

EUROPEAN UNIVERSITIES GAMES
HOW TO REGISTER
FOR EUG2021

STEP-BY-STEP GUIDE FOR
NUSA

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 15th, 2021

General entry – 2nd deadline February 15th, 2021

General entry – 3rd deadline March 15th, 2021

Quantitative entry (Referee entry) April 15th, 2021

Individual entry June 15th, 2021

Travel plan June 15th, 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 NUSA

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

NUSA enters the university by logging into the registration page <http://eug2021-registrations.eusa.eu/> using the existing username and password. In case of forgotten password, please use the Forgot your password? link and follow the instructions.

STEP 1 - Add

- ADD NEW GENERAL ENTRY FORM



STEP 2 - Fill out

- SELECT SPORT DISCIPLINE (or GENERAL COORDINATION* – only for NUSA officials)
 - *NUSA which directly represents the university teams from its country is entitled to participate in the EUG with its General Coordination, by maximum of three percent (3%) of all their participants.
- SELECT/ADD UNIVERSITY (or NUSA, if registering General Coordination)
 - If already existing in the system, CHOOSE FROM THE DROP-DOWN MENU.
 - If not existing, CLICK HERE TO ADD IT.
 - If new University is added, EUSA will review it before the submission. NUSA Contact person will receive e-mail confirmation when the review is complete.

- It is NUSA responsibility to verify that submitted Universities and similar institutions with status of an institution of higher education are recognised by an appropriate national authority of their country. It is compulsory that NUSA verifies the status of the competitors from their universities.
- SELECT/ADD CONTACT PERSON
 - If existing in the system, CHOOSE FROM THE DROP-DOWN MENU.
 - If not existing, CLICK HERE TO ADD IT.
 - Insert valid contact data. Only the designated contact person will be able to administer the next steps of registration.
 - Contact person listed will automatically receive an email with the username and link to select the password. If already existing contact is chosen, username and password do not get send but remain as they were when first created.
 - For Team Sports:
 - Select NUSA priority
 - Enter the achievement/place at the latest National University Championship
 - For Para Sports:
 - Add preliminary numbers as requested. If not sure, please leave empty.
 - Verify University logo

The screenshot shows the EUSA registration interface. The top navigation bar includes the EUSA logo and 'Logged in as' with a 'Logout' link. Below the navigation are tabs for 'Registrations', 'Help', and 'Reports'. The main content area is divided into two columns: 'General entry form' on the left and 'Event info' on the right.

General entry form fields:

- Country: [dropdown]
- Federation: [dropdown]
- Sport: A grid of radio buttons for various sports. 'Handball Women' is selected.
- University: [dropdown with 'Not yet defined' option]
- Contact person: [dropdown with 'Can't find a contact person? Click here to add him/her.'
- Contact mobile: [text input]
- Nusa priority: [dropdown]
- Achievements: [text input with 'Please enter the achievement/place at the latest National University Championship.'

Event info:

- Logo for BELGRADE 2020 EUSA
- European Universities Games 12.07 - 25.07
- Important deadlines:
 - General entry form: 15.01.2020
 - Quantitative entry form: 15.04.2020
 - Individual entry form: 15.06.2020
 - Travel plan: 15.06.2020
- Organizer: Office EUG2020, office@eug2020.eu, www.eug2020.eu

At the bottom of the form, there are two buttons: 'SAVE' (circled in red) and 'CANCEL'.

- Once you fill out all the fields, click SAVE THE FORM.

STEP 3 - Submit

To submit the form click SEND FORM button

General entry form
Sports: Football (Women)
Contact person: John W. mobile phone: 0011 email: john.w@usa.com (Change contact)
Status: Not sent yet

View form **Send form** Remove

STEP 4 - Pay

- DEPOSIT PAYMENT
 - Once you send the form View invoice button will appear

General entry form - Football (Women)
Sports: Football (Women)
Contact person: John W. mobile phone: 00111111 email: john.w@usa.com (Change contact)
Status: Approved

View form **View invoice**

- Click VIEW INVOICE, ADD YOUR BANK DATA, click SAVE and VIEW INVOICE again.
- Follow the bank data on the invoice – when paying the REFERENCE NUMBER (e.g. PF 1234/2021) must be provided in the Payment details.

Only general entries with deposits paid within the defined deadlines will be considered. 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. Do not make any travel arrangements prior the University is approved by EUSA.

→ NUSA IS ABLE TO FOLLOW THE STATUS OF ITS ENTRIES ON THE REGISTRATION PLATFORM WEBPAGE.

→ 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 approves the team's participation. Prior to this, submission is not possible.

Only CONTACT PERSON can carry out the Quantitative entry. Contact person needs to use the username (email) 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.

For UNIVERSITY TEAM: NUSA's role is to overview the registration procedure, assist the Contact person with the Registration platform and ensure that deadlines of the entries are being met by the contact person.

