



TIME – Stadium Venue Announcement User Guide

TIME – Stadium Venue Announcement

What are stadium venue announcements?

Stadium venue announcements are how the national associations and clubs inform UEFA about the stadiums in which they wish to play in for the UCL, UEL, UECL, UYL and UWCL UEFA club competition rounds in the coming season.

The electronic stadium venue announcement (SVA) system is used in order to:

- create, review and submit multiple stadium venue announcements (SVA) online;
- delegate the completion of SVA to the respective clubs;
- create and save draft SVA, to be submitted to UEFA any time before the deadline.

The aim of this document is to help all users understand how the venue announcement process works.

If you have any questions, please contact stadiumoperations@uefa.ch.

What has changed?

- UEFA Youth League Clubs/respective NAs should announce one stadium which is available the whole competition period, i.e. from June 2023 to June 2024.

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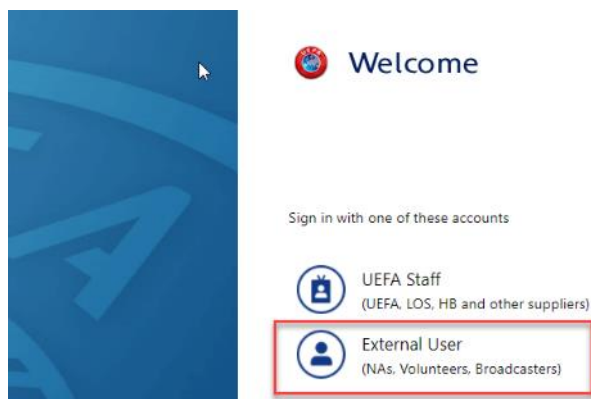
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1 Accessing the TIME portal

Stadium Venue Announcement is only available on TIME portal, which you can access using the following URL:

<https://time.uefa.com>



Choose to login as “**External User**”

Sign in with your external account

Sign in

[Forgot your password?](#)

Then enter your email address and password and click “**Sign in**”.

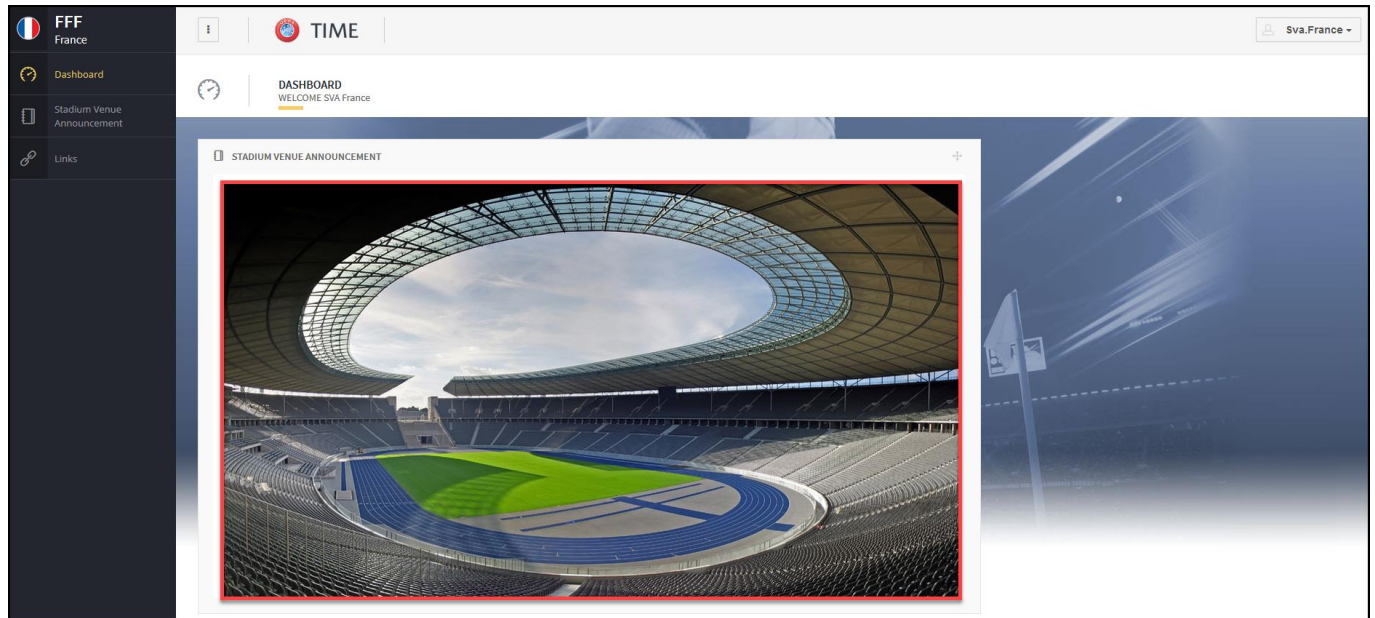
If you cannot remember your email or password, click “**Forgot your password?**” and instructions will be sent to you by email.

The TIME portal is compatible with iPads and the following web platforms:

- Google Chrome
- Mozilla Firefox

2 TIME Homepage

Once you have logged in, you will see the stadium venue announcement dashboard:

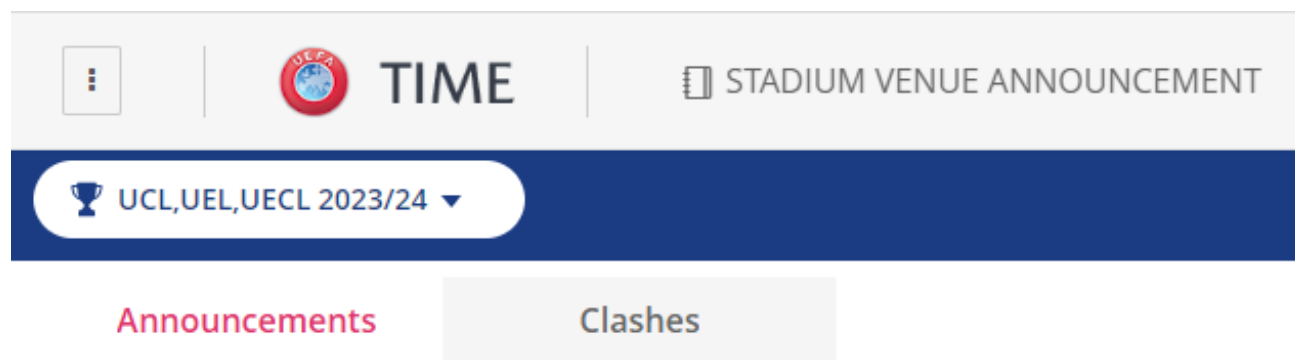


Click anywhere on the stadium venue announcement **dashboard** (outlined in red above) or on the "Stadium Venue Announcement" left menu to start filling in your SVAs.

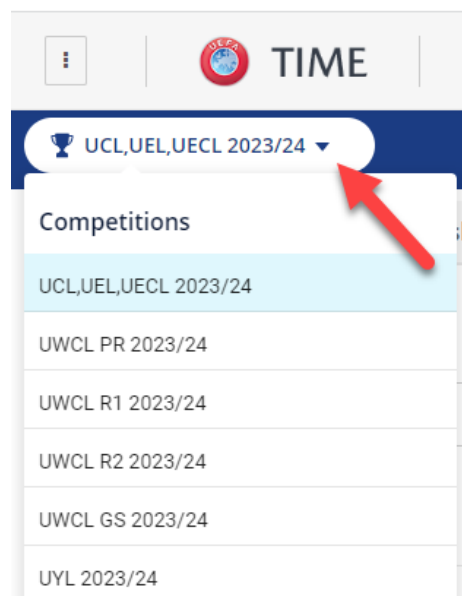
Note: Some users may have additional TIME **dashboards** (e.g. Match Preparation, Document Repository and PNA Calendar).

3 Stadium venue announcement homepage

The “**Stadium Venue Announcement**” page displays by default the UCL/UEL/UECL 2023/24 season.



