

EUROPEAN UNIVERSITIES GAMES
HOW TO REGISTER
FOR EUG2021

STEP-BY-STEP GUIDE FOR
CONTACT PERSON

2021

EUROPEAN UNIVERSITY SPORTS ASSOCIATION



GOOD TO KNOW

EUG2021 REGISTRATIONS

1. ABBREVIATIONS

ESF – European Sports Federation

EUC – European Universities Championships

EUG – European Universities Games

EUSA – European Universities Sports Association

IEF – Individual Entry Form

ISF – International Sports Federation

NSF – National Sports Federation

NUSA – National University Sport Association

OC – Organising Committee

TD – Technical Delegate

2. REGISTRATION DEADLINES

General entry – 1st deadline	January 15 th , 2021
General entry – 2nd deadline	February 15 th , 2021
General entry – 3rd deadline	March 15 th , 2021
Quantitative entry (Referee entry)	April 15 th , 2021
Individual entry	June 15 th , 2021
Travel plan	June 15 th , 2021

3. REGISTRATION PROCEDURE

Participants of the EUG are Universities and similar institutions with status of an institution of higher education recognized by an appropriate national authority of their country.

Participants shall be nominated through their NUSA ([EUSA Members](#)), who can submit General Entry Form at <https://eug2021-registrations.eusa.eu/> and define a contact person to carry out the rest of the registration procedure, including submission of the Quantitative forms, Individual Entries and Travel Plans.

4. FEES

4.1 DEPOSIT

2.000 EUR per team for: Basketball, Football, Futsal, Handball, Rugby 7s, Volleyball, Water Polo.

400 EUR per team for: 3x3 Basketball, Badminton, Beach Handball, Beach Volleyball, Chess, Table Tennis, Tennis;

200 EUR for: Judo, Karate, Kickboxing, Orienteering, Para Table Tennis, Rowing, Taekwondo and General Coordination.

Deposit will be deducted from the Participation fee of the delegation and will be returned to those NUSAs/teams who are not selected. Deposits are otherwise non-refundable (confirmed teams that cancel are therefore not entitled to get their deposit back).

4.2 PARTICIPATION FEE

70 EUR / person / night

All participants must be present for the entire duration of their respective competition, from the official arrival day

until the official departure day. Referees are exempt from payment.

In case of forfeit/withdrawal after being confirmed and in case fewer delegation members participate in the competition, OC is responsible for dealing with the Participation fee policies.

4.3 EUSA ENTRY FEE

30 EUR / person

In case of a forfeit/withdrawal after being confirmed and in case fewer delegation members participate in the competition, the EUSA Entry fee is non-refundable.

Fees are calculated automatically based on the numbers set in the Quantitative Entry Form. Fees cover accommodation with full board – breakfast, lunch, dinner (starting with lunch on arrival and finishing with breakfast on departure day), transfer from official welcome points, local transport, training, competitions, ceremonies and general organization of the event.

5. PAYMENT DEADLINES

DEPOSIT (to EUSA): EUSA shall receive a deposit, together with the General Entry Form (1st, 2nd and 3rd deadline). Only general entries with deposits paid within the defined deadlines will be considered.

PARTICIPATION FEE (to OC): if paying in one instalment, fee needs to be paid until June 15th, 2021. If paying in two instalments; 50% of the payment (without considering General

Entry deposit) by the April 15th, 2021 and final payment by June 15th, 2021.

EUSA ENTRY FEE (to EUSA): EUSA shall receive an EUSA Entry Fee from competitors, officials, NUSA representatives and other participants together with the submission of the Quantitative Entry (referees are exempt from the payment).

6. GENERAL ENTRY

Only NUSA may enter and submit the General Entry forms. Only in case a NUSA is not responding or does not exist, a university team may be entered directly by EUSA.

Each team entered has to pay a deposit to EUSA according to the pro-forma invoice, which is automatically generated upon submitting the General Entry. Only general entries with deposits paid within the defined deadlines will be considered.

