



EUROPEAN UNIVERSITIES GAMES

HOW TO REGISTER FOR EUG

Step-by-step guide for NUSA

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 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 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 NUSA COORDINATION* – only for NUSA officials)
*NUSA with more than fifty (50) participants is entitled to register NUSA Coordinators, by a maximum of three percent (3%) of all their participants and up to ten (10) in total.
- SELECT/ADD UNIVERSITY (or NUSA, if registering NUSA 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 are not resend but remain as they were.
 - For Team Sports:
 - Select NUSA priority
 - Enter the achievement/place at the latest National University Championship
 - Verify University logo (provide the logotype of the university on transparent background).

eusa university sports europe

Logged in as: [username] Logout

Registrations Help Reports

General entry form

Country:

Federation:

Sport:

☐ General coordination	☐ Chess Women	☐ Para Judo
☐ 3x3 Basketball Men	☐ Football Men	☐ Rowing
☐ 3x3 Basketball Women	☐ Football Women	☐ Table Tennis Men
☐ Badminton Team	☐ Futsal Men	☐ Table Tennis Women
☐ Basketball Men	☐ Futsal Women	☐ Taekwondo
☐ Basketball Women	☐ Handball Men	☐ Tennis Men
☐ Beach Handball Men	☒ Handball Women	☐ Tennis Women
☐ Beach Handball Women	☐ Judo	☐ Volleyball Men
☐ Beach Volleyball Men	☐ Karate	☐ Volleyball Women
☐ Beach Volleyball Women	☐ Kickboxing	☐ Water Polo Men
☐ Chess Men	☐ Orienteering	

University: [Not yet defined](#)

Can't find your university? Click here to add it.
If attending university is not known yet, please select option "Not yet defined". You will be able to change it later.

Contact person: [Can't find a contact person? Click here to add further.](#)

Contact mobile:

Nusa priority:

Achievements:

Please enter the achievement/place at the latest National University Championship.

SAVE **CANCEL**

Event info:



European Universities Games
12.07 - 25.07

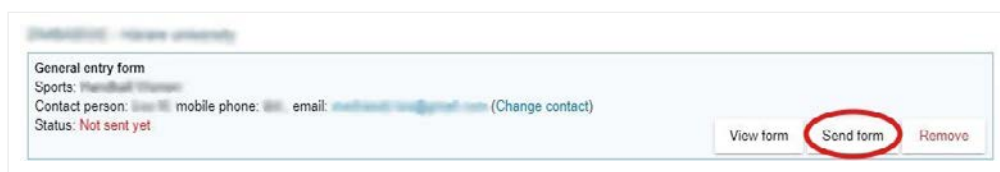
Important deadlines:
General entry form: 15.01.2020
Qualitative entry form: 15.04.2020
Individual entry form: 15.06.2020
Travel plan: 15.06.2020

Organizer:
Office EUG2020
office@eug2020.eu
www.eug2020.eu

- 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: Handball Women

Contact person: Jane Doe mobile phone: 123456789 email: jane.doe@university.edu (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 - Approved

Sports: Handball Women

Contact person: Jane Doe mobile phone: 123456789 email: jane.doe@university.edu (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 NUSA 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 NUSA 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.

- 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 - [View form](#)
Sports: General coordination
Contact person: [View contact](#) mobile phone: [View phone](#) email: [View email](#)
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.

→ 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 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 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 NUSA COORDINATION:

STEP 1- ADD

The screenshot shows a web interface with three main sections. The top section is 'General entry form' with status 'Approved' and buttons for 'View form', 'View invoice', 'Change payment', and 'Withdraw'. The middle section is 'Quantitative entry form' with status 'All payments received' and buttons for 'View form', 'Approve', 'View invoice', and 'Change payment'. The bottom section is 'Individual entry forms' with 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.



university

sports

europe

Register

Individual entry form - 1 of 1

Country:

Federation:

University:

Sport:

Type:

Official type:

Find existing person

* Family name/surname:

* First name:

Birth/maiden name:

* Sex:

* Date of birth:

* Nationality:

* Place of birth (City and Country):

General coordination

official

☐ Official
 ☐ Head of delegation
 ☐ Coach

☐ Assistant coach
 ☐ Medical
 ☐ Observer

☐ Media
 ☐ Guest

Format: dd mm yyyy

- 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 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.

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.

EUSA / HOW TO REGISTER FOR EUG – STEP-BY-STEP GUIDE FOR NUSA

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STEP 4 – UPLOAD AND SUBMIT

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



A screenshot of a web interface for uploading a document. On the left, there is a small text box containing the instruction: "Individual entry form, signed and sealed." To the right of this text box is a large, light gray rectangular area. Inside this area, the word "Browse" is written in blue, followed by the text "or drop the document here to upload".

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



A screenshot of a web interface showing a list of individual entry forms. At the top left, it says "Individual entry forms + Add now: Official". Below this, there is a table-like structure. The first row has a green background and contains the text "Official" followed by "official | Status: Not sent yet". To the right of this row are four buttons: "View form", "Print", "Send this form", and "Remove". 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 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 NUSA COORDINATION:

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.

- 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 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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