



# TIME – Stadium Venue Announcement User Guide

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## 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](mailto:stadiumoperations@uefa.ch).

### What has changed?

Due to the new Men's Club Competitions format:

- Qualifying Round 1 & Qualifying Round 2 available also for UEL
- Groupe Stage Round (GS) is now replaced by the League Phase (LP)

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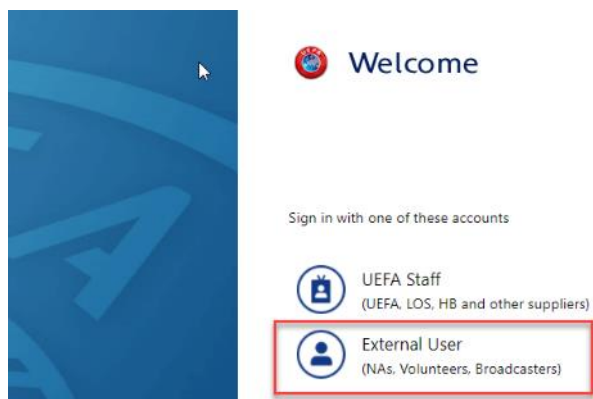
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## 1 Accessing the TIME portal

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**”.

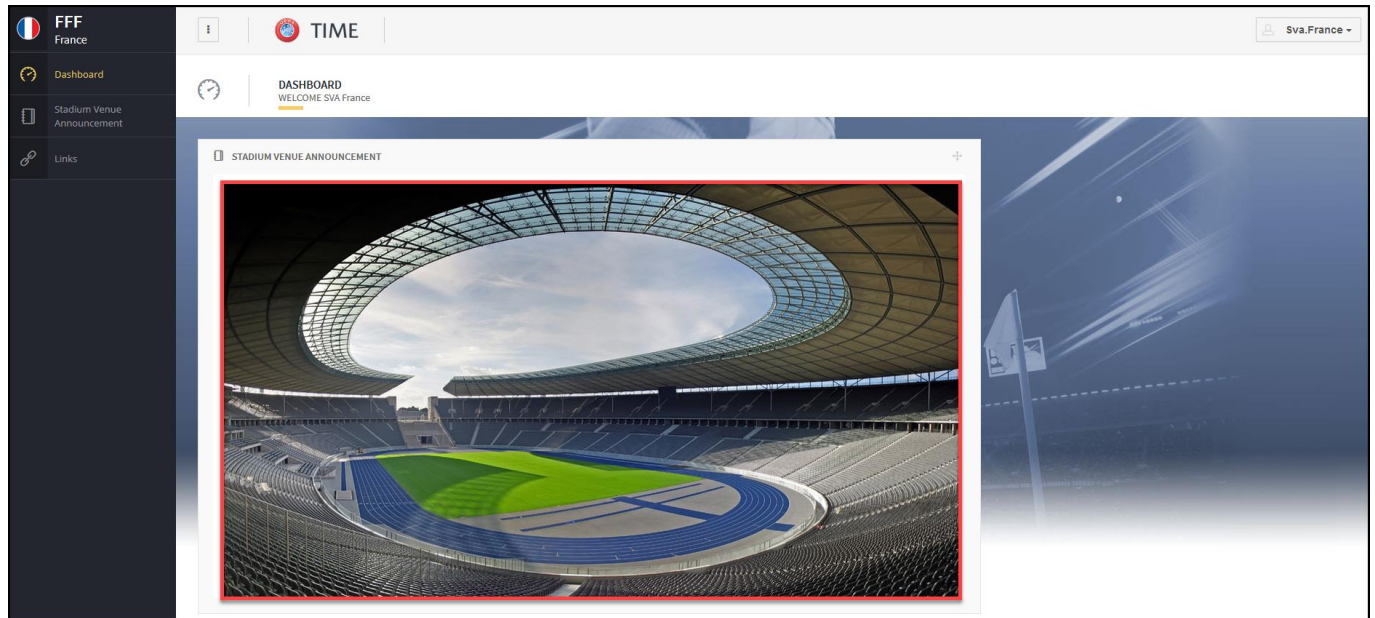
If you cannot remember your email or password, click “**Forgot your password?**” and instructions will be sent to you by email.

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:

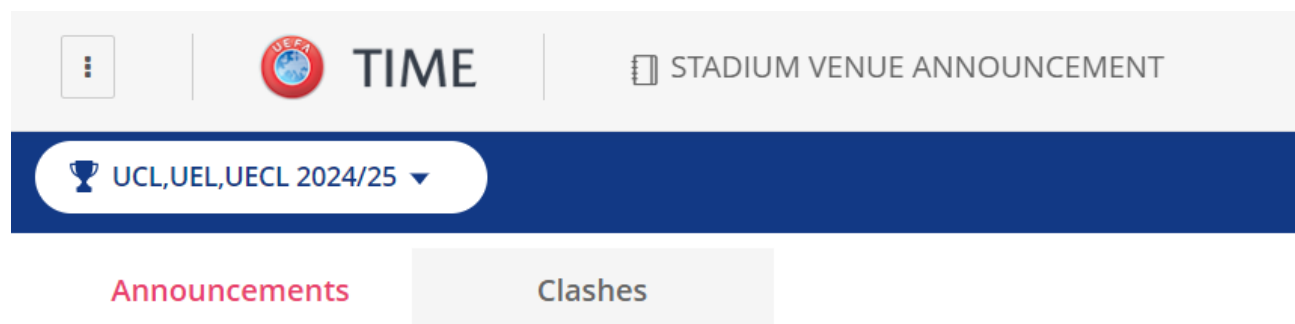


Click anywhere on the stadium venue announcement **dashboard** (outlined in red above) or on the "Stadium Venue Announcement" left menu to start filling in your SVAs.

