

EVENT MANAGEMENT SYSTEM (EMS)

User Manual

Part 1 – Registration

Part 2 – Arrivals & Departures

Part 3 – Accommodation

PART 1 – BASIC GUIDE FOR THE EMS REGISTRATION MODULE

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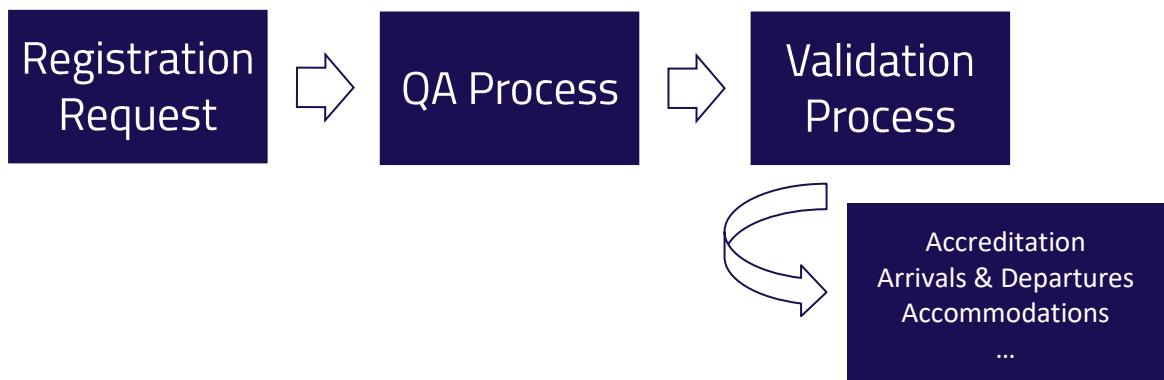
GLOBAL BUSINESS SCOPE

The Registration module allows you to register participants for a specific event. Any participant in an event must first be registered in the system before being able to carry out any other action in the system. It means that each participant in the event must be registered to be accredited, for example, or to have access or be available in any other module of the system.

This guide explains how to navigate through the Registration module within the Event Management System (EMS) for the European Championships Munich 2022 (EC2022).

MAIN STEPS

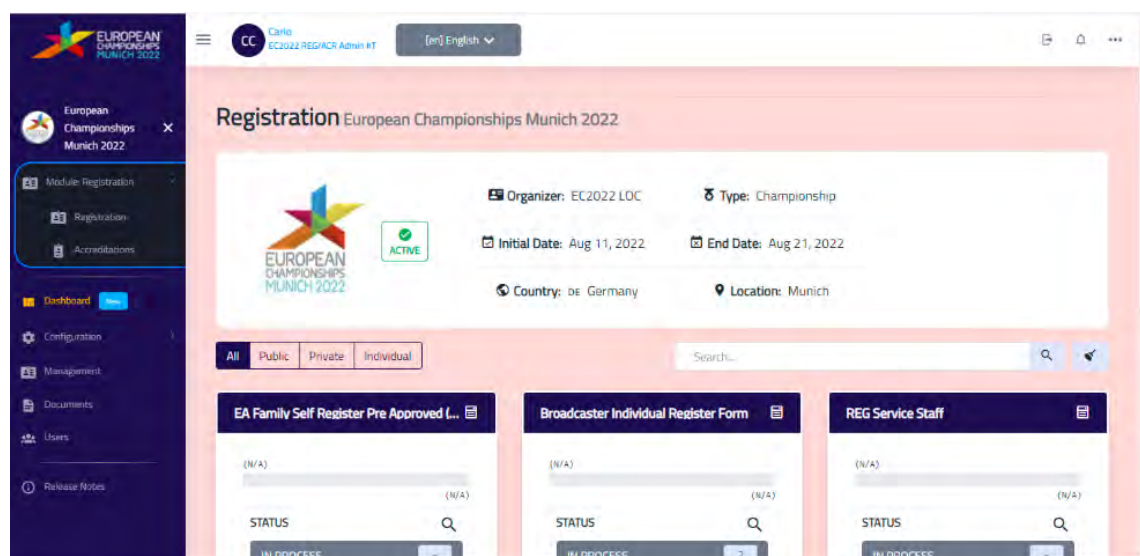
1. **Registration Request:** Someone requests to be registered for the event. Fill in the data and send the information. The Registration process can be done manually (single registration) or in bulk.
2. **Quality Process:** for specific groups, data quality will be checked by a member of the Quality Assurance team (QA).
3. **Validation Process:** The Group Owner will be responsible for the last validation and acceptance of these registration requests → If accepted these registrations will be available on other system modules (Accreditation, Arrivals & Departures, Accommodations, etc.)



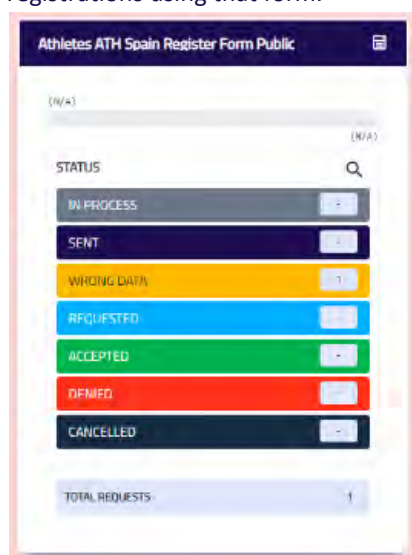
MODULE STRUCTURE

DASHBOARD

The first page that the user will see when accessing the module will be the dashboard. Here the user can see the different registration cards (one for each form) that displays the status of your requests.



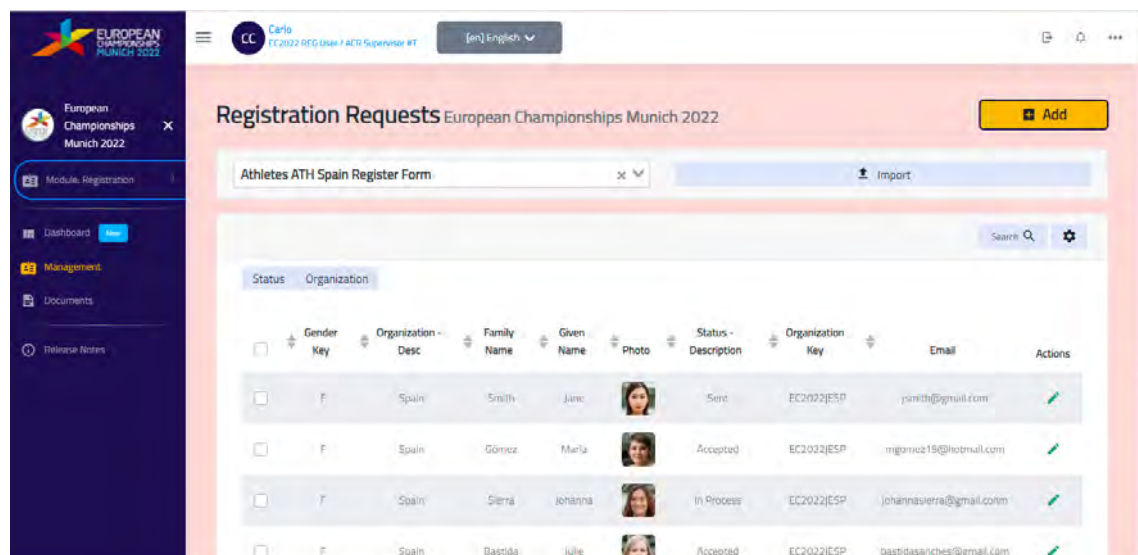
Click on the magnifying glass to access all registrations using that form.



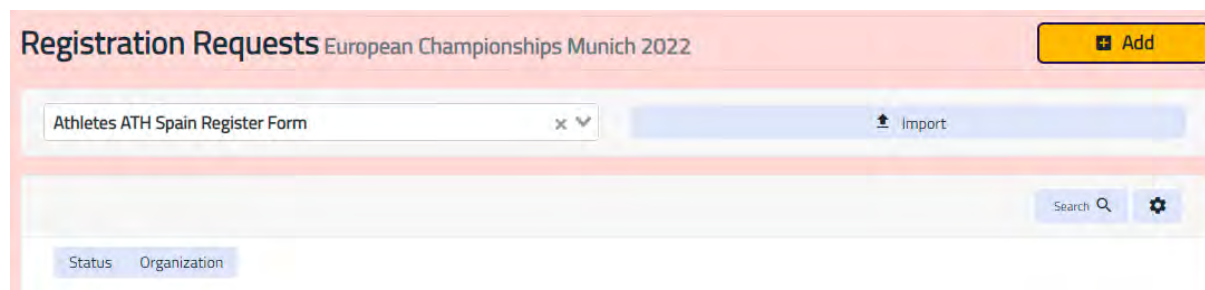
If you click on a status line (as a shortcut), you will be redirected to the registration requests page for that form in that stage of approval.

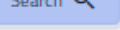
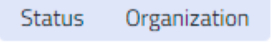


MANAGEMENT

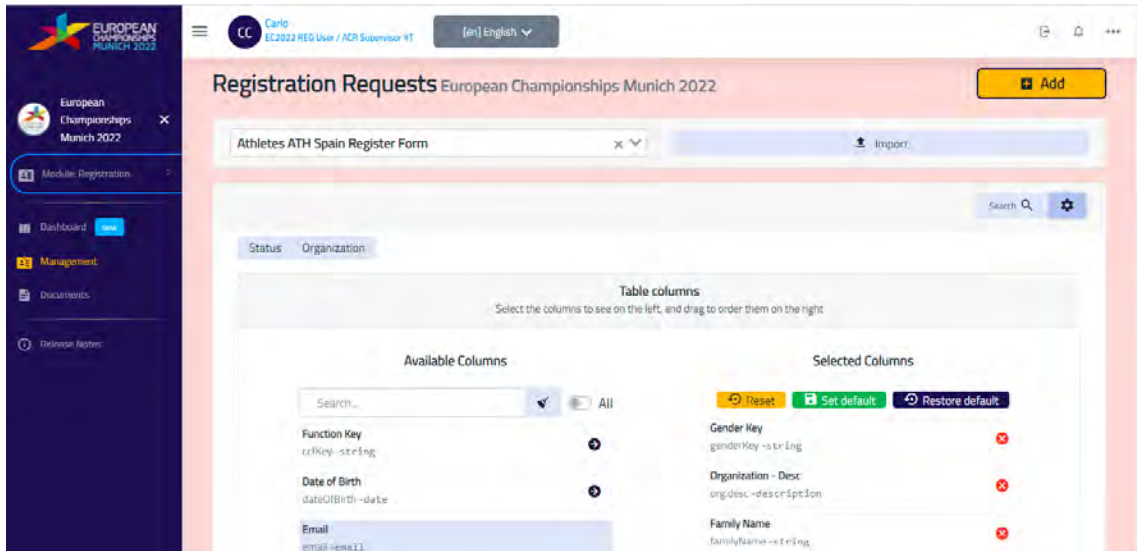
On the menu bar on the left-hand side, click “Management” to access the registration requests made through the registration forms.




Within this section, you'll have the following functionalities:




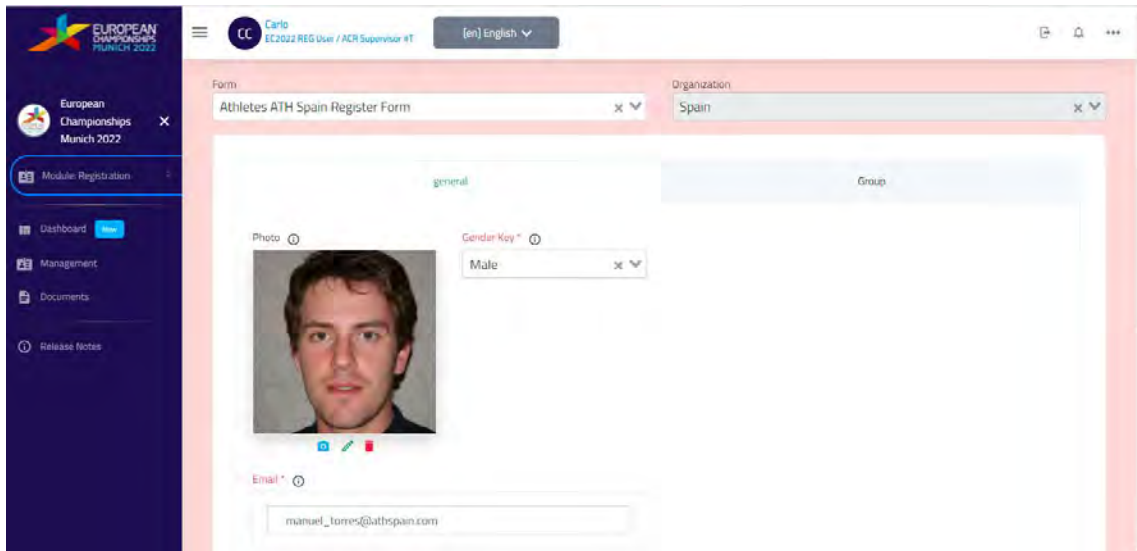
- Search button  allows you to search in each column of the table.
- Use the dropdown menus to filter by Status and Organization 
- Settings Button  allows you to change the table columns. All Available Columns are on left side. You can select columns on the left (then click on the arrow  of selected item). This will move them to right side which lists what you will see in the table view “Selected Columns”.
- In Selected Columns, you can customize the order of your data table view. To configure it drag and drop the fields to the desired position.



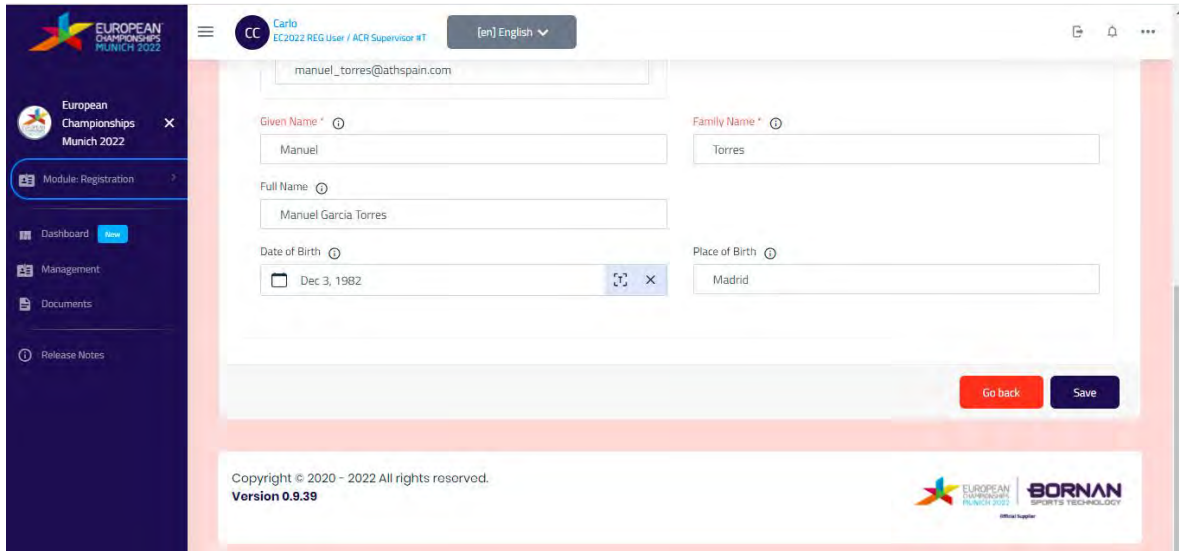
- According on the type of user you may have the option to download . This option allows you to download data with selected info in formats (i.e., xls, PDF).

ADD A NEW REGISTRATION REQUEST (SINGLE REGISTRATION)

1. To make a new request click on “Add” button 
2. Select or check that the Form and Organization selected on the top fields are correct.



