Manual to use our Accreditation System for single accreditation,
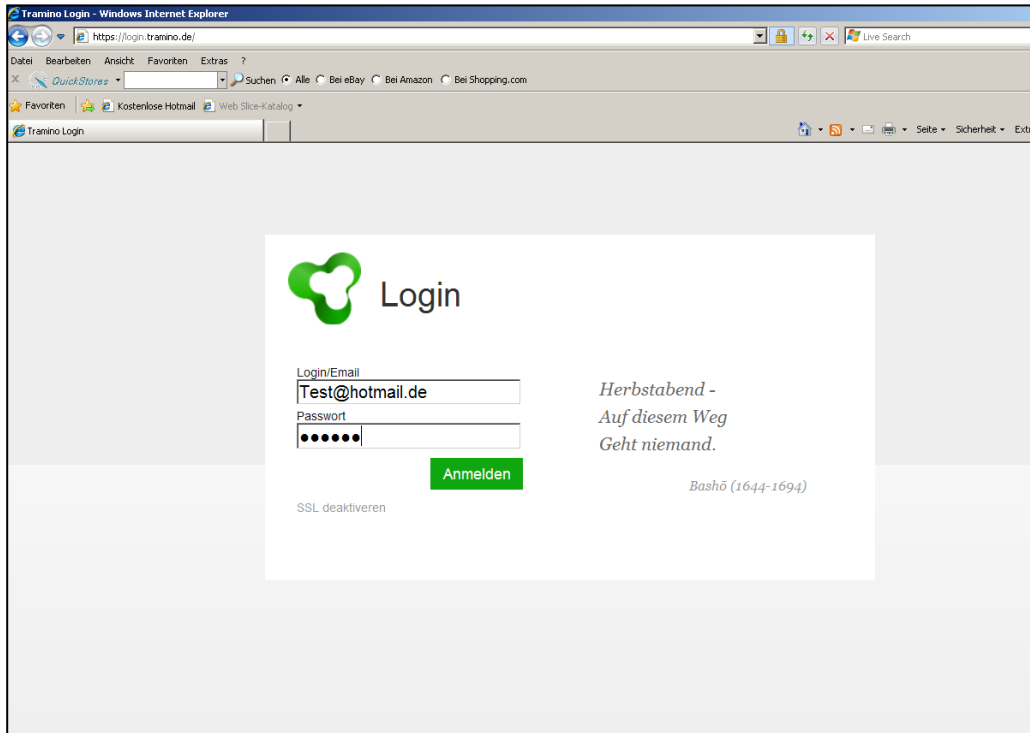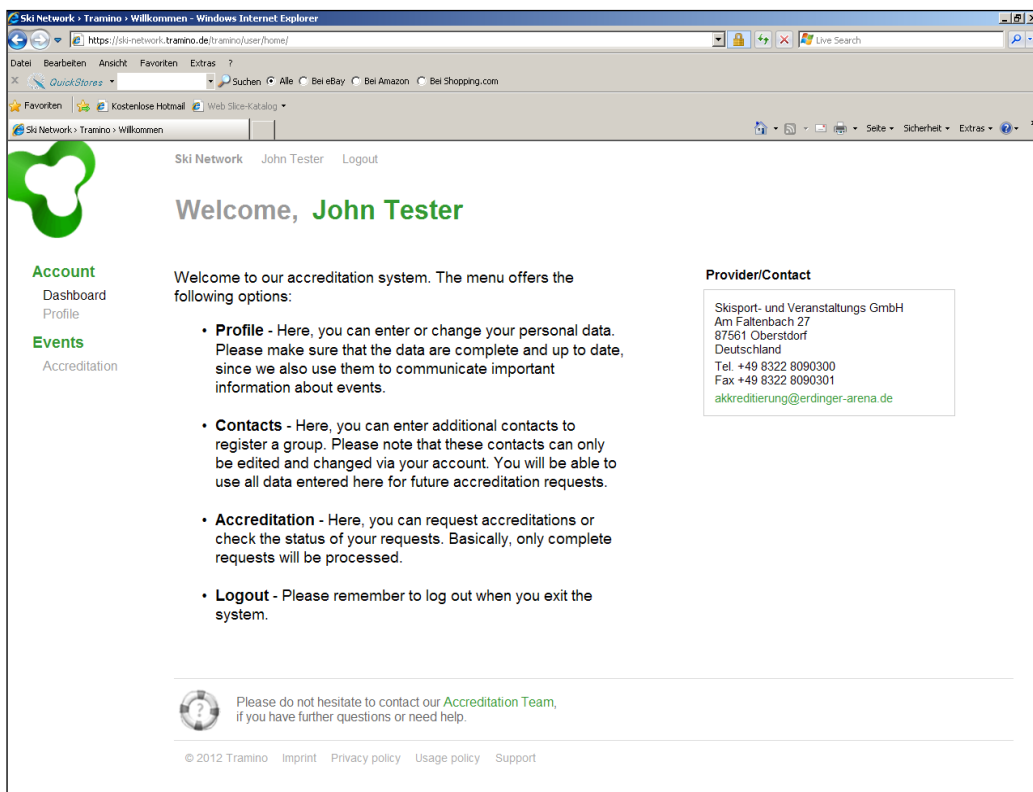
First of all you have to register yourself via http://ski-network.com/registration in our new accreditation system. After