



FIFA Accreditation System Manual

for Appointed Approvers (AA)

August 2025 – version 2



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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 client groups and different FIFA tournaments and events.

Therefore, the screenshots may show information that is not tailored to your client 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.

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:

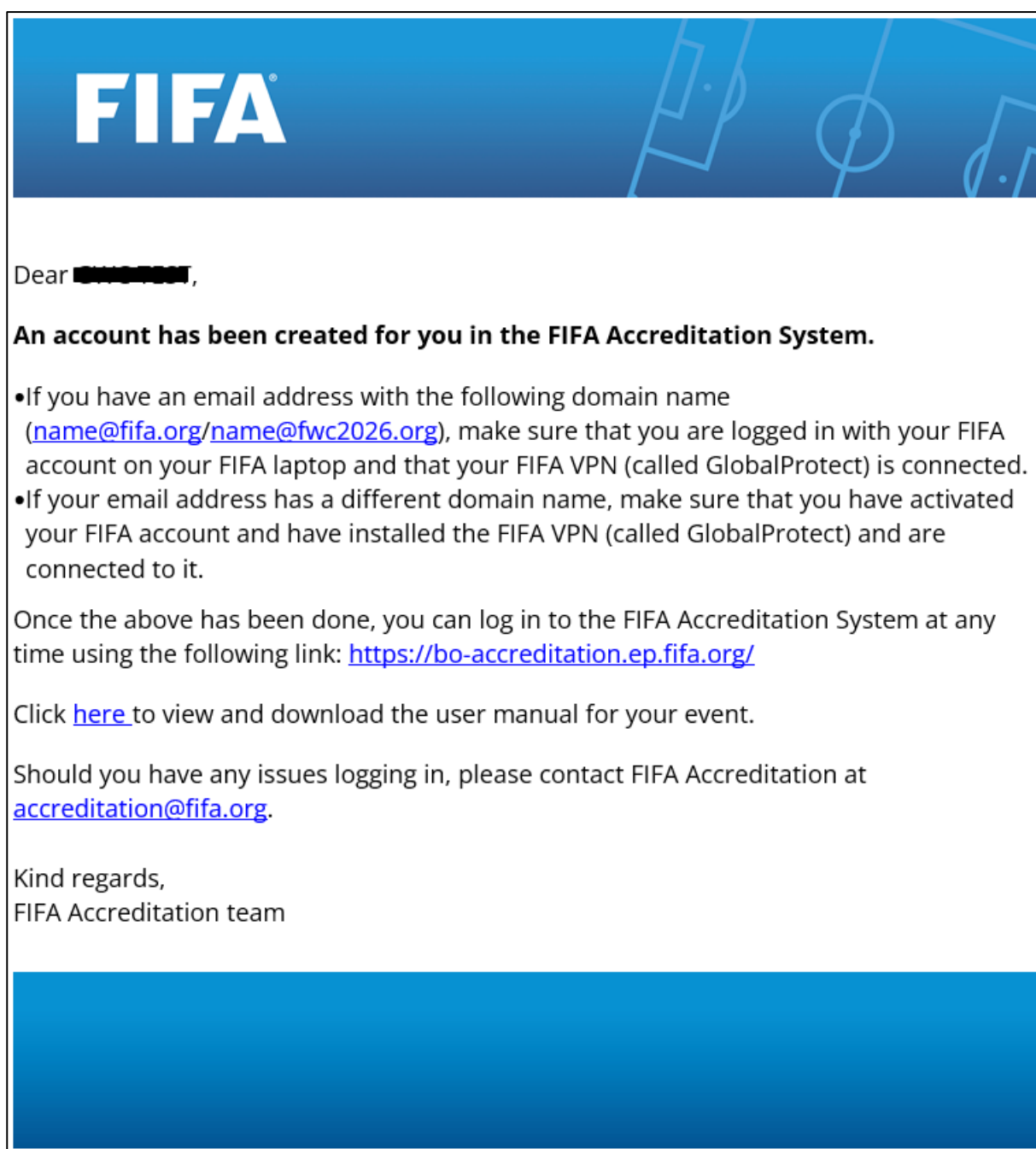
- to be available to the FIFA/LOC Accreditation team for problem resolution:
 - Approval of requests
 - Change management

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).

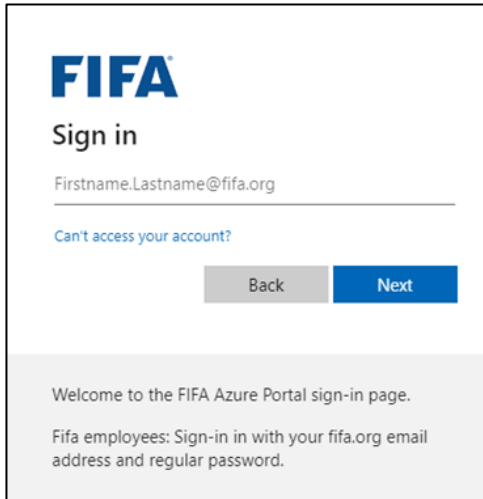
Before starting, it is highly recommended that you familiarise yourself with this manual, which explains all the tasks and steps required to successfully manage accreditation requests.



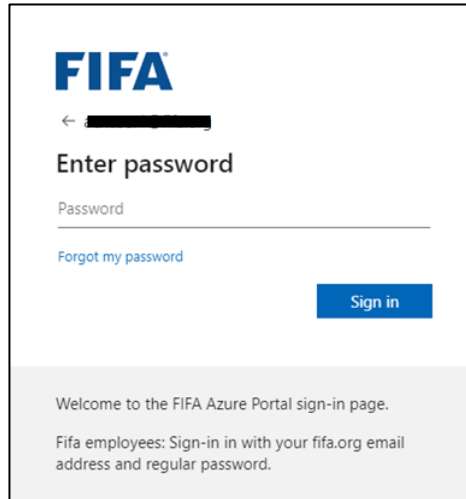
Once your FIFA account has been activated, you can log in to your FIFA Accreditation System AA account at any time. It is recommended that you bookmark the FIFA Accreditation System URL for easy access: <https://bo-accreditation.ep.fifa.org/>.

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.



