

Focal Point User Manual for the 18th Council of Europe Conference of Ministers Responsible for Sport



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Instructions for Registering as a Focal Point

Please adhere to the following steps to complete your registration:

1. Click on the link provided in the email.
2. Set your password.
3. Navigate to the Delegation Management Tab.
4. Click on the "New Registration" button.

Detailed screenshots of the entire process, along with additional instructions, will be provided on the subsequent pages.

The event website is being hosted in the following domain:
<https://sportministerial2024.gov.pt/>

Step 1

Email Reception and Link Access

Upon receiving the email, click on the link highlighted by the green arrow.



[This is an automated message]

Good afternoon Gonçalo Correia,

You are receiving this email because you have been pre-registered to manage registrations for your delegation at the **18th Conference of Ministers Responsible for Sport**, under the **Enlarged Partial Agreement on Sport**.

We invite you to proceed with your registration on the Conference platform by following this link:

<https://sportministerial2024.gov.pt/en/?accredit=E8C5A25A-FAB4-4800-ABACA29A1DAE29A7>



To complete your registration, you only need to set your password.

After logging in, the delegation management application will appear in the website's navigation menu.

[User Manual \(Step by step\) for Registration Process](#)

We are at your disposal for more information or clarification.

Sincerely,

18th Conference of Ministers Responsible for Sport

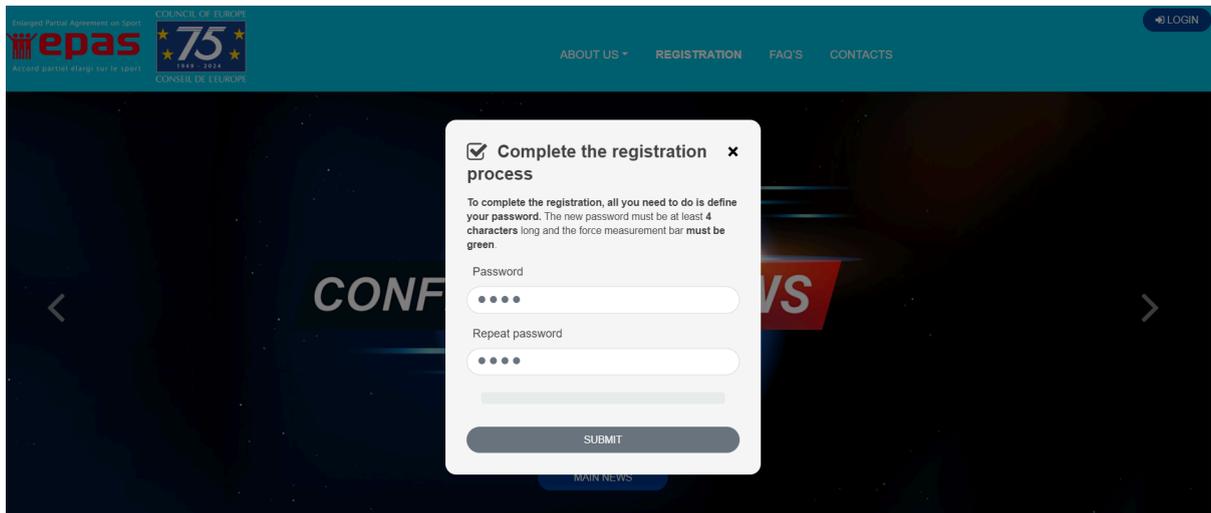
sportministerial2024.gov.pt

helpdesk@sportministerial2024.gov.pt

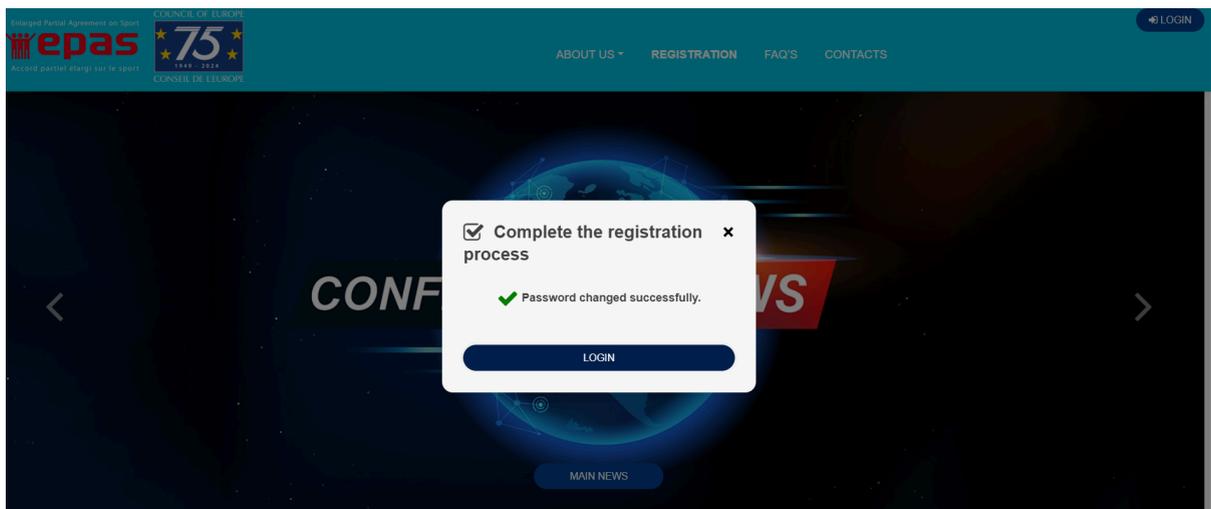
Step 2

Password Definition

The link will direct you to the website where you can set your password.



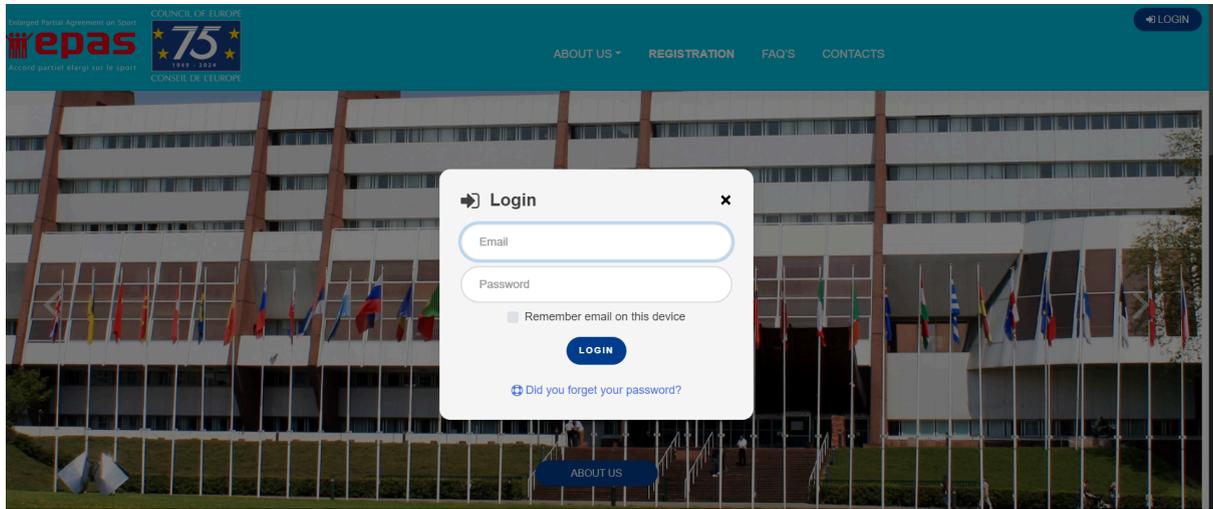
The screenshot shows the EPAS website header with the logo and navigation links: ABOUT US, REGISTRATION, FAQ'S, CONTACTS, and a LOGIN button. A modal window titled "Complete the registration process" is displayed. It contains the following text: "To complete the registration, all you need to do is define your password. The new password must be at least 4 characters long and the force measurement bar must be green." Below this text are two input fields: "Password" and "Repeat password", both with masked characters (dots). A "SUBMIT" button is located at the bottom of the modal.



The screenshot shows the same EPAS website header. The modal window now displays a confirmation message: "Password changed successfully." with a green checkmark icon. A "LOGIN" button is located at the bottom of the modal.