3. Fill in all data in the different tabs. Mandatory data fields are formatted in red with “*” symbol).
4. Click “Save” button.



manuel_torres@athspain.com

Given Name *
Manuel

Family Name *
Torres

Full Name
Manuel Garcia Torres

Date of Birth
Dec 3, 1982

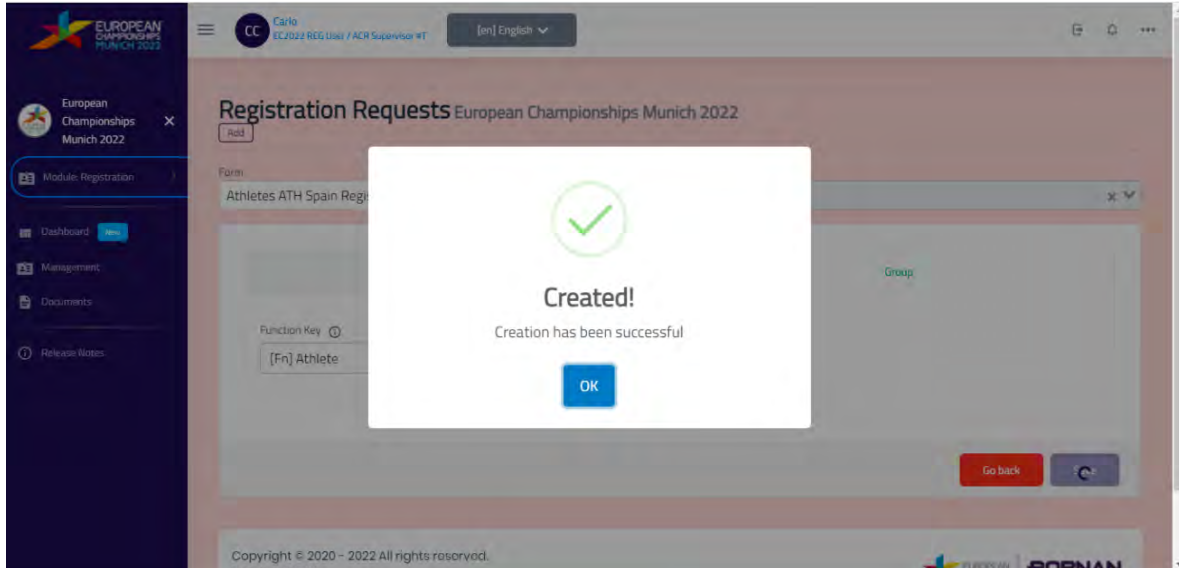
Place of Birth
Madrid

Go back Save

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Version 0.9.39

EUROPEAN CHAMPIONSHIPS MUNICH 2022 BORNAN SPORTS TECHNOLOGY

5. Click “OK” your registration request has been created.



Registration Requests European Championships Munich 2022

Form: Athletes ATH Spain Reg

Function Key
[Fn] Athlete

Created!
Creation has been successful


OK

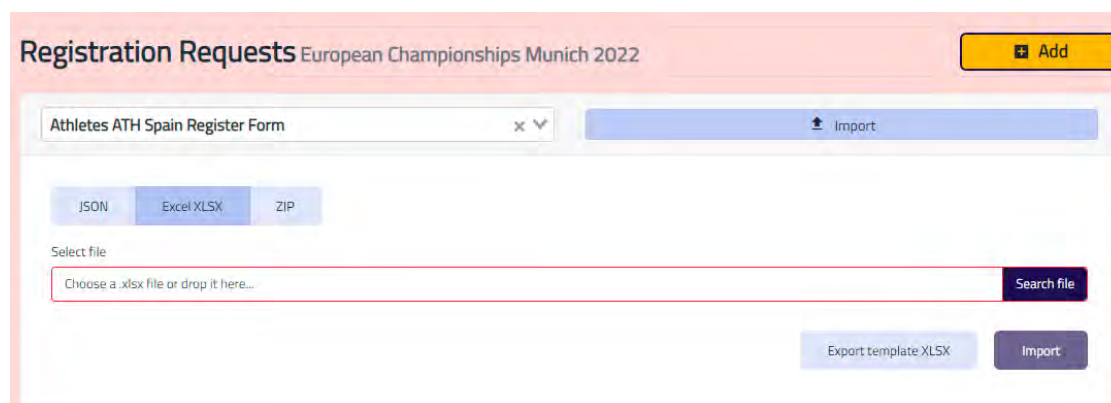
Go back

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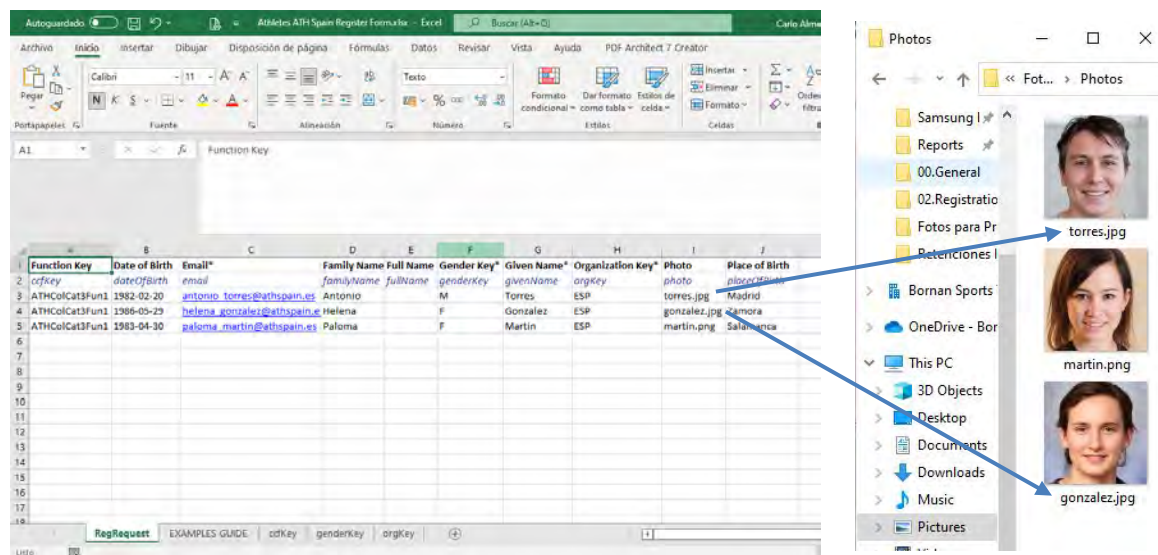
EUROPEAN CHAMPIONSHIPS MUNICH 2022 BORNAN SPORTS TECHNOLOGY

IMPORTING OF MULTIPLE REGISTRATIONS (BULK REGISTRATION)

1. From the Management menu it is also possible to import data as an Excel file (xlsx), JSON or ZIP format, using the “Import button”  Import

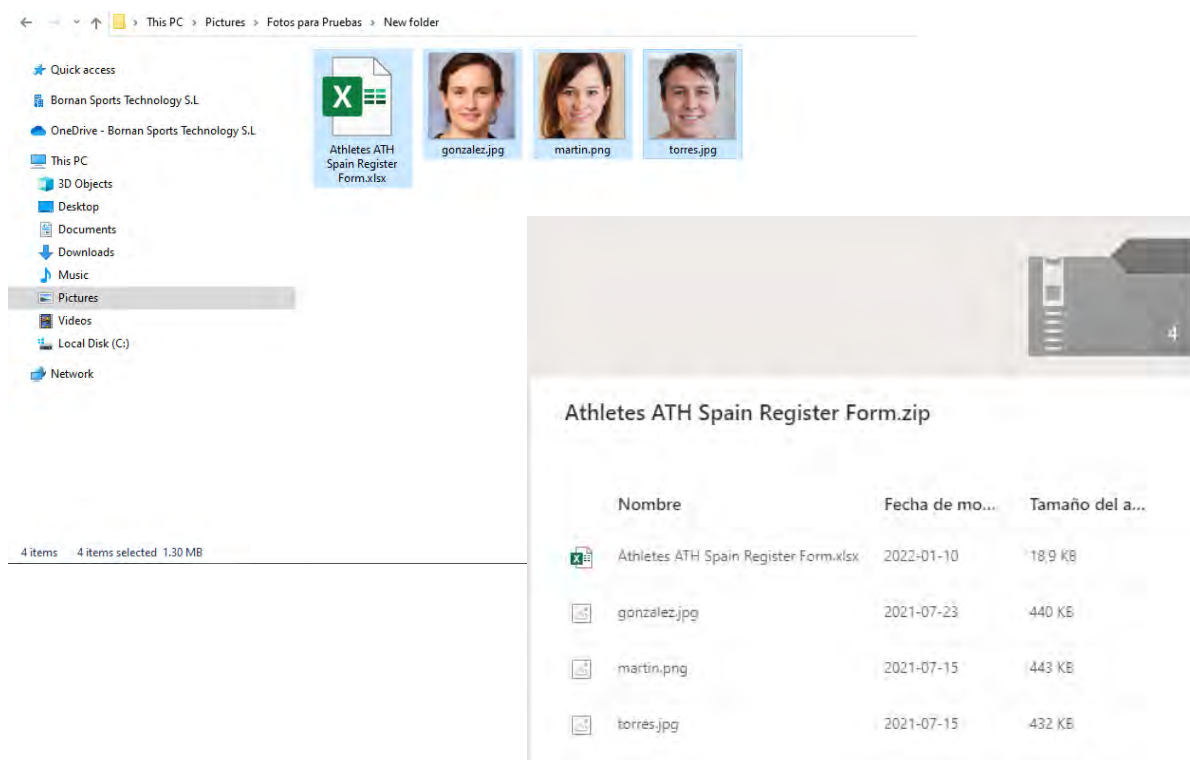


2. First click on the “Export template XLSX” button which allows you to export a template.
3. Fill the data in “RegRequest” tab. The fields with an asterisk are required fields. To see formats for required fields there will also be an example guide Excel tab below.
4. To upload Excel file with photos, you need to fill in the photo column with the same name as the photo's png or jpg file.

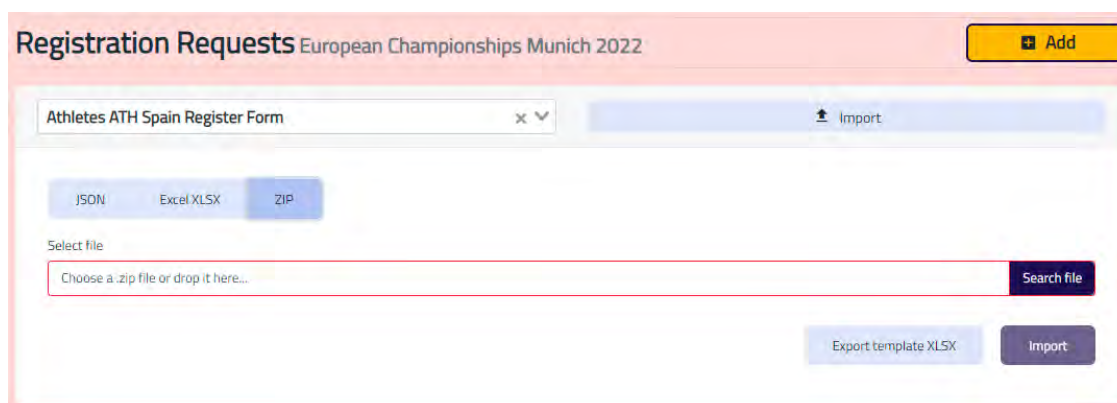


Function Key	Date of Birth	Email*	Family Name Full Name	Gender Key	Given Name*	Organization Key*	Photo	Place of Birth
cdkey	dateOfBirth	email	familyName fullName	genderKey	givenName	orgkey	photo	placeOfBirth
ATHColCat3Fun1	1982-02-20	antonio.torres@athspain.es	Antonio	M	Torres	ESP	torres.jpg	Madrid
ATHColCat3Fun1	1986-05-25	helena.gonzalez@athspain.es	Helena	F	Gonzalez	ESP	gonzalez.jpg	Amora
ATHColCat3Fun1	1983-04-30	paloma.martin@athspain.es	Paloma	F	Martin	ESP	martin.png	Salamanca

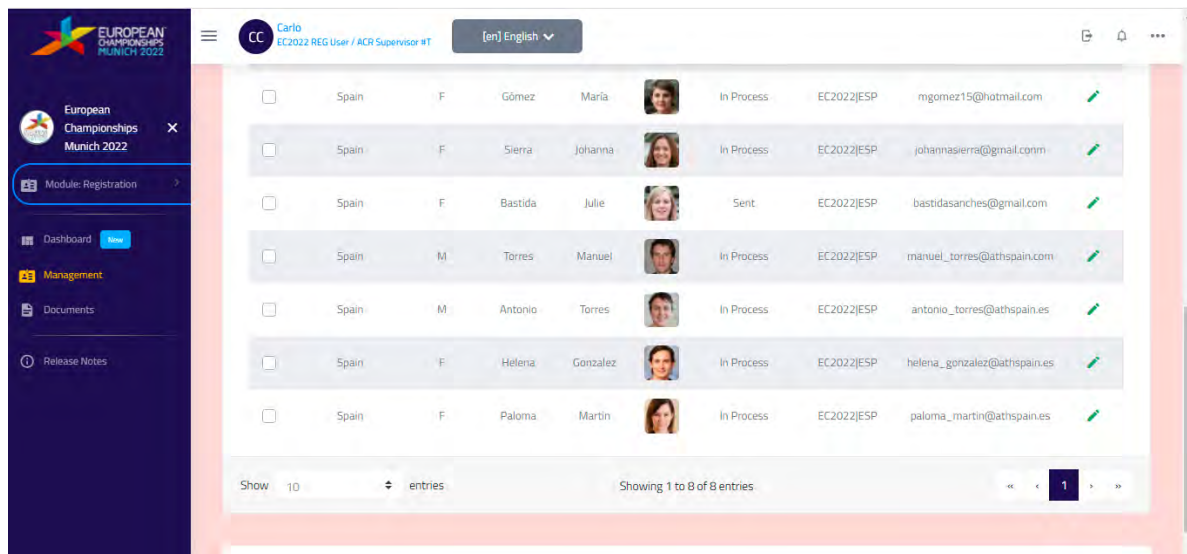
5. Add the Excel file and the photo files in a ZIP file (image below).



6. Choose ZIP option file and then click “Import” button.



7. When entries have been imported correctly, you will see the entries with your photos included.

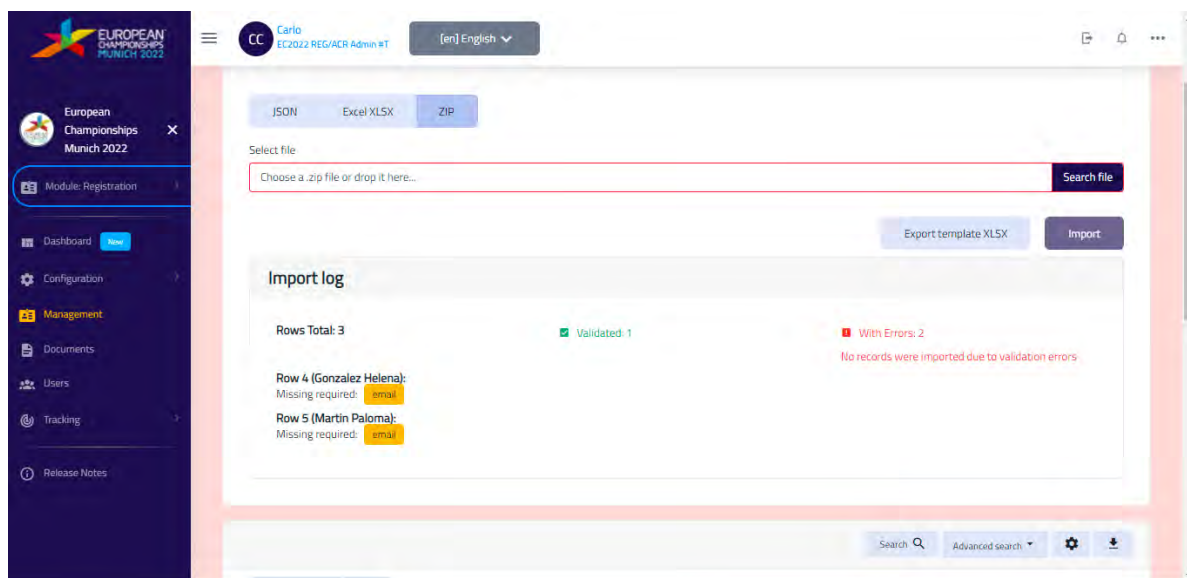


CC Carlo
EC2022 REG User / ACR Supervisor #T [en] English

<input type="checkbox"/>	Spain	F	Gómez	María		In Process	EC2022JESP	mgomez15@hotmail.com	
<input type="checkbox"/>	Spain	F	Sierra	Johanna		In Process	EC2022JESP	johannasierra@gmail.com	
<input type="checkbox"/>	Spain	F	Bastida	Julie		Sent	EC2022JESP	bastidasanches@gmail.com	
<input type="checkbox"/>	Spain	M	Torres	Manuel		In Process	EC2022JESP	manuel_torres@athspain.com	
<input type="checkbox"/>	Spain	M	Antonio	Torres		In Process	EC2022JESP	antonio_torres@athspain.es	
<input type="checkbox"/>	Spain	F	Helena	Gonzalez		In Process	EC2022JESP	helena_gonzalez@athspain.es	
<input type="checkbox"/>	Spain	F	Paloma	Martin		In Process	EC2022JESP	paloma_martin@athspain.es	

Show 10 entries Showing 1 to 8 of 8 entries

8. When you import the file and some required field is missing, an Import log will appear indicating in which row with errors and which required field is missing.



CC Carlo
EC2022 REG/ACR Admin #T [en] English

JSON Excel XLSX ZIP

Select file
Choose a .zip file or drop it here...

Import log

Rows Total: 3

Row 4 (Gonzalez Helena):
Missing required: email

Row 5 (Martin Paloma):
Missing required: email

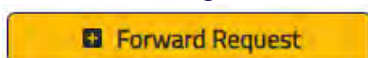
No records were imported due to validation errors

Search

OPTION: FORWARD REQUEST

Depending on the type of user, e.g., if you are a European Federation Family SPOC you will be able to "forward a request". This means that you can create an account only with basic information for a person who is then able to enter the system and register/complete any other information by itself.

