



FIFA Accreditation System Manual

for Appointed Approvers (AA)

February 2026 – version 3



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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:

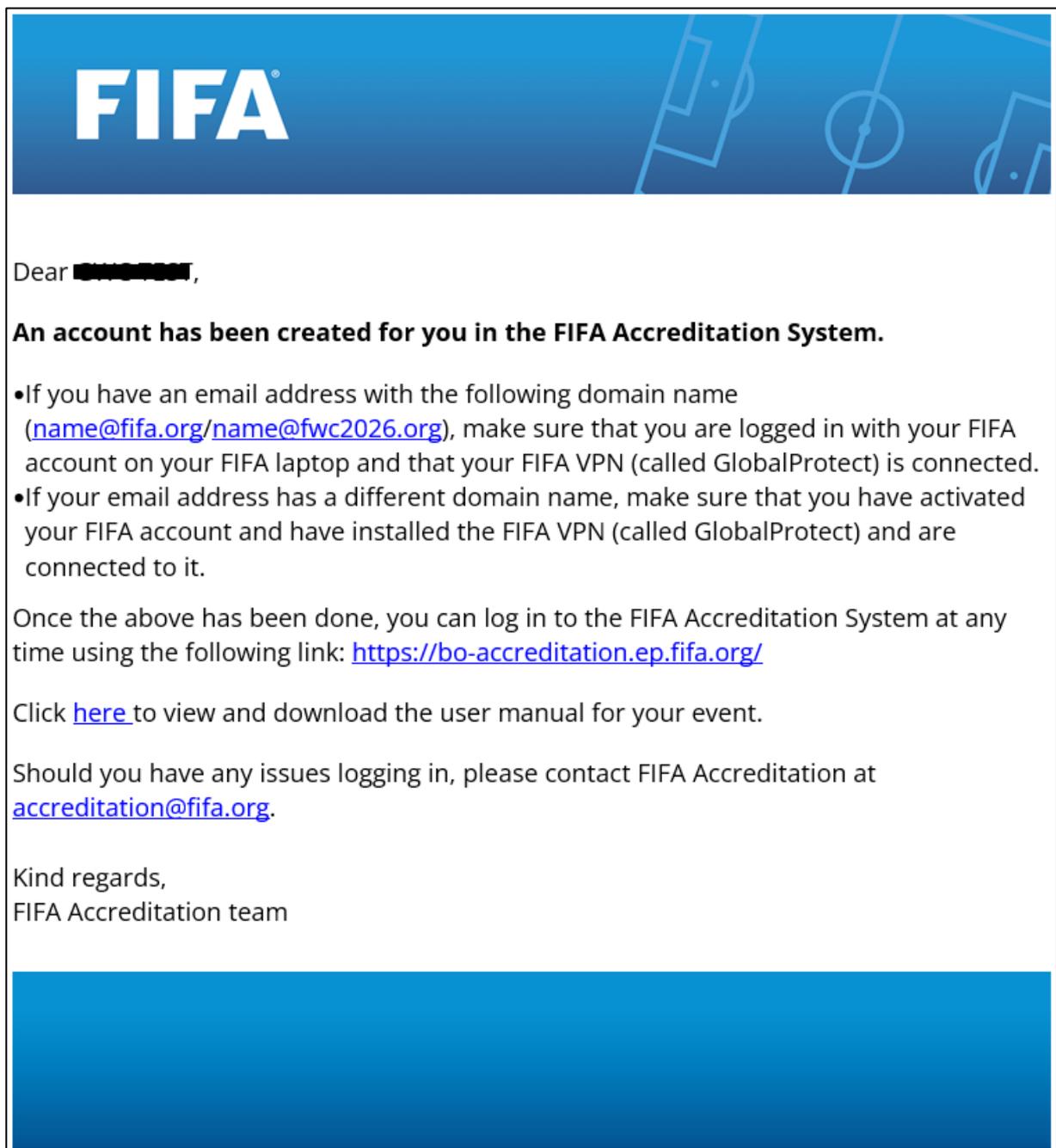
- to be available to the FIFA/LOC Accreditation team for problem resolution:
 - Approval of requests
 - Change management

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).

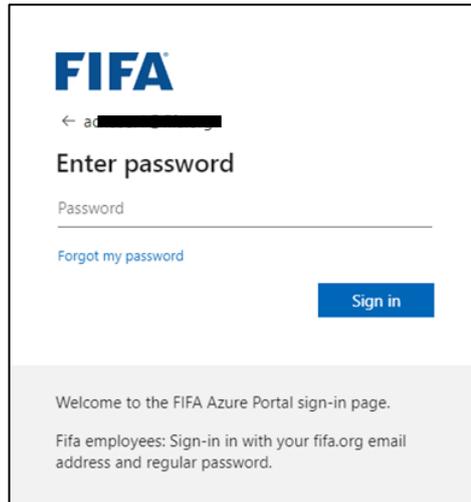
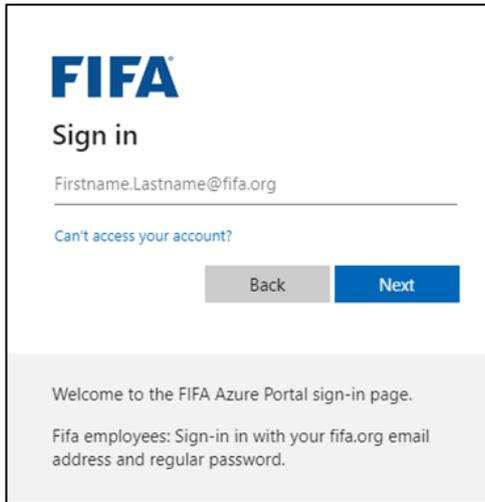
Before starting, it is highly recommended that you familiarise yourself with this manual, which explains all the tasks and steps required to successfully manage accreditation requests.



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/>.

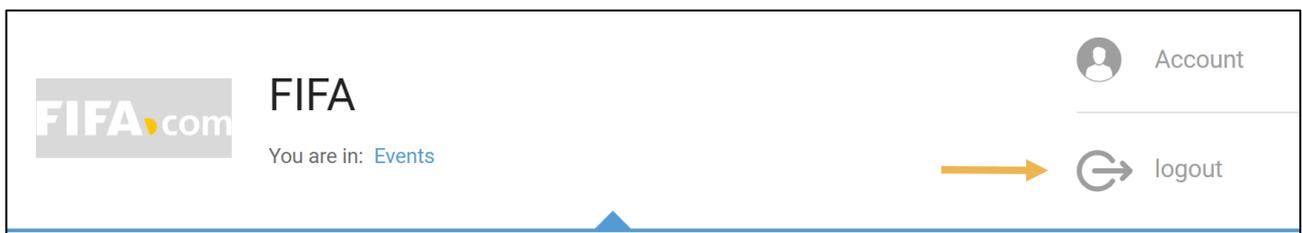
The system works best with Google Chrome.

