

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

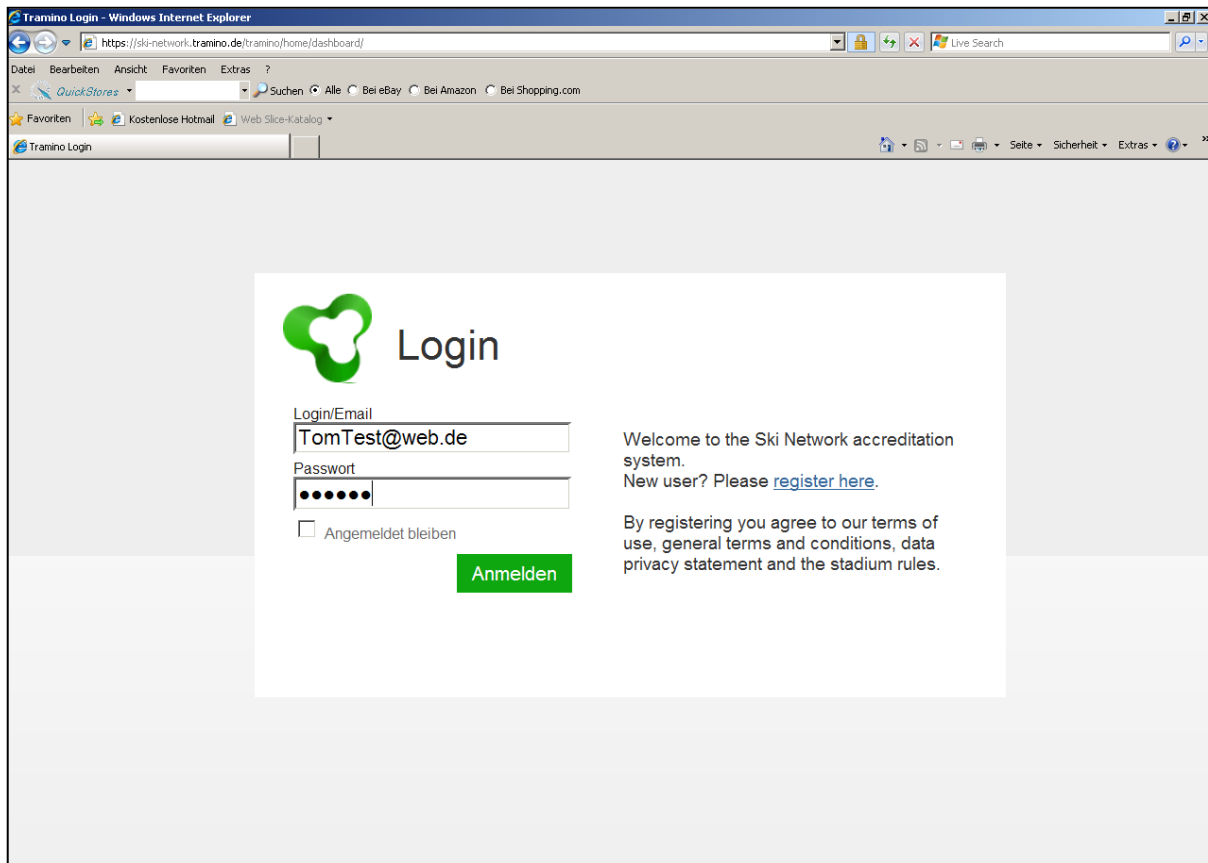
Country ZIP * City *

Phone number * Telefax number Mobile

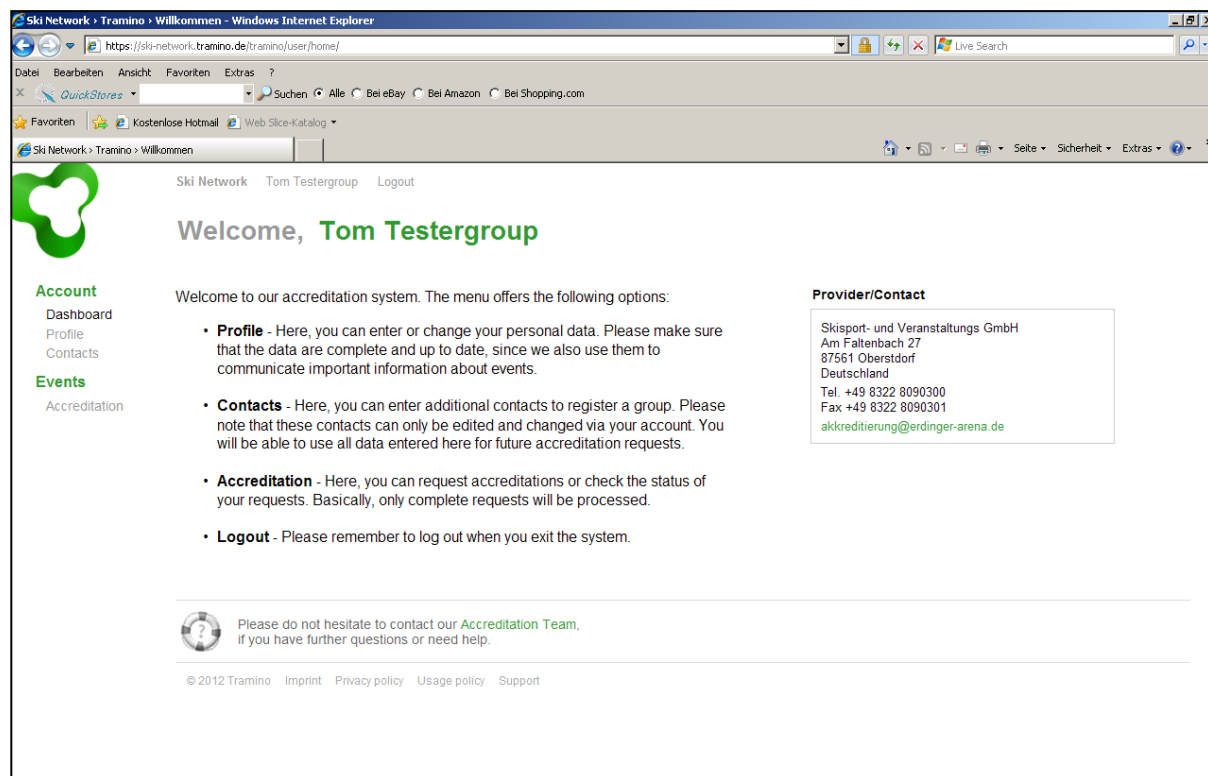
We will review your application and you will receive an answer by email.

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.

