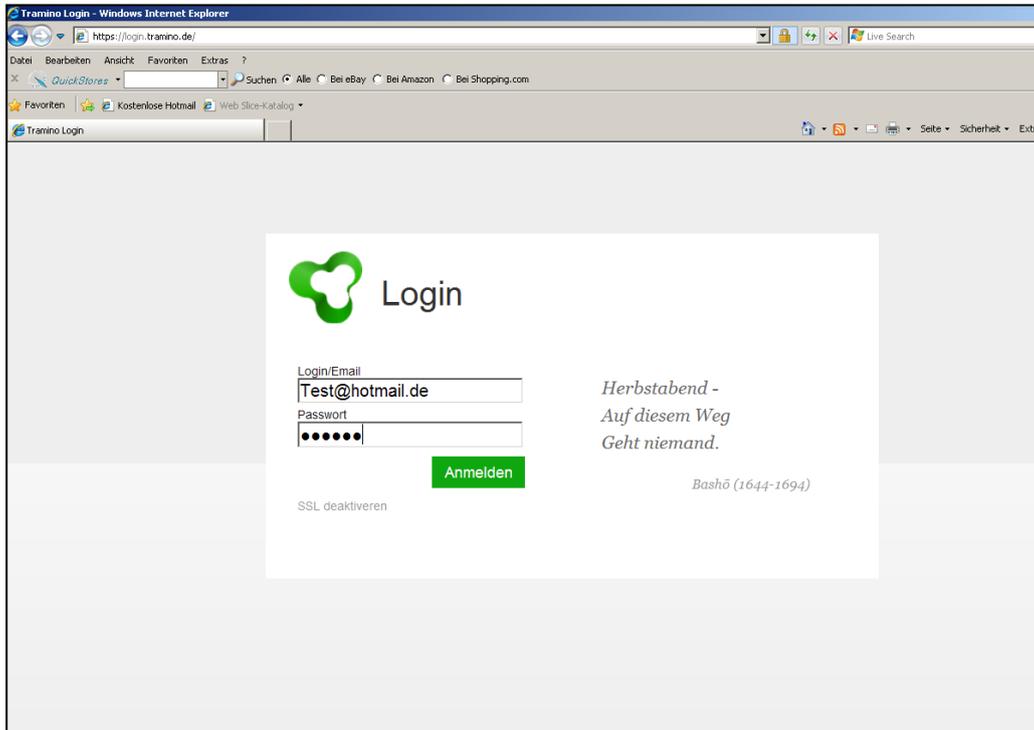


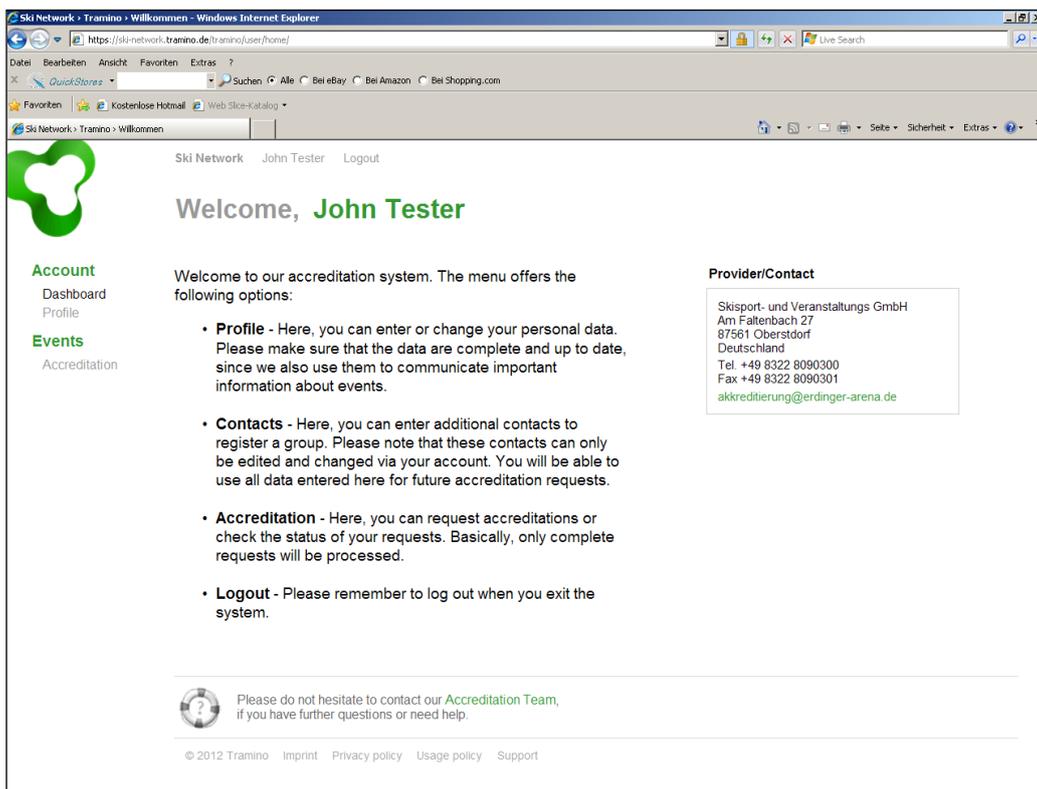
Manual to use our Accreditation System for single accreditation,

