



# PRESS, PHOTOGRAPHER AND NON RIGHT HOLDER USER GUIDE

## ACCESSING AND REGISTERING TO THE ISU ONLINE MEDIA ACCREDITATION SYSTEM

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The accreditation application procedure begins by creating a login to the ISU Online Media Accreditation System. If you are writing press, a photographer, television or radio non-right holder click on the arrow next to “Press”. If you are a television or radio right holder click on the arrow next to “Radio TV” and consult the relevant guide.

The ISU online accreditation system can be accessed by visiting the media section of the ISU website:  
<http://www.isu.org>

MEDIA	
Press, Photographers and TV-Radio Non Right Holders	>
Radio-TV (Right Holders only)	>
ADMINISTRATOR	
This section is restricted to administrators only	>
Credits	

Once the Press section is clicked you will be prompted to input your login and password. New users can generate a username and password by selecting the *new user* link.

Welcome to the press login menu Please enter your username and password	
Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="OK"/>	
New user?	
If you do not have an account, please subscribe here	
Forgot your password?	
No problem, click here!	
<a href="#">MediaAccreditationGuide_ENG.pdf</a>	
Credits	



### Choosing a Username and Password

To choose a username and a password, you should provide your first and last name, as well as your personal e-mail address.

Username	<input type="text" value="Jane"/>
Password	<input type="password" value="••••••"/> Max 8 char.
Confirm Password	<input type="password" value="••••••"/> Max 8 char.
First Name	<input type="text" value="Jane"/>
Last name	<input type="text" value="Bond"/>
email	<input type="text" value="jane.bond@gmail.com"/>

The email address you input above cannot be used to create other accounts in the online accreditation system. It is recommended that you use your personal email and not the general or main email address of your media

Usernames and passwords can be up to 8 alphanumeric characters long.

***NB: It is not possible to create several accounts with the same e-mail address and you must only use the Latin alphabet.***

As soon as the data is saved, a message will be sent to the e-mail address provided, to confirm the registration and inform the user that this is the only operation completed so far, and no media accreditation request has been submitted.

### Recovering Username and Password

From the login page, it is possible to recover the username and password by clicking on the appropriate link, and providing the e-mail address provided when you registered. An email will be sent with the necessary login information.

## DATA ENTRY

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With the media accreditation request not yet completed, as soon as you access the system with the username and password, you will be notified that you need to upload a photo (required, in order to complete the procedure) and a scanned image of your press card.

***NB: if you do not have a press card, you must add an explanatory note and you must upload a signed and stamped letter from your editor.***

Having taken this into account, you can now start the procedure, which consists of different steps. A status bar will let you know about the progress made during the application process.



## Step 1 – Entering Personal Data

Summary PERSONAL DATA MEDIA DATA PHOTO PROFESSIONAL CARD REQUEST Your session will expire in: 14:52

### Enter Your Personal Information

Passport number\* JD4920882

Function\* WRITING PRESS-Writer

Nationality\* GBR

Telephone\* 0044 98707702

Fax 0044 98367722

Mobile phone 0044 34929792

AIPS card number\* 161718

National Press Number\* "-"

Twitter account

Notes

Submit

**NB: Fields with \* are mandatory.**

Although the AIPS card number and National Press number fields must be completed, if you do not have a professional card, fill the field with a "-" and specify the reason you don't have it in the notes field.

## Step 2 – Inserting Data Related to Your Media (re-enter personal data if Free Lance)

Summary PERSONAL DATA MEDIA DATA PHOTO PROFESSIONAL CARD REQUEST Your session will expire in: 10:14

### Enter Information

Media\* News

Editor\* Albert Edison Ltd

Media kind\* NEWSPAPER

Address\* 9th Regent Street

City\* London

Zip code\* M1 2AA

Country\* GBR

Telephone\* 0044 68697071

Fax 0044 65646362

Media e-mail\* info@news-edition.com

Website www.news-edition.com

Notes

Submit

**NB: Fields with \* are required.**

### Step 3 – Uploading Your Photo or taking a snapshot


During this step, you will be asked to upload a photo. You can choose if you want to use a picture that you already have or take a new one through the online system that allows you also to crop and resize the photo. If you decide to upload the picture, it must be in .jpg format, and should not exceed 1 MB.

SUMMARY PERSONAL DATA MEDIA DATA **PHOTO** PROFESSIONAL CARD REQUEST Your session will expire in: 04 : 16

#### Your Photo

No photo in the system  
Upload a close up photograph (minimum size 103x103 pixel)  
Example