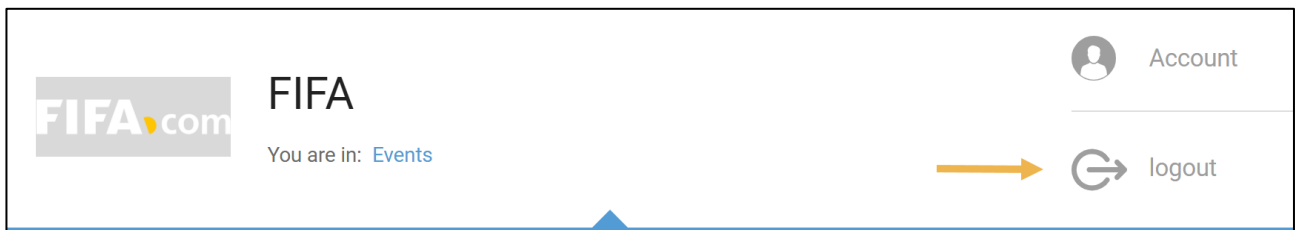
The image shows the FIFA Sign in page. At the top is the FIFA logo. Below it is the text "Sign in". There is a text input field with the placeholder "Firstname.Lastname@fifa.org". Below the input field is a link "Can't access your account?". At the bottom are two buttons: "Back" and "Next". At the very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



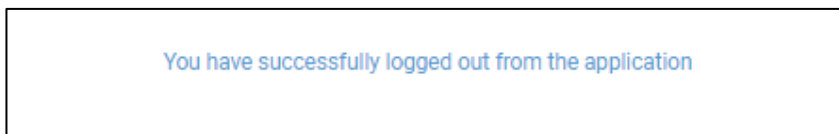
The image shows the FIFA Enter password page. At the top is the FIFA logo. Below it is a back arrow and a redacted password field. The text "Enter password" is displayed. There is a text input field for the password. Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button. At the very bottom, there is a footer section with the text "Welcome to the FIFA Azure Portal sign-in page." and "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.



The image shows the FIFA header bar. On the left is the FIFA.com logo. Next to it is the text "FIFA" and "You are in: Events". On the right, there is a user profile icon with the text "Account" next to it. Below the profile icon is a blue arrow pointing to a "logout" button with a circular arrow icon.

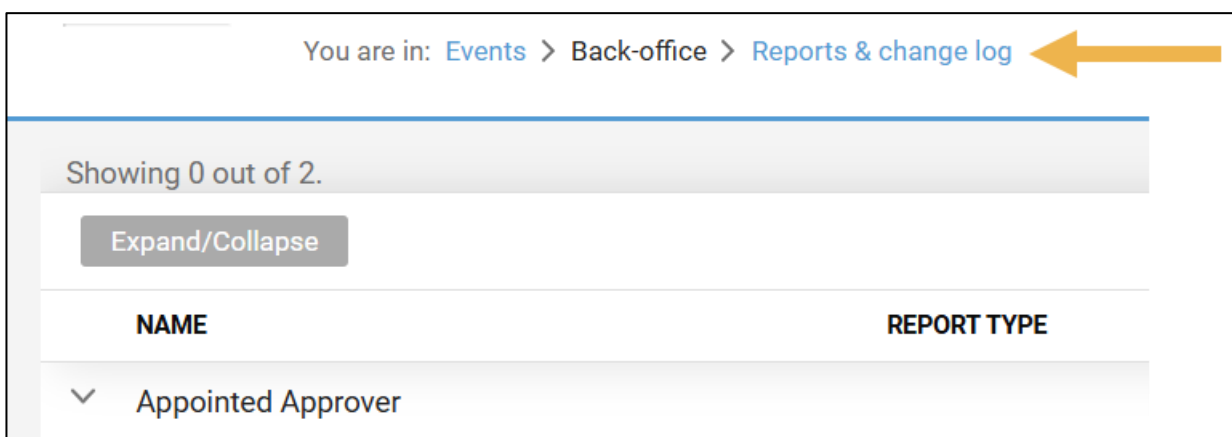


The image shows a success message box with the text "You have successfully logged out from the application" in blue.

4. AA reports

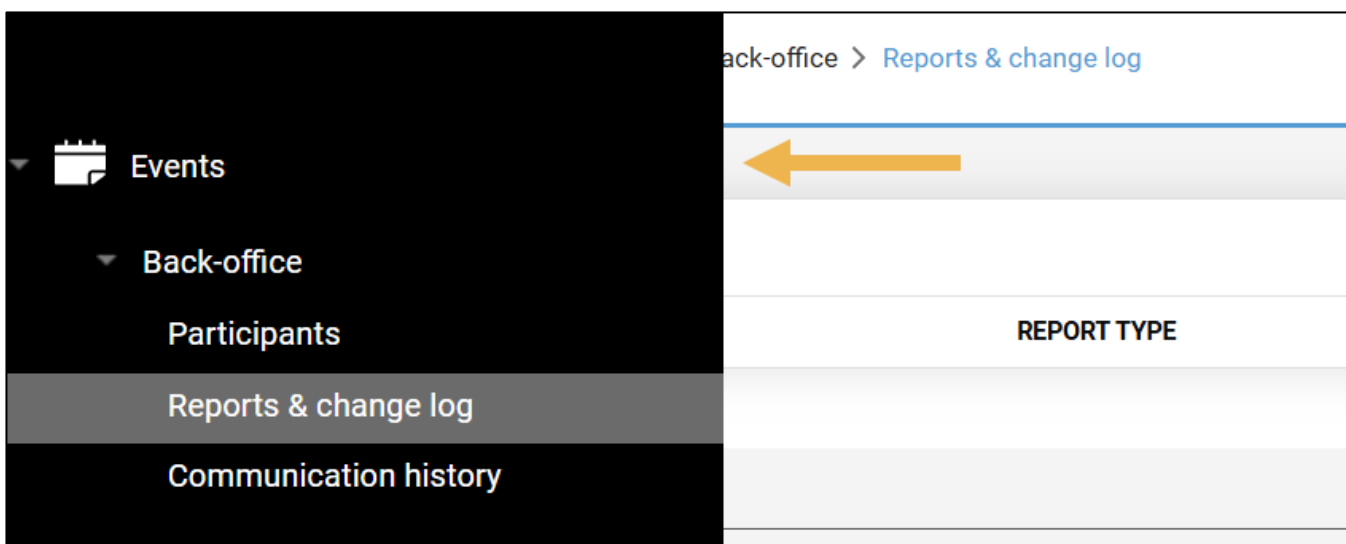
4.1 AA account orientation

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:



