



ACCREDITATION MANUAL FOR PRESS MEDIA



JUNIOR PAN AMERICAN GAMES ASUNCIÓN 2025

This document, called Accreditation Manual for the Press of the II Junior Pan American Games Asunción 2025, has been prepared for the sporting event mentioned in the title, which will take place from August 9th to 23rd in Asunción, Paraguay.

This manual is available in English and Spanish versions. In case of any discrepancies between the two versions, the Spanish text shall prevail.

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1. INTRODUCTION

1.1. Objective of accreditation

The accreditation process aims to identify the people who will participate in the II Junior Pan American Games Asunción 2025, providing them with the necessary access to fully fulfill their functions. Receiving accreditation for the sporting event is not a sign of privilege, but rather an operational tool that allows managing the number of people participating in the Games.

Accreditations:

- ✓ They ensure that only qualified and eligible persons participate in the Games in their official capacities.
- ✓ They restrict access to venues and areas where participants perform their duties, keeping unauthorized personnel out of operational and competition areas.
- ✓ They ensure that participants access the aforementioned areas in a safe, efficient and orderly manner.
- ✓ Participants' authorization is confirmed after a background check process by local authorities.

The Pan American Identity and Accreditation Card, also known as the “PIAC” for its acronym in English (Panamerican Identity and Accreditation Card), is the official name of the accreditation card for the II Junior Pan American Games Asunción 2025.

The terms of issuance or cancellation of a PIAC are under the exclusive consideration of Panam Sports.

Panam Sports, through the Asunción 2025 Organizing Committee (hereinafter ASU2025), grants the right to a PIAC to all persons who have a recognized official function in the Games.

1.2. Glossary

Below is a list of the most commonly used terms throughout this Accreditation Manual:

Term	Definition
Accreditation	Process of registering people, producing and distributing accreditation cards to provide holders with access rights and other privileges for the Games.
Accreditation Center	Place where accreditation services are provided for the different groups of Games customers
Accreditation and Uniforms Center (UAC)	Place where accreditation cards and uniforms are distributed to Staff, Volunteers and Judges.
Accreditation system	Secure web registration portal that allows an RO to submit their respective accreditation requests directly to ASU2025
Application for accreditation	Registration process through a form, where the ROs request an accreditation card for their respective participants.
Pan American Identification and Accreditation Card (PIAC)	Personalized accreditation card that grants the holder the right to participate, with a specific role, in the Pan American Games.
Upgrade Card	Transferable accreditation card granting additional access rights to an accredited person. Only valid in conjunction with an official Games accreditation.
Category	Group of participants divided into populations and subcategories.
Function	Role in the Games, accompanied by privileges and access rights.
Code	System of letters, numbers, colors or other symbols used to identify participants or assign access to venues or areas.
Sports Code	Three-letter code that identifies a sport or discipline in the Games program.

Seating code	Privilege, for accredited persons, to access the reserved seating areas at the competition venues
Headquarters code	Three-letter code that identifies a specific Games venue
Transport code	Privilege of using a specific transportation service during the Games.
Pictogram	Graphic representation of a sport, discipline or privilege.
Zone code	Alphanumeric code that identifies accreditation zones and areas in headquarters.
Back of house (BOH)	Areas of operations.
Front of house (FOH)	Spectator area.
Access control	Process of regulating the movement of people in venues through access privileges, accreditation cards and other ad hoc devices.
Supplementary Access Control Device (SACD)	Device used to reinforce control of the flow of people in extremely sensitive areas, such as the field of play (FOP).
ASU2025	Organizing Committee of the II Pan American Games Asunción 2025.
Workforce	Games client group including ASU2025 staff and volunteers, contractors and service providers, sponsors' staff, security personnel, law enforcement, etc.
Responsible Organization (RO)	Organization identified and authorized to participate in the Games, therefore requires accreditation
Games Family	Games client groups comprising the organizations participating in the Games, as well as Panam Sports, IOC, Pan American Confederations and International Federations, local authorities, dignitaries, and staff of the contracting institutions.

