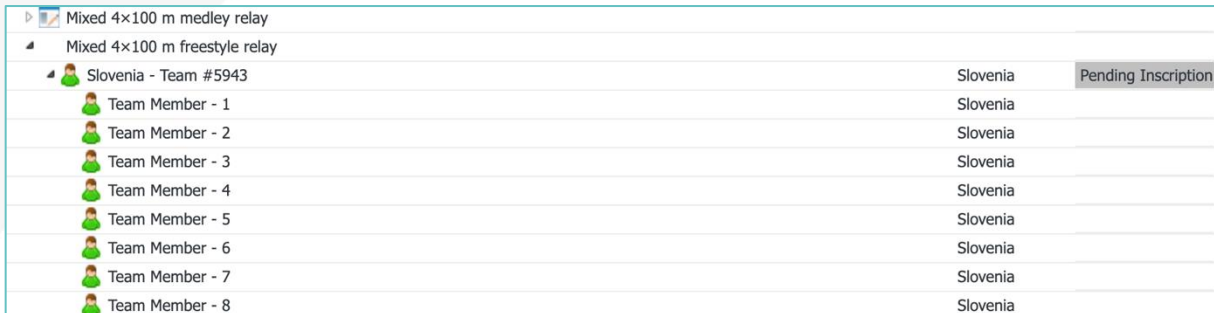
ii) GROUP EVENT in INDIVIDUAL SPORTS










Some individual sports have events which will require the submission of group inscriptions to GMS (e.g. Judo, Swimming). Group inscriptions in these events will have to follow the following steps:

1. Complete sport specific entry data for the whole team (e.g. Qualification type)
2. Complete the individual sport specific entry data for each member of the team
3. Submit the individual athletes
4. Submit the team entry

 Mixed gender events

Some disciplines have mixed gender events (e.g. mixed relay). These events will appear in the system as Teams and are indicated with a green icon.



Mixed 4x100 m medley relay	
Mixed 4x100 m freestyle relay	
 Slovenia - Team #5943	Slovenia Pending Inscription
 Team Member - 1	Slovenia
 Team Member - 2	Slovenia
 Team Member - 3	Slovenia
 Team Member - 4	Slovenia
 Team Member - 5	Slovenia
 Team Member - 6	Slovenia
 Team Member - 7	Slovenia
 Team Member - 8	Slovenia

Please ensure that you enter the appropriate number of athletes per gender, if in doubt please refer to the Sport Data Overview.

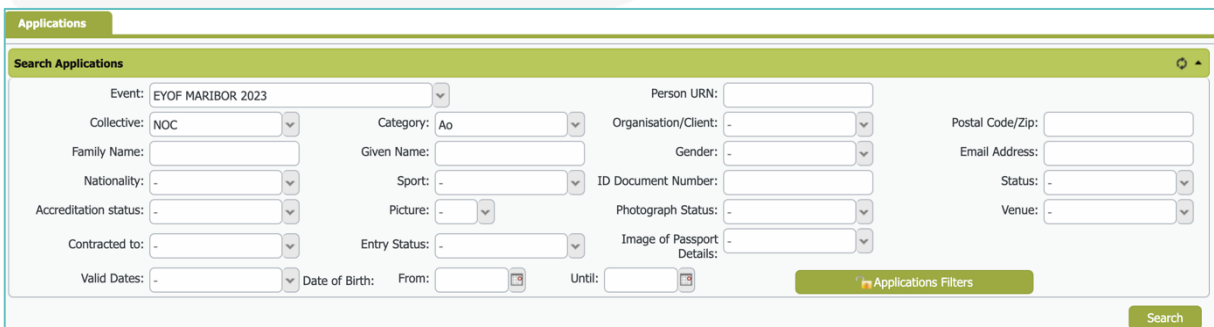
Please make sure you enter the correct number of athletes per gender and per event, as the system will not limit the number of athletes per gender.

Short List of Officials (Ac, Ao, NOC, NOC G, WP)

Make sure all the officials are entered to GMS to the Long list by 26. 6. 2023.

If officials are not submitted to the Long list, they cannot be Short listed by 10. 7. 2023.

To Short list the NOC Officials go to the Application module and click [**Search**].