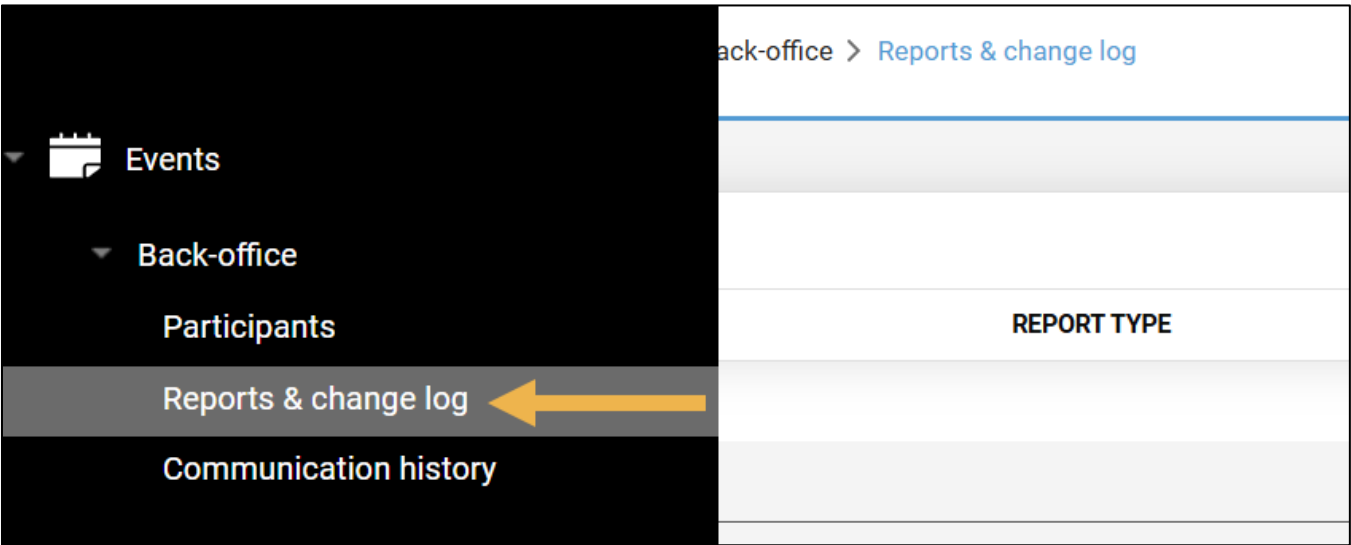
4.2.1 Participants

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.

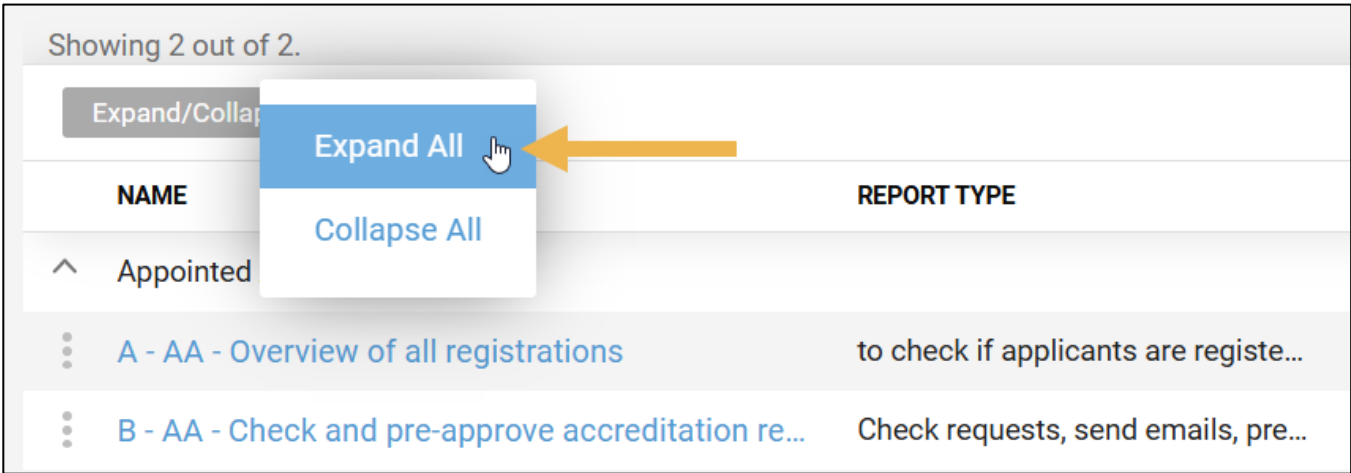
4.2.2 Reports & change log

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.

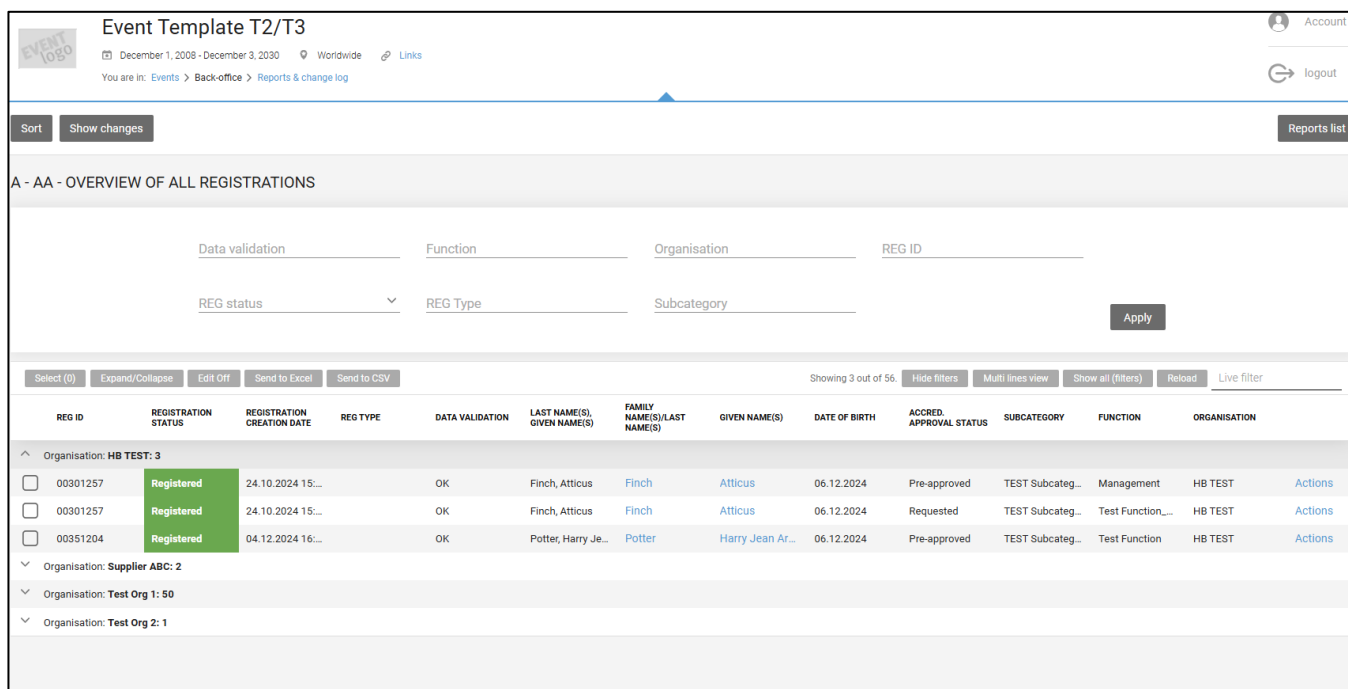


- Click on the grey “Expand/Collapse” button and select “Expand All” to see all reports available to you in the “Appointed Approver” folder.
- Select the report you want to open.



