



# **FIFA Accreditation System Manual**

**for Appointed Approvers (AA)**

March 2025 – version 1



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# FIFA Accreditation System Manual for Appointed Approvers (AA)

## 1. Introduction

This FIFA Accreditation System Manual for Appointed Approvers (AAs) is a generic manual, applicable to all FIFA constituent groups and different FIFA tournaments and events.

Therefore, the screenshots may show information that is not tailored to your constituent group or tournament/event.

It is highly recommended that you familiarise yourself with this manual, which explains all the tasks and steps required to successfully manage accreditation requests.

If you require any help, contact [accreditation@fifa.org](mailto:accreditation@fifa.org).

## 2. Role of the Appointed Approver

As an Appointed Approver (AA), it is your task:

- to identify organisations to be accredited;
- to provide details of organisation(s) and ALO(s) to FIFA/LOC Accreditation in the ALO user account request form;
- to agree on quotas and timelines (for applications, approvals and distribution) with the Accreditation Liaison Officer (ALO) and with FIFA/Local Organising Committee (LOC) Accreditation;
- to monitor applications;
- to request a shortlist/staffing plan from the ALO(s) and pre-approve or reject accreditation requests accordingly;
- to send approval communications (depending on the accreditation concept for the tournament/event); and
- to communicate any changes in privileges, functions, subcategories and categories to FIFA/LOC Accreditation.

During accreditation centre operations:

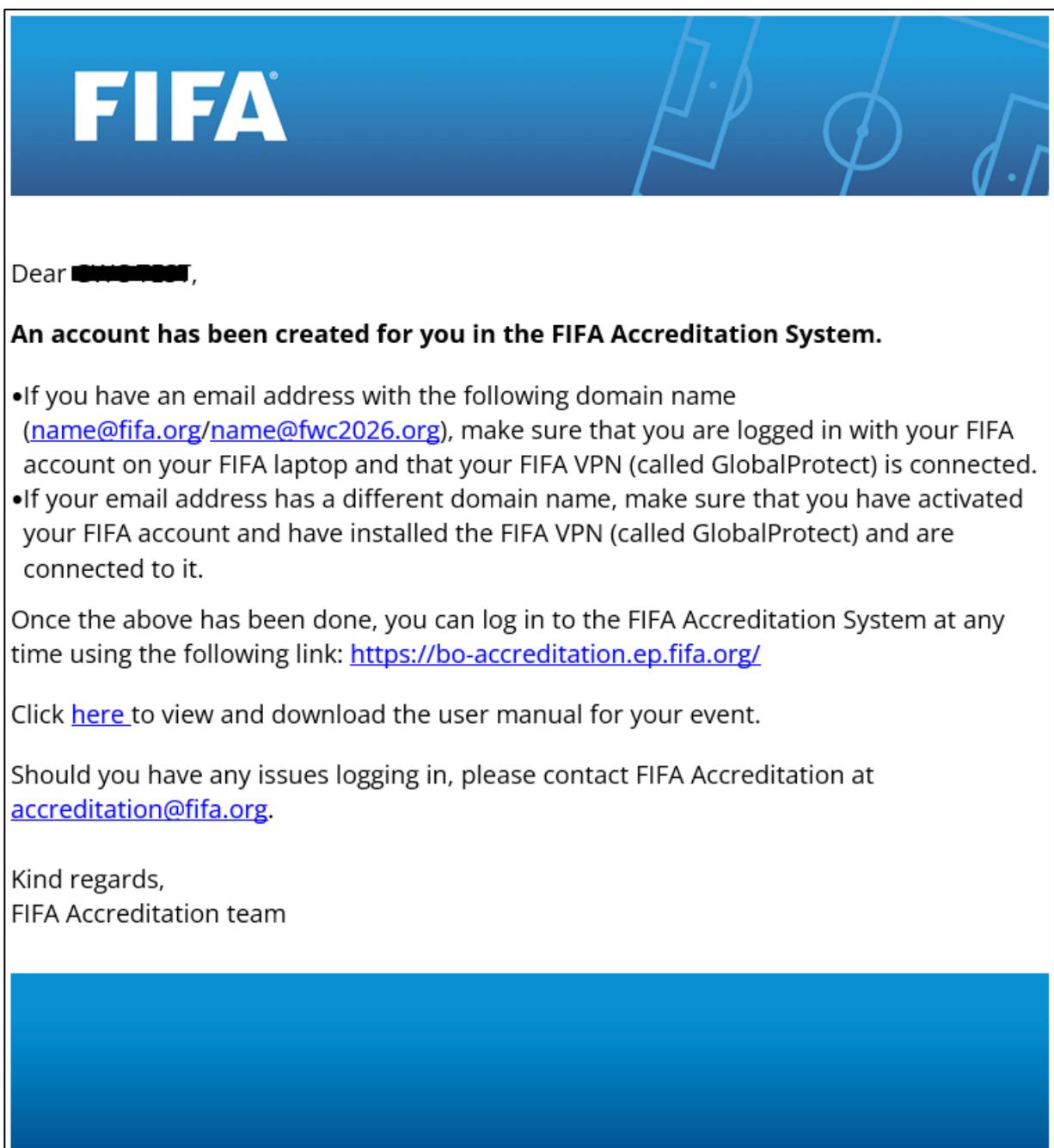
- to be available to the FIFA/LOC Accreditation team for problem resolution:
  - Approval of requests
  - Change management

## 3. Accessing the FIFA Accreditation System

### 3.1 Login

As an AA, you have received a system-generated invitation email from no-reply@acr.fifa.org inviting you to activate your account in the FIFA Accreditation System. This email contains the link to the system and your username (login).

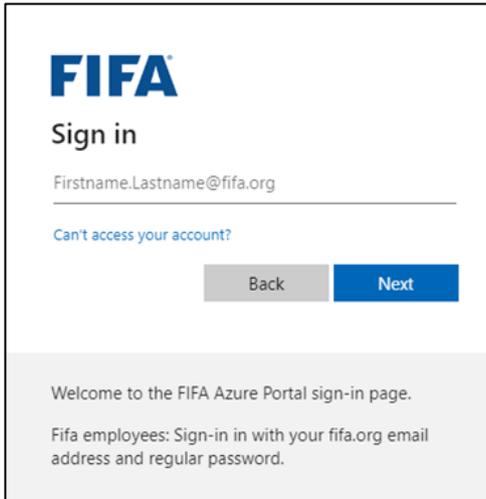
Before starting, it is highly recommended that you familiarise yourself with this manual, which explains all the tasks and steps required to successfully manage accreditation requests.



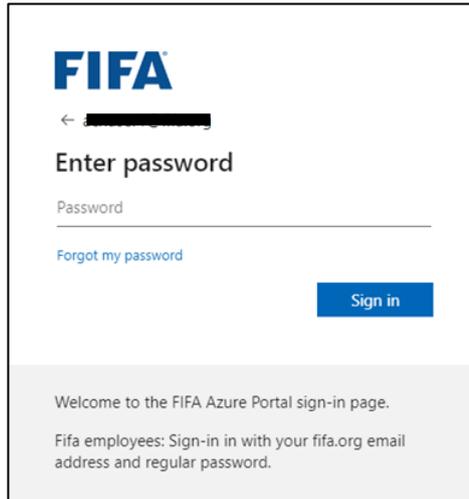
Once your FIFA account has been activated, you can log in to your FIFA Accreditation System AA account at any time. It is recommended that you bookmark the FIFA Accreditation System URL for easy access: <https://bo-accreditation.ep.fifa.org/>.

The system works best with Google Chrome.

Enter your username (which is your email address that was used to receive the invitation email) and your password (generated by you) and click the “Sign in” button to access your account.



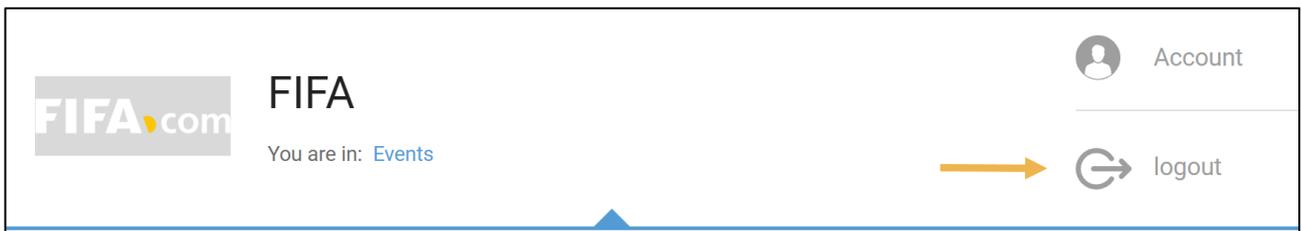
The screenshot shows the FIFA Sign in page. At the top left is the FIFA logo. Below it is the text "Sign in". There is a text input field containing the placeholder "Firstname.Lastname@fifa.org". Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: "Back" and "Next". At the bottom of the page, there is a footer area with the text: "Welcome to the FIFA Azure Portal sign-in page. Fifa employees: Sign-in in with your fifa.org email address and regular password."



