

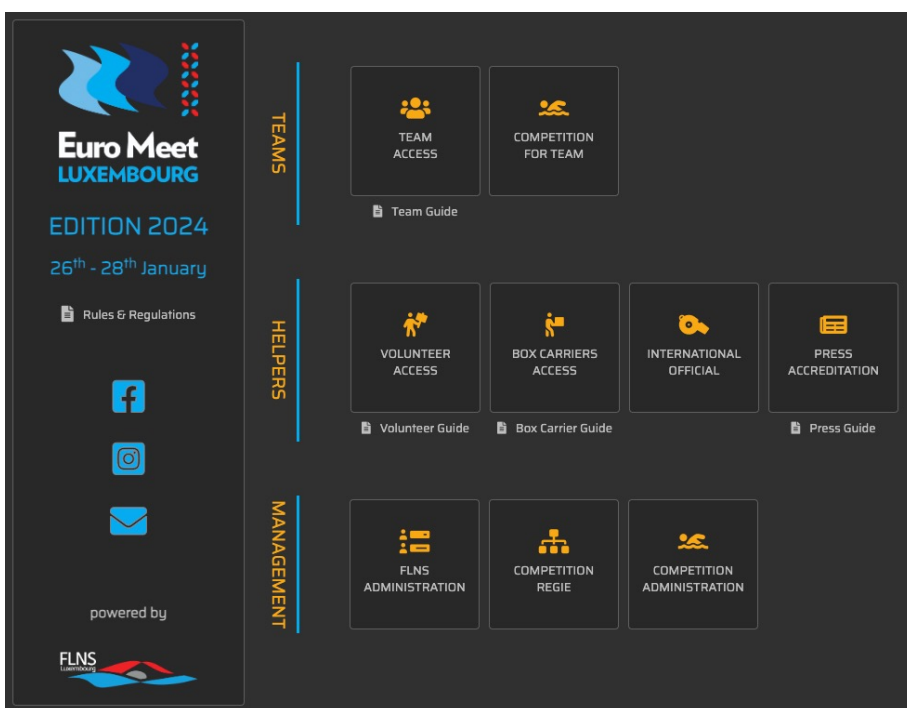
Team Guide 2024

version updated on 10th January 2024

INTRODUCTION

This guide describes how to use the Euro Meet Application. The use is mandatory for all teams to register and communicate complete information.

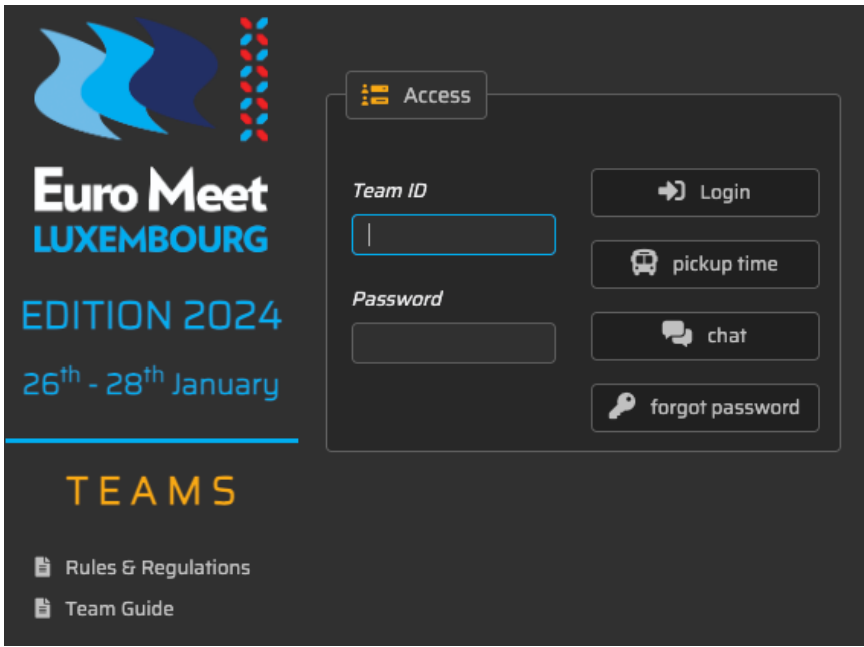
Please refer to the Rules & Regulations document for the registration closing date.