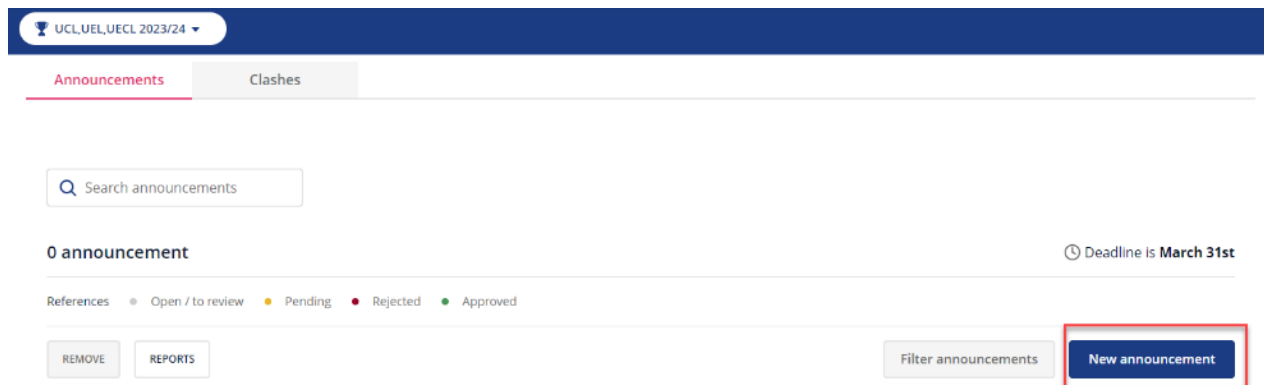
From the stadium venue announcement homepage you can switch to the other competitions by clicking on the arrow highlighted in red below.



NB: The process described below it applies to UCL/UCL/UECL and UYL competitions

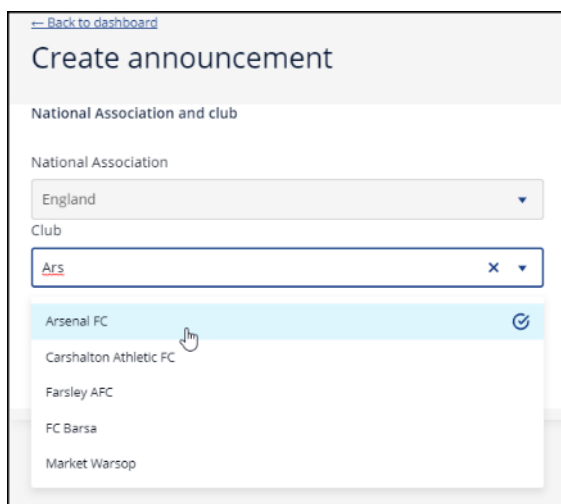
4 Creating a stadium venue announcement

Click on the “**New announcement**” button to create a stadium venue announcement for a club.



The screenshot shows a dashboard with a dark blue header containing a trophy icon and the text 'UCL,UEL,UECL 2023/24'. Below the header are two tabs: 'Announcements' (active) and 'Clashes'. A search bar labeled 'Search announcements' is present. The main content area shows '0 announcement' and a 'Deadline is March 31st' indicator. A legend for announcement statuses is shown: Open / to review, Pending, Rejected, and Approved. At the bottom, there are buttons for 'REMOVE', 'REPORTS', 'Filter announcements', and a 'New announcement' button which is highlighted with a red rectangular box.

The page below will be displayed.



The screenshot shows the 'Create announcement' form. At the top is a 'Back to dashboard' link. The form title is 'Create announcement'. Below it is the section 'National Association and club'. Under 'National Association', there is a dropdown menu currently showing 'England'. Under 'Club', there is a search input field containing 'Ars' and a dropdown list of suggestions: 'Arsenal FC', 'Carshalton Athletic FC', 'Farsley AFC', 'FC Barsa', and 'Market Warsop'. A mouse cursor is pointing at 'Arsenal FC', which is highlighted in light blue. A checkmark icon is visible next to 'Arsenal FC'.

1. Your “**National Association**” is automatically selected.
2. The club can be selected by typing in some letters of the club name in the “**Club**” field and selecting from the drop down list.
3. Once you have selected the club name, you can either send the stadium venue announcement to the club to complete or complete the form yourself.

4.1 Delegate the form to a club

If you wish to delegate a stadium venue announcement to the club, tick the **"Delegate form to club"** box and simply enter the name, surname and email address of the club contact to whom you want to send the form.

National Association and club

National Association

England

Club

Arsenal FC

☒ Delegate form to club

Club contact

First name

e.g John

Last name

e.g Smith

E-mail

e.g John Smith


When all fields are filled-in, scroll down and press on **"Submit"** button at the bottom right of the page:

Cancel

Submit

When you delegate an announcement to a club contact, an email will be sent to the email address you have entered, informing that person that they have seven days to complete the SVA form.

Stadium Venue Announcement for UCL,UCL,UECL 2021/22 season and club Abbeytown FC

 noreply@uefa.ch <noreply@uefa.ch>
To: [redacted]

Dear [redacted],

A new Stadium Venue Announcement is now available for editing for the UCL,UCL,UECL 2021/22 season for Abbeytown FC club. Please kindly fill in the form and submit it to your National Association by 04/03/2021.

You can access the form by [clicking here](#).

Kind Regards,

The Football Association

Note: As National Association you always have access to the form and you can access it from the stadium venue announcement homepage.

4.2 Complete the announcement on behalf of a club

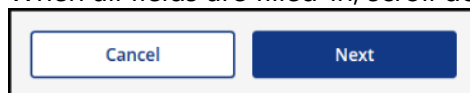
First, ensure that the **"Delegate form to club"** tick-box is not checked.

1. Your **National Association** is automatically selected.

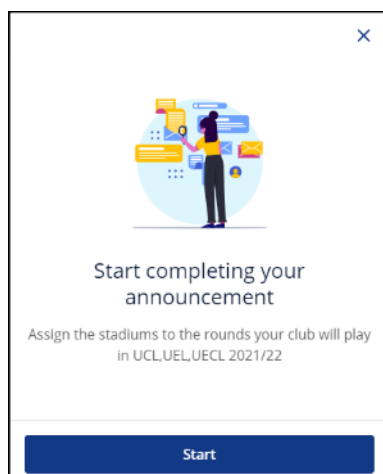


2. The club can be selected by typing in some letters of the club name in the **Club** field.

When all fields are filled-in, scroll down and press on the **"Next"** button at the bottom right of the page:

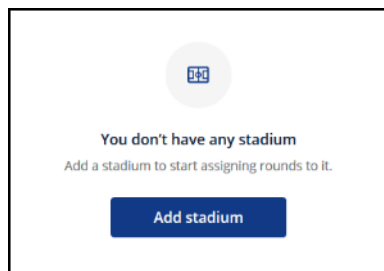


The announcement is now ready to be filled in. The following pop-up window will be displayed:

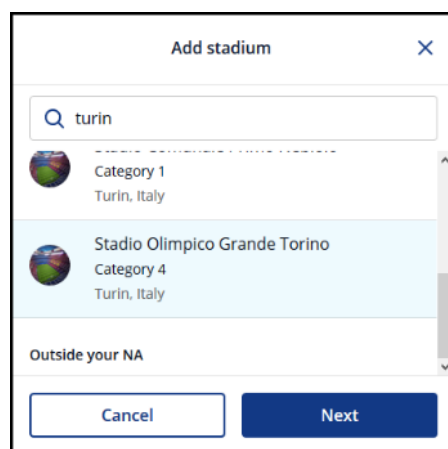


Press the **"Start"** button

4.3 Completing the announcement

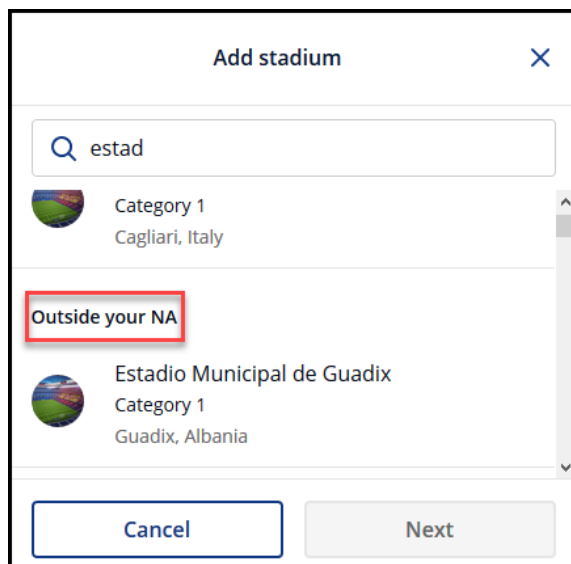


Press the "**Add stadium**" button

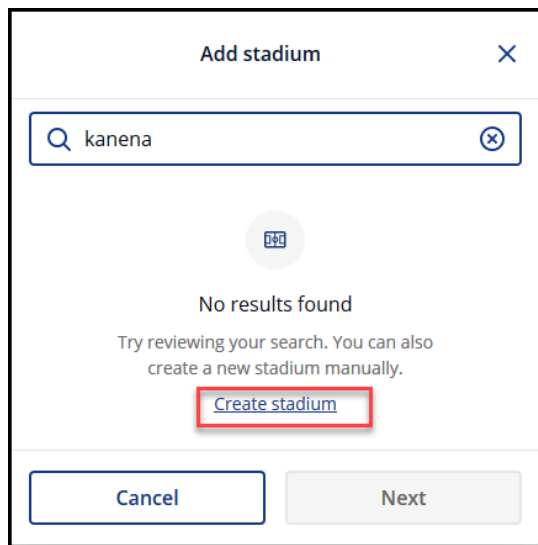


1. Use the search input field to search for a stadium.
Note: It is possible to search for stadiums using any of the following:
 - Official stadium name
 - Commercial stadium name
 - City
2. Select a stadium from the drop down; the stadium is highlighted in light blue.

Note: the **city** and **stadium category** will also appear



If you have to choose a stadium for which the owner is not you National Association, you can do so by selecting a stadium "**Outside your NA**".



Add stadium ✕

🔍 kanena ✕

📄

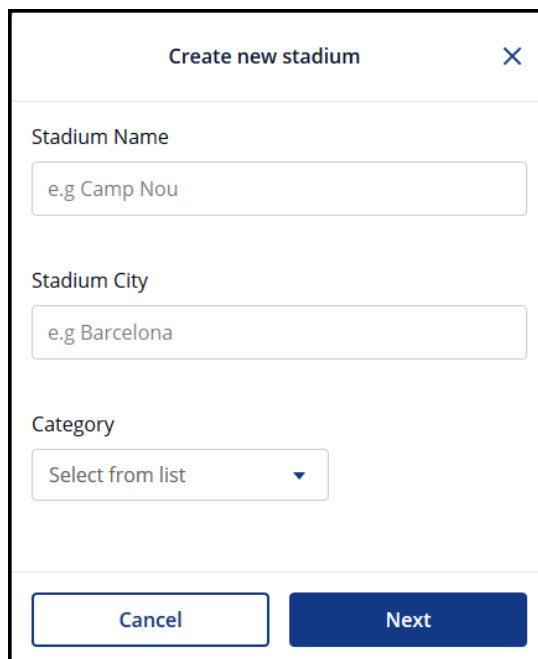
No results found

Try reviewing your search. You can also create a new stadium manually.

[Create stadium](#)

Cancel Next

If the stadium to be announced is not in the suggested list, you can create a stadium for the venue announcement.



Create new stadium ✕

Stadium Name

e.g Camp Nou

Stadium City

e.g Barcelona

Category

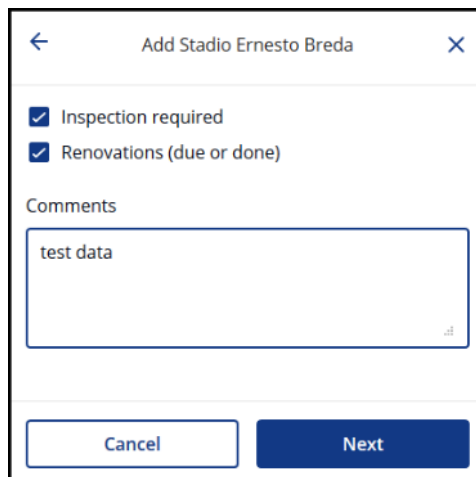
Select from list ▼

Cancel Next

Fill in all the information and press the **"Next"** button.

4.4 Enter stadium inspection and renovation details

In this section indicate whether you consider that a stadium inspection is needed and include a summary of any major renovations that have taken place or are scheduled.



← Add Stadio Ernesto Breda ×

☒ Inspection required
☒ Renovations (due or done)

Comments

test data

Cancel Next

1. After selecting a stadium, you can request a stadium inspection to be performed by UEFA, by ticking the "**Inspection required**" box. Do not forget to include the reason why in the **comments** textbox.
2. Enter the details of any stadium renovations that have taken place or will take place in the **comments** textbox.

4.5 Assign stadium to competition round(s) and leg(s)

You will be redirected to the announcement page below.

Here you will find the stadium inserted previously and the rounds available for assignment.

1. Select the stadium (step 1)
2. Select a round (including all its legs, step 2)
3. Or select the round(s) and leg(s) for which the selected stadium will be assigned. It is possible to select one leg of a round only (steps 3 & 4)
4. Click on Assign (step 5)

The screenshot shows a web interface for assigning a stadium to competition rounds. At the top, there's a header 'Announcement for Abbeystown FC' with a 'Back to dashboard' link and two tabs: 'Submit' (active) and 'Submitted'. Below the header, there are three main sections: '1. Available stadiums', '2. Unassigned rounds', and '3. Ready'. In the '1. Available stadiums' section, 'American Express Community Stadium' is listed with 'Category 2' and a note 'Inspection and renovation required'. A red circle with the number '1' is next to it. In the '2. Unassigned rounds' section, there are three rounds: 'UCL, UECL QR1 Category 2' (with a red circle '2'), 'UCL, UECL QR2 Category 2' (with a red circle '3'), and 'UCL, UEL, UECL QR3' (with a red circle '5'). The 'UCL, UECL QR2 Category 2' round has two legs: 'Leg 1' (checked) and 'Leg 2' (unchecked), with a red circle '4' next to the 'Leg 1' checkbox. At the bottom, there's a summary bar that says 'Assign American Express Community Stadium to 2 rounds' and two buttons: 'Cancel' and 'Assign' (with a red circle '5' next to it).

Note: The minimum stadium category accepted in each round is indicated under each round

A close-up of a round entry in the interface. It shows 'UCL, UECL', 'QR1', and 'Category 2'. The 'Category 2' text is highlighted with a red rectangular box.

4.6 View assigned stadiums

In the “**Ready**” section, you can now see that a stadium has been assigned to a competition round and its leg(s).

The screenshot shows a web interface with three main sections: '1. Available stadiums', '2. Unassigned rounds', and '3. Ready'. The '3. Ready' section is highlighted with a red box and contains two entries, each with a green checkmark and a trash icon. The first entry is 'UCL, UECL QR1 (Both Legs) American Express Community Stadium'. The second entry is 'UCL, UECL QR2 (Leg 1) American Express Community Stadium'. At the bottom, there is a status bar that says 'Assign American Express Community Stadium to 0 round' and two buttons: 'Cancel' and 'Assign'.

