



**2015 WORLD GYMNASTICS  
CHAMPIONSHIPS**  
GLASGOW 23 OCT-01 NOV



## 2015 World Gymnastics Championships Portal User Guide

Please follow the attached steps to access the 2015 World Gymnastics Championships Portal which will allow Member Federations to request the following;

- Hotel accommodation
- Meal packages

It will also allow Member Federations to update their;

- Accreditation data
- Arrival and departure information
- Visa request data

### Access to the Championships Portal

Each Member Federation will be issued an email containing the web link to the Championships Portal and their Member Federation unique log-in and password to access the system. The log-in details should be used each time the Member Federation wishes to access the Championships Portal.

#### FIG 2015 World Gymnastics Championships Portal - Member Federation Log In Details

wgc2015@gmsadmin.net

Sent: Thu 23/04/2015 13:50

To: Coll, Katherine

Dear Confederacion Argentina De Gimnasia

The FIG 2015 World Gymnastics Championships Portal is now open for Confederacion Argentina De Gimnasia.

To request Hotel accommodation, Meal packages and to update Accreditation data, and apply for accreditations, Arrival and Departure information and Visa request data, please visit:

<https://www.gmsportal.co.uk/wgc2015>

Please use the login details below.

Username = T6  
Password = NPUQYW

The user guide for this system can be found in appendix four of the FIG 2015 World Gymnastics Championships Directives.

If you have any questions or need any assistance please contact  
[Delegations@2015gymnastics.com](mailto:Delegations@2015gymnastics.com).

Yours sincerely  
Delegations Services Team  
2015 World Gymnastics Championships



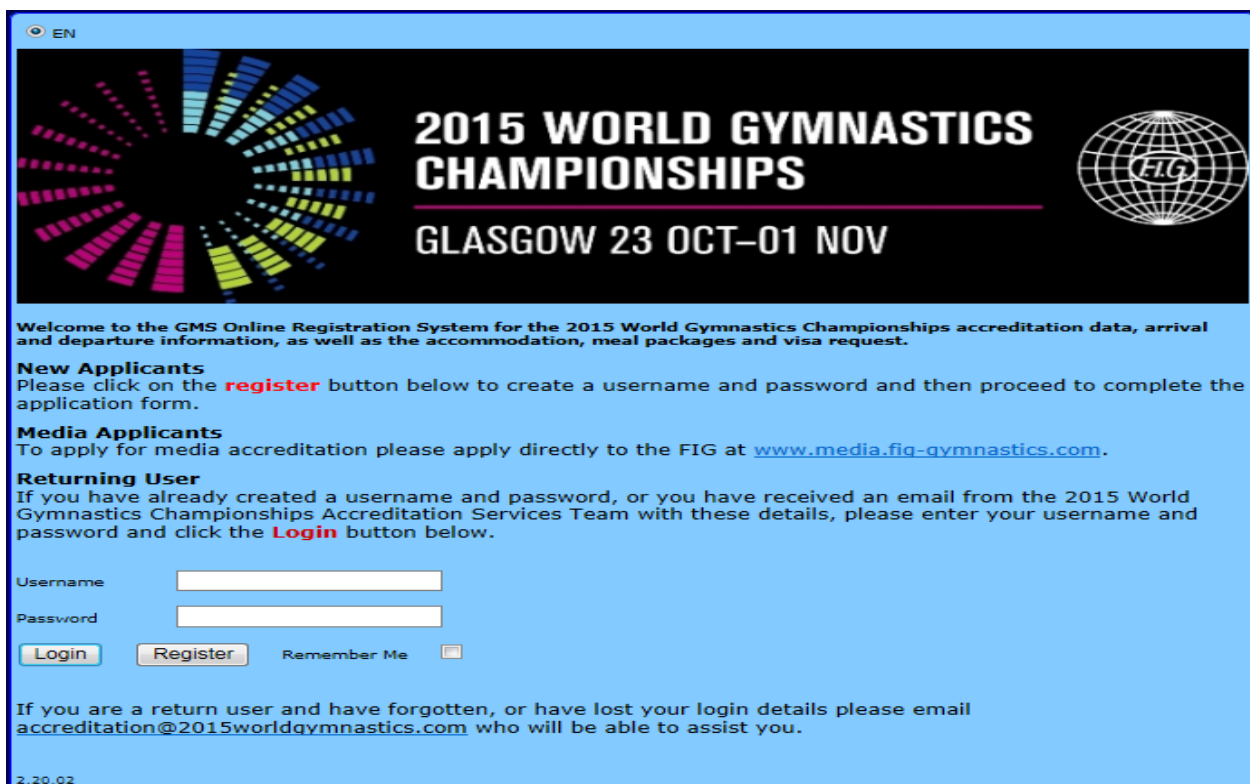
See more about: wgc2015@gmsadmin.net.