Log In

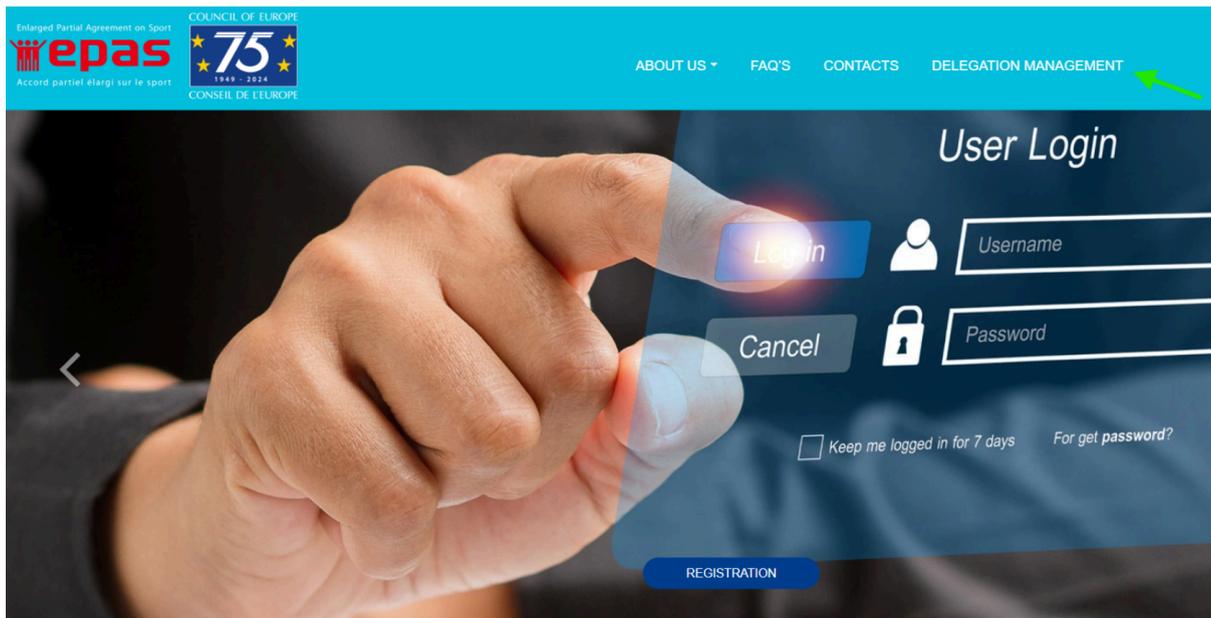
After defining your password, proceed to log in.



Step 3

Accessing the Delegation Management Tab

Navigate to the Delegation Management tab. (This tab becomes visible in the menu only after logging in. Highlighted by the green arrow.)



<https://sportministerial2024.gov.pt>

Step 4

New Registration and Participant Enrollment

Click on the "New Registration" button to begin enrolling different participants. (Highlighted by the green arrow.)

The screenshot shows a web interface for event management. At the top, there is a blue header with logos for 'wepas' (Enlarged Partial Agreement on Sport) and the 'COUNCIL OF EUROPE 75' anniversary (1945-2020). Navigation links include 'ABOUT US', 'FAQ'S', 'CONTACTS', and 'DELEGATION MANAGEMENT'. A 'SIGN OUT' button is in the top right. Below the header, the 'DELEGATION MEMBERS' section is active, with a green arrow pointing to a '+ NEW REGISTRATION' button. The section includes a search bar and a table with columns: ID, Options, Name, Email, Position, Organisation, and Modified. The table is currently empty, displaying 'No registrations available'. At the bottom, there is a footer with logos for Portuguese organisations: 'REPÚBLICA PORTUGUESA', 'INSTITUTO PORTUGUES DO DESPORTO | JUVENTUDE | P.', 'wepas', 'COUNCIL OF EUROPE 75', 'Porto.', 'GAIA', 'mosaléobis', and 'PARTNER' logos.

Completing Participant Information

Please navigate through all the tabs and complete the fields. Note that Surname, First Name, Official Email, Position, and Country are mandatory fields and must be filled in to save the registration. It is possible to return to an existing registration and update or add information.

Please fill in all the fields for which you have information.

New registration X

Participant | Delegation | Special requirements | Dietary requirements | Travel Details | Accommodation | Notes

Contact information

---Title--- | Surname * | First name * | Names to appear on the badge

Official E-mail * | Personal E-mail

Office Phone | Mobile Phone

With full international dial codes

Nationality | Identification | Photo ?

Date of Birth | Type of document ---Select--- | Document No. | Date of Issue | Date of Expiry

Place of birth | ---Country---

CHANGE IMAGE
máx. 10MB

CLOSE SAVE

Functionalities of the Following Buttons

- Delete Registration
- Send Email with Accreditation Invitation
- Edit Registration

Options



Template of Email with Accreditation Invitation

It is necessary to manually click the envelope button to send the Email Accreditation Invitation.



[This is an automatic message]

Dear Smith Jonh,

You are receiving this e-mail because you have been pre-registered to attend the **Registration on 18th Council of Europe Conference of Ministers responsible for Sport**, in the framework of the **Enlarged Partial Agreement on Sport**.

We invite you to **proceed with your registration** at the Conference platform, following this link:

<https://sportministerial2024.gov.pt/en/?accredit=B2AF3836-36AF-48BA-8DB7190EFCCC2CB7>

To complete your registration you just need to set your password.

We're looking forward to seeing you during the Conference.

We remain at your disposal for further information or clarification.

Best regards,

18th Conference of Ministers

sportministerial2024.gov.pt

sportministerial2024@jpdj.pt

Thank You!