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.



3.2 Logout

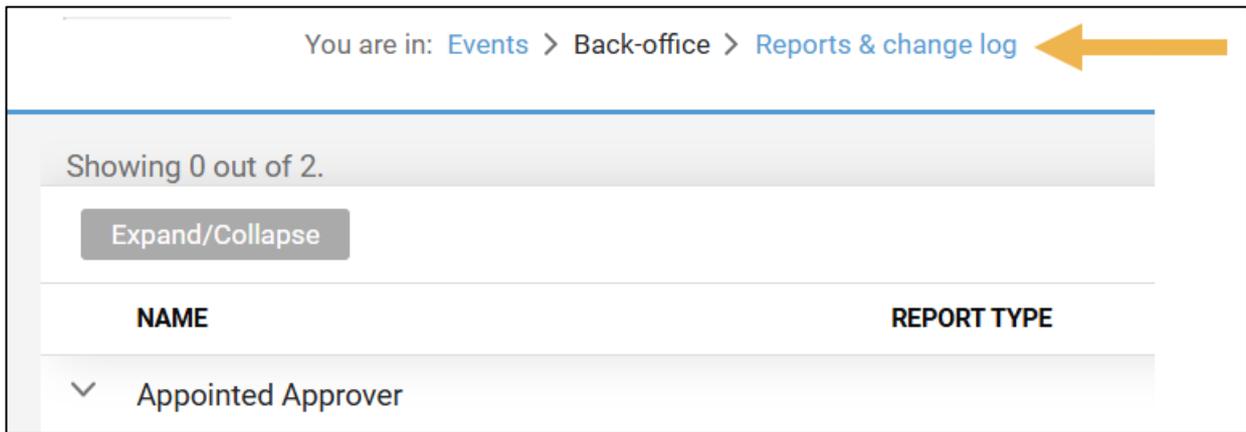
Click on the “logout” button in the top right of your screen to log out from your account.



4. AA reports

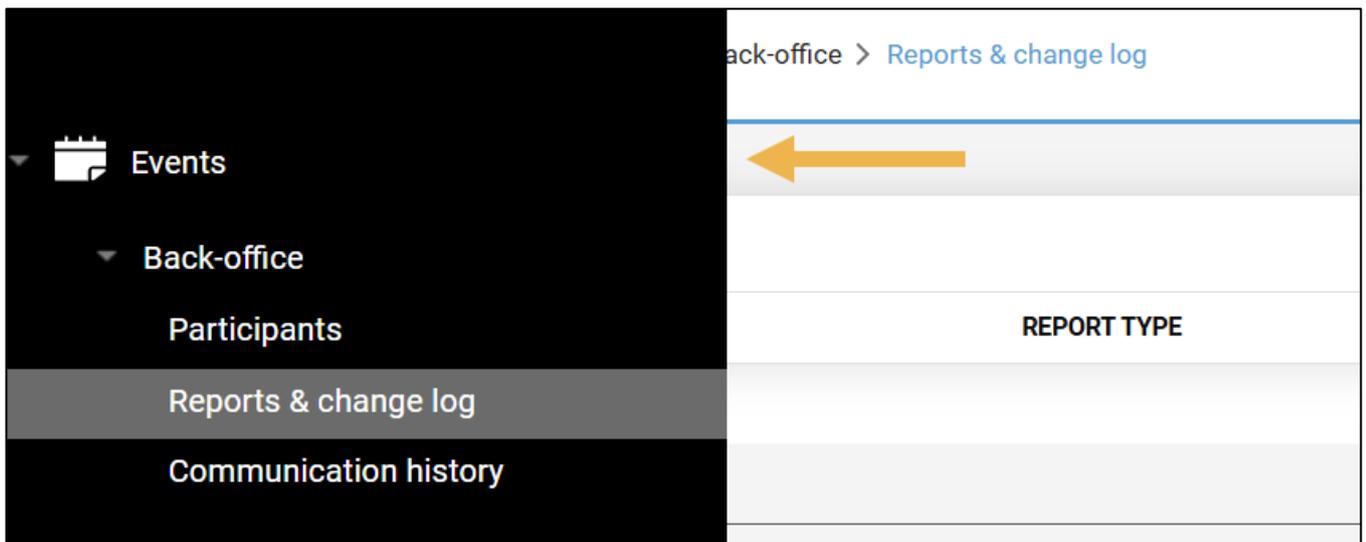
4.1 AA account orientation

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:



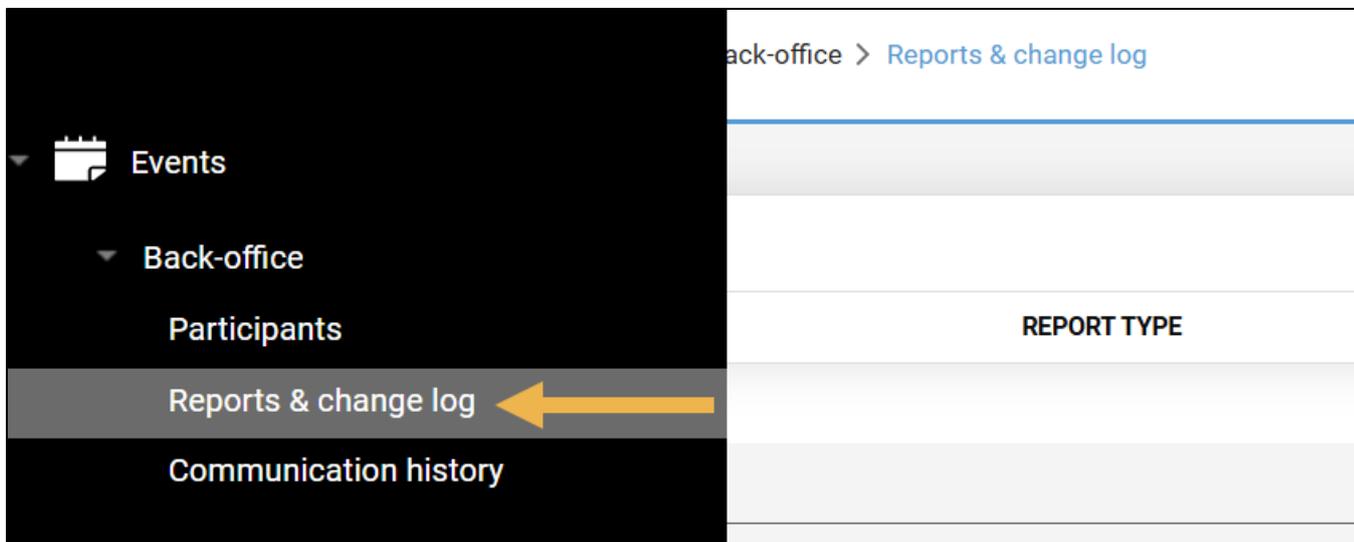
4.2.1 Participants

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.

