



WORLD RALLY CHAMPIONSHIP ACCREDITATION PROCESS

HOW TO APPLY

IF YOU DON'T HAVE A REGISTERED PROFILE

1. Go to <https://wrc.ams.fia.com> and register as account manager (AM). Click on 'Registration', enter your user name, eMail address and password, identify the security code and click on "register". An eMail with a confirmation link will be sent to you. Click on the link in the eMail to confirm. You can login with your eMail address and your password in order to create or manage accounts. (Go to 3)

Note: you can't proceed in AMS without confirmation, please check your SPAM folder if you haven't received the confirmation eMail.

IF YOU HAVE A REGISTERED PROFILE

2. Go to <https://wrc.ams.fia.com> and login as account manager with your user name and password in order to create or manage accounts.
3. After login, you see a dashboard with information for the next events and a menu at the top.

CREATE AND MANAGE ACCOUNTS

4. Click on 'My Account(s)' to add or manage accounts. If you are a first-time user, the accounts list is empty.
5. Click on 'Create account' to add accounts.
6. At the top you see a list of all races. Please click the checkbox for each race, you would like your representatives to attend. For permanent passes (all season passes), please only check the 'All season' checkbox. Fill out the form and click on 'Create organisation'.
7. The system will automatically create an account for each event. It also generates all related functions (PH, JO) and permissions for each event. An eMail for each account is sent to you and to the chief editor. The chief editor has to confirm the accounts by clicking the link provided in the eMail. Once confirmed, the FIA system administrator needs to grant you account. FIA might request some documents from you. In the 'My account(s)' list, simply click on the arrow at the end of the line to open the drop-down menu and use 'Document upload' to provide the documents. If the uploaded information is sufficient, your account will be granted. If the account is granted, you can see it in the 'My accounts' list. The column 'State' shows the green 'granted' label. Once granted, you can add the data for your media representative into the system.

CREATE AND MANAGE REPRESENTATIVES

8. Click on 'Representatives' to add or manage representatives. If you are a first-time user, the representatives list is empty.
9. Click on 'Add representative' to add a representative.



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10. The field 'Historical search' will search the database for records matching the name entered. This is used when a representative is registered for more than one event. All data can be populated from the existing record by clicking on the shown labels.
11. To continue, choose an account from the drop-down list. The list shows one line for each event/rally. Please note that only granted accounts appear. You cannot register before the 'start of application date'. In this case, the account is not visible.
12. After the account for an event is selected, choose the function for the representative (e.g. PH for Photographer, JO for Journalist) Fill in all fields with the correct data. Upload a photo in a good quality. The photo must have a minimum resolution of 480 x 640 pixels. With larger photos, the crop tool can be used to reduce the size of the image. Include a valid eMail address for the representative. An eMail is sent after the data has been submitted. The representative has to confirm the data by clicking on the link provided in the eMail. After confirmation (Opt-In), the red background colour disappears. The status of the record is 'open'.
13. In order to apply for an event, use the drop-down menu at the end of the field and select 'Request application'. A notification will be sent to FIA for further process.
14. The FIA will then confirm the representative, ask for extra documents or deny the application.

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