

## Acropolis 2023 – Accreditation and Event Entries

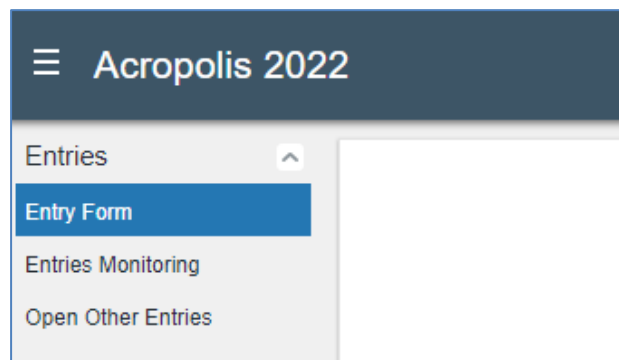
The platform designed for the Acropolis Swim Open will allow the submission of all delegation member requests for accreditation, as well as registration of athletes participation to the meet events in one single system. In order to complete your registrations, please follow the steps below:

### 1. Individual Entries

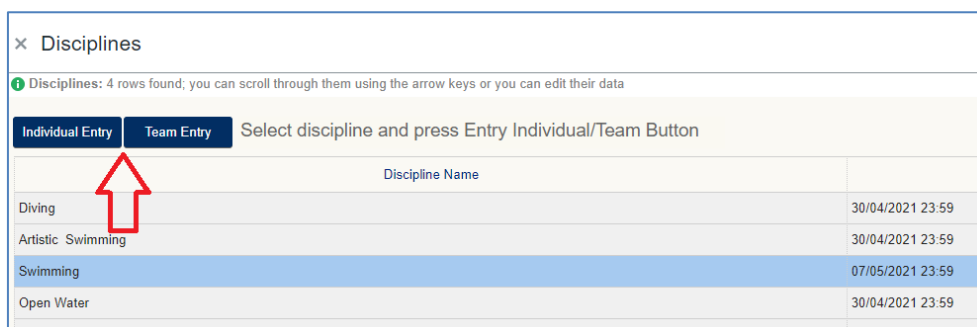
- a. Connect to the address <http://entryacropolis2023.microplustiming.com/> and login with username and password of your Federation / Club.



- b. To add a new athlete, select the menu item **“Entries > Entry Form”** on the left side of the screen.



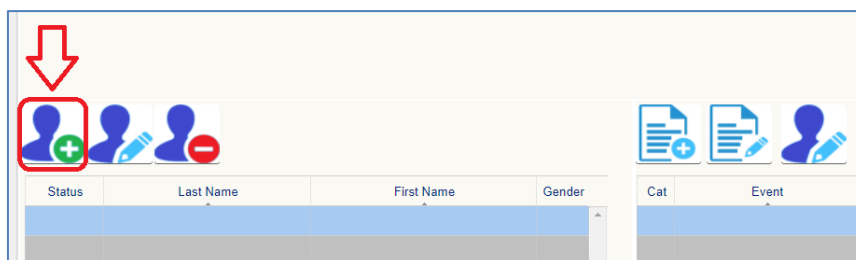
- c. Select “individual Entry” to proceed with individual events registrations



Disciplines	
Disciplines: 4 rows found; you can scroll through them using the arrow keys or you can edit their data	
<b>Individual Entry</b>   Team Entry	Select discipline and press Entry Individual/Team Button
Discipline Name	
Diving	30/04/2021 23:59
Artistic Swimming	30/04/2021 23:59
<b>Swimming</b>	<b>07/05/2021 23:59</b>
Open Water	30/04/2021 23:59

## 2. Swimming Individual Entries

- a. To add one new athlete, press **“Add Swimmers”** button to start registration procedure.



- b. 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.

The screenshot shows the 'Search Swimmers' form. The search criteria are: Last Name: vaza, First Name: First Name, Gender: (dropdown), Select Country: Greece. The 'Find' button is highlighted with a red box and an arrow. Below the search criteria are buttons for 'Confirm selected', 'ADD New swimmer', and 'Close'. A 'Reg. Number' field and a 'Find in Greek National DB' button are also visible. Below the buttons is a table with 6 entries. The second row is selected, and its checkbox is checked. The 'Confirm selected' button is also highlighted with a red box and an arrow.