The screenshot shows the FIFA Enter password page. At the top left is the FIFA logo. Below it is a back arrow and a redacted email address. The text "Enter password" is displayed. There is a text input field for the password. Below the input field is a link that says "Forgot my password?". At the bottom right of the form is a blue "Sign in" button. At the bottom of the page, there is a footer area with the text: "Welcome to the FIFA Azure Portal sign-in page. Fifa employees: Sign-in in with your fifa.org email address and regular password."

## 3.2 Logout

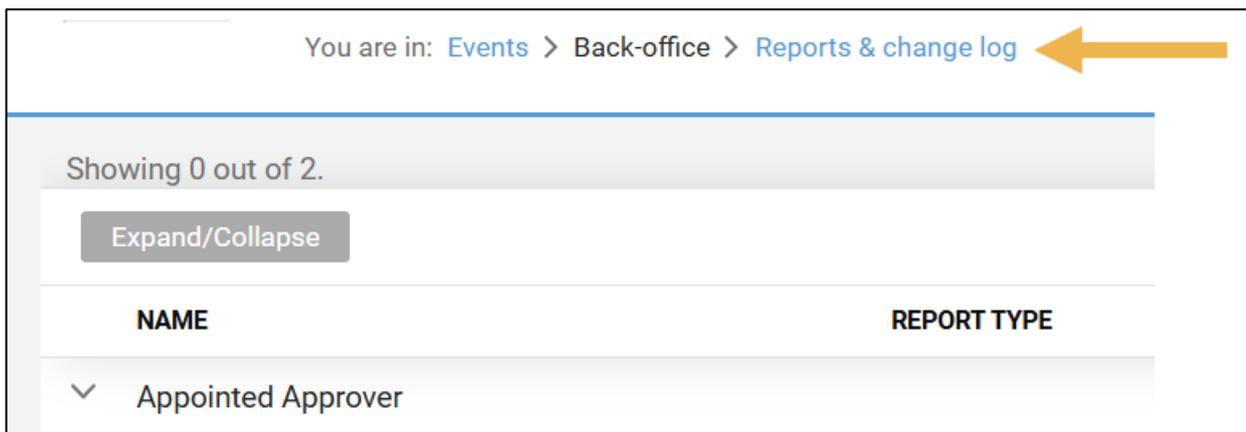
Click on the “logout” button in the top right of your screen to log out from your account.



## 4. AA reports

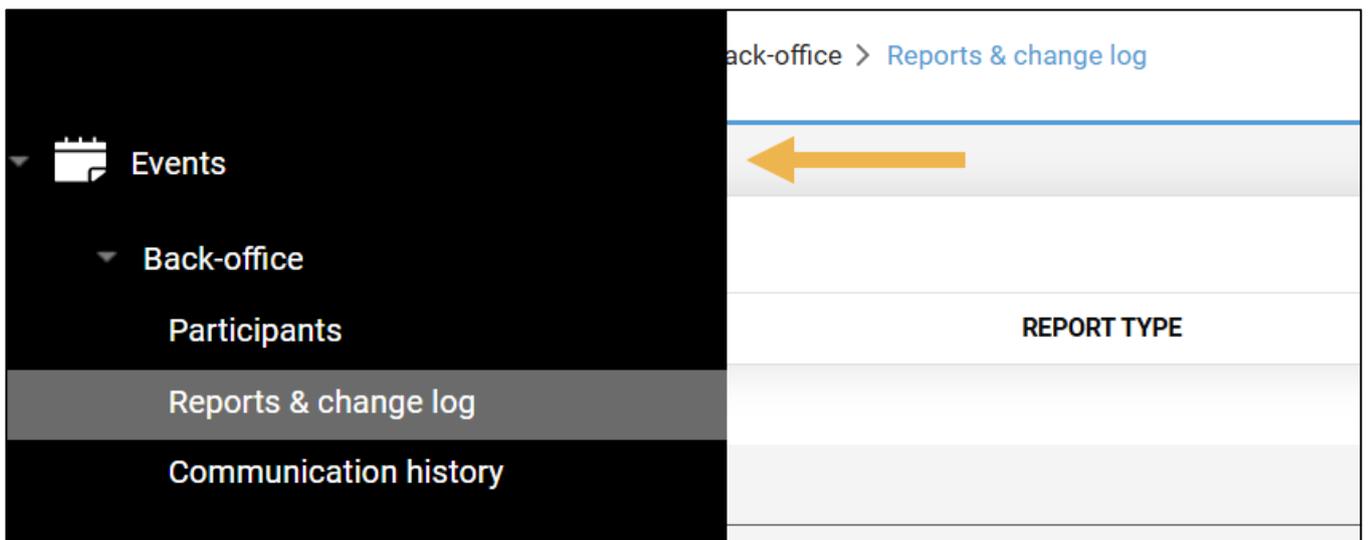
### 4.1 AA account orientation

After successfully logging in to the FIFA Accreditation System, you will be directed to the “Reports & change log” landing page.



### 4.2 Menu

Click on the black bar on the left-hand side to see the menu:



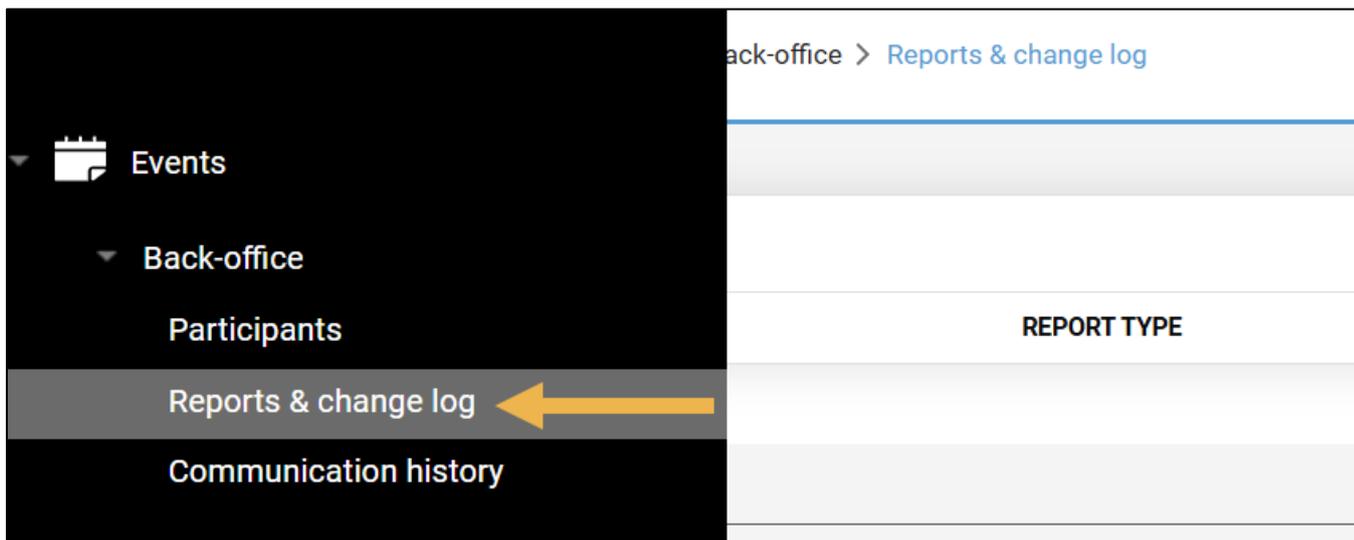
#### 4.2.1 Participants

In this section, you will find an overview of all applicants of the subcategory and organisation(s) for which you are responsible and that have submitted accreditation requests.

