

## Manual to use our new Accreditation System for Group Accreditations,

First of all you have to register yourself via <http://ski-network.com/registration> in our new accreditation system.

Please fill in the required fields and do not forget to submit afterwards.

If you would like to request an accreditation also for other people of you team, you have to use the **Group Account**.

**Registration**

Contact

Skisport- und Veranstaltungen GmbH  
Am Faltenbach 27  
87561 Oberstdorf  
Tel. +49 8322 8090300  
Fax +49 8322 8090301  
akkreditierung@erdinger-arena.de

START

## Registration

Please register here to get access to the accreditation system. Already have an account? [Login here.](#)

**Email address\***  Your email address will also be your username.

**Language**  English  Deutsch Preferred language

**Account type**  Single account  Group account A group account enables multiple contacts being created and accredited.

**PressID**  Insert your Press ID if available

**Photo\***  Please upload a photo.

**Address\***   \* required Please enter your full address.

Salutation \* Title

First name \* Last name \*

Company/Organization \* Division

Street address \* Street No \* District

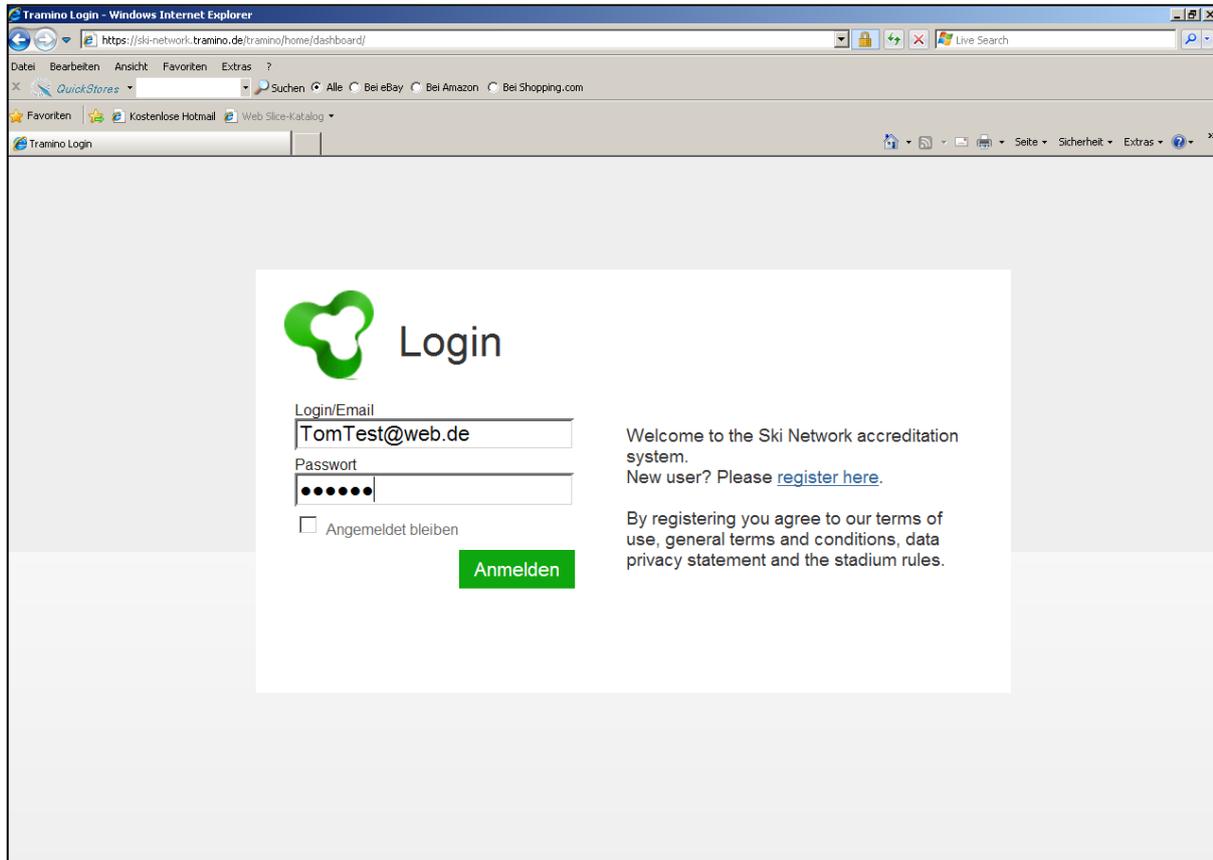
Country ZIP \* City \*

Phone number \* Telefax number Mobile

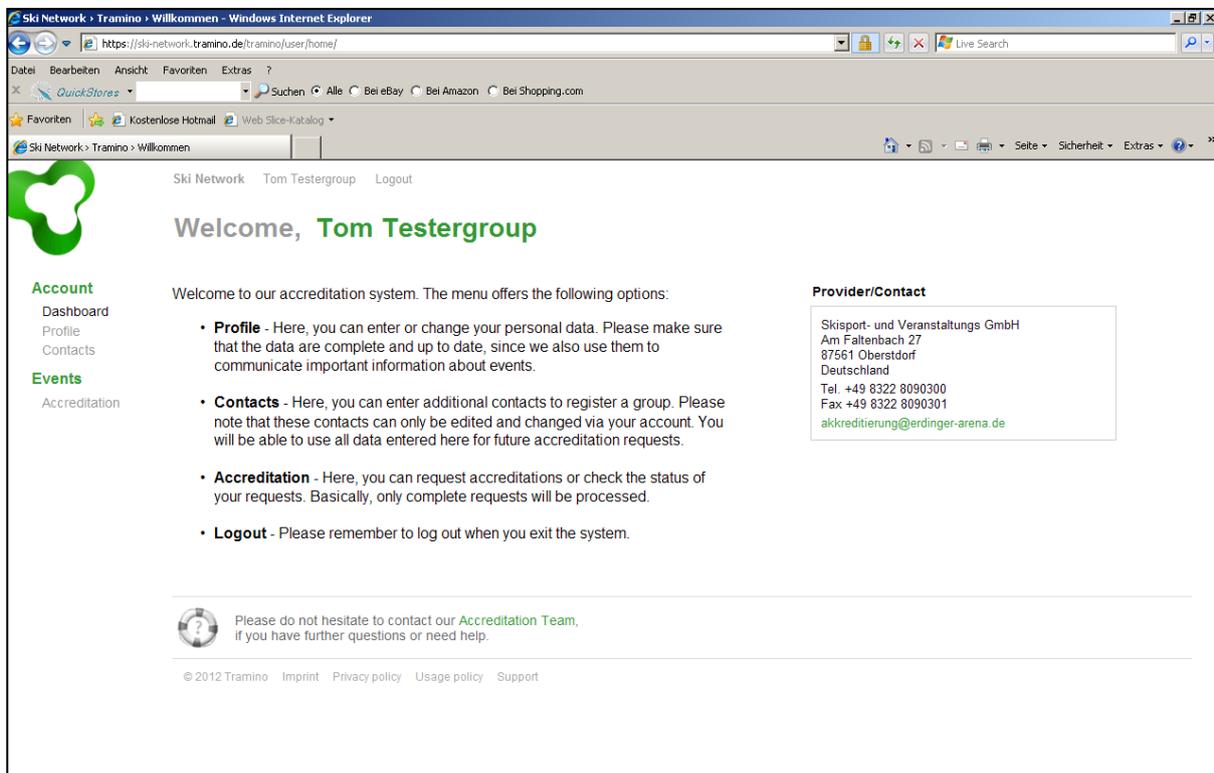
We will review your application and you will receive an answer by email.

After we processed your registration request you will receive an e-mail to your given e-mail address, in which we are going to send you your user name and password.