1. In Management menu, in Registration Requests there will be another button:



2. Fill the basic fields in the form that appears and click "save"

Registration Requests European Championships Munich 2022

Add

Form: GAR - European Gymnastics Family Individual Register x v

Organization: European Gymnastics x v

Email *

Gender *


Given Name *

Family Name *

Function Role *

Disciplines *

Go back Save

- The person that you have just added will appear in the requests list.
- By clicking the green button  on the right, the following pop-up will appear

Add user x

Info

Email: tes@testnationaljudge.com

Given Name: testNationaljudge

Family Name: testNationaljudge

Select profile

EC2022 REG/AAD/ACM Individual User #T x v

Cancel Confirm

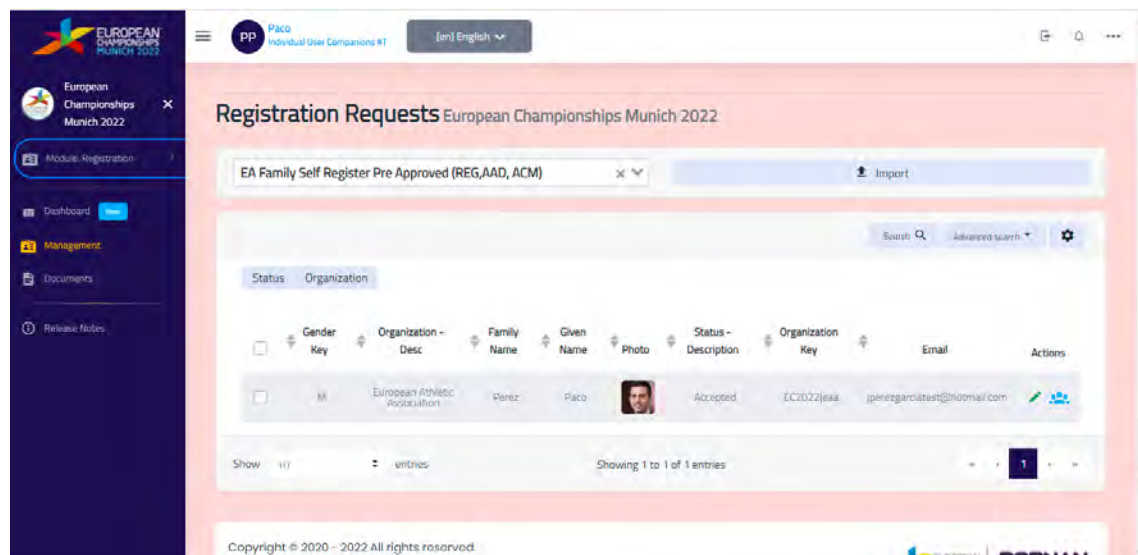
- Click "confirm" and this person will receive an email that an account has been created for them, they can set a password and enter the system.

OPTION: MANAGEMENT OF COMPANIONS

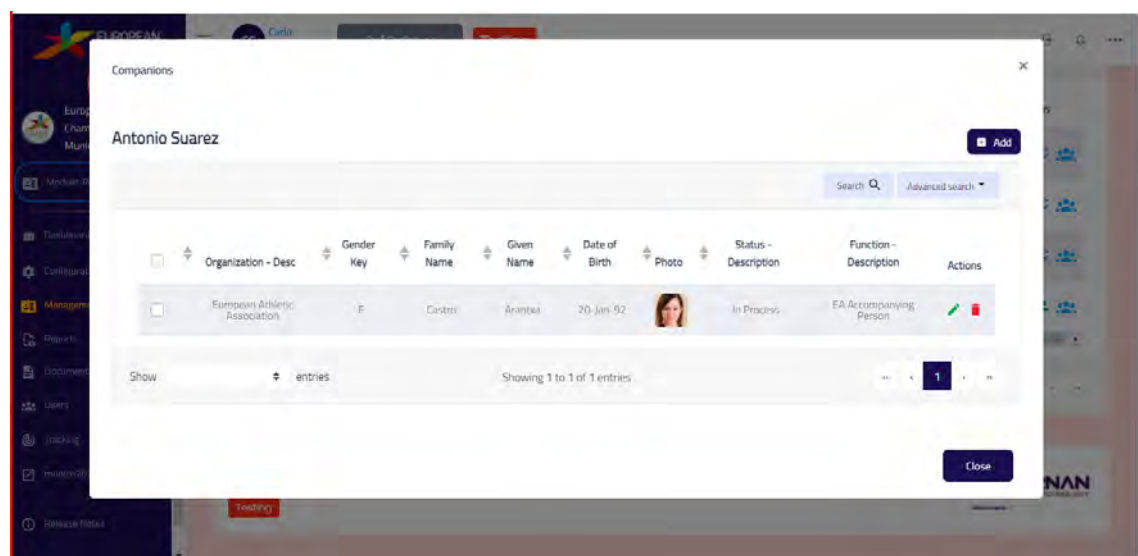
Depending on the type of user, in the Management menu, there will be the possibility of managing companions from a registrant that already exists.

- In Management menu, in Registration Requests choose the form (if needed)

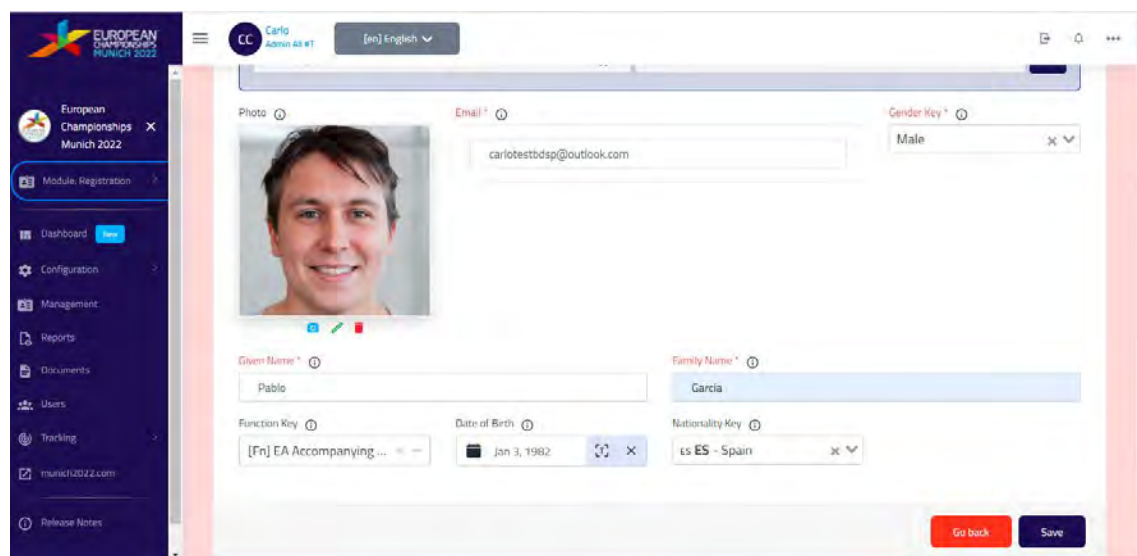
2. Click on “Manage Companions” button 



3. Click on “Add” button



1. Fill in the data of the companion.
2. Click on “Save” button.



European Championships Munich 2022

Module: Registration

Dashboard

Configuration

Management

Reports

Documents

Users

Tracking

Munich2022.com

Release Notes

CC Carlo Admin AS IT

(en) English

Photo

Email *

Gender Key *

Male

Given Name *

Pablo

Family Name *

Garcia

Function Key *

[Fn] EA Accompanying ...

Date of Birth *

Jan 3, 1982

Nationality Key *

es ES - Spain

Go back

Save

3. From that moment, the people who are companions will appear in a form where they can be managed as a registrant as well.

Registration Requests European Championships Munich 2022









EA Family Accompanying REGISTER FORM (REG, AAD, ACM, GUE)

Import



Search











Advanced search

Status Organization

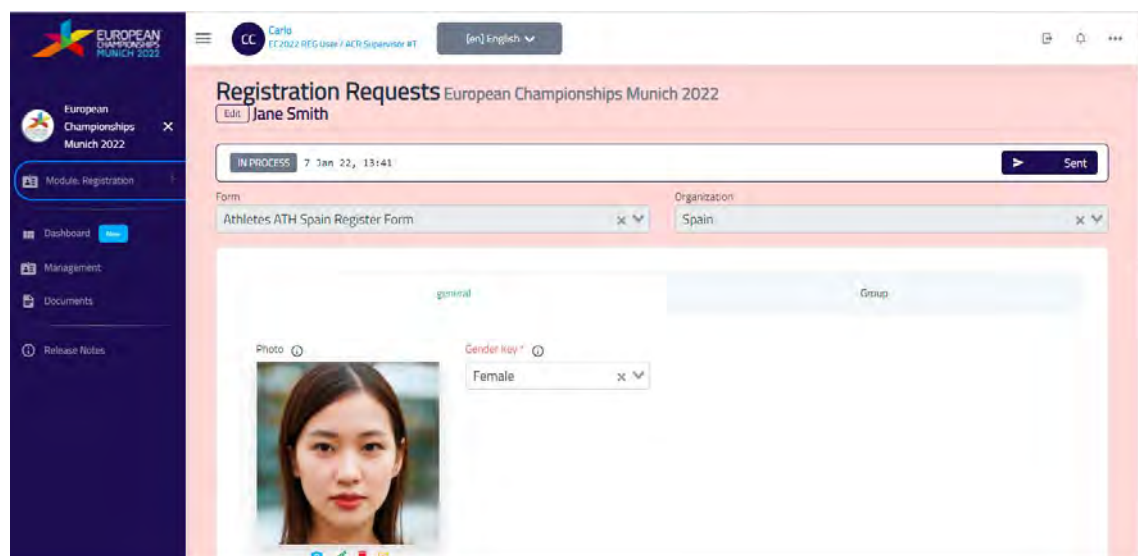
	Gender Key	Organization - Desc	Family Name	Given Name	Photo	Status - Description	Organization Key	Email	Actions
<input type="checkbox"/>	M	European Athletic Association	test	test		In Process	EC2022 eaa	cgarozboman+test070120221@gmail.com	
<input type="checkbox"/>	F	European Athletic Association	Denegri	Paca		Accepted	EC2022 eaa	ezesalmon+uyoiuy@gmail.com	
<input type="checkbox"/>	F	European Athletic Association	Denegri	Perica		Accepted	EC2022 eaa	ezesalmon+ytruyt@gmail.com	
<input type="checkbox"/>	F	European Athletic Association	Perez	Fatima		In Process	EC2022 eaa	jperezgarciaest@hotmail.com	

FINALIZING THE REQUEST

- In the Management menu, according to your registration profile you can Edit and Remove registration requests in the Actions column  

Athletes ATH Spain Register Form										Import
Search										
Status	Organization									
<input type="checkbox"/>	Gender Key	Organization - Desc	Family Name	Given Name	Photo	Status - Description	Organization Key	Email	Actions	
<input type="checkbox"/>	F	Spain	Smith	Jarie		Sent	EC2022 ESP	jsmith@gmail.com		
<input type="checkbox"/>	F	Spain	Gómez	María		Accepted	EC2022 ESP	mgomez15@hotmail.com		
<input type="checkbox"/>	F	Spain	Sierra	Johanna		In Process	EC2022 ESP	johannasierra@gmail.com		
<input type="checkbox"/>	F	Spain	Bastida	Julie		Accepted	EC2022 ESP	bastidasanches@gmail.com		
<input type="checkbox"/>	M	Spain	Torres	Manuel		Requested	EC2022 ESP	manuel_torres@athspain.com		

- Depending on the assigned profile, you may be allowed to change certain statuses in the Registration flow.
- When a registration is created, the initial status is IN PROCESS. **Click on SUBMIT button to confirm the request** (You will need to fill of mandatory fields before to be able to change status to SUBMIT).

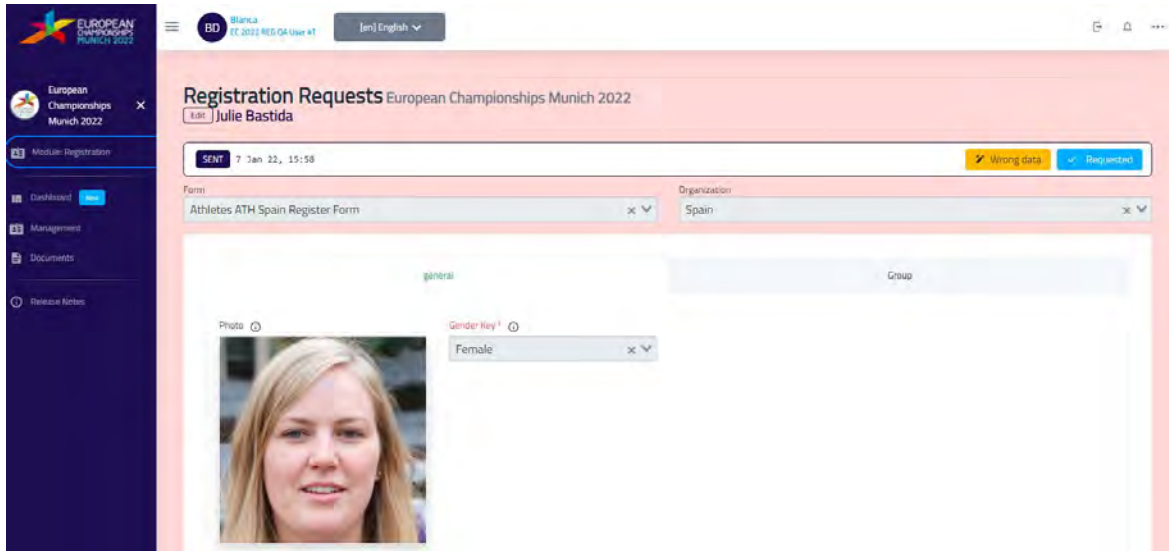


The screenshot shows the 'Registration Requests' page for 'Jane Smith'. The status is 'IN PROCESS' with a timestamp of '7 Jan 22, 13:41'. A 'Sent' button is visible. The form is titled 'Athletes ATH Spain Register Form' and the organization is 'Spain'. The form is divided into 'general' and 'Group' sections. The 'general' section includes a 'Photo' field with a placeholder image and a 'Gender key' dropdown menu set to 'Female'.

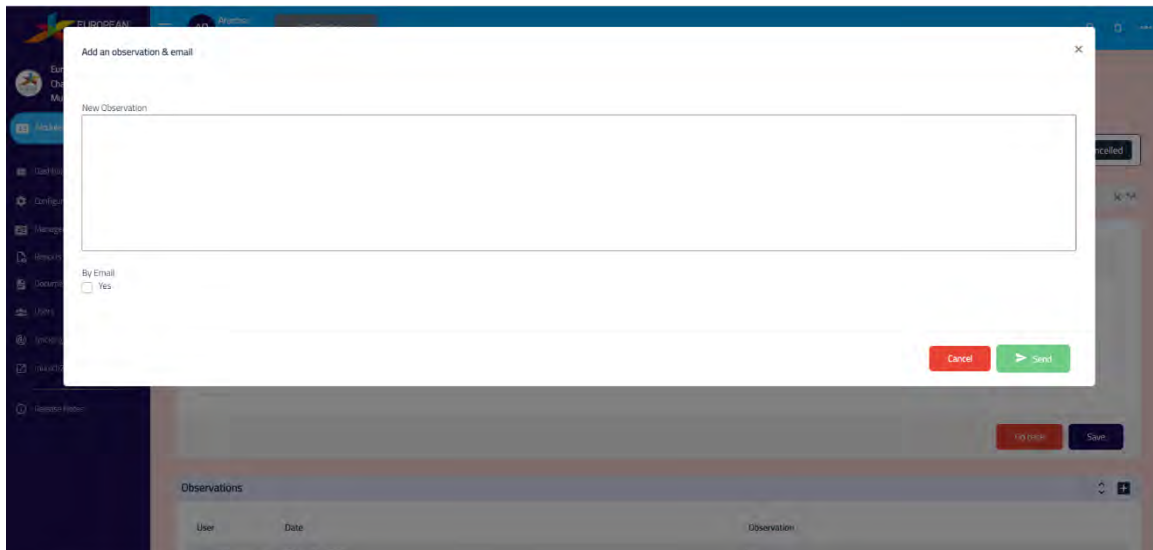
DIFFERENT USER PROFILES WITHIN THIS MODULE

QA User:

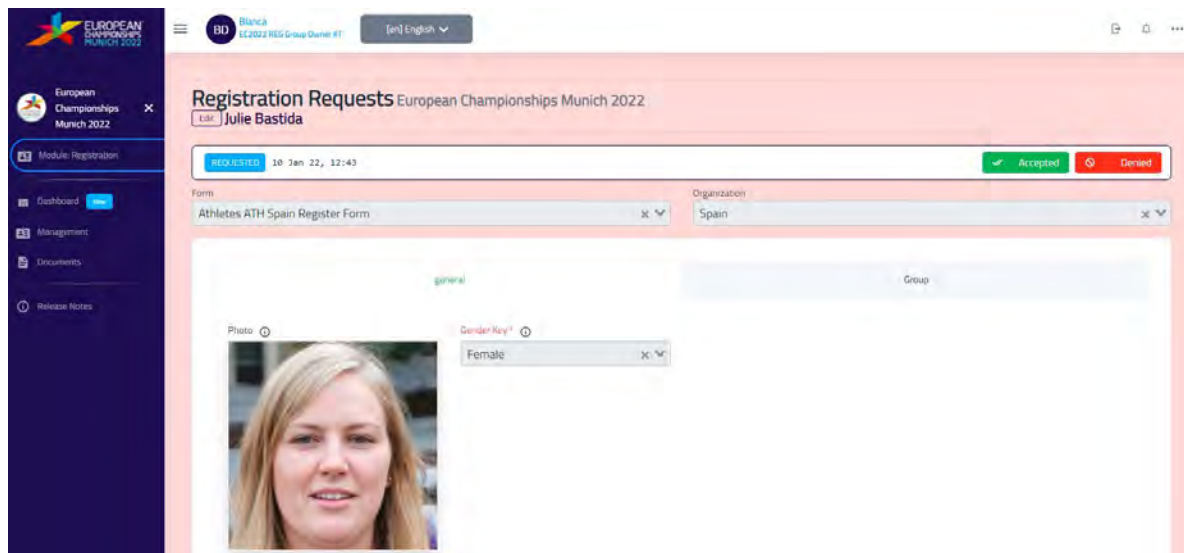
For some specific groups, this profile will check and approve the data. The status will change to REQUESTED. If there are missing or wrong data in the request, click the WRONG DATA button, and the data will be reviewed by the REG User.