Once this email has been received please click on <https://www.gmsportal.co.uk/wgc2015> to access the log-in page of the 2015 World Championships Gymnastics Championships portal.

## Log-in to the Championships Portal

Insert your Member Federation's unique log-in and password in the boxes highlighted below.



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# 2015 WORLD GYMNASTICS CHAMPIONSHIPS

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Welcome to the GMS Online Registration System for the 2015 World Gymnastics Championships accreditation data, arrival and departure information, as well as the accommodation, meal packages and visa request.

**New Applicants**  
Please click on the **register** button below to create a username and password and then proceed to complete the application form.

**Media Applicants**  
To apply for media accreditation please apply directly to the FIG at [www.media.fig-gymnastics.com](http://www.media.fig-gymnastics.com).

**Returning User**  
If you have already created a username and password, or you have received an email from the 2015 World Gymnastics Championships Accreditation Services Team with these details, please enter your username and password and click the **Login** button below.

Username:

Password:

☐ Remember Me

If you are a return user and have forgotten, or have lost your login details please email [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com) who will be able to assist you.

2.20.02

You will then automatically be taken to a page that looks like the following;



Organisation Contacts

# CHAMPIONSHIPS

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**How to register individuals for this organisation?**  
Click the **Add Application** button below to create a new record.

**Managing Applications**  
Once individual applications have been created, they will appear in a list below with their status. To complete applications click the View Details button next to the applicant name, complete all required details, click the Update button and then click the Return to List button. If you have completed all the required details this applicant will now have a status of Ready to Submit.  
Clicking the Submit Applications button will submit all applications currently on the Ready to Submit status, once submitted they will move to the Pending Approval status and you will be contacted in due course to be advised if the applications have been approved.

Organisation:  Expected Accreditations: 23 Current Total: 1

☐ Display Withdrawn Records

Last Name	First Name	Role	Sub Role	Status
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13:35 20/03/2015

1. To book accommodation please click on 'Book Accommodation'
2. To submit accreditation data please click "Add Individual"
3. To advise of Travel please click on 'Travel Details'

