



ON-LINE ACCREDITATION SYSTEM USER GUIDE

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Additional information about the use of the GYE platform is available on its generic [user guide](#)



www.wingsmedia.it

ACCESS TO THE SYSTEM

The accreditation application procedure begins with users' subscription to the GetYourEventPlatform.

The Warner Bros Discovery Sports GetYourEvent Platform can be accessed by visiting the login page: <https://wbd-sports.getyourevent.online/>

English

E-mail/Username

Enter your email/username


Password

Enter your password

[Forgot password?](#)

Sign in

Create Create new MEDIA ACCOUNT

Request Ask an account for radio tv rights holders Filming & Audio content (audio visual) broadcasted on radio, TV, social media channels, websites etc. (incl. if video interviews only) 

If Warner Bros Discovery Sports has activated an account for your Team/Company, by clicking on “forgot password” an email with the details you need to access it will be sent to the official email associated to the Team/Company.

📌 IMPORTANT TIP

Check your Spam Folder

If within few minutes you do not receive any email there are two possible explanation:

- 1) The email address you entered is not the one officially linked to the Team/Company*
- 2) The email is in your SPAM folder. Please check it and make sure to whitelist the [getyourevent.online](https://wbd-sports.getyourevent.online/) domain.*

Changing the password

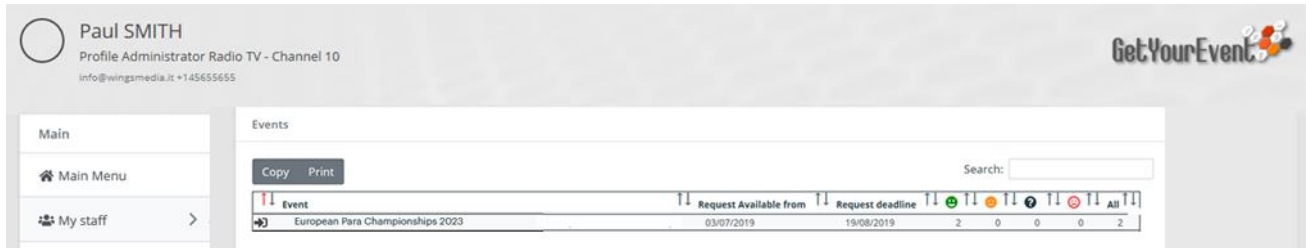
After the first access to the system, every user can change the password from the ‘Settings’ page of the Profile menu.

Recovering the password

The password can always be recovered by clicking on the 'forgot password' link in the login page and entering the email address associated to the account, where the password will be sent.

Homepage (Main Menu)

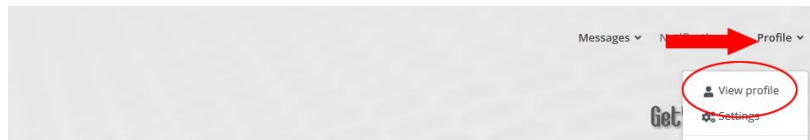
The homepage (always reachable by selecting Main Menu) displays the active events with details about activation, deadline and the accreditation requests already submitted (see dedicated paragraph)



FILLING THE COMPANY ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning the media staff members for whom accreditations will be required.

Those data can be entered by selecting View Profile from the Profile menu (top right of the homepage)



1st step: Profile Administrator's personal data

Profile administrators will have to fulfil all the compulsory fields that are marked with a red asterisk.

Those fields not marked with an asterisk can be left not filled.

Once all the compulsory data are filled, user must click on next

E-mail *

info@wingsmedia.it

Function *

Profile Administrator Radio TV

Username *

RTV10

Given Name *

Paul

Family name *

SMITH

Gender *

Male

Nationality

United States of America

Date of birth *

04/07/1982

Telephone with international area code

USA (+1) 4355554

Mobile with international area code *

USA (+1) 4565565

Document

Select value

Document no.

Enter Document no.

Expiry date

Enter Expiry date

Personal website/blog

Enter Personal website/blog

Note

Enter Note

Previous Next

📌 IMPORTANT TIP

Do not close your browser before the entire profile registration process is over

You must not close your browser before the entire registration process of your profile is over. If you do it before clicking on the 'finish' button that appears at the end of the process, all the entered data may go lost.

