



Manual: Accreditations tab

on my.wbsc.org

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PREMBLE

Starting 2021, WBSC Europe has used WBSC management system for its competitions.

This manual is created for the local organisers given the “LOC admin” role on my.wbsc.org to manage accreditations on the platform.

INSTRUCTIONS

1. Access my.wbsc.org with the email you were registered with.
In case of technical issues, please read this manual: [link](#).
In case the technical issues persists, please contact eghilardi@wbsceurope.org




Login

☐ Ricordati di me

[Resetta la password](#)

☐ Non sono un robot

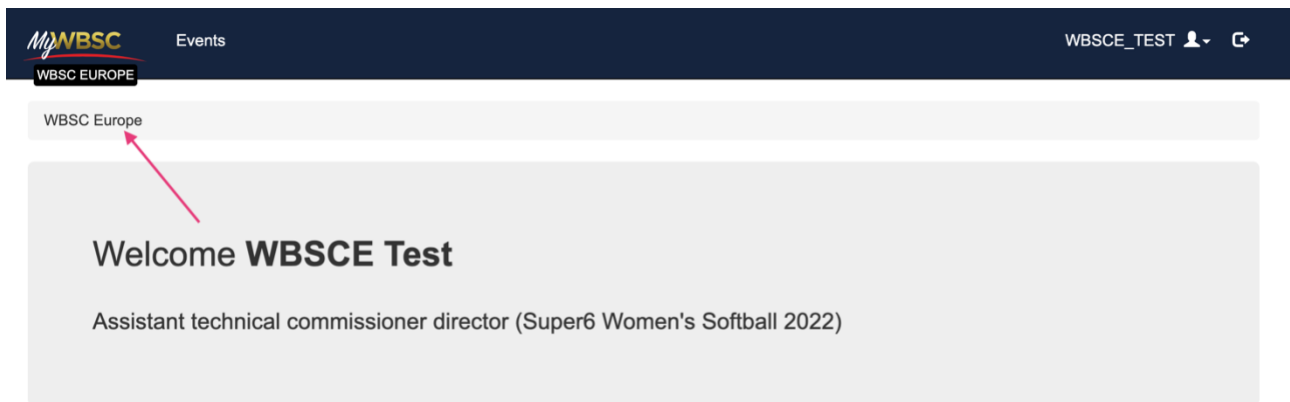

 reCAPTCHA
Privacy - Termini

Invia

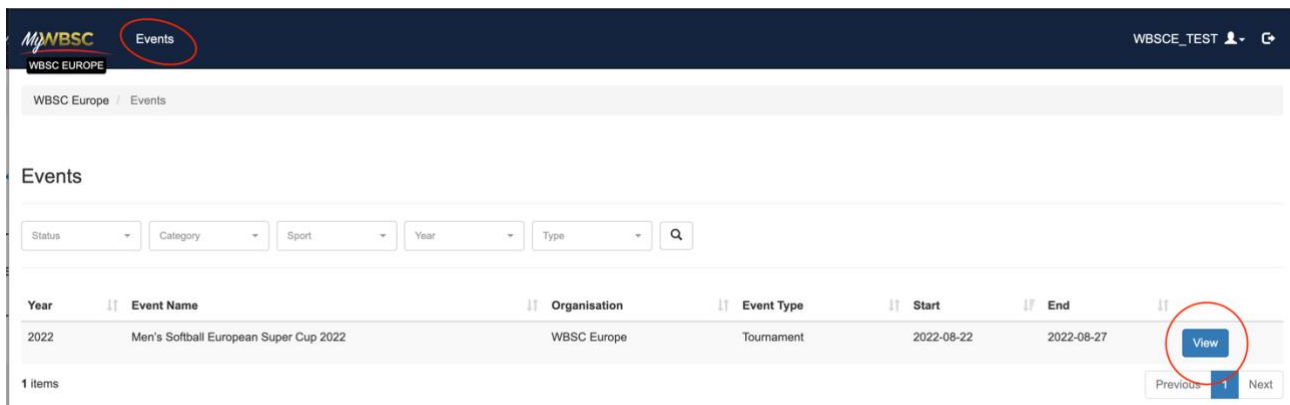
[Autenticati con Google](#)