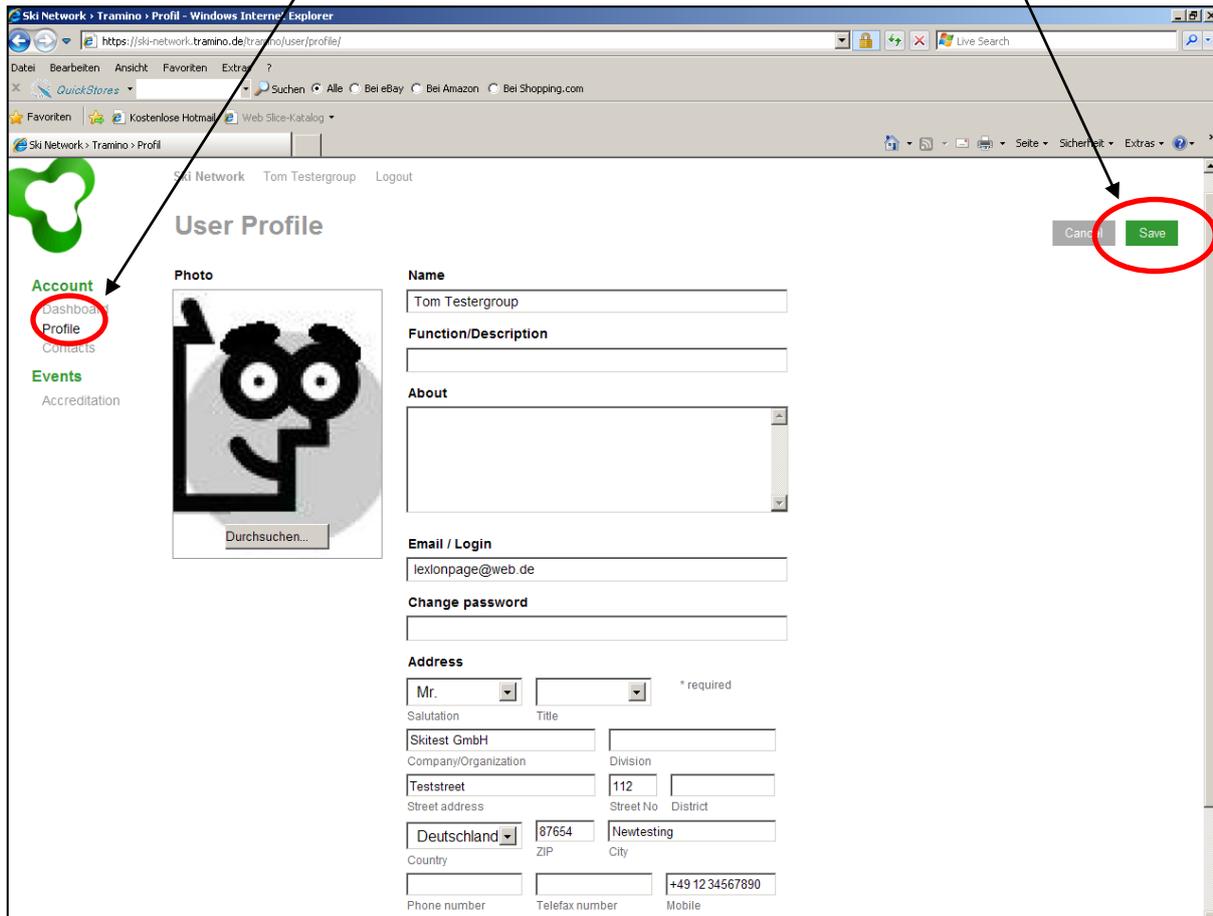
With these dates you can login in your account via <http://ski-network.com>



At the welcome page you get a short overview about the functions of your personal account

