

# Data Field Requirements for the ISU Online Media Accreditation System (OMAS)

August 2025

ISU

| Data field categories                                  | Fields                                       | Mandatory/Optional | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------|----------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal details                                       | First name                                   | Mandatory          | This field will be pre-filled as you completed when you signed up                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                        | Last name                                    | Mandatory          | This field will be pre-filled as you completed when you signed up                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                        | Email address                                | Mandatory          | This field will be pre-filled as you completed when you signed up. Note that ISU media team will be in touch with you if further information is required and/or you participation is confirmed.                                                                                                                                                                                                                                                                                                                                   |
|                                                        | Date of birth                                | Mandatory          | Select your date of birth by using the drop-down. Date format : DD/MM/YYYY                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                        | Nationality                                  | Mandatory          | Select your nationality from the dropdown menu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                        | Address of Residence                         | Mandatory          | Type in your address of residence in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                        | Job title                                    | Mandatory          | Type in your job title in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                        | Email                                        | Mandatory          | This field will be pre-filled as you completed when you signed up                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                        | Mobile code                                  | Mandatory          | Select the country code of your mobile number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                        | Mobile number                                | Mandatory          | Type in your mobile number excluding the country code                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Organisation Details                                   | Organisation                                 | Mandatory          | Type in your organisation in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                        | Head office address                          | Mandatory          | Type in the address of the head office in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                        | Head office city                             | Mandatory          | Type in the city of the head office in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                        | Head office Postcode/Zip code                | Mandatory          | Type in the postcode/zipcode of the head office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                        | Head office country                          | Mandatory          | Select the country of the head office from the dropdown menu                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Media Company Manager/ Editor-in-Chief Contact details | Editor-in Chief First name                   | Mandatory          | Type in the first name of your Editor-in-Chief in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                        | Editor-in Chief Last name                    | Mandatory          | Type in the last name of your Editor-in-Chief in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                        | Job title                                    | Optional           | Type in the job title of your Editor-in-Chief in latin alphabet                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                        | Email address                                | Optional           | Type in the email address of your Editor-in-Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                        | Editor-in-Chief Telephone code               | Optional           | Select the country code of your Editor-in-Chief's phone number                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                        | Editor-in-Chief Telephone number             | Optional           | Type in the telephone number of your Editor-in-Chief excluding the country code                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Media Questions                                        | URL for the website or online platform       | Mandatory          | Type in the link of your platform and/or the website                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                        | Media circulation                            | Mandatory          | Select the type of media circulation from the drop-down menu (Online/Print/Social Media/TV)                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                        | Online monthly visitors                      | Optional           | Optional field when you select 'Online' from the Media circulation question above                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                        | Print circulation                            | Optional           | Optional field when you select 'Print' from the Media circulation question above                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                        | How many social media followers do you have? | Optional           | Optional field when you select 'Social Media' from the Media circulation question above                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                        | Viewing numbers                              | Optional           | Optional field when you select 'TV' from the Media circulation question above                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                        | Social Media accounts                        | Optional           | Choose which social media accounts your organisation uses - multiple choices possible                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                        | Specify the other social media account       | Optional           | Only if you choose 'other' from the question above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                        | Link to your Facebook account                | Optional           | Only if you have Facebook account for your organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                        | Link to your X account                       | Optional           | Only if you have X account for your organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                        | Link to your Instagram account               | Optional           | Only if you have Instagram account for your organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                        | Link to your Weibo account                   | Optional           | Only if you have Weibo account for your organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Required attachments                                   | Photo                                        | Mandatory          | Upload a headshot photo (passport format)<br><ul style="list-style-type: none"> <li>Picture must be clear, sharp and in focus (no shadows, no flash reflection on the face, uniform and light background)</li> <li>Picture must show a full front and centered view of the face and shoulders</li> <li>Full facial features and edges should be clearly visible (no hair across the eyes, no hats, no head coverings except for religious reasons)</li> <li>Allowed formats : JPEG, JPG and PNG</li> </ul>                        |
|                                                        | Copy of your Passport                        | Mandatory          | Upload a scanned copy of your passport. The maximum size is 6MB either in JPEG, JPG, PDF or PNG format.<br>Enter your Passport number, issue/expiry date below                                                                                                                                                                                                                                                                                                                                                                    |
|                                                        | Endorsement letter                           | Mandatory          | Upload an official, up-to-date endorsement letter confirming your affiliation with the listed media company or activity. The letter must include the date, the media company's logo, your role details, name of ISU event(s) you are covering and a signature from the editor-in-chief. If you have multiple assignments for different media during the season, upload the respective letters in the fields provided below (there are 4 slots for uploads)<br><br>The maximum size is 6MB either in JPEG, JPG, PDF or PNG format. |
|                                                        | Press Card                                   | Optional           | Upload a scanned copy or a clear photo of your current Press Card or relevant document.<br>The maximum size is 6MB either in JPEG, JPG, PDF or PNG format.                                                                                                                                                                                                                                                                                                                                                                        |
|                                                        | Examples of past works                       | Mandatory          | Submit 3 examples of your previous work by providing hyperlinks to online articles and/or photographs. Failure to provide these examples will result in the rejection of your accreditation request.                                                                                                                                                                                                                                                                                                                              |