



EUROPEAN UNIVERSITIES GAMES

HOW TO REGISTER FOR EUG

Step-by-step guide for Contact Person

GOOD TO KNOW

EUG 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	5 months before the event
Quantitative entry (Referee entry)	3 months before the event
Individual entry	1 month before the event
Travel plan	1 month before the event

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 via EUSA Registrations platform 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.

3.1 PARTICIPANT ELIGIBILITY

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.

Former students of the institutions mentioned above who obtained their academic degree or diploma in the year preceding the event.

Competitor's age is defined by the formula: the EUG Year – competitor's year of birth = age. According to this formula competitor shall not be younger than 17 and older than 30 years.

4. FEES

4.1 Deposit

Sports programme may differ for each edition of the EUG. Not all sports defined below are necessarily part of this edition.

4000 EUR/team Basketball, Football, Futsal, Handball, Volleyball, Water Polo, Rugby 7s.

2000 EUR/team Beach Handball, Badminton.

1000 EUR/team 3×3 Basketball, Beach Volleyball, Padel, Tennis, Table Tennis, Chess, Sport Climbing, Snow Volleyball

400 EUR/team: Alpine Skiing,, Judo, Karate, Kickboxing, NUSA Coordination, Orienteering, Powerlifting, Rowing, Snowboarding, Taekwondo.

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 (approved teams that cancel are therefore not entitled to get their deposit back).

4.2 Participation Fee

85 EUR / person / night

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.

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

50 EUR / person

40 EUR / person (Universities with the Status of EUSA Associated Member)

In case of a forfeit/withdrawal after being approved and in case fewer delegation members participate in the competition, the EUSA Entry fee is non-refundable nor transferable.

4.4 REFEREE FEE

As defined in EUSA Rules and Regulations (within Technical regulations of respective sport).

5. PAYMENT DEADLINES

DEPOSIT (to EUSA): EUSA shall receive a deposit, together with the General Entry Form. Only general entries with deposits paid within the defined deadlines will be considered.

PARTICIPATION FEE (to OC): OC shall receive Participation Fee from competitors, team officials, NUSA representatives and other participants 2 months before the event (referees are exempt from the payment).

EUSA ENTRY FEE (to EUSA): EUSA shall receive an EUSA Entry Fee from competitors, team officials, NUSA representatives and other participants 2 months before the event (referees are exempt from the payment).

REFEREE FEE (to OC): OC shall receive a referee fee payment 2 months before the event.

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: 5 months before the event

Initially, only 1 (one) NUSA team will be considered, 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. EUSA holds the right to grant "Wild Card" entries. The host university and winner of the previous edition has the special right to participate and it will not be considered in the NUSA quota.

In case the allowed maximum number of teams is not reached, the second team nominated by NUSA can be accepted, by criterion.

In case the allowed maximum number of team is still not reached, additional teams nominated by NUSA might be accepted.

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

- NUSA priority, EUSA ranking, deposit payment date and the status of the EUSA Associated member.

7. QUANTITATIVE ENTRY (REFEREE ENTRY)

Quantitative entry (Referee entry): 3 months before the event

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 fails to submit the Quantitative Entry form by the deadline, the OC may impose the participation fee for the maximum number of competitors and team officials permitted according to the Technical Regulations of the respective sport, or EUSA may withdraw the team from the competition.

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 in [EUSA Rules and Regulations](#).

8. INDIVIDUAL ENTRY FORM

Individual entry: 1 month before the event

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 prior the deadline.

Once the IEF is submitted it can only be edited by the OC and EUSA. If any changes occur after the submission of the IEF (changes of names, ID/passport number,...) please contact the OC for the changes to be edited within already submitted IEF.

9. TRAVEL PLAN

Travel plan: 1 month before the event

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.

Entry Requirements – Please check the travel regulations and verify if any specific document is required to enter the destination country (Visa, EU Digital COVID Certificate,...).

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

Additional information can be found:
[EUSA Documents](#) and [European Universities Games](#)

HOW TO REGISTER FOR EUG

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 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 approved 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 the team is approved by EUSA. 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 registration status page. At the top is the EUSA logo. Below it is a section titled 'Registration status of universities' with a table containing columns for Country, University, Sport, and Status. A search bar is located below the table. The table has one entry for 'University of ...'. Below the table, there are two sections: 'General entry form' and 'Quantitative entry form'. The 'General entry form' section shows 'Status: Approved' and has 'View form' and 'View Invoice' buttons. The 'Quantitative entry form' section shows 'Status: Not sent yet' and has a 'View form' button circled in red and a 'Send this form' button.

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

Quantitative entry form

Country: **[ROMANIA]**
 Federation: **[Federation - FISF]**
 University: **[Cluj Napoca university]**
 Sport: **[Biathlon Women]**

* Arrival date: **15-07-2019**
Min: 15-07-2019, Max: 19-07-2019

* Departure date: **26-07-2019**
Min: 26-07-2019, Max: 28-07-2019

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 75 EUR/person/day. There is no participation fee for referees.

EUSA entry fee (50 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.
- REFEREE FEE invoice will appear for the sports where referee fee is obligatory and for those teams who decide to pay the referee fee instead of bringing their own referee.
- REFEREE FEE is paid to the OC bank account.

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:

- ADD HEAD OF DELEGATION (all data must be provided)
- 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 Smith mobile phone: 123456789 email: jane.smith@university.edu

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.

→ 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.

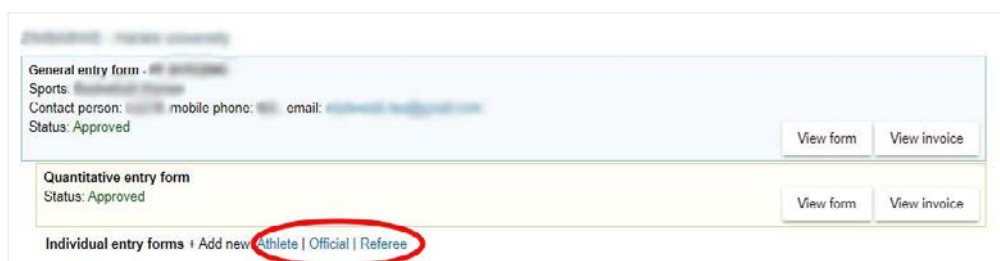
3. INDIVIDUAL ENTRY FORM

Individual entry form opens after the submission of the quantitative entry form. Prior to this, submission is not possible. The team needs to be marked as paid and approved and the IEF, signed, sealed and uploaded before the IEF 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



- 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, ID-like 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 the accreditation card 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 web 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. Team officials and Referees only sign the IEF by themselves.
- Original IEFs of all participants need 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 file upload area with a 'Browse' button and a text prompt: '* 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 web interface as in Step 3. 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.

→ 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

12-07-2018
12:00

* 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

26-07-2018
12:00

* 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.

→ 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 and Referee 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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