Once you connect to app.euomeet.lu, you will have access to the Team modules in the dedicated space.

Two modules are available for Teams:

- **TEAM ACCESS**
This is the main module where you register your team. Using the given credentials you need to update the different slots.
- **COMPETITION FOR TEAMS**
Once competition has started, you will manage your withdrawals and relays.



DOCUMENTS

Rules and Regulations and this guide are at your disposal.

REGISTRATION

Your journey starts with registering your team. You need to fill out the dedicated fields. Once your data is complete you may register. Credentials will be sent to the given email address. Different actions are available to you.

LOGIN

By logging in you will get to the main screen of the module.

PICKUP TIME

If you are in one of hotels, the pickup time is indicated for the transport to the airport.

CHAT

A chat module is at your disposal to be in contact with our team.

FORGOT PASSWORD

If you ever forgot your password, credentials will be resent to you.

COMMON INTERFACE USAGE

The main toolbar has obvious functions at your disposal: home screen, chat, contact us by email and logout.



Each presented domain has to be updated separately using appropriate button. The system shows you when entered information is complete  

INFORMATIONS

Your basic information communicated at registration is displayed and cannot not be changed. This information has to be completed as shown. It is very important these inputs are accurate.

You might select an Euro Meet Hotel in the list. This is important to know for transportation. It is not a booking, which has to be done via the corresponding hotel form available.

MEALS

You have two options for your meals. Either you book the meals, when available, at your hotel or you book them with Euro Meet. If the latter is the case, please specify how many meals you book. On your arrival the tickets will be available in your team envelope.

PEOPLE

Please specify the number of staff and athletes your team is bringing. Based on your numbers, badges are made available in your team envelop.

Please refer to the Rules & Regulations for specific rules.

COMMENTS

Please leave your comments here, especially for the the Thursday training slots, so that we can organise them at the best.

LENEX FILE

Please upload your LENEX here. Once uploaded, you may have it analysed against the Standards for each age category. A time indicated in red is out of Standards.

ATTENTION

Your LENEX file needs to the extension **LXF**

Travel

city	ref.	departure	arrival	people
London	BA0416	26.01.2023 - 09:04	26.01.2023 - 11:45	7
Amsterdam	KL1739	26.01.2023 - 07:30	26.01.2023 - 08:20	3

people	reference	departure
10	BA0413	30.01.2023 - 09:07

TRAVEL

If you stay in one of our hotels away from the airport, please communicate us your travel information's as indicated. You might "edit" your different entries. Please be accurate as this allows us for a on time pickup at the airport.

TRAVEL INFORMATION

status	action	from city	reference	departure	arrival in Luxembourg	people
✓	✎	London	BA0416	26.01.2023 - 09:04	26.01.2023 - 11:45	7
✓	✎	Amsterdam	KL1739	26.01.2023 - 07:30	26.01.2023 - 08:20	3

status	action	people	reference	departure from Luxembourg
✓	✎	10	BA0413	30.01.2023 - 09:07

TRAVEL MANAGEMENT

please add an Travel entry by clicking your entry.

You may now edit or delete your entry.

All fields have to be completed. Your entry is considered valid when is present.

You may define several entries as members from your team might have different schedules.

CONFIRMATION

You may now CONFIRM

Registration CONFIRMED

13.08.2023 - 10:07:22

When all your domains are ready, the system will allow you to "confirm" your registration. Once confirmation is acted, you won't be able to make any further changes. In the event of a needed change, please contact us via Email or Chat.

DEPARTURE PICKUP

30.01.2023

32

BA0417

30.01.2023 - 11:50

By choosing "pickup time" on the login screen, you will see the defined time(s) next to the flight(s) for your team.

In the event of a needed change, please contact us via Email or Chat.

CHAT

By choosing "chat" on the login screen, you will be in contact with our office. This is an easy way for us to communicate.

YOU - 13.08.2023 - 10:15:14

Hi

FLNS - 13.08.2023 - 10:15:35

How can we help you

YOU - 13.08.2023 - 10:16:22

Our plane has been delayed for 2 hours. Can you adapt pickup time accordingly.

FLNS - 13.08.2023 - 10:16:40

The change has been done.

YOU - 13.08.2023 - 10:16:47

Thank you

Enjoy Euro Meet 2024

Your Euro Meet Team