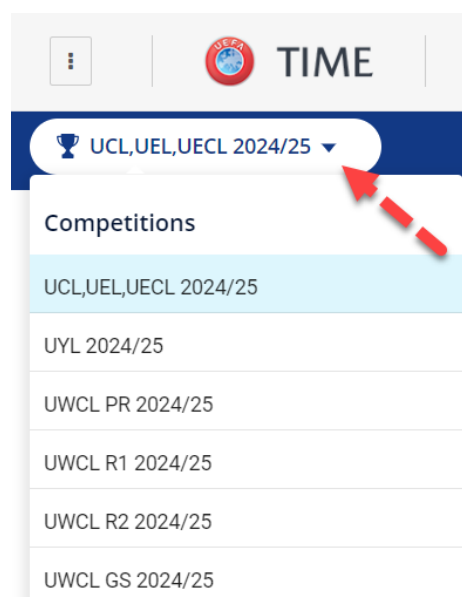
Note: Some users may have additional TIME **dashboards** (e.g. Match Preparation, Document Repository and PNA Calendar).

### 3 Stadium venue announcement homepage

The “**Stadium Venue Announcement**” page displays by default the UCL/UEL/UECL 2024/25 season.



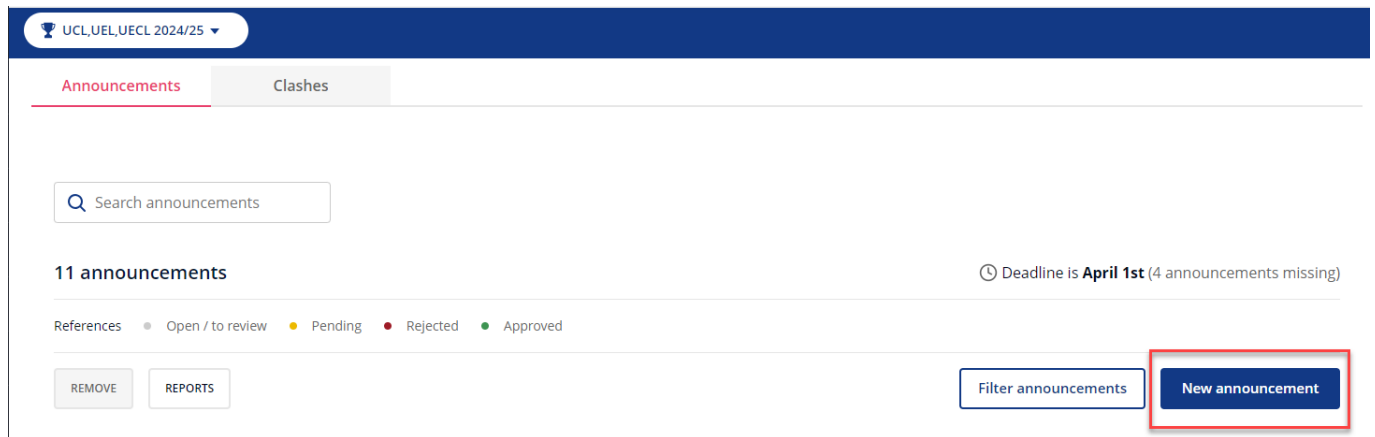
From the stadium venue announcement homepage you can switch to the other competitions by clicking on the arrow highlighted in red below.



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

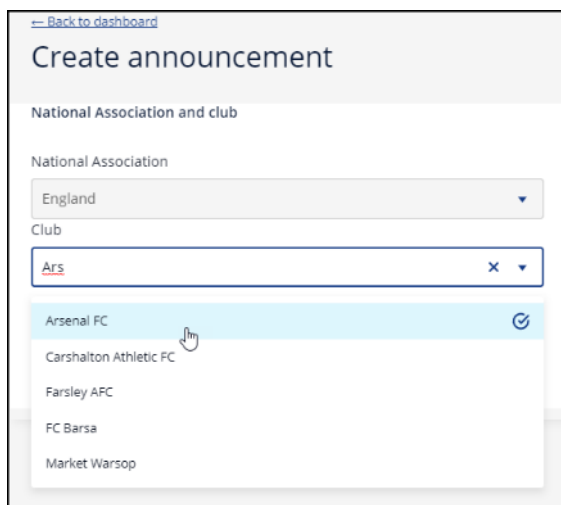
## 4 Creating a stadium venue announcement

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



The screenshot shows a dashboard for 'UCL,UEL,UECL 2024/25'. It has two tabs: 'Announcements' (active) and 'Clashes'. Below the tabs is a search bar labeled 'Search announcements'. A status bar indicates '11 announcements' and a deadline of 'April 1st' with 4 announcements missing. Below this are filters for 'References' (Open / to review, Pending, Rejected, Approved) and 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 has a dropdown for 'National Association' set to 'England' and a dropdown for 'Club' with 'Ars' entered. A list of clubs is shown below: Arsenal FC, 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.
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 Abbeystown 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 Abbeystown 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

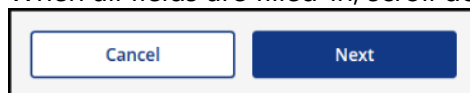
First, ensure that the **"Delegate form to club"** tick-box is not checked.