You can add observations and send an email to the registrant.



Group Owner: this profile will be the responsible to ACCEPT or DENY the requests.



EUROPEAN CHAMPIONSHIPS MUNICH 2022

European Championships Munich 2022

Module: Registration

Dashboard

Management

Documents

Release Notes

Registration Requests European Championships Munich 2022

Edit Julie Bastida

REQUESTED 10 Jan 22, 12:43

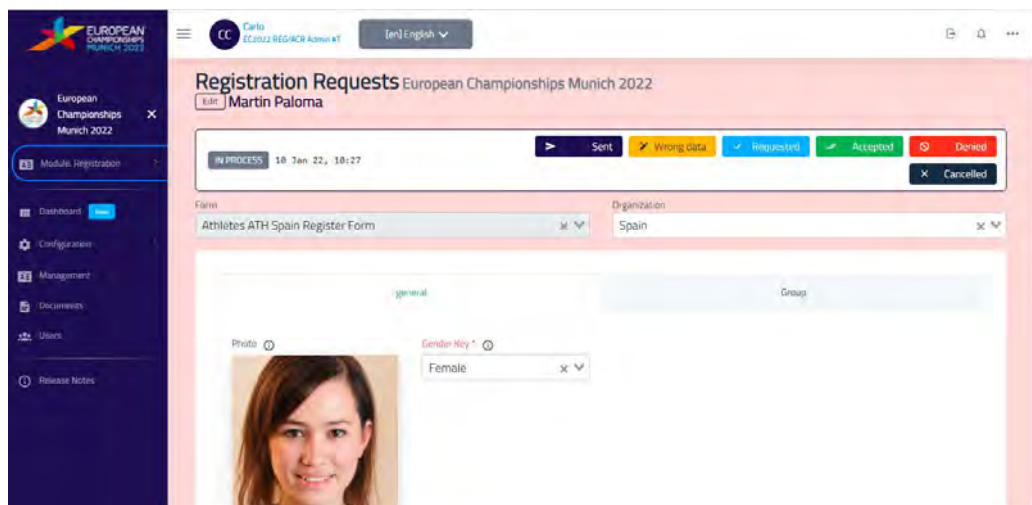
Accepted Denied

Form Athletes ATH Spain Register Form Organization Spain

general Group

Photo Gender Key * Female

REG Admin Profile: this profile can change all the status.



EUROPEAN CHAMPIONSHIPS MUNICH 2022

European Championships Munich 2022

Module: Registration

Dashboard

Configuration

Management

Documents

Users

Release Notes

Registration Requests European Championships Munich 2022

Edit Martin Paloma

IN PROCESS 10 Jan 22, 10:27

Sent Wrong data Rejected Accepted Denied Cancelled

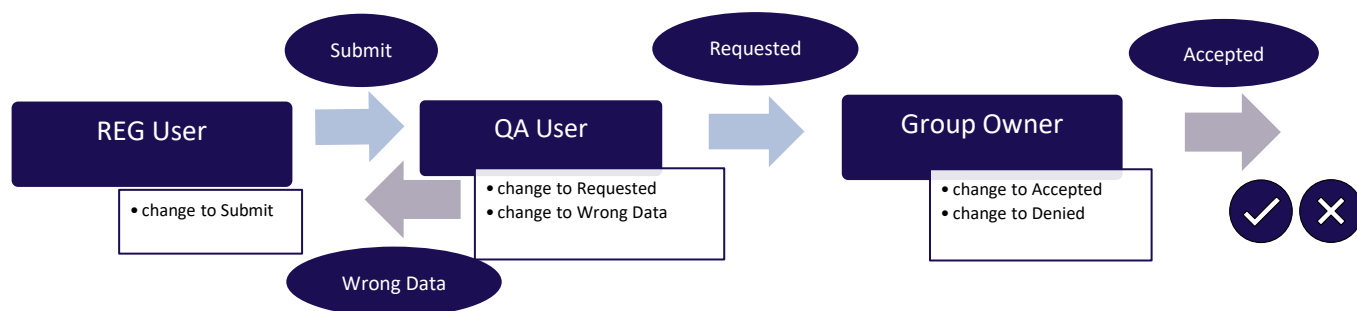
Form Athletes ATH Spain Register Form Organization Spain

general Group

Photo Gender Key * Female

REGISTRATION PROCESS SUMMARY

PLEASE NOTE: Only these requests for registrations that have the status of ACCEPTED will be part of the event and will be available in the rest of the system modules.



REG User change to Submit ↔ QA User change to Requested ↔ Group Owner change to Accepted

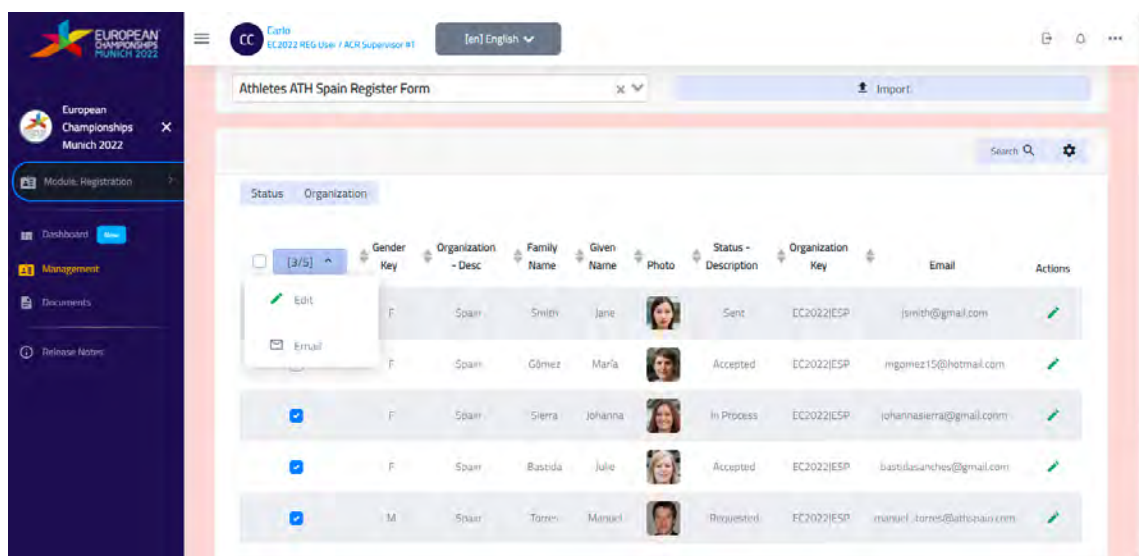
REG User change to Submit ↔ QA User change to Wrong Data ↔ Go back to REG User

REG USER change to Submit ↔ QA User change to Requested → Group Owner change to Denied

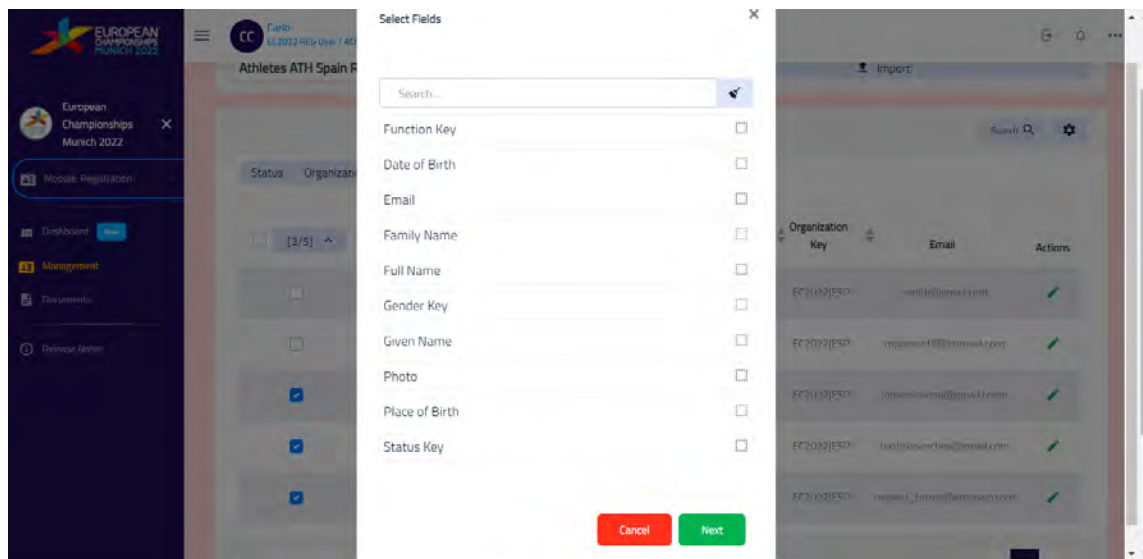
ADMIN FEATURES

Edit fields in bulk:

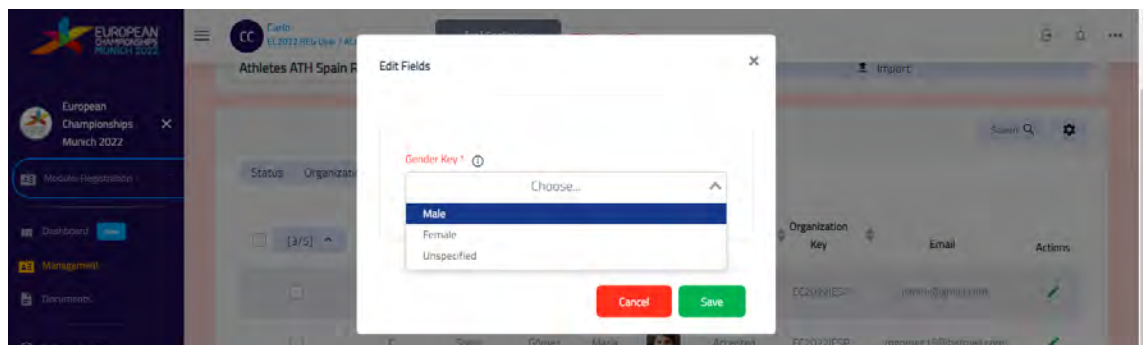
1. You can select entries and edit all or the ones you want to edit. Click "Edit" button.



2. Select the field you want to edit.

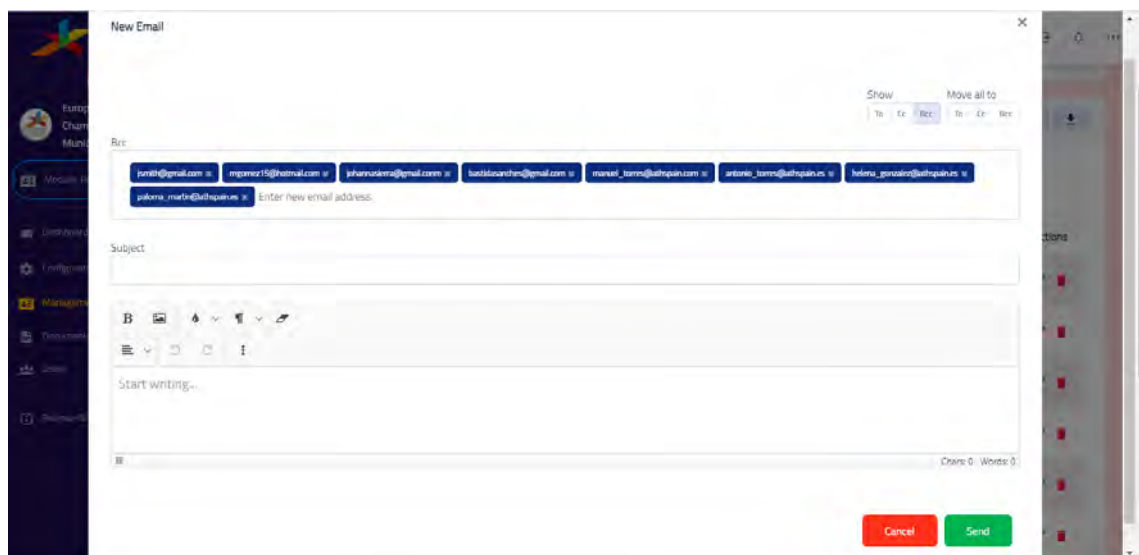
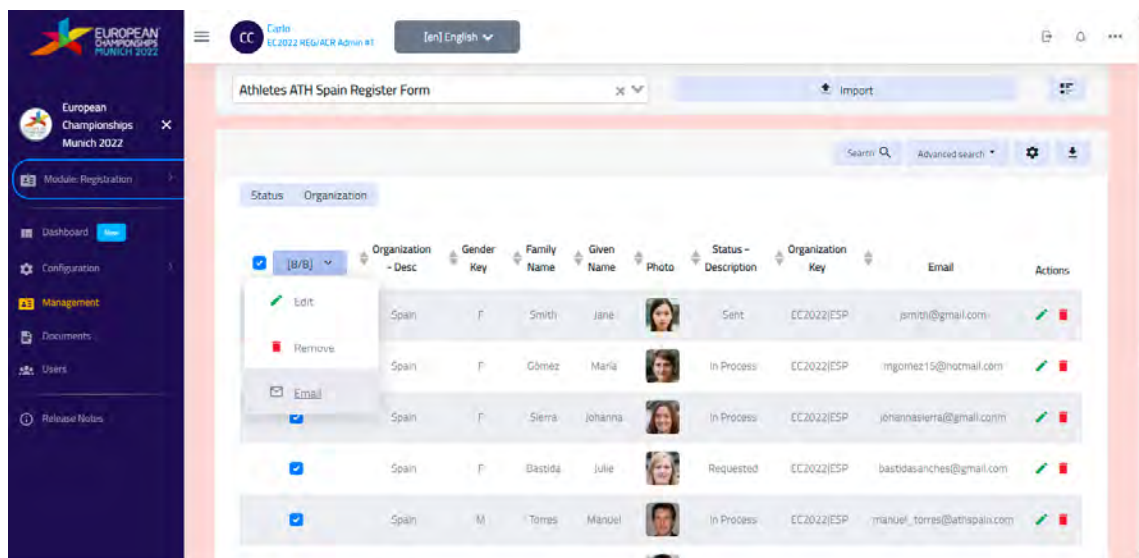


3. Click "Next".
4. Fill the data and click "Save".




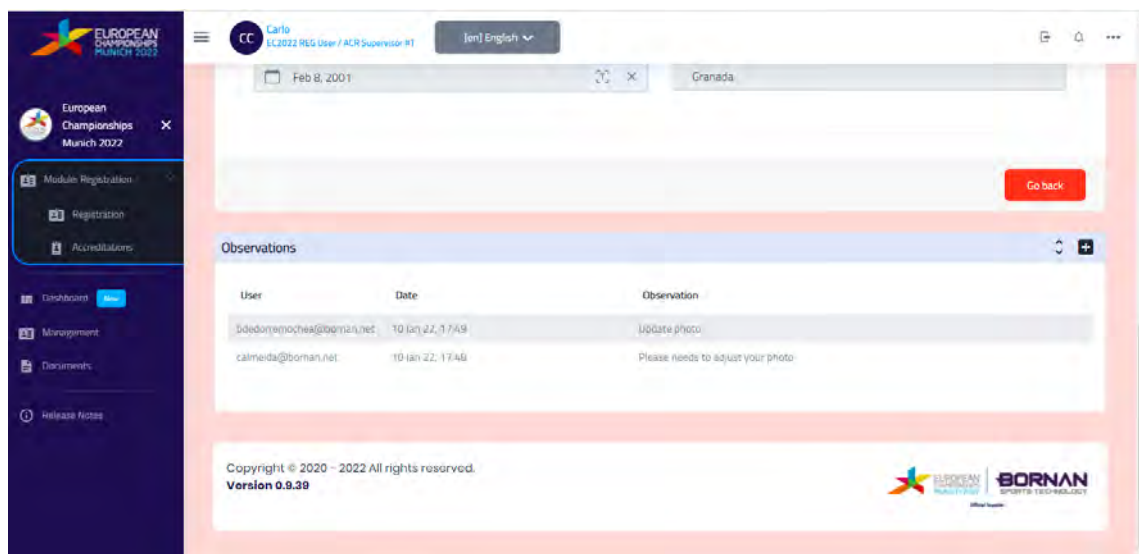
Send emails in bulk: according to the assigned profile you may have the option of sending mass emails. Emails may also be sent to individual registrants.

