

[Glasgow2018 – Accreditation and Event Entries](#)

The new platform designed for the European Championships will allow the submission of all delegation member requests for accreditation, as well as registration of athletes participation to the Glasgow 2018 events in one single system.

In order to complete your registrations, please follow the steps below:

1. Connect to the address

<http://entriesglasgow2018.microplustiming.com/AccreditationsMP.aspx>

and login with username and password of your Federation.



GLASGOW 2018 - Login

Username

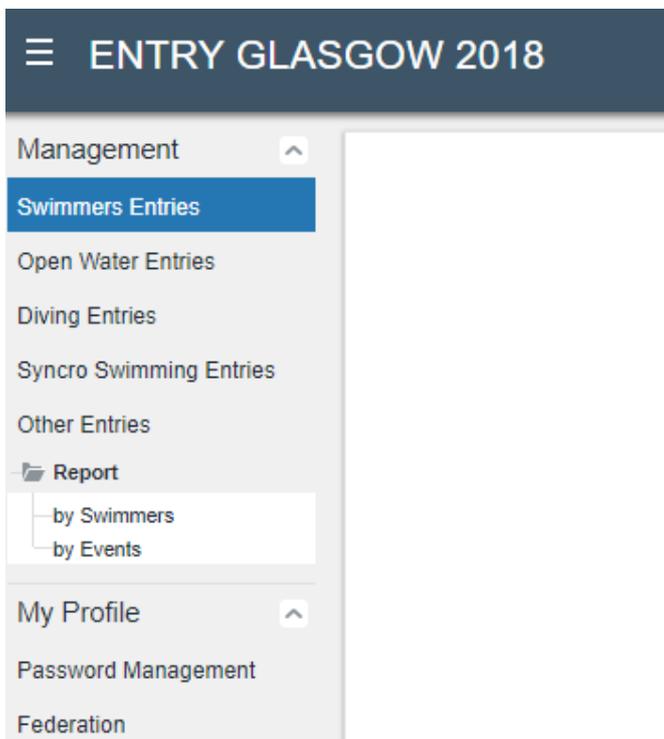
Password

Login

Enter your Username and Password to log into the system

EUROPEAN CHAMPIONSHIPS AQUATICS GLASGOW 2018

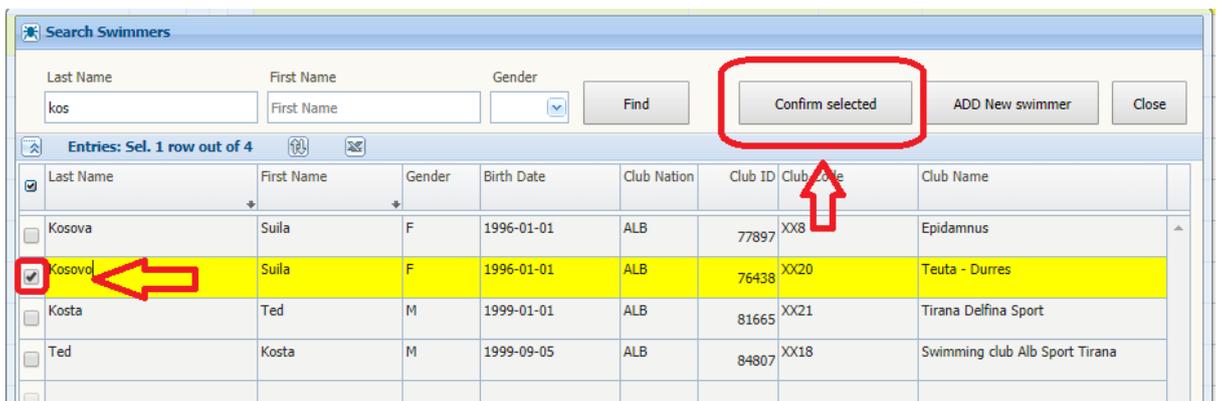
2. To add a new Swimmer, select the menu item **“Management > Swimmers Entries”** on the left side of the screen.



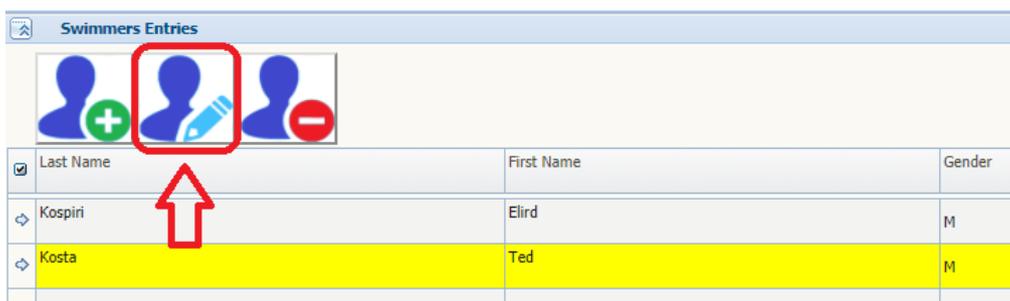
- Select the **"Add Swimmers"** button.
In the new form which opens, start typing surname / name and select gender, then press **"Find"** to search for existing athletes in the database.



