



FIFA Accreditation System Manual

for Appointed Approvers (AAs)

January 2023

**Play-Off Tournament for the FIFA Women's World Cup
Australia & New Zealand 2023™**



Contents

1. Introduction	2
2. Role of the Appointed Approver	3
3. Accessing the FIFA Accreditation System	4
4. AA account orientation.....	6
5. Overview of all registrations	10
6. Checking requests, sending emails, pre-approving requests and unassigning accreditation functions.....	12
6.1 Checking accreditation requests.....	12
6.2 Sending email communications	14
6.3 Changing the accreditation status.....	20
6.4 FIFA/LFS final approval and collection status.....	21
7. Re-assigning accreditation functions	23
8. Check photos.....	25
Appendix 1	28

1. Introduction

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

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

If you require any help, contact accreditation@fwwc2023.org.

2. Role of the Appointed Approver

As an AA, it is your task:

- to identify organisations to be accredited;
- to agree on quotas and timelines (for applications, approvals and distribution) with the Accreditation Liaison Officer (ALO) and FIFA/LFS Accreditation;
- to provide completed templates with details of organisation(s) and ALO(s) to FIFA/LFS Accreditation;
- to monitor applications;
- to check the security rejections and inform the ALO(s) accordingly;
- to request a shortlist/staffing plan from the ALO(s) and pre-approve or reject accreditation requests accordingly;
- depending on the accreditation concept for the tournament/event, to send approval communication; and
- to communicate any changes in privileges, functions, subcategories and categories to FIFA/LFS Accreditation.

During accreditation centre operations:

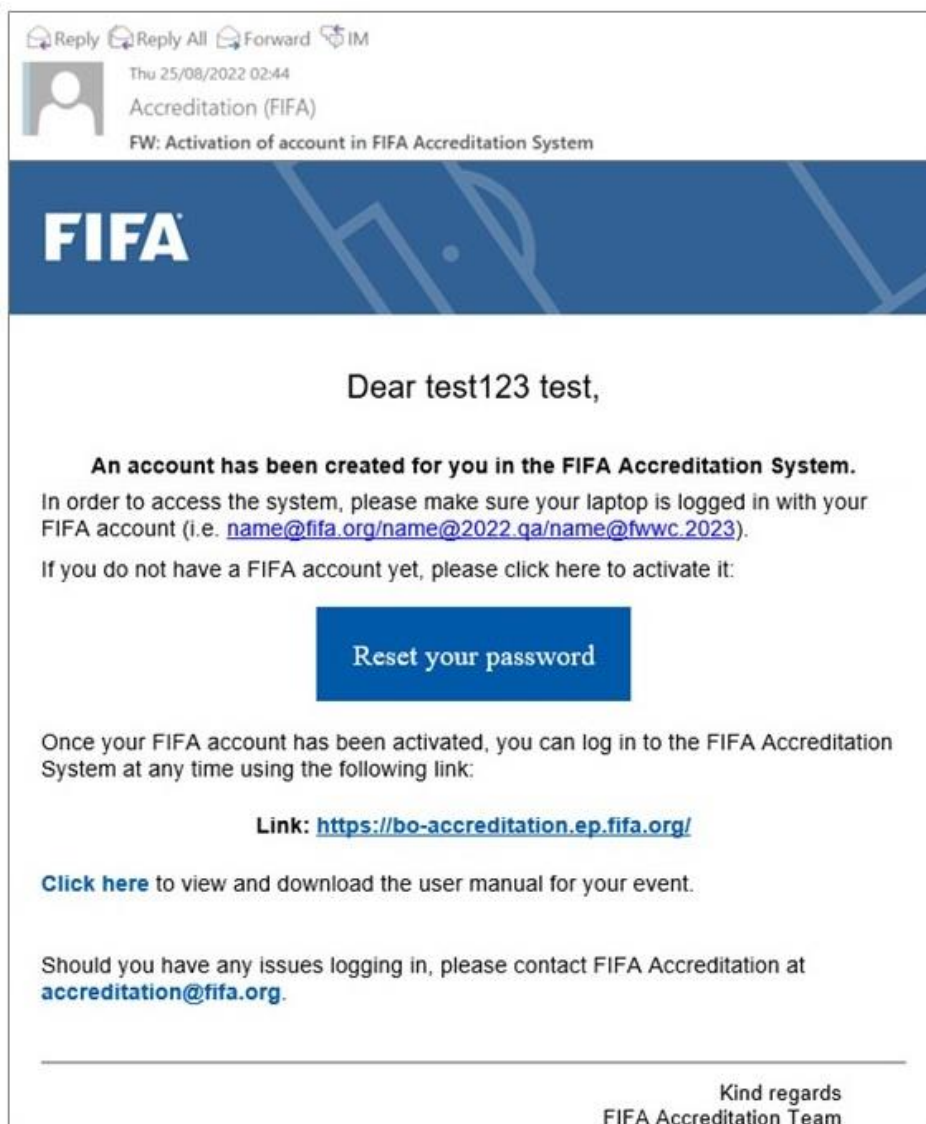
- To be available to the FIFA/ LFS Accreditation team for problem resolution:
 - Approval of requests
 - Change management

3. Accessing the FIFA Accreditation System

Login

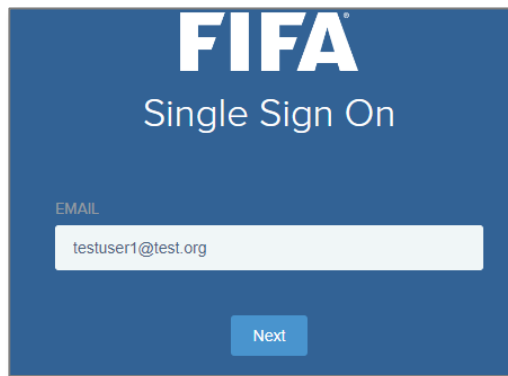
As an AA, you will receive a system-generated invitation email from no-reply@acr.fifa.org inviting you to activate your account in the FIFA Accreditation System. This email will contain the link to the system, your username (login) and a link to download the FIFA Accreditation System manual for AA users.