1 - If you see yourself here, take a snap

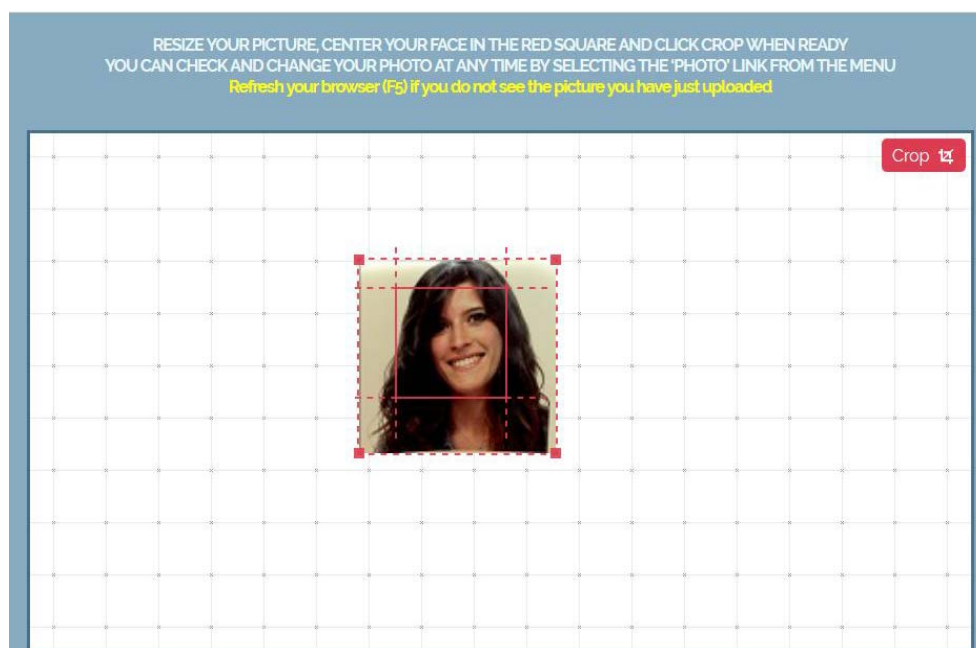


Save this snap

2 - Or take your photo (Maximum Filesize 1 MB)

Sfogle... pic1.jpg

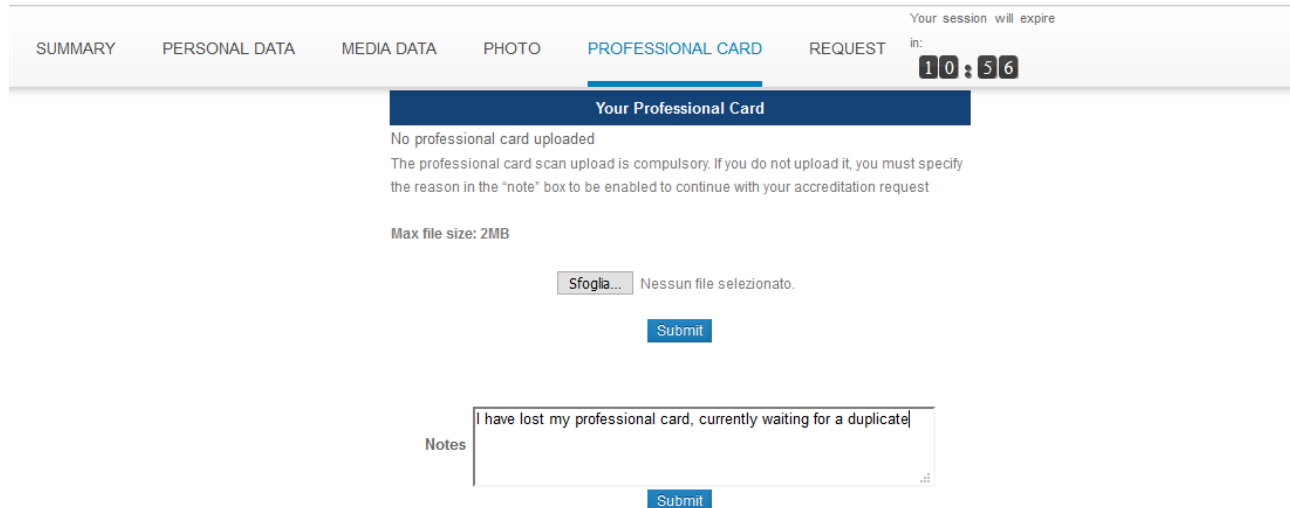
Continue



***NB: The photo upload is a required step: otherwise, you will not be able to continue with the media accreditation request procedure.***

### Step 4 – Uploading the Press Card

You will be asked to upload a scanned image of your press card (National or AIPS). The file must be in .jpg format, and should not exceed 1.5 MB.

