



MEDIA REGISTRATION HANDBOOK





Table of Contents

SCHEDULE	3
1.0 REGISTRATION TIMELINE AND PROCESS	3
2.0 REGISTRATION INSTRUCTIONS	4
3.0 OVERVIEW OF REGISTRATION FIELDS	4
3.1 Profile Step	4
3.2 Membership Step	5
3.3 Personal Tab	6
3.4 Emergency Contact Tab	7
3.5 Identification Document Information	7
3.6 Media Games Information	9
3.7 Basic Travel Information	10
3.8 Release Form and Terms and Conditions	10
4.0 NEXT STEPS	10

SCHEDULE

OVERVIEW

CATEGORY DETAILS	
EVENT	Invitational Games Special Olympics Road to Santiago 2027
WHEN	7 – 13 November 2026
WHERE	Santiago, Chile

EVENT SCHEDULE

- **Delegation Arrival:** 1 day – 7 November
- **Delegation Training and Opening Ceremony:** 1 day – 8 November
- **Competition:** 4 days – 9 – 12 November
- **Closing Ceremony:** 1 day 12 November
- **Delegation Departure:** 1 day – 13 November

1.0 REGISTRATION TIMELINE AND PROCESS

Welcome to the **Media** registration process for the **Invitational Games Special Olympics Road to Santiago 2027**. This Registration Handbook will guide you through the registration process.

→ **We strongly encourage you to start the registration process as soon as possible**

MILESTONE	DEADLINE
Opening – Media Registration System	6 October 2026
Registration Deadline	25 October 2026

All members of the media wishing to cover the **Invitational Games Special Olympics Road to Santiago 2027** must **apply for official media accreditation**.

Accredited media will receive access to competition venues, media centers, and other official media services and facilities.

- The credentialing process for the Invitational Games Special Olympics Road to Santiago 2027 is designed to identify, register, and grant venue access to individuals with specific professional roles such as media representatives, photographers, and both rights-holding and non-rights-holding broadcasters.

- The official credential card is personalized and non-transferable. It features distinct colors and codes to indicate the holder's category and their authorized access to specific venues and operational zones.

IMPORTANT INFORMATION

- **Only** fully **completed applications** will be **accepted**.
- **Submitting** an **application does not** guarantee **accreditation**.
- **Credential** cards are **non-transferable** and may only be used by the individual named on the card.
- The **credential does not serve as a visa or travel authorization**.
- **Credentials must** be **visibly worn** within official World Cup venues where access control is enforced and are valid only in the locations indicated.
- **All credentials** are the property of the Invitational Games Special Olympics Road to Santiago 2027 and **may be revoked at any time**.
- **All accredited individuals** must comply with the event's [Media Code of Conduct](#) as well as all official rules, policies, and terms outlined during registration.

2.0 REGISTRATION INSTRUCTIONS

All Media representatives wishing to apply for credentials to cover the Invitational Games Special Olympics Road to Santiago 2027 must complete their registration through the **Global Games System (Atos)**.

No other methods of registration will be accepted.

If you do not already have an account in the Global Games System, your very first step is to click on "Create Profile" or "Register" on the platform's [landing page](#). You must complete the creation of your user account before you can log in and begin filling out the media accreditation application.

Before you begin, please make sure you have read the Registration Handbook and the written Instructions. Ensure you are **PREPARED** and follow the guidelines that offer clear and accessible instructions on how to create your account, key steps, requirements, and deadline for the **Invitational Games Special Olympics Road to Santiago 2027**.

3.0 OVERVIEW OF REGISTRATION FIELDS

3.1 Profile Step

First, Middle and Last Name

Please enter your First, Middle and Last name as they appear on their Passport or Refugee Travel Document, or you may indicate a **preferred name** to appear on their event **CREDENTIALS** (e.g., *Joseph* → *Joe*).

It is **strongly recommended** that the **First Name, Middle and Last name** entered in the registration system **matches** the **legal name** shown on the passport or official travel document.

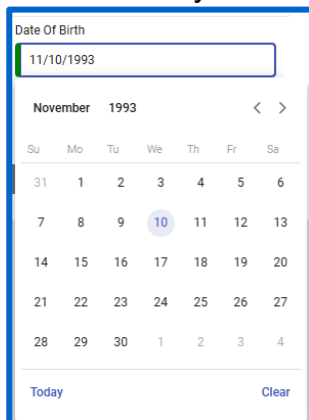
This ensures consistency and avoids issues during identification, security checks, and event operations.

Gender

Options for gender include **Male**, **Female** and **Prefer not to answer**.

Date of Birth

Please enter your Date of Birth in **DD/MM/YYYY** format.