1. Available stadiums	2. Unassigned rounds	3. Ready
<div> American Express Community Stadium Category 2 Inspection and renovation required</div>	<div>UCL, UECL QR2 Category 2</div> <div>Leg 1 (already assigned)</div> <div>Leg 2</div> <div>UCL, UEL, UECL QR3 Category 3</div> <div>UEL, UECL PO</div>	<div>UCL, UECL QR1 (Both Legs) American Express Community Stadium</div> <div>UCL, UECL QR2 (Leg 1) American Express Community Stadium</div>

Assign American Express Community Stadium to 0 round

Cancel Assign

4.7 Add a new stadium

The screenshot shows the '1. Available stadiums' section of the interface. It features a list of stadiums, with the first one being 'Stadio Olimpico Grande Torino' (Category 4, Inspection and renovation required). A red box highlights the 'Add new' button in the top right corner of this section.

To Submit	Submitted
<div>1. Available stadiums</div> <div><div> Stadio Olimpico Grande Torino Category 4 Inspection and renovation required</div><div>Add new</div></div>	

In order to announce another stadium for the same club, click on the “**Add new**” button.

4.8 What if my stadium does not meet the minimum stadium category requirements?

If you assign a stadium to a round for which it does not meet the minimum stadium category requirements for the specific round, a warning symbol will appear, and the assignment will be outlined in red:

The screenshot displays a web interface for stadium assignment. At the top, there are two tabs: 'Submit' (highlighted in red) and 'Submitted'. Below the tabs, the interface is divided into three main sections:

- 1. Available stadiums:** This section contains two stadium entries. The first is 'American Express Community Stadium' (Category 2) with a red warning icon and the text 'Inspection and renovation required'. The second is 'MCFC Academy Stadium' (Category 3) with the text 'No inspection or renovation'. Each entry has edit and delete icons.
- 2. Unassigned rounds:** This section shows a message: 'There are no rounds left to assign. Your announcement is now ready for submission.' with a circular icon containing a stack of papers.
- 3. Ready:** This section lists assigned rounds. The first four rounds are correctly assigned: 'UCL, UECL QR1 (Both Legs)' to American Express Community Stadium, 'UCL, UECL QR2 (Leg 1)' to American Express Community Stadium, 'UCL, UECL QR2 (Leg 2)' to MCFC Academy Stadium, and 'UCL, UEL, UECL QR3 (Both Legs)' to MCFC Academy Stadium. The last two rounds are highlighted with a red border and contain warning icons and text: 'UEL, UECL PO (Both Legs) American Express Community Stadium category mismatch' and 'UCL PO (Both Legs) MCFC Academy Stadium category mismatch'.

Note: It is possible to submit a SVA form to UEFA with a warning symbol.

4.9 Remove/change selected stadium(s)


If you want to change a stadium that you have allocated to a competition round/leg, click on the bin icon for that round/leg and it will go back to the unassigned rounds.

You can then choose a new stadium, select the corresponding competition round(s)/leg(s) and click **"Assign"** button at the bottom of the page.

5 Submit a stadium venue announcement

Once **all** competition rounds are signed to the stadium(s), you can submit the stadium venue announcement by clicking on the **"Submit to UEFA"** button if it is the NA submitting, or the **"Submit to the NA"** button if the stadium venue announcement is done by the club.

Inspection and renovation required

 MCFC Academy Stadium
Category 3
No inspection or renovation

✎ 🗑

There are no rounds left to assign

Your announcement is now ready for submission.

American Express Community Stadium

UCL, UECL
✓ QR2 (Leg 1)
American Express Community Stadium

✎

UCL, UECL
✓ QR2 (Leg 2)
MCFC Academy Stadium

✎

UCL, UEL, UECL
✓ QR3 (Both Legs)
MCFC Academy Stadium

✎

UCL, UECL
❌ PO (Both Legs)
American Express Community Stadium category mismatch

✎

UCL
❌ PO (Both Legs)
MCFC Academy Stadium category mismatch

✎

UCL, UEL, UECL

✎


Cancel Submit to UEFA

Announcement for Abbeystown FC


Submit Submitted

🕒 Deadline is March 4th (6 days from now)

1. Available stadiums

 City of Manchester Stadium
Category 4
No inspection or renovation

✎ 🗑

 Langtree Park
Category 1
No inspection or renovation

✎ 🗑

2. Unassigned rounds

There are no rounds left to assign

Your announcement is now ready for submission.

3. Ready

UCL, UECL
✓ QR1 (Both Legs)
City of Manchester Stadium

✎

UCL, UECL
✓ QR2 (Both Legs)
City of Manchester Stadium

✎

UCL, UEL, UECL
✓ QR3 (Both Legs)
City of Manchester Stadium

✎

UCL, UECL
✓ PO (Both Legs)
City of Manchester Stadium

✎

UCL
✓ PO (Both Legs)
City of Manchester Stadium

✎

UCL, UEL, UECL
❌ GS (Both Legs)
Langtree Park category mismatch

✎

Submit to NA

17

The "**Submit to UEFA for review**" window appears if it is the NA submitting the SVA.
The "**Submit to NA for review**" window appears if it is the Club submitting the SVA.

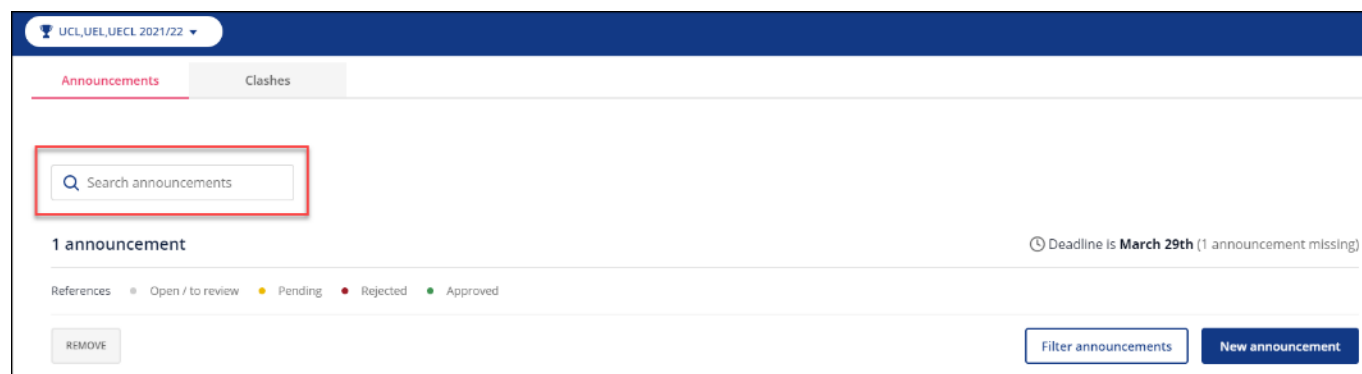
<div><div>Submit to UEFA for review</div><div>You will submit the announcement for Abbeytown FC for UCL,UCL,UECL 2021/22 to UEFA for review. You cannot make changes after submission.</div><div>Remember to update American Express Community Stadium and MCFC Academy Stadium on Stadium Passport if necessary.</div><div><div>Cancel</div><div>Submit</div></div></div>	<div><div>Submit to NA for review</div><div>You will submit the announcement for Abbeytown FC for UCL,UCL,UECL 2021/22 to your National Association for review. You cannot make changes after submission.</div><div><div>Cancel</div><div>Submit</div></div></div>
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Once the form is submitted it cannot be modified.

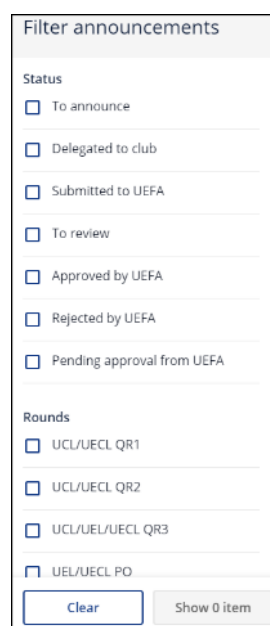
If it is the Club submitting the SVA, an email will be send to the NA informing the stadium venue announcement managers that the SVA has been completed.