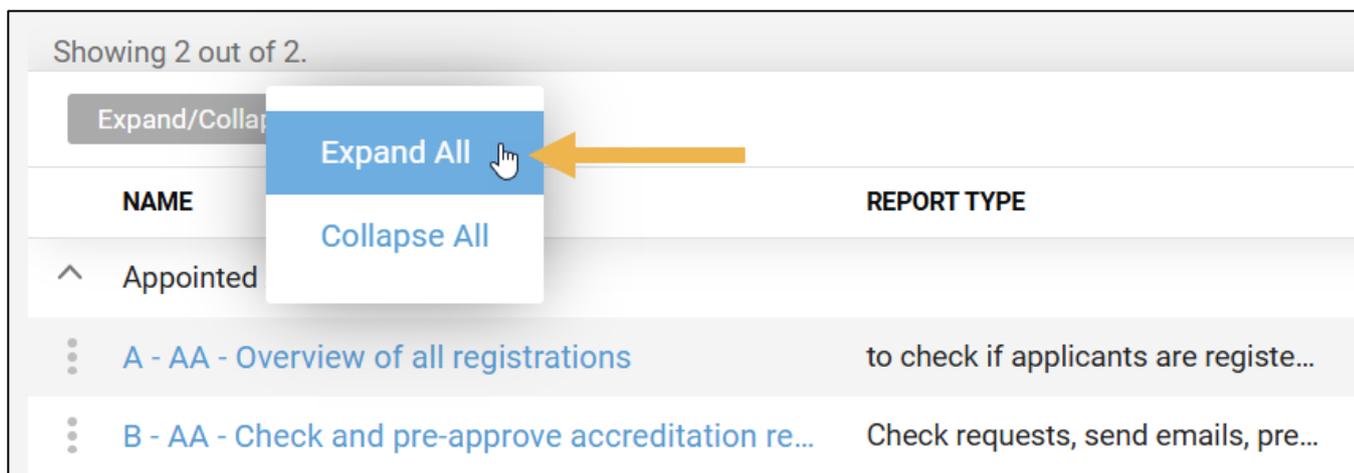
4.2.2 Reports & change log

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:

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	ACCORD. APPROVAL STATUS	SUBCATEGORY	FUNCTION	ORGANISATION
00923178	Registered	31.01.2025...	Full registr...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1
01015132	Registered	17.05.2025...	Full registr...	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1
00922195	Invited	12.11.2024...	Invitation		JANE, Birkin				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1
00922194	Invited	12.11.2024...	Invitation		ALLAFI, Birkin				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1
00923163	Invited	29.01.2025...	Invitation		TOM TEST, Test1234				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1
00922186	Registered	12.11.2024...	Full registr...	OK	POTTER, Harriette	Potter	Harriette	22.11.1990	Approved	TEST Subcategory	Test Function_Day Pass	Test Org 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.

4.3.2 Pagination

The report's results list can display up to 500 lines per page. At the bottom of the report, you can navigate between pages, depending on whether pagination is activated.

4.3.3 Multi lines view

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

Event Template T2/T3
December 1, 2028 - December 3, 2030 | Worldwide | Links
You are in: Events > Back-office > Reports & change log

Create participant | Import | Sort | Show changes | Edit report | Reports list

A - AA - OVERVIEW OF ALL REGISTRATIONS

REG ID: Clear Apply

Select (0) | Edit Off | Send to Excel | Send to CSV | Issue accreditation | Activate accreditation | Showing 35 out of 35 | Hide filters | **Multi lines view** | Show all | Show all (filters) | Reload | Save find result | 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	Actions
<input type="checkbox"/> 00923178	Registered	31.01.2025...	Full registr...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 01015132	Registered	17.05.2025...	Full registr...	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 00922195	Invited	12.11.2024...	Invitation		JANE, Birkin				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 00922194	Invited	12.11.2024...	Invitation		ALLAFI, Birkin				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 00923163	Invited	29.01.2025...	Invitation		TOM TEST, Test1234				Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 00922186	Registered	12.11.2024...	Full registr...	OK	POTTER, Harriette	Potter	Harriette	22.11.1990	Approved	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions

<input type="checkbox"/> 00923178	Registered	31.01.2025 15:20	Full registration	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/> 01015132	Registered	17.05.2025 13:55	Full registration	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions

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

REG ID: Clear Apply

Select (0) | Edit Off | Send to Excel | Send to CSV | Issue accreditation | Activate accreditation | Showing 35 out of 35 | Hide filters | **Compact view** | Show all | Show all (filters) | Reload | Save find result | Live 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) | Edit Off | Send to Excel | Issue accreditation | Activate accreditation | Showing 2 out of 2 | Hide filters | Multi lines view | Show all | Show all (filters)

REG ID	ACCREDITATION ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	SRA STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	ORGANISATION	SUBCATEGORY	FUNCTION
<input type="checkbox"/> 00922186	1061952	Approved	Not sent	Passed	Not ready	gwendoline.castro...	Potter	Harriette	Test Org 1	TEST Subcategory	Test Function_Day Pass
<input type="checkbox"/> 00922186	1063730	Requested	Not sent	Passed	Not ready	gwendoline.castro...	Potter	Harriette	Test Org 1	TEST Subcategory	Test Function

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 find header and then add a column filter or use the live search functionality). All the options search across all pages of the report.

4.4.1 Find header

Use the Find header when you want to search for one or multiple REG IDs.

- Enter one or several IDs with a coma (e.g. 00919558, 01015132,01117504)
 - Press ENTER or 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)”
 - Or click on “Clear” and then “Apply” to reset the search.

A - AA - OVERVIEW OF ALL REGISTRATIONS

REG ID: 00919558, 01015132,01117504 Clear Apply

Select (0) Edit Off Send to Excel Send to CSV Showing 5 out of 5 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	
<input type="checkbox"/>	00919558	Registered	04.10.2024...	OK	TEST LOC STAFF, Inco...	TEST LOC Staff	Incomplete	05.02.1986	Approved	FIFA Partner	Project Lead	Event Template LOC	Actions
<input type="checkbox"/>	00919558	Registered	04.10.2024...	OK	TEST LOC STAFF, Inco...	TEST LOC Staff	Incomplete	05.02.1986	Approved	FIFA Partner	FIFA Council	Event Template LOC	Actions
<input type="checkbox"/>	01015132	Registered	17.05.2025...	Full registra...	OK	ATTICUS, Finch	Atticus Finch	11.02.2026	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/>	01015132	Registered	17.05.2025...	Full registra...	OK	ATTICUS, Finch	Atticus Finch	11.02.2026	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1	Actions
<input type="checkbox"/>	01117504	Registered	15.06.2025...	Invitation	OK	POWELL, Tom2	Powell Tom2	23.06.1988	Approved	TEST Subcategory	Test Function	Test Org 1	Actions