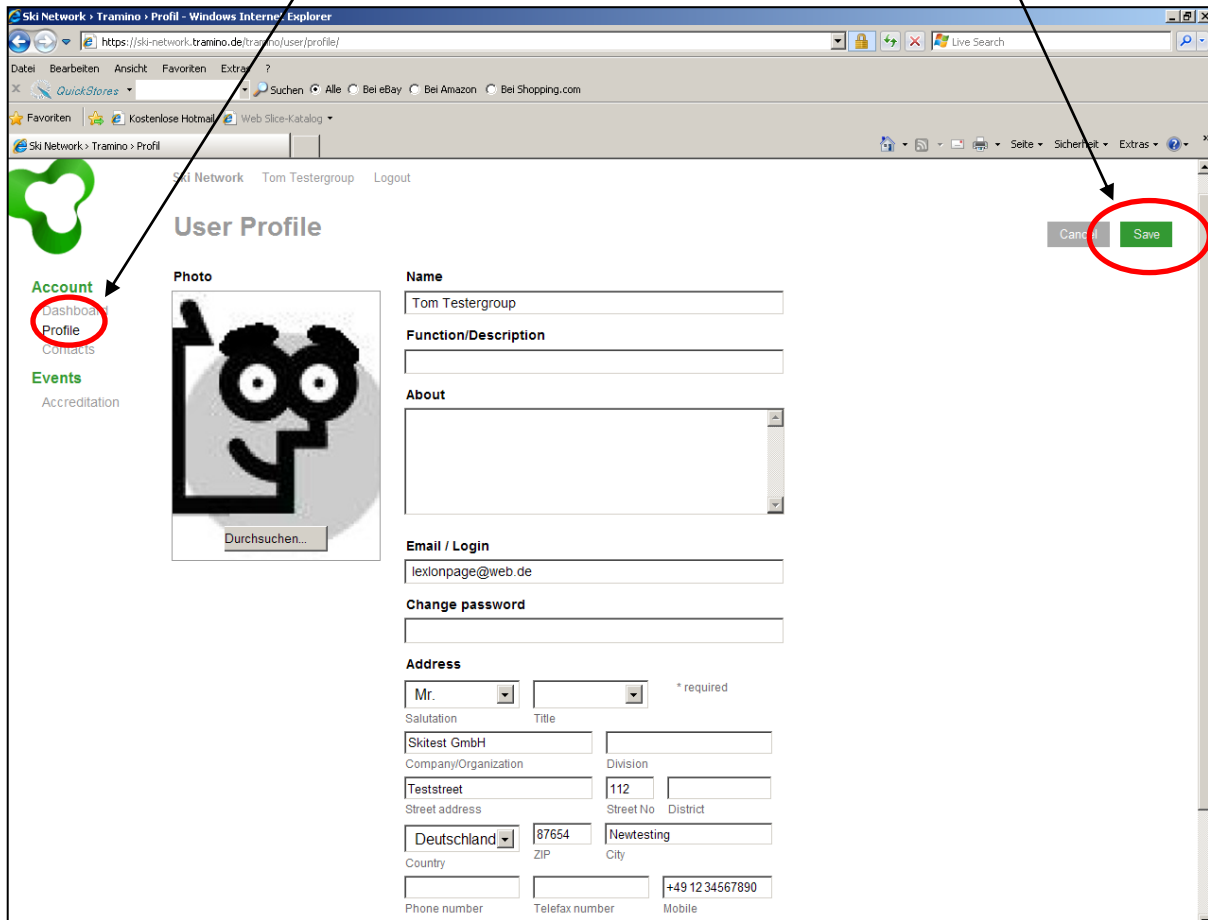
With these dates you can login in your account via <http://ski-network.com>