4.3 Report structure

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



Event Template T2/T3
December 1, 2008 - December 3, 2030 | Worldwide | Links
You are in: Events > Back-office > Reports & change log

Sort | Show changes | Reports list

A - AA - OVERVIEW OF ALL REGISTRATIONS

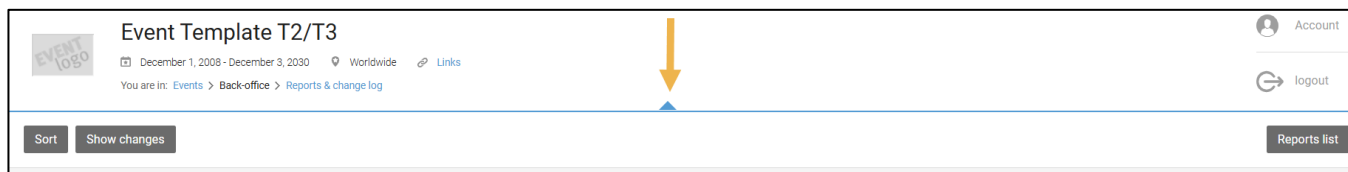
Filters: Data validation, Function, Organisation, REG ID, REG status, REG Type, Subcategory. Apply

Actions: Select (0), Expand/Collapse, Edit Off, Send to Excel, Send to CSV. Showing 3 out of 56. Hide filters, Multi lines view, Show all (filters), Reload, Live filter

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	
Organisation: HB TEST: 3													
<input type="checkbox"/> 00301257	Registered	24.10.2024 15:...		OK	Finch, Atticus	Finch	Atticus	06.12.2024	Pre-approved	TEST Subcateg...	Management	HB TEST	Actions
<input type="checkbox"/> 00301257	Registered	24.10.2024 15:...		OK	Finch, Atticus	Finch	Atticus	06.12.2024	Requested	TEST Subcateg...	Test Function...	HB TEST	Actions
<input type="checkbox"/> 00351204	Registered	04.12.2024 16:...		OK	Potter, Harry Je...	Potter	Harry Jean Ar...	06.12.2024	Pre-approved	TEST Subcateg...	Test Function	HB TEST	Actions
Organisation: Supplier ABC: 2													
Organisation: Test Org 1: 50													
Organisation: Test Org 2: 1													

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.

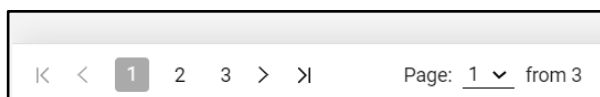


Event Template T2/T3
December 1, 2008 - December 3, 2030 | Worldwide | Links
You are in: Events > Back-office > Reports & change log

Sort | Show changes | Reports list

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.



K	<	1	2	3	>	>I	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.

Select (0)Expand/CollapseEdit OffSend to ExcelSend to CSV

Showing 11 out of 12. Hide filtersMulti lines viewShow all (filters)ReloadLive 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 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.

Select (0)Expand/CollapseEdit OffSend to ExcelSend to CSVShowing 11 out of 12Hide filtersCompact viewShow all (filters)ReloadLive filter

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.

Select (0)Expand/CollapseEdit OffSend to ExcelIssue accreditationActivate accreditationShowing 2 out of 17

REG ID	ACCREDITATION ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BOC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... 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	VOA, VOB	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	VOD	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

REG status
Registered

Function

REG Type

Organisation

Subcategory
TEST Subcategory

REG ID

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

Email communication

Approved

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.

B - AA - CHECK AND PRE-APPROVE ACCREDITATION REQUESTS

Accred. approval status Accred. printed BGC status Email communication

Function Organisation REG ID Venues Apply

Select (0) Expand/Collapse Edit Off Send to Excel Showing 13 out of 13. **Hide filters** Multi lines view Show all (filters) Reload Live filter

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

B - AA - CHECK AND PRE-APPROVE ACCREDITATION REQUESTS

Select (0) Expand/Collapse Edit Off Send to Excel Showing 13 out of 13. **Show filters** Multi lines view Show all (filters) Reload Live filter

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”).

Select (0)

Expand/Collapse

Edit Off

Send to Excel

Showing 2 out of 12

Hide filters

Multi lines view

Show all (filters)

Reload

sarah

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILE	
Organisation: HB TEST: 2														
Organisation: Test Org 1: 10														
<input type="checkbox"/>	00254164	408640	Pending	Not sent	Exempt	Not ready	tests@fwc2026.test	Rangers	Sarah	TEST Subcategory	Test Function_DAY	02 DEC	2, 4, 5	
<input type="checkbox"/>	00254165	408641	Approved	Not sent	Exempt	Not ready	sarah.aguilera@fwc.2...	Aguilera	Sarah	TEST Subcategory	Test Function	VOA	01 DEC	1, 2

Select (0)

Expand/Collapse

Edit Off

Send to Excel

Showing 1 out of 12

Hide filters

Multi lines view

Show all (filters)

Reload

sarah aguilera

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGE	
Organisation: HB TEST: 2														
Organisation: Test Org 1: 10														
<input type="checkbox"/>	00254165	408641	Approved	Not sent	Exempt	Not ready	sarah.aguilera@fwc.2...	Aguilera	Sarah	TEST Subcategory	Test Function	VOA	01 DEC	1, 2

- 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).

Select (0)

Expand/Collapse

Edit Off

Send to Excel

Showing 5 out of 12.