1. You can select the entries and send email to all or the individuals you select. Click “Email” button.
2. The “New Email window” opens.
3. Fill in the data and click “Send”



Add observations to a registration request:

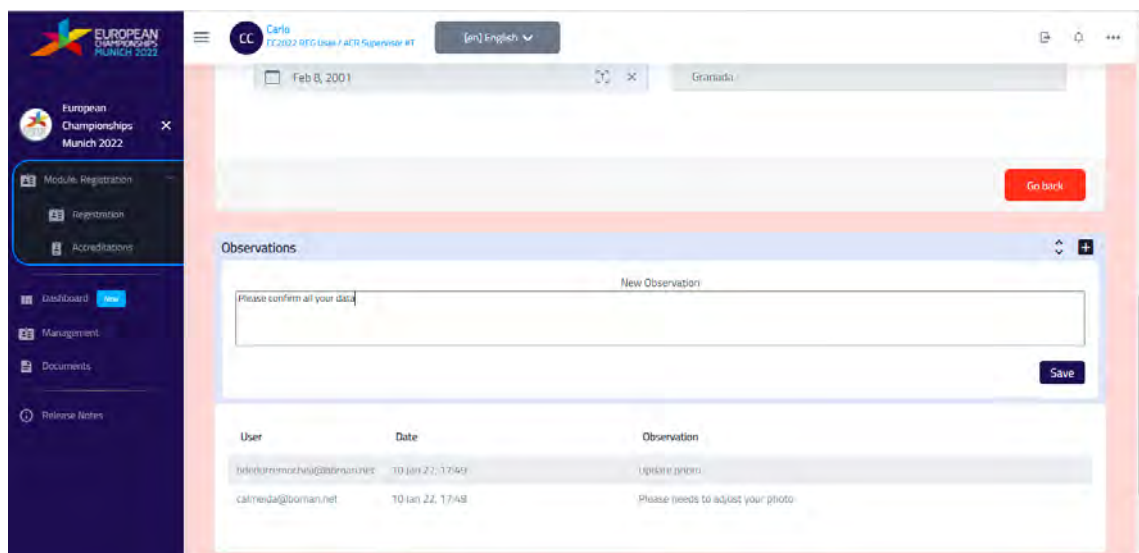
1. In Registrations Requests menu click on “Edit” button in the Actions column.
2. Click on  button in observations field bellow.
3. Add a new observation.
4. Click “Save”
5. Any user with access to Registration will be able to see those comments from that registration (they are public).



The screenshot shows the 'Observations' section of the application. The table lists the following data:



User	Date	Observation
lededonmochela@bornan.net	10 Jan 22, 17:49	Update photo
calmenda@bornan.net	10 Jan 22, 17:48	Please needs to adjust your photo

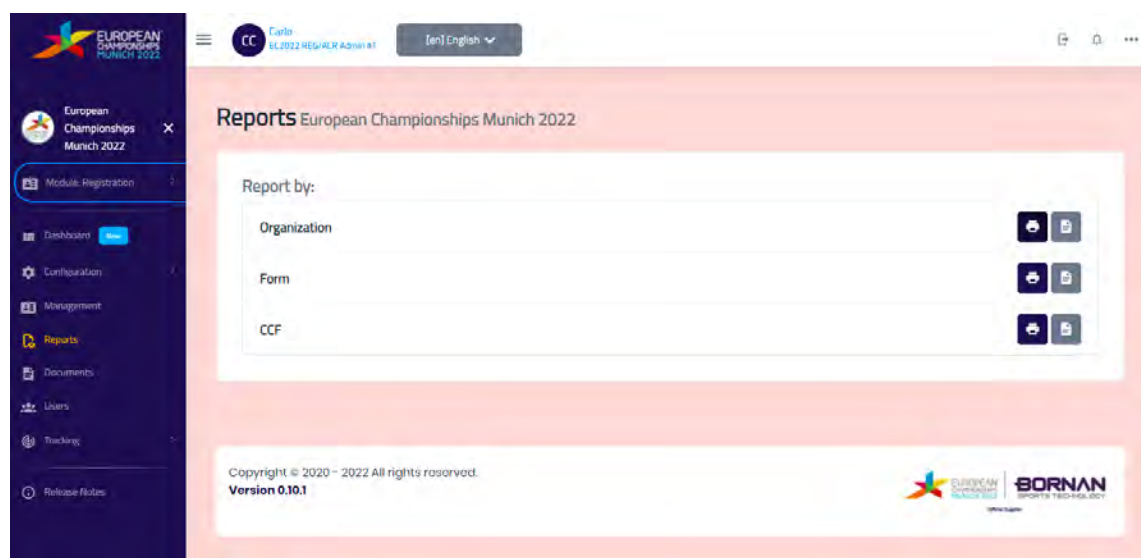
At the bottom of the page, the copyright notice reads: Copyright © 2020 – 2022 All rights reserved. Version 0.9.39. The BORNAN logo is also visible.



The screenshot shows the 'New Observation' form. The form has a text input field with the placeholder text 'Please confirm all your data'. Below the input field is a 'Save' button. The 'Observations' table from the previous screenshot is visible below the form.

REPORTS

1. Select "Reports" on the left-hand side. In this menu, you will be able to download and print request reports by Organization, Form and CCF (collectives, categories, functions)
2. Print document by clicking on the "Printer icon" 
3. Download document as a PDF-document by clicking on the "Paper icon" 



DOCUMENTS

This option of the menu will show any general document such as user guides, terms, and conditions, etc shared by the organising committee. Please note that this repository may be empty and that these documents will not be restricted to any user.

CONTACT

If you have questions or need help from the LOC, don't hesitate to contact us:

athletics@munich2022.com
beachvolleyball@munich2022.com
canoe@munich2022.com
climbing@munich2022.com
cycling@munich2022.com
gymnastics@munich2022.com
rowing@munich2022.com
tabletennis@munich2022.com
triathlon@munich2022.com

PART 2 – BASIC GUIDE FOR THE EMS ARRIVALS AND DEPARTURES MODULE

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GLOBAL BUSINESS SCOPE

The Arrivals and Departures module will be used as the main tool for managing the travelling information of the expected participants joining the event. With this information, EC2022 will manage the transportation from the point of arrival to the respective accommodations and back again for the departures from the host city.

Information regarding travel dates, transport modes and travel codes (flight number, train number), baggage, special needs, etc, will be registered within the system. Only transfers for those participants that have booked their hotel through EC2022 will be entitled to this transportation service.


This guide intends to explain how you navigate through the Arrivals and Departures module within the Event Management System (EMS) for the European Championships Munich 2022.

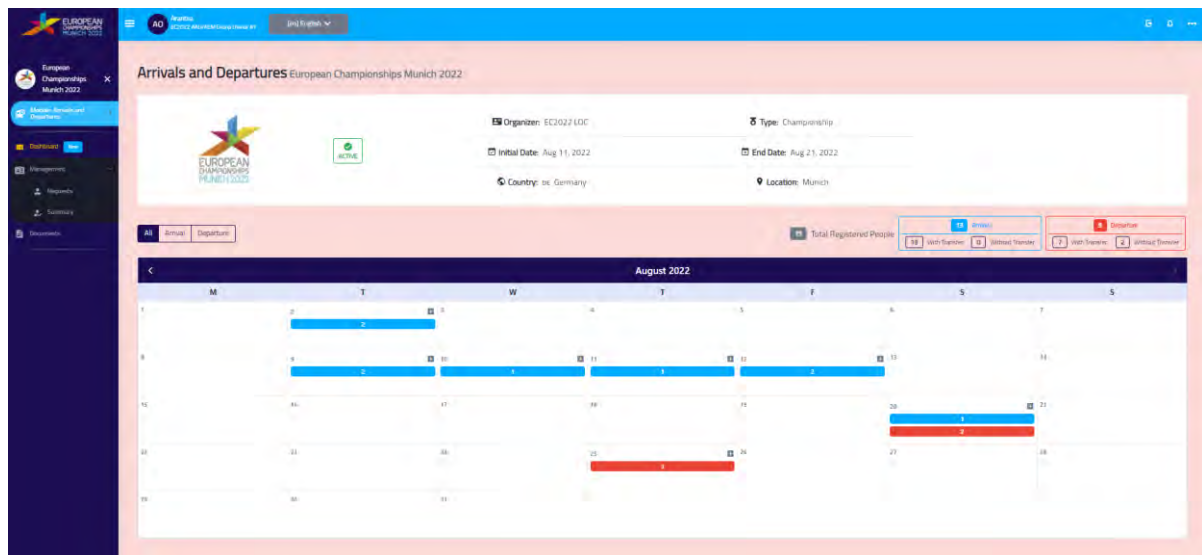
MAIN STEPS

1. Access the Arrivals and Departures module
2. Create an entry for the selected people with information on the Arrival or Departure (date and time, type of transport and id, transfer needed, etc).
3. Modify any of the entries.

MODULE STRUCTURE

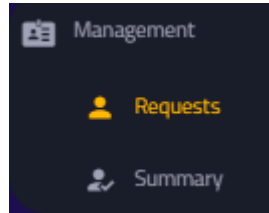
DASHBOARD

The first page that the user will see when accessing the module will be the dashboard. Here, the user will be able to see a calendar with the number of Arrivals and Departures registered for each day (**Arrivals** will be displayed in blue and **Departures** will be displayed in red). By clicking the  icon, a list of the people arriving or departing on the selected day will be displayed. Additionally, more information regarding these entries will be available in the management option in the menu on the left.



MANAGEMENT


The management option from the menu will be divided into two options:




REQUESTS

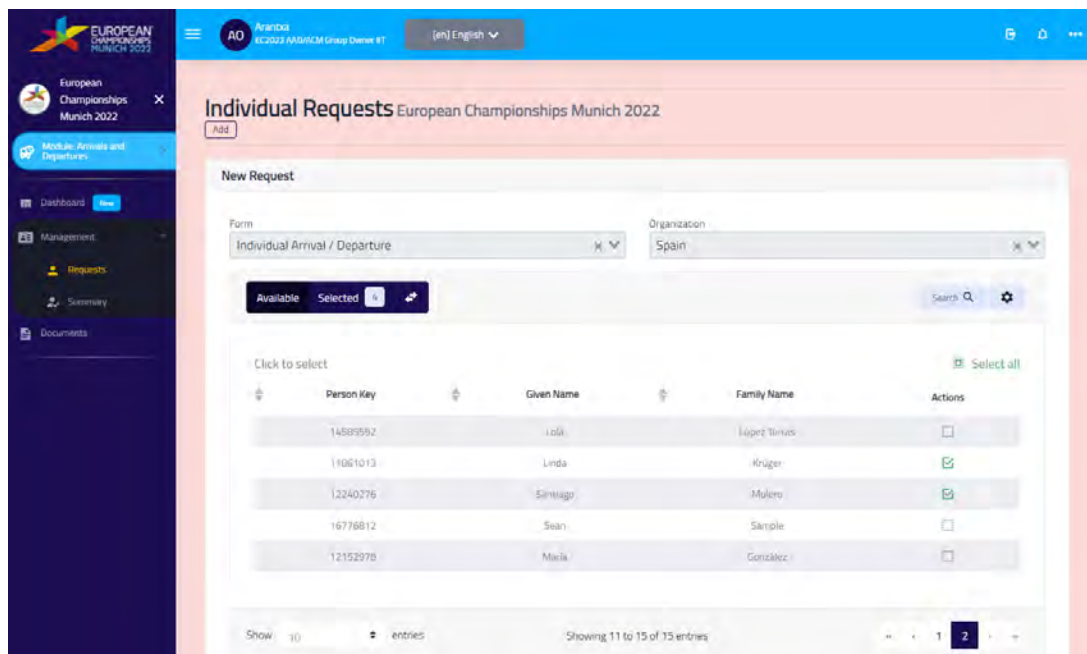
This option will allow the user to manage the Arrivals and Departures requests: creation and modification

To create a new entry for an Arrival or a Departure for any participant:

1. Inside the Arrivals and Departures Module → Go to Management → Requests option
2. Click "Add" 
3. Select the participants from the list for who you want to add the arrival or departure information by

Actions

marking the actions checkboxes  (individual or multiple selection allowed). Only participants whose registration has been accepted will be shown within this list. If the user is not a Responsible Organization, they will only be able to add information related to themselves.

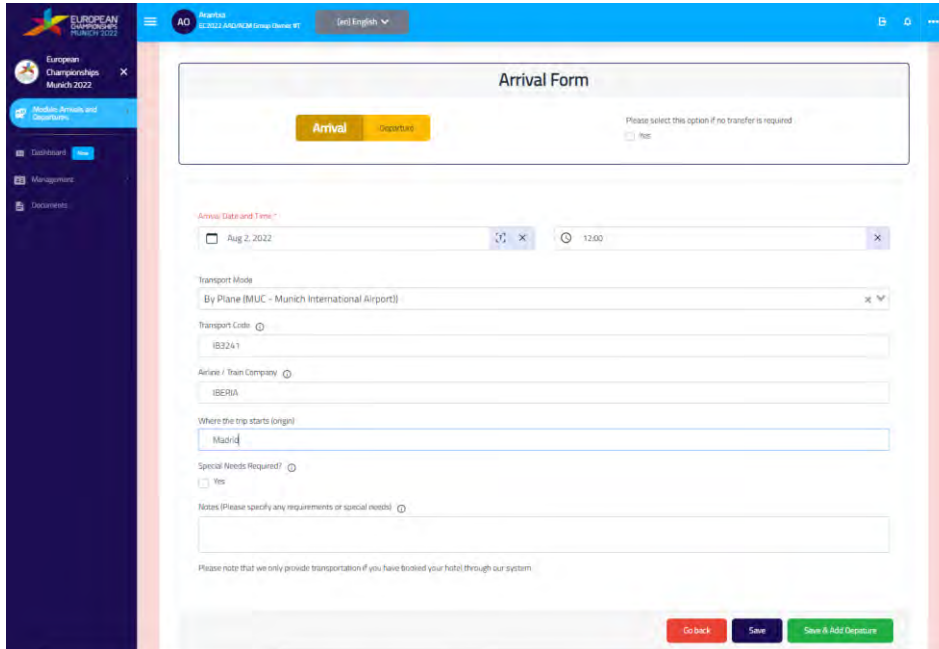


The screenshot shows the 'Individual Requests' interface. On the left is a sidebar with navigation options: Dashboard, Management, Requests, and Documents. The main area is titled 'Individual Requests European Championships Munich 2022' and includes an 'Add' button. Below the title is a 'New Request' form with two dropdown menus: 'Form' (set to 'Individual Arrival / Departure') and 'Organization' (set to 'Spain'). There are 'Available' and 'Selected' tabs, with 'Selected' being active. A table lists participants with columns for 'Person Key', 'Given Name', 'Family Name', and 'Actions'. The 'Actions' column contains checkboxes for each participant. At the bottom, there is a 'Show' dropdown set to '10' and a pagination indicator showing 'Showing 11 to 15 of 15 entries'.