6.1 GENERAL ENTRY DEADLINES

General entry – 1st deadline	January 15 th , 2021
General entry – 2nd deadline	February 15 th , 2021
General entry – 3rd deadline	March 15 th , 2021

1st deadline: Only 1 (one) NUSA team will be considered at the first call of the General Entry, namely the team ranked number 1 (one) by NUSA being the winner of the national championship. In case this is not possible, the team with the next national ranking may participate.

2nd deadline: In case the allowed maximum number of teams is not reached within the general entry – first call, the second call of the general entry is observed, where the sec-

ond team nominated by NUSA can be accepted, by criterion "first pay-first serve".

If General Entry – second call is open, winner of the previous year event (EUC) has special rights ("wild card") to enter the competition in the corresponding sport under the same conditions and criteria valid for other teams.

3rd deadline: In case the allowed maximum number of teams is not reached within the general entry – second call, the third call of the general entry is observed, where the third, fourth, fifth team and exceptionally second team from the same university nominated by NUSA can be accepted, by criterion "first pay-first serve" and by respecting the maximum allowed number of teams in the EUG from the same NUSA, as per EUSA Rules and Regulations.

If the number of received general entries exceeds the maximum number defined in the EUSA Rules and Regulations and/or technical regulations of the sport concerned, the following criteria will apply:

- A. The entry nomination and deposit payment date
- B. The general entries deadlines and priorities within each deadline (EUSA Rules and Regulations 2021, REG80 – REG93)

7. QUANTITATIVE ENTRY

Quantitative entry (Referee entry): April 15th, 2021

Quantitative entry will be considered only if the composition of the delegation is in line with the Technical Regulations (min, max number of athletes and official duration of the competition). If the confirmed university does not submit the Quantitative Entry form within the deadline, Participation fee for the maximum allowed number of competitors and officials as determined in the Technical Regulation of the sport concerned can be imposed by the OC.

Referees entry: Referees with an international license issued by ISF/ESF or at least with the highest national license issued by NSF are allowed to be involved in EUSA competitions (if defined in the Technical Regulations of respective sport). Referee's licence needs to be submitted by the Quantitative Entry deadline and must be verified and approved by the TD/OC. More information on Referees (EUSA Rules and Regulations 2021, REF1 – REF13)

8. INDIVIDUAL ENTRY FORM

Individual entry: June 15th, 2021

Individual entry form will be approved only if completed correctly and after the fee payments are confirmed. IEF, signed and sealed needs to be uploaded in the platform and submitted.

Once the IEF is submitted it can only be edited by the OC and EUSA.

Original IEF needs to be presented at the accreditation process, where the identity needs to be proved by showing the Personal document, that was uploaded in the IEF.

9. TRAVEL PLAN

Travel plan: June 15th, 2021

Participants shall be present for the entire duration of their respective competition, from the official arrival day until the official departure day. It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates.

Transportation from the designated pick-up points on official arrival and departure days (international airport, bus or train station) will be provided according to the Travel plan submitted by the Contact person and approved by the OC.

10. IMPORTANT INFORMATION

The delegations are responsible to provide international health insurance for all their members.

website <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>.

VISA Requirements – Please check on travel regulations on the Ministry of Foreign Affairs of the Republic of Serbia

In order to obtain the VISA Invitation Letter please contact the OC.

EUG2021 PARTICIPANT ELIGIBILITY (EUSA RULES AND REGULATIONS 2021, REG58 – REG60)

REG 59.1 Students who are officially registered for and pursuing a course of study at: university, or similar institute with the status as an institution of higher education recognised by the appropriate national authority of their country. Participation of university teams from disputed territories is possible only for universities recognised either by the European University Association or the International Association of Universities. Such Universities will compete under University and EUSA flag. A student shall confirm his status by delivering completed, signed and sealed EUSA IEF.

59.2. Former students who obtained their academic degree or diploma **after July 31, 2019**.

59.3. Competitor's age is defined by the formula: the EUG Year (2021) – competitor's year of birth = age. According to this formula competitor shall not be younger than 17 and older than **31 years**.

HOW TO REGISTER FOR EUG2021

STEP-BY-STEP GUIDE FOR CONTACT PERSON

Please make sure you carefully read the instructions and follow the steps provided in this guide. We advise you to read the GOOD TO KNOW section of this document and [EUSA Rules and Regulations](#).