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

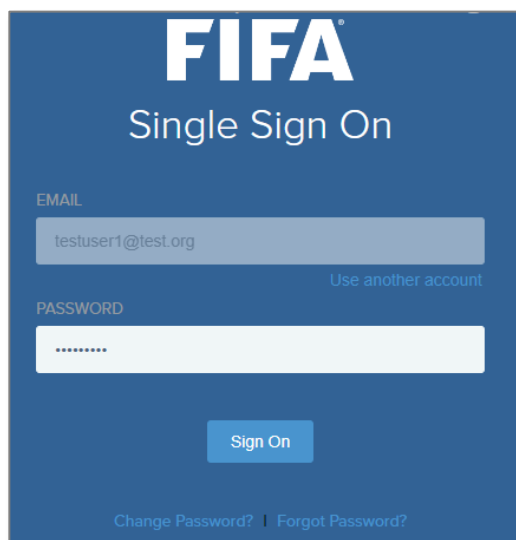


Once your FIFA account has been activated, you can log in to your FIFA Accreditation System AA account at any time. It is recommended that you bookmark the FIFA Accreditation System URL for easy access: <https://bo-accreditation.ep.fifa.org/>.

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 ON" button to access your account.



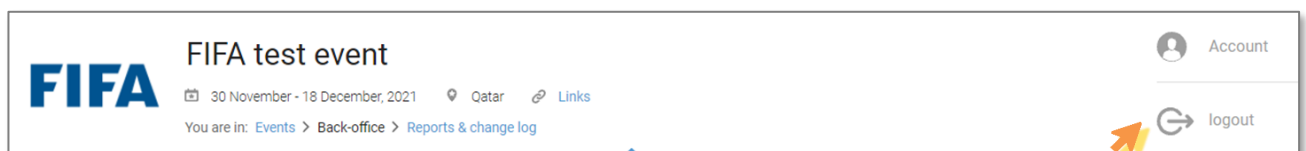
The screenshot shows the top part of the login page. It features the FIFA logo at the top, followed by the text "Single Sign On". Below this is an "EMAIL" label and a text input field containing "testuser1@test.org". A blue "Next" button is positioned below the input field.



The screenshot shows the bottom part of the login page. It features the FIFA logo at the top, followed by the text "Single Sign On". Below this is an "EMAIL" label and a text input field containing "testuser1@test.org". To the right of the email field is a link that says "Use another account". Below the email field is a "PASSWORD" label and a text input field with masked characters ".....". A blue "Sign On" button is positioned below the password field. At the bottom of the page, there are two links: "Change Password?" and "Forgot Password?".

Logout

Click on the "Logout" button at the top right of your screen to log out from your account.



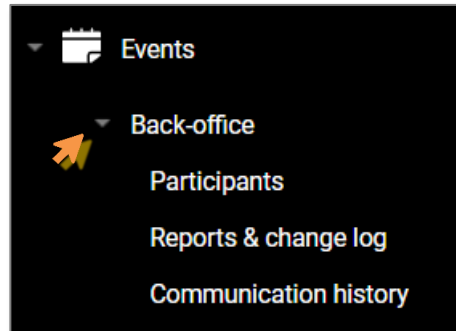
You have successfully logged out from the application

4. AA account orientation

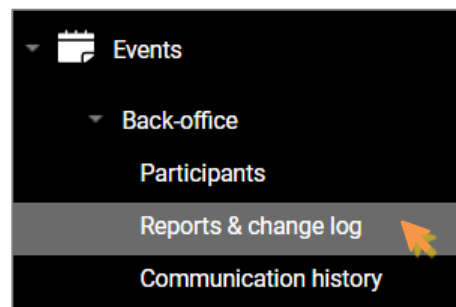
After successfully logging in to the FIFA Accreditation System, you will be directed to the “Reports & change log” landing page.

The menu

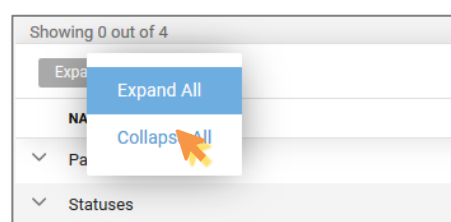
Click on the black bar on the left-hand side to see the menu:



- **Participants:** here 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.
- **Reports & change log:** this is your landing page where 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 5-7):
 - 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.

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 re...
C - AA - Re-assign accreditation function	Re-assign accreditation functions
D - AA - Check photos	Check and validate photos

Report structure

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

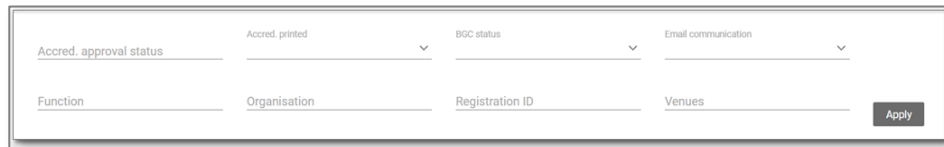
In the header, you see the name of the event, the event period and location. The path underneath shows the module of the system where you currently are and the path to get there. You can hide and expand this section by clicking on the small blue arrow (see above screenshot).

The results list of the report can show up to 250 lines per page. At the bottom of the report, you can navigate between the different pages.

Using the search grid and filters

There are different options available to find an applicant or filter the results list:

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



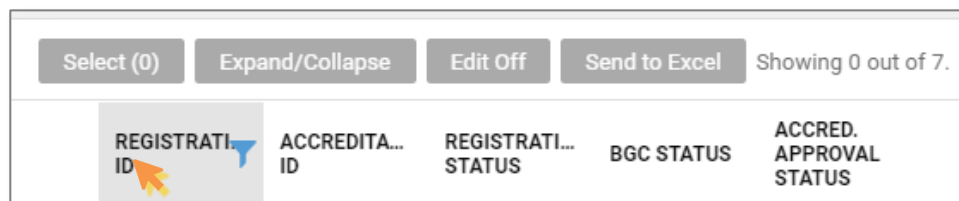
A search grid containing several filter fields: 'Accred. approval status', 'Accred. printed', 'BGC status', 'Email communication', 'Function', 'Organisation', 'Registration ID', and 'Venues'. An 'Apply' button is located at the bottom right of the grid.

- To search or filter **the current page** of the report, use the live filter in the top right-hand side or the column filter:
- Live filter: it is possible to filter for **any combination** you need, for example:



A live filter bar showing 'Showing 0 out of 7.' and a search input field containing 'registered sara'. Buttons for 'Hide filters', 'Multi lines view', 'Show all (filters)', and 'Reload' are also visible.

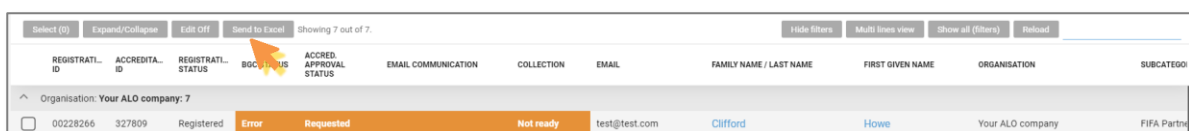
- Column filter: each column can be filtered by clicking on the small blue filter icon.