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

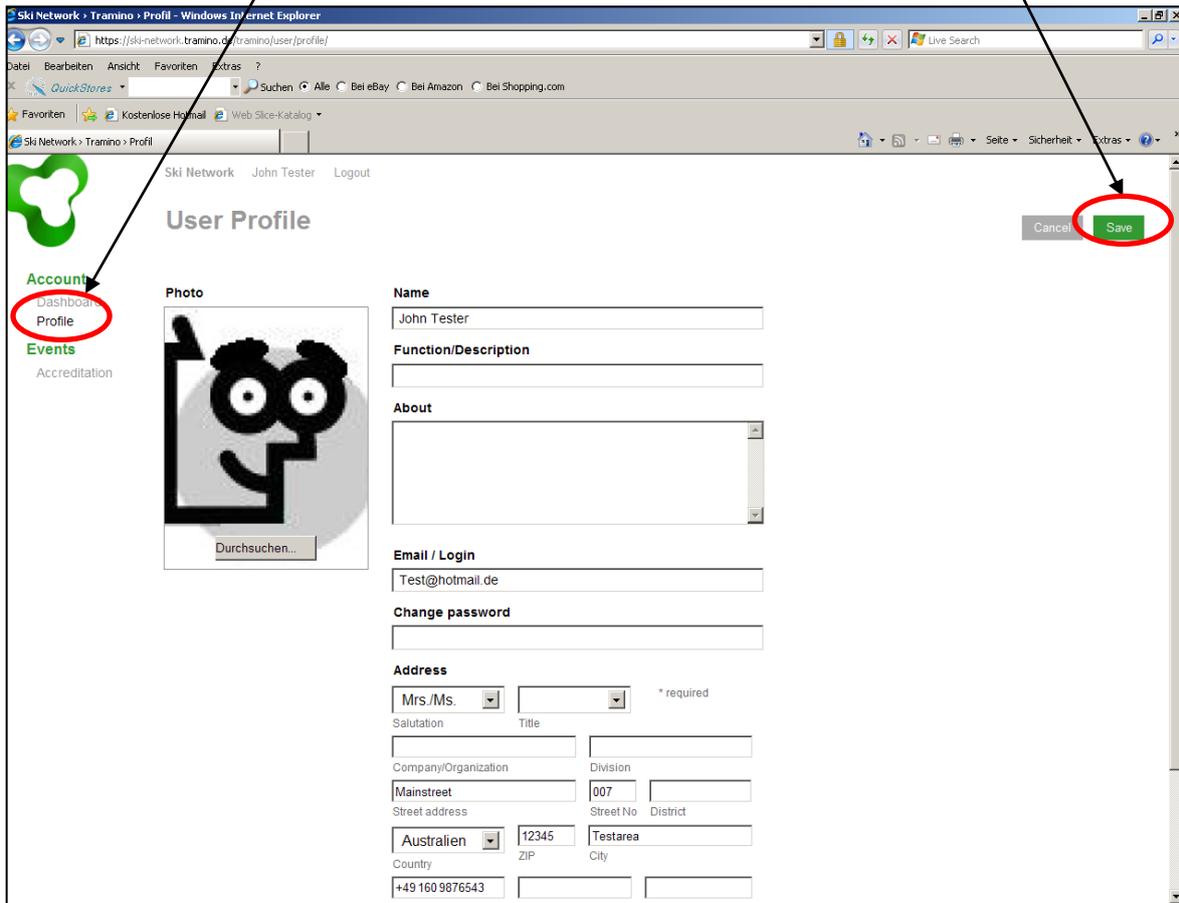
With these dates you can login in your account via <http://ski-network.com>