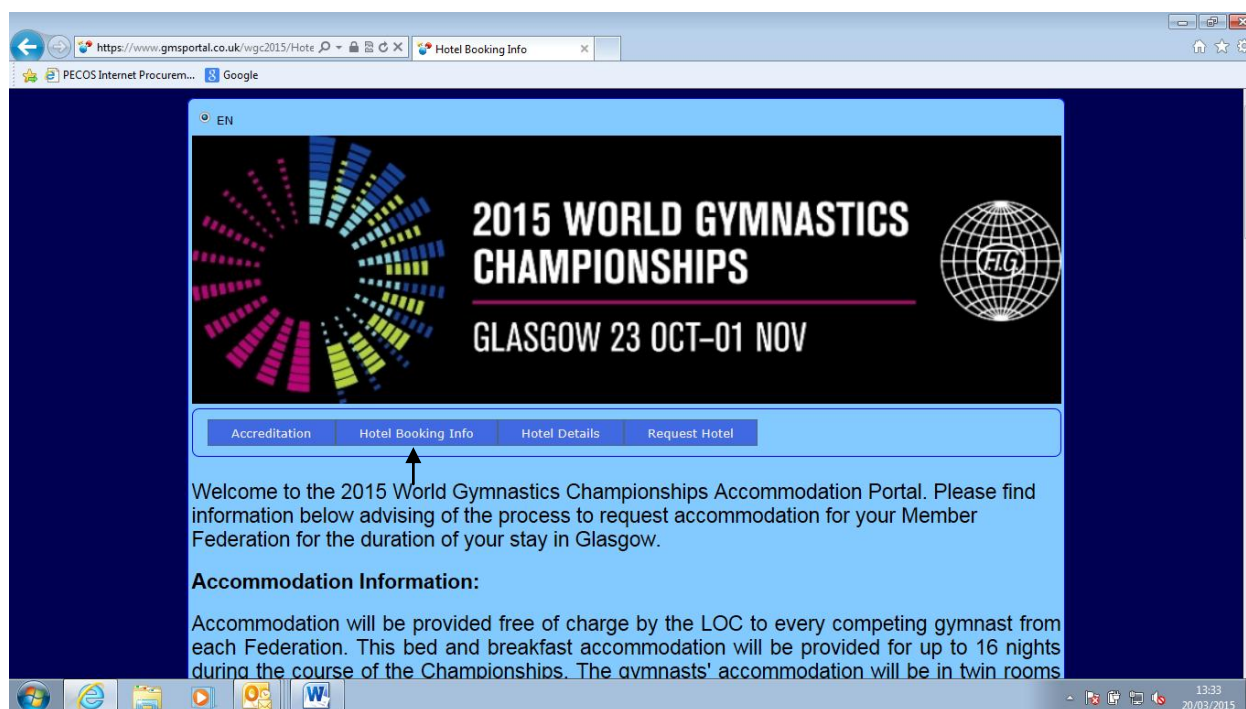
Each tab will take you to the appropriate landing page

## Requesting Accommodation

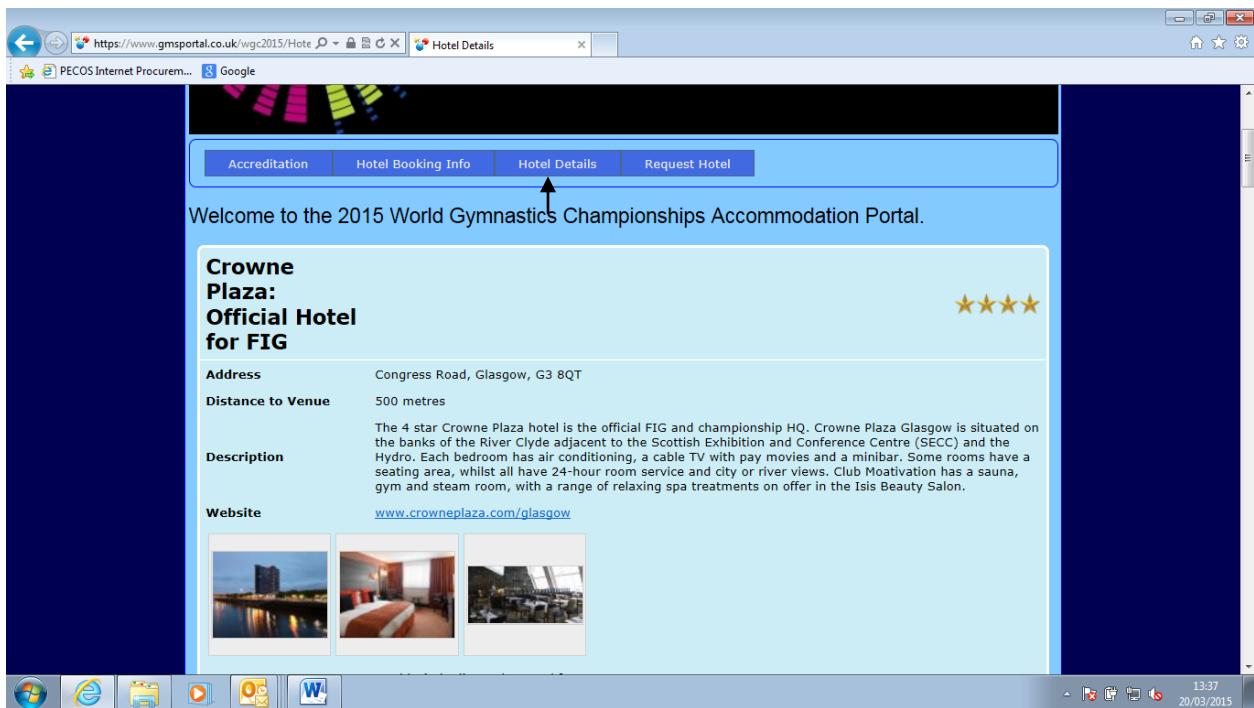
To request your Member Federation's accommodation please click on the 'Request Accommodation' tab.