6 Searching for stadium venue announcements

You can search for SVAs by typing the club name in the free text field in the Search announcement field (outlined in red below):



It's also possible to set some filters in order to select the announcements to be displayed by clicking on "Filter announcements" button [Filter announcements](#). The possible selection criteria are on SVA status and rounds:



The possible statuses are:

- **To announce:** SVA is created, to be filled in and submitted
- **Delegated to club:** SVA has been assigned to the club
- **Submitted to UEFA:** SVA has been filled in and submitted to UEFA for review and approval
- **To review:** SVA has been filled in by the club and has to be reviewed before submitting to UEFA
- **Approved by UEFA:** SVA has been reviewed and approved by UEFA, announcement is completed
- **Rejected by UEFA:** SVA has to be reviewed / updated and submitted again
- **Pending approval from UEFA:** SVA has to be reviewed and approved by UEFA

Please note that now the filters are being kept, so make sure to clear filters if you switch from one competition to another.

The references legend for the colours indicate the possible statuses for each round:

1 announcement
⌚ Deadline is **March 29th** (1 announcement missing)

References
Open / to review
Pending
Rejected
Approved

REMOVE
Filter announcements
New announcement

CLUB	STATUS	UCL/UECL QR1	UCL/UECL QR2	UCL/UECL/UECL QR3	UEL/UECL PO	UCL PO	UCL/UEL/UECL GS
Abbeytown FC	Rejected by UEFA	●	●	●	●	●	●

7 Review a form that has been submitted by a club

Once a stadium venue announcement form has been completed by a club, it will change to **"To review"** status.

You must open it by double clicking on the row, review it, and submit it to UEFA once done.

2 announcements
⌚ Deadline is **March 29th** (2 announcements missing)

References
Open / to review
Pending
Rejected
Approved

REMOVE
Filter announcements
New announcement

CLUB	STATUS	UCL/UECL QR1	UCL/UECL QR2	UCL/UECL/UECL QR3	UEL/UECL PO	UCL PO	UCL/UEL/UECL GS
Abbeytown FC	Rejected by UEFA	●	●	●	●	●	●
AFC Bournemouth	To review	●	●	●	●	●	●

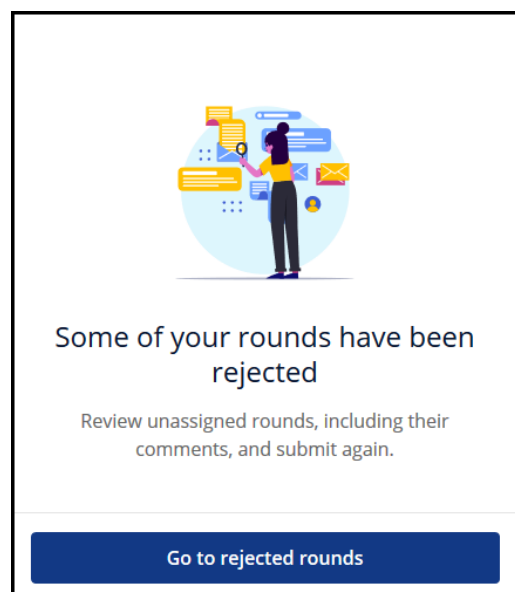
8 Form rejected by UEFA administration

If UEFA administration rejects a stadium venue announcement form that you have submitted, you will be informed via email.

The rejected form(s) will appear on the SVA homepage and it will be also highlighted in red.

2 announcements		⌚ Deadline is March 29th (2 announcements missing)						
References		● Open / to review ● Pending ● Rejected ● Approved						
<button>REMOVE</button>		<button>Filter announcements</button>		<button>New announcement</button>				
<input type="checkbox"/> CLUB	STATUS	UCL/UECL QR1	UCL/UECL QR2	JCL/UEL/UECL QR3	UEL/UECL PO	UCL PO	JCL/UEL/UECL GS	
<input type="checkbox"/> Abbeystown FC	Rejected by UEFA	●	●	●	●	●	●	
<input type="checkbox"/> AFC Bournemouth	To review	●	●	●	●	●	●	

When you open it by double clicking on the row, the following pop-up message will be displayed.



Click on the **“Go to rejected rounds”** button.

Each round rejected by UEFA administration will appear in the "Unassigned" rounds section and a rejection note will be available.

Announcement for Abbeytown FC

Submit Submitted

1. Available stadiums [Add new](#)

- City of Manchester Stadium
Category 4
No inspection or renovation
- Langtree Park
Category 1
No inspection or renovation

2. Unassigned rounds [Select all](#)

- UEL, UECL
PO
Category 3
- UCL
PO
Category 4
- UCL, UEL, UECL
GS
Category 4

3. Ready

- UCL, UECL
QR1 (Both Legs)
City of Manchester Stadium
- UCL, UECL
QR2 (Both Legs)
City of Manchester Stadium
- UCL, UEL, UECL
QR3 (Both Legs)
City of Manchester Stadium

Cancel Assign

UEL
PR
Category 2

UCL, U
QR1
Category

UCL, U
QR2
Category 2

Reason of rejection
test data

Close

Click on the note in order to open and view the reason of rejection.

9 Saving stadium venue announcements

Auto-save is in place, so all actions/data are automatically saved.

10 Deleting stadium venue announcements

A stadium venue announcement can be deleted only when in status “**To announce**” and “**Delegated to Club**”.

11 UWCL stadium venue announcements

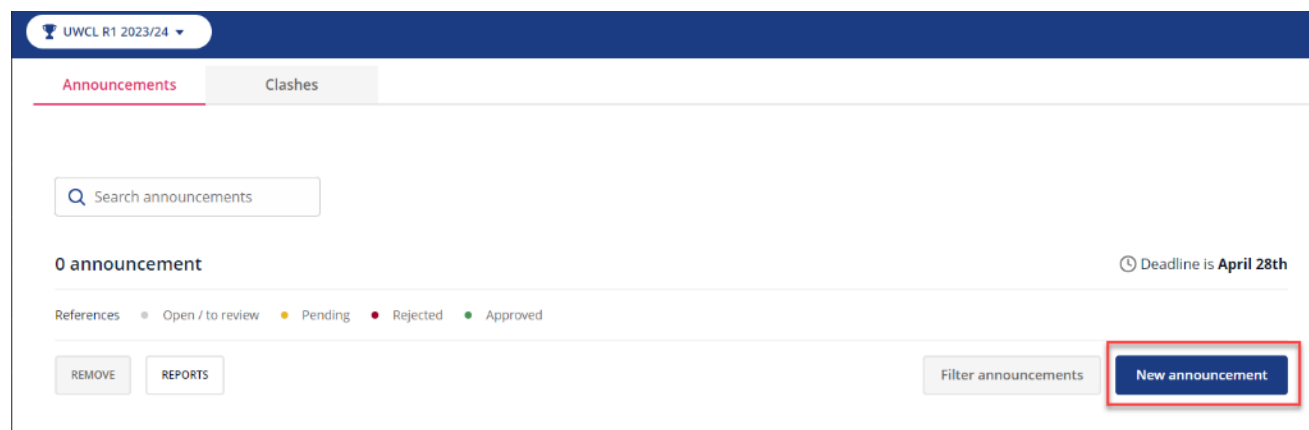
From the stadium venue announcement homepage you can switch to the UWCL **PR** 2023/24, UWCL **Q1** 2023/24, UWCL **Q2** 2023/24 and UWCL **GS** 2023/24 season by clicking on the arrow highlighted in red below and then selecting the round from the dropdown menu.



NB: This process must be repeated for **each round** (i.e. select the round from the dropdown menu) to access the round-specific stadium venue announcement page.