<p>International Federation (IF) and Pan American Confederation (CP)</p>	<p>Non-governmental organization that manages its sport at an international or continental level respectively.</p>
<p>Sports Entries</p>	<p>Process that grants official registrations to qualified athletes.</p>
<p>Eligibility Conditions Form</p>	<p>Form signed by all athletes and team officials eligible to participate in the Games. The form confirms their compliance with Panam Sports, the Pan American Games regulations, the relevant Federation regulations, the World Anti-Doping Code and their respect for fair play and non-violent conduct.</p>
<p>Quota</p>	<p>Numerical restriction applicable to an accredited population.</p>
<p>Pre Delegation Registration Meeting (Pre- DRM)</p>	<p>Pre-registration meetings to confirm that all accreditation information for all members of NOC delegations, including athletes and officials participating in the Pan American Games, is correct and complete.</p>
<p>Delegation Registration Meeting (DRM)</p>	<p>Official process of final registration of all members of a National Olympic Committee (NOC) delegation with athletes participating in the event.</p>
<p>Lockdown</p>	<p>Period during which a security sweep is carried out throughout the venue by the corresponding security and public forces. During this period, both people and vehicles entering the venue must pass through a security check.</p>
<p>Accreditation Liaison Officer (hereinafter ALO)</p>	<p>Defined by each Responsible Organization, it will be the main point of contact with ASU2025 regarding accreditation matters.</p>
<p>Guest Pass</p>	<p>Temporary visitor access pass to select Games venues.</p>

Day Pass	Temporary accreditation provided for operational purposes to registered persons who require access rights different from those of their accreditation.
Privilege	Right to special access, seating, transportation or accommodation, as determined by the individual's role in the Games. These are indicated in the accreditation privileges matrix

1.3. General Guidelines

Each Responsible Organization (RO) of the National Olympic Committee (NOC) participating in the Pan American Games is responsible for registering all the media outlets from its respective country that are interested in covering the 2nd version of the Junior Pan American Games and thus obtaining the corresponding PIACs.

The Accreditation Liaison Officer (ALO) will be responsible for:

- ✓ Obtain the necessary consent to share personal information.
- ✓ Identify all participants who require accreditation.
- ✓ Submit information (including a photograph) according to the standards and deadlines indicated.

An authorized representative, on behalf of your RO, must sign and return the RO Consent Form and User Account Request Form before submitting any request.

Data verification is a key step in the accreditation process. It will be the responsibility of each ALO to ensure that the information provided to the ASU2025 Accreditations (ACR) team is accurate.

1.4. Key dates

February 2025	Distribution of Press Accreditation Package
March 3, 2025	Opening of the Accreditation system
March 3 to April 28	Start of press phase by number
April 28 to June 27	Start of press phase by name
August 4, 2025	Start of the delivery of accreditations to international and national press
August 9, 2025	Opening Ceremony
August 23, 2025	Closing Ceremony

1.5. Accreditation assistance

It will be available by email at registrarsecciones@juegosasu.org.py or through the person designated by the Press Accreditation area.

2. APPLICATIONS FOR ACCREDITATION

For any application for the accreditation system, the RO must comply with the following step:

- ✓ Designate a single point of contact within your organization, called an ALO, to channel all communications related to press accreditation.

2.1. Accreditation Phases

All accredited press participating in the II Pan American Games Asunción 2025 must complete the two phases of the accreditation process to obtain the accreditation of each member of their media outlet.

This manual explains the steps to follow for the second phase of the accreditation process, also known as “Press by Name”, where the NOCs are responsible for leading the entire process and completing the data requested from the press professionals of their respective country in the Games Accreditation System.

The start and end dates for each phase are shown below:

Assumption 2025	Start	Closing
Phase One: Press by Number	March 3	April 28th
Second Phase: Press by Name	April 28th	June 27th

First Phase - Press Registration by Number

- ✓ Presentation of Letter of Endorsement or Letter of Interest from each National or International Media.

Each media outlet from one of the 41 participating countries must contact its respective National Olympic Committee (NOC) to express its interest in covering the event. In this way, the media outlet applies for a spot.

Each NOC will have a unique user with access to the phase 1 form.

In the case of Paraguay, the process will be managed by the Organizing Committee. Interested media must request and submit the corresponding documentation to the Press Coordination.

For international news agencies, press organizations from countries outside the Americas, and other international media, the accreditation process will be carried out through the official ASU2025 form.