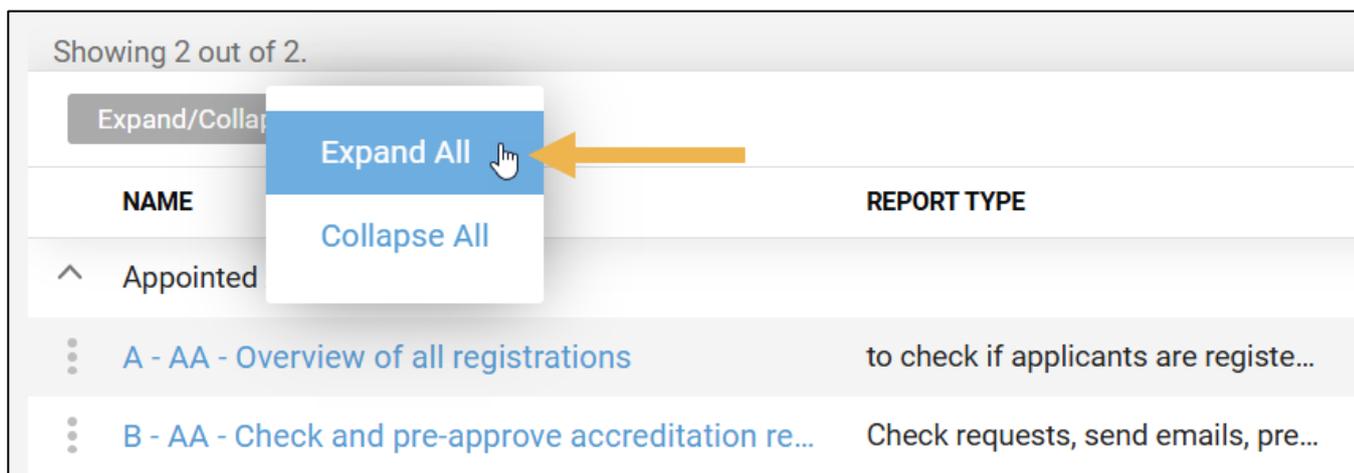
## 4.2.2 Reports & change log

On this landing page, you will find different reports available to you. You will use each of them to perform the various AA tasks of the accreditation process (see chapters 5 & 6).

- Click on “Reports & change log” in the menu.



- Click on the grey “Expand/Collapse” button and select “Expand All” to see all reports available to you in the “Appointed Approver” folder.
- Select the report you want to open.



## 4.3 Report structure

All reports as well as the participants' screens have the same layout:

The screenshot shows the 'Event Template T2/T3' report interface. At the top, it displays the event name, dates (December 1, 2008 - December 3, 2030), and location (Worldwide). Below this is a navigation breadcrumb: 'You are in: Events > Back-office > Reports & change log'. The main content area is titled 'A - AA - OVERVIEW OF ALL REGISTRATIONS' and includes filter fields for 'Data validation', 'Function', 'Organisation', 'REG ID', 'REG status', 'REG Type', and 'Subcategory'. A table below shows registration details for three organizations: 'HB TEST: 3', 'Supplier ABC: 2', and 'Test Org 1: 50'. The table columns are: REG ID, REGISTRATION STATUS, REGISTRATION CREATION DATE, REG TYPE, DATA VALIDATION, LAST NAME(S), GIVEN NAME(S), FAMILY NAME(S)/LAST NAME(S), GIVEN NAME(S), DATE OF BIRTH, ACCRED. APPROVAL STATUS, SUBCATEGORY, FUNCTION, ORGANISATION, and Actions. The first three rows are for 'HB TEST: 3' and show 'Registered' status. The next two rows are for 'Supplier ABC: 2' and 'Test Org 1: 50'.

### 4.3.1 Page header

This section is available on all pages where the name of the event, the event period and location are displayed. The path underneath shows the module of the system where you currently are and the path to get there. You can hide and expand this section by clicking on the small blue arrow.

This close-up screenshot highlights the page header area. It shows the event name 'Event Template T2/T3', dates, location, and the breadcrumb path. A small blue triangle icon is visible below the breadcrumb path, which is used to expand or collapse the header information.

### 4.3.2 Pagination

The report's results list can display up to 250 lines per page. At the bottom of the report, you can navigate between pages, depending on whether pagination is activated.

The screenshot shows the pagination controls at the bottom of the report. It includes navigation arrows (back, forward, first, last) and a dropdown menu showing 'Page: 1 from 3'.

### 4.3.3 Multi lines view

Use the “Multi lines view” button to extend the size of the column for a better preview.

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION	Action
Organisation: HB TEST: 1												
Organisation: Test Org 1: 11												
<input type="checkbox"/>	00254165	408641	Registered	11.10.2024 1...	Full registrati...	OK	Aguilera, Sarah	Aguilera Sarah	TEST Subcate...	Test Function	Test Org 1	Action
<input type="checkbox"/>	00350547	416836	Registered	18.11.2024 1...	Full registrati...	OK	Ariandon, Juan	Ariandon Juan	TEST Subcate...	Test Function	Test Org 1	Action
<input type="checkbox"/>	00350546	416837	Registered	18.11.2024 1...	Full registrati...	OK	Janick, Malat...	Janick Malaton	TEST Subcate...	Test Function	Test Org 1	Action
<input type="checkbox"/>	00350546	721844	Registered	18.11.2024 1...	Full registrati...	OK	Janick, Malat...	Janick Malaton	TEST Subcate...	Competition ...	Test Org 1	Action
<input type="checkbox"/>	00356293	420361	Registered	23.01.2025 1...	Full registrati...	OK	Johannsen, C...	Johannsen Carlita	TEST Subcate...	Test Function	Test Org 1	Action

<input type="checkbox"/>	00350546	721844	Registered	18.11.2024 16:19	Full registration	OK	Janick, Malaton	Janick Malaton	TEST Subcategory	Competition Management	Test Org 1	Action
<input type="checkbox"/>	00356293	420361	Registered	23.01.2025 14:32	Full registration	OK	Johannsen, Carlita	Johannsen Carlita	TEST Subcategory	Test Function	Test Org 1	Action

Click on “Compact view” to return to a “single line” view.

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION	Action
Organisation: HB TEST: 3												
Organisation: Test Org 1: 12												
<input type="checkbox"/>	00350546	721844	Approved	Approval ...	Exempt	Not ready	text3@text.text	Janick Malaton	TEST Subcategory	Test Function_DAY	V0A, V0B	01 DEC, 0... 2, 4
<input type="checkbox"/>	00350546	733731	Pre-appro...	Approval ...	Exempt	Not ready	text3@text.text	Janick Malaton	TEST Subcategory	Test Function	V0D	2, 4, 6, 7

### 4.1.1. Multi-accreditations (if applicable)

In case of multi-accreditations, e.g. day passes, the same REG ID will be displayed in multiple rows. Use the accreditation ID and check the accreditation function to ease your data management.

REG ID	ACCREDITATION ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGES
Organisation: HB TEST: 3													
Organisation: Test Org 1: 12													
<input type="checkbox"/>	00350546	721844	Approved	Approval ...	Exempt	Not ready	text3@text.text	Janick Malaton	TEST Subcategory	Test Function_DAY	V0A, V0B	01 DEC, 0... 2, 4	
<input type="checkbox"/>	00350546	733731	Pre-appro...	Approval ...	Exempt	Not ready	text3@text.text	Janick Malaton	TEST Subcategory	Test Function	V0D		2, 4, 6, 7

## 4.4 Using the search options and filters

There are different options available to find an applicant or to filter the reports list. It is possible to filter for any combination you need (e.g. use the search grid and then add a column filter or use the live search functionality).

### 4.4.1 Search grid

To search across all pages of the report, use the search fields that are available above it:

- Enter one or more search criteria and click on “Apply”.
- “Showing x out of x” shows you the number of records that meet your search criteria against the total number of records of the report.
- To clear the search, click on the “Show all (filters)” button.