1. GENERAL ENTRY

STEP 1 - Contact NUSA

- Participants shall be nominated through their NUSA ([EUSA Members](#)), who can submit General Entry Form and define a Contact person to carry out the rest of the registration procedure. Only in case when a NUSA is not responding, University may contact EUSA directly to carry out the registration procedure.

STEP 2 - Wait to be approved

- After the initial deposit is paid, and the team is confirmed by EUSA, the Contact person listed in the General Entry form (by NUSA), can add the Quantitative, Individual Entry Forms and Travel Plans.
- NUSA and Contact person will be informed if otherwise (waiting list, missing payments, information).

Do not make any travel arrangements prior the University is approved by EUSA.

→ EUSA ADMINISTERS THE GENERAL ENTRY PROCESS. EUSA COLLECTS GENERAL ENTRY DEPOSITS AND CONFIRMS PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). FOLLOWING THE CONFIRMATION OF THE PAYMENT, EUSA APPROVES THE GENERAL ENTRIES AS PER EUSA RULES AND REGULATIONS. IN CASE OF ISSUES CONTACT: registrations@eusa.eu.

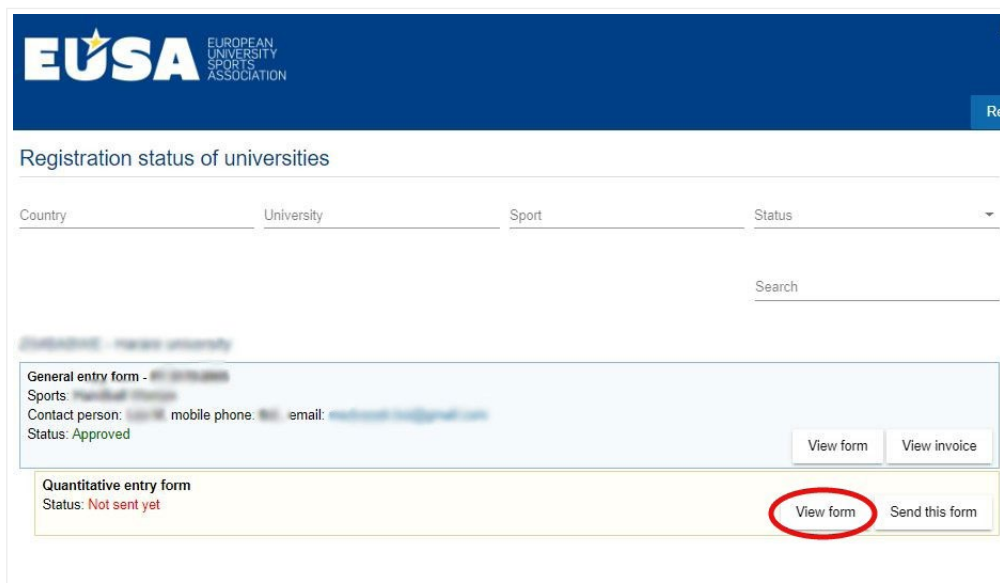
2. QUANTITATIVE ENTRY FORM

Quantitative entry form opens after the deposit payment is confirmed and after eusa confirms the team's participation. E-mail will be sent when your general entry is approved. Status in the general entry form will change into approved and will be written in green. Prior to this, submission is not possible.

Only CONTACT PERSON can carry out the Quantitative entry form. Contact person that was defined by NUSA needs to use the username and password provided by EUSA registration (if not in your inbox, please check the spam; password can be personalized afterwards). In case of forgotten password, please use the Forgot your password? link and follow the instructions.

STEP 1 - Fill out

- Click View form to open the Quantitative entry form



The screenshot shows the EUSA (European University Sports Association) website interface. At the top, there is a blue header with the EUSA logo and the text 'EUROPEAN UNIVERSITY SPORTS ASSOCIATION'. Below the header, the page title is 'Registration status of universities'. There is a table with columns for 'Country', 'University', 'Sport', and 'Status'. A search bar is located below the table. The table contains two entries. The first entry is for a 'General entry form' with a status of 'Approved' and buttons for 'View form' and 'View invoice'. The second entry is for a 'Quantitative entry form' with a status of 'Not sent yet' and buttons for 'View form' and 'Send this form'. The 'View form' button for the quantitative entry form is circled in red.