A screenshot of a date picker interface. At the top, it says "Date Of Birth" and shows "11/10/1993" in a text box. Below is a calendar for November 1993. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The 10th of the month is highlighted with a blue circle. At the bottom, there are "Today" and "Clear" buttons.

Email Address

Please enter your email address.

Phone

All phone numbers provided are required to have country codes.

A screenshot of a phone number input field. The field is labeled "Phone" and contains the text "0039333333333". The first two digits "00" are highlighted with a red box.

(e.g. 0056 is the country code for Chile, please write 00 and your country code and your telephone number)

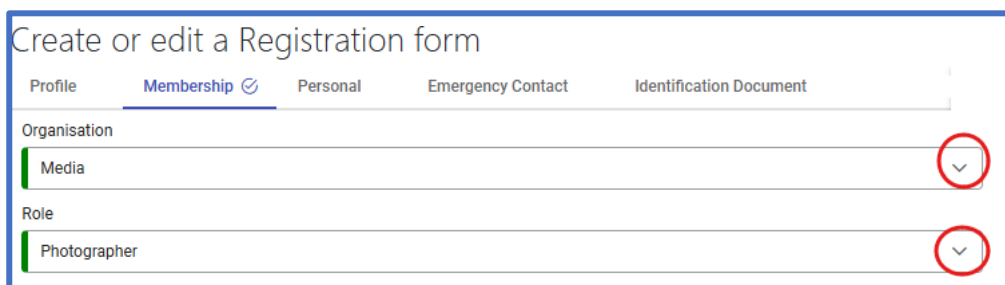
3.2 Membership Step

Group Delegation

Please choose from the **dropdown** the working group **Media**.

Role

Please choose from the **dropdown** which best describes your role.

A screenshot of a registration form titled "Create or edit a Registration form". The form has several tabs: Profile, Membership (selected), Personal, Emergency Contact, and Identification Document. Under the Membership tab, there are two dropdown menus. The first is labeled "Organisation" and has "Media" selected. The second is labeled "Role" and has "Photographer" selected. Both dropdown menus have a red circle around the selection arrow.

Role dropdown list

- Documentation Crew (*This relates to a documentary film crew)
- Journalist
- Photographer



- Social Media
- Videographer

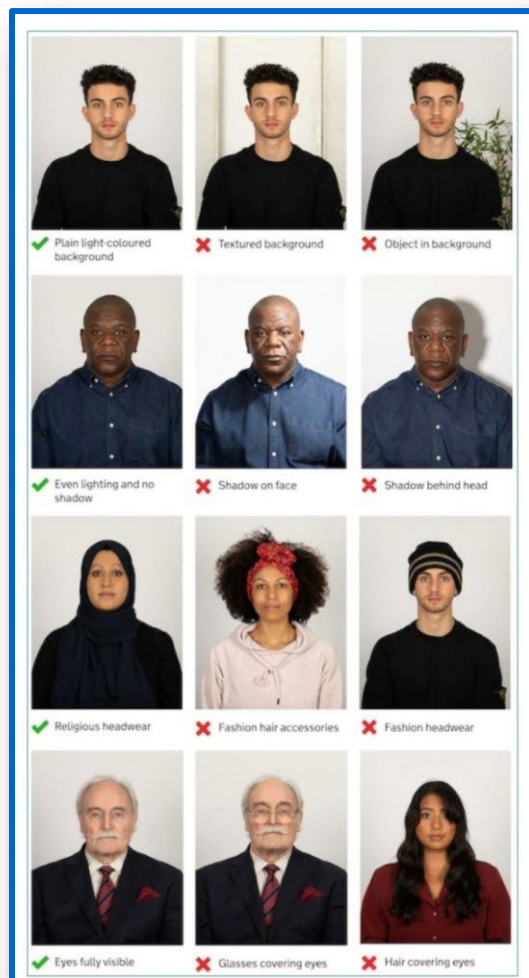
3.3 Personal Tab

Credential Photo

The credential photo should be a **headshot photo**, as it will be printed on your credentials. It must be in **JPG/JPEG/PNG** format.

The photo must meet the following criteria to be accepted

REQUIREMENT	DESCRIPTION
FRAMING	From slightly above the top of the hair to mid-chest; the face should occupy 70–80% of the photo.
FACE POSITION	Face the camera directly; the entire face must be in focus.
EYES	It must be open and look at the camera.
BACKGROUND	It must be light-colored.
COLOR	The photo must be recent and in color.
QUALITY	Blurry or pixelated photos will not be accepted.
RESOLUTION	Medium-resolution photography and printing are strongly recommended.
OBSTRUCTIONS	No obstructions (e.g., watermarks, staples, flash reflections).
EYEGLASSES	Regular eyeglasses are allowed if normally worn; they must not cover the eyes. No sunglasses.
HEADPIECES	Allowed if worn daily for religious reasons; must not cast shadows or obscure the face.