Report A - AA - Overview of all registrations:

A - AA - OVERVIEW OF ALL REGISTRATIONS

Data validation: OK | Function: | Organisation: | REG ID: |  
 REG status: Registered | REG Type: | Subcategory: TEST Subcategoy | **Apply**

Select (0) | Expand/Collapse | Edit Off | Send to Excel | Send to CSV | Showing 11 out of 12. | Hide filters | Multi lines view | **Show all (filters)** | Reload | Live filter

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION	
Organisation: HB TEST: 1												
Organisation: Test Org 1: 11												
<input type="checkbox"/>	00254165	408641	Registered	11.10.2024 13:01	Full registration	OK	Aguilera, Sarah	Aguilera Sarah	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00350547	416836	Registered	18.11.2024 16:19	Full registration	OK	Ariandon, Juan	Ariandon Juan	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00350546	416837	Registered	18.11.2024 16:19	Full registration	OK	Janick, Malaton	Janick Malaton	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00350546	721844	Registered	18.11.2024 16:19	Full registration	OK	Janick, Malaton	Janick Malaton	TEST Subcateg...	Competition Ma...	Test Org 1	Actions
<input type="checkbox"/>	00356293	420361	Registered	23.01.2025 14:32	Full registration	OK	Johannsen, Carl...	Johannsen Carlita	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254164	408640	Registered	11.10.2024 13:00	Invitation	OK	Rangers, Sarah	Rangers Sarah	TEST Subcateg...	Test Function_D...	Test Org 1	Actions
<input type="checkbox"/>	00356264	420329	Registered	20.01.2025 18:52	Full registration	OK	Scooby-Do, Dan...	Scooby-Do Danielle	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00356264	420330	Registered	20.01.2025 18:52	Full registration	OK	Scooby-Do, Dan...	Scooby-Do Danielle	TEST Subcateg...	Test Function_D...	Test Org 1	Actions
<input type="checkbox"/>	00299255	416712	Registered	24.10.2024 13:18	Full registration	OK	Test, One	Test One	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00359877	721306	Registered	07.02.2025 13:27	Full registration	OK	Test ALO, Test ...	Test ALO Test ALO	TEST Subcateg...	Test Function	Test Org 1	Actions

Report B - AA - Check and pre-approve accreditation requests:

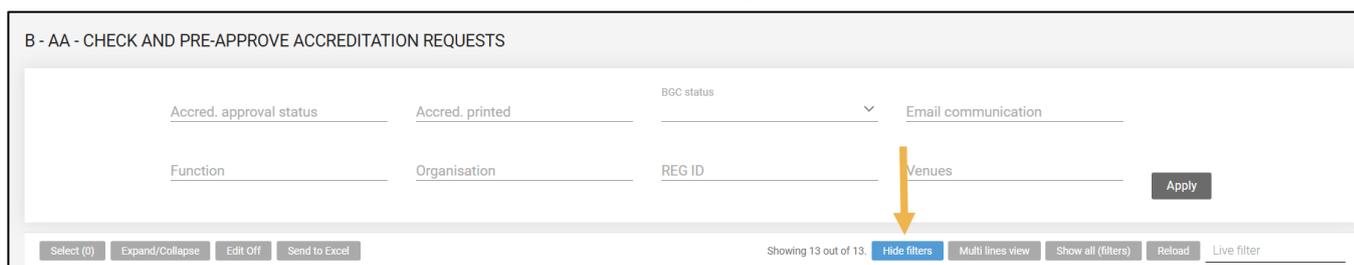
B - AA - CHECK AND PRE-APPROVE ACCREDITATION REQUESTS

Accred. approval status: | Accred. printed: | BGC status: Approved | Email communication: Not Sent |  
 Function: | Organisation: | REG ID: | Venues: | **Apply**

Select (0) | Expand/Collapse | Edit Off | Send to Excel | Showing 2 out of 12. | Hide filters | Multi lines view | **Show all (filters)** | Reload | Live filter

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEG...	FUNCTION	VENUES	DATES
Organisation: HB TEST: 2												
<input type="checkbox"/>	00351204	721936	Requested	Not sent	Approved	Not ready	harrypotterTEST2026...	Potter Harry	TEST Sub...	Content Production	V0A, V0B	03 DEC
<input type="checkbox"/>	00301257	416861	Requested	Not sent	Approved	Not ready	test@test.com	Finch Atticus	Host Broa...	Management		
Organisation: Test Org 1: 10												

- Click on “Hide filters” to hide the search grid section.



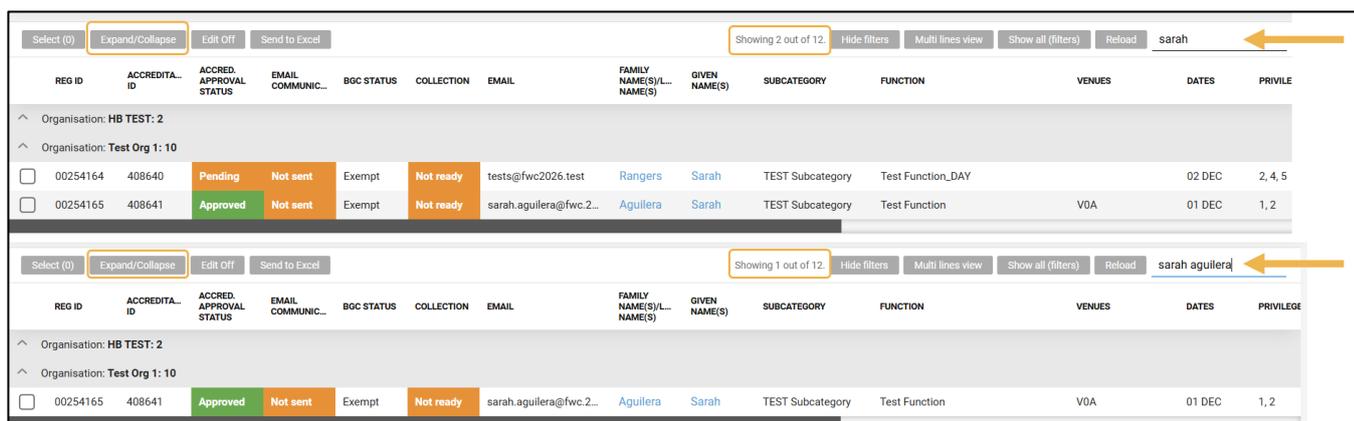
- Click on “Show filters” to display it again.



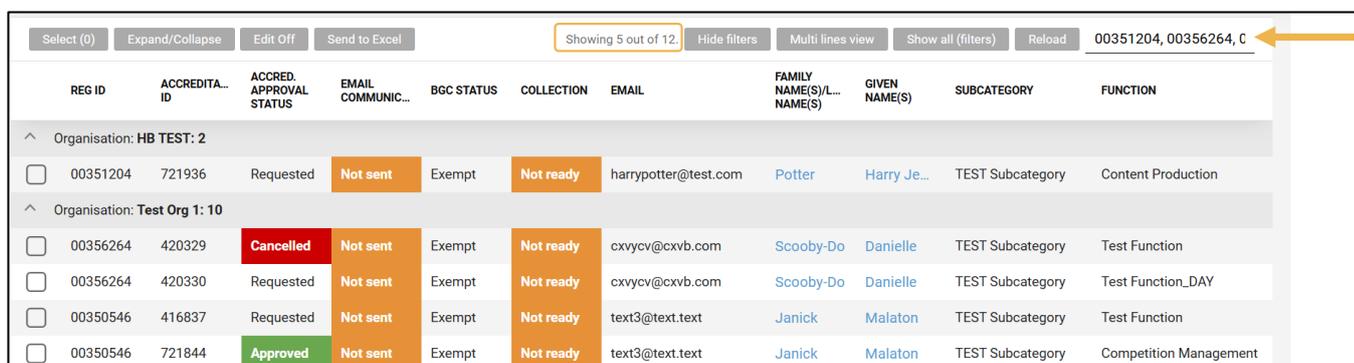
## 4.4.2 Live filter

To search or filter the current page of the report, use the live filter on the top right-hand side.

- Click on “Expand/Collapse” to display all records.
- Type any keyword (e.g. “Sarah”).
- Add a space and other keywords to search for very specific records (e.g. “Aguilera”).



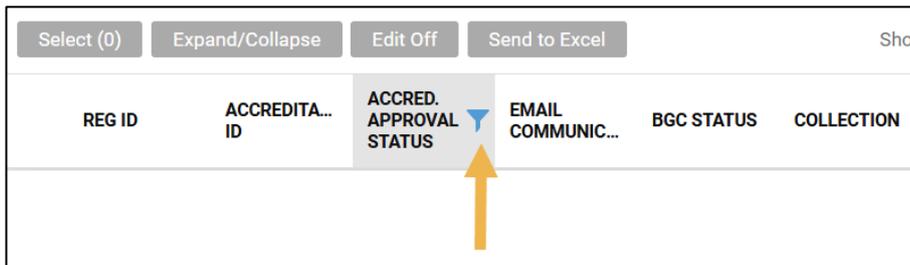
- Add a comma “,” between keywords to search for several records. The best way to search for multiple records is by entering several REG IDs separated by commas (e.g. 00351204, 00356264, 00350546).