A column filter bar with buttons for 'Select (0)', 'Expand/Collapse', 'Edit Off', and 'Send to Excel'. The 'REGISTRATI... ID' column has a blue filter icon and a mouse cursor pointing to it.

Download reports

To download reports, open them and click on the grey "Send to Excel" button to export the full report.



A report table with columns: REGISTRATI... ID, ACCREDITA... ID, REGISTRATI... STATUS, BGC STATUS, ACCRED... APPROVAL STATUS, EMAIL COMMUNICATION, COLLECTION, EMAIL, FAMILY NAME / LAST NAME, FIRST GIVEN NAME, ORGANISATION, SUBCATEGORI. The 'Send to Excel' button is highlighted with a mouse cursor. Below the table, there is a section for 'Organisation: Your ALO company: 7' with a list of records.

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED... APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL	FAMILY NAME / LAST NAME	FIRST GIVEN NAME	ORGANISATION	SUBCATEGORI
00228266	327809	Registered	Error	Requested		Not ready	test@test.com	Clifford	Howe	Your ALO company	FIFA Partn...

Applicant's details

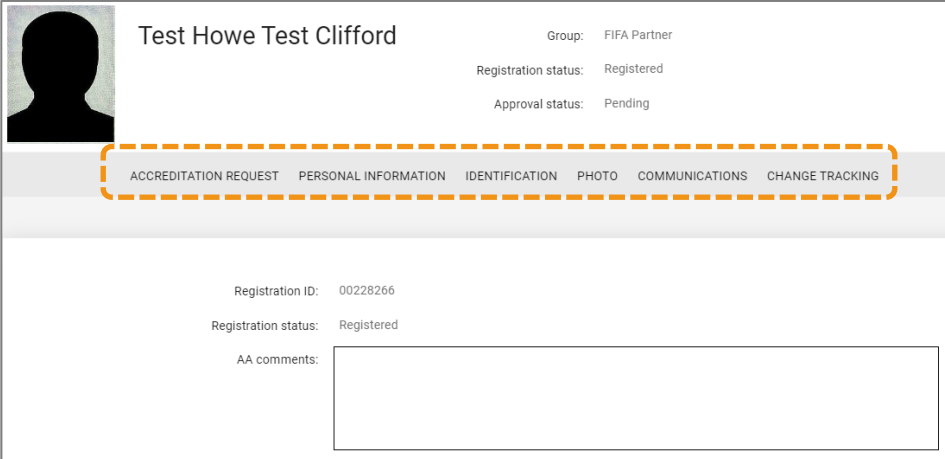
Select a report and click on an applicant's name to open the applicant's request and personal details.

Header:

- Group: this is the subcategory assigned to this request.
- Registration status: the status of the applicant's registration.
- Approval status: please disregard.

Tabs

- ACCREDITATION REQUEST: summary of the accreditation request(s) details submitted by the applicant or the ALO.
- PERSONAL INFORMATION: personal details of the applicant.
- IDENTIFICATION: details of the applicant's identification document.
- PHOTO: applicant's photo.
- COMMUNICATIONS: history of the communication emails sent to the applicant.
- CHANGE TRACKING: history of any changes made in this request form.

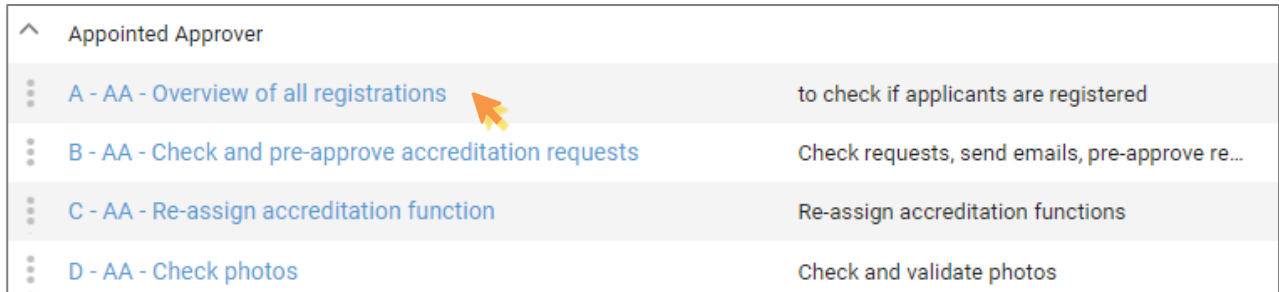


The screenshot displays the applicant details page for 'Test Howe Test Clifford'. At the top left is a silhouette placeholder for a photo. To the right of the name, the following information is shown: Group: FIFA Partner, Registration status: Registered, and Approval status: Pending. Below this is a horizontal navigation bar with tabs: ACCREDITATION REQUEST, PERSONAL INFORMATION, IDENTIFICATION, PHOTO, COMMUNICATIONS, and CHANGE TRACKING. The 'ACCREDITATION REQUEST' tab is highlighted with a dashed orange border. Below the navigation bar, the registration details are listed: Registration ID: 00228266, Registration status: Registered, and AA comments: [empty text box].

5. Overview of all registrations

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

Open the report **00 - 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-approve re...
C - AA - Re-assign accreditation function	Re-assign accreditation functions
D - AA - Check photos	Check and validate photos

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).

REG STATUS

The registration status indicates the status of the registration:

- Invited: the ALO has selected the invitation process and sent an invitation but the applicant has not yet clicked on the registration link provided in the registration email.
- Incomplete: the ALO has selected the invitation process and sent an invitation. The applicant has opened the registration link but not finalised the registration.
- Declined: either the ALO or the applicant has declined the registration.
- Registered: the applicant has successfully registered. Only registered applicants are available for you to work on using the other reports detailed in the following chapters of this manual.

REG TYPE

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 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. The applicant(s) has no involvement in the process.