Entries: Sel. 1 row out of 6	Last Name	First Name	Gender	Birth Date	Clb. Nat.	Club ID	Club Code	Club Name
<input type="checkbox"/>	Vazaios	Andreas	M	1994-05-09	GRE	73455	125	Athlitikos Naytikos Omil...
<input checked="" type="checkbox"/>	Vazaios	Stefanos	M	2002-10-06	GRE	73418	701	Athlitikos Omilos Okea...
<input type="checkbox"/>	Vazaïou	Aggelliki	W	1990-09-23	GRE	73432	109	Olybiakos S.F.P.

- c. **For Greek National Athletes only, the procedure will allow to search for athletes in National Database.**

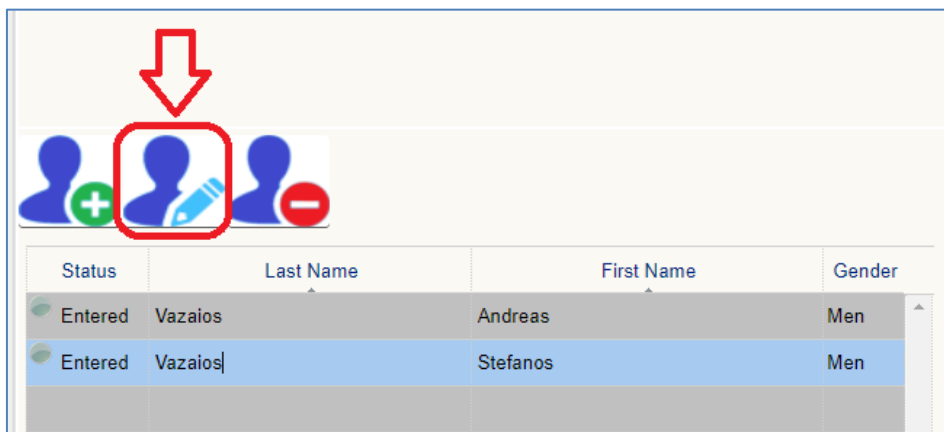
Different searching parameters are made available (Reg. Number, First Name, Last Name). Set the search filters and press on **“Find in Greek National DB”**. Again, all athletes corresponding to the selected criteria will be shown in the grid.

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.

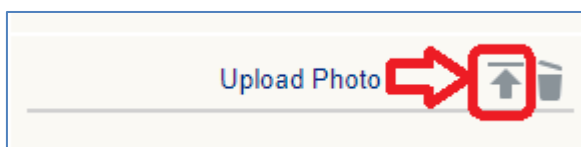
The screenshot shows the 'Search Swimmers' form. The search criteria are: Last Name: Βαζαϊός, First Name: First Name, Gender: (dropdown), Select Country: Greece. The 'Find in Greek National DB' button is highlighted with a red box and an arrow. Below the search criteria are buttons for 'Confirm selected', 'ADD New swimmer', and 'Close'. A 'Reg. Number' field is also visible. Below the buttons is a table with 10 entries. The fourth row is selected, and its checkbox is checked. The 'Confirm selected' button is also highlighted with a red box and an arrow.

Entries: Sel. 1 row out of 10	Reg. Number	Last Name	First Name	Last Name ENG	First Name ENG	Gender	Birth Date	Clb. Nat.	Club ID	Club C
<input type="checkbox"/>	47314	ΒΑΖΑΙΟΣ	ΑΝΑΡΓΥΡΟΣ	VAZAIOS	ANARGYROS	M	01/01/1973		3	102
<input type="checkbox"/>	42595	ΒΑΖΑΙΟΣ	ΑΝΑΡΓΥΡΟΣ	VAZAIOS	ANARGYROS	M	01/01/1976		3	102
<input type="checkbox"/>	167760	ΒΑΖΑΙΟΣ	ΑΝΑΣΤΑΣΙΟΣ	VAZAIOS	ANASTASIOS	M	14/05/2007		4	103
<input checked="" type="checkbox"/>	122308	ΒΑΖΑΙΟΣ	ΑΝΔΡΕΑΣ	VAZAIOS	ANDREAS	M	09/05/1994		263	184

- d. To add accreditation photo and review athlete personal data, including name to be corrected, select the athlete row and press “**Edit Swimmers**” button.