Per qualsiasi problema o richiesta, contattare l'ufficio
WBSC all'indirizzo my@wbsc.org

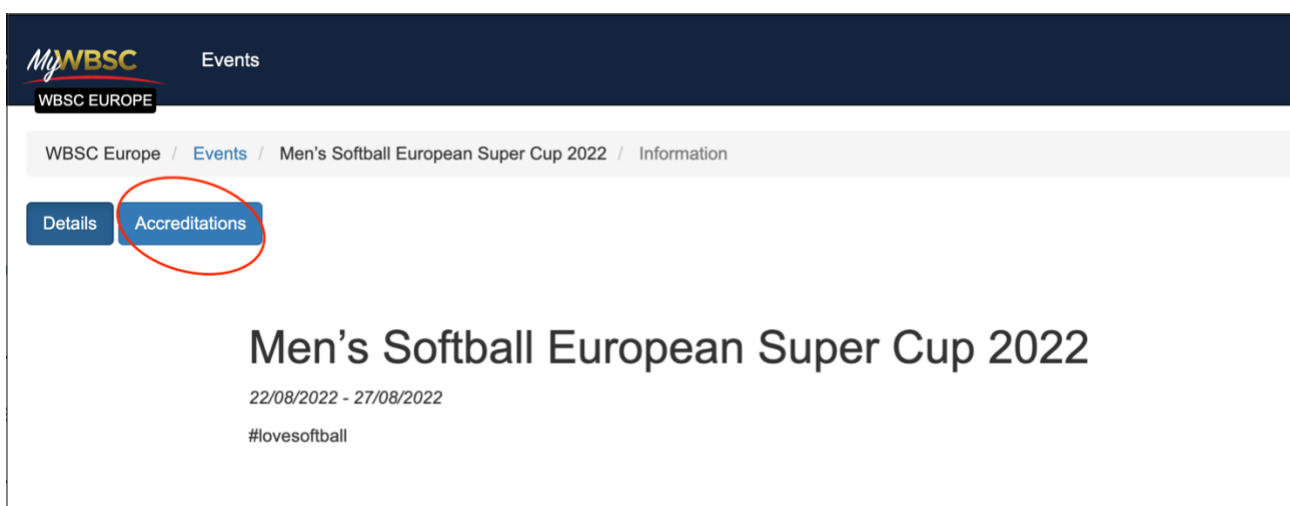
3. Make sure you selected the WBSC Europe environment



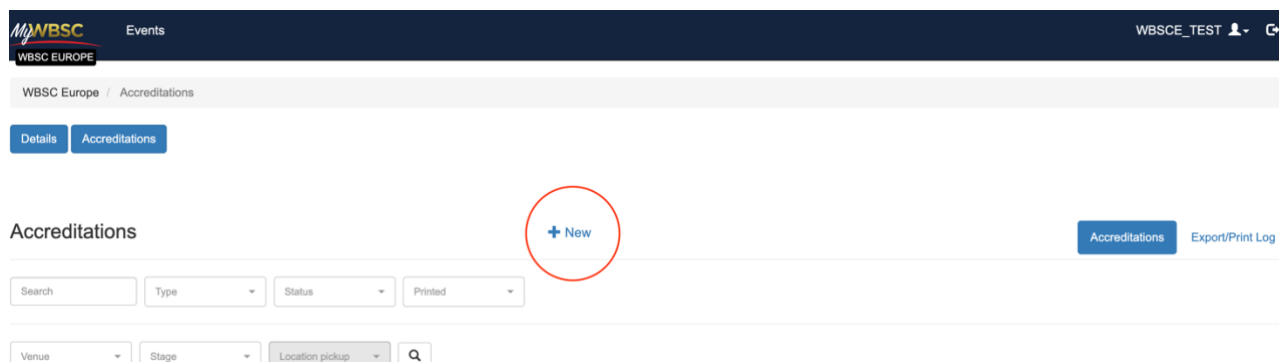
4. Enter the Tab 'Events', and click on 'view' for the event you are working at.