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

Data validation

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

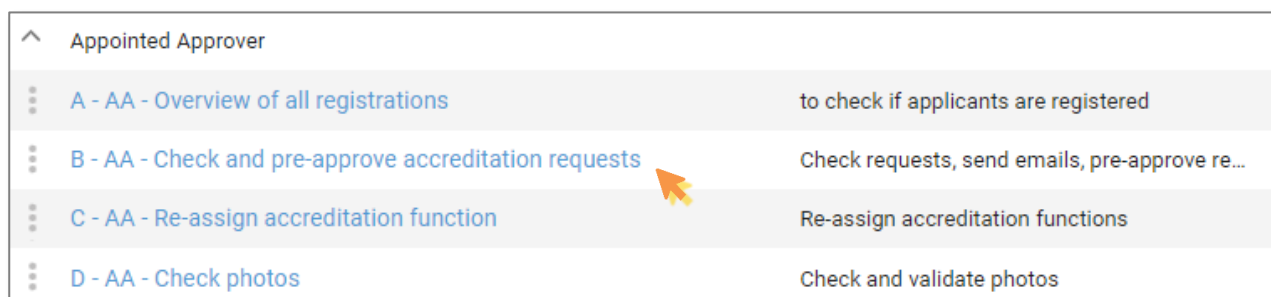
- Empty: the applicant is not yet fully registered.
- “OK”: all required data has been inserted successfully.
- Missing data: a message will be shown to indicate data is missing. Missing data can only occur in the bulk full registration process. For any other registration type, incomplete requests cannot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

REGISTRATI... ID	REGISTRATI... STATUS	REG TYPE	DATA VALIDATION	FAMILY NAME / LAST NAME	FIRST NAME	DATE OF BIRTH	BGC STATUS	BGC ERROR MESSAGE	ACCRED. APPROVAL STATUS	SUBCATEGORY	FUNCTION	ORGANISATION	Actions
Organisation: Your ALO company: 6													
<input type="checkbox"/>	Registered	Full regist...	Missing photo	GREEN	Golf	19.01.1970	Needs to b...		Pre-approv...	Catering Servic...	Service Catering Staff Two Part Pass	Your ALO company	Actions
<input type="checkbox"/>	Registered	Full regist...	OK	PINK	Netball	19.03.1990	Needs to b...		Requested	Catering Servic...	Service Catering Staff Two Part Pass	Your ALO company	Actions
<input type="checkbox"/>	Registered	Full regist...	OK	TEST	Fallon	23.04.1986			Requested	Catering Servic...	Catering test TUR	Your ALO company	Actions
<input type="checkbox"/>	Registered	Full regist...	OK	Test	kia2	22.09.1966			Requested	Catering Servic...	Catering test TUR	Your ALO company	Actions
<input type="checkbox"/>	Incomplete	Full regist...	OK	WEF	ge	22.09.1877			Requested	Catering Servic...	Catering test TUR	Your ALO company	Actions
<input type="checkbox"/>	Registered	Full regist...	OK	YELLOW	Red	19.02.1980	Needs to b...		Requested	Catering Servic...	Service Catering Staff Two Part Pass	Your ALO company	Actions

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

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

Open the report [B - AA - Check and pre-approve accreditation requests](#).



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

The screenshot shows the report interface with filters and a data table. The filters include: Accred. approval status, Accred. printed, BGC status, Email communication, Function, Organisation, Registration ID, and Venues. The data table has the following columns: REGISTRATI... ID, ACCREDITA... ID, BGC STATUS, ACCRED. APPROVAL STATUS, EMAIL COMMUNICATION, COLLECTION, EMAIL, FAMILY NAME / LAST NAME, FIRST NAME, DATE OF BIRTH, SUBCATEG..., and FUNCTION. The table shows three rows of data for the organisation 'Your ALO company: 3'.

REGISTRATI... ID	ACCREDITA... ID	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL	FAMILY NAME / LAST NAME	FIRST NAME	DATE OF BIRTH	SUBCATEG...	FUNCTION
<input type="checkbox"/>	00665654	785085	Needs to be S...	Requested	Not sent	Not ready	test2@test.org	PINK	Netball	19.03.1990	Catering S... Service Catering Staff Two Part Pass
<input type="checkbox"/>	00633453	748535	Requested	Not sent	Not ready	test@test.org	Test	kia2	22.09.1966	Catering S... Catering test TUR	
<input type="checkbox"/>	00665653	785086	Needs to be S...	Requested	Not sent	Not ready	test1@test.co	YELLOW	Red	19.02.1980	Catering S... Service Catering Staff Two Part Pass

Note: click on the grey “Send to Excel” button at any time to export the data to Excel for a better overview.


6.1 Checking accreditation requests

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

How to change data if it is needed:

- **Any personal data:** click on the applicant’s name to open the request. Go to the relevant tab, change the data and click on the SAVE button to save your changes.

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL	FAMILY NAME / LAST NAME	FIRST GIVEN
Organisation: Your ALO company: 7									
<input type="checkbox"/>	00228266	327809	Registered	Error	Requested	Not ready	test@test.com	Clifford	Howe



Howe Clifford

Group: FIFA Partner





Registration status: Registered

Approval status: Pending





ACCREDITATION REQUEST
PERSONAL INFORMATION
IDENTIFICATION
COMMUNICATIONS
CHANGE TRACKING

- Assigned venues and/or dates:** if you need to correct assigned accreditation venues and or dates of day pass requests, select the request(s), click on the grey "Group actions" button and select "Add / Remove accred venue" or "Add / Remove accred date".

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL
Organisation: Your ALO company: 7					
<input checked="" type="checkbox"/>	00228266	327809	Registered	Error	Requested
<input type="checkbox"/>	00228252	327802	Registered	Data Sent	Requested
<input type="checkbox"/>	00228247	327797	Registered	Data Sent	Requested

-  Send emails
-  Add / Remove accred venue
-  Add / Remove accred date
- Accreditation approval
-  Unassign accreditations

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL
Organisation: Your ALO company: 7					
<input checked="" type="checkbox"/>	00228266	327809	Registered	Error	Requested
<input type="checkbox"/>	00228252	327802	Registered	Data Sent	Requested

-  Send emails
-  Add / Remove accred venue
-  Add / Remove accred date
- Accreditation approval
-  Unassign accreditations





Note: if venues and/or dates are missing, the system will highlight the field in blue:

FIRST GIVEN NAME	ORGANISATION	SUBCATEGORY	FUNCTION	VENUES	DATES	PRIVILEGES	ACCREDITA... LOCKED	ACCREDI PRINTE
Howe	Your ALO company	FIFA Partner	Hospitality_Day-Pass		12 Nov	3, 11	No	No
Howells	Your ALO company	FIFA Partner	Hospitality Drivers			3	No	No
Emerson	Your ALO company	FIFA Partner	Brand Activation Area_Setup & Dismantling Pass	ECS			No	No
Salinas	Your ALO company	FIFA Partner	Brand Activation Area_Day Pass	ABS		3	No	No

Requests that still have blue fields should never be approved.

- **Assigned function:** if you need to correct assigned accreditation functions, select the request(s), click on the grey “Group actions” button and select “Unassign accreditations”.