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

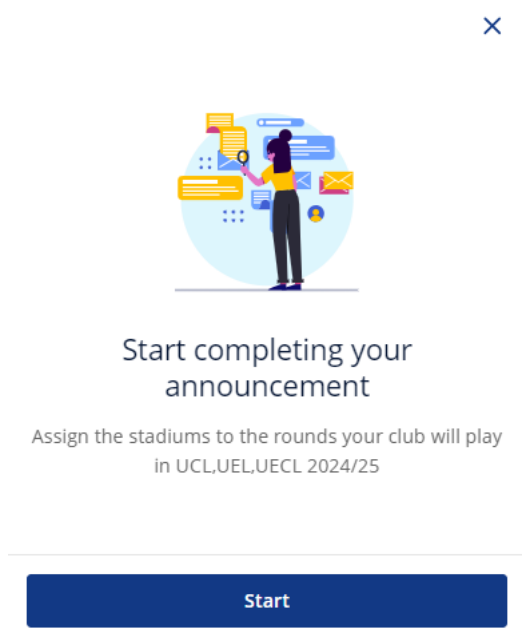


2. The club can be selected by typing in some letters of the club name in the **Club** field.

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

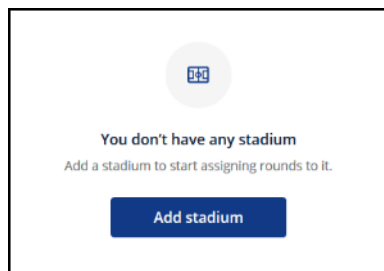


The announcement is now ready to be filled in. The following pop-up window will be displayed:

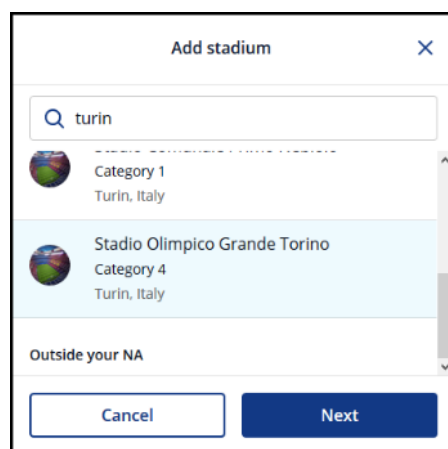


Press the **"Start"** button

### 4.3 Completing the announcement

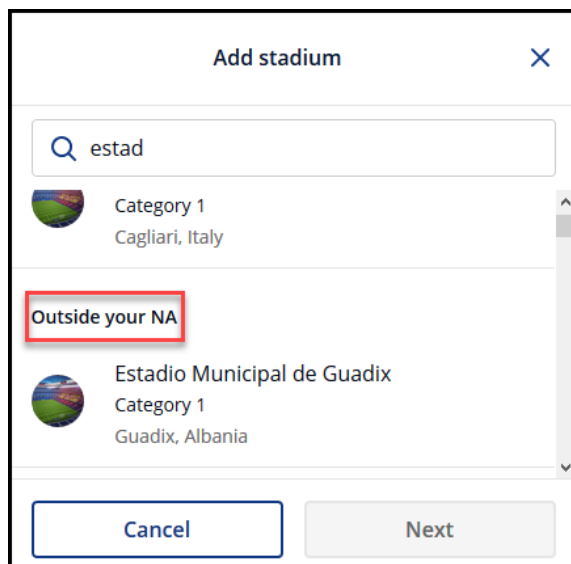


Press the "**Add stadium**" button

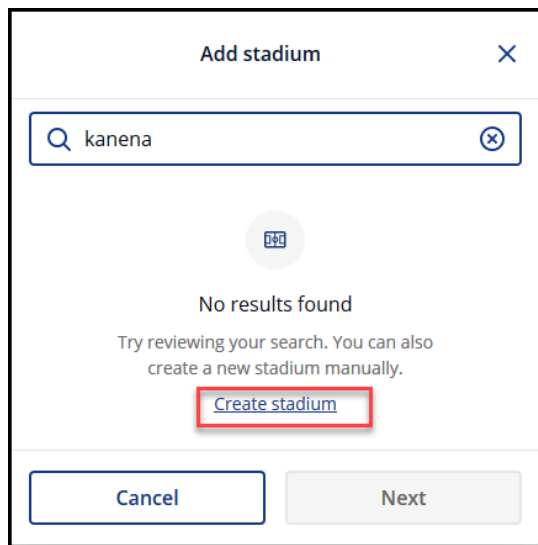


1. Use the search input field to search for a stadium.  
Note: It is possible to search for stadiums using any of the following:
  - Official stadium name
  - Commercial stadium name
  - City
2. Select a stadium from the drop down; the stadium is highlighted in light blue.