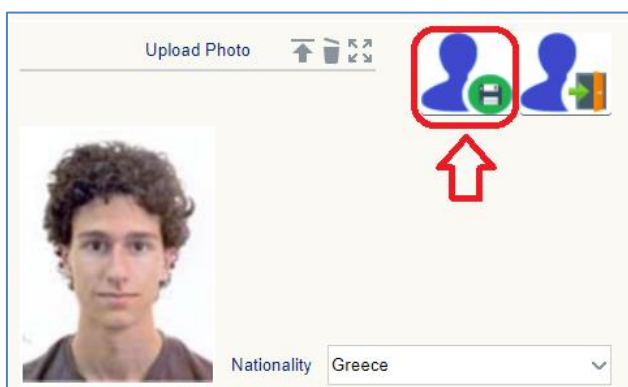


- e. Athlete photos can be uploaded by pressing the “upload document” arrow on the top, and selecting the file on your PC to save the file.



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

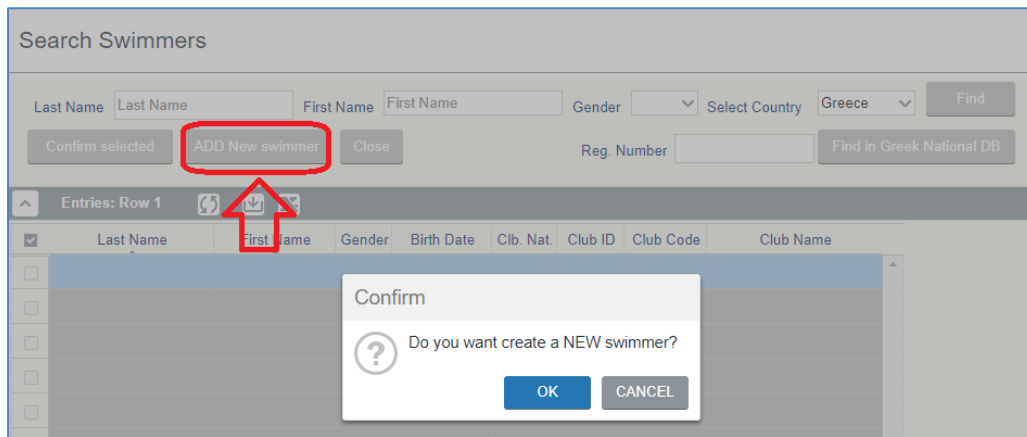
- f. Once completed the editing, data can be confirmed with the “Save” button.



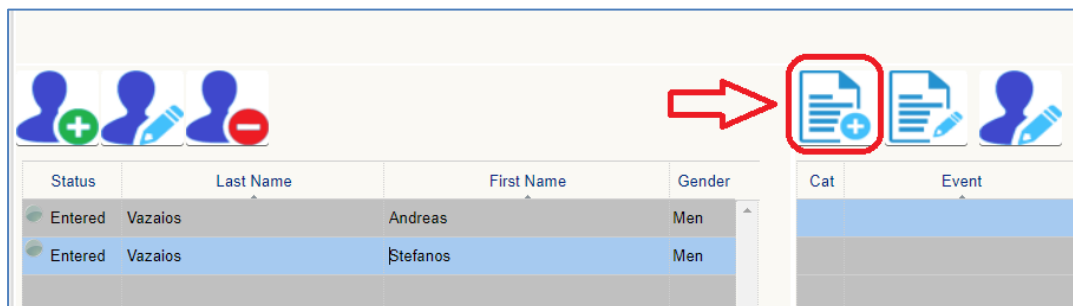
- g. In case an athlete is not found in any database, you will be able to create a new swimmer.

From the search window, you can press “**ADD new swimmer**” and manually enter all details through the editing window in insert mode.

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!

