

INSTRUCTIONS FOR THE OC PRESS OFFICER ON HOW TO USE THE ISU ONLINE MEDIA ACCREDITATION SYSTEM

Below you will find instructions on how to use the ISU Online Media Accreditation System as an administrator of an ISU Championships.

Create an OC admin account:

Go to <http://www.wingsmedia.it/isu/locself.asp>

Choose a Login and password.

Submit your email (all emails will be sent to this address)

Select the correct event

Select if you need access to the Press list of the Right holder list (Right holder list is usually for HB use)

Click on submit.

The ISU will receive an automatic message and as soon as you have been approved you can log into the system by following the instructions below.

Go to: <http://www.wingsmedia.it/isu/>

Click on  button in the section below

ADMINISTRATOR

This section is restricted to administrators only 

Insert your username and password:

Login: [ISU to provide]

password: [ISU to provide]

Once you are logged in you will see the following:



Press Requests Management



Administrator Guide

MEMORANDUM FOR GUIDANCE IN HOSTING ISU SPEED SKATING CHAMPIONSHIPS

Appendix 12

The Administrator Guide provides further information on the ISU Online Media Accreditation System. If you have any further questions, please refer to this document or contact the ISU Media Team media@isu.ch



Click on: Press Requests Management and you will be taken to your homepage like the example below:



Event	Category							Tot.
ISU Grand Prix of Figure Skating Final 2012 - December 6-9 (Sochi - RUS)	Figure Skating	4	0	149	18	0	0	171

Advanced Search

Instant Search

Event: ISU Grand Prix of Figure Skating Final 2012 - December 6-9 (Sochi - RUS)

First Name:

Last name:

Nat.:

Function:

Media Name:

Media Country:

Status of the request:

Search 11

LOC Press Office User Guide

1. The name of the event you administer
2. Number of new requests
3. Number of requests with new messages
4. Number of approved requests
5. Number of declined requests
6. Number of requests that have asked to provide further information (when an answer is sent it appears as 3)
7. Number of requests approved under condition
8. Total number of requests
9. Excel symbol allows to export all data to Excel
10. Event field is only valid if multiple events are administered. Other fields can be filled in to perform a search
11. Click the Search button to launch the search

In order to process the new requests, click on the number under the yellow button (4) and the follow list is displayed:

MEMORANDUM FOR GUIDANCE IN HOSTING ISU SPEED SKATING CHAMPIONSHIPS

Appendix 12


Requests for ISU Grand Prix of Figure Skating Final 2012 - December 6-9 (Sochi - RUS)								
12	First Name	Last name	Nat.	Media Name	Codes	Reccomend	Status of the request	Message
	HIRONO	NAKAMURA	JPN	Ski Journal Pub	WRITING PRESS-Writer (6.1)	13	14	15
	Vesti	Sochi	RUS	VGTRK GTRKA "Ku	TV-NON RIGHTS HOLDER-Cameraman (9.4)	-		
	TAKAHIRO	TSUIHJI	JPN	Chunichi Shimbu	WRITING PRESS-Writer (6.1)	-		
	Takeshi	Yamashita	JPN	NIPPON TELEVISI	TV-NON RIGHTS HOLDER-Reporter (9.1)	-		





16 17

home 18

- 12. To sort the information in alphabetical or reverse alphabetical click on
- 13. OC Recommendations appear in this column
- 14. Status of request symbols 2 to 7 can be displayed
- 15. If there is a message symbol 3 will show
- 16. This shows media accreditation request history of the individual
- 17. Displays the profile of the individual
- 18. Button to go back to the homepage

In order to view and edit the profile of an individual click on the symbol in column 14.

 print this page

<p style="text-align: center;">Event</p> <p>ISU Grand Prix of Figure Skating Final 2012 - December 6-9 (Sochi - RUS)</p> <hr/> <p style="text-align: center;">Personal data</p> <p>Given name: Vesti</p> <p>Last name: Sochi</p> <p>Function: TV-NON RIGHTS HOLDER Cam eraman</p> <p>Personal e-mail address: nadezda7@yandex.ru</p> <p>Direct phone number: 8622623377</p> <p>Direct fax number: 8622621711</p> <p>Mobile phone number: 8918308</p> <p>A/PS Card Number:</p> <p>National Card Number:</p> <p>Passport: 0308 828795</p> <p>Twitter Account:</p> <p>Note:</p> <hr/> <p style="text-align: center;">Enter your media details (only necessary at first login then update when necessary)</p> <p>Media Name: VGTRK GTRKA "Kuban"</p> <p>Editor: Mochinskii Vlad</p> <p>Media Kind: TV-NON RIGHTS HOLDER</p> <p>Address: Pervomaickai 22 kv 34</p> <p>City: Sochi</p> <p>Nat.: RUS</p> <p>Zip Code: 385002</p> <p>Direct phone number: 8622623377</p> <p>Direct fax number: 8622621711</p> <p>Main media e-mail address: vesti@sochi.com</p> <p>Media Site:</p> <p>Note:</p> <hr/> <p style="text-align: center;">ID Photo</p> <div style="text-align: center;">  </div> <hr/> <p style="text-align: center;">Professional Card</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">View details of the request</p> <hr/> <p style="text-align: center;">Approval</p> <p style="text-align: center;">Status of the request issued on 21/09/2012 12.50.22</p> <p> <input type="radio"/>  Ask for information </p> <p> <input type="radio"/>  Pending approval with </p> <p> <input type="radio"/> 19 </p> <p> <input type="radio"/> 20 </p> <p> <input type="radio"/> 21 </p> <p> <input type="radio"/> 22 </p> <p> <input type="radio"/> 23 </p> <p>Recommend: <input type="button" value="- v"/></p> <hr/> <p style="text-align: center;">Message</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="text-align: center; font-size: 24px; color: #800000;">22</p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="23"/> <input type="button" value=" ->"/> </div>
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19. If further information is required (eg copy of the professional card, link to previous related articles, letter from editor etc) select this option then fill in the message in section 22 then click on the (area 23) to submit. We recommend that you add the date before your message, because if there is an exchange of messages between OC and journalist, it is easier to track.

20. Pending approval is not required by the OC

21. If the OC recommends the application they should select "Y" (for yes) or if they recommend that the application be declined they should select "N" (for no). The ISU will only make the final decision once the OC has provided a recommendation. To validated the recommendation

click on

22. To communication with the journalist, this box it to be filled in.

23. Click this button to submit any changes. You will then be taken back to the homepage.