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

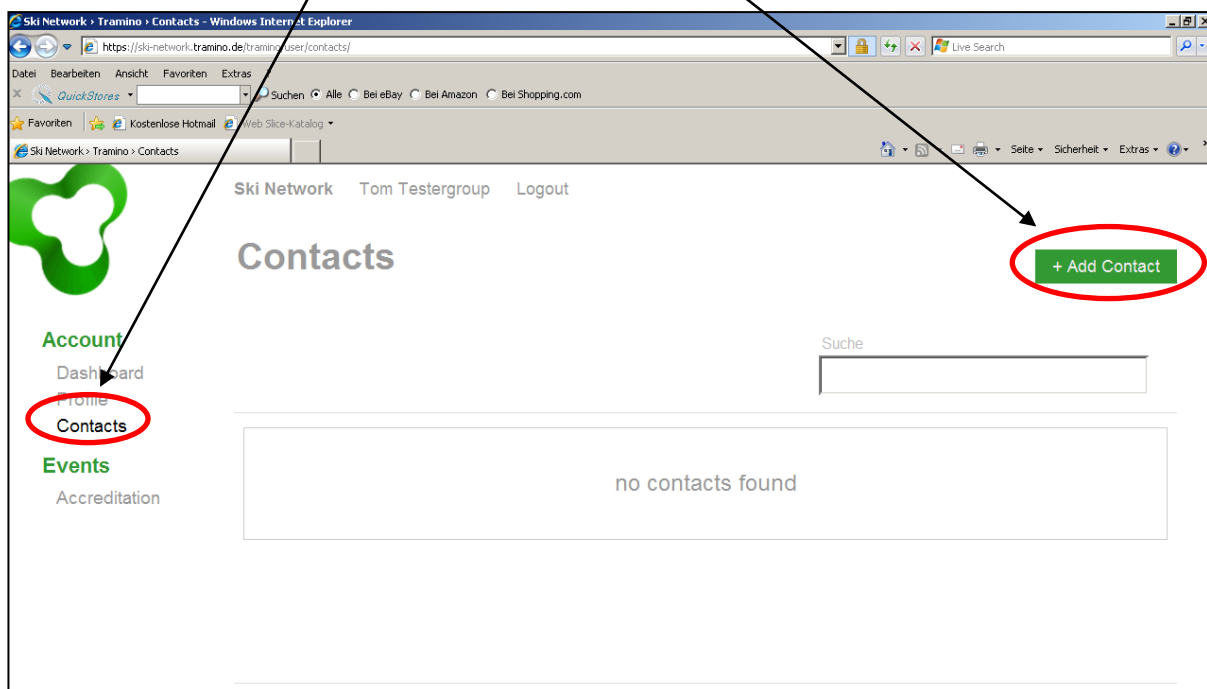


Under the sub item **Profile** you can fill in your dates, please do not forget to **save** afterwards.



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

Ski Network Tom Testergroup Logout

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.

Ski Network Tramino > Contacts - Windows Internet Explorer

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

Ski Network Tom Testergroup Logout

Contacts

+ Add Contact

Photo	Name	Address	ID
	Julia Testing	Skiteest GmbH Julia Testing Mainstreet 87659 987123 Testcity Tel. 0164325	80879
	Mark Try	Myselfcompany Mark Try Trystreet 23 258258 Newtown Australien 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

Ski Network Tramino > Akkreditierung - Windows Internet Explorer

https://ski-network.tramino.de/tramino/user/akkreditierung/

Ski Network Tom Testergroup Logout

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.

Ski Network Tom Testergroup Logout

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

... 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.