Member Federations will find information on the booking process by clicking the Hotel Booking Info tab.



To review the hotels available to Member Federations please click the Hotel Details tab. This will take you to a page that advises of the details of all hotels.



To request your accommodation for the duration of your Member Federation's stay in Glasgow please click on the 'Request Hotel' tab. This will take you through to a page that looks like this;

The screenshot shows the "Hotel Request" page. At the top, it displays "Twin (2 Beds) - Full Board: £245.00". The form is divided into three main sections: "Hotel Request Details", "Rooms Required", and "Delegation Size".

**Hotel Request Details**

- Check In:
- Check Out:
- Rate Type:
- Hotel 1:
- Hotel 2:
- Hotel 3:
- Special Requests:

**Rooms Required**

- Single Quantity:
- Twin (2 Beds) Quantity:
- Double (1 bed) Quantity:
- Dormitory (4pax) Quantity:
- Dormitory (8pax) Quantity:

**Delegation Size**

- No of Male Competitors:
- No of Female:


The Windows taskbar at the bottom shows the time as 13:28 on 20/03/2015.

Please follow the steps below to complete your accommodation request;

1. Use the drop down tab to confirm when your Member Federation is arriving.
2. Use the second drop down tab to confirm when your Member Federation is departing.
3. In the Hotel 1 drop down please select your preferred hotel you wish to stay in.
4. Repeat step 3 for your second and third choice accommodation.
5. Within the 'Rooms Required' section please advise of the number of bedrooms your Member Federation requires.
6. Within the 'Group Size' section please advise of the number of delegates that fall within each category that are traveling to Glasgow. (Where a category is not applicable please enter 0).
7. Once this is complete press 'Send Request' and this will send your Member Federation's request to the Accommodation Team.
8. You will then receive an automated email advising that your request has been received.
9. Our Accommodation Team will record your request and calculate your Member Federations 50% deposit based on the Member Federation's first choice of hotel and send an invoice stating the deposit required.
10. Member Federations should bank transfer the 50% deposit as soon as possible but no later than **27 July 2015**
11. Once both the hotel request and deposit has been received the Accommodation Team will progress the booking.
12. The Accommodation Team will confirm Member Federations hotels by **Thursday 31 July 2015**.

## Submission of Accreditation Data

Please click on the 'Add Individual' tab and this will take you to a page that looks like the page below;



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To create an application for a new member of your organisation please complete all the fields below and click the Create Contact button.

