

## Instructions for registration and log-in to factcollect

1. Click on the "Registration" button on [https://factcollect.eu/factcollect\\_en.html](https://factcollect.eu/factcollect_en.html) or on the flyers
2. Fill in the form "Hotel registration" and use a unique e-mail address of your hotel, where you can also answer questions about accessibility if necessary. This mail address then always must be used for log-in.  
All fields marked with \* must be filled in.  
Please also name a contact person who is or will be responsible for recording and explaining accessibility in your hotel.
3. Then click on the button "Complete registration".
4. Confirmation required:  
We will check your e-mail and send a confirmation link back to this address. You only have to confirm this link: "Confirm e-mail address".
5. After confirmation, you will receive an e-mail with your login to factcollect.  
If you have received this mail on your smartphone, you can start directly in the data capture app by clicking the "Login" button.  
If you have received this mail on your PC, simply scan the QR code with your smartphone or tablet and this will take you directly to the app.

Keep the e-mail with the login information, so you can log in again at any time. You can interrupt the data capturing at any time and continue it at a later point in time; the data collected up to that point will not be lost!

If you no longer have your access data, you can request a new access e-mail with QR code via the "Request new Login-Code" link (you will find it under the Registration button). This will be sent to the mail address used for registration.



### Set up a room category:

1. At the end of the menu, you can create the accessible room types located in your hotel. To do this, click on the button "Add room type".
2. In the pop-up window, enter the room category that must be indicated in order to book the accessible room (e.g. standard double room accessible).
3. Enter the room number or name of the accessible room under the menu item "Access". If you have several identically furnished rooms of the same category, simply also enter their names - separated by commas.



### Photos:

1. Take meaningful photos of your accessible facilities, as this is the best way for travellers with mobility impairments to get an accurate picture of the situation.

2. If possible, take photos in landscape format, provided that you can capture the locations (probably difficult with showers, washbasins, etc.) and save the photos in the correct orientation.
3. The location should be as brightly lit as possible and the photo should be focused.
4. You can also upload photos that you have already had taken from other sources, e.g. from your hotel, the pool or the restaurant. To do this, select the button "Browse" and access the storage location of the photos in your network or send the relevant photos to your mobile device by e-mail so that you can select them directly there.
5. You can also add photos from your PC at any time. To do this, you then need the login e-mail to get directly access to the app. There use the "Browse" button to select the photos from your computer.



**Attention:** If you have entered all the data and press the "Complete data entry" button at the end, the data capture app will be closed and you will no longer be able to enter or change any data or upload any photos!

Therefore, please be sure to check that all data is complete, correct and descriptive before closing. A subsequent data change or photo exchange is only possible via the factcollect support ([support@factcollect.eu](mailto:support@factcollect.eu))! In case of doubt, let us check your details before you finish entering data!



Further info:

You can find further information and explanations to many questions in the orange info boxes ⓘ in the app!