5. Once selected the correct event, click on "Accreditations".



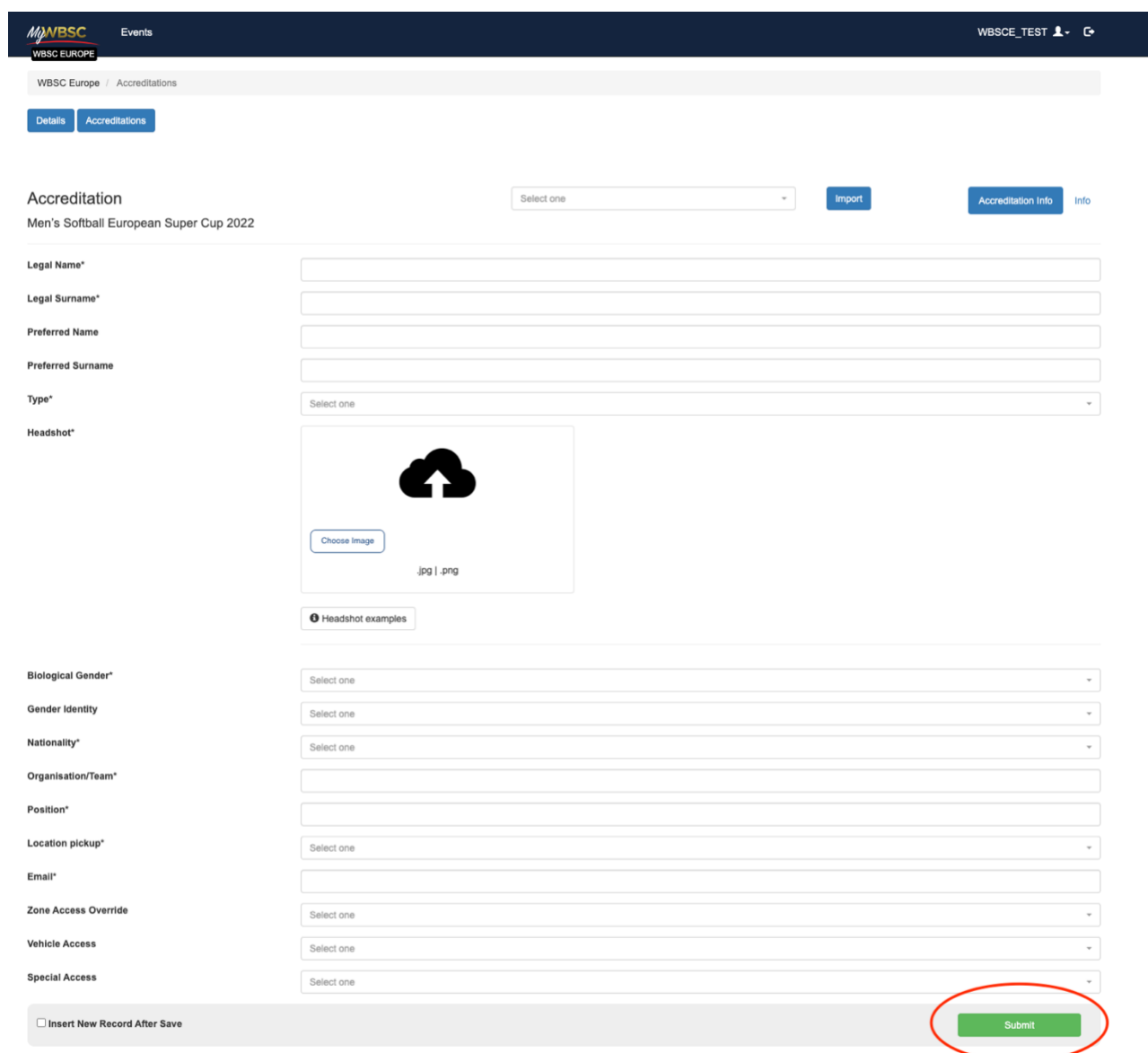
7. To add a new accreditation, click on “+New”.



