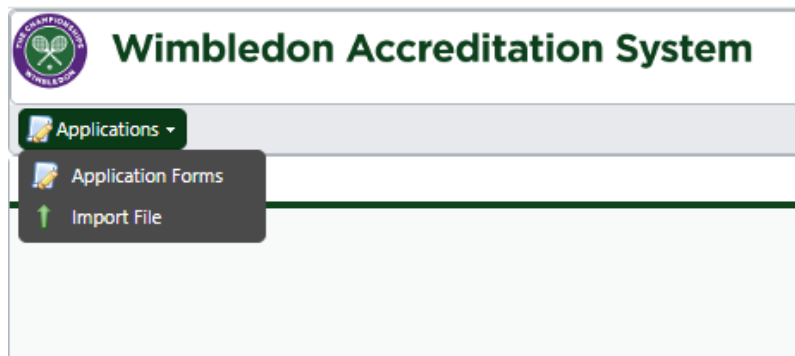




Submitting a new application

You should only submit new applications for staff who did not attend The Championships in previous years. Returning staff should have their applications resubmitted (see 'Submitting Applications for Returning Staff').

1. Log onto WACS (see 'Accessing WACS').
2. Select 'Application Forms' in the 'Applications' dropdown menu at the top of the screen.



3. Click the 'New Application' icon to start a new application.

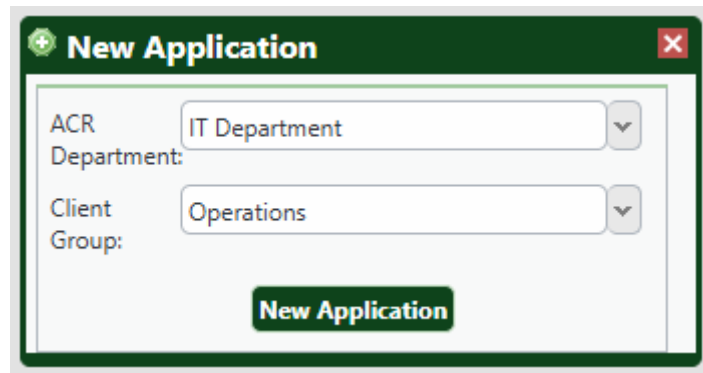
The screenshot shows the Wimbledon Accreditation System interface. At the top left is the Wimbledon logo. The main header reads 'Wimbledon Accreditation System'. Below this is a navigation bar with a dropdown menu labeled 'Applications'. The dropdown menu is open, showing three options: 'Application Forms' (which is highlighted), 'Import File', and 'New Application' (which is not visible in this view).

Below the navigation bar is a search section titled 'Search Applications'. It contains various filters and search criteria, including Event (2025 CHAMPIONSHIPS), ACR Department (IT Department), Client Group (Operations), Organisation/Client (Organisation Name), Last Name, First Name, Gender, Nationality, ID Document Number, Status, Photograph Status, Venue, Contracted to, Valid Dates, and Date of Birth. There is a 'Search' button and an 'Applications Filters' button.

Below the search section is a table titled 'Found Applications'. The table has columns for Person URN, Venue, ACR Department, Client Group, Job Title, Status, ID Document, Last Name, First Name, Gender, Date of Birth, Contracted to, and Organisation/Client. The table is currently empty. There is a 'New Application' button circled in red in the top right corner of the table area.

At the bottom of the page, there is a footer with the text 'Page 1 of 1' and 'No records found | Show 10 items'.

