

User Guide for Media to book post-match Player Interviews via the Wimbledon Media Website

Introduction

Media will once again be able to request post-match interviews beginning on Monday 3 July via the online Interview Bookings system.

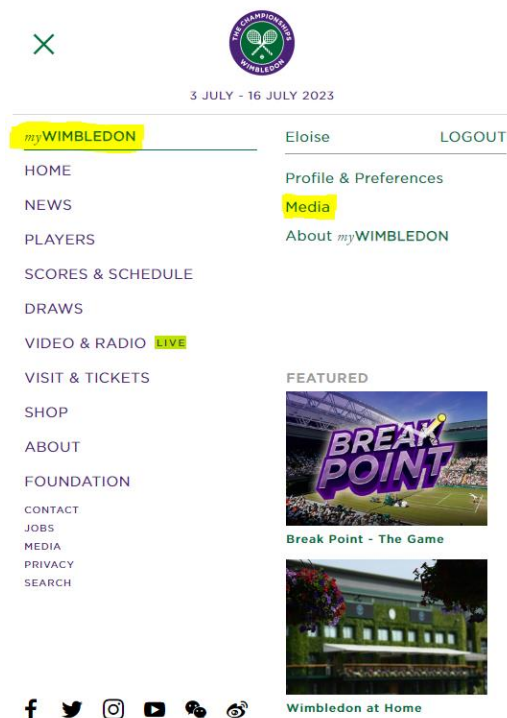
Media will be able to request player interviews electronically each day from **00:01**. Any interview requests submitted before midnight for the following day unfortunately cannot be accepted into the system. As always, we kindly ask all media to submit their interview requests by **12:00** each day due to the large volume of requests received.

Any interview requests that could not be completed on a given day will not be carried over to the following day and media, therefore, are required to resubmit their interview requests.

The following is a guide for media on how to book post-match player interviews via the media website.

Step 1:

Please go to wimbledon.com, log on to *myWIMBLEDON* and click on 'MEDIA' on the right-hand side column.



Step 2:

Please select the icon for 'INTERVIEW BOOKING'.



Step 3:

When it is your first time using the system, you will be asked to add your contact details and the name of your organisation so that you can be saved on the system and be contacted by the Media Interview Team if required.

The screenshot shows a web form titled 'Update Personal Info' within a 'Media Interview Scheduling' interface. The form displays the following information and fields:

- User Account: user@domain.com
- Name: John Smith
- Organisation: [Text input field]
- Nation: [Dropdown menu]
- Workroom Desk Number (if applicable): [Text input field]
- Email Address 1: user@domain.com
- Contact Number 1: +44 - 07400 123456
- Consent to text notifications:
- Buttons: 'Add Another Email', 'Save', 'Add Another Contact Number'.

At the bottom left of the page, there is a copyright notice: © 2023 - MediaInterviewSchedulingWebsite.

New SMS Alerts:

A new feature for 2023 is an SMS alert system. Media can opt-in to this system via the 'Update Personal Info' page to receive SMS alerts for timings of Media Conferences in the two main rooms – the Media Theatre and Interview Room 2. If there is also a substantial change to a player's media conference time, then a second SMS will be sent for that player.

If members of the media do not wish to receive alerts, please do not opt-in on the 'Update Personal Info'.

The SMS alerts are carried by the various UK telecom networks, which will mean that they can be delivered to each person at different times based on which telecom network they are using.

Step 4:

Please press the 'Add Request' button on the right-hand side of the page which will take you to the 'Add Request' page. Please select the following from the drop-down menus:

- Media Member – select from drop down your name/organisation
- Event type – Which competition the player is competing in
- Subject(s) – Player(s) requested. The 'Match' drop-down menu will then automatically appear for you to select the player
- Select Match - select the court and match number
- Interview type – Media Conference, One on One, Radio or TV
- For Doubles – Please select a specific player or both
- Interview condition – Win, Lose or Win / Lose
- Interview type – Media Conference, One on One, Radio or TV

If requesting a TV interview, a drop-down menu will appear and you will be asked to choose your requested location. Broadcasters may add a second and third choice location if relevant. Please note Interview Room 1 = Live and Interview Room 3 = ENG

- Please press the green 'Save' button at the bottom of the screen when you have finished your requests for each player

PLEASE NOTE THAT IF YOU ARE REQUESTING A PLAYER FOR MORE THAN ONE EVENT PER DAY, YOU MUST SUBMIT SEPARATE REQUESTS

Add Request

Date	Media Member	Event Type
30-06-2023	SMT - Monique Cruz	Gentlemen's Singles
<small>* Order of Play Date</small>		
Search Subject(s)	Interview Condition	Interview Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Albot, Radu (MDA)	Note	
<input type="checkbox"/> Alcaraz, Carlos (ESP)	<input type="text"/>	
<input type="checkbox"/> Altmaier, Daniel (GER)		
<input type="checkbox"/> Arnaldi, Matteo (ITA)		
<input type="button" value="+ Add Another Request"/>		
<input type="button" value="Save"/>		

You can now add multiple player requests for the same event by clicking the 'Add Another Request' button and press 'Save'.