The screenshot shows the 'Applications' search interface. It features a search bar at the top with the text 'Search Applications'. Below this, there are several search criteria fields:

- Event: EYOF MARIBOR 2023
- Collective: NOC
- Category: Ao
- Organisation/Client: -
- Postal Code/Zip: -
- Family Name: -
- Given Name: -
- Gender: -
- Email Address: -
- Nationality: -
- Sport: -
- ID Document Number: -
- Status: -
- Accreditation status: -
- Picture: -
- Photograph Status: -
- Venue: -
- Contracted to: -
- Entry Status: -
- Image of Passport Details: -
- Valid Dates: -
- Date of Birth: From: - Until: -

At the bottom right, there is a green button labeled 'Applications Filters' and a 'Search' button.

Once you find the Official you would like to Short list, right-click on the corresponding row and then click on [**Change status to Short listed**].

Make sure you follow the quotas for officials per number of athletes per event and per delegation, as the system will not limit the number automatically.

The verification of the officials' quota will be done manually by the OC EYOF Maribor 2023.

If the number of officials per will be higher than provided in FEN or higher than the quota allows, you will be contacted by the OC EYOF Maribor 2023 to remove the officials accordingly.

You can verify the Short listed officials by exporting the data in Excel. First Filter the status to Short listed and then click export.

Click on [Excel symbol] to download an excel file which includes the Short listed officials entered. This report allows you to review the entered data and helps you to have an overview of your delegation's quota and status.

When everything is submitted by 10. 7. 2023, each NOC will receive the Final Entries Report (Athletes) and Accreditation Report (Officials). We will then see you at the online DRM, where the reports will be reviewed and confirmed. Accreditation cards will be prepared based on the submitted data and EYOF accreditation matrix.

STEP 5 – ARRIVALS AND DEPARTURES (by 16. 6. 2023)

3.5 Arrivals & Departures

Click “Arrivals & Departures” button at the left top of the site. Additional “Arrivals & Departures” button will pop up, click it.

a. NEW ARRIVAL / NEW DEPARTURE

1. In the Arrivals & Departures module CREATE NEW TRAVEL PLAN by clicking [**+ New arrival**] and/or [**+ New departure**]

2. PROVIDE TRAVEL INFORMATION (all mandatory fields coloured in red or marked with * need to be filled).

Client type – please select.

Organisation/Client – please select.

Arrival type – please select information about arrival type - single person, group or just equipment.

Description – any information that was not given, e.g., on the equipment being shipped...

No. of Group Members: Persons – if group, please provide number of persons arriving.

Contact person:

Please provide information of the Contact person who will travel or send equipment. If you only have one telephone number, please insert it in the "Telephone" and "Mobile" fields.

You can add the Contact person through “Populate with traveller data” if the data is inserted in the “People” travelling within this Travel plan (described below).

NEW ARRIVAL*

Departure date – please insert the date of departure from your country, e.g. 20/07/2023.

Departure Time – departure time from your country, local time in 24H format, e.g. 23:35.

Arrival date – please insert the **date of your arrival to the destination**, e.g. 21/07/2023.

Arrival time – **time of arrival to the destination**, in local Slovenian time (CEST) in 24H format, e.g. 13:47, 01:15 etc.

Mean of transport – please select your mean of transport – Bus (*Van*), Car, Flight or Train.

Number – please insert full flight or train number without spaces, e.g.: AA1234. If arriving by own transport, please insert 0.

Operator – please insert the name of the flight operator, e.g. WizzAir

From (Airport) – please select Not applicable.

From (City) – please insert the name of the city / airport you're arriving from.

To (Airport) – Please select among official points of arrival. If arriving by own transport, please select Not applicable.

The screenshot shows a web form with a tabbed interface. The 'Arrival' tab is selected. The form contains the following fields:

- Destination (with a refresh icon)
- Departure date*: [text input] [calendar icon]
- Departure time (HH:MM) (HH:MM)*: [dropdown menu]
- Arrival date*: [text input] [calendar icon]
- Arrival time (HH:MM) (HH:MM)*: [dropdown menu]
- Mean of transport*: [dropdown menu]
- Number*: [text input]
- Operator: [text input]
- From (Airport)*: [dropdown menu] (displaying '-')
- From (City): [text input]
- To (Airport)*: [dropdown menu] (displaying '-')
- Destination (Venue): [dropdown menu] (displaying '-')

*The same way of data insertion applies for **NEW DEPARTURE**. The only difference is **when selecting the departing Airport. Please choose official departing point from [From (Airport)], whereas [To (Airport)] should be marked Not applicable.**

PREVIOUS STOPOVER (not mandatory):

You can insert information on your stopover by inserting the requested data. Stopover information is optional.