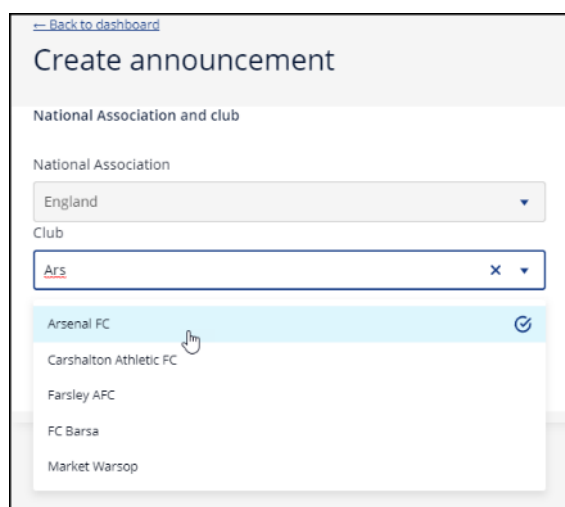
11.1 Creating a stadium venue announcement

Once you have entered the round click on the “**New announcement**” button to create a stadium venue announcement for a club.



The screenshot shows the UWCL R1 2023/24 dashboard. The 'Announcements' tab is selected. There is a search bar for announcements, a status indicator showing '0 announcement', and a deadline of 'April 28th'. Below the search bar, there are filters for 'References' (Open / to review, Pending, Rejected, Approved). At the bottom, there are buttons for 'REMOVE', 'REPORTS', 'Filter announcements', and 'New announcement' (highlighted with a red box).

The page below will be displayed.



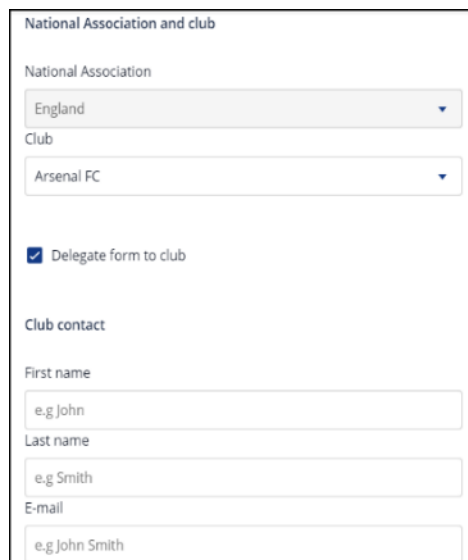
The screenshot shows the 'Create announcement' form. The 'National Association and club' section is visible. The 'National Association' is set to 'England'. The 'Club' field is set to 'Arsenal FC'. A dropdown list of clubs is shown below the 'Club' field, including 'Carshalton Athletic FC', 'Farsley AFC', 'FC Barsa', and 'Market Warsop'. A hand cursor is pointing at 'Arsenal FC'.

1. Your “**National Association**” is automatically selected.
2. The club can be selected by typing in some letters of the club name in the “**Club**” field and selecting from the drop down list.
NB: If your club name does not appear, please contact uwclmatchops@uefa.ch
3. Once you have selected the club name, you can either send the stadium venue announcement to the club to complete or complete the form yourself.

NB: The SVA is round-specific (i.e. repeat above described steps for each round of the competition).

11.2 Delegate the form to a club

If you wish to delegate a stadium venue announcement to the club, tick the “**Delegate form to club**” box and simply enter the name, surname and email address of the club contact to whom you want to send the form.



When all fields are filled-in, scroll down and press the “**Submit**” button at the bottom right of the page:



When you delegate an announcement to a club contact, an email will be sent to the email address you have entered, informing that person that they have seven days to complete the SVA form.

Should you wish to use this function, please note that the SVA is round-specific (i.e. repeat above described steps for **each round of the competition**).

Stadium Venue Announcement for UWCL Q1 2021/22 season and club Arsenal FC



noreply@uefa.ch

To

Dear [redacted],

A new Stadium Venue Announcement is now available for editing for the UWCL Q1 2021/22 season for Arsenal FC club. Please kindly fill in the form and submit it to your National Association by **31/05/2021**.

You can access the form by [clicking here](#).

Kind Regards,

The Football Association

NB: As a National Association you always have access to the SVA form which you can access from the stadium venue announcement homepage.

11.3 Complete the announcement on behalf of a club

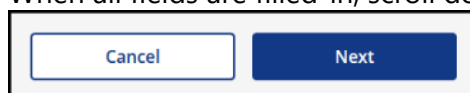
Ensure that the “**Delegate form to club**” tick-box is not checked.

3. Your **National Association** is automatically selected.

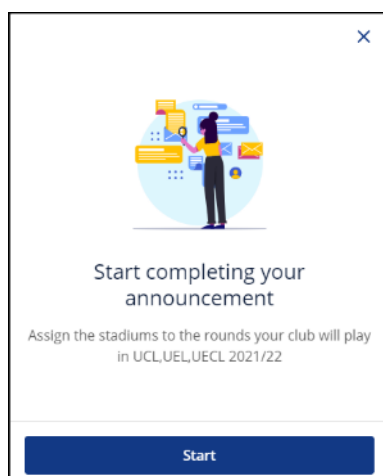


4. The club can be selected by typing in some letters of the club name in the **Club** field.

When all fields are filled-in, scroll down and press the “**Next**” button at the bottom right of the page:



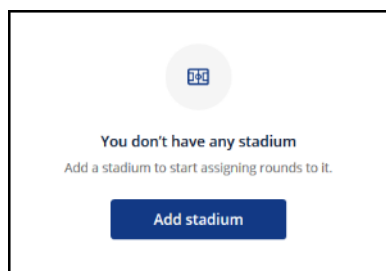
The announcement is now ready to be filled in. The following pop-up window will be displayed:



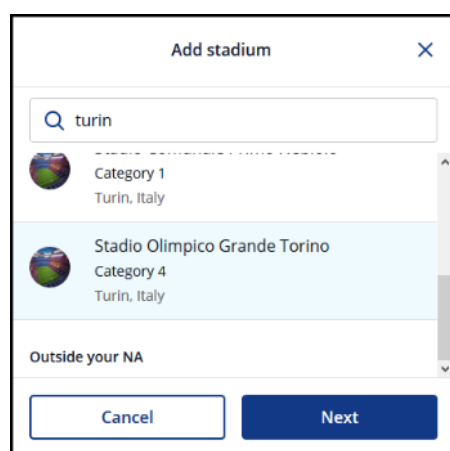
Press the “**Start**” button

NB: The SVA is round-specific (i.e. repeat above described steps for each round of the competition).

11.4 Completing the announcement

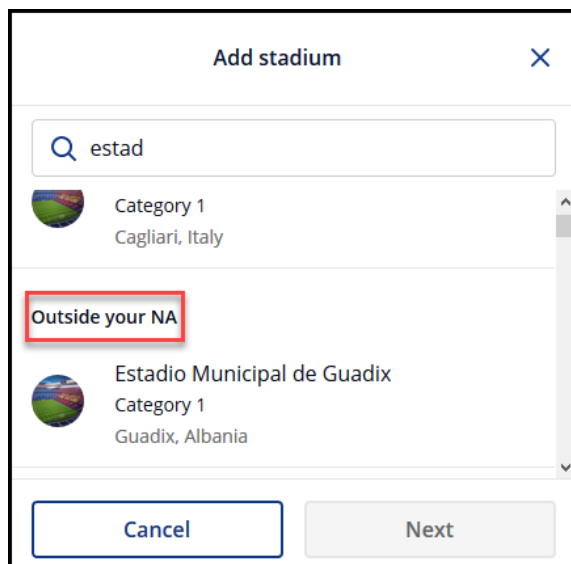


Press the "**Add stadium**" button

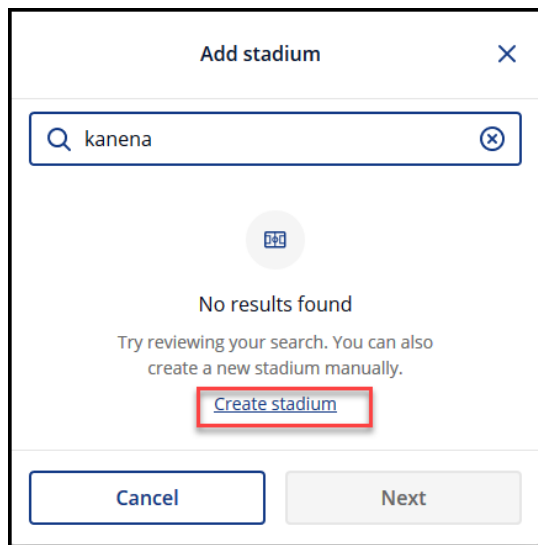


3. Use the search input field to search for a stadium.
Note: It is possible to search for stadiums using any of the following:
 - Official stadium name
 - Commercial stadium name
 - City
4. Select a stadium from the drop down list; the stadium is highlighted in light blue.