3.4 Emergency Contact Tab

This emergency contact will be the person notified in the event of an emergency affecting the registrant. The following information is required for all delegates:

- **First** and **Last** name
- **Phone** (*phone number provided is required to have country codes*)
- **Relationship** with the registrant

3.5 Identification Document Information

In this section, registrants will be asked to provide information on their **identification document**. Registrants **must** upload a scan of the identification document they will use to travel. The **accepted** forms of identification are **passports and refugee travel documents**.

Required Upload

- A **clear and in-focus scanned copy** of the **entire** identification document, showing:
 - All identification data including the **Machine-Readable Zone (MRZ)** at the bottom of the passport/ID card data page.
- *Accepted file formats: **JPG, JPEG, PNG, PDF***
- Please click here to read our [Data Privacy & Protection Policy](#) for more details.

Information to Be Entered (as shown on your passport)

- **First, Middle, and Last Name**
- Passport or refugee travel document **number**
- Date of **Issue** and **Expiration Date** of your passport or identification document in **DD/MM/YYYY** format
- **Gender** (*as indicated in your Passport or Identification Document*)
- **Issuing Authority** (*please add the government/entity that is the issuing authority for your Identification Document*)
- If you are not sure if you have a **Biometric Passport**, please check this [link](#).

Details on which countries will need a visa to travel to Chile are located [here](#). If the registrant does need a travel **visa**, please complete the **relevant questions** after selecting YES:

Additional details must be provided in the registration form:

- **Street Address**
- **City of Residence**
- **State/Region of Residence**
- **Country/Area of Residence**
- **Postcode**

Visa Passport Validity Requirement

- Passports must be valid **after the registrant's intended departure date from Chile**. This means that **your passport must be valid until the date you will come back to your Country**.
- If the passport expires before, **the registrant must begin the renewal process immediately**.

Further information about the visa process will be provided by the **Local Organizing Committee (LOC)** and **Special Olympics International**.



3.6 Media Games Information

Media Organization Name

Please **write** your **media organization's name**. If you are a staff member from a Special Olympics Program serving in a media role, write the name of your Special Olympics Program (i.e. Special Olympics Chile).

Type Of Media

Please choose **the type of media credential** you are requesting. Select the category that most accurately reflects your organization's primary identity.

Media categories include:

- **Broadcaster**
- **Freelancer**
- **Government**
- **Host Broadcaster**
- **Internet/Digital**
- **Magazine**
- **News Agency**
- **Newspaper**
- **Radio**
- **Special Olympics Program Media Staff**
- **Social Media – Influencer**
- **Partner Media Staff**

The Host Broadcaster and LOC Documentation Crew will be managed directly by the Broadcast Services team.

A full media guide and access details will be provided prior to the event.

Media Verification Document

Please **upload** a copy of your **media verification document**.

Valid formats for upload this file: upload at + CHOOSE any image file (PNG,GIF,JPG,JPEG...)

Special Requirements

Please **write** if you have any **special** requirements and accessibility needs.

Wheelchair

Please select from the **dropdown (Yes/No)** if a wheelchair is required or not.



3.7 Basic Travel Information

Arrival

Please indicate the date you will arrive at your hotel in **DD/MM/YYYY**

format. Method of arrival

Please select from **the dropdown** your method of arrival.

Departure

Please indicate the date you will arrive at your hotel in **DD/MM/YYYY**

format. City of arrival

Please select from **dropdown** your city of arrival.

Do you need a hotel

Please select from **dropdown (Yes/No)** if a hotel is needed or not.

3.8 Release Form and Terms and Conditions

In this section, you can review and accept selecting 'Yes' **Registration & Release Form**. **A copy of the Registration & Release form can be downloaded from the Global Games System (Atos) for your review.**

In this section, you will also be asked to answer the following questions:

1. Do you agree to the Terms and Conditions listed above? (Terms & Conditions link included in Global Games System)
2. Do you certify that all the information that has been provided is correct?
3. Do you agree with the Likeness Release?

4.0 NEXT STEPS

Please note that after submitting your registration, there will be two steps to follow.

Step 1: Confirmation of Registration

- Once the registration has been submitted, the **application** will be **reviewed** by a member of the **Media Operations team**. Once a decision has been made on your application, you will receive an e-mail denoting the next step. **Please expect a review process of one to two weeks. If you have any questions, please contact Christy Weir on cweir@specialolympics.org or Hernan Goldzycher hgoldzycher@specialolympics.org.**



Step 2: Media Credential Approval Process

- **Completion** of the **registration process** does **not automatically guarantee a credential**. All applications for the **Invitational Games Special Olympics Road to Santiago 2027** media credentials will go through an approval process with Special Olympics International and the **Santiago 2027 LOC**. This process will generally take 2 weeks to complete.