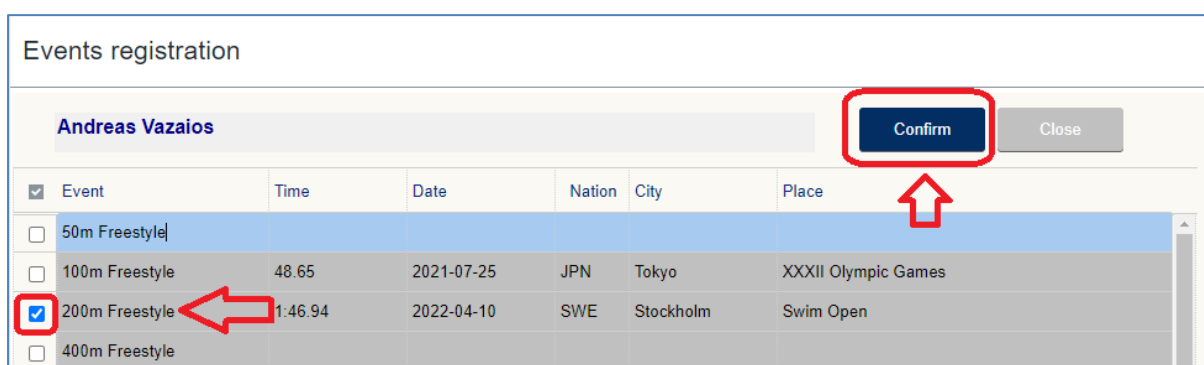


- h. To register an athlete for a specific event, select the athlete row, then press the **“Edit Events”** button.



- i. 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 an athlete neither found in International nor National database, no qualify time will be displayed and his/her entry time will be recorded as “N.T.”.**



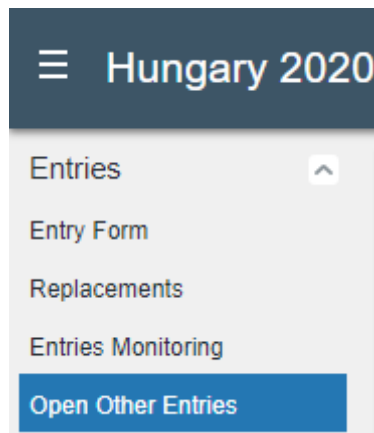
- j. Athlete entries will appear in the **“Registration to Events”** grid. In case you would like to delete a previous registration, just select **“Edit Events”** once more and uncheck undesired events.

### 3. Team Staff Entries

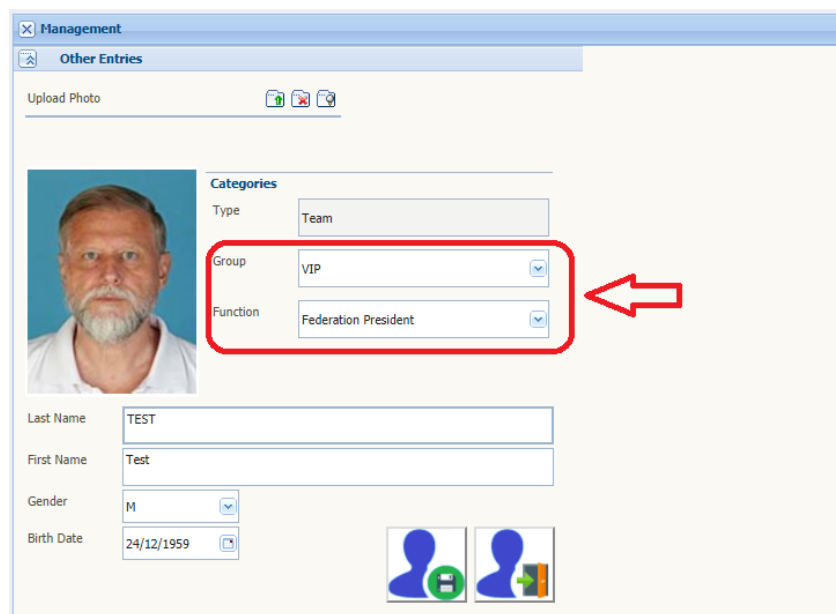
To register all the other members of the Delegation which will require an accreditation during the event, a similar process has to be followed:

Connect to the same address <http://entryacropolis2023.microplustiming.com/> and login with username and password of your Federation / Club.

- b. Select the menu voice **“Entries > Open Other Entries”** on the left side of the screen.



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

A screenshot of a web application interface titled 'Management' with a sub-tab 'Other Entries'. The interface shows a form for entering personal data. On the left, there is a photo upload area with a placeholder image of a man. To the right of the photo is the 'Categories' section, which includes a 'Type' dropdown set to 'Team', a 'Group' dropdown set to 'VIP', and a 'Function' dropdown set to 'Federation President'. A red rectangular box highlights the 'Group' and 'Function' dropdowns, with a red arrow pointing to them from the right. Below the 'Categories' section are input fields for 'Last Name' (TEST), 'First Name' (Test), 'Gender' (M), and 'Birth Date' (24/12/1959). At the bottom right, there are two icons representing user profiles.

- d. 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.