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS
Organisation: Your ALO company: 7				
<input checked="" type="checkbox"/>	00228266	327809	Registered	Error Requested
<input type="checkbox"/>	00228252	327802	Registered	Data Sent Requested
<input type="checkbox"/>	00228247	327797	Registered	Data Sent Requested

-  Send emails
-  Add / Remove accred venue
-  Add / Remove accred date
- Accreditation approval
-  Unassign accreditations

Once requests have no accreditation function, they are no longer shown in this report. Go to report “[C - AA - Re-assign accreditation function](#)” to assign the correct accreditation function. A more detailed explanation is provided in **chapter 7**.

6.2 Sending email communications

In order to inform the applicant(s) about changes to the accreditation approval status, the following emails are available and need to be **sent by you**:

- **Approval email:** when you have successfully checked the accreditation requests (see chapter 6.1) and want to approve them, you send the **approval email (= functional approval)**. Note:
 - This email may be sent at any time you want to approve a request, without having to take into consideration the BGC status of the request.
 - The approval email is a functional approval BUT does not allow applicants to collect the accreditation. Once the BGC has been approved and applicants are allowed to pick up their accreditation, FIFA/LFS Accreditation will send a **collection email** to the applicants including information on accreditation centre locations and opening times as well as the official collection letter.

- **Functional area rejection email:** when you want to reject an accreditation request(s), you send the rejection email.
- **BGC rejection email:** if the applicant has been rejected by the security authorities performing the background check operations, this email needs to be sent to the applicant to inform them about it.
- **Cancellation email:** if you are asked by the applicant or ALO to cancel an accreditation request(s), you first send the **cancellation email**.
- **Photo rejection email:** if you want to reject the photo submitted by the applicant (see chapter 8)

How to send out emails:

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

The applicants who have not yet received an email are shown to you. Use further filters in the search grid and/or the live filter or the column filter if needed.

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

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS
<input checked="" type="checkbox"/>	00228252	327802	Registered	Data Sent Requested
<input checked="" type="checkbox"/>	00228248	327799	Registered	Data Sent Requested
<input type="checkbox"/>	00228255	327804	Registered	Data Sent Requested

Select the email template you want to send to the applicant(s) from the drop-down list and click on the blue SEND button. If you want to send the email(s) to yourself in cc, please add your email address in the “CC email” field:

*Template: Free text

Recipients: Free text

From (name): 3A_Approval email

From (email address): 4A_Functional area rejection email

CC: 4B_BGC rejection email

5_Cancellation email

7_Photo rejection

You can add multiple addresses by separating them with a comma ,

BCC:

You can add multiple addresses by separating them with a comma ,

Subject:

Attachment: No attachments

*Body:

CANCEL SEND

- The system will inform you when the email(s) 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	

Note: when 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” or “Cancellation email sent”:

Select (0) Expand/Collapse Edit Off Send to Excel Showing 6 out of 6.

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	EMAIL	FAMILY NAME / LAST NAME	
^ Organisation: Your ALO company: 6									
<input type="checkbox"/>	00228266	327809	Registered	Error	Requested	Approval email sent	Not ready	test@test.com	Clifford

Please see below the various email texts:

Approval email text:

Dear full name,

*We are pleased to inform you that your accreditation application (number: "123") for the **Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™** has been approved by FIFA/the Local FIFA Subsidiary (LFS).*

Kindly note that such approval is subject to security/background checks by the local security authorities and that FIFA/ the LFS 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 when you can come and collect your accreditation pass. Please do not make your way to any accreditation centre before you have received the collection email.

Visas and the COVID-19 pandemic

It is the applicant's responsibility to gather all the relevant information in a timely manner in order to obtain an entry visa and to follow any applicable COVID-19-related restrictions. As the situation around the world continues to change rapidly, we recommend that you keep abreast of the latest information from international and local public health authorities, including the World Health Organization.

Should you require any further information about your accreditation application, please contact accreditation@fwwc2023.org.

Kind regards,

Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™

Accreditation team

Functional area rejection email text:

Dear full name,

*We regret to inform you that your accreditation application (number: "123") for the **Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™** has been denied.*

Should you require any further information about your accreditation application, please contact accreditation@fwwc2023.org.

Kind regards,

Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™
Accreditation team

BGC rejection email

Dear full name,

*We regret to inform you that your accreditation application (number: "123") for **Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™** has been rejected based on the outcome of the security/background checks carried out by the local security authorities.*

*This email takes priority over any previous communication sent by FIFA/ the Local FIFA Subsidiary in relation to your application. Upon receipt of this email, any accreditation approval email you may have received shall be void and may no longer be used in relation to the **Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™***

Should you require any further information about the rejection of your application, please contact accreditation@fwwc2023.org.

Kind regards,

Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™
Accreditation team

Cancellation email text:

Dear full name

This message is to confirm that your accreditation (number: "123") for the **Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™** has been cancelled.

Kind regards,

Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™
Accreditation team

6.3 Changing the accreditation status

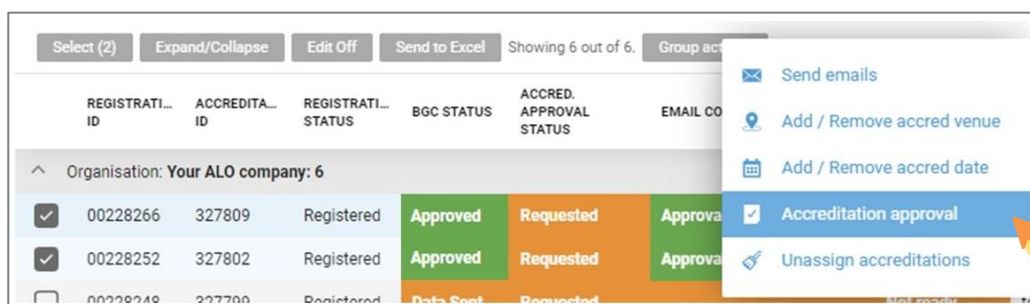
There are several accreditation approval statuses available to you:

- **Requested:** this is the initial accreditation approval status once a request has been received.
 - **Pending:** you can use this status to identify requests where you need more time or information to make a final decision.
 - **Pre-approved:** this is the status to use when you want to approve requests.
 - **Cancelled:** this is the status to use if an applicant is asking you to cancel the request.
 - **Rejected:** this is the status to use to reject a request.
- Filter for the applicants to whom you want to change the accreditation approval status by using the search field "Accred. Approval status" and search for "Requested" or "Pending". Use further filters in the search grid and/or the live filter or the column filter if needed.