Given Name

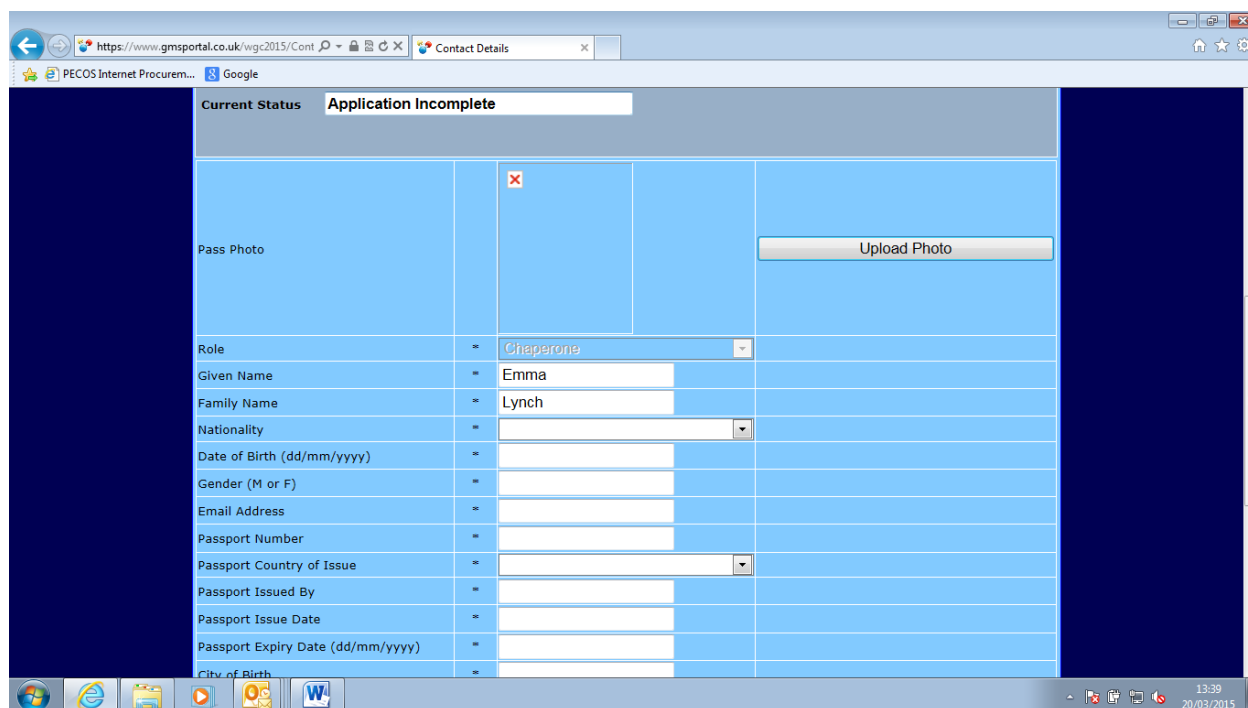
Family Name

Role

For support please contact [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com)

Please follow the steps below to complete the 2015 World Gymnastics Championships Accreditation process;

1. Please complete the fields providing given name and family name of each member of the Delegation
2. Use the drop down menu to confirm the role of each applicant.
3. Once this information has been completed please press 'Create Contact' this will then allow you to progress to the Accreditation Data Submission page



Current Status: **Application Incomplete**

Pass Photo

Role

Given Name

Family Name

Nationality

Date of Birth (dd/mm/yyyy)

Gender (M or F)

Email Address

Passport Number

Passport Country of Issue

Passport Issued By

Passport Issue Date

Passport Expiry Date (dd/mm/yyyy)

City of Birth

4. Complete application for accreditation data.
5. Once you have filled in all fields please click 'Save Changes'

Passport Number =

Passport Country of Issue =

Passport Issued By =

Passport Issue Date =

Passport Expiry Date (dd/mm/yyyy) =

City of Birth =

Country of Birth =

Disabled? ☐

Any Accessibility Requirements

Special Dietary Requirements

Terms & Conditions Accepted = ☐ [View T&Cs](#)

Data Protection Statement Accepted = ☐ [View Statement](#)

Code of Conduct Accepted = ☐ [View Details](#)

[Save Changes](#) [Return to List](#) [Withdraw Application](#)

For support please contact [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com)

6. Then click 'Return to List' and this will take you back to the main page and you should now find your applicant loaded onto your Delegation list with information regarding the status of their application.
7. Repeat this process as required for all members of your Delegation.
8. Changes can be made to all saved applications however once applications have been submitted no further changes can be made to the application via the Championships Portal. Member Federations are asked to email [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com) advising of amendments.
9. Once applications are complete please click the 'Submit Applications' button and this will process applications to the Accreditation Team for approval.
10. To remove an application please click 'Withdraw Application' and this will delete the entry from the system.