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



If you have to chose 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 ✕

📄

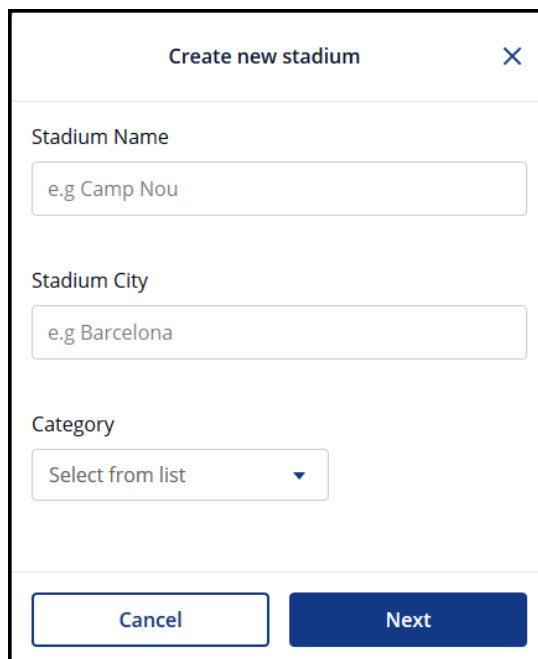
No results found

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

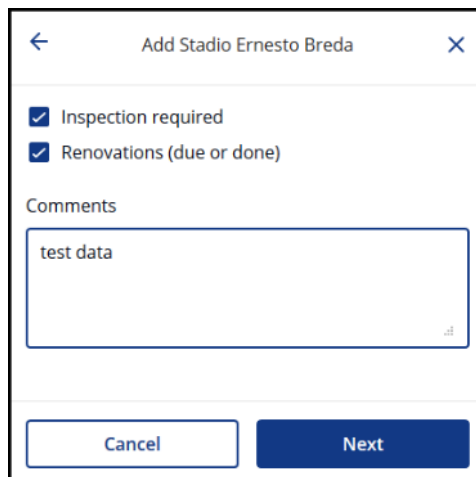
Select from list ▼

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 with a 'Back to dashboard' link and the title 'Announcement for BSK Bijelo Brdo'. Below the header, there are two tabs: 'To Submit' (active) and 'Submitted'. The main content area is divided into three columns: '1. Available stadiums', '2. Unassigned rounds', and '3. Ready'. In the 'Available stadiums' column, there is a card for 'Stadion Aldo Drosina' (Category 3) with a red circle '1' next to it. In the 'Unassigned rounds' column, there are three cards: 'UCL, UEL, UECL QR1' (Category 2) with a red circle '2', 'UCL, UEL, UECL QR2' (Category 2) with a red circle '3', and 'UCL, UEL, UECL QR3'. The 'QR2' card has a sub-section with checkboxes for 'Leg 1' (checked, with a red circle '4') and 'Leg 2' (unchecked). In the 'Ready' column, 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, there is a blue button labeled 'Assign' with a red circle '5' next to it. A status bar at the bottom left says 'Assign Stadion Aldo Drosina to 2 rounds'.

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

A close-up of a round card from the 'Unassigned rounds' column. The card displays 'UCL, UEL, UECL' and 'QR1'. Below this, the text 'Category 2' is highlighted with a red rectangular box. A small downward arrow is visible on the right side of the card.


## 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).

To SubmitSubmitted

1. Available stadiums

Add new

City of Manchester Stadium  
Category 4  
Inspection and renovation required



2. Unassigned rounds

Select all

UCL, UEL, UECL  
QR3  
Category 3

UCL, UECL  
PO  
Category 3

UCL  
PO  
Category 4

UCL, UEL, UECL  
LP  
Category 4

3. Ready

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

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


Assign City of Manchester Stadium to 0 roundAssign



## 4.7 Add a new stadium

To SubmitSubmitted

1. Available stadiums

Add new

Stadio Olimpico Grande Torino  
Category 4  
Inspection and renovation required



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:


To Submit

Submitted

1. Available stadiums




City of Manchester Stadium  
Category 4  
Inspection and renovation required



Bolton Wanderers Stadium  
Category Not Classified  
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

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

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

UCL, UEL, UECL  
QR3 (Both Legs)  
Bolton Wanderers Stadium category mismatch

UEL, UECL  
PO (Both Legs)  
Bolton Wanderers Stadium category mismatch

UCL  
PO (Both Legs)  
Bolton Wanderers Stadium category mismatch

UCL, UEL, UECL  
LP (Both Legs)  
Bolton Wanderers Stadium category mismatch

Cancel

Submit

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.

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## 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.

### Announcement for Abbeytown 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

UEL, 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 <a href="#">American Express Community Stadium</a> and <a href="#">MCFE Academy Stadium</a> 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 <b>Abbeytown FC</b> for <b>UCL,UCL,UECL 2021/22</b> 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):

The screenshot shows the top navigation bar with 'UCL,UECL 2024/25' and a dropdown arrow. Below it are two tabs: 'Announcements' (active) and 'Clashes'. A search bar with a magnifying glass icon and the placeholder text 'Search announcements' is highlighted with a red rectangle. Below the search bar, it says '11 announcements'. To the right, there is a clock icon and the text 'Deadline is April 1st (4 announcements missing)'. Below this, there are status filters: 'References', 'Open / to review', 'Pending', 'Rejected', and 'Approved'. At the bottom, there are buttons for 'REMOVE', 'REPORTS', 'Filter announcements', and 'New announcement'.

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 'Filter announcements' dialog box has two sections: 'Status' and 'Rounds'. The 'Status' section has checkboxes for: 'To announce', 'Delegated to club', 'Submitted to UEFA', 'To review', 'Approved by UEFA', 'Rejected by UEFA', and 'Pending approval from UEFA'. The 'Rounds' section has checkboxes for: 'UCL/UECL QR1', 'UCL/UECL QR2', 'UCL/UECL/UECL QR3', and 'UEL/UECL PO'. At the bottom, there are 'Clear' and 'Show 0 item' buttons.