- Official arrival and departure date are automatically set.
- INSERT NUMBER/GENDER OF PARTICIPANTS - make sure to respect the defined quota.

Quantitative entry form

Country: **Zimbabwe**
 Federation: **IF Basketball - IBSF**
 University: **Harare university**
 Sport: **Basketball Women**

* Arrival date: **16.07.2019**
 Min: 16.07.2019, Max: 16.07.2019

* Departure date: **26.07.2019**
 Min: 26.07.2019, Max: 26.07.2019

Participants shall be present for the entire duration of their respective competition, from the official arrival day until the official departure day.
 It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates.

* Delegation:	Men	Women	Total	Participation fee
* Athletes:	0	11	11	6435
* Officials:	1	2	3	1755
* Referees:	1	0	1	0
* Total:	2	13	15	8190

Participation fee for athletes and officials is 65 EUR/person/day. There is no participation fee for referees.
 50% of the participation fees shall be paid latest by the quantitative entry deadline; the balance shall be paid latest by the individual entry deadline.
 EUSA entry fee (30 EUR/person) for team sports shall be paid latest by the quantitative entry deadline. Please note that the reference number is an obligatory element of the payment!
 Original invoices and payment confirmations will be issued at accreditation upon arrival.

- EUSA Entry fee and Participation fee are calculated automatically. On the PF Invoice, deposit is automatically deducted from the Participation fee.
- Referees are exempt from payment.
- ADD REFEREE (where applicable / or select that you will pay the referee fee)
 - Only referees with an international license issued by ISF/ESF or at least with the highest national licence issued by NSF are allowed to be involved in EUSA competitions (if defined in the Technical Regulations of respective sport).
 - All fields must be filled out correctly (official license needs to be attached)
 - Until approved by the OC/TD, delegation should refrain from making travel arrangements for the referee. Once General entry form is approved, Individual entry form for referee will open.

Referees

* Select: We will pay the Referee Fee in the amount of 1000 EUR.
 We will bring our own Referee (please fill out fields below).

* Family name:

* First name:

* Sex: Female Male

* Licence type: International National

* Licence: **Browse** or drop the document here to upload

Head of delegation

* First name:

* Last name:

* Email:

* Phone:

Payment

* Payment type: Two instalments: 50% deposit (by) and final payment (by)
 One instalment: final payment (by)

SAVE CANCEL

- ADD HEAD OF DELEGATION (all data must be provided)
- SELECT TYPE OF PAYMENT (in one instalment to be paid until June 15th, 2021 or in two instalments; 50% of the payment by the April 15th, 2021 and final payment by June 15th, 2021).
- Click SAVE.

STEP 2 - Submit

- To submit the form Click SEND THIS FORM button

STEP 3 - Pay

- PARTICIPATION FEE AND EUSA ENTRY FEE PAYMENT (follow the deadlines on the Invoice)
 - Invoice is generated once the Quantitative Entry Form is submitted
 - Click VIEW INVOICE, add/edit your bank data, click SAVE and VIEW INVOICE again

General entry form - PF 1234/2021
Sports: Basketball Women
Contact person: Jane Doe mobile phone: +353 1 234 5678 email: jane.doe@eusa.com
Status: Approved

Quantitative entry form
Status: Waiting for payment

- Follow the bank data on the invoice – when paying the REFERENCE NUMBER (e.g. PF 1234/2021) must be provided in the Payment details.
 - PARTICIPATION FEE is paid to the OC bank account
 - EUSA ENTRY FEE is paid to the EUSA bank account

→ OC COLLECTS PARTICIPATION FEE AND CONFIRM PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). OC ADMINISTERS THE QUANTITATIVE ENTRY PROCESS. IN CASE OF ISSUES CONTACT OC: info@eug2021.eu.