- All athletes corresponding to the selected criteria will be shown in the grid.
Once located the right one, select him/her by ticking the check box on the left side of the row, and select **"Confirm Selected"**. Multiple selections are allowed.



- To add accreditation photo and review athlete personal data, select the athlete row and press **"Edit Swimmers"** button.



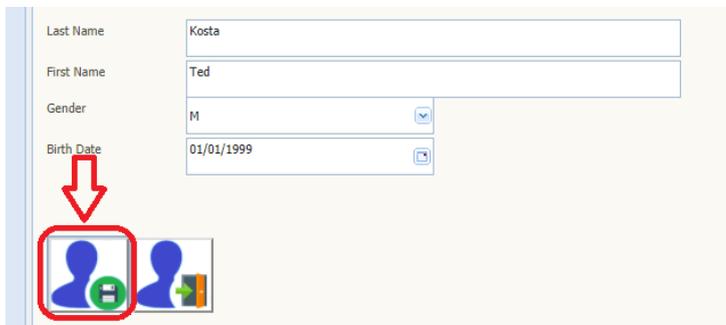
- Athlete photos can be uploaded by pressing the “upload document” arrow on the top and selecting the file on your PC.



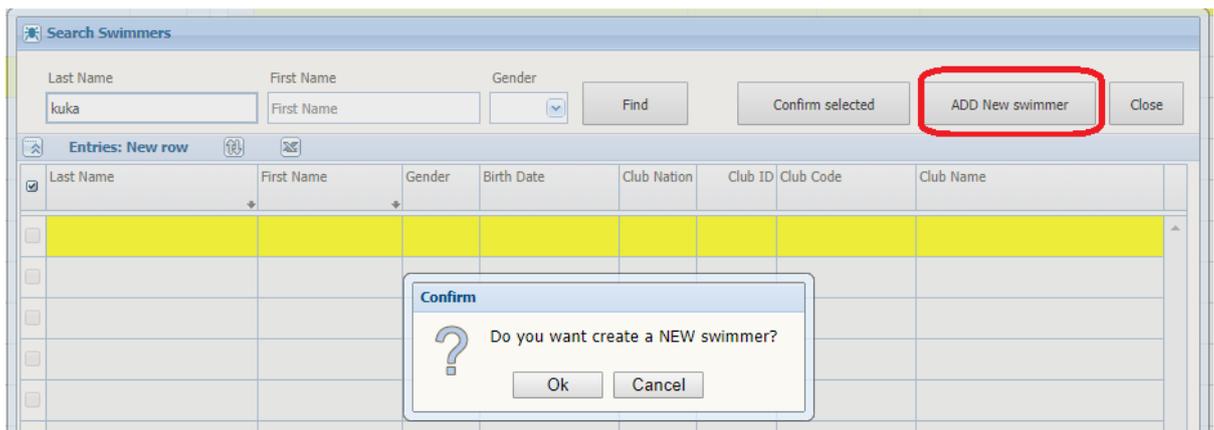
The uploaded file will appear just below. Make sure uploaded photos are in passport format.



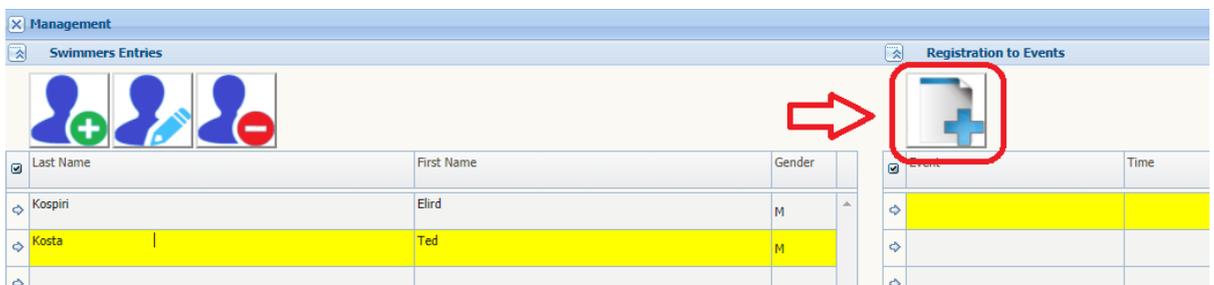
- Once completed the editing, data can be stored with the “Save” button.