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:

UCL, UEL, UECL 2024/25

Announcements
Clashes

1 announcement
⌚ Deadline is April 1st (5 announcements missing)

References
Open / to review
Pending
Rejected
Approved

REMOVE
REPORTS
Filter announcements
New announcement

	NA	CLUB	STATUS	UCL/UEL/UECL QR1	UCL/UEL/UECL QR2	UCL/UEL/UECL QR3	UEL/UECL PO	UCL PO	UCL/UEL/UECL LP
<input type="checkbox"/>	England	AFC Sudbury	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.

11 announcements
⌚ Deadline is April 1st (5 announcements missing)

References
Open / to review
Pending
Rejected
Approved

REMOVE
REPORTS
Filter announcements
New announcement

	NA	CLUB	STATUS	UCL/UEL/UECL QR1	UCL/UEL/UECL QR2	UCL/UEL/UECL QR3	UEL/UECL PO	UCL PO	UCL/UEL/UECL LP
<input type="checkbox"/>	Albania	Antena Nord	Opened to NA	●	●	●	●	●	●
<input type="checkbox"/>	England	Manchester United	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 **April 1st** (5 announcements missing)

References ● Open / to review ● Pending ● Rejected ● Approved

REMOVE

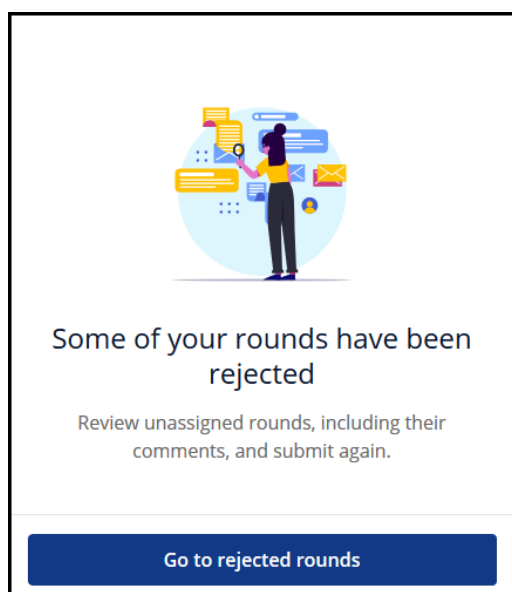
REPORTS

Filter announcements (2)

New announcement

<input type="checkbox"/>	NA		CLUB		STATUS		UCL/UEL/UECL QR1	UCL/UEL/UECL QR2	UCL/UEL/UECL QR3	UEL/UECL PO	UCL PO	UCL/UEL/UECL LP
<input type="checkbox"/>	England		Manchester United		To review		●	●	●	●	●	●
<input type="checkbox"/>	England		AFC Sudbury		Rejected by UEFA		●	●	●	●	●	●

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.

[← Back to dashboard](#)

## Announcement for AFC Sudbury


**To Submit** Submitted

---



**1. Available stadiums** [Add new](#)

**2. Unassigned rounds** [Select all](#)



**3. Ready**





City of Manchester Stadium  
Category 4  
*Inspection and renovation required*




UCL  
PO  
Category 4




UCL, UEL, UECL  
LP  
Category 4




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




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

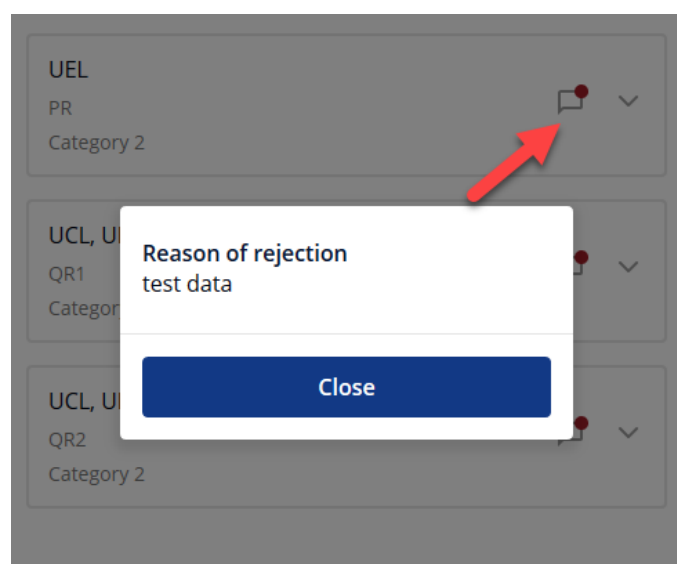


UCL, UEL, UECL  
QR3 (Both Legs)  
City of Manchester Stadium



UEL, UECL  
PO (Both Legs)  
City of Manchester Stadium





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.

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## 9 Saving stadium venue announcements

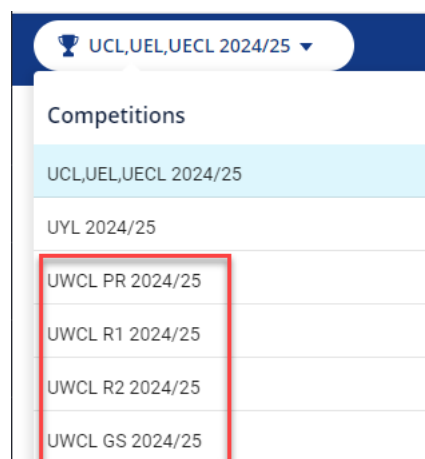
Auto-save is in place, so all actions/data are automatically saved.