Once the deadline has passed, each application will be analyzed, and after approval of this first phase, the medium will be enabled to advance to the next stage.

Second Phase - Press Registration by Name

- ✓ Nominal accreditation of each national or international media outlet.

Each media outlet must comply with the established deadlines for submitting the required documentation for each accredited member and their role.

2.2. Presentation Options

All accreditation applications must be submitted electronically, through the accreditation system. ROs have two options for submitting accreditation applications:

- ✓ Individual registration: allows your organization to submit individual accreditation applications. You can also save complete or incomplete registrations in your account to complete or submit at a later date. ASU2025 will not accept “saved” or “in progress” registrations, and these will not be considered complete until the registration has been “submitted.”
- ✓ Data Loading Template: allows your organization to submit multiple accreditation requests through a bulk data upload process. If you have your own database, you can export this information to a template that you can extract from the system (with a specific format) and submit multiple requests through the accreditation system.

2.3. Fields to Complete

This section lists the data fields required for accreditation applications, including details on the data format, as well as an example of what should be included in each field when submitting applications through the individual registration and upload template.

Field Name	Example
Responsible Organization	Olympic Committee of Paraguay
Main function	Journalist
Name of the Media	The Nation
Document type	Passport
Document number	AN458963
Document expiration date	26/02/2026
Country issuing the identification document	Paraguay
Names (As it appears in the official document)	Joshua Matias
Last Names (As it appears on the official document)	Nicora Mutti
Birthdate	06/29/1998
Nationality	Paraguayan
Photograph	
Are you a person with a disability?	Yeah
What type of disability?	Physics
What type of support do you use?	Crutches
Gender	Male
Email	joshnicora@gmail.com
Country/Territory of residence	Paraguay
City/Location	Lambare
Address of main residence	Las Palmas 1596
Zip code of main residence	5986

2.4. Photography Specifications

All applications for accreditation for Asunción 2025 must be accompanied by a digital photograph with the following specifications:

- White or light-colored background, without shadows.
- Recent image of the person (preferably from the last 4 months).
- In color. Not in black and white or with filters.
- Vertical orientation.
- JPG or PNG format.
- It must weigh less than 300 kb.
- Size must be in proportion 3 x 4.
- Minimum resolution of 400 dpi

In the photograph, the applicant must:

- Being the only person in the photograph.
- Look straight ahead and into the camera.
- Have a neutral facial expression and your mouth closed.
- Have your eyes open, visible and without reflection or glare on the lenses.
- Be focused

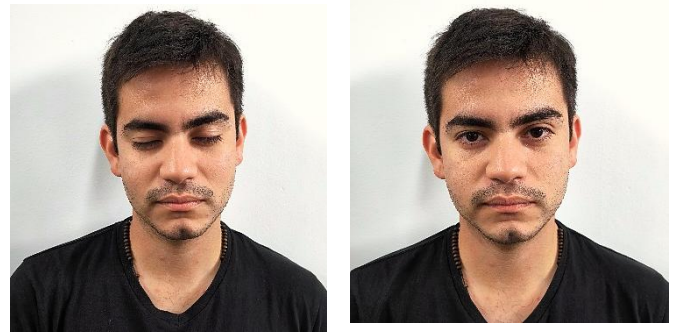
In the photograph, the applicant must NOT:

- Have your eyes or face covered.
- Wear sunglasses, unless you are visually impaired.
- Wear a hat or head covering unless for medical or religious reasons.
- Take a selfie.

Examples of approved/rejected photos:



The applicant must not wear hats or other clothing covering their head (except for religious or medical reasons).



The applicant must appear with his eyes open.



The applicant must have visible eyes and no reflection or glare on the lenses.



Hair must not cover any part of the applicant's face.



The applicant must have a neutral facial expression.



The applicant must not wear a mask, scarf or other object covering his or her face.



The applicant must not wear sunglasses, unless he or she is a visually impaired person.



The applicant must be alone in the photograph.



The applicant must look forward and at the camera.



The background of the photograph must be plain, white or another light color.



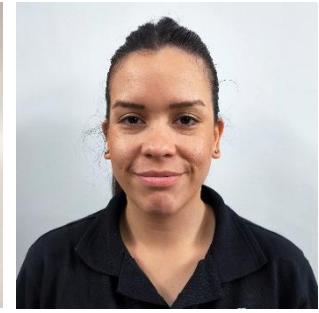
The lighting should be uniform and without flash, the applicant should not have shadows.