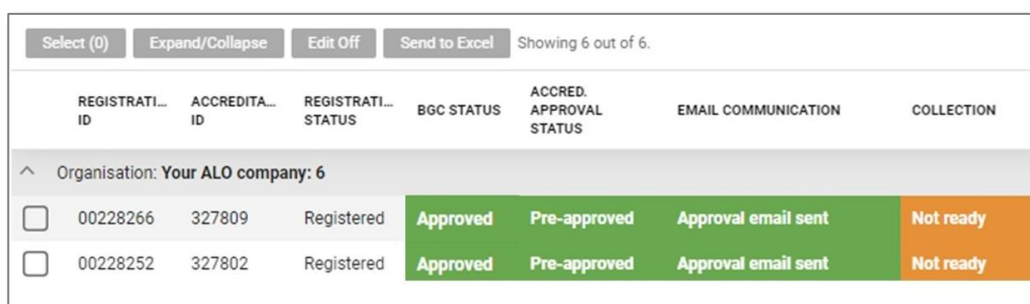
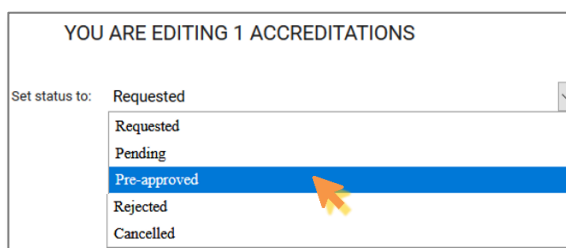
The screenshot shows a search filter interface with the following elements:

- Accred. approval status: Requested
- Accred. printed: [dropdown arrow]
- BGC status: [dropdown arrow]
- Email communication: [dropdown arrow]
- Function: [input field]
- Organisation: [input field]
- Registration ID: [input field]
- Venues: [input field]
- Apply: [button]

- Select the applicants by checking the tick box on the left-hand side – either one by one or in bulk using the grey "Select" button and selecting "All".
- Click on the grey "Group actions" button and select "**Accreditation approval**".



- Select the relevant status and click the CONFIRM button:



Important:

Once requests are pre-approved, they are locked so that you cannot change them back to any other status.

Note: once you have changed the accreditation approval status to “Pre-approved”, “Rejected” or “Cancelled” and have sent the corresponding email communication, your tasks are completed.

6.4 FIFA/LFS final approval and collection status

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

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

To inform the applicant about this, FIFA/LFS Accreditation send out collection emails informing the applicants that their accreditation is ready to be collected. This email also contains information about the location, opening days and times of the accreditation centres.

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

REGISTRATI... ID	ACCREDITA... ID	REGISTRATI... STATUS	BGC STATUS	ACCRED. APPROVAL STATUS	EMAIL COMMUNICATION	COLLECTION	
Organisation: Your ALO company: 6							
<input type="checkbox"/>	00228266	327809	Registered	Approved	Approved	Approval email sent	Ready
<input type="checkbox"/>	00228252	327802	Registered	Approved	Approved	Approval email sent	Ready

Collection email text

Dear full name,

We are pleased to inform you that your accreditation pass (number: “123”) for the **Play-Off Tournament for the FIFA Women’s World Cup Australia & New Zealand 2023™** is ready for collection.

Kindly make your way to an 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 and that appears in this email.

For your convenience, please find attached the following:

- Official collection letter
- Accreditation centre address, including opening days and times

Should you require any further information about your accreditation application, please contact accreditation@fwwc.2023.org.

Kind regards,

Play-Off Tournament for the FIFA Women’s World Cup Australia & New Zealand 2023™
Accreditation team

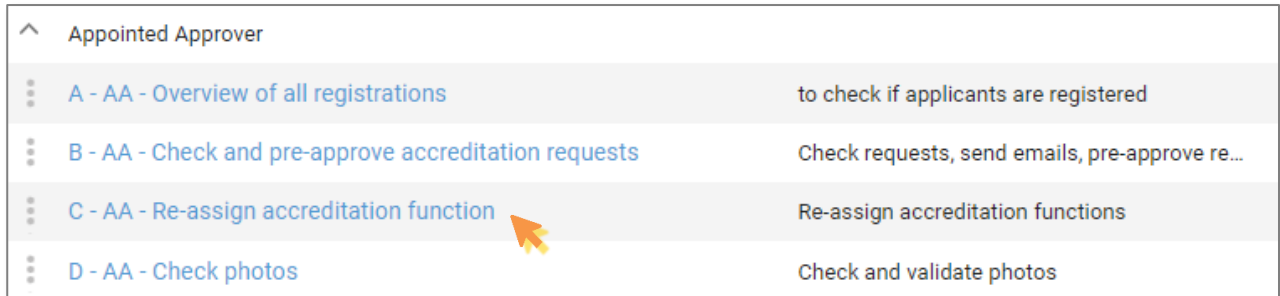
Note:

The last column of the report named “ACCRED PRINTED” gives you information as to whether the accreditation badge has already been printed or not.

ASSIGNED FUNCTION	ASSIGNED EVENTS	ASSIGNED PRIVILEGES	ACCREDITA... LOCKED	ACCRED. PRINTED
E-voting Staff	CGS	2, 4	No	No

7. Re-assigning accreditation functions

Open the report **C - AA - Re-assign accreditation functions**.



This report should be used to re-assign correct accreditation functions to requests where you had unassigned the incorrect ones (see chapter 6.1). If there are no requests with a missing accreditation function, the report will be empty.

The “ACCRED. ASSIGNED” column shows that the assignment is currently missing.

C - AA - RE-ASSIGN ACCREDITATION FUNCTION

Organisation _____ Registration ID _____ Apply

Select (0) Expand/Collapse Edit Off Send to Excel Showing 1 out of 1. Hide filters Multi lines view Show all (filters)

REGISTRATION ID	FAMILY NAME / LAST NAME	FIRST GIVEN NAME	SUBCATEGORY	ORGANISATION	ACCRED. ASSIGNED
Organisation: Your ALO company: 1					
<input type="checkbox"/> 00228248	Jerome	Emerson	FIFA Partner	Your ALO company	No

- Select the applicants by checking the tick box on the left-hand side – either one by one or in bulk using the grey “Select” button and selecting “All”.
- Click on the grey “Group actions” button and select “**Assign accreditations**”.

C - AA - RE-ASSIGN ACCREDITATION FUNCTION

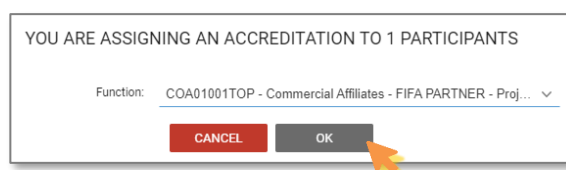
Organisation _____ Registration ID _____ Apply

Select (1) Expand/Collapse Edit Off Send to Excel Showing 1 out of 1. Group Send emails Assign accreditations Hide filters Multi lines view Show all (filters)

REGISTRATION ID	FAMILY NAME / LAST NAME	FIRST GIVEN NAME	SUBCATEGORY	ORGANISATION	ACCRED. ASSIGNED
Organisation: Your ALO company: 1					
<input checked="" type="checkbox"/> 00228248	Jerome	Emerson	FIFA Partner	Your ALO company	No

Page: 1 from 1

- Select the accreditation function from the drop-down list and click on the grey OK button.