2nd step: Company data

As a further step, profile administrators will have to fulfil all the compulsory fields that are marked with a red asterisk in the Company Data page they will be redirected.

Those fields not marked with an asterisk can be left not filled.

Once all the compulsory data are filled, user must click on next

Media kind *
TV

Media name *
Channel 10

Address *
5th avenue

City *
New York City

Zip code *
91000

Country *
United States of America

Direct Telephone with international area code *
USA (+1) 9482582852
e.g. "xxxxxxxxxxx"

Media e-mail *
info@wingsmedia.it

Media web site
www.getyourevent.online
e.g. "www.xxxx.xxx"

Previous Next

3rd Step – Subscription to Communication Services

WBD Sports offer a multiplatform messaging service. It is possible to choose up to two different types of services: the first will keep users constantly updated on the activation of the accreditation platform for every event; the second will let users receive, during the event, communications from WBD Sports.

Communication Platform

By subscribing the Accreditation Service you accept to receive e-mail messages containing communication about the state of your accreditation requests.

By subscribing the service we propose you, you can also choose to receive the following communication:

SMS messages

I want to receive SMS messages with information about the state of my accreditation requests

I want to receive SMS messages with information about the activation of the accreditation service for all the events and other important communication

I want to receive SMS flash news about the events I will attend

Email messages

I want to receive email messages with information about the activation of the accreditation service for all the events and other important communication

I want to receive email messages with news and communication about the events I will attend

Previous Next Finish

By clicking 'Finish' the Company Profile Account setup will be completed.

POPULATING THE ACCOUNT

Before proceeding to the accreditation requests, it will be necessary to enter in the system data concerning those staff members for whom accreditations will be required.

In order to do so, it will be necessary to select 'my staff', from the left menu of the main page.

📘 IMPORTANT TIP

Prefilled data

Teams administrators will find those staff members and riders registered on the UCI services already in the platform: skip this paragraph and go straight to the Accreditation Request one if all your staff members are already in the system.

Photos are compulsory, so before applying, please make sure to upload one (see the Accreditation Request paragraph)

📘 IMPORTANT TIP

Riders cannot be added

Teams administrators can only add Staff Member to their staff. For any problem concerning riders, contact Warner Bros Discovery Sports.

Adding a new user

By clicking on the green button 'add a new user to my crew', users will enter a page where they will have to fulfil personal data their staff members.



Users will have to fulfil all the compulsory fields that are marked with a red asterisk. Those fields not marked with an asterisk can be left not filled.

Given Name *

Family name *

Gender *

Nationality

Date of birth *

Function

E-mail

Confirm e-mail

However, for some events they might be necessary: in that case, before completing the accreditation for those users' data are not available, it will be required to complete the information.

Once every compulsory field is filled, users can click on 'Save'

📌 IMPORTANT TIP

It is not possible to associate the same e-mail address to more than one name

Fulfilling the e-mail address field is important, however it must be done only if the email address belongs to the user you are registering. If you do not have his/her personal email address, please do not fill this field.

📌 IMPORTANT TIP

Do not close your browser before the entire registration process is over

You must not close your browser before the entire registration process is over. If you do it before clicking on the 'finish' button that appears at the end of the process, all the entered data may go lost.

Uploading a user's picture

After clicking the 'Save' button, users will be asked to upload an ID photo by browsing their computer hard disc. The picture must be in .jpg format, and should not exceed 1.5 MB.

For an easier delivery of the badge we ask you to upload the ID photo. By uploading it, the badge will be printed in advance and ready for pickup at the accreditation centre.

You are uploading this picture in the **GetYourEvent** platform under your responsibility.

Warning

Photo must be a headshot, preferably on a 103x103 pixel size. Photos on a different size will be modified and adapted. Accepted formats: jpg, and gif. Photos with hats and sunglasses may be discarded.



Photo upload

After uploading the picture, users will have the possibility to check it and change it if necessary. When users are ready with the right picture uploaded, they can click on 'Finish' and the 'new member' is added to 'your staff'.