Photography cannot be a selfie.



The photo must not have any filters or image effects. It must be in color.



The original photograph must be sent and not a photo of it.

2.5. Acceptable Forms of Identification

Acceptable documents to be submitted by participants for the accreditation process must be valid. These are:

Nationality	Type of Identification Document
<ul style="list-style-type: none"> Paraguayan Foreigners with Paraguayan nationality 	Paraguayan identity card
Foreigners residing in Paraguay	Paraguayan identity card for foreigners
All other nationalities	Passport

2.6. Fact Checking

Data verification is a key step in the accreditation process. Each RO is responsible for ensuring that the information provided to the ACR is accurate. The formal verification process is known as data review.

ROs may perform data queries and run reports in the accreditation system to review all submitted records. If errors or modifications are identified after the deadline, the ALO shall inform the ACR area of the information that needs to be corrected.

2.7. Lost, Stolen or Damaged Accreditation Cards

If a PIAC is lost, stolen or damaged, the accredited person involved must immediately notify the ACR area and go to the Main Accreditation Center to complete a lost card declaration.

A PIAC can be reprinted free of charge up to one time. Any further requests will incur a fee of USD 50 per accreditation card.

3. ACCREDITATION CENTERS

The Accreditation Center, located on Paseo La Galería, will be the Main Accreditation Center.

The Accreditation Centre for NOC presidents and general secretaries, dignitaries, invited companions and entourage will be located at the Bourbon Hotel.

The Accreditation Department will make the following accreditation centres available:

Accreditation Centers	Place	Intended for	Schedule
Main Accreditation Center	Paseo la Galería	<ul style="list-style-type: none"> • Staff • Volunteers • Press • Suppliers 	10:00 – 21:00
Pan American Family Accreditation Center	Hotel Bourbon	<ul style="list-style-type: none"> • Pan American Family 	07:30 – 20:00
Accreditation Center	Encarnación	<ul style="list-style-type: none"> • Volunteers • Staff 	07:00 – 20:00
Accreditation Resolution Center	Paraguayan Olympic Committ	<ul style="list-style-type: none"> • CONs • Staff 	07:30 – 21:00
Accreditation Resolution Center	National Secretary of Sports	<ul style="list-style-type: none"> • CONs • Staff 	07:00 – 20:00

4. PRIVILEGES

4.1. Accreditation Categories

The following table shows the accreditation categories for the press that will participate in the II Junior Pan American Games Asunción 2025.

Category	Function
E	<p>Journalist, Editor, Photo Editor, Photo Editor hired by a national or international news agency, Independent Journalist, Digital Journalist or freelancer under contract.</p> <p>Traditional Media: TV, Radio, Print Media.</p> <p>Digital Media: Websites, Online Radio, Podcast, Social Networks.</p> <p>Others: International Agency</p>
EP	<p>Photographer, Photography Technician.</p> <p>Traditional Media: TV, Radio, Print Media.</p> <p>Digital Media: Websites, Online Radio, Podcast, Social Networks.</p> <p>Others: International Agency</p>
ENR	<p>Member of a media outlet without rights and retransmission.</p> <p>Traditional Media: TV, Radio, Print Media.</p> <p>Digital Media: Websites, Online Radio, Social Media, Content Creator, Podcast.</p> <p>Others: International Agency</p>

