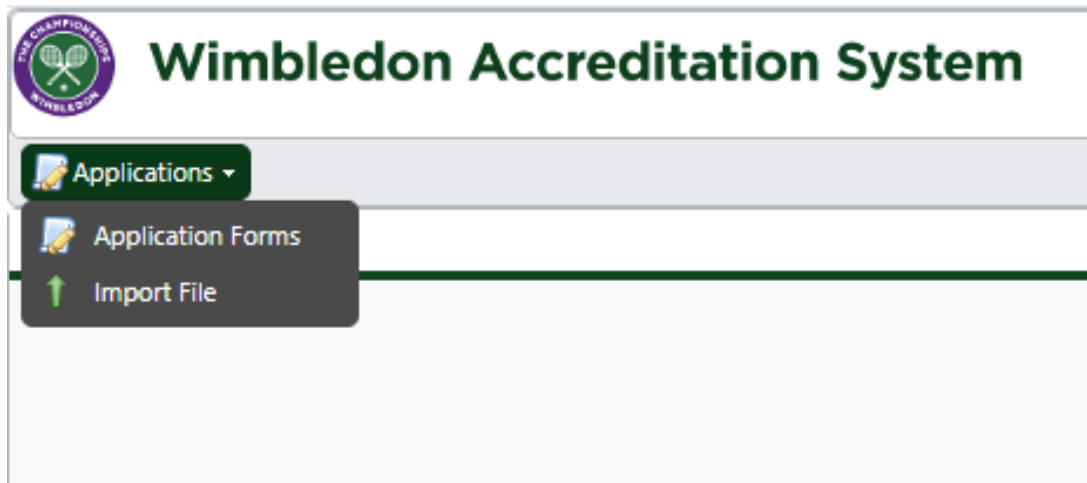




## Submitting applications for returning staff

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



3. Select one of the available Championships' year in the 'Event' drop-down. Click on the 'Search' button to display records for previously accredited individuals.

The screenshot shows the Wimbledon Accreditation System search interface. The heading is 'Wimbledon Accreditation System'. Below this is a navigation bar with a dropdown menu labeled 'Applications'. The main heading is 'Applications'. Below this is a search form titled 'Search Applications'. The form contains several fields and dropdown menus for filtering search results:

- Event: [Dropdown menu]
- ACR Department: [Dropdown menu]
- Last Name: [Text input]
- Nationality: [Dropdown menu]
- Photograph Status: [Dropdown menu]
- Valid Dates: [Dropdown menu]
- Date of Birth: from [Text input] until [Text input]
- Person URN: [Text input]
- Organisation/Client: [Dropdown menu]
- Gender: [Dropdown menu]
- Status: [Dropdown menu]
- Contracted to: [Dropdown menu]
- Postal Code/Zip: [Text input]
- Email Address: [Text input]
- Picture: [Dropdown menu]

At the bottom right of the search form is a green button labeled 'Search', which is circled in red. There is also an 'Applications Filters' button next to it.

- Select the applicants for whom you wish to submit a 2026 application. You can select multiple applicants by holding down the Ctrl or Shift key whilst clicking on the records.
- Click on 'Register applicant in new event' to open the dialog box.

**Wimbledon Accreditation System**

Applications

Search Applications

Event: 2025 CHAMPIONSHIPS

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

Last Name: | First Name: | Legal Sex: | Postal Code/Zip: | Email Address: |

Nationality: | ID Document Number: | Status: | Picture: |

Photograph Status: | Venue: | Contracted to: |

Valid Dates: | Date of Birth: from: until: | Applications Filters

Found Applications

Submit | Change Status | Register applicant in new event | 2024 CHAMPIONSHIPS | New Application

Person URN	Venue	ACR Department	Client Group	Job Title	Status	ID Document ...	Last Name	First Name	Legal Sex	Date of Birth	Contracted to	Organisation/Client	P...
1198600	CHA	IT Department	Operations	Staff	Created	171330264	Last Name	First Name	Prefer not ...	27/11/1993		Organisation Name	
1198599	CHA	IT Department	Operations	Staff	Created	040077314	Last Name	First Name	Female	04/03/1992		Organisation Name	
1198588	CHA	IT Department	Operations	Staff	Created	375990587	Last Name	First Name	Female	11/05/1988		Organisation Name	
1198587	CHA	IT Department	Operations	Staff	Created	746835923	Last Name	First Name	Male	10/02/1982		Organisation Name	
1198586	CHA	IT Department	Operations	Staff	Created	489075625	Last Name	First Name	Prefer not ...	08/03/1974		Organisation Name	

**Register applicant in new event**

Event: 2025 CHAMPIONSHIPS

Credential Data

Assign same groups:

ACR Department: | Client Group: | Job Title: |

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

Venue and dates

Venue: Championships venue ( |

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			

Save

6. Keep the 'assign same groups' box ticked to assign the same job titles as previous year(s). Unticking this box will allow you to change a job title by populating the proceeding fields.
7. Tick the mandatory 'Terms & Conditions of Accreditation' box. A PDF copy of the document can be viewed by clicking the hyperlink.
8. Select the venue that the applicants require access to:
  - Championships venue (AELTC, Wimbledon)
  - Qualifying venue (Bank of England Sports Centre, Roehampton)
  - All venues (AELTC and Bank of England)
9. Select the dates on which the pass should be active. Days can be selected individually or in periods (e.g. Championships Fortnight).
10. Click 'Save' to move applicants into the 2026 event, please note that everything selected in the 'Register Applicant in new event' screen will be applied to all persons previously selected in the search window.
11. Change the filter to 2026 Championships and click 'Search'.
12. If any of the applicants' personal details have changed, these must be updated in the individual application forms within the 2026 event.
13. Select any additional access codes you wish to apply for within the individual application forms (if relevant).
14. Check if any photographs have been rejected. Rejected photos will have a red cross in the photo icon (see 'Submitting photographs for Championships accreditation' document). Rejected photos must be replaced.
15. Select records and click 'Submit' which will send them to the AELTC for approval.  
**You will not be able to change records once they are submitted.**