Person Key	Given Name	Family Name	Actions
14589592	Lola	López Torres	<input type="checkbox"/>
11061013	Linda	Kruger	<input checked="" type="checkbox"/>
12240376	Santiago	Mulero	<input checked="" type="checkbox"/>
16776812	Sean	Samuel	<input type="checkbox"/>
12152978	Maria	Comedec	<input type="checkbox"/>

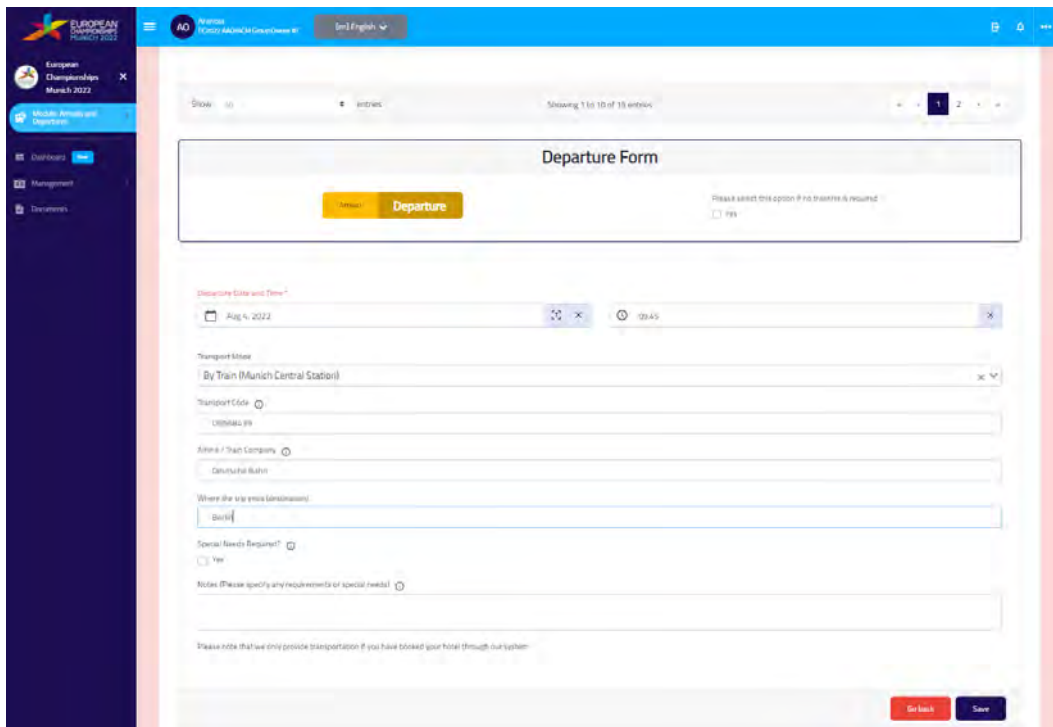
4. The user will select between Arrival/Departure depending on what type of information they want to add.
5. If the user doesn't want to be transferred by the LOC they will have the option to resign by checking the checkbox to the right

- When the user completes the information related to an Arrival, they will be able to save the information and add the information related to the departure directly by clicking on “Save & Add Departure”



The screenshot shows the 'Arrival Form' interface. At the top, there are tabs for 'Arrival' and 'Departure'. Below the tabs, there is a section for 'Arrival Date and Time' with a date picker set to 'Aug 2, 2022' and a time picker set to '12:00'. The 'Transport Mode' is set to 'By Plane (MUC - Munich International Airport)'. The 'Transport Code' is 'IB3241'. The 'Airline / Train Company' is 'IBERIA'. The 'Where the trip starts (origin)' is 'Madrid'. There is a checkbox for 'Special Needs Required?' which is currently unchecked. A text area for 'Notes (Please specify any requirements or special needs)' is present. At the bottom, there are three buttons: 'Go Back', 'Save', and 'Save & Add Departure'.

- Once the user completes the information related to a departure, they will be able to save the information by clicking 

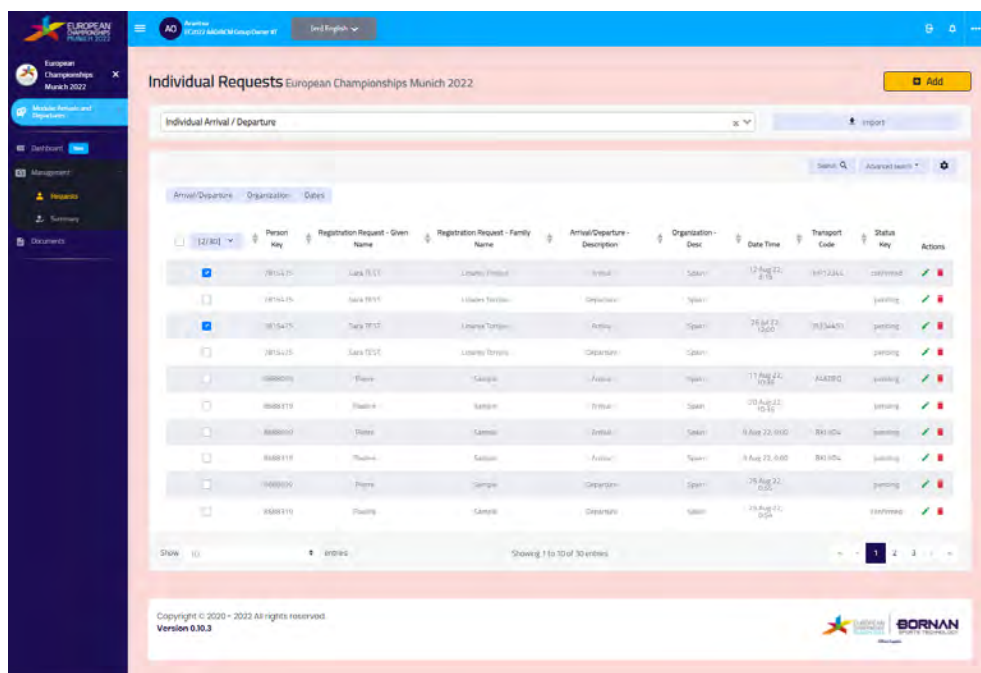


The screenshot shows the 'Departure Form' interface. At the top, there are tabs for 'Arrival' and 'Departure'. Below the tabs, there is a section for 'Departure Date and Time' with a date picker set to 'Aug 4, 2022' and a time picker set to '09:45'. The 'Transport Mode' is set to 'By Train (Munich Central Station)'. The 'Transport Code' is 'DB1846 89'. The 'Airline / Train Company' is 'Deutsche Bahn'. The 'Where the trip ends (destination)' is 'Berlin'. There is a checkbox for 'Special Needs Required?' which is currently unchecked. A text area for 'Notes (Please specify any requirements or special needs)' is present. At the bottom, there are two buttons: 'Go Back' and 'Save'.

To modify an entry for an Arrival or a Departure:

Please note that all Arrivals & Departures requests must be confirmed by the LOC. This is especially to be kept in mind for late changes - only for requests that have been confirmed, transportation can be provided.

1. Select the entry from the list of requests.



Individual Requests European Championships Munich 2022


Individual Arrival / Departure

Person Key	Registration Request - Given Name	Registration Request - Family Name	Arrival/Departure - Description	Organization - Desc	Date Time	Transport Code	Status Key	Actions
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	12 Aug 22, 8:30	18142344	confirmed	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	20 Aug 22, 10:00	18144451	pending	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	17 Aug 22, 10:30	18144451	pending	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	17 Aug 22, 10:30	18144451	pending	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	17 Aug 22, 10:30	18144451	pending	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	
1814425	Lara RICE	Lindsay Prescott	Arrival	Spain	17 Aug 22, 10:30	18144451	pending	
1814425	Lara RICE	Lindsay Prescott	Departure	Spain			pending	

Showing 1 to 10 of 30 entries

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BORNAN

2. Click on the edit icon  of the Arrival or Departure to be modified.
3. The screen with the registered Arrival or Departure form will be displayed and the information may be changed and saved
4. Please note that the modification of an Arrival and a Departure must be done separately. If the toggle button is changed from Arrival to Departure when editing an entry, that means that that Arrival is now considered a Departure.

Arrival Form

Arrival

Departure

Please select this option if no transfer is required

☐ Yes

Departure Form

Arrival

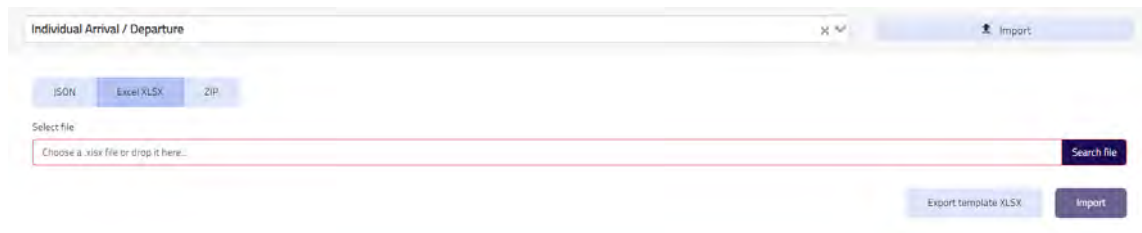
Departure


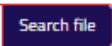

Please select this option if no transfer is required

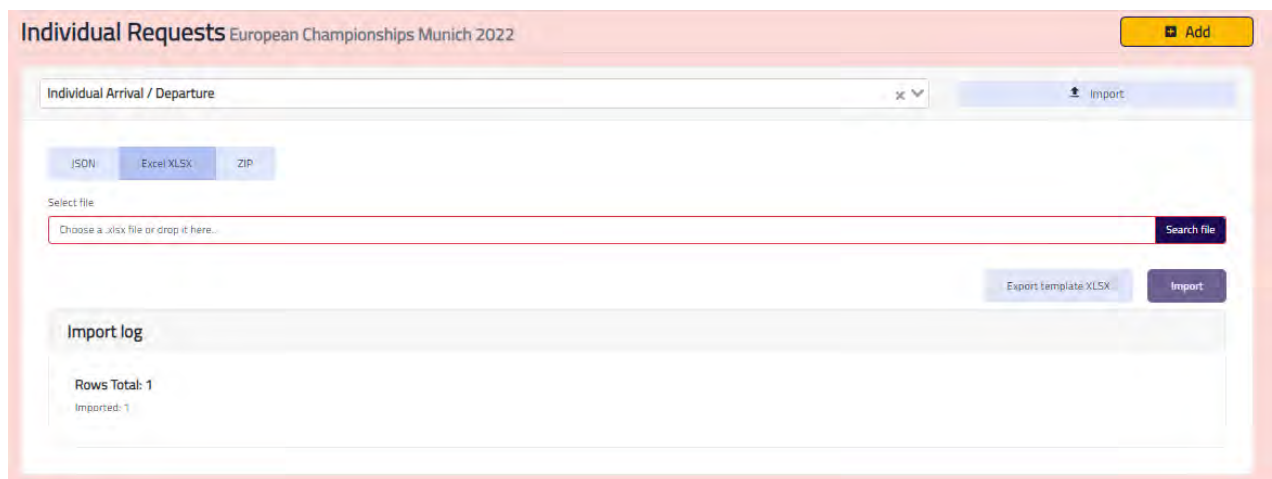
☐ Yes

To create new entries for Arrivals and Departures in bulk (file importation):

1. Click on the tab "Import"
2. An extended menu will be showing different options for the importation.

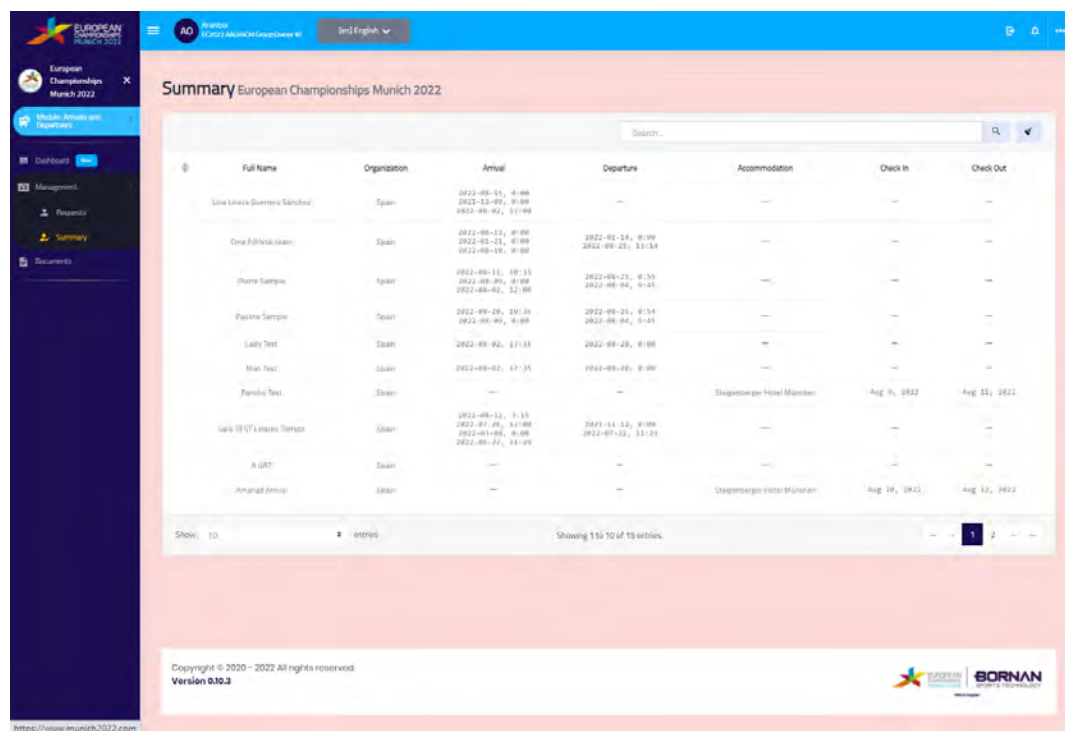


3. Choose the file format to be uploaded: json, .xlsx or .zip.
4. For importing an .xlsx format the template must first be downloaded by clicking on .
5. Fill the excel file by following the examples given. Please make sure to use the correct keys.
6. Once the file is correctly filled, this file can be uploaded from the computer to the system by clicking  and .
7. An import log will be displayed with information on the success of imported rows. Information on the errors given will be shown in case the importation fails.



SUMMARY

Within this option from the menu, an abstract on the reservations for each participant can be seen.



The screenshot displays the 'Summary' page for the European Championships Munich 2022. The page features a sidebar with navigation options: Dashboard, Management, Requests, Summary (selected), and Documents. The main content area shows a table of reservations for participants from Spain. The table includes columns for Full Name, Organization, Arrival, Departure, Accommodation, Check In, and Check Out. The data is filtered to show 10 entries, with a total of 151 entries available.

Full Name	Organization	Arrival	Departure	Accommodation	Check In	Check Out
Uria Linares Guerrero Sánchez	Spain	2022-08-15, 0:00 2022-12-07, 0:00 2022-08-02, 11:00	—	—	—	—
Orna Ribera Llorenç	Spain	2022-08-15, 0:00 2022-03-21, 0:00 2022-08-10, 0:00	2022-02-14, 0:00 2022-08-23, 11:30	—	—	—
Thorne Sampson	Spain	2022-08-15, 0:00 2022-08-09, 0:00 2022-08-02, 12:00	2022-08-25, 0:55 2022-08-04, 0:45	—	—	—
Pauline Sampson	Spain	2022-08-29, 10:30 2022-08-09, 0:00	2022-08-25, 0:54 2022-08-04, 0:45	—	—	—
Larry Test	Spain	2022-08-02, 17:30	2022-08-29, 0:00	—	—	—
Mar Test	Spain	2022-08-02, 17:30	2022-08-29, 0:00	—	—	—
Pauline Test	Spain	—	—	Stegensberger Hotel München	Aug 8, 2022	Aug 11, 2022
Larry Test Linares Sampson	Spain	2022-08-15, 0:00 2022-07-08, 11:00 2022-08-02, 11:00	2022-11-12, 0:00 2022-07-22, 11:00	—	—	—
A. GAT	Spain	—	—	—	—	—
Amel Test	Spain	—	—	Stegensberger Hotel München	Aug 18, 2022	Aug 21, 2022

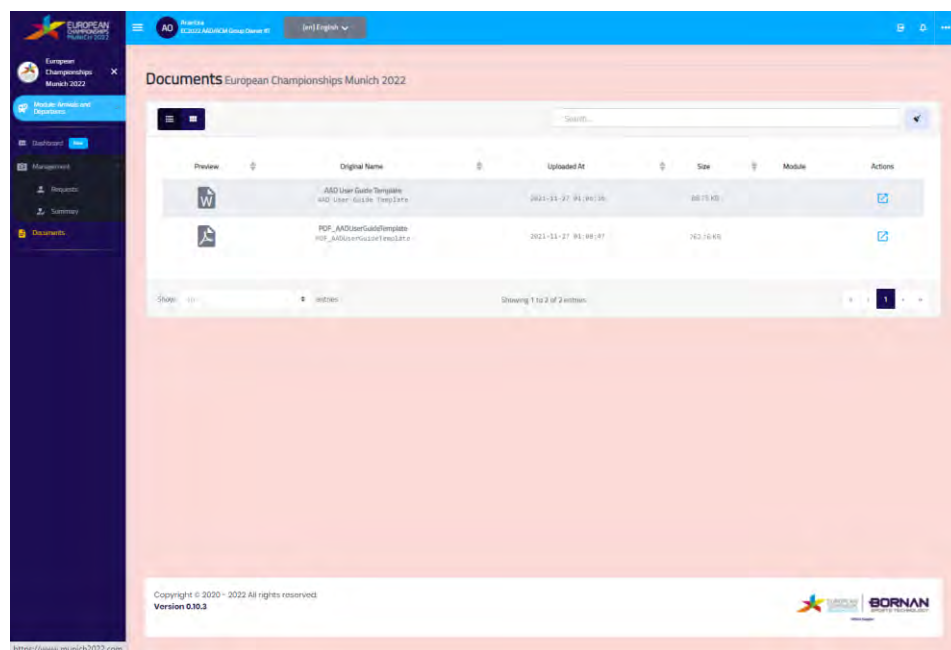
Showing 10 of 151 entries. Showing 151 of 151 entries.

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



EUROPEAN CHAMPIONSHIPS MUNICH 2022 BORNAN

DOCUMENTS

This option of the menu will show any general document such as user guides, terms, and conditions, etc shared by the organising committee. Please note that this repository may be empty and that these documents will not be restricted to any user.




The screenshot shows the 'Documents' section of the European Championships Munich 2022 website. The page has a dark blue sidebar on the left with navigation links: 'European Championships Munich 2022', 'Modern Search with Documents', 'Dashboard', 'Management', 'Requests', 'Settings', and 'Documents'. The main content area is titled 'Documents European Championships Munich 2022' and features a search bar and a table of documents.