Personal Data 1 Photo 2 [← Back](#)

For an easier delivery of the badge we ask you to upload the ID photo. By uploading it, the badge will be printed in advance and ready for pickup at the accreditation centre.

You are uploading this picture in the **GetYourEvent** platform under your responsibility.

Warning

Photo must be a headshot, preferably on a 103x103 pixel size. Photos on a different size will be modified and adapted. Accepted formats: jpg, and gif. Photos with hats and sunglasses may be discarded.





Photo upload

Uploaded size: 2278 b  [Remove](#)

[Previous](#) [Next](#) [Finish](#)

Updating or deleting a user

It is possible at any time to update, modify or delete the Staff members data. The list of those members is always accessible by selecting 'My staff' from the main menu.

The order they are displayed can be changed by clicking on the grey arrows besides the column headers.

However, especially when the list contains many names, it can be useful to search for a specific one of them by typing it in the search box. The search box can be used to search either first or last names.

Once the member has been found, his/her personal data can be modified by clicking on the pencil icon under the 'Users' column.

Users
Select the event

2023_UCI Mountain Bike World Series Season Passes + Add a new member to my staff

Used 0

Show 50 entries Search:

[Copy](#) [Print](#)

Requests	Users	Profile	Category	Company	Status	Delete request
	Steve ROBERTSON	Commentator/Journalist	AV	Channel 10		
	Amanda COLLINS	Consultant	AV	Channel 10		
	James DAVIDSON	Camera Operator	AV	Channel 10		

Showing 1 to 3 of 3 entries Previous **1** Next

📌 IMPORTANT TIP

Users are stored for future use

Every user you enter in the platform is stored for future use. Unless you delete him from your crew, you can enter requests from him for any event your account is active for, simply confirming his data

ACCREDITATION REQUEST

An accreditation can be requested only for those Staff members whose names are displayed in the home page or in the list accessible by selecting 'my staff' from the main menu.

🚫 IMPORTANT INFORMATION

When to apply for the Season Badge and when for the Single Event

Teams and National Federations can only apply for **Season passes**.

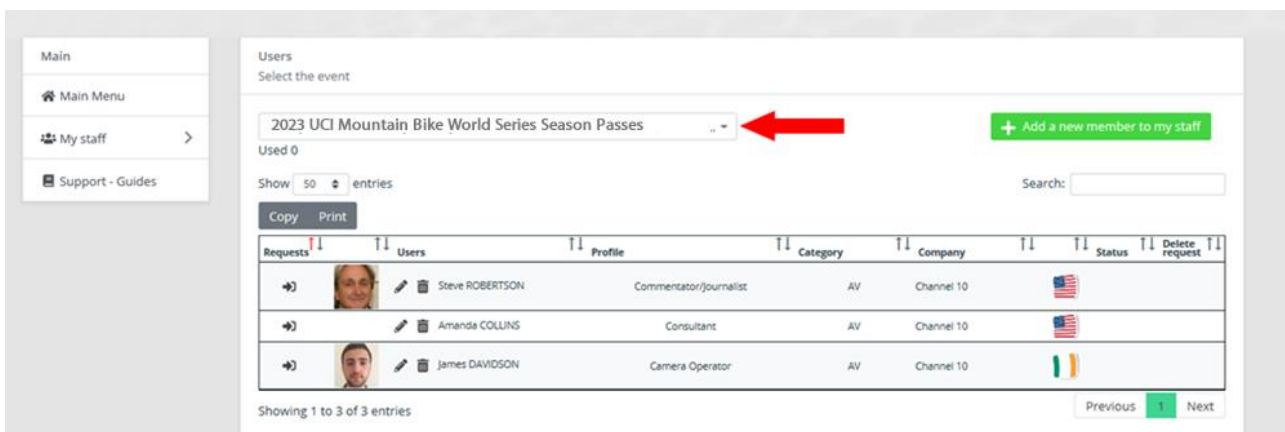
WBD Sports Partners and Suppliers should only apply for a season pass if the person you are applying for will be present at three or more events along the year - if she/he will be less than three, please apply for single event passes for each of the events she/he will be attending.