Hide filters

Multi lines view

Show all (filters)


Reload

00351204, 00356264, C

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION
Organisation: HB TEST: 2										
<input type="checkbox"/>	00351204	721936	Requested	Not sent	Exempt	Not ready	harrypotter@test.com	Potter	Harry Je...	TEST Subcategory Content Production
Organisation: Test Org 1: 10										
<input type="checkbox"/>	00356264	420329	Cancelled	Not sent	Exempt	Not ready	cxvycv@cxvb.com	Scooby-Do	Danielle	TEST Subcategory Test Function
<input type="checkbox"/>	00356264	420330	Requested	Not sent	Exempt	Not ready	cxvycv@cxvb.com	Scooby-Do	Danielle	TEST Subcategory Test Function_DAY
<input type="checkbox"/>	00350546	416837	Requested	Not sent	Exempt	Not ready	text3@text.text	Janick	Malaton	TEST Subcategory Test Function
<input type="checkbox"/>	00350546	721844	Approved	Not sent	Exempt	Not ready	text3@text.text	Janick	Malaton	TEST Subcategory Competition Management

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 (0)		Expand/Collapse	Edit Off	Send to Excel	Show	
REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	

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

ACCREDITA... ID	Sorting: Ascending Descending	MAIL
TEST: 2	Clear filter Clear filter for all columns	
721936	<input type="text" value="Search"/>	rrypotter@test.com
416861	<input type="checkbox"/> Select all	st@test.com
st Org 1: 11	<input type="checkbox"/> APPROVED	
721306	<input type="checkbox"/> CANCELLED	
420330	<input type="checkbox"/> PENDING	vyv@cxvb.com
420361	<input checked="" type="checkbox"/> REQUESTED	xt3@text.text
	Cancel Ok	

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

ACCREDITA... ID	Sorting: Ascending Descending	MAIL
TEST: 2	Clear filter Clear filter for all columns	
721936	<input type="text" value="Search"/>	rrypotte
416861	<input type="checkbox"/> Select all	st@test.
	<input type="checkbox"/> APPROVED	

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.

Select (0)

Expand/Collapse

Edit Off

Send to Excel

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)
Organisation: HB TEST: 2							
Organisation: Test Org 1: 11							

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.

A	B	C	D	E	F	G
1 Created by : Acr Test1						
2 Date : 10.03.2025 15:32						
3						
4 REG ID	Accreditation ID	Accred. approval status	Email communication	BGC status	Collection	Email
5 Organisation: Test Org 1: 11						
6 00359877	721306	Requested	Not sent	Exempt	Not ready	First.last@domain.org
7 00299255	416712	Pending	Not sent	Exempt	Not ready	cxvycv@cxvb.com
8 00356264	420329	Cancelled	Not sent	Exempt	Not ready	cxvycv@cxvb.com
9 00356264	420330	Requested	Not sent	Exempt	Not ready	tests@fwc2026.test
10 00254164	408640	Pending	Not sent	Exempt	Not ready	text3@text.text
11 00356293	420361	Requested	Not sent	Exempt	Not ready	text3@text.text
12 00350546	416837	Requested	Not sent	Exempt	Not ready	text3@text.text
13 00350546	721844	Approved	Not sent	Exempt	Not ready	text3@text.text
14 00254166	408642	Pending	Not sent	Exempt	Not ready	Buttonbb@fwc2026.test
15 00350547	416836	Requested	Not sent	Exempt	Not ready	text3@text.text
16 00254165	408641	Approved	Not sent	Exempt	Not ready	sarah.aguilera@fwc.2026
17 Organisation: HB TEST: 2						
18 00351204	721936	Requested	Not sent	Exempt	Not ready	harrypotter@test.com
19 00301257	416861	Requested	Not sent	Exempt	Not ready	test@test.com
20						
21						
22						
23						
24						
25						


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.

Select (0)		Expand/Collapse	Edit Off	Send to Excel	Send to CSV	Showing 1 out of 12.		Hide filters	Compact 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												
<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.

Appointed Approver

A - AA - Overview of all registrations

to check if applicants are registered

B - AA - Check and pre-approve accreditation requests

Check requests, send emails, pre-app...

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

Showing 48 out of 49											
Select (0) Expand/Collapse Edit Off Send to Excel Send to CSV Hide filters Multi lines view Show all (filters) Reload Live filter											
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	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Test Function	Supplier ABC	Actions
<input type="checkbox"/> 00339689	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	Registered	11.10.2024 13:...	Invitation	OK	Rangers, Sarah	Rangers	Sarah	TEST Subcateg...	Test Function...	Test Org 1	Actions
<input type="checkbox"/> 00254165	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/> 00254167	Invited	11.10.2024 13:...	Invitation	Missing dates i...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1	Actions
<input type="checkbox"/> 00254166	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1	Actions
<input type="checkbox"/> 00254171	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

Showing 48 out of 49. Hide filters Multi lines view Show all (filters) Reload Live filter											
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
<input type="checkbox"/> 00339689	416814	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Accreditation & ...	Supplier ABC
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
<input type="checkbox"/> 00254165	408641	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1
<input type="checkbox"/> 00254167	408643	Invited	11.10.2024 13:...	Invitation	Missing dates i...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1
<input type="checkbox"/> 00254166	408642	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1
<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

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

Showing 48 out of 49. Hide filters Multi lines view Show all (filters) Reload Live filter											
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
<input type="checkbox"/> 00339689	416814	Incomplete	11.11.2024 14:...	Full registration	OK	Bond, James	Bond	James	TEST Subcateg...	Accreditation & ...	Supplier ABC
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
<input type="checkbox"/> 00254165	408641	Registered	11.10.2024 13:...	Full registration	OK	Aguilera, Sarah	Aguilera	Sarah	TEST Subcateg...	Test Function	Test Org 1
<input type="checkbox"/> 00254167	408643	Invited	11.10.2024 13:...	Invitation	Missing dates i...	Golightly, Holly			TEST Subcateg...	Referee	Test Org 1
<input type="checkbox"/> 00254166	408642	Registered	11.10.2024 13:...	Invitation	OK	Button, Benjamin	Button	Benjamin	TEST Subcateg...	Test Function	Test Org 1
<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

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.

^ Appointed Approver	
⋮ A - AA - Overview of all registrations	to check if applicants are registered
⋮ B - AA - Check and pre-approve accreditation requests	Check requests, send emails, pre-approve

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

VOD

VOD VOC VOA VOB

*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.

<div> <div>Select (0) Expand/Collapse Edit Off Send to Excel</div> <div>Showing 14 out of 14 Hide filters Multi lines view Show all (filters) Reload Live filter</div> </div>										ALO COMMENT	ACCREDITA- LOCKED	ACC PRI
EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES			
Not sent	Exempt	Not ready	harrypotter@test.com	Potter	Harry Je...	TEST Subcategory	Test Function	VOD		This applicant needs zone 4.	No	no
Not sent	Exempt	Not ready	test@test.com	Finch	Atticus	TEST Subcategory	Management	VOB			No	no
Not sent	Exempt	Not ready	test@test.com	Finch	Atticus	TEST Subcategory	Test Function_DAY	VOC, VOA	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.

The screenshot shows the accreditation system interface. At the top, there are buttons: 'Select (1)', 'Expand/Collapse', 'Edit Off', 'Send to Excel', and 'Group actions'. The 'Group actions' button is highlighted with a yellow box. A dropdown menu is open from this button, showing options: 'Send emails', 'Change function' (highlighted with a blue arrow), 'Add / Remove accredited date', 'Add / Remove accredited venue', and 'Change accredited approval status'. Below the menu, a table lists accreditation requests. The first row is selected, showing details for '00351204' with '721936' accreditation ID, 'Requested' status, 'Not sent' email status, and 'Exempt' BGC status. The table also shows columns for 'FAMILY NAME(S)/L... NAME(S)', 'GIVEN NAME(S)', 'SUBCATEGORY', and 'FUNCTION'.