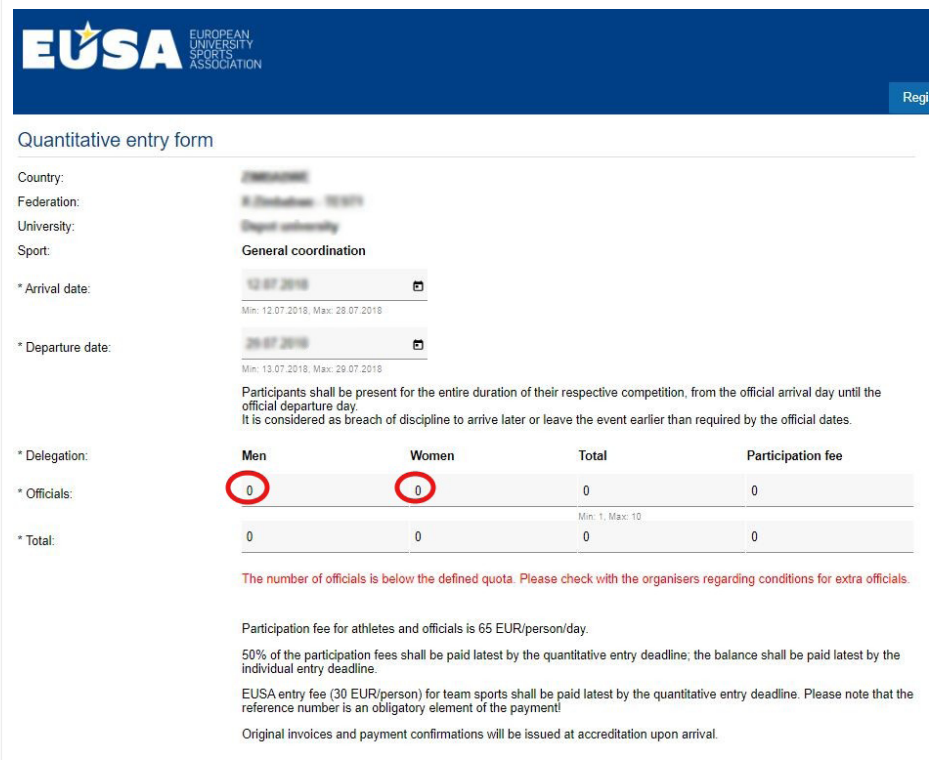
For GENERAL COORDINATION:

STEP 1 - Fill out

- Set arrival and departure date (if the period of stay differs for the delegation please create additional Quantitative entry form)

INSERT NUMBER/GENDER OF OFFICIALS (*NUSA is entitled to participate in the EUG with its General Coordination, by maximum of three percent (3%) of all their participants.)

- EUSA Entry fee and Participation fee are calculated automatically. On the PF Invoice, deposit is automatically deducted from the Participation fee.



The screenshot shows the 'Quantitative entry form' for 'General coordination'. It includes fields for Country, Federation, University, and Sport. The arrival and departure dates are set to 12.07.2018 and 29.07.2018 respectively. A table shows the number of officials for Men and Women, both set to 0. The total participation fee is 0. A warning message states: 'The number of officials is below the defined quota. Please check with the organisers regarding conditions for extra officials.' Below the table, there is a note: 'Participation fee for athletes and officials is 65 EUR/person/day. 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.'

* Delegation:	Men	Women	Total	Participation fee
* Officials:	0	0	0	0
* Total:	0	0	0	0

- 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 - [\[Link\]](#)
Sports: General coordination
Contact person: [\[Link\]](#) mobile phone: [\[Link\]](#) email: [\[Link\]](#)
Status: Approved

View form View invoice

Quantitative entry form
Status: Waiting for payment

View form View invoice

- 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

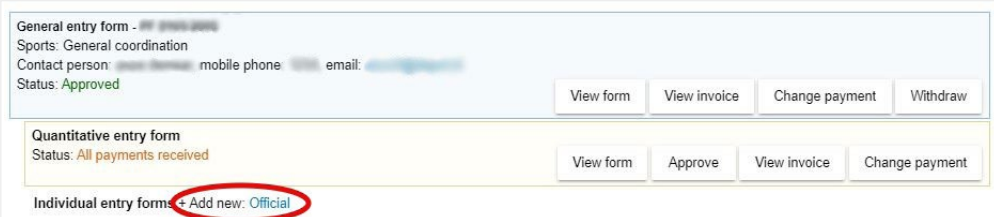
Individual entry form opens after the submission of the quantitative entry form. Prior to this, submission is not possible. The teams need to be marked as paid and confirmed and the ief, signed and sealed uploaded before the individual entry forms will be approved by the OC.

Only CONTACT PERSON can carry out the Individual Entry Form. Please make sure that contact person uses the same user-name (email) throughout the process.

For UNIVERSITY TEAM: NUSA overviews the registration procedure, assist the Contact person with the Registration platform and sends reminders to the contact person in case the deadlines are not respected.

For GENERAL COORDINATION:

STEP 1 - Add



The screenshot shows a web interface with three main sections. The top section is titled 'General entry form - All payments received' and includes fields for 'Sports: General coordination', 'Contact person', 'mobile phone', and 'email'. Below these fields are four buttons: 'View form', 'View invoice', 'Change payment', and 'Withdraw'. The middle section is titled 'Quantitative entry form' and shows 'Status: All payments received' with four buttons: 'View form', 'Approve', 'View invoice', and 'Change payment'. The bottom section is titled 'Individual entry forms' and features a red circle around the '+ Add new: Official' link.