The screenshot shows the 'Accreditations' page in the WBSC Europe system. At the top, there's a dark blue header with 'MyWBSC EUROPE' and 'Events' on the left, and 'WBSCE_TEST' with a user icon on the right. Below the header, a breadcrumb trail reads 'WBSC Europe / Accreditations'. There are two tabs: 'Details' and 'Accreditations', with 'Accreditations' being the active one. The main section is titled 'Accreditations'. In the top right of this section, there's a '+ New' button circled in red, and buttons for 'Accreditations' and 'Export/Print Log'. Below the title, there are search filters: 'Search' (text input), 'Type' (dropdown), 'Status' (dropdown), and 'Printed' (dropdown). At the bottom, there are more filters: 'Venue' (dropdown), 'Stage' (dropdown), 'Location pickup' (dropdown), and a search icon.

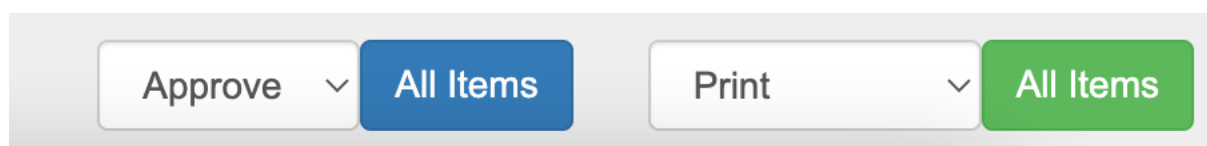
8. Fill in the requested data and then save by clicking on “Submit”.

Please note that you can momentarily insert an empty .PNG in the headshot field if no picture is available.

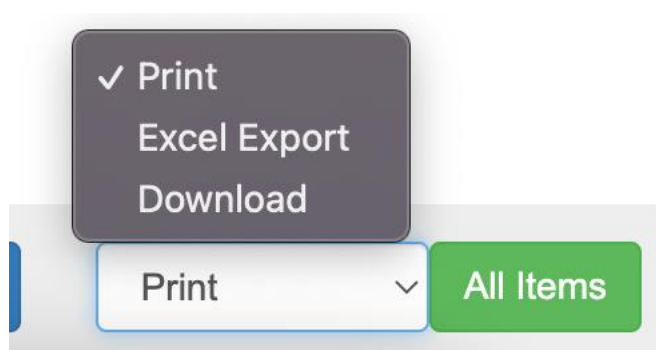


The screenshot shows the 'Accreditation' form for 'Men's Softball European Super Cup 2022'. The header is the same as the previous screenshot. Below the header, a breadcrumb trail reads 'WBSC Europe / Accreditations'. There are two tabs: 'Details' and 'Accreditations', with 'Accreditations' being the active one. The main section is titled 'Accreditation'. In the top right of this section, there's a 'Select one' dropdown, an 'Import' button, and buttons for 'Accreditation Info' and 'Info'. The form fields are as follows: 'Legal Name*' (text input), 'Legal Surname*' (text input), 'Preferred Name' (text input), 'Preferred Surname' (text input), 'Type*' (dropdown with 'Select one' selected), 'Headshot*' (image upload area with a cloud icon and an upward arrow, a 'Choose Image' button, and '.jpg | .png' text below it), 'Biological Gender*' (dropdown with 'Select one' selected), 'Gender Identity' (dropdown with 'Select one' selected), 'Nationality*' (dropdown with 'Select one' selected), 'Organisation/Team*' (text input), 'Position*' (text input), 'Location pickup*' (dropdown with 'Select one' selected), 'Email*' (text input), 'Zone Access Override' (dropdown with 'Select one' selected), 'Vehicle Access' (dropdown with 'Select one' selected), and 'Special Access' (dropdown with 'Select one' selected). At the bottom left, there's a checkbox labeled 'Insert New Record After Save'. At the bottom right, there's a green 'Submit' button circled in red.

9. Manage the accreditation list by using the two buttons on the bottom right,



10. To print the accreditations click on "Print", export in an excel format click on "Excel export".



11. To approve/suspend/reject accreditations, please select the correct line and then click on "Approve/Pending/Reject".



12. To print the teams passes, please contact eghilardi@wbsceurope.org or office@wbsceurope.org

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