Once the assignment process is complete, the request will be displayed again in report [B - AA - Check and pre-approve accreditation requests](#) and report [C - AA - Re-assign accreditation functions](#) appears empty.

C - AA - RE-ASSIGN ACCREDITATION FUNCTION

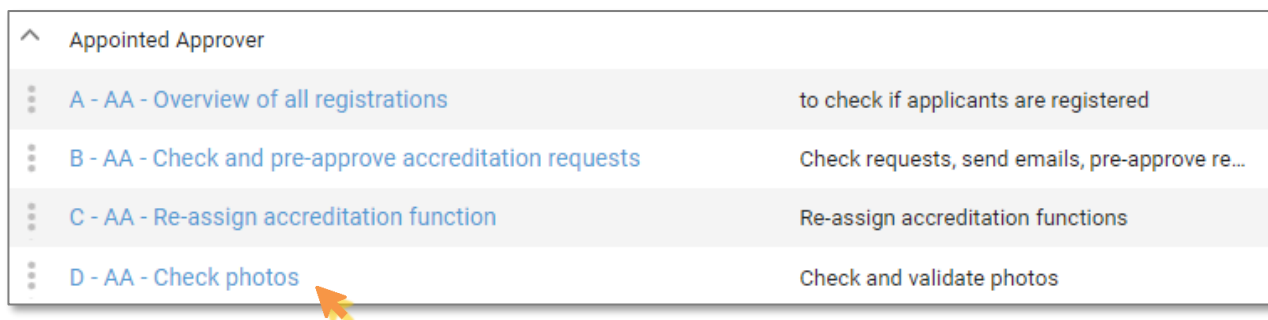
Organisation _____ Registration ID _____ Apply

Select (0) Expand/Collapse Edit Off Send to Excel Showing 0 out of 1. Hide filters Multi lines view Show all (filters)

REGISTRATION ID	FAMILY NAME / LAST NAME	FIRST GIVEN NAME	SUBCATEGORY	ORGANISATION	ACCRED ASSIGNED
No records to display					

8. Check photos

Open the report [D - AA - Check photos](#).



This report gives you the opportunity to check the photos provided by the applicants before they arrive in the Accreditation Centre to collect their accreditation and potentially have to retake their photo on site. This step is not mandatory and **will not prevent the final approval** of the request, but will help everyone to speed up the process in the Accreditation Centres.

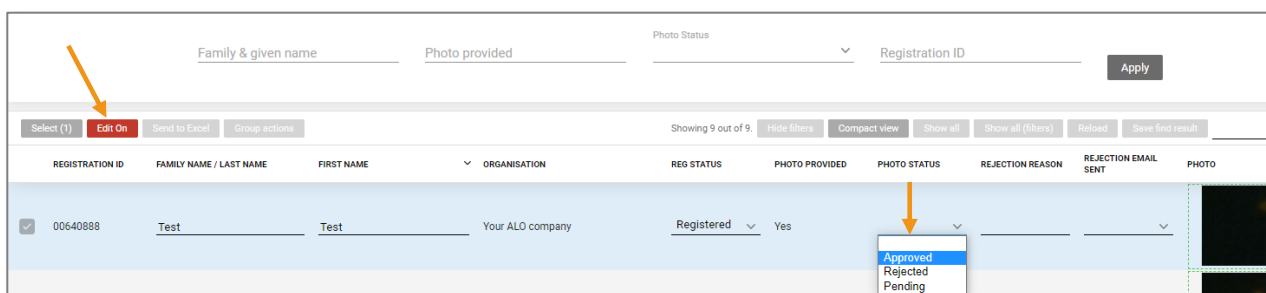
Note: The photo approval process is a 3-step process described below. It is important to do all steps and in the correct order, otherwise the email will not be sent.

a) Check the photos and change photo status

The photos are displayed in the last column of this report. They have to meet the official photo guidelines provided to the applicant in the registration form and provided to you in **appendix 1** of this document.

If the photo is **correct**, click on the grey "Edit On/Off" button to activate editing the photo status, go to the "Photo status" column and change the value to **"Approved"** from the available dropdown list.

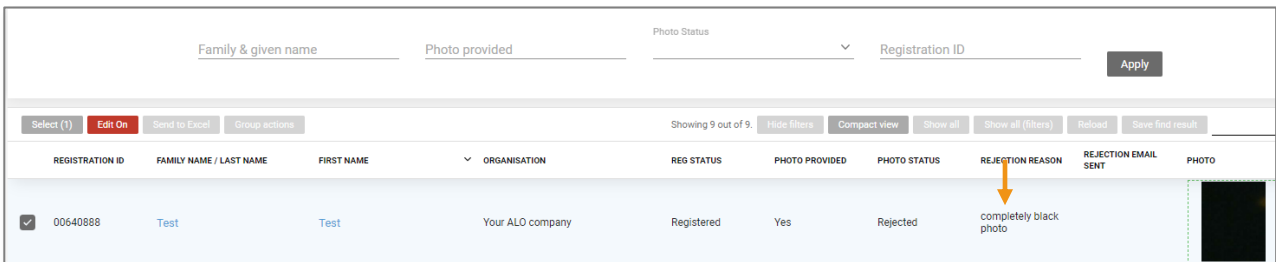
If the photo is **NOT correct**, click on the grey "Edit On/Off" button to activate editing the photo status, go to the "Photo status" column and change it to **"Rejected"**. In this case further actions need to be taken (see below).



Once the applicant has submitted a new photo, the photo status will change automatically to **“Pending”** and is ready for your review.

b) **Add photo rejection reason**

In case the photo status is **“Rejected”**, go to the **“Rejection reason”** column to add some information about why you rejected the photo.