BAGGAGE:

Number of standard bags – insert number of standard bags (up to 23kg).

Number of oversized bags – insert number of oversized bags (over 23kg).

Large case – insert number of large cases.

Sport Equipment dimensions – Please make sure to provide as exact information on the sport equipment as possible. Write it as **Length x Width x Height in cm**.

Please provide any additional information about the excess baggage that is not on the list of sport equipment or other in this field.

SPORT EQUIPMENT:

Please insert the number of specific equipment you will carry. Please provide ONLY the EXACT number. If you don't have specific equipment leave the field empty.

- **Cycling:** (number of bicycles for Road Cycling and Mountain Bike to be entered in this field).

Please make sure to provide information on the dimension of the sport equipment in the Baggage section.

PEOPLE:

You can use the option [**People**] to assign the travel plan to specific people from your Applications.

To do so, click "**Search person**" button. The list of people will appear. You can use the search bar to look for specific persons. You can search by Person URN (User Registration Number) or by Sport, Category, Name or Collective. To add specific person double tap on their bar in the system. Information "Person added successfully" will pop up. After you are finished, please click the red cross to close the search window.

MEDICAL SUPPLIES CARRIED DETAIL: (not mandatory)

You can insert information on medical equipment, medicines carried... For more information, please see CdM Manual - Medical Services.

3. SAVE TRAVEL PLAN by clicking [**Save changes**].

The screenshot shows a form with two main sections: 'Destination' and 'Previous Stopover'. The 'Destination' section has the following fields: Arrival date* (22/07/2023), Departure time (HH:MM) (09:00), Arrival date* (30/07/2023), Arrival time (HH:MM) (11:30), Mean of transport* (Flight), Number* (AF123), Operator, From (Airport)* (Barcelona), From (City): (Barcelona), and To (Airport)* (Barcelona). The 'Previous Stopover' section has: Arrival date, Departure time (HH:MM), Arrival date, Arrival time (HH:MM), Number, Operator, From (Airport):, From (City):, To (Airport): (Barcelona), and To (City):. At the bottom, there is a 'Save changes' button with a blue arrow pointing to it.

Once you have filled in all the information on the form, please click 'Save Changes' to save your arrival or departure information.

4. EDITING TRAVEL PLAN

If you would like to make changes to the Travel plan, double click on it, make the changes, and confirm them by clicking [**Save changes**].



Code	Arr...	Oper...	Family Name	Given Name	Fligh...	Arrival	Departure	Status	Docu...	ID D...	Num...	NOC	Client type
7					AF123	03/09/2022 - 11:30...	03/09/2022 - 09:00...	On time			1	BBC	Others
10			Nowak	John	1231...	14/09/2022 - 15:20...	14/09/2022 - 00:30...	Requested			1	BBC	EOC
11					FRA5...	15/06/2023 - 16:00...	15/06/2023 - 12:30...	Requested			4	France	NOC
12			Peglier	Beatrice	KRA2...	04/06/2023 - 07:50...	04/07/2023 - 04:20...	On time			4	France	NOC
22		KAL			KL755	25/02/2023 - 19:10...	25/02/2023 - 00:00...	Requested			3	Spain	NOC
23			Domański	Tomasz	ee5555	30/06/2023 - 18:35...	30/06/2023 - 11:35...	On time			1	Poland	NOC
24					12	14/03/2023 - 00:45...	09/03/2023 - 00:45...	Requested			1	Slovenia	NOC

5. DELETE TRAVEL PLAN

If you would like to delete the Travel plan, use right click on the selected Travel plan and click [**x Remove**].

Travel plans can be updated, edited, deleted until 16. 6. 2023. After this date all the changes need to be communicated to OC EYOF Maribor 2023 NOC Relations & Services.