**GLASGOW 23 OCT-01 NOV**

**How to register individuals for this organisation?**  
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**Managing Applications**  
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Clicking the Submit Applications button will submit all applications currently on the Ready to Submit status, once submitted they will move to the Pending Approval status and you will be contacted in due course to be advised if the applications have been approved.

Organisation:  Expected Accreditations:  Current Total:

[Submit Applications](#) [Add Individual](#) [Manage Entries](#) [Provisional Entry](#) [Travel Details](#) [Book Accommodation](#)

☐ Display Withdrawn Records

Last Name	First Name	Role	Sub Role	Status	
Coll	Katherine	Gymnast		Application Incomplete	<a href="#">View Details</a>
SMITH	JOHN	Coach		Pending Approval	<a href="#">View Details</a>

For support please contact [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com)

## Travel Details



To advise the LOC of your arrival and departure arrangements please click on the 'Travel Details' Tab.

The screenshot shows a web browser window with the URL <https://www.gmsportal.co.uk/wgc2015/Org1>. The page header features the '2015 WORLD GYMNASIUM CHAMPIONSHIPS' logo and the dates 'GLASGOW 23 OCT-01 NOV'. Below the header, a blue banner reads 'Please update the travel details for your group.' The main content area has a 'Organisation' field set to 'Test Org1' and a 'Return to Home Page' button. There are two tabs: 'Arrivals' (selected) and 'Departures'. Under the 'Arrivals' tab, there is a form with the following fields: 'Arrival Date (dd/mm/yyyy):', 'Arrival Time (hh:mm):', 'Flight Number:', 'Flight From:', and 'Airline:'. Each field has a corresponding input box. Below these fields is an 'Update Selected' button. At the bottom of the form, there is a table with the following headers: 'Name', 'Date', 'Time', 'Flight From', 'Flight No', 'Airline', and 'Tick All'. The table is currently empty. The browser's taskbar at the bottom shows the Windows Start button and several application icons, including Internet Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner shows '13:34' and '20/03/2015'.

Please note that the submission of accreditation data must be completed for each individual before their travel details can be uploaded onto the system.

1. Select the Delegation Member that you wish to insert information against by clicking on the 'Update' box on the right hand side of their entry. You can also select multiple Delegation members at this point if they all have the exact same travel arrangements.
2. Then complete the required fields advising on arrival date, arrival time and flight details
3. Once this is complete click on 'Update Selected' the information you have inserted should now appear in the appropriate Delegates tab.
4. This should be repeated for departures by clicking on 'Departures' and inserting these details.
5. Repeat this as required for each member of your Delegation.
6. Should your Member Federation be arriving via an alternative travel hub please email [WGC2015@CSEPLC.com](mailto:WGC2015@CSEPLC.com) and a member of the Accommodation Team will contact you directly to discuss your requirements.



## Visa Requests

To request a letter of invitation to support your Member Federation visa requests delegations must submit each individual's accreditation data via the Championships Portal. The Championships Portal will automatically recognise countries that require a visa to enter the United Kingdom. Letters of invitation will be issued to the main contact of the Federation and not individuals.

Accreditations data submission will only be approved in conjunction with the FIG Nominative Registration process therefore for the purpose of visa requests if the Member Federation requires to submit additional accreditation request for those likely to travel only those on the FIG Nominative Registration will be approved for accreditation and all other requests will be removed. It is important to remember that the deadline for Visa requests is the 27th July 2015. Therefore if you or a delegate requires a visa, your submission of accreditation data must also be complete by the above date.

**For help and assistance with any section of the 2015 World Gymnastics Championships Portal please contact;**

- Hotel Request: [WGC2015@CSEPLC.com](mailto:WGC2015@CSEPLC.com)
- Accreditation Submission Data: [accreditation@2015worldgymnastics.com](mailto:accreditation@2015worldgymnastics.com)
- Delegation enquires (including Visa requests); [delegations@2015worldgymnastics.com](mailto:delegations@2015worldgymnastics.com)