A - AA - OVERVIEW OF ALL REGISTRATIONS

REG ID:

Clear Apply

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

A - AA - OVERVIEW OF ALL REGISTRATIONS

REG ID: 00919558, 01015132,01117504 Clear Apply

Select (0) Edit Off Send to Excel Send to CSV Issue accreditation Activate accreditation Showing 5 out of 5 **Hide filters** Multi lines view Show all (filters) Reload Live filter

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

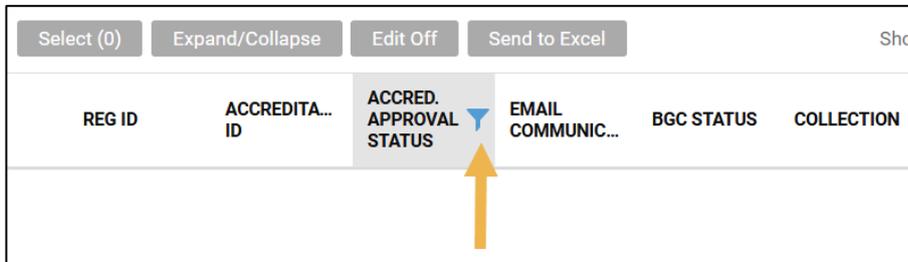
B - AA - CHECK AND PRE-APPROVE ACCREDITATION REQUESTS

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

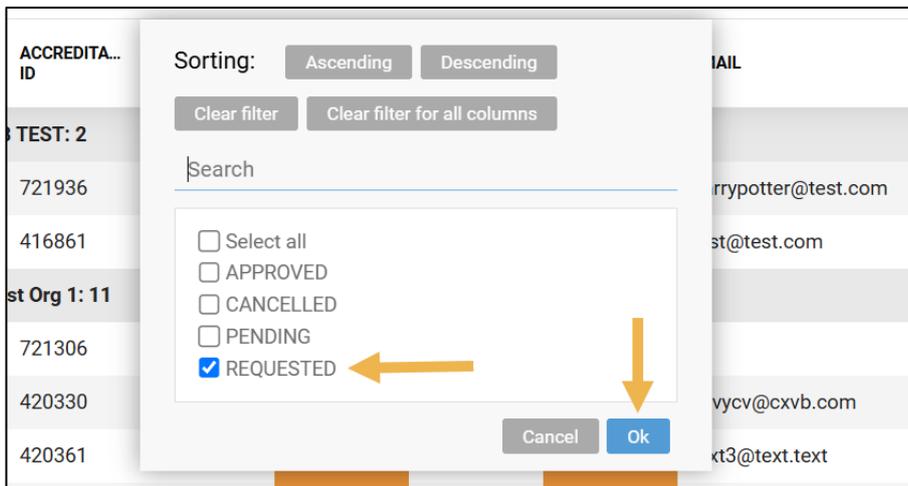
4.4.2 Column filter

Each column can be filtered and many columns can be filtered at the same time.

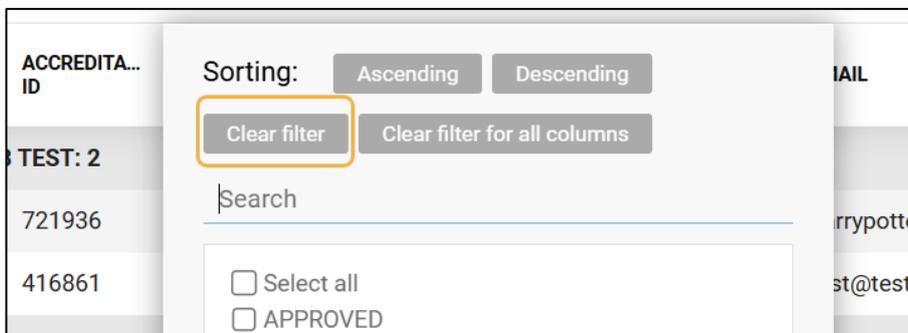
- Hover over the column to which you want to apply a filter.
- A blue filter icon will appear 
- Click on the blue filter icon to display the filtering option.



- 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.



4.4.3 Live filter

To search for a specific name or organisation, use the live filter on the top right-hand side.

- Type any keyword (e.g. "Roy").
- Add a space and other keywords to search for very specific records (e.g. "Allen").

The screenshot shows two instances of a data table. The top instance has a search filter 'roy' and shows 2 records. The bottom instance has a search filter 'roy allen' and shows 1 record.

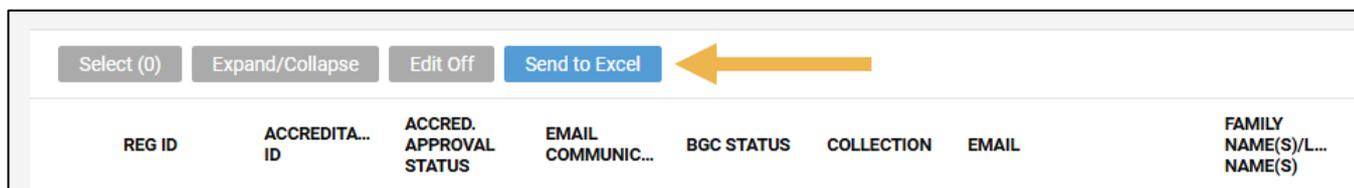
REG ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE	DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	DATE OF BIRTH	ACCRED. APPROVAL STATUS	SUBCATEGORY	FUNCTION	ORGANISATION
<input type="checkbox"/> 01129267	Incomplete	01.07.2025...	Full registra...	Missing Consent	ROY, Allen	Roy	Allen	19.02.2026	Requested	TEST Subcategory	Test Function	Test Org 1
<input type="checkbox"/> 00923178	Incomplete	31.01.2025...	Full registra...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory	Test Function_Day Pass	Test Org 1

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
<input type="checkbox"/> 01129267	Incomplete	01.07.2025...	Full registra...	Missing Consent	ROY, Allen	Roy	Allen	19.02.2026	Requested	TEST Subcategory	Test Function	Test Org 1

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. 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.

REG ID	Accreditation ID	Accred. approval status	Email communication	BGC status	Collection	Email	Family Name
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
00351204	721936	Requested	Not sent	Exempt	Not ready	harrypotter@test.com	Potte
00301257	416861	Requested	Not sent	Exempt	Not ready	test@test.com	Finch

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 (if applicable to your role).

Note: All timestamps displayed in the system (including accred logs, communications, change tracking and reports) are shown in UTC+0.