4. Populate the drop-down menu in the 'New Application' pop-up and click on 'New Application' to open the form.



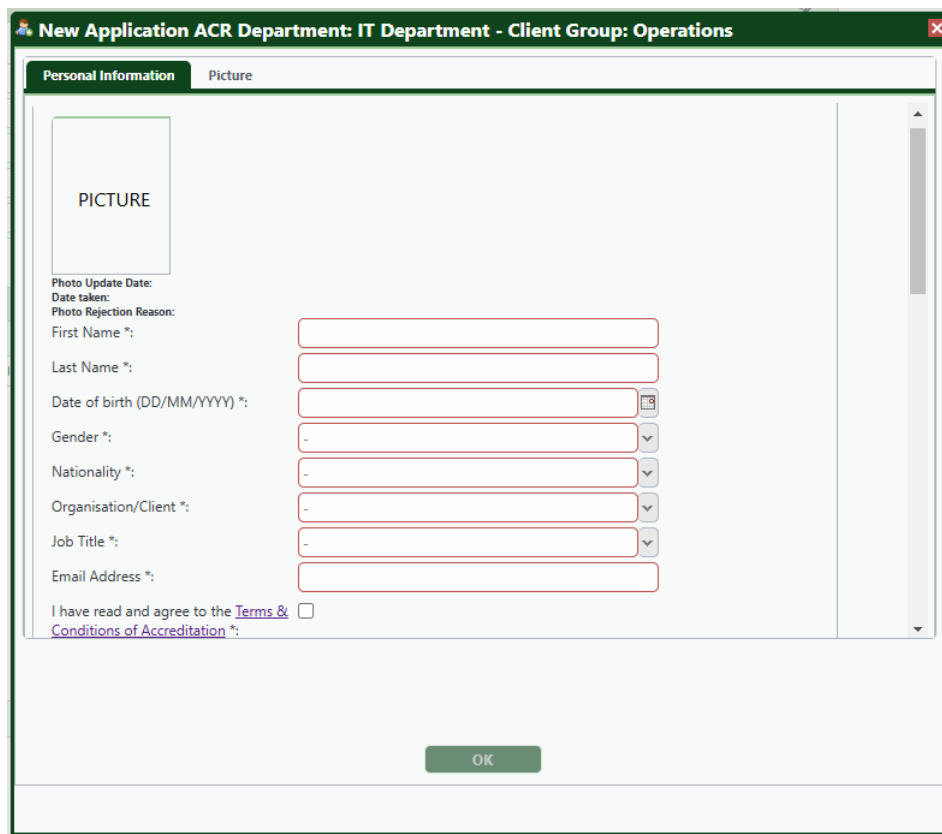
New Application

ACR Department: IT Department

Client Group: Operations

New Application

5. Complete all mandatory fields in the form. These will be highlighted in red and marked with an asterisk (*) icon.



New Application ACR Department: IT Department - Client Group: Operations

Personal Information Picture

PICTURE

Photo Update Date:
Date taken:
Photo Rejection Reason:

First Name *:
Last Name *:
Date of birth (DD/MM/YYYY) *:
Gender *:
Nationality *:
Organisation/Client *:
Job Title *:
Email Address *:

I have read and agree to the [Terms & Conditions of Accreditation](#) *:

OK

- Photographs can be added when creating a new application via the Picture tab at the top of the screen (see 'Submitting Photographs for Championships Accreditation').
- For those eligible, the 'Additional Required Access Codes' section will be displayed. Please note that this will not be visible for all contractors and all access requests are subject to AELTC approval. The hyperlinks will display the default codes assigned to roles and explanations of the codes; please tick zones you wish to request. If you have any questions about your default codes or require additional access, please contact your AELTC Authorising Manager.

▲ Pass Privileges

Venue *:

▲ Additional Required Access Codes - [View default access codes for roles](#) - [Access codes explained](#)

AP: BC: CA: CE: CH: CM: DR: HA:
 IB: ME: OR: MA: PC: RO: L8:

- The final section of the form is the calendar; please select all dates you require access for. Once all mandatory fields have been completed on the form, the 'Ok' button at the bottom of the screen will illuminate and the record can be saved.

Valid Dates

Practice and Qualifying Week
 Champs Week 1
 Champs Week 2
 The Champs Fortnight
 De-rig Period

June 2025							July 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
26	27	28	29	30	31	1							
2	3	4	5	6	7	8	1	2	3	4	5	6	
9	10	11	12	13	14	15	7	8	9	10	11	12	13
16	17	18	19	20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30							28	29	30	31			

OK

- Select records and click 'Submit' which will send them to the AELTC for approval. You can select multiple records by holding the Ctrl or Shift keys when you select the records.
You will not be able to change records once they are submitted.

Wimbledon Accreditation System

Applications

Applications

Search Applications

Event: 2025 CHAMPIONSHIPS

ACR Department: IT Department Client Group: Operations Organisation/Client: Organisation Name

Last Name: First Name: Gender: Postal Code/Zip: Email Address: Picture:

Nationality: ID Document Number: Status: Contracted to:

Photograph Status: Venue: Valid Dates: Date of Birth: from: until: Applications Filters

Search

Found Applications

Submit Change Status Register applicant in new event 2025 CHAMPIONSHIPS New Application

Person URN	Venue	ACR Department	Client Group	Job Title	Status	ID Document ...	Last Name	First Name	Gender	Date of Birth	Contracted to	Organisation/Client	P...
1198552	ALL	IT Department	Operations	Staff	Created	818539110	Last Name	First Name	Female	14/04/1980		Organisation Name	
1198550	CHA	IT Department	Operations	Staff	Created	735784342	Last Name	First Name	Male	18/10/1978		Organisation Name	