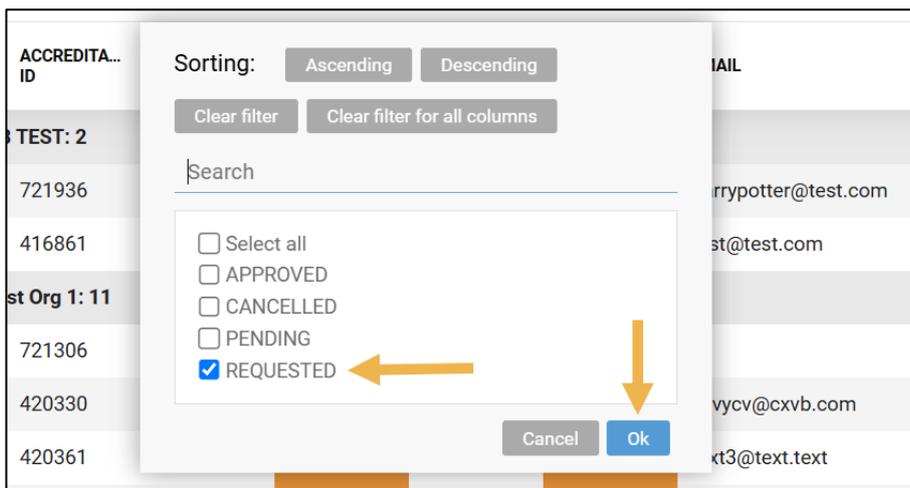
### 4.4.3 Column filter

Each column can be filtered. This filter applies to the current page only. Many columns can be filtered at the same time.

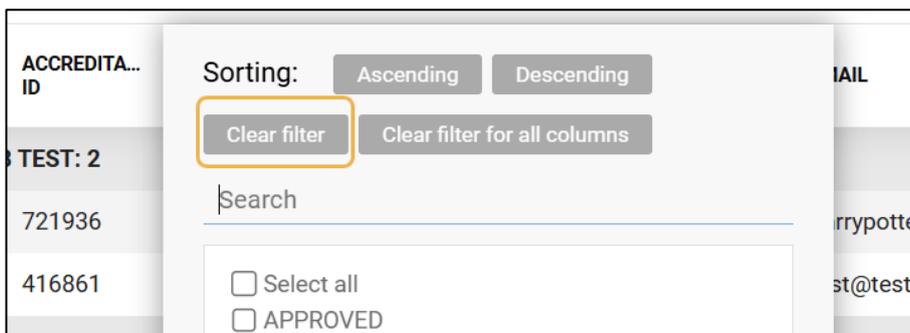
- Hover over the column to which you want to apply a filter.
- A blue filter icon will appear. 
- Click on the blue filter icon to display the filtering option.



- Select the relevant value(s)
  - Keywords can be used to ease the search
- Click on "Ok".



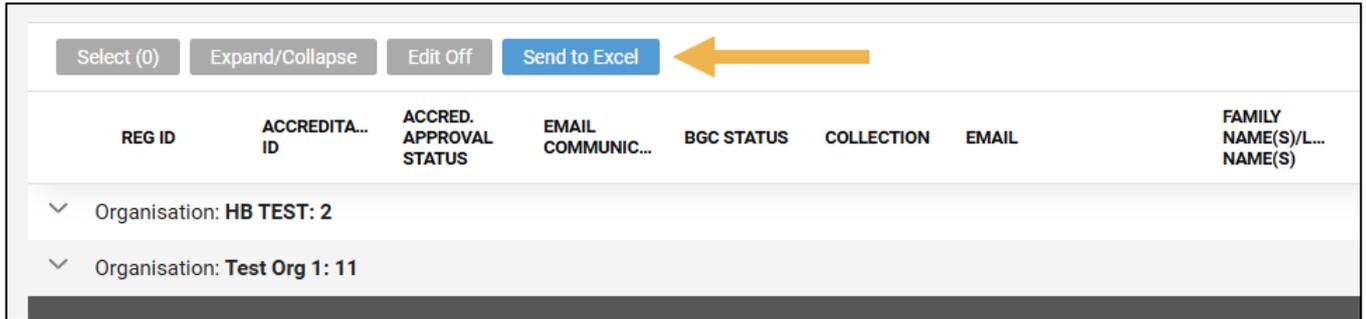
- To clear the filter(s):
  - click on the "Show all (filters)" button; or
  - use "Clear filter" > "OK" in the selected column.



## 4.5 Downloading (export) reports

To download reports:

- Open the relevant report.
- Click on the grey “Send to Excel” button to export the full report.



**Note:** Reports with more than 10,000 records might have an additional button called “Send to .csv” to allow you to export heavier reports.

The generated Excel document retains the colours as well as the grouping (e.g. Organisation in the screenshot below). In the top-left corner of the document, the username and timestamp is displayed to show when the report was exported.

The name of the file will display the date (YYYY-MM-DD format) and time (HH:HH format) of the exported report as well as the name of the report to ease data management.

The screenshot shows an Excel spreadsheet with the following data:

REG ID	Accreditation ID	Accred. approval status	Email communication	BGC status	Collection	Email	Fami
Organisation: Test Org 1: 11							
00359877	721306	Requested	Not sent		Not ready		Test
00299255	416712	Pending	Not sent	Exempt	Not ready	First.last@domain.org	Test
00356264	420329	Cancelled	Not sent	Exempt	Not ready	cxvycv@cxvb.com	Scoo
00356264	420330	Requested	Not sent	Exempt	Not ready	cxvycv@cxvb.com	Scoo
00254164	408640	Pending	Not sent	Exempt	Not ready	tests@fwc2026.test	Rang
00356293	420361	Requested	Not sent	Exempt	Not ready	text3@text.text	Johar
00350546	416837	Requested	Not sent	Exempt	Not ready	text3@text.text	Janic
00350546	721844	Approved	Not sent	Exempt	Not ready	text3@text.text	Janic
00254166	408642	Pending	Not sent	Exempt	Not ready	Buttonbb@fwc2026.test	Butto
00350547	416836	Requested	Not sent	Exempt	Not ready	text3@text.text	Arian
00254165	408641	Approved	Not sent	Exempt	Not ready	sarah.aguilera@fwc.2026	Aguil
Organisation: HB TEST: 2							
00351204	721936	Requested	Not sent	Exempt	Not ready	harrypotter@test.com	Potte
00301257	416861	Requested	Not sent	Exempt	Not ready	test@test.com	Finch

The spreadsheet also shows a header row with 'Created by : Acr Test1' and 'Date : 10.03.2025 15:32' in the top-left corner. The file name at the bottom is '20250310\_1532\_B - AA - Check an Summary'.

**IMPORTANT:** Sensitive data is displayed in these reports. Please make sure that you follow GDPR rules when sharing information.

## 4.6 Applicant's details

In both reports, you can click on an applicant's name to open the request and view personal details.

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION	
Organisation: HB TEST: 1												
<input type="checkbox"/>	00351204	721936	Registered	04.12.2024 16:55	OK	Potter, Harry Jean Arnold	Potter	Harry Jean Arnold	TEST Subcategory	Content Production	HB TEST	Action

### 4.6.1 Header

Mail Back to list 



Harry Jean Arnold  
Potter

Group: TEST Subcategory

Registration status: Registered

Approval status: Pending

- **Group:** Subcategory assigned to this request.
- **Registration status:** Status of the applicant's registration.
- **Approval status:** Please disregard.

**Note:** Two additional buttons are available in the top-left corner of the page: "Mail" to send an email (see next chapter on how to send emails) and "Back to list" to go back to the report's overview.

### 4.6.2 Tabs

ACCRED REQUEST APPLICANT'S DETAILS COMMUNICATIONS CHANGE TRACKING

- **ACCRED REQUEST:** Summary of the details of the accreditation request(s) submitted by the applicant or the ALO.
- **APPLICANT'S DETAILS:** Personal details of the applicant, incl. the organisation name.
- **COMMUNICATIONS:** History of the communication emails sent to the applicant.
- **CHANGE TRACKING:** History of any changes made to this request form.

## 5. Overview of all registrations

Your first task is to monitor the registration process of the ALO(s).

Open Report A – AA – OVERVIEW OF ALL REGISTRATIONS.



The report provides you with an overview of all registrations submitted by the ALO(s) in the ALO portal. There is no action to be taken by you in this report, but it helps you to **monitor the actions** taken by the ALO(s).

### 5.1 Registration status

REG ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION			
Organisation: Supplier ABC: 2													
<input type="checkbox"/>	00339689	416910	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Test Function	Supplier ABC	Actions
<input type="checkbox"/>	00339689	416814	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Accreditation & ...	Supplier ABC	Actions
Organisation: Test Org 1: 44													
<input type="checkbox"/>	00254164	408640	Registered	11.10.2024 13:...	Invitation	OK	Rangers, Sarah	Rangers	Sarah	TEST Subcateg...	Test Function...	Test Org 1	Actions
<input type="checkbox"/>	00254165	408641	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254167	408643	Invited	11.10.2024 13:...	Invitation	Missing dates i...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1	Actions
<input type="checkbox"/>	00254166	408642	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254171	408647	Registered	11.10.2024 13:...	Full registration	Missing dates i...	Example 3, Ste...	Example 3	Stephen	TEST Subcateg...	Test Function...	Test Org 1	Actions

The registration status indicates the status of the registration:

- **Invited:** The ALO has started the invitation process and sent an invitation but the applicant has not yet clicked on the registration link provided in the invitation email.
- **Incomplete:** The ALO has started the invitation process and sent an invitation. The applicant has opened the registration link but not finalised the registration. An automatic reminder to finalise the registration is sent to the applicant 30 minutes after the applicant has left the page. This automation happens only once, so the ALO has to manually send additional reminders if needed.
- **Registered:** The applicant has successfully registered. Only registered applicants are available for you to work on using Report B, detailed in [chapter 6](#) of this manual.
- **Declined:** Either the ALO or the applicant has declined the registration.

