



## Enclosure 5

### UEFA TIME platform

## Using the UEFA Team Information Exchange (TIME) platform

TIME is a platform for preparing and organising UEFA matches. It must be used by all clubs during the club competition season for a range of tasks, which are set out below together with the process for creating access and user profiles. Additional information on each of the sections below can be found in the relevant User Guides available in the TIME Documents section.

The TIME platform address is: <https://time.uefa.com>

### 1. TIME User Management

Your National Association (NA) is responsible for appointing a Club TIME User Manager for each of its clubs that has qualified for the first time, or could potentially qualify, for one of the UEFA club competitions. This must be done by the National Association's own TIME User Manager, so in case of issues from the club side, please contact your National Association. Any TIME user access questions to UEFA from clubs will be referred to the relevant NA.

The Club TIME User Managers are responsible for managing staff access to TIME within their club, including giving access to the TIME Documents page and giving access rights as "Managers" (with edit rights) and "Viewers" (read-only access) for TIME Stadium Passports, TIME Player List Registration, TIME Online Match Sheets, TIME Match Preparation Forms and TIME Kit for all their club's participating teams.

**EDIT USER'S DETAILS**

**DETAILS**

Identity email\*  
[text input]

Organisation \*  
UEFA [dropdown]

Surname \*  
[text input]

First Name \*  
[text input]

Email \*  
[text input]

Gender \*  
☒ M ☐ F

Date of birth \*  
[date picker]

Nationality \*  
[dropdown]

**TEAMS**

NA Clubs (2) [Select all]

☒ Team A ☐ Team B ☒ Youth ☐ Women ☐ Futsal ☐ Amateur ☐ Futsal Women

**PROFILES**

Edit (7) View (1) [Select all]

<input checked="" type="checkbox"/> TIME User Manager	<input type="checkbox"/> UEFA Assist Admin	<input checked="" type="checkbox"/> Stadium Admin	<input type="checkbox"/> Stadium Operators
<input type="checkbox"/> UEFA Assist Consultant	<input checked="" type="checkbox"/> Match Preparation Manager	<input checked="" type="checkbox"/> Player List Registration Manager	<input checked="" type="checkbox"/> Match Sheets Manager
<input type="checkbox"/> Club Collection Info Manager	<input type="checkbox"/> Stadium Venue Announcement Manager	<input checked="" type="checkbox"/> Documents and Links Admin	<input type="checkbox"/> TIME Venue Announcement Manager
<input type="checkbox"/> TIME MT Preparation Manager	<input type="checkbox"/> HatPro Admin	<input type="checkbox"/> HatPro Consultant	<input type="checkbox"/> PINA Calendar Manager
<input type="checkbox"/> Doping Tests Admin	<input checked="" type="checkbox"/> Forms Manager	<input type="checkbox"/> UEFA GROW Admin	

**Update** **Cancel**

(Club TIME User Managers are responsible for managing staff access to TIME within their club)



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Once you have entered your TIME login, you will be taken to the dashboard page, which gives you access to all the relevant sections of TIME for your user profile. If you want to make any changes to your user profile, please contact your Club TIME User Manager.

## 2. TIME Documents

The UEFA's [TIME Documents](#) section is used as the main platform to share informational documents with clubs and contains the relevant entry forms and documents, including:

- international match calendar
- fixture and draw list, indicating all match dates, as well as all the dates and venues for the season's draws
- Access list for the UEFA club competitions
- Reasoning for key amendments to UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Super Cup
- Reasoning for key amendments to UEFA Youth League

It is the club's TIME User Manager responsibility to give access to any users that need TIME documents access within their club.

The image displays three screenshots of the UEFA TIME platform interface, illustrating the steps for granting access to TIME documents. The first screenshot shows the 'UEFA Switzerland' dashboard with the 'Users' menu item highlighted (Step 1). The second screenshot shows the 'DETAILS' page for a user, with the 'View' button highlighted (Step 2). The third screenshot shows the 'TIME' dashboard with the 'DOCUMENTS' section highlighted (Step 5) and the 'Circular Letters' document highlighted (Step 6).

(Steps 1-3, Club Time User Manager to give access TIME documents / Steps 4-6, TIME user to access TIME documents)

As a reminder, please note that all UEFA regulations and guidelines can now be found in the [UEFA Documents portal](#).



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### 3. TIME KIT – Kit Information Tool

A new digital platform aimed to facilitate and enhance the current playing attire approval and match playing attire selection processes will be used for the new season. This platform will become an integral part of the playing attire approval process.