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

Select (0) Edit Off Send to Excel Send to CSV Issue accreditation Activate accreditation										
	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
<input type="checkbox"/>	Incomplete	31.01.2025...	Full registr...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory
<input type="checkbox"/>	Registered	17.05.2025...	Full registr...	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory
<input type="checkbox"/>	Invited	12.11.2024...	Invitation		JANE, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	Invited	12.11.2024...	Invitation		ALLAFI, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	Invited	29.01.2025...	Invitation		TOM TEST, Test1234				Requested	TEST Subcategory
<input type="checkbox"/>	Registered	12.11.2024...	Full registr...	OK	POTTER, Harriette	Potter	Harriette	22.11.1990	Approved	TEST Subcategory

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

<input type="button" value="Select (0)"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="Send to CSV"/> <input type="button" value="Issue accreditation"/> <input type="button" value="Activate accreditation"/>											
REG ID	REGISTRATION STATUS	REGISTRATION CREATION DATE	REG TYPE		LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	DATE OF BIRTH	ACCRED. APPROVAL STATUS	SUBCATEGORY	
<input type="checkbox"/>	00923178	Incomplete	31.01.2025...	Full registr...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory
<input type="checkbox"/>	01015132	Registered	17.05.2025...	Full registr...	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory
<input type="checkbox"/>	00922195	Invited	12.11.2024...	Invitation		JANE, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	00922194	Invited	12.11.2024...	Invitation		ALLAFI, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	00923163	Invited	29.01.2025...	Invitation		TOM TEST, Test1234				Requested	TEST Subcategory
<input type="checkbox"/>	00922186	Registered	12.11.2024...	Full registr...	OK	POTTER, Harriette	Potter	Harriette	22.11.1990	Approved	TEST Subcategory

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

<input type="button" value="Select (0)"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="Send to CSV"/> <input type="button" value="Issue accreditation"/> <input type="button" value="Activate accreditation"/>											
REG ID	REGISTRATION STATUS	REGISTRATION CREATION DATE		DATA VALIDATION	LAST NAME(S), GIVEN NAME(S)	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	DATE OF BIRTH	ACCRED. APPROVAL STATUS	SUBCATEGORY	
<input type="checkbox"/>	00923178	Incomplete	31.01.2025...	Full registr...	Missing Consent	AMCOY, Roy	Amcoy	Roy	01.02.2021	Requested	TEST Subcategory
<input type="checkbox"/>	01015132	Registered	17.05.2025...	Full registr...	OK	ATTICUS, Finch	Atticus	Finch	11.02.2026	Requested	TEST Subcategory
<input type="checkbox"/>	00922195	Invited	12.11.2024...	Invitation		JANE, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	00922194	Invited	12.11.2024...	Invitation		ALLAFI, Birkin				Requested	TEST Subcategory
<input type="checkbox"/>	00923163	Invited	29.01.2025...	Invitation		TOM TEST, Test1234				Requested	TEST Subcategory
<input type="checkbox"/>	00922186	Registered	12.11.2024...	Full registr...	OK	POTTER, Harriette	Potter	Harriette	22.11.1990	Approved	TEST Subcategory

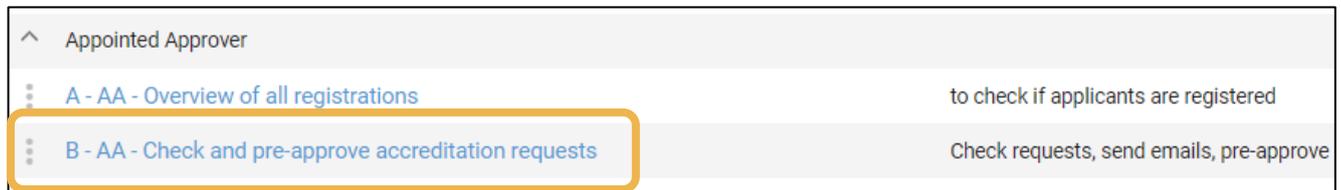
The data validation column indicates whether required data is missing in the requests:

- **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

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.

EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	ALO COMMENT	ACCREDITA... LOCKED	ACC PRIN
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.
- Review the venues and dates (if applicable) assigned.

The screenshot shows a table of accreditation requests. The 'Group actions' menu is open, and 'Change function' is highlighted. The table below shows two rows of accreditation data.

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC ST	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	
<input checked="" type="checkbox"/>	00351204	721936	Requested	Not sent	Exempt	Potter	Harry Je...	TEST Subcategory	Content Production
<input type="checkbox"/>	00301257	416861	Requested	Not sent	Exempt	Finch	Atticus	Host Broadcaster	Management

The 'CHANGE FUNCTION' dialog box is shown, with a dropdown menu open. The selected function is 'HBR01003TOP - HOST BROADCASTER - Host Broadc...'. The dropdown menu lists several other options.

Function
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
HBR01004TOP - HOST BROADCASTER - Host Broadcaster - Cable Riggers
HBR01005TOP - HOST BROADCASTER - Host Broadcaster - Non-Technical Staff (Interpreter etc.)
HBR01006TOP - HOST BROADCASTER - Host Broadcaster - Driver

The screenshot shows the accreditation system interface after the function change. The function for the selected accreditation has been updated to 'Production/Engineer Staff/Technica...'. The 'Not ready' status is highlighted.

REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNIC...	BGC STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/L... NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	
<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”).

The screenshot shows a list of accreditation requests. The 'ACCREDITATION LOCKED' column is highlighted, showing 'Yes' for some requests and 'No' for others. The table includes columns for 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, and ACCREDITATION LOCKED.

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	ACCREDITATION LOCKED
<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	cvyvc@cvvb.com	Scooby-Do	Danielle	TEST Subcategory	Test Function_DAY	VDA, 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	723731	Pre-appro...	Approval email sent	Ready	text3@text.text	Janick	Malaton	TEST Subcategory	Test Function	VDD	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	VDC, VDA			No
<input type="checkbox"/>	00254171	408647	Pending	Approval email sent	Not ready	stephen.nantz@gmail...	Example 3	Stephen	TEST Subcategory	Test Function_DAY	VDD, VDC, VDA	01 DEC		No
<input type="checkbox"/>	00254166	408642	Pending	Not sent	Not ready	Buttonbb@fwc2026.test	Button	Benjamin	TEST Subcategory	Test Function	VDD, VDC, VDA			No
<input type="checkbox"/>	00350546	721844	Approved	Approval email sent	Ready	text3@text.text	Janick	Malaton	TEST Subcategory	Test Function_DAY	VDA, 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	VDA	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”.

REG ID	ACCREDITATION ID	ACCREDITATION STATUS	EMAIL COMMUNICATION	BGC STATUS	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGES
00351204	721936	Requested	Not sent	Exempt	Potter	Harry Je...	TEST Subcategory	Production/Engineer Staff/Technica...			
00301257	416861	Requested	Not sent	Exempt	Finch	Atticus	TEST Subcategory	Management	VOB		
00301257	733615	Requested	Not sent	Exempt	Finch	Atticus	TEST Subcategory	Test Function_DAY	VOC, VOA		1, 6, 7

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.