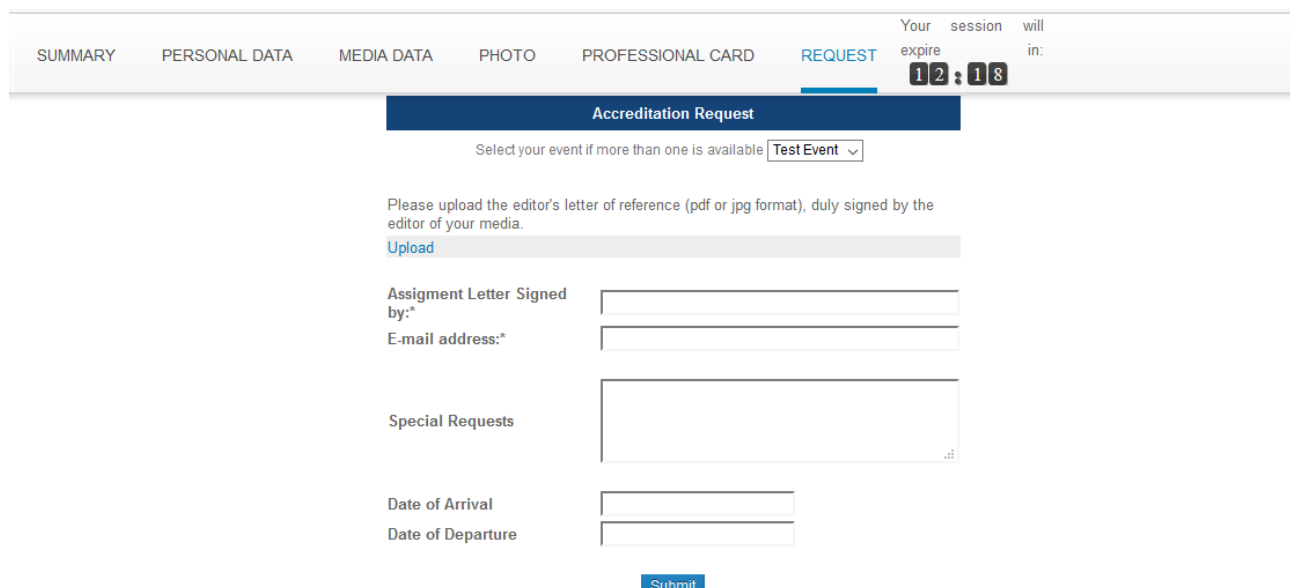


Even though a press card is required for journalists and photographers, you can still complete the accreditation procedure without having to provide a copy. Nevertheless, in order to continue you must provide an explanation why you do not have a valid press card and you must provide a signed and stamped letter from your editor instead.

## SUBMITTING AN ACCREDITATION REQUEST

### Step 5 – Accreditation request

If the ISU Online Media Accreditation System is active for more than one event, select the relevant event from the dropdown menu, then complete the data. You can modify the data until your request has been processed (e.g. approved or declined). Contact the LOC directly for any special requests.



## Step 6 – Data Review

On this page, you can review the data you have entered, before the final confirmation.

SUMMARY
PERSONAL DATA
MEDIA DATA
PHOTO
PROFESSIONAL CARD
REQUEST

Your session will expire  
in: 06:39

Summary

You are requesting accreditation for event  
Test Event

Notes  
parking card

Date of Arrival 25/05/2017  
Date of Departure 27/05/2017

I have read and accept the ISU terms and conditions  [Read here](#)





OK



**NB: Carefully read the ISU Terms and conditions. These must be accepted by ticking the box in order to submit your request. . If you do not accept the terms and conditions, your request will not be permitted to submit your request.**


## CHECKING YOUR APPLICATION STATUS

Upon entering your username and password you can access the system at any time, in order to check on the status of your applications for each of the available events.

Applications that have not been reviewed by LOC Press Officer / ISU will be pending (yellow icon). When the request is in this status, you can still modify it, by clicking on the yellow icon. Applications that have been approved are marked by a green icon. Applications that have declined are marked by a red icon.

SUMMARY	PERSONAL DATA	MEDIA DATA	PHOTO	PROFESSIONAL CARD
Event	Request deadline	Status of the request	Request date	Messages from the press office
 Test Event	27/05/2017	<span style="color: yellow; font-size: 1.5em;">●</span>	18/05/2017 15:05:01	- 
 Test Event 2	27/05/2017	<span style="color: green; font-size: 1.5em;">➤</span>		- 

Icons Legend	
<span style="color: red; font-size: 1.2em;">●</span>	Your accreditation request has not been accepted. Click on the message envelope to read the message from the administrator that will explain you the reason.
<span style="color: yellow; font-size: 1.2em;">●</span>	Your accreditation request has not be analysed yet. Please come back later to check your request status.
<span style="color: green; font-size: 1.2em;">●</span>	Your accreditation request has been accepted. You can collect your badge at the accreditation centre. Please check the opening hours
<span style="color: blue; font-size: 1.2em;">?</span>	Your request is incomplete and the administrator is requiring more information to analyse it. Please click on the message envelope to read the message from the press office, then click on the ? icon to complete your request.
<span style="color: yellow; font-size: 1.2em;">!</span>	Approved under condition. Please check the message
	You have a new message from the administrator you did not open yet.
	You have a message from the administrator already opened.

The Press Officer has the right to ask for additional information: this will be indicated by a  icon and you will have to click on this icon in order to access the communication interface in order to provide the additional information requested. Once this additional data has been provided, the application status will return to pending, as shown by the yellow icon.



The Press Officer can also decide to approve the accreditation request conditionally. If this is the case, the application will be flagged with an exclamation point. By clicking on it, you can check the conditions set by the Press Officer for the application approval. Your staff members are expected to meet these conditions at the moment when they receive the accreditation at the accreditation center.

Those events you have not required an accreditation for, are marked by a blue arrow. By clicking on the arrow, you will be able to fill the request for that event.

***NB: As soon as the status of an application is changed, a notification is automatically sent to the e-mail address provided.***