we processed your registration request you will receive an e-mail to your given e-mail address in which we are going to send you your user name and password.
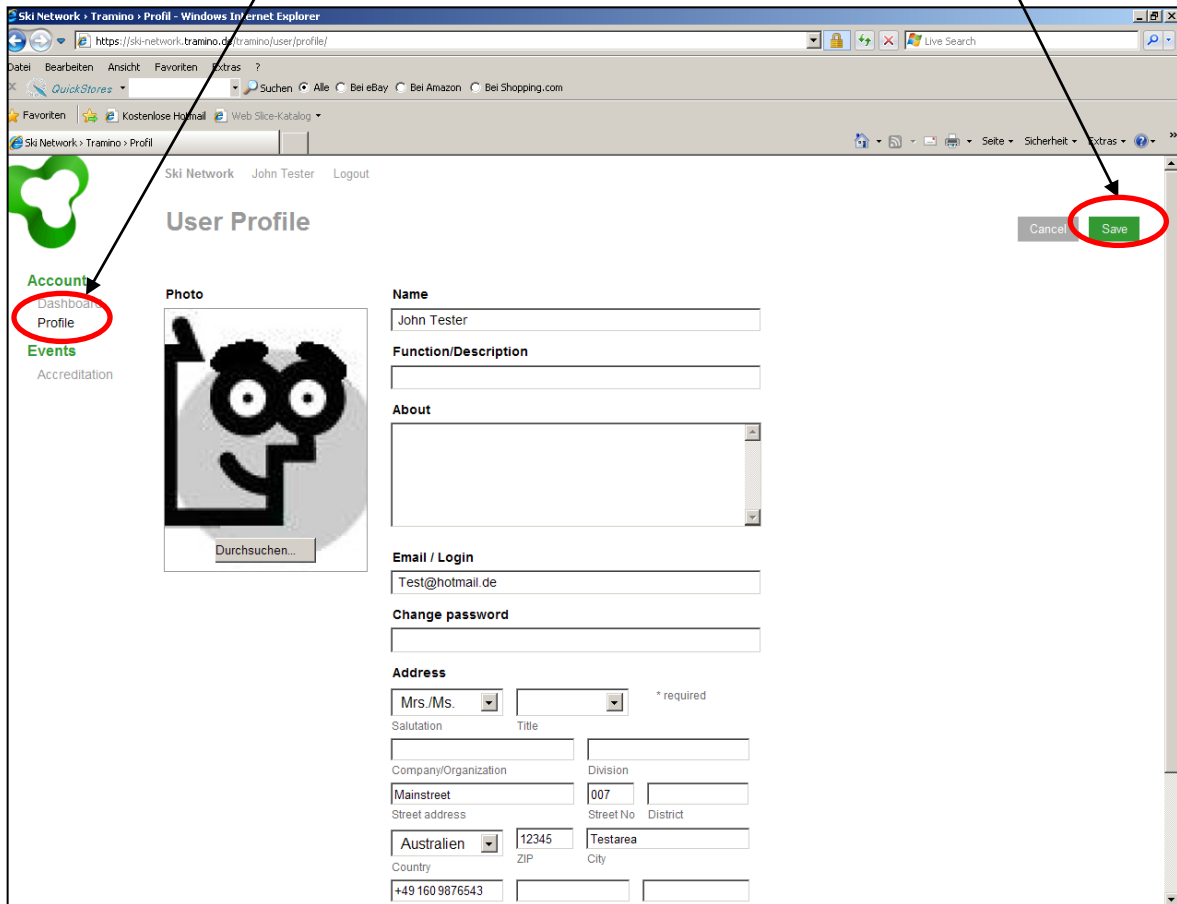
With these dates you can login in your account via http://ski-network.com