6.2 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.

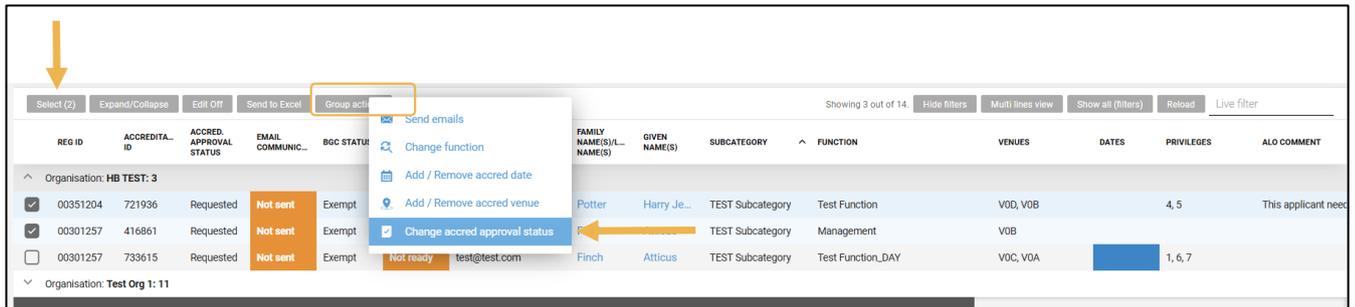
NOTE: You will find “Approved” in the drop-down list, but this functionality is disabled. For more details, please refer to chapter [6.4 FIFA/LOC final approval and collection](#).

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

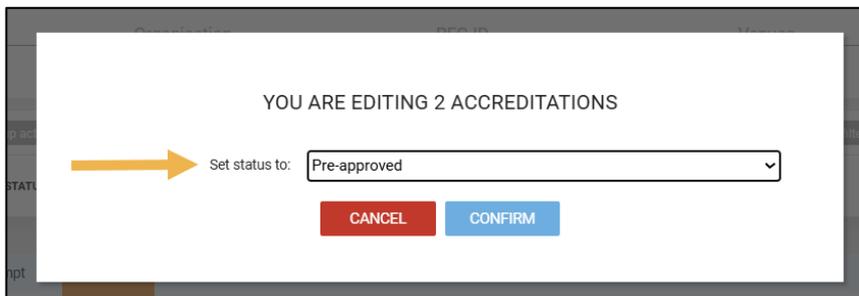
1. Filter the applicants for whom you want to change the accreditation approval status by using the “**Accred. approval status**” column and search for “**Requested**” or “**Pending**”. Use further filters if needed (see [chapter 4.4](#) on how to use filters).

REG ID	ACCREDITATION ID	ACCREDITATION STATUS	EMAIL COMMUNICATION	SRA STATUS	COLLECTION	EMAIL	FAMILY NAME(S)/LAST NAME(S)	GIVEN NAME(S)	ORGANISATION	SUBCATEGORY	FUNCTION
01015132	1317256	Requested			Ready	gdf@lj.com	Atticus	Finch	Test Org 1	TEST Subcategory	Test Function_Day
01015132	1154210	Requested			Ready	gdf@lj.com	Atticus	Finch	Test Org 1	TEST Subcategory	Test Function_Day

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:

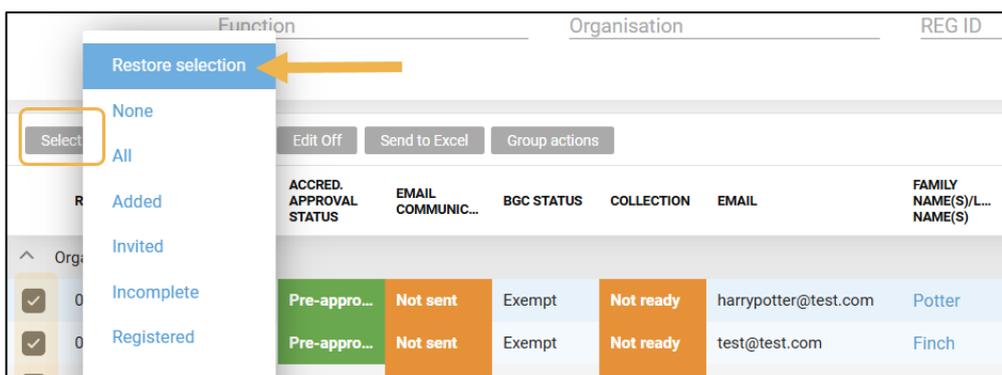


Important: Once requests are pre-approved, they become locked and cannot be reverted to a different status. To revert the accreditation approval status, reach out to your contact person from LOC/FIFA Accreditation.

REG ID	ACCREDITATION ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	BGC STATUS	COLLECTION	EMAIL	ALO COMMENT	ACCREDITATION 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 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”:

<input type="button" value="Select (0)"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="Issue accreditation"/> <input type="button" value="Activate accreditation"/>						
REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	SRA STATUS	COLLECTION	
<input type="checkbox"/>	00919558	1059016	Approved	Approval email sent	Passed	Ready
<input type="checkbox"/>	00919558	1290549	Approved	Approval email sent	Passed	Ready
<input type="checkbox"/>	01015132	1317256	Requested	Not sent		Not ready
<input type="checkbox"/>	01015132	1154210	Requested	Not sent		Not ready
<input type="checkbox"/>	01117504	1258402	Approved	Not sent		Not ready

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”**.

<input type="button" value="Select (0)"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="Issue accreditation"/> <input type="button" value="Activate accreditation"/>						
REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	SRA STATUS	COLLECTION	
<input type="checkbox"/>	01117504	1258402	Pre-approved	Not sent	Not ready	

The applicants who have not yet received an email are displayed. Use further filters (e.g. “Accred. approval status” = Pre-approved” and Email communication = “Not sent”).

- 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”.

<input type="button" value="Select (1)"/> <input type="button" value="Expand/Collapse"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="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	@ff...	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
Organisation: test: 1							

- 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”**.