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

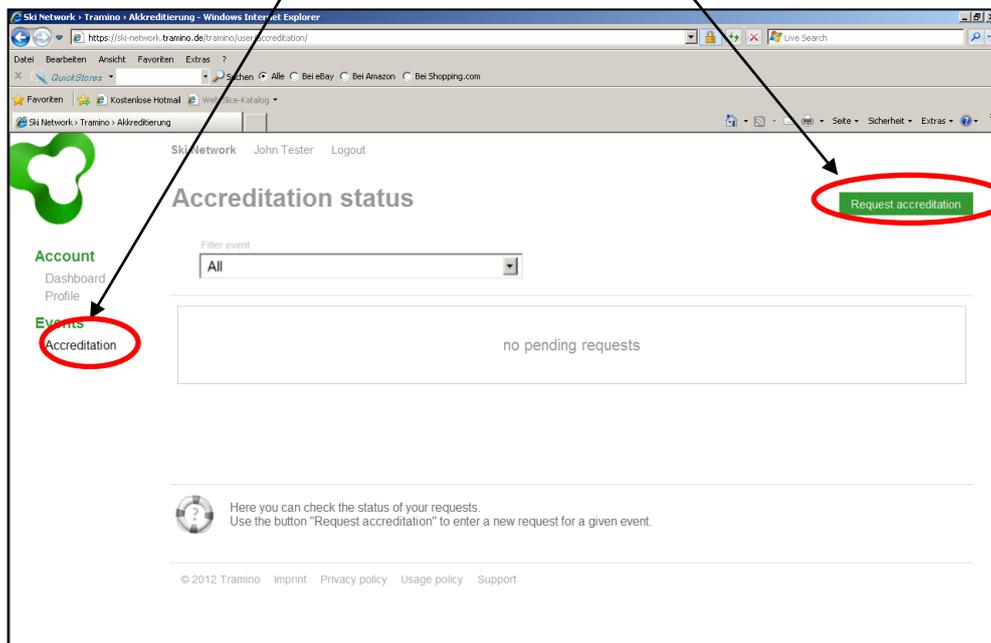


Under the sub item **Profile** you can fill in your dates, please do not forget to **save** afterwards.

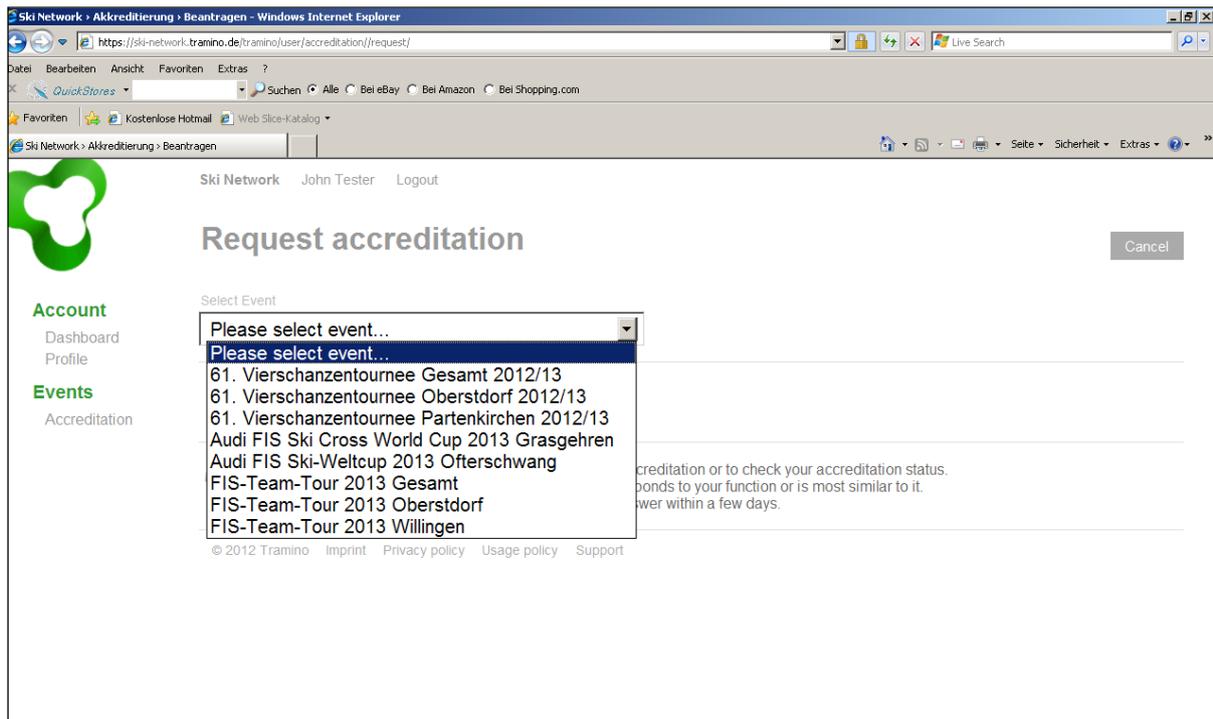


After you filled in all the required dates, you can continue with your accreditation. The first page at the sub item page **Accreditation** shows the actual Accreditation status.