- Click + Add new Individual Entry Form: Official
- Make sure the number of Individual Entry Forms equals the numbers provided in the Quantitative Entry form.

STEP 2 - Fill out

- Make sure you select the correct Official type
- 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.

EUSA EUROPEAN UNIVERSITY SPORTS ASSOCIATION

Individual entry form - 1 of 1

Country:

Federation:

University:

Sport:

Type:

Official type:

Official Assistant coach Media

Head of delegation Medical Guest

Coach Observer

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 photos should be used, in JPG format, dimension ratio 4:3).
- 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.

Individual entry forms + Add new: Official

| official | Status: Not sent yet

View form **Print**

- Once printed it must be signed by the official before being uploaded back to the platform.
- Original IEF 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 Individual Entry Form in the newly appeared field.



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



- 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 that contact person uses the same username (email) throughout the process.

For UNIVERSITY TEAM: NUSA overviews the registration procedure, assist the Contact person with the Registration platform and sends reminders to the contact person in case the deadlines are not respected.

For GENERAL COORDINATION:

STEP 1 - Add

- Click + Add new travel plan

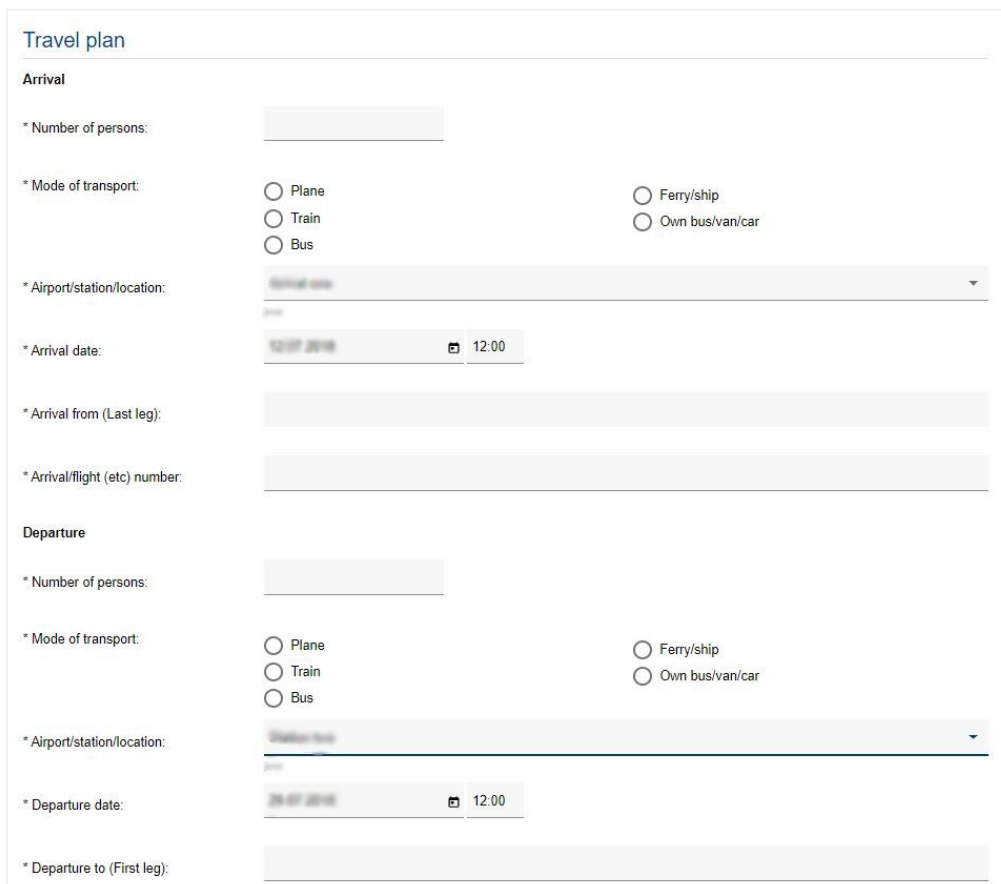


A screenshot of a web interface navigation bar. At the top, it shows a user profile icon, the text '| official | Status: Approved', and two buttons: 'View form' and 'Print'. Below this, the text 'Travel plans + Add new travel plan' is displayed, with the '+' icon and the text 'Add new travel plan' circled in red.

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.

- 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



A screenshot of the 'Travel plan' form. The form is divided into two main sections: 'Arrival' and 'Departure'. Each section contains the following fields:

- * Number of persons: A text input field.
- * Mode of transport: Radio buttons for Plane, Train, Bus, Ferry/ship, and Own bus/van/car.
- * Airport/station/location: A dropdown menu.
- * Arrival/Departure date: A date and time selector (e.g., 12/07/2018 12:00).
- * Arrival from (Last leg): A text input field.
- * Arrival/flight (etc) number: A text input field.
- * Departure to (First leg): A text input field.

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

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EUSA
MEET THE FUTURE OF SPORT



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