Preview	Original Name	Uploaded At	Size	Module	Actions
	ASD User Guide Template ASD User Guide Template	2021-11-27 04:04:08	88.75 KB		
	PDF_ASDUserGuideTemplate PDF_ASDUserGuideTemplate	2021-11-27 04:04:07	742.16 KB		

Showing 1 to 2 of 2 entries

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 BORNAN

CONTACT

If you have questions or need help from the LOC, don't hesitate to contact us:

athletics@munich2022.com
beachvolleyball@munich2022.com
canoe@munich2022.com
climbing@munich2022.com
cycling@munich2022.com
gymnastics@munich2022.com
rowing@munich2022.com
tabletennis@munich2022.com
triathlon@munich2022.com

PART 3 - BASIC GUIDE FOR THE EMS ACCOMMODATION MODULE

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GLOBAL BUSINESS SCOPE

The Accommodation module will be used as the main tool for managing the hosting reservations for the participants joining an event. Information on accommodations, and their availability and restrictions will be registered within the system.

This guide intends to explain how you navigate through Accommodation module within the Event Management System (EMS) for the European Championships Munich 2022.

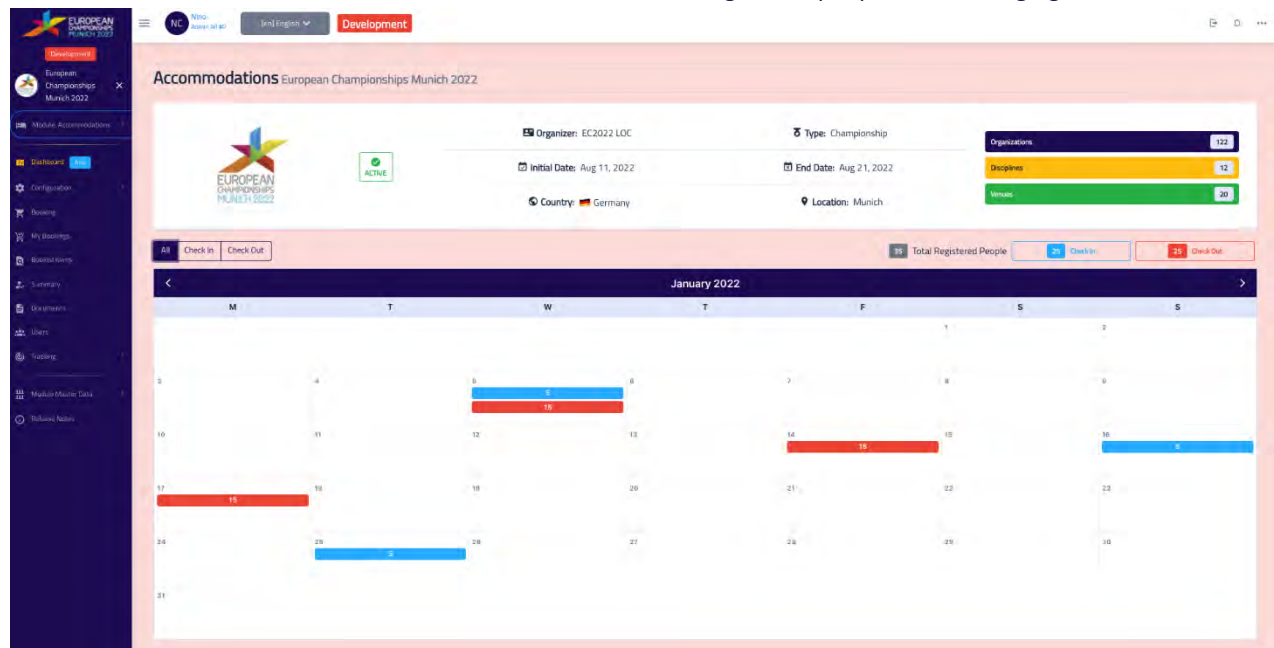
MAIN STEPS

1. Access the Accommodation Module
2. **First Phase** → Generation of a reservation for a certain hotel and dates.
3. Confirmation of the reservation and checkout process through a payment gateway or bank money transfer
4. Reception of confirmation to the user of its reservation (email with confirmation and invoice).
5. Once the reservation is confirmed, participants (only those previously accepted in the registration module) can be assigned to the different rooms.
6. Modification and cancellation of bookings will also be available during this initial phase.
7. **Second Phase** → No new bookings are allowed. Only modification or cancellations of previous reservations are allowed. EC2022 will be responsible to approve or reject such requests. Assignment of participants to reservations is still allowed
8. **Third Phase** → Any request must be done through a text field within the system, and the administrator will be responsible for handling those requests.

MODULE STRUCTURE

DASHBOARD

The first page that the user will see when accessing the module will be the dashboard. Here the user will be able to see in a calendar all the check-in and check-out dates for the registered people he is managing.



BOOKING

Within the “Booking” option from the menu, the user can make reservations on the available hotels for certain dates.

The ability to make reservations, modifications and cancellations will depend on the phase of accommodation (explained throughout this guide). New bookings can only be done in the **First Phase** of the process.

To create a new reservation:

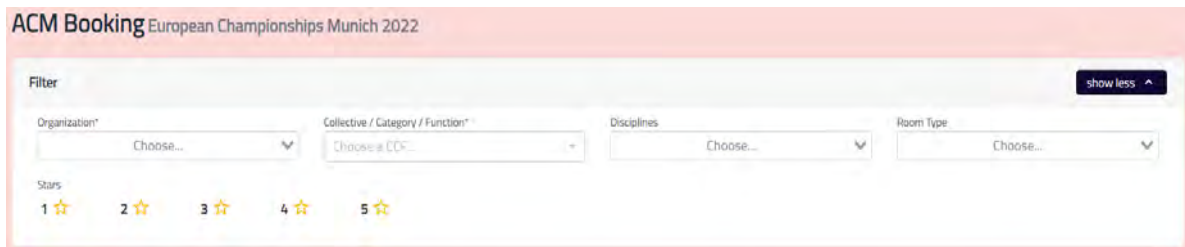
1. Inside the Accommodation Module → Go to the Booking option from the menu → The available hotels will appear according to the filters applied.

If you are an individual user making a reservation for yourself (or yourself and accompanying people), some of these filters will be preselected on your behalf.

Otherwise, if you are a Responsible Organization managing different people and functions, you will need to apply the filters according to the booking you want to do.

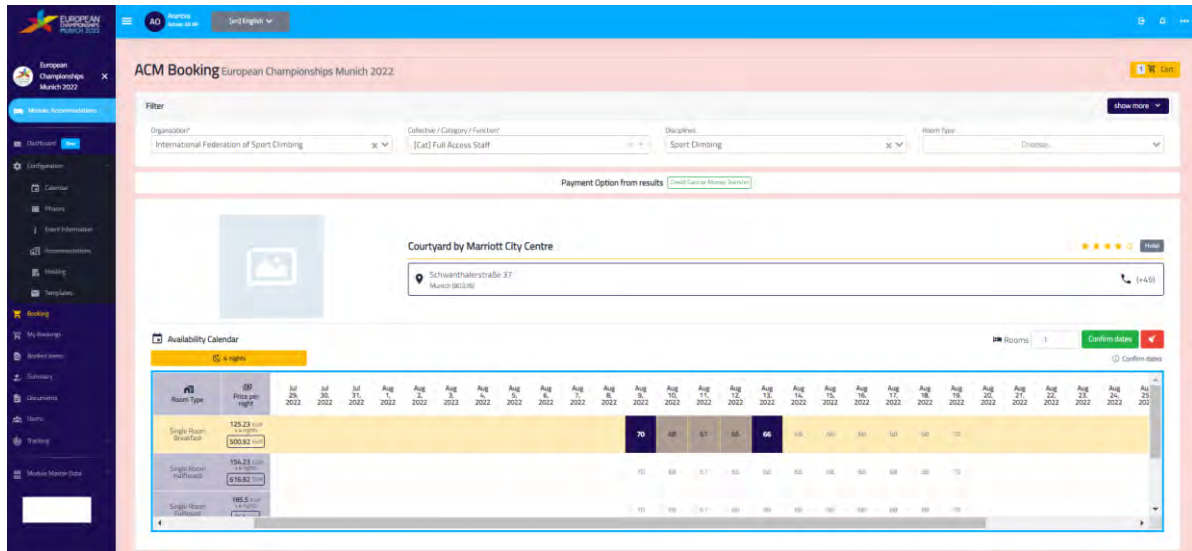
IMPORTANT NOTE: If you do not select the correct Collective / Category / Function (CCF) in this step, you will not be able to assign Guests to these rooms at a later step. Only people who belong to the CCF (mandatory field within registration) can be assigned to the respective room.

These filters will be applied by selecting Organization, CCF (Collective, category and function) and discipline for the reservation from the combo fields on the top of the page. Room type and category can also be filtered:

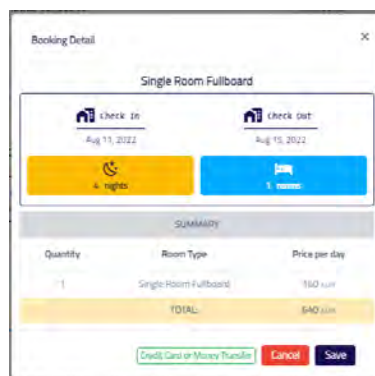


The screenshot shows the 'ACM Booking' interface for the European Championships Munich 2022. It features a 'Filter' section with four dropdown menus: 'Organization*' (with a 'Choose...' option), 'Collective / Category / Function*' (with a 'Choose a CCF...' option), 'Disciplines' (with a 'Choose...' option), and 'Room Type' (with a 'Choose...' option). Below these filters is a 'Stars' section with five star icons labeled 1, 2, 3, 4, and 5. A 'show less' button is located in the top right corner of the filter area.

- Available hotels will appear → Press select dates Select dates → to select the desired nights from the available dates within the selected hotel and click confirm dates Confirm dates



- Check that the Booking details in the pop-up window are correct and click save Save




- The new reservation will now be added to your Cart. If you are a Responsible Organization, you may repeat this process as many times as you want to add more rooms before doing the checkout process. If you are an individual user, you will be limited to 3.
- For reviewing the information on the reservations made click the Cart button 2 Cart on the top right of the screen.

- Check the items in your cart. These rooms will be blocked within the platform but will not be confirmed until the checkout process has been completed. To do so, click on Checkout button

 Checkout


Items (2)
Empty cart

1
Athletics
Athletics Collective
Spain



STEIGENBERGER HOTEL MÜNCHEN
SINGLE ROOM FULLBOARD
640 EUR

Check In
Aug 11, 2022
Check Out
Aug 15, 2022
4 nights

2
Athletics
Athletics Collective
Spain


STEIGENBERGER HOTEL MÜNCHEN
SINGLE ROOM FULLBOARD
640 EUR

Check In
Aug 11, 2022
Check Out
Aug 15, 2022
4 nights

Total 1280 EUR
Credit Card or Money Transfer
 Checkout

Please be aware that the items in you cart will erased after 1 hour if the checkout process won't be completed.

- A pop up will appear with a message and a text-area to add information. This is for teams of Para-Rowing and Para-Canoe to be able to specify special requirements in their bookings.

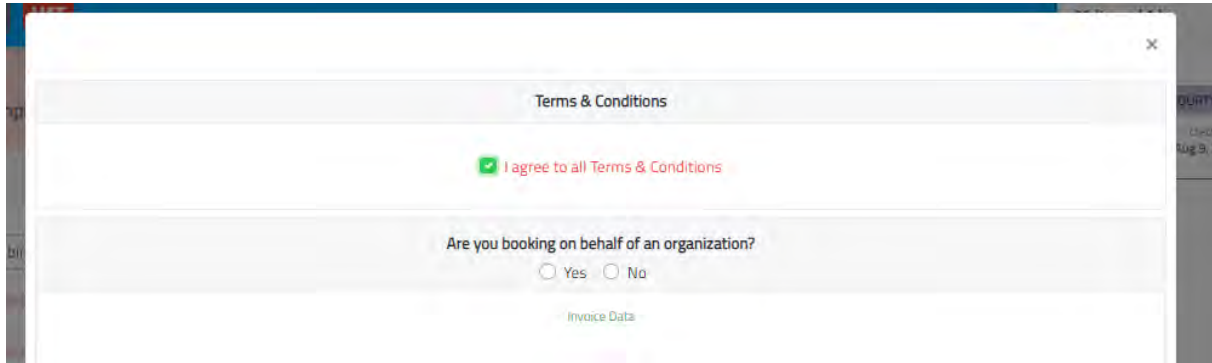
Checkout Comment
X

For ROW and CSP only: Please specify any special needs requests for the booked rooms

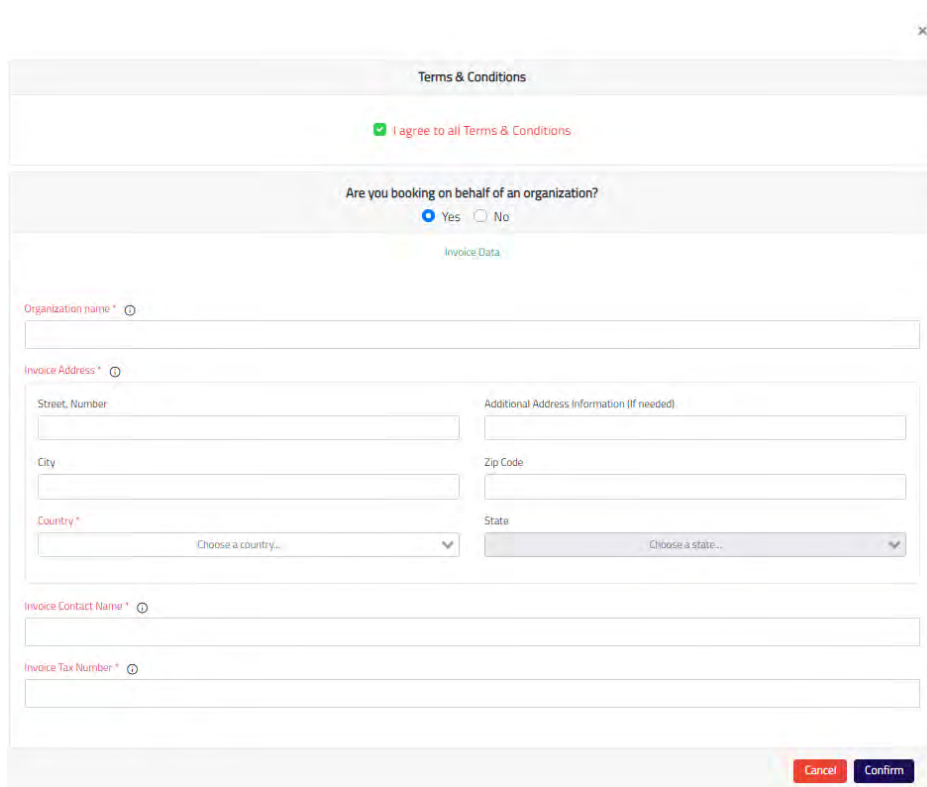
Write a comment (optional)

Next

8. If your user is configured as non-payer, you will see a summary of the items that you have selected and will need to confirm it to finalise the process. If this is not your case, you will first see a pop-up with terms and conditions (which the user needs to agree to proceed).



9. On the same pop-up window, the user will have to provide their own financial information for invoicing purposes. To do this they will have to select if they are purchasing on behalf of an organization or for themselves.



10. Once this information is confirmed, the user will be able to select the payment method they prefer Credit Card or bank transfer. Below, they will see a summary of the items to be purchased with the total amount to be paid (VAT Included).

How would you like to pay?

☐ Card
 ☒ Transfer

Money Transfer Information

Please transfer the total amount within 5 days (latest 1st of May, 2022) to the following account:

Account owner: Olympiapark München GmbH
 IBAN: DE 77 7015 0000 1005 3086 93
 BIC: 5501000000000000
 Bank: Stadtparkasse München

Checkout Summary

Item	Quantity	Unit Price EUR	Total Price EUR	Tax Code
Single Room Fullboard in Steigenberger Hotel München for 4 nights Aug 11, 2022 - Aug 15, 2022	1	160	640	0 %
Single Room Fullboard in Steigenberger Hotel München for 4 nights Aug 11, 2022 - Aug 15, 2022	1	160	640	0 %
			Net Amount	1280 EUR
			VAT: 19 %	0 EUR
			Total Amount	1280 EUR

Cancel

Confirm

- If bank transfer is selected, information regarding the transfer will be shown. Please note this information as it is very important to complete the process.
- In case credit card is selected the system will redirect the user to the payment gateway where they will need to complete their credit card information.
- When confirmed, an email with the invoice information will be sent to the user.





Thank you for completing your accommodation request.

Attached you can find the invoice and the payment details. You are kindly requested to proceed with the deposit payment within five (5) working days but not later than 01 May 2022 to guarantee the hotel booking. Your booking request will be confirmed after we received the full payment on the respective bank account.

Please be aware of your respective payment and cancellation deadlines and conditions. You can find them in your EMS profile under "documents".




















We are looking forward to welcoming you in August!

MY BOOKINGS

In this option a list of the reservations made within the system will be displayed. Each line will represent a reservation in which multiple information is shown through the different columns. The status and summary of the purchase can be viewed () and the invoice downloaded () by clicking the icons.