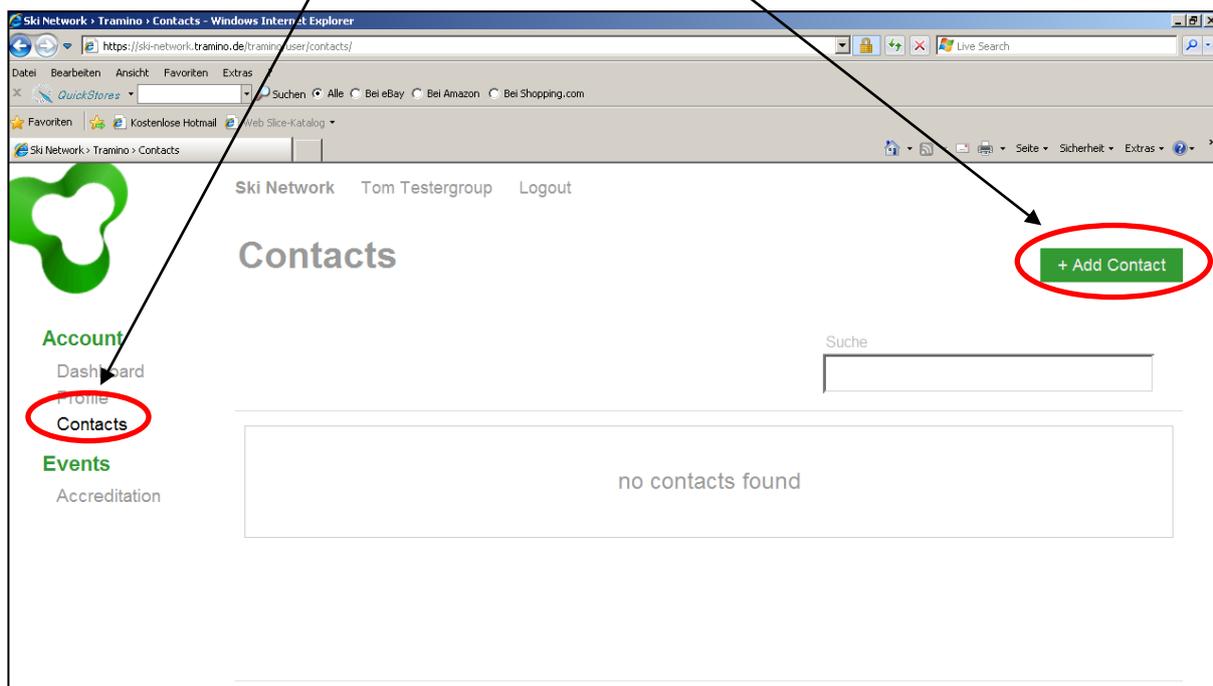


Under the sub item **Profile** you can fill in your dates, please do not forget to **save** afterwards.



After you filled in all the required dates, you can continue with your accreditation process.

To create the contacts for whom you want to make also an accreditation request you have to click to the sub item **Contacts** and to **+Add Contact**.



Here you can now fill in the dates of the person, you want an accreditation for. By the **Data check** list you can control whether you have all required information for a request or not. Afterwards please do not forget to **save** your dates.

Ski Network > Contacts > Bearbeiten - Windows Internet Explorer

https://ski-network.tramino.de/tramino/user/contacts/90879/edit/

Ski Network > Contacts > Bearbeiten

Ski Network Tom Testergroup Logout

### Edit Contact Skitest GmbH

Account  
Dashboard  
Profile  
Contacts

Events  
Accreditation

Photo

Function  
Deputy Director

Address

Mrs./Ms. [ ] \* required

Salutation Title

Julia [ ]  
First name Last name

Skitest GmbH [ ]  
Company/Organization Division

Mainstreet [ ] 87659 [ ]  
Street address Street No District

Deutschland [ ] 987123 [ ] Testcity [ ]  
Country ZIP City

0164325 [ ]  
Phone number Telefax number Mobile

JuliaTesting@Skitest.com [ ]  
Email-Address

**Data check**

Status Info

- ✓ First name
- ✗ Last name missing
- ✓ Function
- ✓ Photo

Cancel Save

You can create as many contacts as you need.

Ski Network > Contacts > Bearbeiten - Windows Internet Explorer

https://ski-network.tramino.de/tramino/user/contacts/90882/edit/

Ski Network > Contacts > Bearbeiten

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### Edit Contact Mark Try

Account  
Dashboard  
Profile  
Contacts

Events  
Accreditation

Photo

Function  
Director of Photography

Address

Mrs./Ms. [ ] \* required

Salutation Title

Mark [ ] Try [ ]  
First name Last name

Myselfcompany [ ]  
Company/Organization Division

Trystreet [ ] 23 [ ]  
Street address Street No District

Australien [ ] 258258 [ ] Newtown [ ]  
Country ZIP City

987654 [ ]  
Phone number Telefax number Mobile

[ ]  
Email-Address

**Data check**

Status Info

- ✓ First name
- ✓ Last name
- ✓ Function
- ✓ Photo

Cancel Save

After each contact you are creating, you will get an overview of all your contacts you created.

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## Contacts

+ Add Contact

| Photo | Name          | Address  | ID    |
|-------|---------------|--|-------|
|       | Julia Testing | Skiteest GmbH<br>Julia Testing<br>Mainstreet 87659<br>987123 Testcity<br>Tel. 0164325    | 80879 |
|       | Mark Try      | Myselfcompany<br>Mark Try<br>Trystreet 23<br>258258 Newtown<br>Australien<br>Tel. 987654 | 80882 |

Please enter all persons in your group, who shall receive an accreditation. You will be able to use this group for future purposes.  
Please fill out the form as completely as possible (minimum requirement: first name, surname, function and photo).

After you filled in all the required dates of you and your contacts, you are able to continue with the accreditation.

The first page at the sub item page **Accreditation** shows the actual Accreditation status.

For the first accreditation request please use the **Request accreditation** button

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## Accreditation status

Filter event: All

no pending requests

Request accreditation

Accreditation

Here you can check the status of your requests.  
Use the button "Request accreditation" to enter a new request for a given event.

Please select your event for which you want to send a request for yourself and your contacts.

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## Request accreditation

Cancel Send request

Select Event

Please select event...