## 5.2 REG type

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE		LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION		
Organisation: Supplier ABC: 2													
<input type="checkbox"/>	00339689	416910	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Test Function	Supplier ABC	Actions
<input type="checkbox"/>	00339689	416814	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Accreditation & ...	Supplier ABC	Actions
Organisation: Test Org 1: 44													
<input type="checkbox"/>	00254164	408640	Registered	11.10.2024 13:...	Invitation	OK	Rangers, Sarah	Rangers	Sarah	TEST Subcateg...	Test Function...	Test Org 1	Actions
<input type="checkbox"/>	00254165	408641	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254167	408643	Invited	11.10.2024 13:...	Invitation	Missing dates l...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1	Actions
<input type="checkbox"/>	00254166	408642	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254171	408647	Registered	11.10.2024 13:...	Full registration	Missing dates l...	Example 3, Ste...	Example 3	Stephen	TEST Subcateg...	Test Function...	Test Org 1	Actions

There are two different ways (registration types) for the ALO to register applicants:

- **Invitation process:** After inserting request-related data, the ALO sends invitation emails to the applicant(s) with a personal registration link. It is then the task of the applicant(s) to insert their personal details and to submit their registration.
- **Full registration process:** The ALO inserts or uploads all required request-related data as well as personal details, including photos. There is no involvement in the process for the applicant(s).

For both registration types, the ALO can decide to register applicants one by one (single invitation/full registration) or in bulk (bulk invitation/full registration).

## 5.3 Data validation

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	DATA VALIDATION		LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION		
Organisation: Supplier ABC: 2													
<input type="checkbox"/>	00339689	416910	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Test Function	Supplier ABC	Actions
<input type="checkbox"/>	00339689	416814	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Accreditation & ...	Supplier ABC	Actions
Organisation: Test Org 1: 44													
<input type="checkbox"/>	00254164	408640	Registered	11.10.2024 13:...	Invitation	OK	Rangers, Sarah	Rangers	Sarah	TEST Subcateg...	Test Function...	Test Org 1	Actions
<input type="checkbox"/>	00254165	408641	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254167	408643	Invited	11.10.2024 13:...	Invitation	Missing dates l...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1	Actions
<input type="checkbox"/>	00254166	408642	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/>	00254171	408647	Registered	11.10.2024 13:...	Full registration	Missing dates l...	Example 3, Ste...	Example 3	Stephen	TEST Subcateg...	Test Function...	Test Org 1	Actions

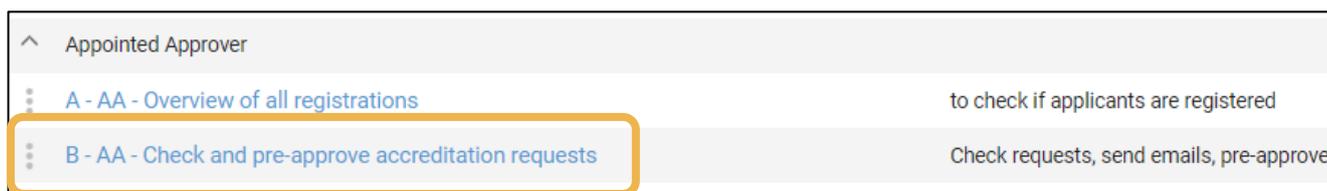
The data validation column indicates whether required data is missing in the requests:

- **Empty:** The applicant is not yet fully registered.
- **OK:** All required data has been inserted successfully.
- **Missing data:** A message will be shown to indicate data is missing. Missing data can only occur in the bulk full registration process. For any other registration types, incomplete requests cannot be submitted.

**Note:** Data will only be sent for a background check (if applicable) if the registration status is “Registered” AND data validation is “OK”.

## 6. Checking requests, sending emails, pre-approving requests and changing accreditation functions

Open Report B – AA – Check and pre-approve accreditation requests.



This report shows all successfully submitted requests (registration status is “Registered” AND data validation is “OK”). It summarises all data relevant for the accreditation pass, including the privileges, venues and dates of day passes as well as the background check (BGC) status, accreditation approval status, email communication, ALO comment and the collection and printing status of all applicants.

**Note:** Click on the grey “Send to Excel” button at any time to export the data to Excel for a better overview (see chapter [4.5](#)).

## 6.1 Checking accreditation requests

This step is to make sure that the request details as well as the number of requests per function are correct and as agreed with the ALO.

### 6.1.1 ALO comment field

When submitting requests in the ALO portal, ALOs have the possibility to send you a note linked to a specific record by using the comment field.

**ACCREDITATION REQUEST(S):** Requested

FUNCTION: TST01001TOP - TEST CATEGORY - TEST Subcategory - Test Function PASS TYPE: Tournament Pass

**PRIVILEGES**

**VENUES**

V0D ✕

V0D 
V0C 
V0A 
V0B

\*Click on "+" to assign venues and/or dates if applicable

**Comment:**  
This applicant needs zone 4.

BACK TO REQUEST(S)
DELETE
SAVE

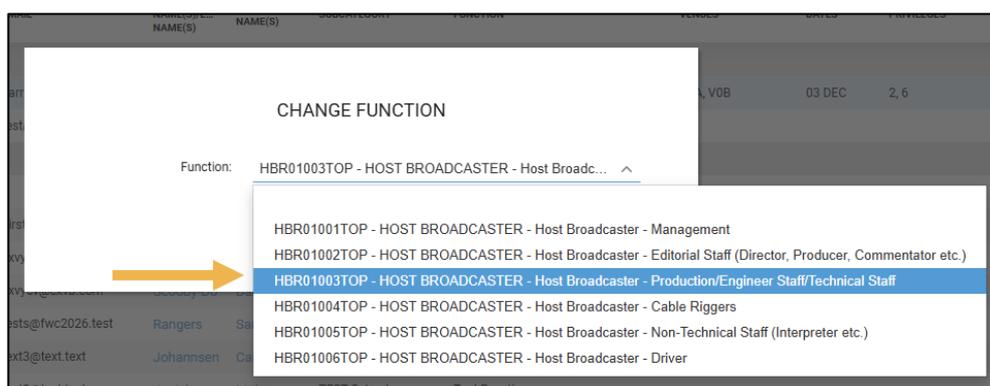
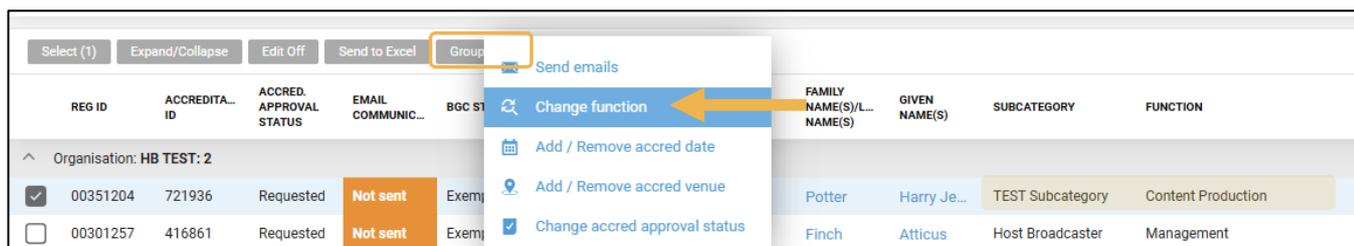
The note entered is available for you in Report **B - AA - Check and pre-approve accreditation requests** in the "ALO comment" field. It is in read-only mode.

EMAIL COMMUNIC...	BOG STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	ALO COMMENT	ACCREDITA... LOCKED	ACC PRIA
Not sent	Exempt	Not ready	harrypotter@test.com	Potter	Harry Je...	TEST Subcategory	Test Function	V0D		This applicant needs zone 4.	No	no
Not sent	Exempt	Not ready	test@test.com	Finch	Atticus	TEST Subcategory	Management	V0B			No	no
Not sent	Exempt	Not ready	test@test.com	Finch	Atticus	TEST Subcategory	Test Function_DAY	V0C, V0A	1, 6, 7		No	no

## 6.1.2 Change function

If you need to correct assigned accreditation functions:

- Select the request(s).
- Click on the grey “Group actions” button.
- Select “Change function”.
- Select the function you wish to change to
- Click “CHANGE” and the list will update with the new function.



REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VEN
Organisation: HB TEST: 2											
00351204	721936	Requested	Not sent	Exempt	Not ready	harrypotter@test.com	Potter	Harry Je...	TEST Subcategory	Production/Engineer Staff/Technica...	

**IMPORTANT:** A function change can only be processed if the accreditation is not locked and if the accreditation approval status is “Requested”.

### 6.1.3 Correcting assigned venues and/or dates

If accreditation venues and/or the dates of day pass requests need to be corrected:

- Select the request(s).
- Click on the grey “Group actions” button.
- Select “Add / Remove accred venue” or “Add / Remove accred date”.
- Select the entitlements (multi-selection is available).
- Define which action the system has to process: add or remove.
- Click on “OK”.

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGES
Organisation: HB TEST: 3											
<input type="checkbox"/>	00351204	721936	Requested	Not sent	Exempt	Potter	Harry Je...	TEST Subcategory	Production/Engineer Staff/Technica...		
<input type="checkbox"/>	00301257	416861	Requested	Not sent	Exempt	Finch	Atticus	TEST Subcategory	Management	VOB	
<input checked="" type="checkbox"/>	00301257	733615	Requested	Not sent	Exempt	Finch	Atticus	TEST Subcategory	Test Function_DAY	VOC, VOA	1, 6, 7
Organisation: Test Org 1: 11											

**Note:** If the venues or dates for a day pass are missing, the system will highlight the field in blue.

**IMPORTANT:** Requests that still have blue fields should never be approved.

### 6.1.4 Changing personal data (if necessary)

Personal data should usually be changed by the data owner, which is either the applicant or the ALO. However, this data is also editable by you.

- Click on the applicant’s name to open the request.

REG ID	ACCREDITATION ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	ORGANISATION
Organisation: HB TEST: 1											
<input type="checkbox"/>	00351204	721936	Registered	04.12.2024 16:55	OK	Potter, Harry Jean Arnold	Potter	Harry Jean Arnold	TEST Subcategory	Content Production	HB TEST

- Go to the relevant tab (APPLICANT’S DETAILS).
- Change the data.
- Click on the SAVE button to save your changes.


**Harry Jean Arnold Potter**

Group: TEST Subcategory  
 Registration status: Registered  
 Approval status: Pending

[ACCREDIT REQUEST](#) | **[APPLICANT'S DETAILS](#)** | [COMMUNICATIONS](#) | [CHANGE TRACKING](#)

**PERSONAL INFORMATION**

\*Family name(s)/last name(s): Potter

\*Given name(s): Harry Jean Arnold

Preferred family name(s)/last name(s): POTTER

Preferred given name(s): Harry

\*Sex: Male

 **SAVE**

## 6.2 Changing the accreditation status

There are several accreditation approval statuses available to you:

- **Requested:** Initial accreditation approval status once a request has been received.
- **Pending:** Status to identify requests for which you need more time or information to make a final decision.
- **Pre-approved:** Status to use when you want to approve requests.
- **Cancelled:** Status to use if an ALO is asking you to cancel a request on their behalf.
- **Rejected:** Status to use to reject a request.

**NOTE:** You will find “Approved” in the drop-down list, but this functionality is disabled. For more details, please refer to chapter [6.4 FIFA/LOC final approval and collection](#).

Use the following steps to update the accreditation approval status of the applicant(s):

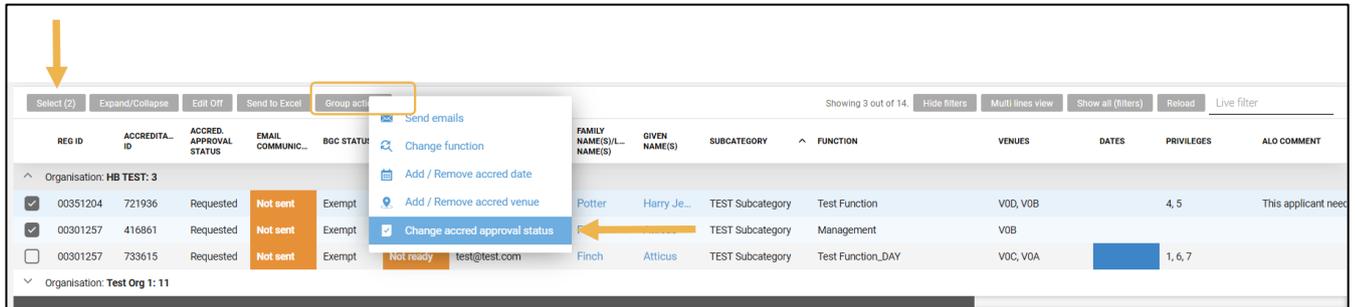
1. Filter the applicants for whom you want to change the accreditation approval status by using the “Accred. approval status” search field and search for “Requested” or “Pending”. Use further filters in the search grid and/or the live filter or the column filter if needed (see [chapter 4.4](#) on how to use filters).

B - AA - CHECK AND PRE-APPROVE ACCREDITATION REQUESTS

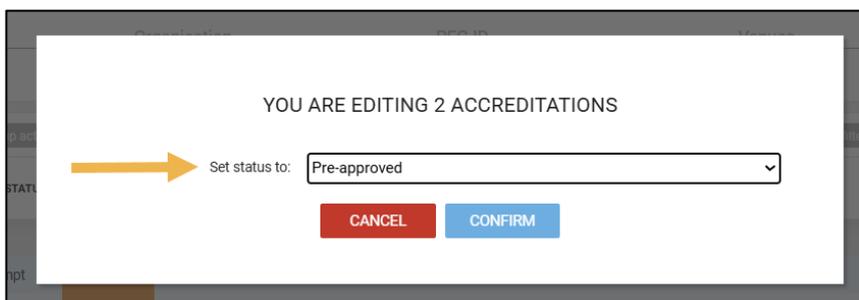
Accred. approval status <u>Requested</u>	Accred. printed	BGC status _____	Email communication _____
Function _____	Organisation _____	REG ID _____	Venues _____

**Apply**

2. Select the applicant(s) by checking the tick box on the left-hand side – either one by one or in bulk by using the grey “Select” button and selecting “All”.
3. Click on the grey “Group actions” button and select “Change accred approval status”.



4. Select the relevant status and click on the “CONFIRM” button:

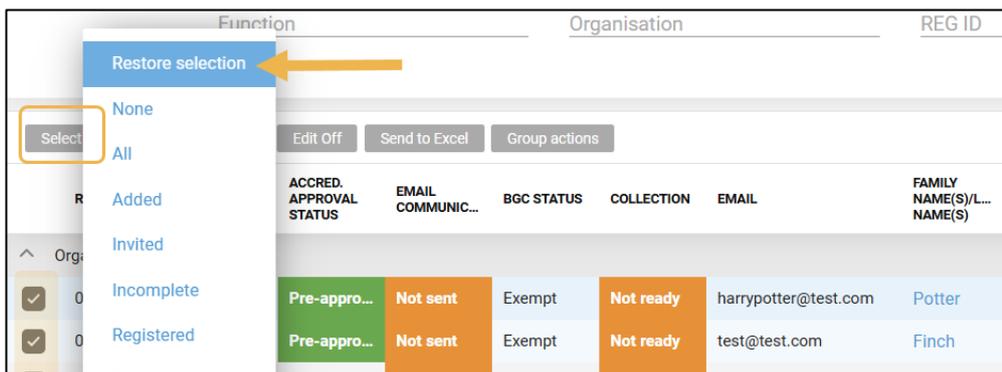


**Important:** Once requests are pre-approved, they are locked so you cannot change them back to any other status. To revert the accreditation approval status, reach out to your contact person from LOC/FIFA Accreditation.

REG ID	ACCREDITATION ID	ACCREDITATION STATUS	EMAIL COMMUNICATION	BGC STATUS	COLLECTION	EMAIL	ALO COMMENT	ACCREDITATION LOCKED	ACCREDITATION PRINTED	
Organisation: HB TEST: 3										
<input type="checkbox"/>	00351204	721936	Pre-appro...	Not sent	Exempt	Not ready	harrypotter@test.com	This applicant needs venue VOB	Yes	no
<input type="checkbox"/>	00301257	416861	Pre-appro...	Not sent	Exempt	Not ready	test@test.com		Yes	no
<input type="checkbox"/>	00301257	733615	Requested	Not sent	Exempt	Not ready	test@test.com		No	no

### Restore selection feature

It is possible to re-select the same records that you previously selected by using the “Restore selection” functionality. To proceed, click on the “Select” button and then choose “Restore selection”.