Add Request

Date
30-06-2023

Media Member
SMT - Monique Cruz

Event Type
Gentlemen's Singles

* Order of Play Date

Search Subject(s)

- Albot, Radu (MDA)
- Alcaraz, Carlos (ESP)
- Altmaier, Daniel (GER)
- Arnaldi, Matteo (ITA)

Interview Condition

Note

Interview Type

Search Subject(s)

- Albot, Radu (MDA)
- Alcaraz, Carlos (ESP)
- Altmaier, Daniel (GER)
- Arnaldi, Matteo (ITA)

Interview Condition

Note

Interview Type

X

+ Add Another Request

Save

Step 5:

A summary of your requests will then appear. If you wish to add interview requests, at a later time during the day, for additional players in other competitions, please press the green 'Add Request' button on the top right-hand corner and repeat step 4 for the next player.

Media Interview Scheduling							Interview Requests	
Requests							+ Add Request	
Date: Tuesday, June 27, 2023							Search: <input type="text"/>	
Status	Subjects	Match	Interview Type	Interview Condition	Note	Timestamp		
Accepted	Media Theatro	at 18:15 for 15 mins	Ponchet, Jesika (FRA)	RS156 3rd Match on Court 8	Media Conference	Win or Lose	27/06/2023 18:52:03	
Accepted	Interview Room 5	at 18:00 for 5 mins	Ponchet, Jesika (FRA)	RS156 3rd Match on Court 8	Radio (One on One)	Win or Lose	27/06/2023 18:51:24	
Declined			Orlik, Marko (ARG)	RS120 4th Match on Court 5	TV (One on One) - Broadcast Centre Roof - Interview Room 1 - Interview Room 3	Win	27/06/2023 18:50:40	
Ready for Review (Pending Doubles Match)			Arango, Emiliana (COL)	RS156 3rd Match on Court 8	Media Conference	Win or Lose	27/06/2023 18:47:51	Cancel
Ready for Review			Jacquemot, Elsa (FRA)	RS113 4th Match on Stadium	Media Conference	Win or Lose	27/06/2023 17:22:21	Cancel
Declined			Andreowa, Erika	RS158 4th Match on Court 3	Media Conference	Win or Lose	27/06/2023 17:06:47	
Ready for Review			Jakupovic, Dalila (SLO)	RS158 4th Match on Court 3	Media Conference	Win or Lose	27/06/2023 16:34:36	Cancel
Accepted	Media Theatro	at 16:45 for 10 mins	Townsend, Taylor (USA)	RS123 3rd Match on Court 2	Media Conference	Win or Lose	27/06/2023 16:30:00	
Ready for Review			Von Deichmann, Kathinka (LE)	RS107 2nd Match on Court 1	Media Conference	Win or Lose	27/06/2023 16:30:31	Cancel
Ready for Review			Palcova, Barbara (CZE)	RS107 2nd Match on Court 1	Media Conference	Win or Lose	27/06/2023 16:30:31	Cancel
Ready for Review			Noha Akugue, Noma (GER)	RS134 3rd Match on Court 3	Media Conference	Win or Lose	27/06/2023 16:26:35	Cancel

Showing 1 to 15 of 15 entries

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STATUS DEFINITIONS:

- Open – Your request is waiting to be reviewed by the Media Interview Team before entering into the system
- Submitted – Your request has been entered on to the system
- Ready to Review – The match has been completed and all requests are now being considered
- Cancelled – This refers to a media member cancelling their request for the player
- Accepted – Interview has been accepted by the player and scheduled detailing time and venue
- Declined – Interview has been declined by the player
- Accepted as Media Conference - Interview has been accepted by the player and scheduled as part of a group Media Conference.
- Did not Meet Condition – On completion of a match, the condition of your request such 'win only' was not met

Step 6:

If you would like to change or cancel a request for a player interview, please click the 'change' or 'delete' buttons next to that request on your Interview Summary page. You will then be taken to another screen where you will be prompted to edit your original request.

Edit Request

Interview Type: One on One

Interview Condition: Lose

One On One Topic: Enter one-on-one topic here.

Subjects: Smith, John

Note: Enter custom notes here.

Close Save

Step 7:

You can monitor the status of your requests live on the system throughout each day's play. It is the responsibility of media to access the portal and monitor the progress specific requests.

You can monitor the status of the requests in the following ways:

- ✓ Through your *myWIMBLEDON* Media Website
- ✓ Via the AELTC IPTV channels which are placed around the Media Centre and screens on desks
- ✓ Media announcements will be made for all Media Conferences in the Media Theatre and Interview Room 2

1 July 2023