

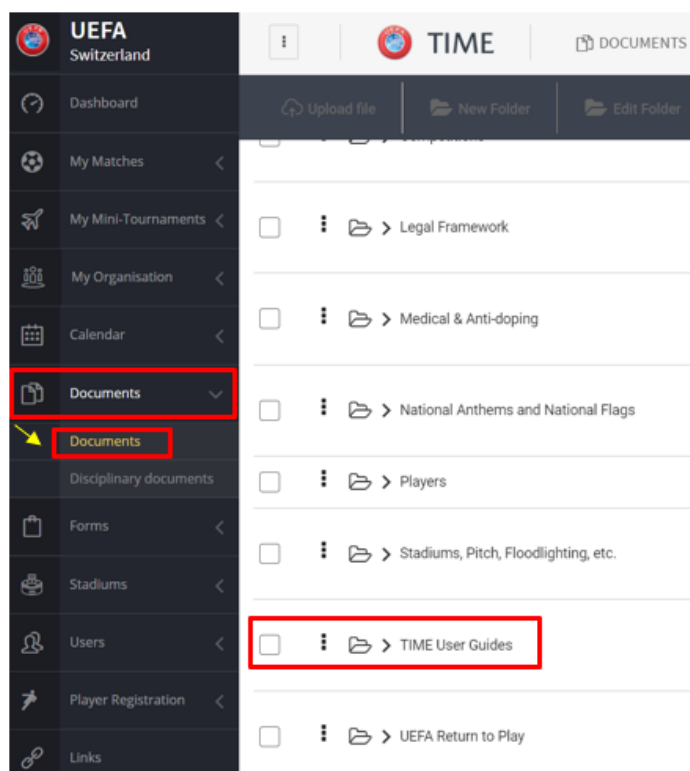


Enclosure 4

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 the UEFA Futsal Champions League. This must be done by the national association's own TIME User Manager, so in case of issues please contact your national association. Any TIME User access questions UEFA receives 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



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rights) and “Viewers” (read-only access) for TIME Player List Registration, TIME Online Match Sheets, TIME MT Preparation Forms and TIME Kit for all their club’s participating teams.

EDIT USER'S DETAILS Status ●

DETAILS

Identity email*
[Redacted]

Organisation *
UEFA [Dropdown] [Dropdown]

Surname *
[Redacted]

First Name *
[Redacted]

Email *
[Redacted]

Gender *
☒ M ☐ F

Date of birth *
[Redacted]

Nationality *
[Redacted]

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 M	<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"/> PNA 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)

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



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2. TIME documents

The TIME Documents section is used as the main platform to share documents with clubs and contains the relevant entry forms and documents, including:

- Reasoning for key amendments to the Regulations of the 2023/24 UEFA Futsal Champions League
- Categorisation of UEFA member associations for mini-tournament financing

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

The screenshot displays the UEFA TIME Platform interface. On the left sidebar, the 'Documents' menu item is highlighted with a red box and the number 4. Below it, the 'Users' menu item is also highlighted with a red box and the number 1. The main content area shows the 'Documents' section. At the top, there are tabs for 'TEAMS' and 'Clubs (7)'. Below these, there are two sections: 'PROFILES' and 'View (1)'. The 'PROFILES' section has a red box around the 'Documents Viewer' checkbox, which is checked, and the number 3. The 'View (1)' button is also highlighted with a red box and the number 2. On the right side, there is a sidebar for 'COMPETITION DOCUMENTS' with a red box around the top section and the number 5. Below this, there is a list of folders: 'Bid regulations', 'Circular Letters', 'Competitions', 'Legal Framework', and 'Medical & Anti-doping'. The 'Medical & Anti-doping' folder is highlighted with a red box and the number 6.

(How to access TIME documents once the necessary access is provided by the Club TIME User Managers)

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

3. 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 **30 June 2023** 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.



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4. 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 Futsal Champions 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.

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

5. 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.

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 five and which are substitutes. Technical staff who will be seated on the substitutes' bench must also be indicated.

The match sheets are shared electronically only when both teams have submitted their match sheets and no earlier than 75 minutes before kick-off. This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

6. TIME Mini-Tournament Preparation Form

As soon as a mini-tournament fixture is confirmed, the TIME Mini-Tournament Preparation Form will become available for teams to share information and help prepare the mini-tournaments, replacing the email exchanges that were used in the lead-up to mini-tournaments. 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 Mini-Tournament Preparation Form of the relevant match.