The screenshot shows the 'CHANGE FUNCTION' dialog box. It has a title bar 'CHANGE FUNCTION'. Below the title, there is a 'Function:' label and a dropdown menu. The dropdown menu is open, showing a list of functions: 'HBR01001TOP - HOST BROADCASTER - Host Broadcaster - Management', 'HBR01002TOP - HOST BROADCASTER - Host Broadcaster - Editorial Staff (Director, Producer, Commentator etc.)', 'HBR01003TOP - HOST BROADCASTER - Host Broadcaster - Production/Engineer Staff/Technical Staff' (highlighted with a blue arrow), 'HBR01004TOP - HOST BROADCASTER - Host Broadcaster - Cable Riggers', 'HBR01005TOP - HOST BROADCASTER - Host Broadcaster - Non-Technical Staff (Interpreter etc.)', and 'HBR01006TOP - HOST BROADCASTER - Host Broadcaster - Driver'.

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											
<input type="checkbox"/>	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 (if the accreditation approval status is “Requested” or “Pending”).

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGES	ALO COMMENT	ACCREDITA... LOCKED
Organisation: HB TEST: 2														
Organisation: Test Org 1: 14														
<input type="checkbox"/>	00382767	743472	Requested	Not sent	Not ready	tom@wiz-team.com	Test	Tom Pow...	TEST Subcategory	Test Function				No
<input type="checkbox"/>	00356264	420330	Requested	Cancellation email ...	Not ready	cxycv@cxvb.com	Scooby-Do	Danielle	TEST Subcategory	Test Function_DAY	VQA, VOB	01 DEC, 0...		No
<input type="checkbox"/>	00350545	416835	Requested	Not sent	Not ready	text3@text.text	Levin	Member	TEST Subcategory	Test Function_DAY				No
<input type="checkbox"/>	00350547	416836	Requested	Not sent	Not ready	text3@text.text	Ariandon	Juan	TEST Subcategory	Test Function				No
<input type="checkbox"/>	00350546	733731	Pre-appro...	Approval email sent	Ready	text3@text.text	Janick	Malaton	TEST Subcategory	Test Function	VOD		2, 4, 6, 7	Yes
<input type="checkbox"/>	00350546	416837	Pre-appro...	Approval email sent	Ready	text3@text.text	Janick	Malaton	TEST Subcategory	Test Function				Yes
<input type="checkbox"/>	00299255	416712	Pending	Not sent	Not ready	First.last@domain.org	Test	One	TEST Subcategory	Test Function				No
<input type="checkbox"/>	00356293	420361	Pending	Not sent	Not ready	text3@text.text	Johannsen	Carlita	TEST Subcategory	Test Function	VOC, VQA			No
<input type="checkbox"/>	00254171	408647	Pending	Approval email sent	Not ready	stephen.nantz@gmail...	Example 3	Stephen	TEST Subcategory	Test Function_DAY	VOD, VOC, VQA	01 DEC		No
<input type="checkbox"/>	00254166	408642	Pending	Not sent	Not ready	Buttonbb@fwc2026.test	Button	Benjamin	TEST Subcategory	Test Function	VOD, VOC, VQA			No
<input type="checkbox"/>	00350546	721844	Approved	Approval email sent	Ready	text3@text.text	Janick	Malaton	TEST Subcategory	Test Function_DAY	VQA, VOB	01 DEC, 0...	2, 4	Yes
<input type="checkbox"/>	00254165	408641	Approved	Approval email sent	Ready	sarah.aguilera@fteste...	Aguilera	Sarah	TEST Subcategory	Test Function	VQA	01 DEC	1, 2	Yes

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”.

The screenshot shows a table with columns: REG ID, ACCREDITATION ID, ACCREDITATION STATUS, EMAIL COMMUNICATION, BOC STATUS, FAMILY NAME(S)/LAST NAME(S), GIVEN NAME(S), SUBCATEGORY, FUNCTION, VENUES, DATES, and PRIVILEGES. A dropdown menu is open from the 'Group actions' button, showing options: Send emails, Change function, Add / Remove accred date, Add / Remove accred venue, and Change accred approval status. The 'VENUES' column for the first row is highlighted in blue, indicating it needs correction.

REG ID	ACCREDITATION ID	ACCREDITATION STATUS	EMAIL COMMUNICATION	BOC STATUS	FAMILY NAME(S)/LAST 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.

REMINDER: A venue and/or date change can only be processed if the accreditation is not locked (if the accreditation approval status is “Requested” or “Pending”).

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.

The screenshot shows a table with columns: 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, and ORGANISATION. The row for REG ID 00351204 is highlighted, and the 'GIVEN NAME(S)' field is highlighted in blue, indicating it needs correction.

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

Note: Changing personal data might trigger a new background check (if applicable).

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

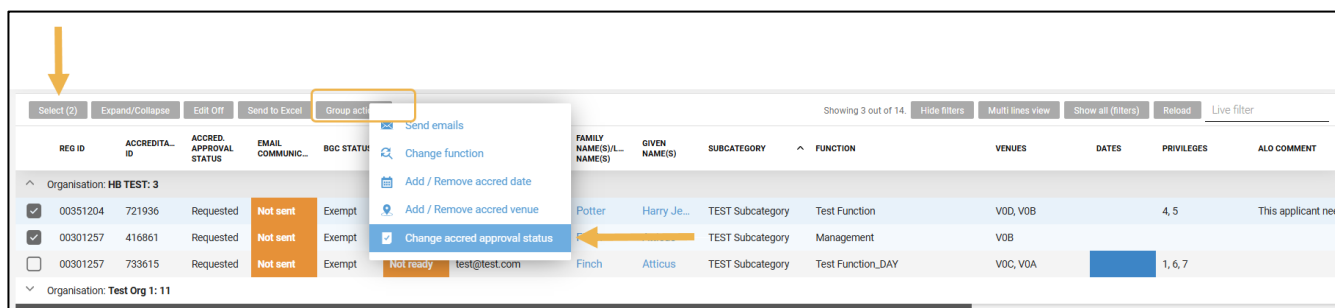
Accred. approval status: Requested

Accred. printed: _____ BGC status: _____ Email communication: _____

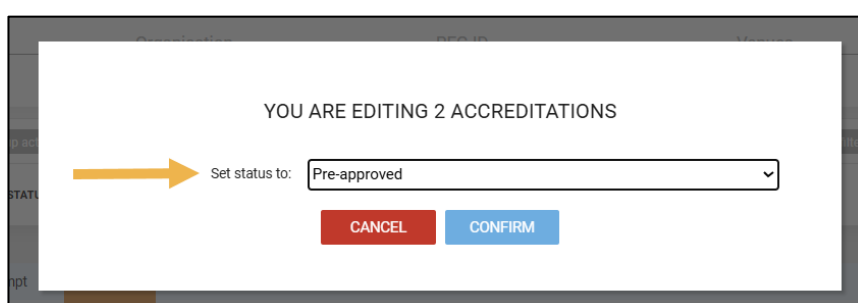
Function: _____ Organisation: _____ REG ID: _____ Venues: _____