Note: the **city** and **stadium category** will also appear



If you need to choose a stadium which is not owned by your National Association, you can select a stadium "**Outside your NA**".



Add stadium ✕

🔍 kanena ✕

📄

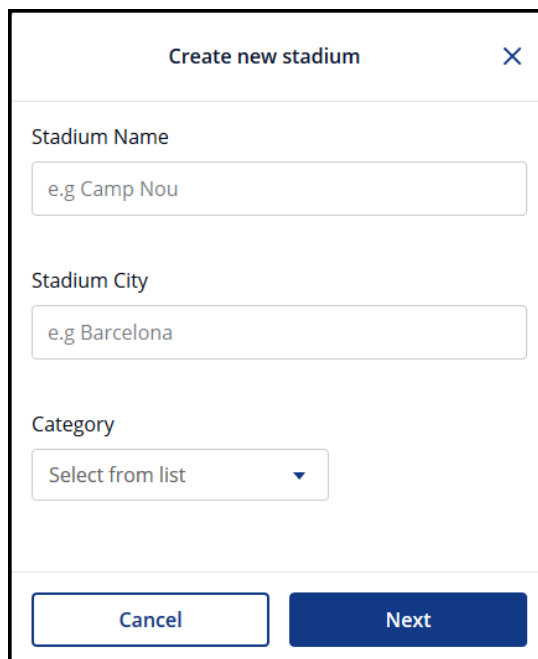
No results found

Try reviewing your search. You can also create a new stadium manually.

[Create stadium](#)

Cancel Next

If the stadium to be announced is not in the suggested list, you can create a stadium for the venue announcement.



Create new stadium ✕

Stadium Name

e.g Camp Nou

Stadium City

e.g Barcelona

Category

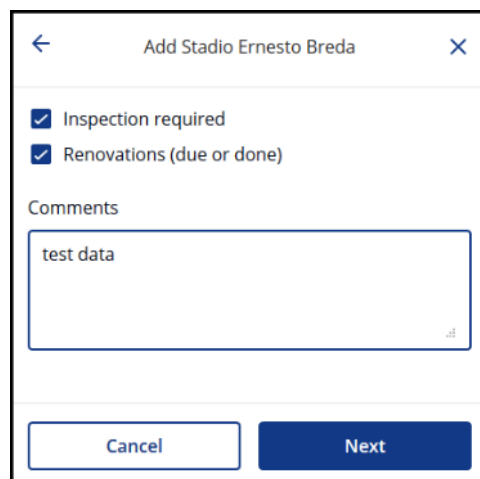
Select from list ▼

Cancel Next

Fill in all the information and press the **"Next"** button.

11.5 Enter stadium inspection and renovation details

In this section indicate whether you consider that a stadium inspection is needed and include a summary of any major renovations that have taken place or are scheduled.



The screenshot shows a mobile application form titled "Add Stadio Ernesto Breda". At the top left is a back arrow and at the top right is a close "X" button. Below the title, there are two checked checkboxes: "Inspection required" and "Renovations (due or done)". Underneath these is a text area labeled "Comments" containing the text "test data". At the bottom of the form are two buttons: "Cancel" and "Next".

3. After selecting a stadium, you can request a stadium inspection to be performed by UEFA, by ticking the "**Inspection required**" box. Do not forget to include the reason(s) why in the **comments** textbox.

4. Enter the details of any stadium renovations that have taken place or will take place in the **comments** textbox.

11.6 Round 1 and Group Stage - Assign stadium to competition

Given the format specificities of the Round 1 (mini-tournament) and of the Group Stage (six matchdays), two stadiums may be proposed for each of these rounds.

After having created a new announcement and having added a stadium you will be redirected to the below page where you can add up to two stadiums.

- For **Round 1** mini-tournaments, should more stadiums need to be announced please send an email to UWCLmatchops@uefa.ch and cc: stadiumoperations@uefa.ch with the additional stadium name(s) and address(es).

NB: please ignore the terminology *Primary* and *Backup*. Both stadiums are equally considered by UEFA.

The screenshot shows the 'Announcement for Abingdon United' page. At the top, there is a 'Back to dashboard' link and a 'Submit' button. Below this, there are three tabs: '1. Available stadiums', '2. Unassigned rounds', and '3. Ready'. Under '1. Available stadiums', there is a card for 'City of Manchester Stadium' (Category 4) with a note 'No inspection or renovation'. Under '2. Unassigned rounds', there is a 'QR' card for 'All rounds' (Category 1) with two radio button options: 'Primary stadium' and 'Backup stadium'. Under '3. Ready', there is a message: 'You don't have any assigned round. Assign a stadium to a round to see it here before sending the announcements.' At the bottom right, there are 'Cancel' and 'Assign' buttons.

This screenshot shows the same interface as the previous one, but with the 'Primary stadium' option selected under '2. Unassigned rounds'. A red circle with the number '1' is placed over the 'City of Manchester Stadium' card in the '1. Available stadiums' section. Another red circle with the number '2' is placed over the 'Primary stadium' radio button. At the bottom left, a status message reads 'Assign City of Manchester Stadium to 1 round'. At the bottom right, the 'Assign' button is now highlighted in blue and has a red circle with the number '3' next to it.

1. Click on the stadium
2. Select **Primary stadium**
3. Press the **"Assign"** button.

[Back to overview](#)

Announcement for Abingdon United

Submit Submitted

1. Available stadiums

1 Add new

City of Manchester Stadium
Category 4
No inspection or renovation

Boris's Stadium
Category 2
Inspection required

2. Unassigned rounds

Q1
All rounds
Category 1

Primary stadium (already assigned)

Backup stadium **3**

3. Ready

UWCL
Q1
City of Manchester Stadium (primary)

Assign Boris's Stadium to 1 round

Cancel **4 Assign**
Cancel Submit to UEFA

If you wish to announce a second stadium:

1. Click on **Add a new** stadium
2. The stadium will be highlighted in light blue automatically
3. Select **"Backup stadium"**
4. Press the **"Assign"** button.

11.7 View assigned stadiums

In the **"3. Ready"** section, you can now see that a stadium has been assigned to a competition round.

Announcement for AFC Bournemouth

To Submit Submitted

1. Available stadiums

[Add new](#)

Municipal
Category Not Classified
No inspection or renovation

2. Unassigned rounds

Q1
All rounds
Category 1

Primary stadium (already assigned)

Backup stadium

3. Ready

UWCL
1 Q1
Municipal (primary) category mismatch

11.8 What if my stadium does not meet the minimum stadium category requirements?

If you assign a stadium to a round for which it does not meet the minimum stadium category requirements (i.e. Not Classified), a warning symbol will appear, and the assignment will be outlined in red:

Announcement for AFC Bournemouth

To Submit Submitted

1. Available stadiums

[Add new](#)

Municipal
Category Not Classified
No inspection or renovation

2. Unassigned rounds

Q1
All rounds
Category 1

Primary stadium (already assigned)

Backup stadium

3. Ready

UWCL
1 Q1
Municipal (primary) category mismatch

NB: It is possible to submit a SVA form to UEFA with a warning symbol.

11.9 Round 1 and Group Stage - Remove/change a stadium

If you want to change a stadium that you have assigned to the round, click on the bin icon. The round will be displayed in the "2. Unassigned Rounds section" and the stadium under the "1. Available stadiums" section.

The screenshot shows a web interface titled "Announcement for AFC Bournemouth". At the top, there are two tabs: "To Submit" (active) and "Submitted". Below the tabs, there are three main sections: "1. Available stadiums", "2. Unassigned rounds", and "3. Ready".

