Using the UEFA Team Information Exchange (TIME) platform

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

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

1. TIME User Management

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

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

(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.

2. TIME Documents

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

- International match calendar

- Fixture and draw list, indicating all match dates, as well as all the dates and venues for the season's draws

- Access list for the UEFA club competitions

- Reasoning for key amendments to UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Super Cup

- Reasoning for key amendments to UEFA Youth League

- Principles set by the Club Competitions Committee for city and stadium clashes

It is the club's TIME User Manager responsibility to give access to any users that need TIME documents access within their club (nb this is only available under the "View" tab).

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

As a reminder, please note that all UEFA regulations, guidelines and competition manuals can now be found in the UEFA Documents portal.

3. TIME KIT – Kit Information Tool

The Kit Information Tool (KIT) is a digital platform aimed to facilitate and enhance the previous playing attire submission and approval and match playing attire selection processes

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

Further explanations on the use of TIME KIT are set out in this Circular Letter in Enclosure 2 – Playing attire for 2024-25.

4. TIME Stadium Passport

The TIME Stadium Passport allows each National Association, but also clubs and where applicable stadium operators, to provide UEFA with up-to-date information about the stadiums used in UEFA competitions.

Clubs are therefore requested to check the information registered in their Stadium Passport and update as necessary, as well as to close any actions points once resolved.

5. TIME Forms

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

6. TIME Organisation Passport

TIME Organisation Passport is used to gather contact details for Clubs and National Associations and all the teams of those organisations. The platform has been re-designed to make it easier to use and understand. The new design consists of three key points:

1. moving from a role-centric view to a person-centric view,
2. streamline contacts tabs,
3. easier way to manage principal contacts.

Full details on the recent changes to the TIME Organisation Passport are presented in the user guide available on TIME Documents.

Each club potentially participating in the coming club competition season is asked to already review and update their TIME Organisation Passport by **17 May 2024**. In particular, by this date, clubs must ensure the following roles are up to date in their passport:

At "Club" level:
- President / Chair (as applicable)
- General Secretary / CEO (as applicable)
- Financial contact

At "Teams" level
- Key Contact Person
- Matchday Operations Contact
- Stadium and Security Contact
- Security/Stewards Contact
- Delegate Key Contact
- Match ball recipient Contact
  Contact Person for Visiting Clubs
- Disciplinary Key Contact
- Anti-Doping Key Contact
- Team Doctor
- Supporter Liaison Officer

Nb – at "Teams" level this exercise must also be completed for the Youth team for all clubs potentially participating in the UEFA Youth League

Once each team is confirmed as qualified to the competition, the Organisation Passport must be reviewed in full and **all** roles must completed and assigned at both Club and Teams level.

Of course, with the aim for this to be a functional contact database, the passport must then be maintained throughout the season in accordance with the instructions set out in the TIME Organisation Passport User Guide, with any changes in personnel being immediately reflected in the Organisation Passport. This ensures that everyone using the TIME platform will always see recent and accurate information.

7. TIME Player List Registration

Player lists must be submitted using the TIME platform, which enables clubs to enter their player lists directly for validation by their National Association.

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

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

8. TIME Match Sheets

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

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

The match sheet must be completed by indicating which players make up the starting 11 and which are substitutes and team officials. Tactical line-ups should also be included.

The match sheets must be completed and submitted at the latest by 75 minutes before kick-off, although they can be completed any time on matchday and then either submitted or saved for final review and submission. Once both teams match sheets are submitted, they will be automatically exchanged 75 minutes before kick-off (tactical line-ups will not be shared with the other team). This tool can be used offline, and the match sheet submission is synchronised once an internet connection has been established.

9. TIME Match Preparation Form

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