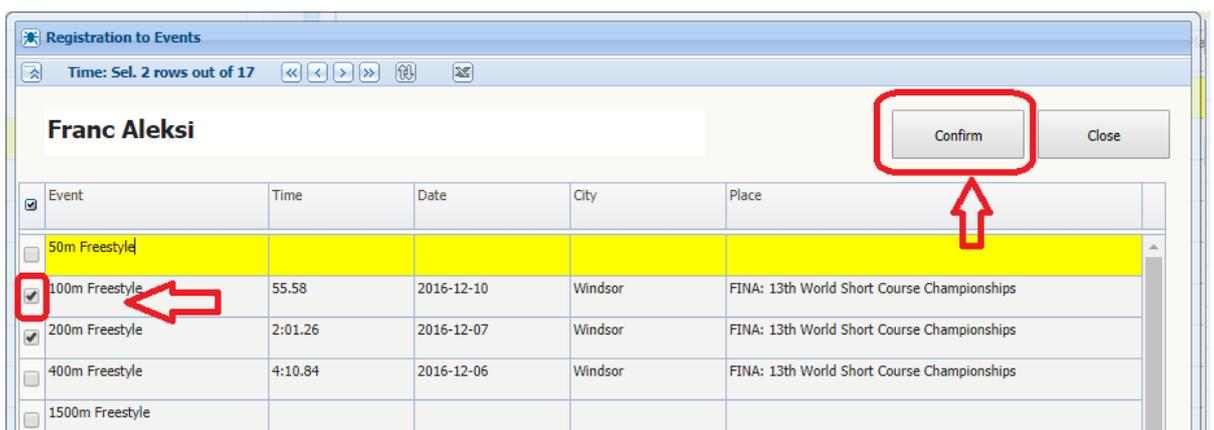
- In case an athlete is not found in the database, you will be able to create a new record. From the search window, you can press **“ADD new swimmer”** and open the editing window in insert mode, following points 6 and 7. Limit this procedure only to the athletes not found in the database, as no registration times will be available for him/her when registering to the competitions!



- To register an athlete for a specific event, select the athlete row, then press the **“Edit Events”** button.



- All competition events will appear, with the qualify time available in the database. Tick all the checkbox of the events you want to register him/her for, then press **“Confirm”**. In case of a newly enter athlete, no qualify time will be displayed.

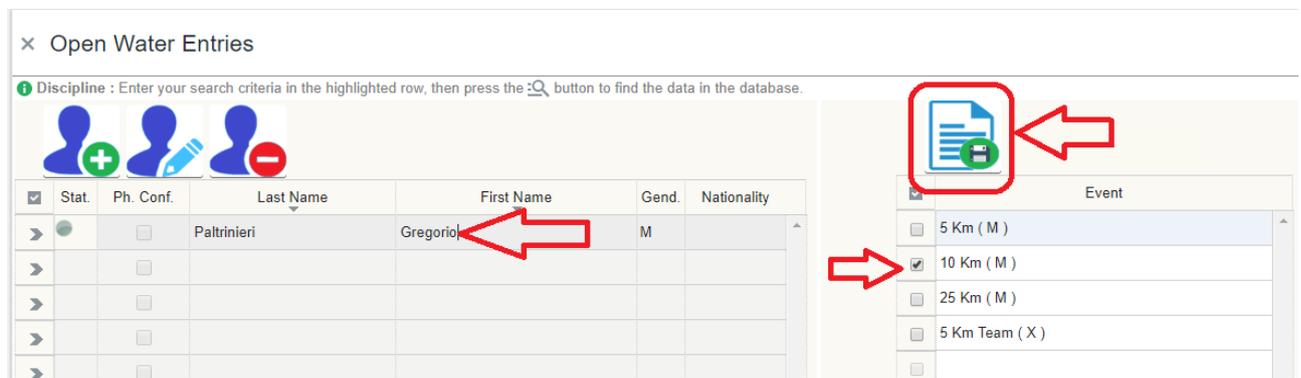


- Athlete entries will appear in the **“Registration to Events”** grid. In case you would like to delete a previous registration, just select **“Edit Events”** once more and uncheck undesired events.

12. For entering your relays, the dummy athlete named after your Federation and identified by last name “< RELAY >” has to be used. By pressing “**Edit Events**” button, all available relays will appear.