- Please select event...
- 61. Vierschanzentournee Gesamt 2012/13
- 61. Vierschanzentournee Oberstdorf 2012/13
- 61. Vierschanzentournee Partenkirchen 2012/13
- Audi FIS Ski Cross World Cup 2013 Grasgehren
- Audi FIS Ski-Weltcup 2013 Ofterschwang
- FIS-Team-Tour 2013 Gesamt
- FIS-Team-Tour 2013 Oberstdorf
- FIS-Team-Tour 2013 Willingen

...t accreditation or to check your accreditation status.  
...responds to your function or is most similar to it.  
...role for each member, which corresponds to his function or is

Once you have sent your request, you will receive an answer within a few days.

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The next page will show you all the contacts that are available for the accreditation request.

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## Request accreditation

Cancel Send request

Select Event

61. Vierschanzentournee Oberstdorf 2012/13

Search/Filter

| Photo | Name            | Address  | Role                 |
|-------|-----------------|--|----------------------|
|       | Julia Testing   | Skitest GmbH<br>Julia Testing<br>Mainstreet 87659<br>987123 Testcity<br>Tel. 0164325           | <input type="text"/> |
|       | Mark Try        | Myselfcompany<br>Mark Try<br>Trystreet 23<br>258258 Newtown<br>Australien<br>Tel. 987654       | <input type="text"/> |
|       | Tom Testergroup | Skitest GmbH<br>Tom Testergroup<br>Teststreet 112<br>87654 Newtesting<br>Mobil +49 12 34567890 | <input type="text"/> |

In order to make a request, please select the different **roles** for each participant during the event and afterwards please do not forget to push the button **Send request**

**Request accreditation**

Select Event: 61. Vierschanzentournee Oberstdorf 2012/13

| Photo | Name                   | Address  |
|-------|------------------------|--|
|       | <b>Julia Testing</b>   | Skitest GmbH<br>Julia Testing<br>Mainstreet 87659<br>987123 Testcity<br>Tel. 0164325           |
|       | <b>Mark Try</b>        | Myselfcompany<br>Mark Try<br>Trystreet 23<br>258258 Newtown<br>Australien<br>Tel. 987654       |
|       | <b>Tom Testergroup</b> | Skitest GmbH<br>Tom Testergroup<br>Teststreet 112<br>87654 Newtesting<br>Mobil +49 12 34567890 |

Roles dropdown menu:

- FIS
  - Funktionäre
  - Komitee
  - Sprungrichter
  - Council
- Medien/Foto
  - Medien
  - Foto
  - Radio
  - TV
  - HBC
  - Kommentatoren
  - TV-Redaktion
- Service/Dienstleister
  - Infront Austria
  - ST Sportservice
  - Joska
  - Ausrüster

end request

After sending the request you will automatically turn back to your Accreditation status and you are done with your group accreditation request.

**Accreditation status**

Filter event: All

| Id   | Created  | Status  | Event                                      | Name                   | Role                        |
|------|----------|---------|--|------------------------|-----------------------------|
| 2792 | just now | request | 61. Vierschanzentournee Oberstdorf 2012/13 | <b>Julia Testing</b>   | Medien/Foto // Medien       |
| 2793 | just now | request | 61. Vierschanzentournee Oberstdorf 2012/13 | <b>Mark Try</b>        | Medien/Foto // TV           |
| 2794 | just now | request | 61. Vierschanzentournee Oberstdorf 2012/13 | <b>Tom Testergroup</b> | Medien/Foto // TV-Redaktion |

Request accreditation

CSV Export

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## Accreditation status

Request accreditation

Filter event: All

| Id   | Created       | Status   | Event                                      | Name            | Role                  |
|------|---------------|----------|--|-----------------|-----------------------|
| 2792 | 2 minutes ago | accepted | 61. Vierschanzentournee Oberstdorf 2012/13 | Julia Testing   | Medien/Foto // Medien |
| 2793 | 2 minutes ago | rejected | 61. Vierschanzentournee Oberstdorf 2012/13 | Mark Try        | Medien/Foto // TV     |
| 2794 | 2 minutes ago | request  | 61. Vierschanzentournee Oberstdorf 2012/13 | Tom Testergroup | Medien/Foto // TV-Red |

CSV Export

Here you can check the status of your requests. Use the button "Request accreditation" to enter a new request for a given event.

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Under the item **Status**, you will see whether your requests are accepted, rejected or still a request (because we did not processed it yet).

After our accreditation team processed the request, you will get a message to your given E-mail address and the accreditation status in your account will change automatically.

Before you quit the account please remember to **logout**.

If you have any further questions, please do not hesitate to contact our Accreditation Team (Email: [akkreditierung@sc-willingen.de](mailto:akkreditierung@sc-willingen.de)).

Best regards

Ski-Club Willingen

PS: Please keep your login data safe. You will need them to log on to our accreditation system also in the future.