## 6.3 Email communications

To inform applicants about changes to their accreditation approval status, the following emails are available and need to be **sent by you**.

Please refer to the [Appendix](#) to preview the content of these emails.

### 6.3.1 Email templates available to AAs

#### a) Approval email (2A\_Approval email)

Once you have successfully checked the accreditation request(s) (see chapters [6.1](#) & [6.2](#)) and changed the accreditation approval status to “Pre-approved”, send this email to inform the applicant that their accreditation request(s) has/have been approved from a functional point of view.

#### Note:

- This email can be sent at any time when you want to approve a request, without considering the BGC status of the request(s).
- The approval email is a functional approval BUT does not allow applicants to collect their accreditation yet.
- Once the accreditation is ready for collection, FIFA/LOC Accreditation will send a **collection email** to the applicants with information on the accreditation centre locations and opening times. This step is considered as the final approval. The accreditation status will then be changed to “Approved” and the collection status to “Ready”.

#### b) Functional area rejection email (4A1\_Functional area rejection email)

Once you have changed the accreditation approval status to “Rejected”, send this email to inform the applicant that their accreditation request(s) has/have been rejected from a functional point of view.

#### c) Cancellation email (5\_Cancellation email)

Once you have changed the accreditation approval status to “Cancelled”, send this email to inform the applicant that their accreditation request(s) has/have been successfully cancelled.

#### Email communication columns

Once the emails have been sent, the “Email communication” column will automatically change from “Not sent” to one of the following values: “Approval email sent”, “Rejection email sent”, “BGC rejection email sent” (if applicable) or “Cancellation email sent”:

REG ID	ACCREDITATION ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL
Organisation: HB TEST: 3					
Organisation: Test Org 1: 11					
<input type="checkbox"/>	00254164	408640	Rejected	Rejection email...	Exempt Not ready tests@fwo2026.test
<input type="checkbox"/>	00254165	408641	Approved	Approval email...	Exempt Ready sarah.aguilera@fteste.com
<input type="checkbox"/>	00254166	408642	Pending	Not sent	Exempt Not ready Buttonbb@fwo2026.test
<input type="checkbox"/>	00299255	416712	Pending	Not sent	Exempt Not ready First.last@domain.org
<input type="checkbox"/>	00350547	416836	Requested	Not sent	Exempt Not ready text3@text.text
<input type="checkbox"/>	00350546	416837	Pre-approved	Approval email...	Exempt Not ready text3@text.text

### 6.3.2 Sending emails

Filter the applicants to whom you want to send an email by using the search grid. Search for “Not sent” in the “Email communication” field and click on “Apply”.

Accred. approval status  Accred. printed  BGC status  Email communication

Function  Organisation  Registration ID  Venues  Apply

The applicants who have not yet received an email are displayed. Use further filters (e.g. “Accred. approval status” = Pre-approved) in the search grid and/or the live filter or the column filter if needed (see [chapter 4.4](#) on how to use filters).

- Select the applicant(s) by checking the tick box on the left-hand side – either one by one or in bulk by using the grey “Select” button and selecting “All” or “Restore selection” .
- Click on the grey “Group actions” button and select “Send emails”.

Select (1) Expand/Collapse Edit Off Send to Excel **Group actions**

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	BGC STATUS	EMAIL COMMUNICAT	LAST NAME, GIVEN NAME	FAMILY NAME / LAST NAME	GIVEN NAME(S)
Organisation: TEST Organisation Name: 3							
<input checked="" type="checkbox"/>	00230002	408602	Requested	Needs to be S...	Not sent	@fif...	Test single, inv
<input type="checkbox"/>	00230036	408603	Pre-appro...	Data Sent	Not sent	vc20...	test bulk, inv
<input type="checkbox"/>	00176635	407221	Pending	Approved	Not sent	TEST, KIA	TEST KIA
Organisation: test: 1							

Send emails Add / Remove accredited venue Add / Remove accredited date Accreditation approval Change function

- Select the email template that you wish to use for the applicant(s) from the drop-down list.
- Click on the blue SEND button.

COMMUNICATIONS

\*Template: 2A\_Approval email

Recipients: Free text

From (name): 2A\_Approval email

From (email address): 4A1\_Functional area rejection email  
5\_Cancellation email

CC: \_\_\_\_\_  
You can add multiple addresses by separating them with a comma “,”

**Note:** If you want to send a copy of the email(s) to yourself, please add your email address in the “CC” email field:

- The system will update the status from “Preparing to Send” to “Sent” when the email(s) has/have been successfully sent.

Operation completed.

Showing 1 out of 1

Reload Live filter

ID	PARTICIPANT	E-MAIL	STATUS	ERROR MESSAGE
151773	Test Given TEST FAMILY	test@fifa.org	Sent	

- The email communication column will be updated automatically (the update can take up to a couple of minutes).

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY
Organisation: Test Org 1: 1									
<input type="checkbox"/>	00350546	416837	Pre-approved Approval email sent	Exempt	Not ready	text3@text.text	Janick	Malaton	TEST Subcategory

## 6.4 FIFA/LOC final approval and collection

All requests that have the accreditation approval status “Pre-approved” will undergo a final approval by FIFA/LOC Accreditation.

Once completed, the accreditation approval status will be changed by FIFA/LOC Accreditation to “Approved”. The requests are now ready to be printed.

FIFA/LOC Accreditation will send out collection emails to inform the applicants that their accreditation is ready to be collected. This email will also contain information about the locations, opening days and times of the accreditation centres.

Once the collection email has been sent, the “Collection” field will change from “Not ready” to “Ready”.

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	BGC STATUS	EMAIL COMMUNICATION	COLLECTION	
^ Organisation: TEST Organisation Name: 3						
<input type="checkbox"/>	00230002	408602	Requested	Needs to be S...	Not sent	Not ready
<input type="checkbox"/>	00230036	408603	Pre-appro...	Approved	Approval ema...	Not ready
<input type="checkbox"/>	00176635	407221	Approved	Approved	Approval ema...	Ready

## 7. Appendix

This section contains previews of the body texts of emails.

**IMPORTANT:** Depending on event-specific requirements, the body texts may change.

### 2A\_Approval email

Subject: %%EVENT\_NAME%% – accreditation application approved

Dear %%full\_name%%,

We are pleased to inform you that your accreditation application (number: "12345678") for the %%\_EVENTNAME\_%% has been approved by FIFA/the Local Organising Committee (LOC).

Kindly note that such approval is subject to security/background checks by the local security authorities and that FIFA/the LOC reserves the right to withdraw its approval at any time based on the outcome of such security/background checks.

You will be informed via a separate email of where and when you can come and collect your accreditation pass. Please do not make your way to any accreditation centre before you have received your collection email.

#### Visas

It is the applicant's responsibility to gather all the relevant information in a timely manner in order to obtain an entry visa.

Should you require any further information about your accreditation application, please contact [accreditation@fifa.org](mailto:accreditation@fifa.org).

Kind regards,

%%\_EVENTNAME\_%% Accreditation team

#### 4A1\_Functional area rejection email

Subject: %%EVENT\_NAME%% – accreditation application denied

Dear %%full\_name%%,

We regret to inform you that your accreditation application (number: "12345678") for the %%\_EVENTNAME\_%% has been denied.

Should you require any further information about your accreditation application, please contact [accreditation@fifa.org](mailto:accreditation@fifa.org).

Kind regards,

%%\_EVENTNAME\_%% Accreditation team

#### 5\_Cancellation email

Subject: %%EVENT\_NAME%% – accreditation application cancelled

Dear %%full\_name%%,

This message is to confirm that your accreditation (number: "12345678") for the %%\_EVENTNAME\_%% has been cancelled.

Kind regards,

%%\_EVENTNAME\_%% Accreditation team

#### 3A\_Collection email (sent by FIFA/LOC Accreditation)

Subject: %%EVENT\_NAME%% – accreditation ready for collection

Dear %%full\_name%%,

We are pleased to inform you that your accreditation (number: "12345678") for the %%\_EVENTNAME\_%% is ready for collection.

Kindly make your way to the accreditation centre and collect your accreditation pass. To be able to collect it, please remember to bring the ID document that you used in your application.

For your convenience, please find attached the following:

- Accreditation centre opening dates and times

Kind regards,

%%\_EVENTNAME\_%% Accreditation team