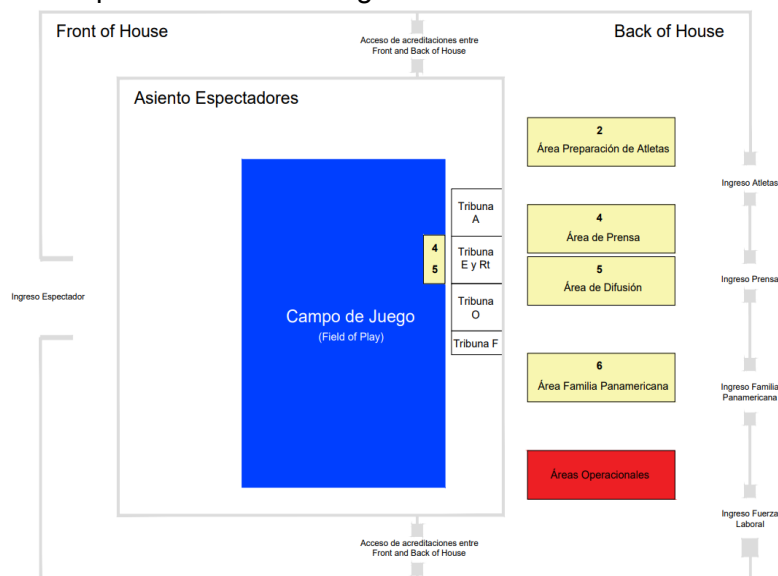
4.2. Quotas for Types of Media

Below is a table indicating the established quota limits for accreditations by means of communication.

Facility	Headquarters	Population
No rights (TV or radio) - National coverage	6 maximum by media type	ENR
No rights (TV or radio) - Local or regional coverage	4 maximum by media type	ENR
Written press (newspapers or magazines) - National coverage	6 maximum by media type	E or EP
Written press (newspapers or magazines) - Local or regional coverage	3 maximum by media type	E or EP
Web pages	3 maximum by media type	E, EP or ENR
News agencies	5 maximum by media type	E, EP or ENR
Freelance journalists	1 maximum by media type	E, EP or ENR

4.3. Locations, Areas and Access Codes

The accreditation areas will be safe, orderly and reserved exclusively for accredited personnel who must perform duties during the Games.



Access Code	Zones
Blue	Areas of competence, operational areas, circulation areas.
Red	Operational areas, circulation areas.
White	General circulation areas.
2	Athlete preparation areas.
4	Press areas
5	Broadcast area.
6	Family Games Area.

Access to Venues	Access Rights
ALL	All clusters, all competition venues
IBC	International Broadcasting Center.
MPC	Main Press Center
COP	Paraguayan Olympic Committee
SND	National Secretary of Sports

Panam Sports and ASU2025 will determine the access allocations to the different zones according to the function/role of each applicant.

Although included in this list of zones and venues, some particular areas within each venue may be considered and managed as restricted. For example, doping control stations. PIAC itself does not grant access to such areas.

An additional access control device may be required. For example, a bracelet, bib numbers, stickers.

4.4. Seating Privileges

At each competition venue, as well as at the venues where the Opening and Closing Ceremonies will be held, seats will be assigned by specific populations, as indicated in the following table:

Access to Seats	Seating Code	Right
Official	O	Official Tribune
Federations	F	Tribune of Federations
Athletes	A	Athletes' Tribune
Press	E	Press Tribune
Right-Holders	Rt	Broadcast Tribune

4.5. Transportation Privileges

- Transport: Level of transportation privileges assigned to each category and population, as specified in the following table

Transport Code	Description of the Transport System	Privileges
T1	Assigned driver and vehicle	<ul style="list-style-type: none"> ✓ Assigned driver and vehicle. ✓ Transport system for Games guests.
TA	Transportation system for athletes and NOCs.	<ul style="list-style-type: none"> ✓ Transport system for athletes and NOCs.
TF	Rotating transportation system for judges and officials	<ul style="list-style-type: none"> ✓ Transportation system for judges and officials.
TM	Media Transport System	<ul style="list-style-type: none"> ✓ Press Media
TC	Rotating transportation between locations.	<ul style="list-style-type: none"> ✓ Transportation for all customers.
TSV	Transportation system for Staff, Volunteers.	<ul style="list-style-type: none"> ✓ Transportation system for Staff and Volunteers only.

5. PRIVILEGE MATRIX

The following table describes the access privileges to areas and venues, seats and transportation that will be granted to participants of the II Junior Pan American Games Asunción 2025 in the press category, in accordance with the event's Accreditation Manual.

Category	Function	Accesses	Zones	Grandstand	Feeding	Ceremonies	Transport
E	Journalist	ALL, MPC	WHITE 4	E	NO	With ticket (limited number)	TM
EP	Photographer	ALL, MCP	WHITE 4	E	NO	With ticket (limited number)	TM
ENR	Media	ALL, MCP	WHITE 4	E	NO		TM