My Bookings European Championships Munich 2022

Search Advanced search

<input type="checkbox"/>	Organizations - Desc	CCFs - Description	Cart Id	Number of items	Subtotal	VAT (%)	VAT Amount	Total Amount	Cart Status - Description	Financial Status - Description	Created at	Actions
<input type="checkbox"/>	Spain	Athletics Collective	0000057	1	480 €	0 %	0 €	480 €	Confirmed	Credit Card - Paid	16-Dec-21, 12:25	 
<input type="checkbox"/>	Spain	Athlete	0000029	2	1760 €	19 %	334,4 €	2094,4 €	Confirmed	Money Transfer - Pending	16-Dec-21, 13:55	 
<input type="checkbox"/>	Spain European Athletic Association International Federation of Sport Climbing	Athletics Collective Climbing Collective	0000038	5	6983,17 €	0 %	0 €	6983,17 €	Confirmed	Money Transfer - Pending	16-Dec-21, 09:55	 
<input type="checkbox"/>	Spain Germany	Athlete Athletes	0000056	3	14635,52 €	0 %	0 €	14635,52 €	Confirmed	Money Transfer - Pending	16-Dec-21, 11:31	 
<input type="checkbox"/>	European Athletic Association	EA Competition Organiser	0000039	1	1224,56 €	0 %	0 €	1224,56 €	Confirmed	Money Transfer - Pending	16-Dec-21, 10:46	 
<input type="checkbox"/>	International Federation of Sport Climbing	Team	0000022	1	500,92 €	19 %	95,17 €	596,09 €	Confirmed	Money Transfer - Pending	16-Dec-21, 09:49	 
<input type="checkbox"/>	Germany	Athletes	0000025	1	358,89 €	19 %	68,19 €	427,08 €	Confirmed	Money Transfer - Pending	14-Dec-21, 15:08	 
<input type="checkbox"/>	Spain	Athlete	0000011	1	320 €	0 %	0 €	320 €	Confirmed	Credit Card - Paid	14-Dec-21, 14:25	 
<input type="checkbox"/>	International Federation of Sport Climbing	IFSC President	0000042	1	500,92 €	0 %	0 €	500,92 €	Confirmed	No Payment Needed	14-Dec-21, 15:21	 
<input type="checkbox"/>	European Athletic Association	European Athletics Council	0000055	1	459,21 €	0 %	0 €	459,21 €	Confirmed	Credit Card - Paid	16-Dec-21, 11:00	 

Show 10 entries Showing 1 to 10 of 54 entries « 1 2 3 4 ... »

DETAILS

By pressing the details icon () a new screen will be opened with information regarding the general status of the booking (pending, requested, confirmed, rejected) and its financial status together with an abstract of the items and prices of the reservation.

Invoice European Championships Munich 2022


Cart Status: Confirmed Financial Status: Money Transfer - Pending

Checkout Summary

Item	Quantity	Unit Price	Total Price	Tax Code
Twin Room Breakfast in Hilton Munich Park for 17 nights Jul 26, 2022 - Aug 14, 2022	1	170,64	2500,88	0 %
Single Room Breakfast in Hilton Munich Park for 9 nights Aug 5, 2022 - Aug 14, 2022	1	153,07	1377,63	0 %
Net Amount				6983,17
VAT (0 %)				0,00
Total Amount				6983,17

[Go back](#)

INVOICE

By pressing the invoice icon , a new browser window will be opened containing the pdf file of the invoice. This pdf invoice is the same sent when completing the checkout process.



Invoice

Organization Name
Invoice Contact Name *
2556 Howard Road
dshahid1
Palo Alto
Afghanistan
Invoice Tax Number

Please state invoice number for inquiries:
Customer no.: 000006
Invoice No: ACM21.00047
Invoice Date: 2022-01-26
Cost Center: 125038

European Championships Munich 2022 invoice:

Item	Quantity	Unit Price EUR	Total Price EUR	Tax Code
Twin Room Fullboard in Pullman for 2 nights Aug 13, 2022 - Aug 15, 2022	1	220	440	0 %
			Net Amount	440 EUR
			VAT (0%)	0 EUR
			Total Amount	440 EUR

* Extra Services

Performance Period: August 2022



Tax liability transfers to the recipient of the services according to the reverse charge principle (does not apply for German-based customers)

Transfer the total amount by stating the customer and invoice number within 5 days to the account below:

Olympiapark München GmbH Sperrenstraße 21 80809 München	Geschäftsführer: Markus Schöne Vorstandsmitglied: Bürgermeisterin Ursula Gellert	Erfahrungsort und Geschäftsstandort München Hauptgeschäft München HRB 18771 USt ID No. DE 124 425 784 VAT: 1431162790380	Baumvermietung Bauplanungsamt München Bauz. DE 37 7015 0000 1000-0096 93 BIC: BFSW33HAN
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






CANCELLATION/ MODIFICATION

During the **First Phase** of the booking process, the user will be able to cancel or modify any of the bookings done.

To do this the user will need to click the cancellation button  or the modification button  of the purchase they want to change. These actions, when executed can't be undone.

The cancellation will change the status of the booking to "Cancelled" and the rooms will be returned to the hotel available rooms.

The modification process will change the status of the booking to cancelled and will add at the same time all the items from the cancelled booking to the cart. From here, the user will be free to add or remove any of the previous bookings. To finish the request, the user will have to follow a simplified checkout process.

0 %	0 €	14635.52 €	Confirmed	Money Transfer - Pending	16-Dec-21, 11:31	   
0 %	0 €	1224.56 €	Confirmed	Money Transfer - Pending	16-Dec-21, 10:46	   

During the **Second Phase**, cancellations and modifications can be requested but will need the final validation from the LOC. This will be reflected in the platform with the status: “Cancellation Request” and “Modification Request”. When approved or rejected by the LOC the status will be: “Cancellation/Modification Rejected” or “Cancellation/Modification Approved”. In this phase, availability of hotels will not be considered when requesting a modification.

In the **Third Phase**, only change requests via a text form in the booking element will be allowed.

ROOM ALLOCATION


The list of the booked items (rooms) is shown in this view. Here, previously registered participants (through the registration process) can be assigned to the different rooms and hotels.

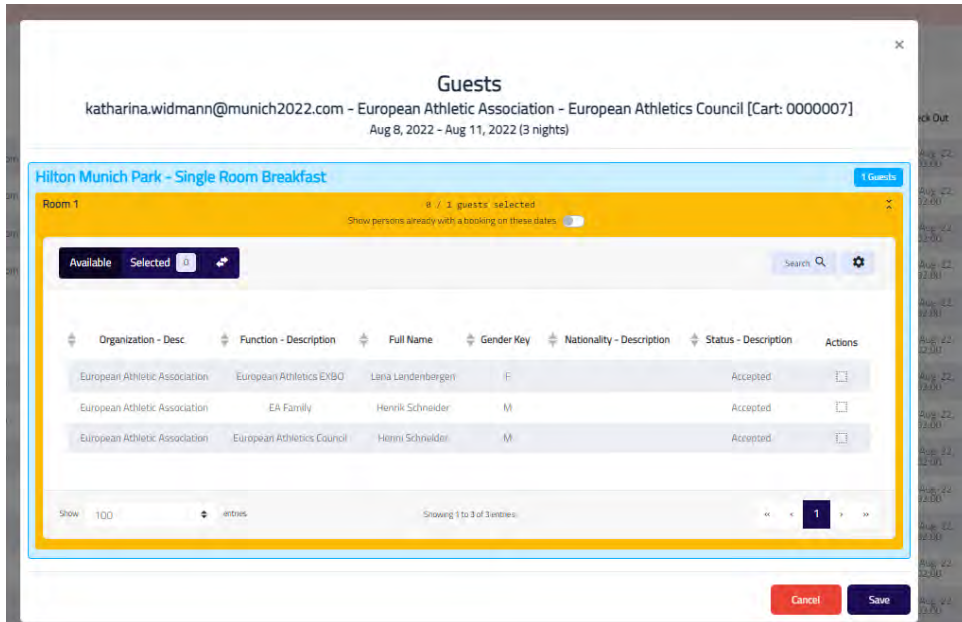
Room Allocation European Championships Munich 2022

	Email	Organization - Desc	CCP - Description	Cert Id.	Accommodation - Name	Cert Status - Description	Room Type - Description	Number of Rooms	Check In	Check Out	Guests Names	Price	VAT Amount	Total Price	Actions
<input type="checkbox"/>	katharina.wiedmann@munch2022.com	Spain	Gymnast	0000001	Four Points by Sheraton Munich Arabellapark	Cancelled	Twin Room Breakfast	5	15-Aug-22 02:00	16-Aug-22 02:00		670 €	127.3 €	797.3 €	
<input type="checkbox"/>	katharina.wiedmann@munch2022.com	Spain	Team	0000002	Four Points by Sheraton Munich Arabellapark	Confirmed	Single Room Breakfast	5	15-Aug-22 02:00	17-Aug-22 02:00		1170 €	222.3 €	1392.3 €	
<input type="checkbox"/>	katharina.wiedmann@munch2022.com	Spain	Team	0000002	Four Points by Sheraton Munich Arabellapark	Confirmed	Twin Room Breakfast	5	15-Aug-22 02:00	17-Aug-22 02:00		1340 €	254.6 €	1594.6 €	
<input type="checkbox"/>	katharina.wiedmann@munch2022.com	Spain	Team Leader	0000003	Four Points by Sheraton Munich Arabellapark	Confirmed	Single Room Breakfast	5	07-Aug-22 02:00	10-Aug-22 02:00		1750 €	333.45 €	2083.45 €	
<input type="checkbox"/>	katharina.wiedmann@munch2022.com	European Gymnastics	Guests (MP)	0000004	Westin Grand Munich (Official Hotel for FIG Family and Competition Judges)	Confirmed	Single Room Breakfast	1	10-Aug-22 02:00	12-Aug-22 02:00	Polina Santos	234 €	44.65 €	278.65 €	

To add a participant to a room:

1. Click the icon  of the row of a room to which you want to assign a guest.


- A pop-up window will appear, click the icon  to display a list of possible participants that can be added to the room.




Guests
katharina.widmann@munich2022.com - European Athletic Association - European Athletics Council [Cart: 0000007]
Aug 8, 2022 - Aug 11, 2022 (3 nights)



Hilton Munich Park - Single Room Breakfast 1 Guests

Room 1 0 / 1 guests selected
Show persons already with a booking on these dates ☐


Available Selected ☒ 

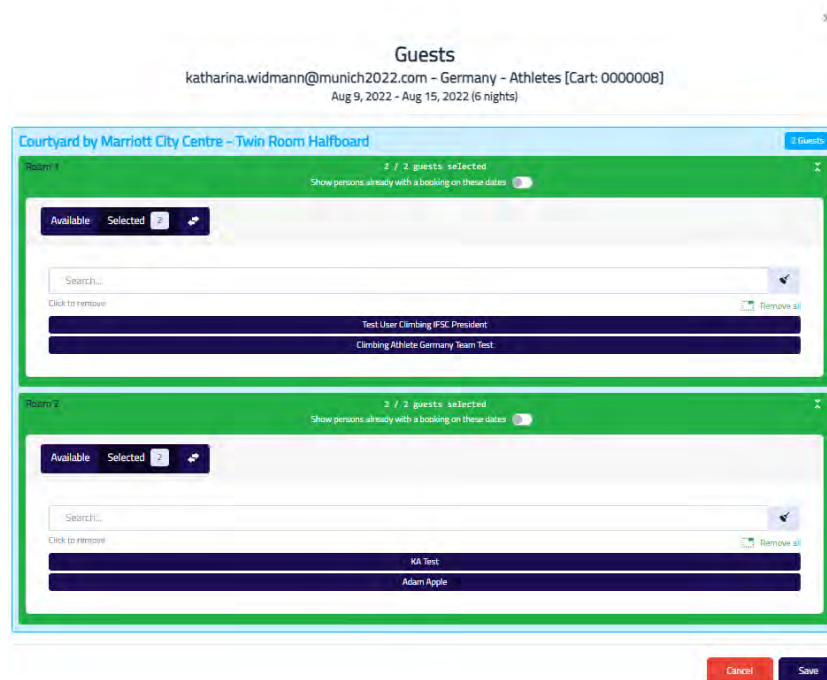
Search 

Organization - Desc.	Function - Description	Full Name	Gender Key	Nationality - Description	Status - Description	Actions
European Athletic Association	European Athletics EXBO	Lena Lendenberger	F		Accepted	<input type="checkbox"/>
European Athletic Association	EA Family	Henrik Schneider	M		Accepted	<input type="checkbox"/>
European Athletic Association	European Athletics Council	Henni Schneider	M		Accepted	<input type="checkbox"/>

Show 100  entries Showing 1 to 3 of 3 entries 

Cancel Save


- Select the participant(s) by checking on the box at the end of the row and click . Depending on the type of room selected you will be able to add or remove participants (single room, twin room, etc).





Guests
katharina.widmann@munich2022.com - Germany - Athletes [Cart: 0000008]
Aug 9, 2022 - Aug 15, 2022 (6 nights)

Courtyard by Marriott City Centre - Twin Room Halfboard 0 Guests

Room 1 1 / 2 guests selected
Show persons already with a booking on these dates ☐


Available Selected ☒ 


Search 


Click to remove 

Test User Climbing IFSC President	<input type="checkbox"/>
Climbing Athlete Germany Team Test	<input type="checkbox"/>

Room 2 1 / 2 guests selected
Show persons already with a booking on these dates ☐

Available Selected ☒ 

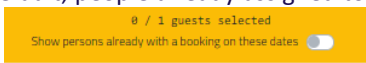
Search 



Click to remove 

Adm Test	<input type="checkbox"/>
Adam Apple	<input type="checkbox"/>

Cancel Save

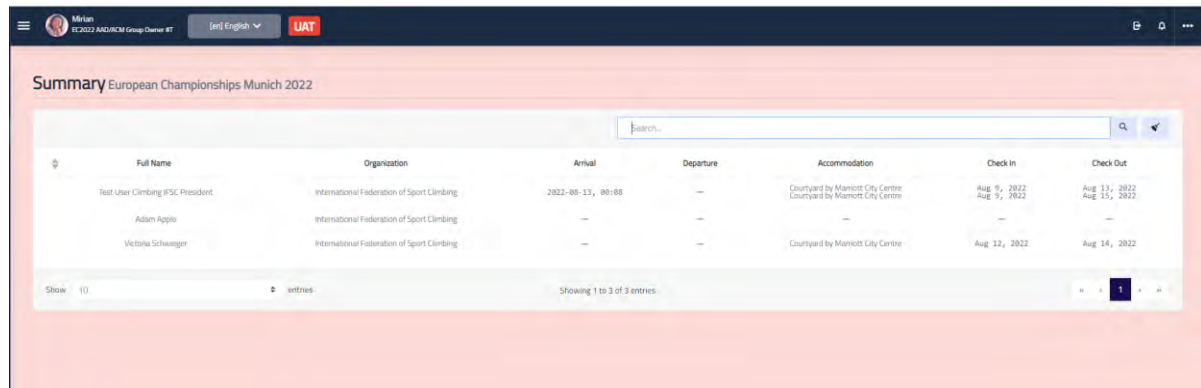
By default, people already assigned to other rooms will not be displayed. If you wish to overwrite this,

click  Show persons already with a booking on these dates ☐

4. If in a room, the maximum number of participants hasn't been reached, its border will be yellow. When the capacity is reached, the border will change to green.
5. Similarly, the icon of the row of the bookings list will change from yellow  to green  when all rooms have reached their capacity.

SUMMARY

This menu option shows see an abstract of each participant's reservations. Additionally, the information regarding the arrival and departure of the participant is also shown if it has already been completed.



Summary European Championships Munich 2022

Full Name	Organization	Arrival	Departure	Accommodation	Check In	Check Out
Test User Climbing (FSC President)	International Federation of Sport Climbing	2022-08-13, 08:00	—	Courtyard by Marriott City Centre Courtyard by Marriott City Centre	Aug 8, 2022 Aug 9, 2022	Aug 13, 2022 Aug 15, 2022
Adrian Apple	International Federation of Sport Climbing	—	—	—	—	—
Victoria Schweiger	International Federation of Sport Climbing	—	—	Courtyard by Marriott City Centre	Aug 12, 2022	Aug 14, 2022

Showing 1 to 3 of 3 entries

DOCUMENTS

This menu option shows any general document such as user guides, terms, and conditions, etc shared by the organising committee. Please note that this repository may be empty and that these documents will not be restricted to any user.



Documents European Championships Munich 2022

Preview	Original Name	Modules	Uploaded At	Size	Module	Actions
	ACM Guide (Working on it) ACM Guide (Working on it)	ICTM	2022-12-13 09:58:12	90.79 KB		

Showing 1 to 1 of 1 entries

CONTACT

If you have questions or need help from the LOC, don't hesitate to contact us:

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beachvolleyball@munich2022.com
canoe@munich2022.com
climbing@munich2022.com
cycling@munich2022.com
gymnastics@munich2022.com
rowing@munich2022.com
tabletennis@munich2022.com
triathlon@munich2022.com