The new process will see teams registering their playing attires directly into the new platform including the validation by the relevant National Association, replacing the previous playing attire form, as well as providing a platform for teams to prepare the match playing attire agreements for each match.

Further explanations on the use of TIME KIT are set out in this Circular Letter in Enclosure 2 – Playing attire for 2022-23.

### 4. TIME Stadium Passport

The TIME Stadium Passport allows each National Association, but also clubs and where applicable stadium operators, to provide UEFA with up-to-date information about the stadiums used in UEFA competitions. Clubs are therefore requested to check the information registered in their Stadium Passport and update as necessary, as well as to close any actions points once resolved.

Category	Progress	Status
General Information	73%	✓
Players / Official Areas	76%	!
Spectators Areas	74%	!
TV & Media Areas	69%	!
Safety Certificate	100%	✓
Additional Info Category 3 & 4	59%	✓
Action Points	100%	✓

### 5. TIME Forms

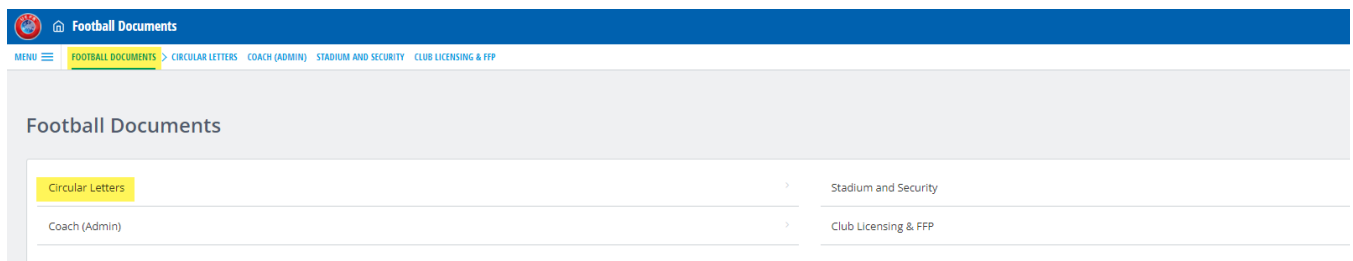
TIME Forms may be used at certain times during the season to gather information. If this is the case, you will be informed in advance of the need to complete a TIME Form, and the TIME User Manager must then allocate the appropriate person access to TIME Forms in order to complete the information required.



## 6. TIME Organisation Passport

UEFA has expanded the existing TIME Platform to allow users to update key information related to their organisation quickly and efficiently. For example, clubs can now easily update the names and contact details for the various persons in key management and operational roles within their organisation, as well as to identify who should receive various UEFA notifications.

Each club participating in the coming club competition season is asked to complete their TIME Organisation Passport **by 1 June 2022** and keep it up-to-date in accordance with the instructions set out in the TIME Organisation Passport User Guide. This ensures that everyone using the TIME platform will always see recent and accurate information. Further information can be found in UEFA Circular Letter No 06/2021 sent on 15 February 2021 in FAME.



## 7. TIME Player List Registration

UEFA's TIME online platform must be used to register players and complete online match sheets **for all matches** in the UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Youth League.

As mentioned above, player lists have to be submitted using the TIME platform, which enables clubs to enter their player lists directly for validation by their National Association.

The Club TIME Player List Registration Managers access the player registration portal within the TIME platform and receive player registration notifications and reminders. If different people are responsible for the player registration process for different club teams (e.g. the teams participating in the UEFA Youth League and the UEFA Champions League), then the club TIME user manager must create separate access profiles for them.

The player and staff members registration process through TIME is detailed in the Enclosure 3 - Player Eligibility of this circular letter.



## 8. TIME Match Sheets

UEFA's TIME platform allows users to complete match sheets both online and offline. Clubs must submit match sheets in TIME for all matches from the preliminary rounds.

The Club TIME Online Match Sheets Managers will have access to the match sheet portal in TIME and will receive match sheet notifications and reminders.

The match sheet must be completed by indicating which players make up the starting 11 and which are substitutes. Technical staff, meanwhile, must be shown as being on the substitutes' bench or additional technical seats. Tactical line-ups can also be submitted.

The match sheets are shared electronically only when both teams have submitted their match sheets and no earlier than 90 minutes before kick-off (tactical line-ups will not be shared with the other team). This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

## 9. TIME Match Preparation Form

As soon as a match fixture is confirmed, the TIME Match Preparation Form will become available for teams to share information and help prepare the matches, replacing the email exchanges that were used in the lead-up to matches. In addition, the names of the UEFA delegate for the match, as well as the names and nationalities of the UEFA referees will be published on the TIME Match Preparation Form of the relevant match.