🚫 IMPORTANT INFORMATION

If you have applied for a Rainbow Pass do not apply for any single event!

Step 1: Choosing the event

Users can start the accreditation request procedure either from the 'Main Menu', by clicking on the arrow besides the desired event ➡, or from the 'My Staff' page, by choosing from the dropdown menu displaying the events currently available, above the staff list.









Users must select the event they want to ask accreditation for from that dropdown menu.

Step 2: Submitting an accreditation request

A list with all the members of your Company stored in the system is displayed in this page; the order names are displayed, can be changed by clicking on the grey arrows besides the column headers.

However, especially when the list contains many names, it can be useful to search for a specific one of them by typing it in the search box. The search box can be used to search either first or last names.

In order to apply for an accreditation it is necessary to click on the arrow icon in the first column (Requests) of the table showing the staff entered so far in the platform.

Requests	Users	Profile
	 Steve ROBERTSON	Commentator/Journalist
	 Amanda COLLINS	Consultant
	 James DAVIDSON	Camera Operator




ⓘ IMPORTANT INFORMATION

Photos are compulsory


Photos are compulsory; if your Team account is prefilled with data, make sure to upload pictures by editing the users' data before applying for accreditation.

The platform will show you a page summarising data stored about the person you are applying for. You must carefully check their correctness.


After checking those data (it is recommended to check the function) you can either choose to apply for accreditation by clicking on 'insert request' or modify any of them, including the picture, by clicking on Edit.

 Edit
 Insert request
 Back

Steve ROBERTSON
RADIO TV




Nationality

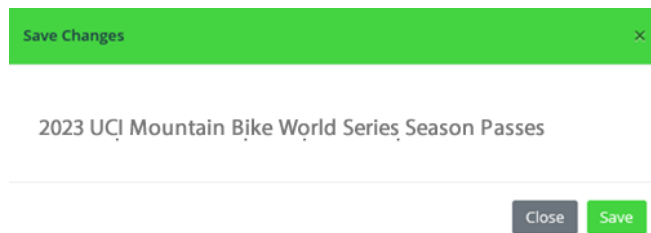


E-mail	
Gender	Male
Date of birth	25/08/1979
Function	Commentator/Journalist
Telephone with international area code	+1565655656
Mobile	+156565655566
Personal website/blog	
Note	
Company	

Channel 10

Type	TV
Address	5th avenue
City	New York City
Country	United States of America 
Zip code	91000
Direct Media kind	+19482582852
Address	+15585498898
E-mail	info@wingsmedia.it
Web site	www.getyourevent.online
Note	

After clicking on Insert request you will be asked to confirm your choice by clicking on 'Save'.



Disclaimer

Users who want to apply for an event, will have to click on the arrow at the left of its description. After the event selection, users may need to declare they have read and understood the contents of the disclaimer

Acceptance of terms and conditions is mandatory. If the checkbox is not flagged, it will not be possible to go any further by clicking on Next.

📌 IMPORTANT TIP

Always check terms and conditions

The disclaimer with terms and conditions may be different for each event: please always read it carefully before subscribing it.

Editing requests already submitted

Requests will be summarised in the table listing the staff members.

Users
Select the event

2023 UCI Mountain Bike World Series Season Passes + Add a new member to my staff

Used 1

Show 50 entries Search:

Copy Print

Requests	Users	Profile	Category	Company	Status	Delete request
		Steve ROBERTSON	Commentator/Journalist	AV Channel 10		
		Amanda COLLINS	Consultant	AV Channel 10		
		James DAVIDSON	Camera Operator	AV Channel 10		

Showing 1 to 3 of 3 entries Previous 1 Next

A pencil will appear under the 'requests' column for those staff members an accreditation request has been submitted for: until the accreditation will be evaluated it will be possible to change by clicking on that icon, or to remove it by clicking on the 'bin' icon under the 'delete request column'. When a padlock is displayed instead of the pencil, the request cannot be modified/deleted anymore.

CHECKING APPLICATION STATUS

You will be able to check at any time the status of those requests for each of the events you have applied for.