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:

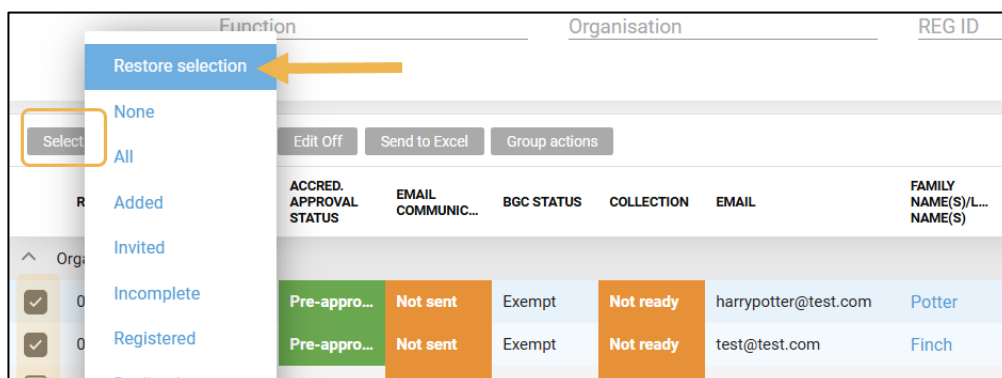


Important: Once requests are pre-approved, they become locked and cannot be reverted to a different status. To revert the accreditation approval status, reach out to your contact person from LOC/FIFA Accreditation.

<div>Select (0)Expand/CollapseEdit OffSend to Excel</div>									
REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	ALO COMMENT	ACCREDITA... LOCKED	ACCRED. PRINTED
Organisation: HB TEST: 3									
<input type="checkbox"/>	00351204	721936	Pre-appro...	Not sent	Exempt	Not ready	harrypotter@test.com	This applicant needs venue V0B	Yesno
<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@fwc2026.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@fwc2026.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
Not sent

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

Organisation: TEST Organisation Name: 3

☒ 00230002 408602 Requested Needs to be S... Not sent
 ☐ 00230036 408603 Pre-appro... Data Sent Not sent
 ☐ 00176635 407221 Pending Approved Not sent

Send emails

Add / Remove accred venue

Add / Remove accred date

Accreditation approval

Change function

LAST NAME, GIVEN NAME

FAMILY NAME / LAST NAME

GIVEN NAME(S)

- 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. Statistics in Tableau

7.1. Login

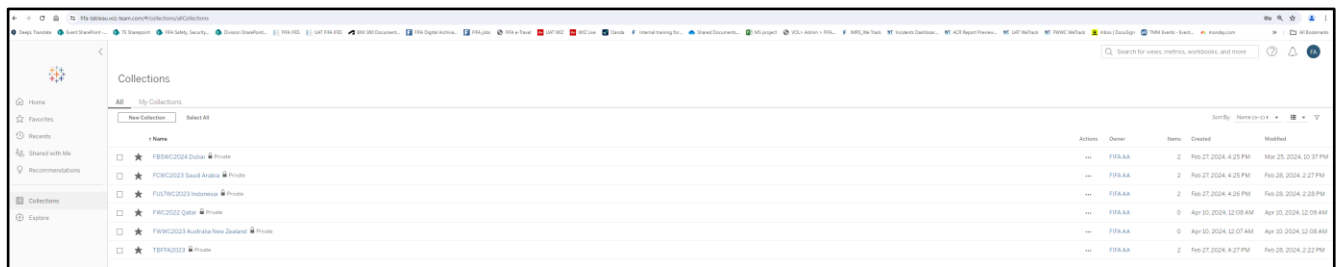
URL: <https://fifa-tableau.wiz-team.com/#/collections/allCollections>

User name: fifa_aa

PW: F7j4\$scpWw@tbF&H

This is a generic login for all the AA users. Please do not change the configurations.

7.2. Landing page (Collections)

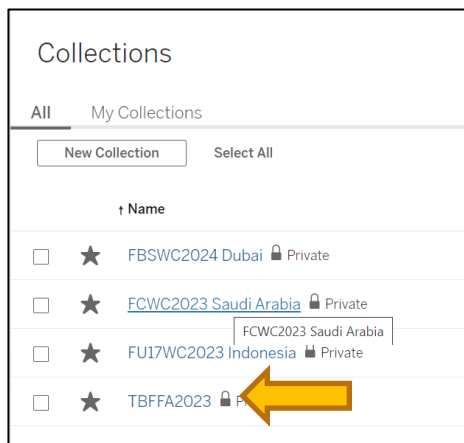


The screenshot shows the 'Collections' page in a web browser. The page has a sidebar on the left with navigation options: Home, Favorites, Recently, Shared with Me, Recommendations, Collections (selected), and Explore. The main content area is titled 'Collections' and has tabs for 'All' and 'My Collections'. Below the tabs are buttons for 'New Collection' and 'Select All'. A table lists several collections, each with a checkbox, a star icon, a name, a lock icon, and a 'Private' status. The collections are: FBSWC2024 Dubai, FCWC2023 Saudi Arabia, FU17WC2023 Indonesia, FWG2022 Qatar, FWG2023 Australia New Zealand, and TBFFA2023. A yellow arrow points to the 'TBFFA2023' collection.

	Name	Actions	Owner	Items	Created	Modified
<input type="checkbox"/>	★ FBSWC2024 Dubai Private	...	FIFA-AA	2	Feb 27, 2024, 4:25 PM	Mar 25, 2024, 10:37 PM
<input type="checkbox"/>	★ FCWC2023 Saudi Arabia Private	...	FIFA-AA	2	Feb 27, 2024, 4:25 PM	Feb 28, 2024, 2:27 PM
<input type="checkbox"/>	★ FU17WC2023 Indonesia Private	...	FIFA-AA	2	Feb 27, 2024, 4:26 PM	Feb 28, 2024, 2:28 PM
<input type="checkbox"/>	★ FWG2022 Qatar Private	...	FIFA-AA	0	Apr 10, 2024, 12:08 AM	Apr 10, 2024, 12:09 AM
<input type="checkbox"/>	★ FWG2023 Australia New Zealand Private	...	FIFA-AA	0	Apr 10, 2024, 12:07 AM	Apr 10, 2024, 12:08 AM
<input type="checkbox"/>	★ TBFFA2023 Private	...	FIFA-AA	2	Feb 27, 2024, 4:27 PM	Feb 28, 2024, 2:22 PM

7.3. Collections page

Select the tournament/event by clicking the tournament/event name.