## 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** 2024/25, UWCL **R1** 2024/25, UWCL **R2** 2024/25 and UWCL **GS** 2024/25 season by clicking on the arrow highlighted in red below and then selecting the round from the dropdown menu.

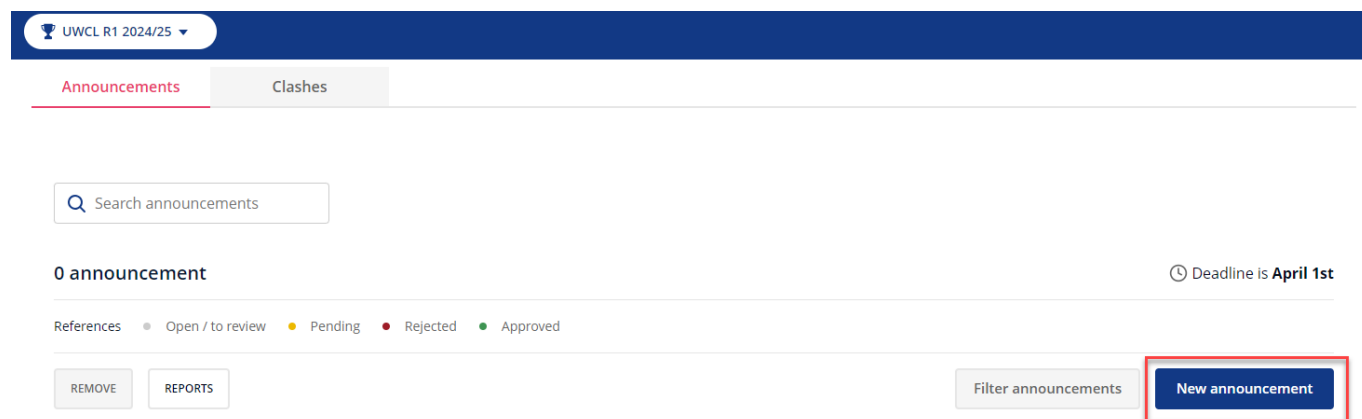


**NB:** This process must be repeated for **each round** (i.e. select the round from the dropdown menu) to access the round-specific stadium venue announcement page.



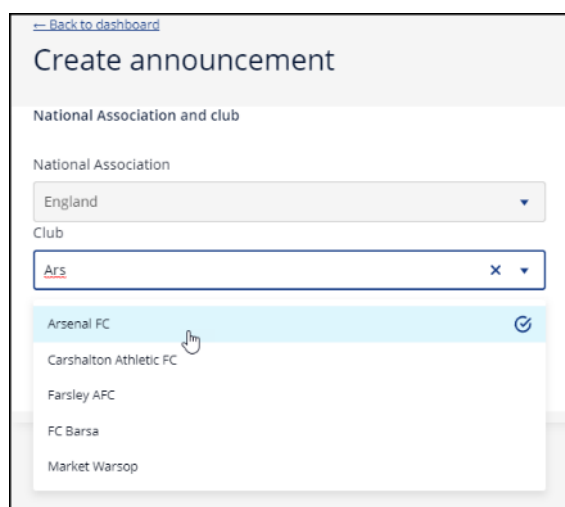
## 11.1 Creating a stadium venue announcement

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 2024/25 dashboard. At the top, there's a header with 'UWCL R1 2024/25' and a dropdown arrow. Below the header, there are two tabs: 'Announcements' (active) and 'Clashes'. A search bar labeled 'Search announcements' is present. Below the search bar, it says '0 announcement'. To the right, there's a clock icon and 'Deadline is April 1st'. Below this, there are status filters: 'References', 'Open / to review', 'Pending', 'Rejected', and '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.



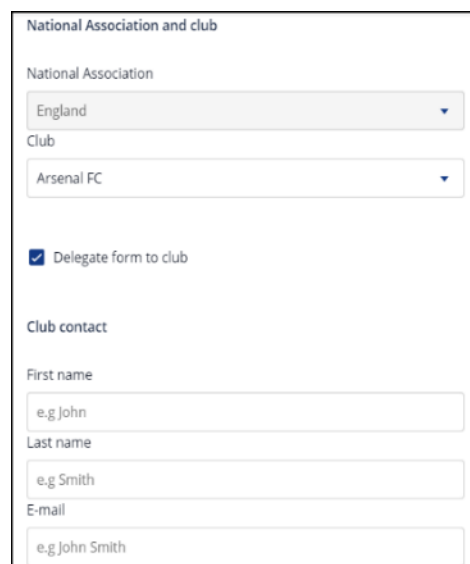
The screenshot shows the 'Create announcement' form. At the top, there's a link 'Back to dashboard'. The form title is 'Create announcement'. Below the title, there's a section 'National Association and club'. Under 'National Association', there's a dropdown menu showing 'England'. Under 'Club', there's a search bar with 'Ars' entered. Below the search bar, there's a list of clubs: 'Arsenal FC', 'Carshalton Athletic FC', 'Farsley AFC', 'FC Barsa', and 'Market Warsop'. A mouse 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](mailto: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.