Ski Network Tom Testergroup Logout

Request accreditation

Cancel Send request

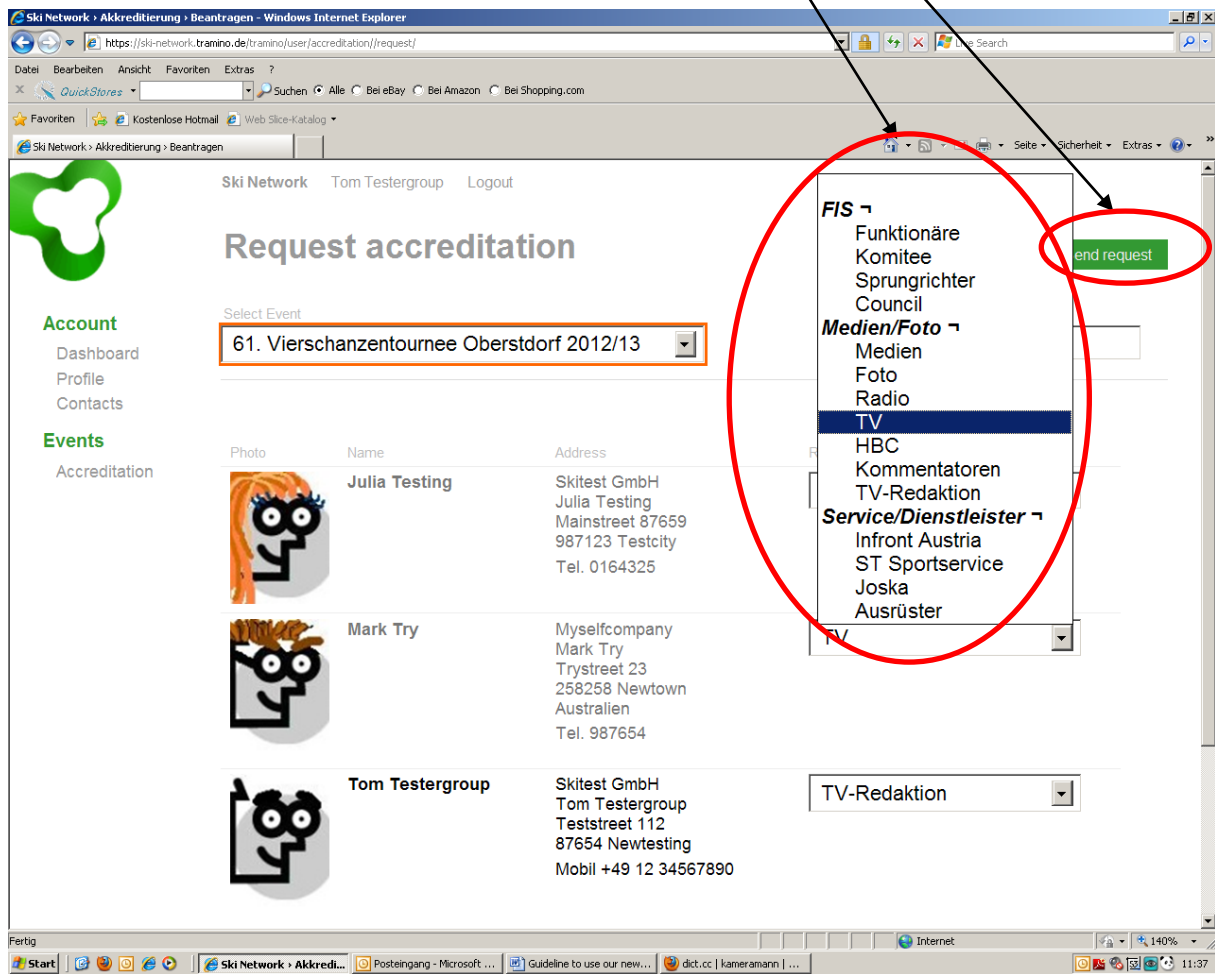
Select Event

61. Vierschanzentournee Oberstdorf 2012/13

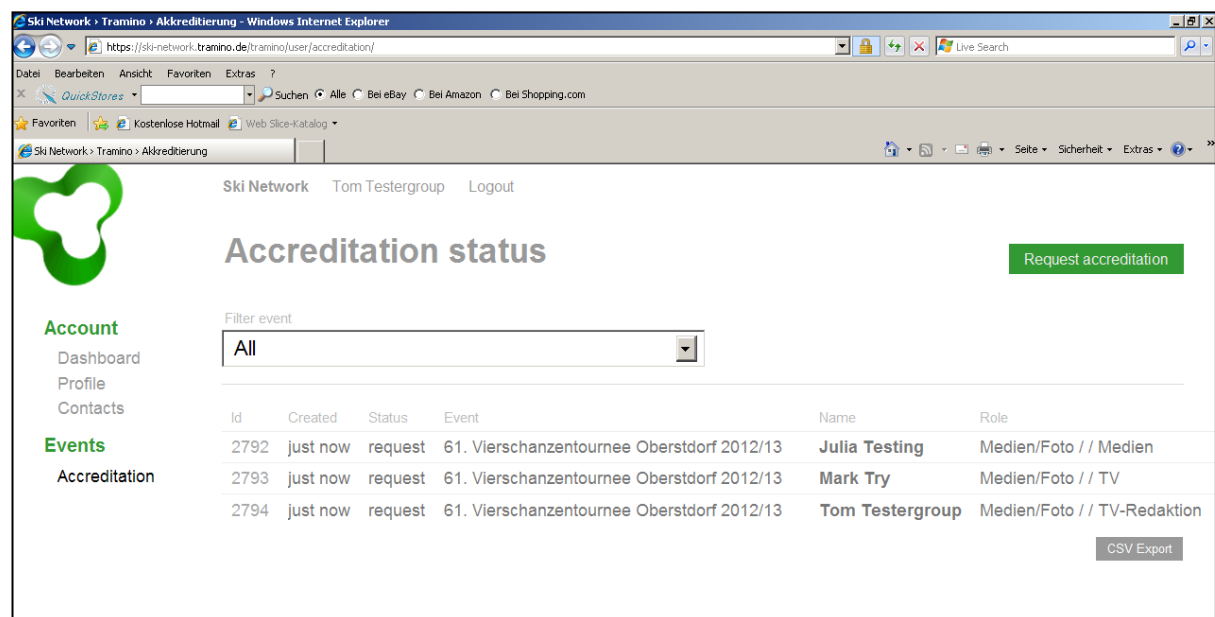
Search/Filter

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



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



Ski Network Tom Testergroup Logout

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).

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.