

WTA CREDENTIAL STATUS REQUEST INSTRUCTIONS

Please complete this by: Friday July 12th, 2024

PLEASE NOTE:

- ❖ **WTA players and individuals under 18 years of age are excluded from this requirement.**
- ❖ **Your Credential Status Request must be received and approved by the WTA PRIOR to your arrival on-site.**

Step 1. Create a CES account. To create your CES account, please visit www.wtacredentials.com and click the “Sign up now” link. As part of the account creation process, you will be required to enter your own personal email address, click the “Send verification code” button, enter the verification code that is sent to your email address, and then click the “Verify code” button.

Step 2. Once you have entered the site, the first step is to complete your profile by selecting the “Edit Profile” option within the menu to the left. All profile fields and tabs are required and must be completed in English.

- a. Identity section:
 - i. Fill out tournament name
 - ii. Fill out your full name
 - iii. Upload your headshot
- b. Personal section:
 - i. Enter your phone number
 - ii. Fill out your date of birth
- c. Documents Section:
 - i. Upload your government photo ID (Driver’s License, Passport or National ID Card)
 - ii. Please note you **DO NOT** need to input your SIN number, rather please click on “don’t have SIN”
 - iii. Save profile

Step 3. Submit a Credential Status Request. Please select “**Tournament Staff Member/Volunteer**” from the Category drop-down menu within your Credential Status Request.

Step 4. Sign document

Step 5. Upon submitting your Credential Status Request, you will be automatically directed to the WTA’s education platform, WTA University. You must complete the “WTA Safeguarding” education course that has been assigned to you in WTA University, which will appear under the “My Training” section **This course is mandatory** and will take approximately 25 minutes to complete. **Your Credential Status Request will NOT be approved until the safeguarding education course is completed.**

Step 6. You will receive an email notification once your Credential Status Request has been approved. You are now finished.