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

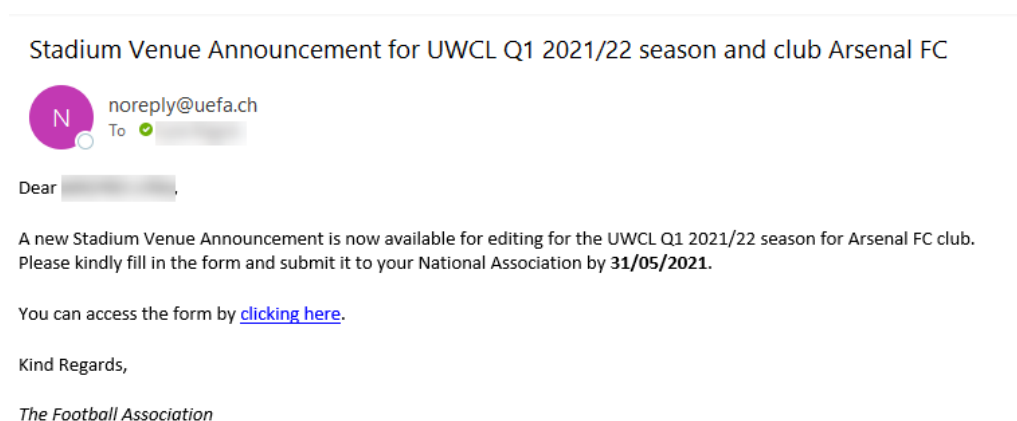
When all fields are filled-in, scroll down and press the “**Submit**” button at the bottom right of the page:



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.

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**).



**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

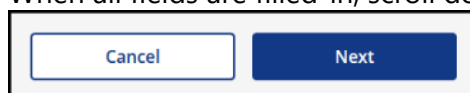
Ensure that the “**Delegate form to club**” tick-box is not checked.

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:

×



Start completing your  
announcement

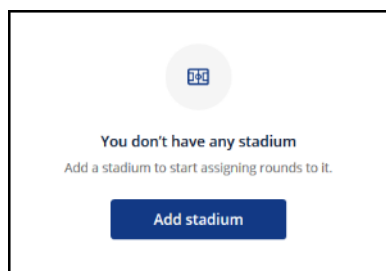
Assign the stadiums to the rounds your club will play  
in UWCL R1 2024/25

Start

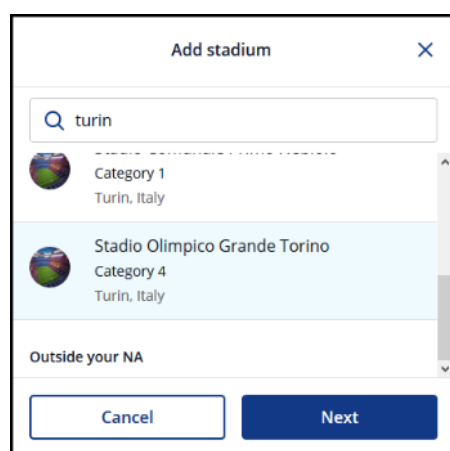
Press the “**Start**” button

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

## 11.4 Completing the announcement

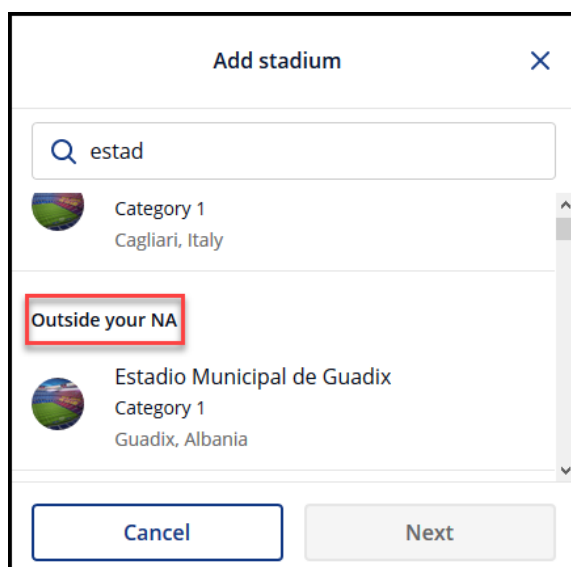


Press the "**Add stadium**" button

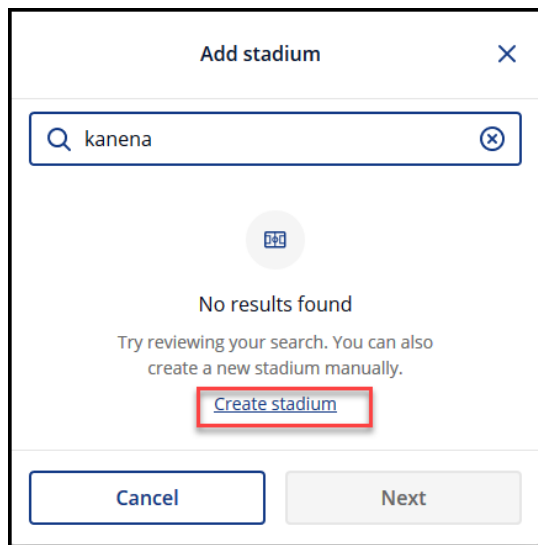


3. Use the search input field to search for a stadium.  
Note: It is possible to search for stadiums using any of the following:
  - Official stadium name
  - Commercial stadium name
  - City
4. Select a stadium from the drop down list; the stadium is highlighted in light blue.