At the welcome page you get a short overview about the functions of your personal account
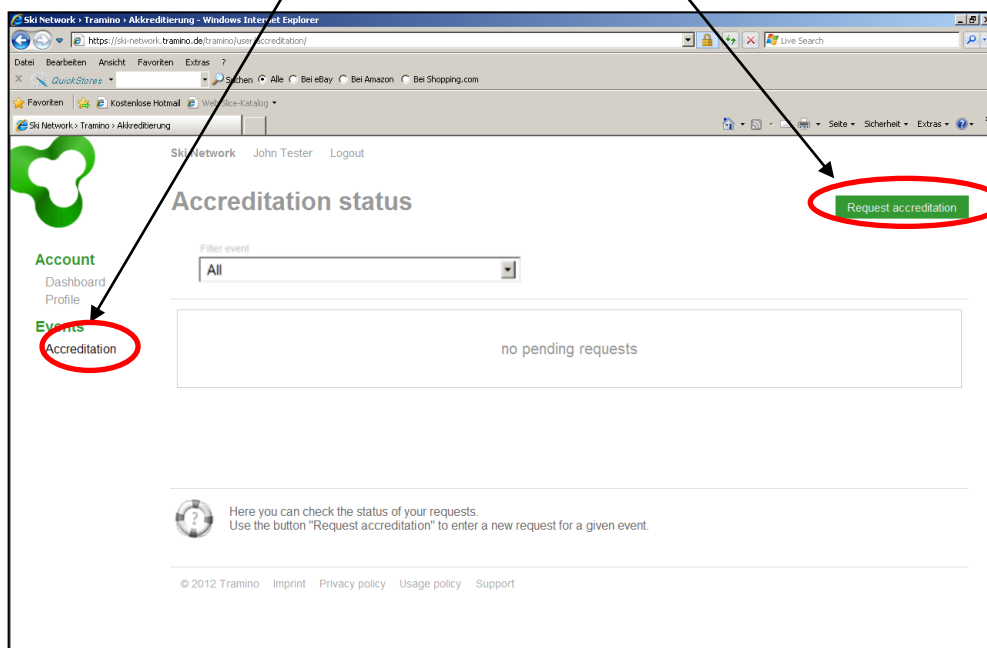
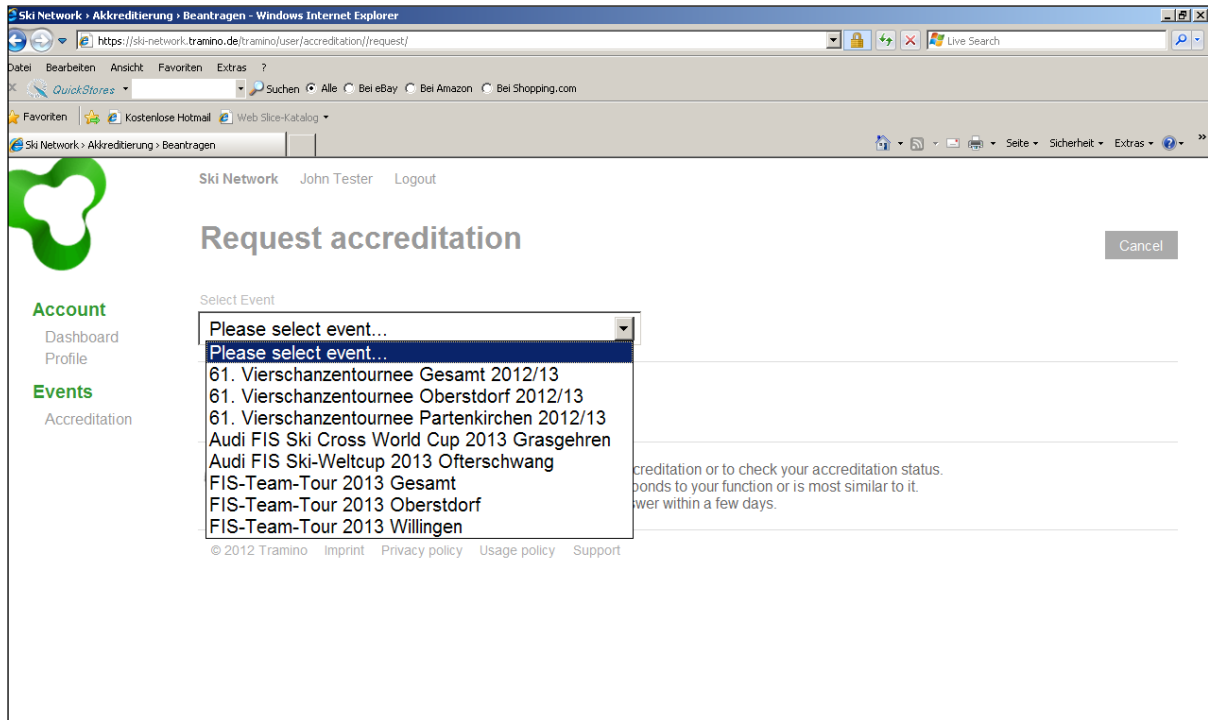Under the sub item **Profile** you can fill in your dates, please do not forget to **save** afterwards.