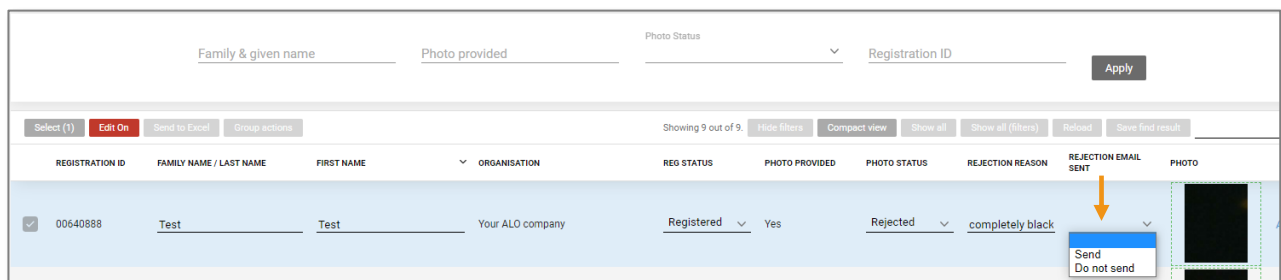


The screenshot shows a data table with the following columns: REGISTRATION ID, FAMILY NAME / LAST NAME, FIRST NAME, ORGANISATION, REG STATUS, PHOTO PROVIDED, PHOTO STATUS, REJECTION REASON, REJECTION EMAIL SENT, and PHOTO. The first row is selected and shows: 00640888, Test, Test, Your ALO company, Registered, Yes, Rejected, completely black photo. An orange arrow points to the 'REJECTION REASON' cell.

REGISTRATION ID	FAMILY NAME / LAST NAME	FIRST NAME	ORGANISATION	REG STATUS	PHOTO PROVIDED	PHOTO STATUS	REJECTION REASON	REJECTION EMAIL SENT	PHOTO
00640888	Test	Test	Your ALO company	Registered	Yes	Rejected	completely black photo		

c) **Send photo rejection email**

To send the photo rejection email, click on the grey **“Edit Off”** button to activate editing the data in the different columns, go to the **“Rejection email”** column and select **“Send”** to send the photo rejection email or **“Do not send”** if you do not want to send the photo rejection email.



The screenshot shows the same data table as above, but with a dropdown menu open in the 'REJECTION EMAIL SENT' column. The menu options are 'Send' and 'Do not send'. An orange arrow points to the dropdown menu.

REGISTRATION ID	FAMILY NAME / LAST NAME	FIRST NAME	ORGANISATION	REG STATUS	PHOTO PROVIDED	PHOTO STATUS	REJECTION REASON	REJECTION EMAIL SENT	PHOTO
00640888	Test	Test	Your ALO company	Registered	Yes	Rejected	completely black	Send Do not send	

Photo rejection email text:

Dear full name,

We have reviewed your accreditation application for the Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™ and unfortunately, the photo you have submitted does not meet the minimum requirements.

Your photo was rejected because:

completely black photo.

The photo that you submitted has been attached for reference. Please review the photo specifications below and log back into your account using the link below to submit a new photo.

Photo requirements:

- Passport-style colour photo with a clear view of the face and eyes*
- Neutral expression*
- Plain background of a neutral colour (white, light grey)*
- Either in JPG, JPEG or PNG format and must not exceed 4MB*

To submit a new photo, please click here.

Kind regards,

Play-Off Tournament for the FIFA Women's World Cup Australia & New Zealand 2023™

Accreditation team

Appendix 1

Photo requirements

Photos submitted for Accreditation applications must meet the following requirements.

The same requirements as for photos for passports or national IDs apply.

The photo must be recent, in colour and a true likeness.

Position

You must be facing forwards and looking straight at the camera.

Accessories

Please do not wear a hat or head covering unless it is for medical or religious reasons.

Expression

You must have a neutral expression and your mouth must be closed (no smiling, frowning or raised eyebrows).

Eyes

Your eyes must be open and clearly visible. Do not wear glasses in your photo unless you have to. If you must wear glasses, they cannot be sunglasses or tinted glasses, and you must make sure your eyes are not covered by the frames or any glare. You must not have hair in front of your eyes.

Background

The photo must be taken against a plain light-coloured background, preferably white, light blue or light grey.

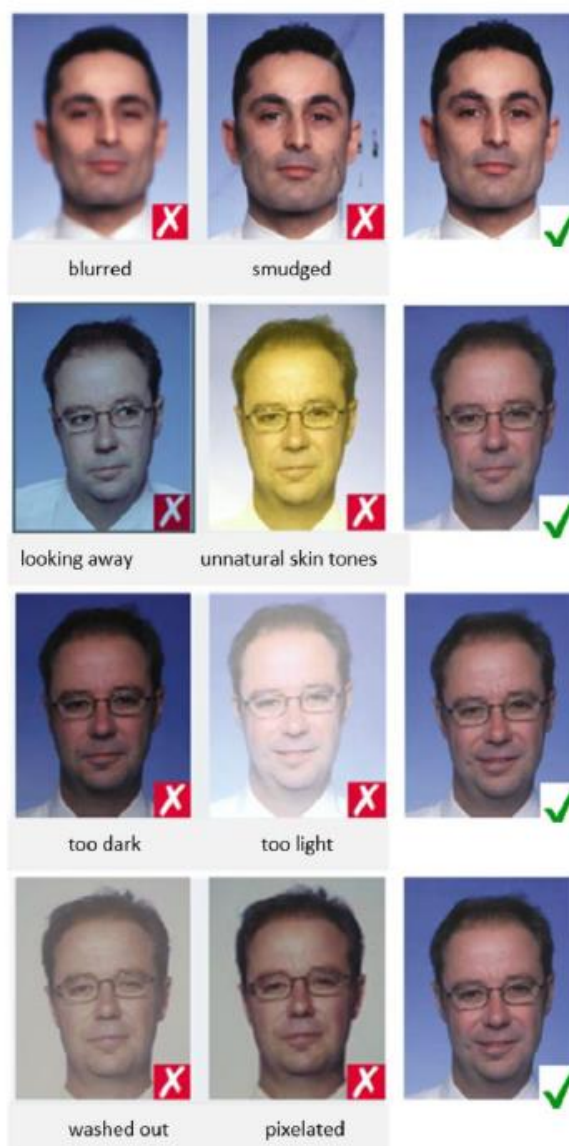
Photos taken against a dark background, like black, red, navy blue, will not be accepted.

The photo must not contain any objects, other people or shadows.

Digital photos

- Photos must have an 8x10 aspect ratio.
- Photos must be at most 4MB.
- Photos must be in .JPG, .JPEG, .PNG file format.

Examples are shown for your guidance.





hair in front of eyes

eyes closed



not facing forwards

tilted head



busy background

not centred



flash reflection on skin

red eyes



shadows behind head

shadows across face



dark tinted lenses

reflection on lenses



frames too heavy

frames covering eyes



wearing a hat

wearing a cap



face covered

shadows across face



shows another person

mouth open and contains object