4. Registration Documentation

4.1 NARRO Form

NARRO is the acronym for Notification and Acknowledgement of Authorized Representatives of the Responsible Organisations Form. NARRO must be downloaded from the [Extranet](#), signed and returned to the Extranet by 14. 4. 2023. The submission of NARRO is a basic condition for the activation of the NOC Long List account in GMS that enables the NOCs to start inserting data in GMS. The signatory of the document assumes responsibility for the accuracy of the data entered on behalf of their organisation, for the notification of the people involved about the transmission of the data, as well as for soliciting their consent for that transmission.

- Downloaded, signed and uploaded to OC EYOF Maribor 2023 Extranet by 14. 4. 2023.

4.2 Entry Eligibility Conditions Form (EECF)

The Entry/Eligibility Conditions Form (EECF) is applicable to all delegation members and can be downloaded from the [Extranet](#). To be accepted by the EOC and the OC EYOF Maribor 2023 to participate, a correctly completed and signed EECF (*one document will cover all NOC delegation members*) must be uploaded to the Extranet by 26. 6. 2023. The submission of the EECF is a basic

condition for the activation of the NOC Short List in the GMS, enabling the NOCs to conclude their registration process and to receive their accreditations. Please read the terms and conditions of the EECF carefully.

- Downloaded, signed and uploaded to OC EYOF Maribor 2023 Extranet by 26. 6. 2023.

4.3 Late Athlete & Official Replacement

Where injury, urgent medical problems, or other exceptional circumstances arise after the closure of the entries on 10. 7. 2023 (Short List deadline) and before Team Leaders' Meeting (TLM) of the relevant sport, it is possible for a team to make a Late Athlete Replacement. Replacements of officials can be done up to the Introductory Meeting. The replacement must be approved by the EOC, after consultation with the EFs and the EYOF Maribor 2023.

Late Athlete/Official Replacement will be possible only provided that:

1. The substitute (replacement) athlete / official is eligible to take part in the EYOF 2023.
2. The substitute athlete / official is registered in the GMS prior to 26. 6. 2023.
3. The "Late Athlete/Official Replacement Form", found on the Extranet, is duly filled out, for the athlete/official being substituted (replaced) and the substitute athlete/official.

NOCs must submit the form with all relevant documentation (a valid medical certificate or supporting document for the replaced athlete/official) by e-mail to EYOF Maribor 2023: accreditation@eyof-maribor.com, sport@eyof-maribor.com and the EOC Sports Director sport@eurolympic.org for approval. Forms with missing information will not be processed.

- Downloaded, signed and sent by email.

4.4 Withdrawal

NOC may withdraw an athlete after the completion of the Registration process on 10. 7. 2023 right up to the TLM for the relevant Sport.

A duly filled Withdrawal Form, found in the Extranet must be sent by email to accreditation@eyof-maribor.com, sport@eyof-maribor.com and sport@eurolympic.org.

The participation fee for an athlete or official will not be reimbursed if a withdrawal occurs.

- Downloaded, signed and sent by email.

5. Accreditation Collection

AVL ACCREDITATION DESK – NOC SERVICES CENTRE, AVL 1

All accreditation cards for NOC delegation (Aa, Ac, Ao and WP) will be printed, validated, and handed over to the CdM during the Introductory Meeting in the NOC Services Centre in AVL 1.

EOC FAMILY ACCREDITATION DESK (NOC, NOC G, EOC Family) – HABAKUK HOTEL

NOC, NOC G, NOC D and EOC Family will be able to collect their accreditation cards at the EOC Family Accreditation Desk in the Habakuk Hotel.

MAIN ACCREDITATION CENTRE (MEDIA, OC Guests, Observers) – STADIUM LJUDSKI VRT

All other Client groups will be able to collect their accreditation in the Main Accreditation Centre. All client groups can replace their lost accreditation card also in the Main Accreditation Centre.

Name	Location	Accreditation Collection / Replacement	Opening hours
AVL Accreditation Desk	AVL 1 – NOC SC	Aa, Ac, Ao, WP	21.–30.7. 7:00 - 21:00
EOC Family Accreditation Desk	Habakuk Hotel	NOC, NOC G, NOC D, EOC	21.–30.7. 9:00 - 21:00
Main Accreditation Centre	Stadium Ljudski vrt	Other client groups	21.–30.7. 9:00 - 19:00 23.7. 9:00 - 17:00