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 ✕

📄

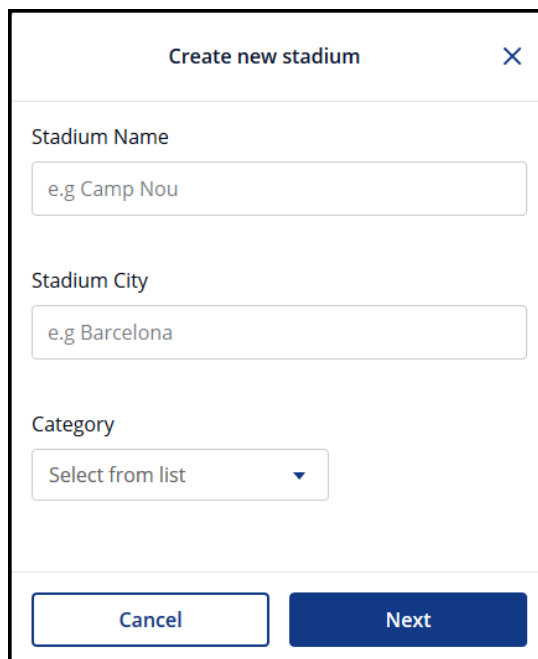
No results found

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

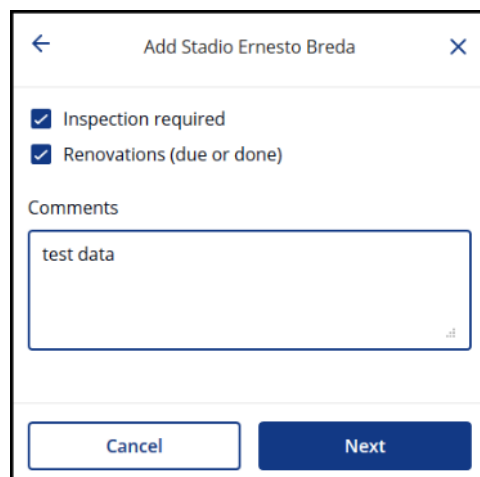
Select from list ▼

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.



← Add Stadio Ernesto Breda ×

☒ Inspection required  
☒ Renovations (due or done)

Comments

test data

Cancel 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](mailto:UWCLmatchops@uefa.ch) and cc: [stadiumoperations@uefa.ch](mailto: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 interface is divided into three main sections: 1. Available stadiums, 2. Unassigned rounds, and 3. Ready. At the top, there are tabs for 'To Submit' and 'Submitted'. In the 'Available stadiums' section, 'Bishopsgate Stadium' (Category 2) is listed with a note 'No inspection or renovation'. In the 'Unassigned rounds' section, 'R1' (All rounds, Category 1) is listed with two radio button options: 'Primary stadium' and 'Backup stadium'. The 'Ready' section shows a message: 'You don't have any assigned round. Assign a stadium to a round to see it here before sending the announcements.'

This screenshot shows the same interface as the previous one, but with the 'Primary stadium' option selected for 'R1'. A red circle with the number '1' is next to the stadium card in the 'Available stadiums' section, and a red circle with the number '2' is next to the 'Primary stadium' radio button. At the bottom, a blue 'Assign' button is visible, with a red circle with the number '3' next to it. The text 'Assign Bishopsgate Stadium to 1 round' is displayed above the button.

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)

**3** Backup stadium

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 the 'Announcement for AFC Bournemouth' interface. At the top, there are tabs for 'To Submit' (active) and 'Submitted'. Below this, the interface is divided into three main sections: '1. Available stadiums', '2. Unassigned rounds', and '3. Ready'. In the '1. Available stadiums' section, 'Langtree Park' (Category 1, Renovation) is listed with edit and delete icons. In the '2. Unassigned rounds' section, 'Q1 All rounds' (Category 1) is listed with radio buttons for 'Primary stadium (already assigned)' and 'Backup stadium'. In the '3. Ready' section, 'UWCL Q1 Langtree Park (primary)' is listed with a delete icon, which is highlighted by a red box and a red arrow. At the bottom, there are buttons for 'Cancel', 'Assign', 'Cancel', and 'Submit'.

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

The screenshot shows the '1. Available stadiums' section. At the top, there are tabs for 'To Submit' (active) and 'Submitted'. Below this, the '1. Available stadiums' section is shown with an 'Add new' button highlighted by a red box. Below the button, 'Stadio Olimpico Grande Torino' (Category 4, Inspection and renovation required) is listed with edit and delete icons.

**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](#)

Kamza Stadium  
Category 1  
No inspection or renovation

1

### 2. Unassigned rounds

[Unselect all](#)

UWCL  
Q2  
Category 1

2

### 3. Ready

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

3

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](#)

Kamza Stadium  
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

UWCL  
Q2 (Both Legs)  
Kamza Stadium

### 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

Gentofte Stadium  
Category Not Classified  
No inspection or renovation





2. Unassigned rounds



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

3. Ready

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.

**To Submit** Submitted

1. Available stadiums [Add new](#)



Stadio Olimpico Grande Torino  
Category 4  
Inspection and renovation required



**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



There are no rounds left to assign

3. Ready

 UWCL  
Q2 (Both Legs)  
AFC Telford Stadium




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



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

3. Ready

 UWCL  
Q2 (Both Legs)  
American Express Community Stadium



Submit to NA

38

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 <a href="#">AFC Telford Stadium</a> on Stadium Passport if necessary.</p>	<p>You will submit the announcement for <b>VfL Wolfsburg-Fußball GmbH</b> for <b>UWCL Q2 2021/22</b> to your National Association for review. You cannot make changes after submission.</p>
<div>Cancel</div> <div>Submit</div>	<div>Cancel</div> <div>Submit</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](http://UEFA.com)