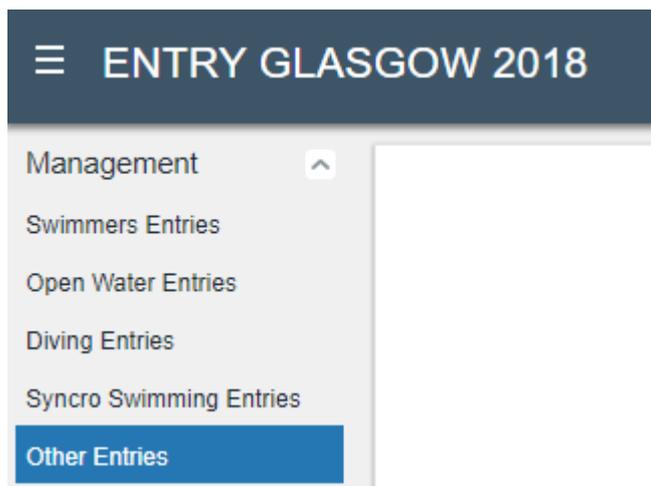


To register participants of other disciplines, similar procedure has to be followed. By Selecting “**Open Water Entries**”, “**Diving Entries**” or “**Synchro Entries**”, you will be able to manually add your athletes, then on the right part of the screen to select the events he/she will participate in.

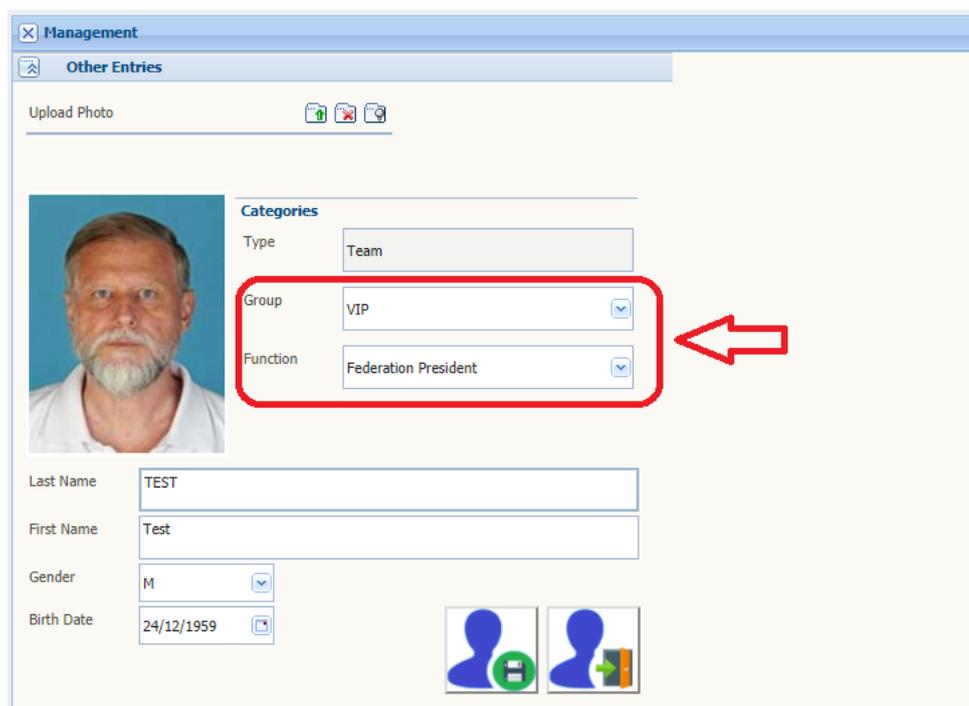


To register all the other members of the Delegation which will require an accreditation during the event, a similar process has to be followed:

1. Connect to the same address
<http://entriesglasgow2018.microplustiming.com/AccreditationsMP.aspx>
and login with username and password of your Federation.
2. Select the menu voice **“Management > Other Entries”** on the left side of the screen.



3. Fill in all personal data required, including the Group and Function in the “Categories” section.



Management

Other Entries

Upload Photo

Categories

Type: Team

Group: VIP

Function: Federation President

Last Name: TEST

First Name: Test

Gender: M

Birth Date: 24/12/1959

- Remember to specify the disciplines the individual will be enabled to access from the grid located at the bottom of the screen

Discipline

<input type="checkbox"/>	Diving
<input type="checkbox"/>	Synchro
<input type="checkbox"/>	Swimming
<input checked="" type="checkbox"/>	Open Water

As in the athletes registration section, photos can be uploaded by pressing the “upload document” button on the top and selecting the file to be stored onto server.

Once completed the whole registration procedure and met the entry and accreditation requirements imposed by LEN, reports production will be allowed from the “Report” section.

These documents have to be signed and sent to the Organizing Committee and LEN Office in Nyon, Switzerland, as detailed on the report itself.