<input type="button" value="Select (0)"/> <input type="button" value="Edit Off"/> <input type="button" value="Send to Excel"/> <input type="button" value="Issue accreditation"/> <input type="button" value="Activate accreditation"/>						
REG ID	ACCREDITA... ID	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	GRADING STATUS	COLLECTION	
<input type="checkbox"/>	00919558	1059016	Approved	Approval email sent	Passed	Ready
<input type="checkbox"/>	00919558	1290549	Approved	Approval email sent	Passed	Ready
<input type="checkbox"/>	01015132	1317256	Requested	Not sent		Not ready
<input type="checkbox"/>	01015132	1154210	Requested	Not sent		Not ready
<input type="checkbox"/>	01117504	1258402	Pre-approved	Not sent		Not 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

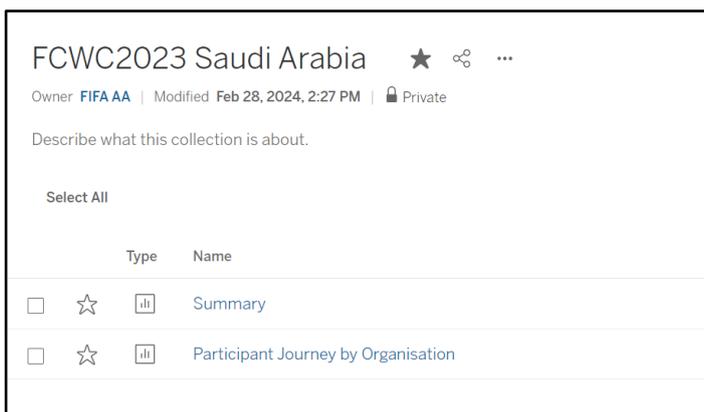
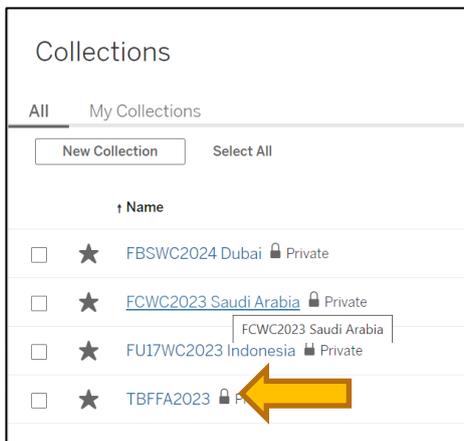
This is a generic login for all the AA users. Please do not change the configurations.

7.2. Landing page (Collections)



7.3. Collections page

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



You will find two reports.

1. Summary
2. Participant Journey by Organisation

Select the report by clicking on the report's name for more information.

7.4. Summary

The summary provides an overview of all client groups in regards to registration, background check and accreditation status. A filter functionality is not available.

Summary																					
Registration Status				BGC Status				Accreditation Status													
Registered	18,149	Approved	5	Approved	17,350	Declined	771	Data Sent	21	Pre-approved	30	Incomplete	274	Exempt	18,361	Assessed	1,869	Cancelled	1,428	Rejected	34
Added	91	Needs to be Sent	18			Invited	42														
Reg Types (All Reg Statuses)				Participant Journey																	
API records	2,103	REGISTERED	PRE-APPROVED	READY TO PRINT	PRINTED ACCROSS	% Printed															
BD records	2,262		ACCESS WITH																		
Full registration	16,022	19,149	10	2,563	14,324	84.8%															
Grand Total	20,327																				
CLIENT GROUP	EXPECTED	REGISTERED	% REGISTERED / EXPECTED	APPROVED	% APPROVED / REGISTERED	ACCREDITED	% ACCREDITED / APPROVED	% ACCREDITED / EXPECTED	CLIENT GROUPS	REJECTED	% REJECTED / REGISTERED	ERROR (BGC)	DATA SENT (BGC)	APPROVED (BGC)	NEEDS TO BE SENT (BGC)	EXEMPT (BGC)					
FOOTBALL FAMILY	80	97	121.2%	32	33.0%	53	101.9%	66.2%	FOOTBALL FAMILY	0	0.00%	0	0	0	0	87					
FIFA STAFF	245	284	115.9%	244	86.1%	232	95.1%	94.7%	FIFA STAFF	0	0.00%	0	0	0	0	264					
LOC STAFF	608	792	130.3%	748	93.3%	738	96.1%	123.0%	LOC STAFF	0	0.00%	0	0	0	0	790					
VOLUNTEER	500	468	93.6%	403	86.1%	372	91.3%	74.4%	VOLUNTEER	0	0.00%	0	0	0	0	468					
Host Country							100.0%	14.7%	Host Country	0	0.00%	0	0	0	0	0					
MATCH OFFICIAL	50	47	94.0%	47	100.0%	47	100.0%	94.0%	MATCH OFFICIAL	0	0.00%	0	0	0	0	47					
PARTICIPATING CLUB	390	623	159.7%	405	73.0%	405	100.0%	115.9%	PARTICIPATING CLUB	0	0.00%	0	0	0	0	623					
COMMERCIAL AFFILIATE	200	222	111.0%	200	90.1%	155	78.0%	79.0%	COMMERCIAL AFFILIATE	0	0.00%	0	0	0	0	222					
Media	400	460	115.0%	409	87.4%	297	69.3%	69.2%	Media	0	0.00%	0	10	4	0	463					
Media Rights Licensee	150	204	136.0%	244	119.6%	170	70.0%	113.7%	Media Rights Licensee	0	0.00%	0	0	0	0	204					
Non-rights holder	110	145	131.8%	86	59.3%	40	46.8%	36.4%	Non-rights holder	0	0.00%	0	0	1	0	136					
Host Broadcaster	150	271	180.7%	254	93.7%	230	87.1%	153.3%	Host Broadcaster	0	0.00%	0	0	0	0	271					
SAFETY & SECURITY	3,188	2,392	75.0%	2,049	86.0%	1,844	90.0%	58.0%	SAFETY & SECURITY	0	0.00%	0	1	0	0	2,392					
MEDICAL	500	82	16.4%	29	35.4%	30	103.4%	6.0%	MEDICAL	0	0.00%	0	0	0	0	82					
SUPPLIER	9,987	13,010	130.3%	11,345	87.2%	6,483	64.8%	64.9%	SUPPLIER	0	0.00%	2	0	0	4	13,010					
Observer	0	0	0.0%	0	0.0%	0	0.0%	0.0%	Observer	0	0.00%	0	0	0	0	0					
Grand Total	9,987	18,149	181.7%	16,627	87.0%	14,298	86.0%	143.2%	Grand Total	0	0.00%	0	21	5	4	17,887					
SUBCATEGORY	EXPECTED	REGISTERED	% REGISTERED / EXPECTED	APPROVED	% APPROVED / REGISTERED	ACCREDITED	% ACCREDITED / APPROVED	% ACCREDITED / EXPECTED	SUBCATEGORY	REJECTED	% REJECTED / REGISTERED	ERROR (BGC)	DATA SENT (BGC)	APPROVED (BGC)	NEEDS TO BE SENT (BGC)	EXEMPT (BGC)					
Catering Services	220	309	140.5%	318	103.0%	221	70.0%	102.3%	Catering Services	0	0.00%	0	0	0	0	311					
Ceremonies	530	1,090	205.7%	1,237	95.1%	956	77.3%	180.4%	Ceremonies	0	0.00%	0	0	0	0	1,238					
Cleaning & Waste	1,610	1,846	114.7%	1,395	75.6%	1,197	85.1%	74.3%	Cleaning & Waste	0	0.00%	0	0	0	0	1,412					
Communications	80	61	76.3%	61	100.0%	53	85.0%	66.3%	Communications	0	0.00%	0	0	0	0	61					
Crossing & Signage	80	135	168.8%	116	85.9%	78	67.2%	97.5%	Crossing & Signage	0	0.00%	0	0	0	0	135					
FIS Services	70	67	95.7%	66	98.5%	56	83.6%	80.0%	FIS Services	0	0.00%	0	0	0	0	67					
Guest Services	120	409	340.8%	378	92.7%	299	79.1%	249.2%	Guest Services	0	0.00%	0	0	0	0	409					
Hospitality Services	700	1,053	150.4%	1,015	96.4%	907	89.4%	129.4%	Hospitality Services	0	0.00%	0	0	0	0	1,046					
Health & Safety	20	38	190.0%	34	89.5%	31	91.2%	155.0%	Health & Safety	0	0.00%	0	0	0	0	38					
Human Rights & Sustainability	20	24	120.0%	23	95.8%	22	95.7%	110.0%	Human Rights & Sustainability	0	0.00%	0	0	0	0	24					
Infrastructure	22	31	140.9%	21	67.7%	21	100.0%	95.5%	Infrastructure	0	0.00%	0	0	0	0	31					
Staff Sery & Overlay	390	968	248.2%	859	88.7%	679	78.1%	174.0%	Staff Sery & Overlay	0	0.00%	0	0	0	0	948					
IT Services	80	299	373.8%	247	82.6%	254	103.6%	320.0%	IT Services	0	0.00%	0	0	0	0	299					
Marketing Services	1,000	1,155	115.5%	1,148	99.5%	997	86.9%	99.7%	Marketing Services	0	0.00%	0	0	0	0	1,157					
Pitch Management	65	105	161.5%	102	97.1%	94	92.2%	144.6%	Pitch Management	0	0.00%	0	0	0	0	105					
Referee Services	30	32	106.7%	0	0.0%	32	100.0%	106.7%	Referee Services	0	0.00%	0	0	0	0	32					
Stadium Management	890	204	22.9%	214	23.9%	171	79.9%	20.1%	Stadium Management	0	0.00%	0	0	0	0	204					
Spectator Services	2,320	3,129	134.9%	2,628	84.0%	2,577	96.1%	111.1%	Spectator Services	0	0.00%	0	0	0	2	2,697					
Ticketing operations	180	173	96.1%	172	99.4%	152	85.0%	84.4%	Ticketing operations	0	0.00%	0	0	0	0	173					
Transportation	2,300	2,482	107.9%	2,282	92.0%	760	65.2%	71.8%	Transportation	0	0.00%	0	0	0	2	2,376					
TV Services	25	8	32.0%	7	87.5%	7	100.0%	28.0%	TV Services	0	0.00%	0	0	0	0	8					
Grand Total	6,842	13,018	190.1%	11,363	87.2%	6,491	82.8%	88.8%	Grand Total	0	0.00%	0	2	0	4	11,793					