→ EUSA COLLECTS EUSA ENTRY FEE AND CONFIRMS PAYMENTS AFTER RECEIVING THEM ON THE BANK ACCOUNT (INTERNATIONAL PAYMENTS NEED UP TO 3 WORKING DAYS). EUSA DOES NOT ADMINISTER THE QUANTITATIVE ENTRY PROCESS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

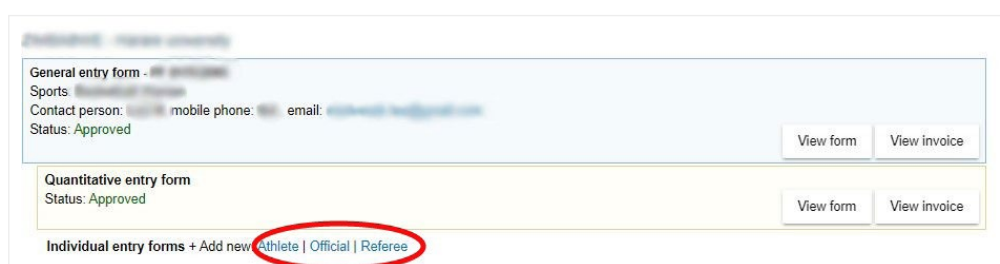
3. INDIVIDUAL ENTRY FORM

Individual entry form opens after the submission of the quantitative entry form. Prior to this, submission is not possible. The teams need to be marked as paid and confirmed and the ief, signed and sealed uploaded before the individual entry forms will be approved by the OC.

Only CONTACT PERSON can carry out the Individual entry form. Please make sure to use the same username (email) throughout the process.

STEP 1 - Add

Add new Individual Entry Form: Athlete, Official or Referee



The screenshot shows a web interface with two main sections. The top section is titled 'General entry form' and includes fields for 'Sports', 'Contact person', 'mobile phone', and 'email'. Below these fields, the status is 'Approved'. To the right of this section are two buttons: 'View form' and 'View invoice'. The bottom section is titled 'Quantitative entry form' and also shows a status of 'Approved' with 'View form' and 'View invoice' buttons. At the bottom of the interface, there is a label 'Individual entry forms + Add new' followed by a dropdown menu with three options: 'Athlete', 'Official', and 'Referee'. The 'Athlete' option is circled in red.

- Make sure the number of Individual Entry Forms equals the numbers/functions provided in the Quantitative Entry form and as written in the Technical Regulations of specific sport.

STEP 2 - Fill out

- Fill out the form
 - If existing person in the system, CHOOSE FROM THE DROP-DOWN MENU.
 - If not existing add it. Please make sure not to overwrite/edit existing persons.

Individual entry form - 1 of 14

Country:

Federation:

University:

Sport:

Type:

Find existing person:

* Family name/surname:

* First name:

Birth/maiden name:

* Sex: Male Female

* Date of birth:
Format: dd.mm.yyyy

* Nationality:

* Place of birth (City and Country):



- The form will prompt you for JavaScript and Flash permissions, to enable photo upload (formal, IDlike photos should be used, in JPG format, dimension ratio 4:3). Please make sure the photo is as written in the guidelines.
- UPLOADED PHOTO will be used for accreditation and needs to be in accordance with guidelines.
- Make sure the Passport (ID card) number is correct and matches the number of the copy of the Passport (ID card) uploaded within the IEF.
- SAVE the form.

✓

- Standard 3.5 x 4.5 cm photos (for passport/ID).
- Full head from top of hair to shoulders.
- Directly facing camera with a neutral expression or a natural smile, with both eyes open.
- Background is uniform, plain and white or off-white, and free of shadows.

✗

- No selfies.
- If possible, no glasses (no dark frames allowed), if you must wear glasses, ensure that there is no reflection on the glasses.
- No hats or head coverings, except for religious or medical purposes and with a signed statement.
- No shadows or other objects in the background or on the face.

Your application will be delayed if your photo does not meet the guidelines.

* Permanent address:

* City:

* Country:

Temporary address (if different than permanent):

* Email:

* Mobile phone:

* Faculty:

Field of study:

Year of study:

* Graduate: Yes No

Special dietary requirement:

STEP 3 - Print and sign

- After the form is saved, it needs to be printed.