- 1. Available stadiums:** Contains a card for "Langtree Park" (Category 1, Renovation) with edit and delete icons.
- 2. Unassigned rounds:** Contains a card for "Q1 All rounds" (Category 1) with radio buttons for "Primary stadium (already assigned)" and "Backup stadium".
- 3. Ready:** Contains a card for "UWCL Q1 Langtree Park (primary)" with a green checkmark and a delete icon (highlighted with a red box and arrow).

At the bottom right, there are buttons: "Cancel" (light blue), "Assign" (light grey), "Cancel" (dark blue), and "Submit" (pink).

In order to announce another stadium, click on the "Add new" button.

This screenshot shows a close-up of the "1. Available stadiums" section. It features a card for "Stadio Olimpico Grande Torino" (Category 4, Inspection and renovation required) with edit and delete icons. A red box highlights the "Add new" button in the top right corner of the section.

NB: From the "1. Available stadiums" section please remove the one that will not be assigned to the round by clicking on the bin button.

11.10 Round 1 and Group Stage - Submit a stadium venue announcement

When the stadium(s) are assigned to the round(s), you can submit the stadium venue announcement by clicking on

- the **"Submit to UEFA"** button if it is the NA submitting, or
- the **"Submit to the NA"** button if the stadium venue announcement is done by the club


NB: You can still Submit if no second (*backup*) stadium is selected.



Announcement for Arsenal FC


To Submit



Submitted

1. Available stadiums

 Arsenal Stadium
Category 4
No inspection or renovation




 City of Manchester Stadium
Category 4
No inspection or renovation




[Add new](#)


2. Unassigned rounds





There are no rounds left to assign
Your announcement is now ready for submission.

3. Ready

 UWCL
Q1
Arsenal Stadium (primary)



 UWCL
Q1
City of Manchester Stadium (backup)




Cancel

Submit to UEFA


Announcement for AFC Bournemouth



To Submit

Submitted

 Deadline is **June 1st** (6 days from now)

1. Available stadiums

 Langtree Park
Category 1
Renovation



[Add new](#)


2. Unassigned rounds


Q1
All rounds
Category 1

☒ Primary stadium (already assigned)

☐ Backup stadium

3. Ready

 UWCL
Q1
Langtree Park (primary)



Assign Langtree Park to 0 round

Cancel

Assign

Submit to NA

11.11 Preliminary Round and Round 2 - Assign stadium to competition

Given the format specificity of Round 2 (knock out matches) only one stadium may be proposed for this round.

After having created a new announcement and having added a stadium you will be redirected to the below page where the following steps should be taken

5. Click on the stadium
6. Select **the round**
7. Press the **"Assign"** button.

[Back to dashboard](#)

Announcement for Elbato

To Submit Submitted

1. Available stadiums [Add new](#) 2. Unassigned rounds [Unselect all](#) 3. Ready

Kamza Stadium
Category 1
No inspection or renovation

UWCL
Q2
Category 1

You don't have any assigned round
Assign a stadium to a round to see it here before sending the announcements.

Assign Kamza Stadium to 1 round

Cancel Assign

11.12 View assigned stadiums

In the **"3. Ready"** section, you can now see that a stadium has been assigned to a competition round.

[Back to dashboard](#)

Announcement for Elbato

To Submit Submitted

1. Available stadiums [Add new](#) 2. Unassigned rounds 3. Ready

Kamza Stadium
Category 1
No inspection or renovation

UWCL
Q2 (Both Legs)
Kamza Stadium

There are no rounds left to assign
Your announcement is now ready for submission.


11.13 What if my stadium does not meet the minimum stadium category requirements?

If you assign a stadium to a round for which it does not meet the minimum stadium category requirements (i.e. Not Classified), a warning symbol will appear, and the assignment will be outlined in red:



Announcement for Elbato


To Submit Submitted

1. Available stadiums [Add new](#) 2. Unassigned rounds 3. Ready




Gentofte Stadium
Category Not Classified
No inspection or renovation






There are no rounds left to assign
Your announcement is now ready for submission.



UWCL
Q2 (Both Legs)
Gentofte Stadium category mismatch



NB: It is possible to submit a SVA form to UEFA with a warning symbol.


11.14 Preliminary Round and Round 2 - Remove/change a stadium

If you want to change a stadium that you have assigned to the round, click on the bin icon. The round will be displayed in the "2. Unassigned Rounds section" and the stadium under the "1.Available stadiums" section.



Announcement for Accrington Stanley FC


To Submit Submitted

1. Available stadiums [Add new](#) 2. Unassigned rounds 3. Ready




AFC Telford Stadium
Category 1
Inspection required






There are no rounds left to assign
Your announcement is now ready for submission.

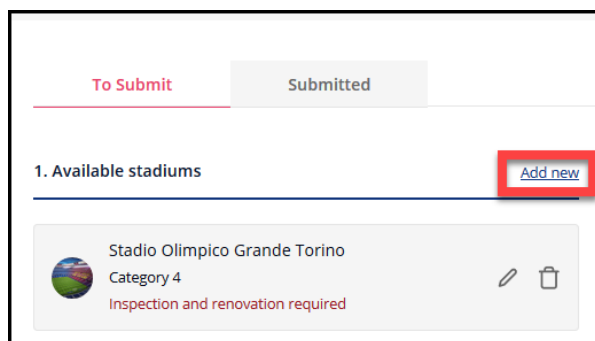


UWCL
Q2 (Both Legs)
AFC Telford Stadium



[Cancel](#) [Submit](#)

In order to announce another stadium, click on the **"Add new"** button.



NB: Only one stadium can be announced in this round. From the "1. Available stadiums" section please remove the one that will not be assigned by clicking on the bin button.

11.15 Preliminary Round and Round 2 - Submit a stadium venue announcement

Once the stadium is assigned to the competition round, you can submit the stadium venue announcement by clicking


- on the **"Submit to UEFA"** button if it is the NA submitting
- or the **"Submit to the NA"** button if the stadium venue announcement is done by the club



Announcement for Accrington Stanley FC

To Submit

Submitted

1. Available stadiums


 AFC Telford Stadium
Category 1
Inspection required




[Add new](#)

2. Unassigned rounds

3. Ready

 UWCL
Q2 (Both Legs)
AFC Telford Stadium



There are no rounds left to assign

Cancel

Submit to UEFA


Announcement for AFC Fylde



To Submit

Submitted

⌚ Deadline is **June 1st** (6 days from now)

1. Available stadiums


 American Express Community Stadium
Category 2
Inspection required




[Add new](#)

2. Unassigned rounds

3. Ready

 UWCL
Q2 (Both Legs)
American Express Community Stadium



There are no rounds left to assign
Your announcement is now ready for submission.

Submit to NA

The **"Submit to UEFA for review"** window appears if it is the NA submitting the SVA.
The **"Submit to NA for review"** window appears if it is the Club submitting the SVA.

Submit to UEFA for review	Submit to NA for review
<p>You will submit the announcement for Accrington Stanley FC for UWCL Q2 2021/22 to UEFA for review. You cannot make changes after submission.</p> <p>Remember to update AFC Telford Stadium on Stadium Passport if necessary.</p>	<p>You will submit the announcement for VfL Wolfsburg-Fußball GmbH for UWCL Q2 2021/22 to your National Association for review. You cannot make changes after submission.</p>
<div>CancelSubmit</div>	<div>CancelSubmit</div>

NB: Once the form is submitted it cannot be modified.

If it is the Club submitting the SVA, an email will be send to the NA informing the stadium venue announcement managers that the SVA has been completed.

The UWCL stadium venue announcement process Search, Review, Rejection from UEFA, Saving and Deleting stadium venue announcements is the same as mentioned in the sections 6,7,8,9, and 10.



UEFA
ROUTE DE GENÈVE 46
CH-1260 NYON 2
SWITZERLAND
TELEPHONE: +41 848 00 27 27
TELEFAX: +41 848 01 27 27
UEFA.com