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.

Registration	IDs	PRINTED ACCREDS	READY TO PRINT	PRE-APPROVED ACCREDS WITH APPROVED BGC	APPROVED (BGC)	PENDING (BGC)	REG. INCOMPLETE	CANCELLED ACCREDS
20,786	0	0	0	10	5	21	306	1,354
9TV.ma	0	0	0	0	0	0	0	0
99.1 FM (MARG)	1	0	0	0	0	0	0	1
A-Pass	215	215	0	0	0	0	0	0
Aatermed	60	60	0	0	0	0	0	0
AbChoy.com.ar (ARG)	1	0	1	0	0	0	0	0
Abdullah Aldow Sports Center	12	12	0	0	0	0	0	0
Abu Dhabi Sports (UAE)	1	0	1	0	0	0	0	0
Access Management	14	12	1	0	0	0	0	1
Accessibility	39	38	0	0	0	0	0	4
Accreditation	66	51	10	0	0	0	0	8
Ad-Dustour (JOR)	1	0	0	0	0	0	0	1
adidas	5	0	0	0	0	0	1	0
Adwaalwatan.com (KSA)	4	4	0	0	0	0	0	0
AE Live	8	7	0	0	0	0	0	1
AFP TV (FRA)	1	0	0	0	0	0	0	0
Afri Radio 107.6 FM (GAM)	1	0	1	0	0	0	0	0
AfricanSoccerNews.co.uk (ENG)	1	1	0	0	0	0	0	0
Aftenposten (NOR)	2	2	0	0	0	0	0	0
Agence France-Presse (FRA)	6	4	2	0	0	0	0	0
Agencia EFE (ESP)	1	1	0	0	0	0	0	0
Aggreko	26	18	5	0	0	0	3	0
Ajel.sa (KSA)	1	1	0	0	0	0	0	0
Akhbar El Yom (EGY)	3	0	3	0	0	0	0	0
Al Ahly FC	111	64	0	0	0	0	0	0
Al Ahly Football Club (EGY)	3	2	1	0	0	0	0	0

7.6. Download/export the report

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

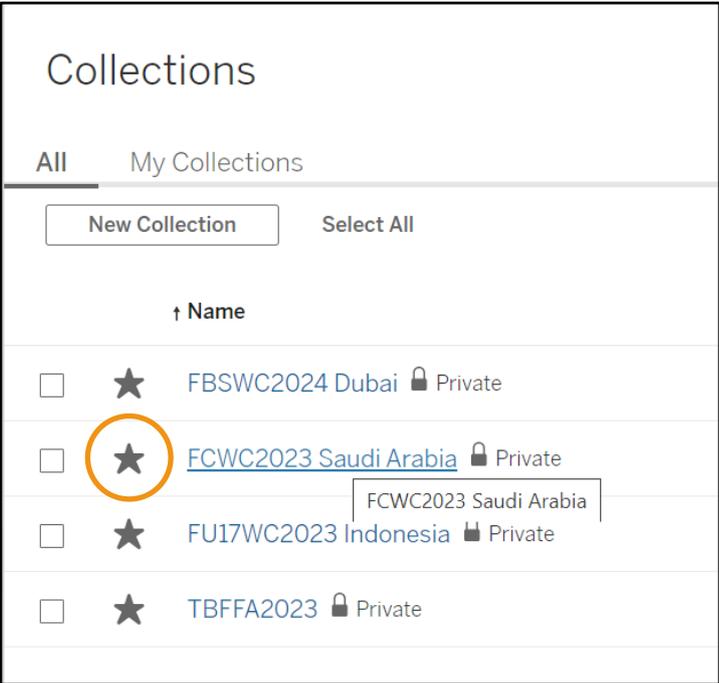


Please select the format (image, excel, pdf or ppt) from the dropdown menu.

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