The screenshot shows a user interface for managing entry forms. It includes sections for 'General entry form', 'Quantitative entry form', and 'Individual entry forms'. The 'Individual entry forms' section shows a list of forms with columns for 'athlete', 'Status', and 'Not sent yet'. The 'Print' button is circled in red.

- Once printed it must be signed by the athlete and **signed and sealed by the University (not NUSA)** before being uploaded back to the platform. Officials and Referees only sign the IEF by themselves.
- Original IEFs of all participants needs to be presented at the accreditation process, where the identity needs to be proved by showing the Personal document, as uploaded in the IEF.

STEP 4 - Upload and submit

- Click View form and upload signed and sealed Individual Entry Form in the newly appeared field.

The screenshot shows a document upload field with the text: '* Individual entry form, signed and sealed: Browse or drop the document here to upload'.

- Save the form.
- Press Send this form button for final submission.

The screenshot shows the same user interface as in Step 3, but now the 'Send this form' button is circled in red.

- Individual entry form cannot be edited once it was submitted. In case of mistakes/changes please contact the OC.
- E-mail will be sent when your Individual entry form is approved. Status of the form will change into approved and will be written in green.

→ OC CHECKS AND APPROVES THE INDIVIDUAL ENTRY FORMS. IN CASE OF ISSUES CONTACT OC:
info@eug2021.eu.

→ EUSA DOES NOT ADMINISTER THE INDIVIDUAL ENTRY PROCESS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

4. TRAVEL PLAN

Travel plan opens after the submission of the Quantitative Entry Form. Prior to this, submission is not possible.

Only CONTACT PERSON can carry out the Travel Plan. Please make sure to use the same username (email) throughout the process.

STEP 1 - Add

- Click + Add new travel plan



STEP 2 - Fill out

Number of persons arriving and departing within one Travel plan should match. One Travel plan therefore refers to the participants with the same date, hour and point of arrival/departure. If otherwise, please create additional Travel plan.

- Official arrival and departure dates are already set. It is considered as breach of discipline to arrive later or leave the event earlier than required by the official dates. For any arrangements that deviate from official days, please liaise with the OC.
- Choose the Final Arrival / Departure location from the drop-down menu
- Choose the Mode of transport for the final / first leg of your journey
 - If coming with your own transport, advise with OC about the parking
- Save the Travel plan

Travel plan

Arrival

* Number of persons:

* Mode of transport: Plane Ferry/ship
 Train Own bus/van/car
 Bus

* Airport/station/location:

* Arrival date:

* Arrival from (Last leg):

* Arrival/flight (etc) number:

Departure

* Number of persons:

* Mode of transport: Plane Ferry/ship
 Train Own bus/van/car
 Bus

* Airport/station/location:

* Departure date:

* Departure to (First leg):

STEP 3 - Submit

- To submit the Travel plan click SEND THIS FORM button
- E-mail will be sent when your Travel plan is approved. Status will change into approved and will be written in green.

→ OC CHECKS AND APPROVES THE TRAVEL PLANS. IN CASE OF ISSUES CONTACT OC: info@eug2021.eu.

→ EUSA DOES NOT ADMINISTER THE TRAVEL PLANS, ONLY PROVIDES SUPPORT IN CASE OF PROBLEMS.

5. PAYMENTS AND INVOICES

Please respect the payment deadlines set in EUSA Rules and Regulations.

Only Contact person can access and download the invoices of the delegation. Bank data for the Invoice can be edited by the Contact person.

Once the payment, according to the Pro-forma Invoice, is paid and confirmed by EUSA/OC (EUSA confirms deposits and EUSA Entry fee, OC confirms Participation fee), Pro-forma Invoice automatically changes into the Invoice.

Original invoice for the deposit and EUSA fee can be downloaded from the Registration platform. Original invoice for the Participation fee will be provided by the OC at the Accreditation procedure.

Refund requests can be made within sixty (60) days after the conclusion of EUG. Only requests using [EUSA Refund Request Form](#) will be considered.



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MOMENT

DOWNLOAD APP!



Share your EUSA moments with us! Take a photo of your special sporting experience and upload it on our app along with your favourite hashtag & quote about university sport!

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EUSA
MEET THE FUTURE OF SPORT



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