



# Online Accreditation System Help

## Creating and editing delegates (HODs only)

### How to create a new delegate

**Only HODs are eligible to create new delegates under the company name of their delegation.**

It is good practice to ensure the person you wish to add is not already listed under your company name. Please use the "search and view contact information" section to complete this task if unfamiliar.

Under the delegate page click "Create" and add the full contact details of the new delegate you wish to create including the full first name, family name and email address. Please ensure you choose the accreditation status correctly.

**Only** the following accreditation status/delegate types have access to the Slot Conference Appointments Calendar ([AppCal](#)) when open.

- Head Airline Representative
- Airline Representative
- Head Coordinator
- Coordinator
- Head Facilitator
- Facilitator

Once satisfied with the contact information supplied for your delegate click "Create". Your delegate is created. If you have created the new participant during the online registration period of the Slot Conference the newly accredited delegate will automatically be sent an invitation to register online for the conference within 48 hours (Mon - Fri).

### How to remove a delegate

**Only HODs are eligible to remove delegates under the company name of their delegation.**

Please use the "search and view contact information" section to find the delegate you wish to remove from OAS. Click on "Details" of the selected participant and then click "remove".

The system will return you to the delegate list of your selected company stating 'User has been successfully removed'.

### How to edit a delegate

**Only HODs are eligible to edit participants under the company name of their delegation.**

Please use the "search and view contact information" section to find the participant you wish to edit in OAS.

Click on "Details" of the selected participant and then click "edit".

Once satisfied with your changes click "update".

Kindly note, any changes to an existing accredited participant during the online registration period of the slot conference will automatically prompt an invitation to register online to attend the event to be sent to them, even if they have already registered.

### How to edit my contact information

Click on "My information" and update your contact information, kindly note, some fields are only available for IATA to update e.g. Airline code or company name.

Once you have inputted all the changes, click "Update" the message 'User information for user: (username) has been successfully updated' will appear, click "Back to List".

The system will return you to the delegate list of your selected company.

### How to edit my airline or company name

Only IATA can update Airline Codes or Company names, kindly email [slots@iata.org](mailto:slots@iata.org) and request this change.