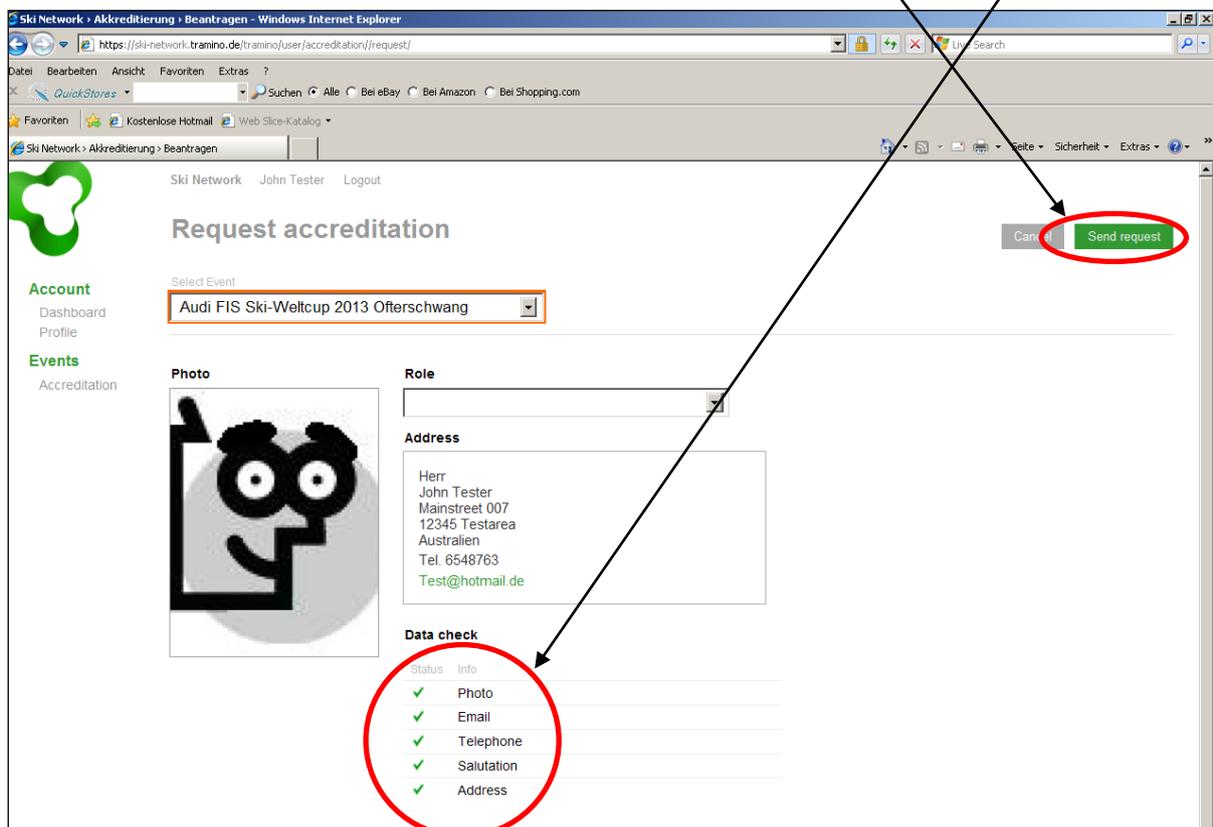
For your first accreditation request please use the **Request accreditation** button



Please select your event for which you want to send the request



After you selected your event, the following page shows your profile. By the **Data check list** you can control whether you have all required information for a request or not. In the empty field "Role" you have to choose your role or function during the event. 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 personal accreditation request.

The screenshot shows the 'Accreditation status' page for user John Tester. The page includes a 'Logout' link in the top right corner, a 'Request accreditation' button, a 'Filter event' dropdown set to 'All', and a table with the following data:

Id	Created	Status	Event	Name	Role
2791	just now	request	Audi FIS Ski- Weltcup 2013 Osterschwang	John Tester	MEDIA / B / Journalist

Below the table, there is a 'CSV Export' button and a help icon with the text: 'Here you can check the status of your requests. Use the button "Request accreditation" to enter a new request for a given event.' The footer contains copyright information for 2012 Traminio and links for Imprint, Privacy policy, Usage policy, and Support.

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

After our accreditation team processed your 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 e.V.

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