Select from the dropdown menu in the home page the event you want to check data for, then check the status of the requests from the Status column

Users
Select the event

2023 UCI Mountain Bike World Series Season Passes + Add a new member to my staff

Used 2

Show 50 entries Search:

Copy Print

Requests	Users	Profile	Category	Company	Status	Delete request
		Steve ROBERTSON	Commentator/Journalist	AV	Channel 10	
		Amanda COLLINS	Consultant	AV	Channel 10	
		James DAVIDSON	Camera Operator	AV	Channel 10	

Showing 1 to 3 of 3 entries Previous 1 Next



ARROW ICON : it is possible to apply for the event (by clicking on the icon)



PENCIL ICON: accreditation already requested (and still editable)



LOCKPAD ICON: it is not possible to apply for the event (not active yet or deadline expired)



RED ICON: application refused by the administrator.



YELLOW ICON: application not analyzed by the administrator yet.



GREEN ICON : application approved by the administrator.



INFORMATION ICON : the administrator is asking for further information (message available by clicking on the icon).



FLAG ICON: the accreditation request has been approved under condition (users receive a message with conditions applying for the withdrawal of the badge)



CLOSED ENVELOPE ICON: there is an unread message from the administrator (message available by clicking on the icon)



OPEN ENVELOPE ICON: there is a message from the administrator already read by the user (message available by clicking on the icon)

As soon as the status of an application is changed by the administrator, a notification is automatically sent to user's e-mail address.

TERMS OF USE AND DATA PROTECTION INFORMATION NOTICE

By using this “WBD Sports online accreditation platform” (hereinafter, the “Platform”), the users can sign themselves up to the service, obtain a personal user name and password, and submit their requests for press accreditation to the upcoming events, according to the deadlines that are indicated from time to time.

SIGNING UP

User name and password generated during the registration process will be automatically sent to the e-mail address provided by the user in the registration form. Please save that message for future reference.

Each user must verify that the information provided is accurate and complete: any missing, wrong, or incomplete data may prevent the signing up procedure from being completed and will cause delays in the issuance of the accreditation or may lead to denial of accreditation.

ACCREDITATION REQUESTS

After signing up to the System, users may submit their accreditation requests for any upcoming event. For every request, users are asked to upload to the System a specific letter of engagement. The System applies to all journalists who shall submit their requests for any upcoming event within the relevant deadline.

Any communication pertaining to the accreditation requests will be sent to the users exclusively through the System; therefore, users shall access their personal area to check the status of their requests.

EVALUATION OF REQUESTS

It will be at the sole discretion of the Press Office to evaluate if the accreditation requests submitted by the professionals or by the media are properly filed and complete. Incomplete or untrue data as well as failure to provide the requested documents will cause automatic denial of the requested accreditation.

The approval of an accreditation request as photographer does not automatically give the right to receive a bib which is necessary to work in the photographers' reserved areas.

CAR ACCESS AND PARKING PERMIT

The press accreditation does not grant access by car to the venue nor a parking permit. Car access and parking permissions will be granted on-site at the sole discretion of the Press Office according to the number of requests and capabilities of the venue.

DATA PROTECTION INFORMATION NOTICE

WBD Sports informs the data subjects that by providing personal data they implicitly grant consent, when needed, to the processing of the data they submitted. The data are processed by WBD Sports, as data controller, by electronic means based on WBD Sports' infrastructure. The personal data will be communicated to the persons in charge of the processing at WBD Sports Press Office, and to Wings S.r.l. (with registered offices in Rome, Via Cornelia, 493), which was duly appointed data processor. The processing will be carried out for signing up to the System, accreditation, and information purposes. If users fail to provide data, they will not be able to use the System and accreditation may be refused.

REQUESTING ACCREDITATION FOR SOMEBODY ELSE

If you are requesting an accreditation or several accreditations for other person(s) than yourself, you declare that:

- the person(s) in question has/have consented to the collection of his/their personal data by WBD Sports for the purpose of delivering his/their accreditation; and*
- the person(s) is/are aware of his/their rights as detailed above*