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.
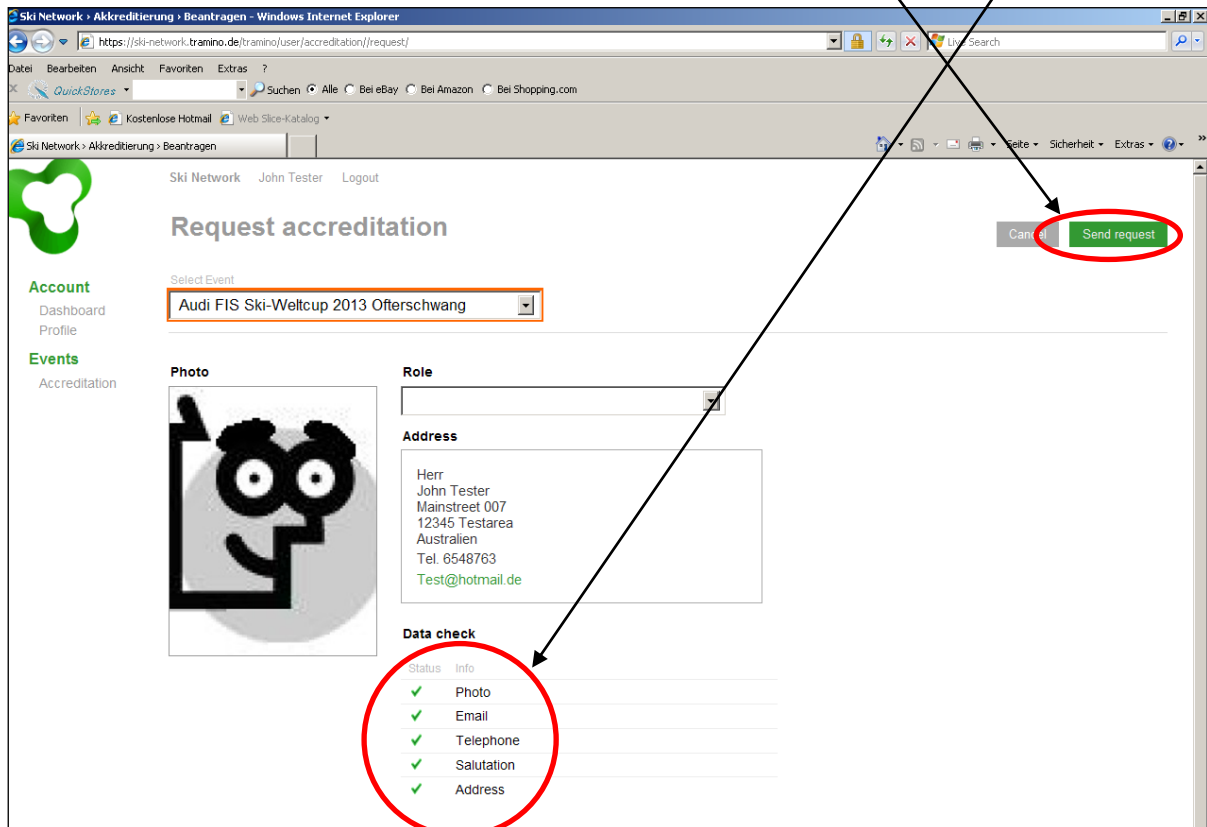
For your first accreditation request please use the **Request accreditation** button
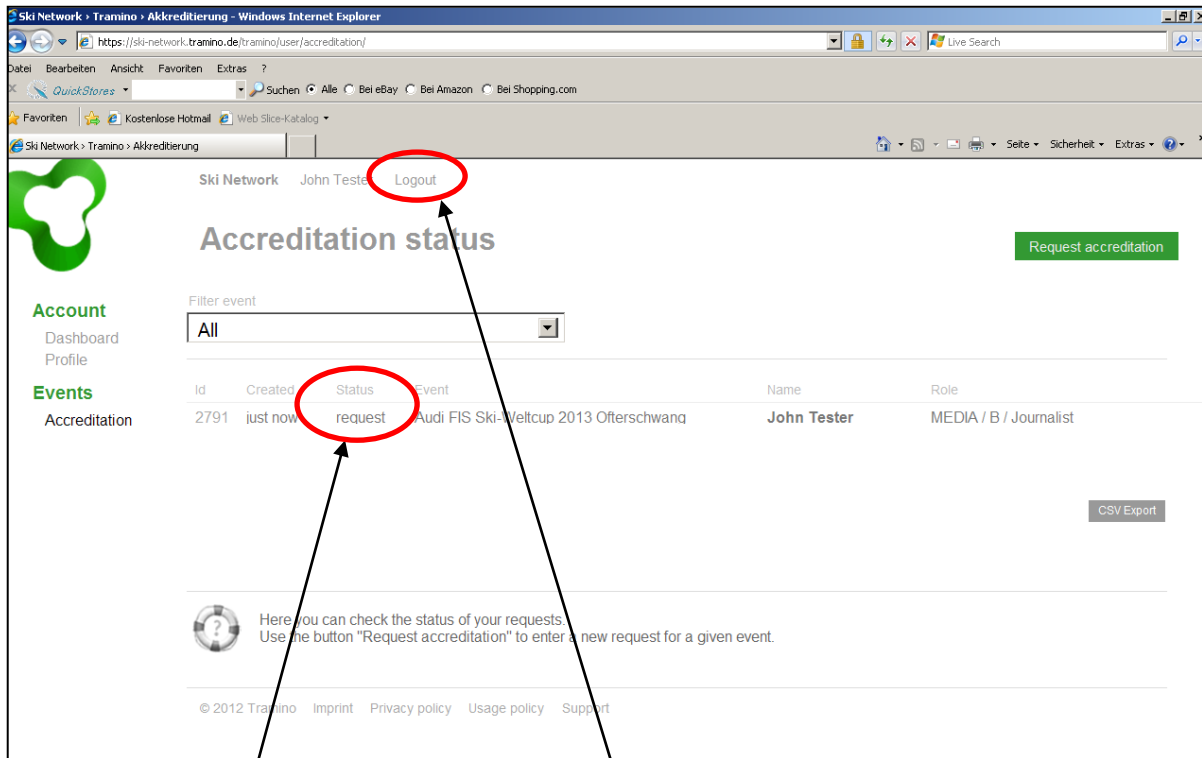
Please select your event for which you want to send the request

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.

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@erdinger-arena.de).

Best regards

Skisport- und Veranstaltungs GmbH

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