The screenshot shows a close-up of the 'Collections' page. It highlights the 'All' tab and the 'New Collection' button. Below these, a list of collections is shown. A yellow arrow points to the 'TBFFA2023' collection name, which is highlighted in blue.

	Name
<input type="checkbox"/>	★ FBSWC2024 Dubai Private
<input type="checkbox"/>	★ FCWC2023 Saudi Arabia Private
<input type="checkbox"/>	★ FU17WC2023 Indonesia Private
<input type="checkbox"/>	★ TBFFA2023 Private

7.5. Participant Journey by Organisation

This report shows the different accreditation registration processes per organisation. This report can be filtered by category and/or Subcategory and/or Organisation.

Category	Subcategory	Organisation	Participant Journey	Organisation	PRINTED ACCREDS	READY TO PRINT	PRE-APPROVED ACCREDS WITH APPROVED BGC	APPROVED (BGC)	PENDING (BGC)	REG. INCOMPLETE	CANCELLED ACCREDS
(All)	(All)	(All)	Grant		20,786	0	10	5	21	306	1,354
<input checked="" type="checkbox"/> Catering Services			9TV.ma		0	0	0	0	0	0	0
<input checked="" type="checkbox"/> Ceremonies			99.1 FM B...	(MARG)	1	0	0	0	0	0	1
<input checked="" type="checkbox"/> Cleaning & Waste			A-Pass		215	215	0	0	0	0	0
<input checked="" type="checkbox"/> Commercial Affiliates			Aatemed		60	60	0	0	0	0	0
<input checked="" type="checkbox"/> Communications			ABChoy.com.ar		1	0	1	0	0	0	0
<input checked="" type="checkbox"/> FIFA PRESENTING PARTNER			Abdullah Aldow Sp...	inter	12	12	0	0	0	0	0
<input checked="" type="checkbox"/> FIFA Senior Official			Abu Dhabi Sports (UAE)		1	0	1	0	0	0	0
<input checked="" type="checkbox"/> FTI Services			Access Management		14	12	1	0	0	0	1
<input checked="" type="checkbox"/> Guest Services			Accessibility		39	38	0	0	0	0	4
<input checked="" type="checkbox"/> Health & Safety			Accreditation		66	51	10	0	0	0	8
<input checked="" type="checkbox"/> Hospitality Services			Ad-Dustour (JOR)		1	0	0	0	0	0	1
<input checked="" type="checkbox"/> Host Broadcaster			adidas		5	0	0	0	0	1	0
<input checked="" type="checkbox"/> Host Country			Adwaalwatan.com (KSA)		4	4	0	0	0	0	0
<input checked="" type="checkbox"/> Human Rights & Sustainabi...			AE Live		8	7	0	0	0	0	1
<input checked="" type="checkbox"/> Infotainment			AFP TV (FRA)		1	0	0	0	0	0	0
<input checked="" type="checkbox"/> Inspection Body			Afri Radio 107.6 FM (GAM)		1	0	1	0	0	0	0
<input checked="" type="checkbox"/> LOC Staff			AfricanSoccerNews.co.uk (ENG)		1	1	0	0	0	0	0
<input checked="" type="checkbox"/> Match Official			Aftenposten (NOR)		2	2	0	0	0	0	0
<input checked="" type="checkbox"/> Match Officials Support			Agence France-Presse (FRA)		6	4	2	0	0	0	0
<input checked="" type="checkbox"/> Media			Agence EFE (ESP)		1	1	0	0	0	0	0
<input checked="" type="checkbox"/> Media Rights Licensee			Aggreko		26	18	5	0	0	3	0
<input checked="" type="checkbox"/> Medical			Ajel.sa (KSA)		1	1	0	0	0	0	0
<input checked="" type="checkbox"/> Non-Nominative Pass			Akhbar El Yom (EGY)		3	0	3	0	0	0	0
<input checked="" type="checkbox"/> Non-Rights Holder			Al Ahly FC		111	64	0	0	0	0	0
<input checked="" type="checkbox"/> Observer			Al Ahly Football Club (EGY)		3	2	1	0	0	0	0
<input checked="" type="checkbox"/> Organiser											

7.6. Download/export the report

Reports can be downloaded by clicking on the download sign  in the main blue menu bar.

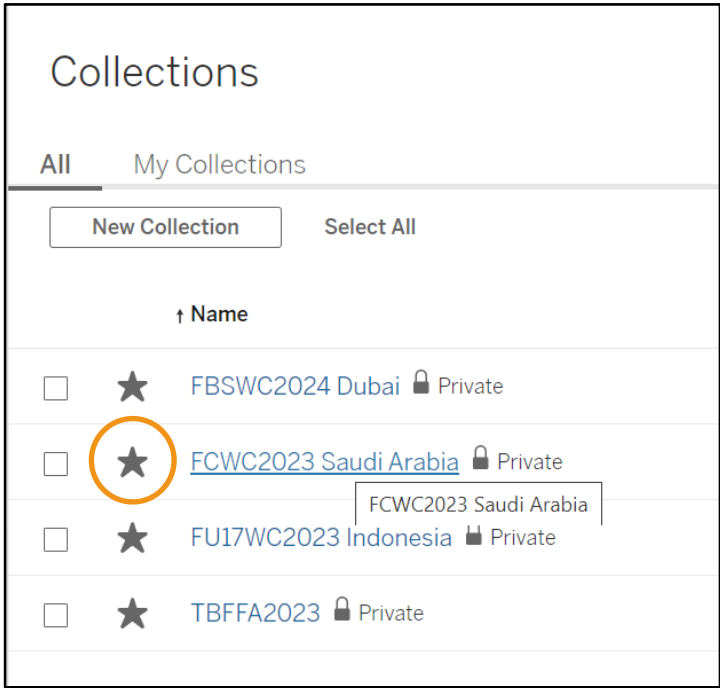
Registration Status	Accreditation Status
Registered: 2,761	Approved: 2,464
Declined: 118	Pending: 58
Invited: 70	Requested: 355
Incomplete: 56	Cancelled: 71
	Rejected: 16

Please select the format (image, excel, pdf or ppt) from the dropdown menu.

7.7. General

Please contact the FIFA Accreditation team for questions (accreditation@fifa.org).

Please do not change anything on the configuration e.g. adding or removing favourites:



8. 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.

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.

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