

Quick guide – EUSA Registrations

1. General Entries

NUSA

Only National University Sport Associations (NUSAs) who are members of EUSA may enter and submit the General Entry forms. Only in case a NUSA is not responding, a university team may be entered directly by EUSA.

Each team entered has to pay a deposit invoice to EUSA: 1.000 EUR per team for basketball, handball, football, futsal, rugby 7s, volleyball; and 300 EUR per team for badminton, beach volleyball, rowing (eights), table tennis, tennis. The invoice is automatically generated upon submitting the general entry. For some individual sports (individual categories in badminton and some categories in rowing), there is no deposit needed, and the invoice generates a 0 EUR deposit.

Until the end of the General Entry Deadline, the priorities are given to first entries by each NUSA for which the deposit is paid. After the General Entry Deadline, the entries of second teams entered by the NUSAs may be accepted. The rule 'first pay-first play' is then observed.

The deposit amount will be deducted from the total fees for the participating teams, and will be returned to those NUSAs/teams not selected.

NUSA enters the university by logging into registrations page (different for each event; please see the eusa website for details). NUSA selects the sports/categories for which they would like to register a university team. If a university is already listed, it can be selected from a drop-down menu. If not, it can be added by clicking on the 'Click here to add it' link. When entering a university, please make sure a general email contact is listed (this email will not be used for contact). The contact person is defined below. If the contact person is already listed, he/she may be selected from the drop-down menu. If not, they can be added by clicking on the 'Click here to add him/her' link. There is also a field for additional comments.

The contact person will administer the next steps of registration (quantitative and individual entry forms).

After the form is filled out, it has to be saved first, and then also submitted (by clicking the 'Send this form' link). An invoice is generated and you may print it by clicking the 'View invoice' button. It should be paid as soon as possible; latest by the deadline specified on the invoice.

If changes in the invoice are requested, please do not hesitate to contact us.

NUSA is able to follow the status of their entry at the registrations webpage.

Registrations - Test Event

General entry form

Country:

Federation: **Sample NUSA**

* Sports: Men Women

* University: --- Select an item

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 change it later.

* Contact person: --- Select a person

Can't find a contact person? [Click here to add him/her.](#)

Comment:

If you will add more than one registration, please note in what order show we consider their priority.
 Examples: 1st place, first, second, etc.

» SAVE » CANCEL

Picture 1: General Entry Step – Adding a new general entry form

Registrations - Test Event

Registration status of universities

General entry form

| Sports: Women

| Contact person: _____ mobile phone: _____ email: _____ (Change / set contact)

| Comment: _____

| Status: **Approved** | [View form](#) | [View invoice](#)

Picture 2: Registration status of universities

UNIVERSITIES / TEAMS

The University wishing to participate in a championship have to contact their National University Sport Association (NUSA) to carry out the registration of their team(s).

Only in case when a NUSA is not responding, a University may contact EUSA directly to carry out the registration for that University.

After the initial deposit is paid, and is confirmed, the contact person listed in the General entry form (by NUSA), can add the Quantitative and later on the Individual entry forms.

ORGANISERS

The Organisers can communicate with their NUSA which (home) teams to register, and communicate this to EUSA to approve them without paying the team deposit.

At the registrations website the Organisers may follow the status of all registrations and deposit payments.

EUSA

European University Sports Association (EUSA) collects the General Entry deposits and confirms the payments after receiving the funds to the bank account.

2. Quantitative Entries

NUSA

NUSA has the overview of the registration process at all times. It is, however, the Contact person who carries out the Quantitative entry procedure (and later on the Individual entries).

UNIVERSITIES / TEAMS

The Contact person listed in the General Entry step (entered by NUSA) automatically receives a username and password already when the General Entry form is submitted.

After the deposit is paid, and the team is confirmed to participate, the Contact person can submit the Quantitative form. Prior to this, submission is not possible.

In the form, the number of expected athletes, officials and referees should be entered, with the arrival & departure date. According to EUSA regulations, 50% of the participation fee has to be paid to the Organisers, at least 1 month before the start of the championship.

After the form is entered, it has to be saved, and sent (by clicking the 'Send this form' link). An invoice for the 50% of the participation fee is then generated. You may view and print it by clicking the 'View invoice' button.

For details about the participation fees, please contact the Organisers directly.

After the participation deposit is confirmed by the Organisers, Individual entries may be added in the final step.

Registrations - Test Event

Quantitative entry form

Country: _____

Federation: _____

University: _____

Competition: Men Women

* Arrival date: 1 August 2010

* Departure date: 10 August 2010

Delegation	Men	Women	Total	Participation fee
Athletes:	5	0	5	2250
Officials:	1	0	1	450
Referees:	0	0	0	0
Total:	6	0	6	2700

Participation fee for athletes and officials is 50EUR/day.
Participation fee for referees is free.

50% of the participation fees shall be paid 1 months before the championship (together with quantitative entry); the balance shall be paid upon arrival.

REFEREE #1

Picture 3: Quantitative entry form

ORGANISERS

All participation deposits are to be checked and approved by the Organisers directly.

Please keep track of all paid deposits also separately.

The teams need to be marked as Paid and Confirmed before the contact persons of the universities can finish the registration process by submitting the Individual entry forms.

EUSA

EUSA does not administer the Quantitative entry processes; we can only offer support in case of problems.

3. Individual Entries

NUSA

NUSA has the overview of the registration process at all times. It is, however, the Contact person who carries out the Individual entry process.

UNIVERSITIES / TEAMS

The Contact person listed in the General Entry step (entered by NUSA) automatically receives a username and password already when the General Entry form is submitted.

After the participation deposit is marked as paid and confirmed by the Organisers, the Contact person can submit the Individual entry forms. Prior to this, submission is not possible.

The system automatically offers as many individual entry forms as there were people entered in the Quantitative entry form. In case of changes, you may add more individuals.

After the form is saved, it may be printed, or saved/exported to PDF, and should be signed and sealed by the university as the Certificate of Academic Eligibility for students.

Picture 4: Individual entry form

Picture 5: Individual entry printed, serving as Certificate of Academic Eligibility

ORGANISERS

The Organisers need to approve the individual entries.

EUSA

EUSA does not administer the Individual entry processes; we can only offer support in case of problems.

Problems?

Please make sure you carefully read these instructions and follow all steps described. If you still need help, you may contact EUSA Communications manager Mr Andrej Pisl via email communications@eusa.eu or mobile phone +386 40 750 057.