



Event Frequency Coordination – Frequency Request Instructions

Registering/Accessing the Site

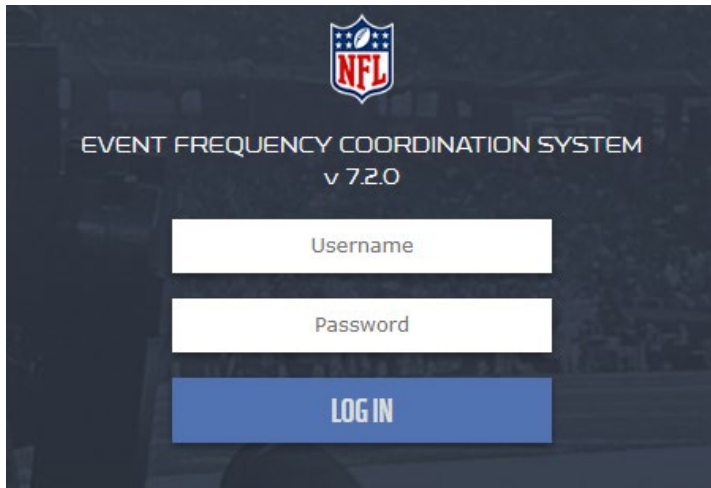
Step 1:

From a web browser, go to <https://efc.nfl.net> to register for an account. If you already have an account, proceed to Step 2.

1. Click **No Account? Click Here to Register!**
2. Fill out the necessary information on the registration screen.
3. Submit your registration. You will receive an activation email from EFCSupport@nfl.com.
4. From the email, click on the validate email link. If the activation link gives you an error, try logging in as you may have already activated your account.

Step 2:

Log onto the **Event Frequency Coordination System** Website



Entering a Request

Click on the blue **'+Add a Request'** button in the upper right corner to bring up the Add Request wizard screen.

- A. Select the **User**, **Company** and **Select** and/or **Search for future Event** by Name, City, Club or Venue.
Check the Event(s) you're requesting to use RF and click Next >>
 - B. Select **+Equipment** to bring up the equipment screen.
 - C. Complete all necessary fields in the **Add Equipment for Request** screen and then clicked 'Add to Request'.
Click Next >>
 - D. If you have on-site contacts, check the contact(s) you want for the request.
If you want the on-site contacts to receive emails, check the Email button to the right of each contact.
Click Next >>
 - E. If you have notes for specific equipment, select the equipment from the dropdown and add notes. Click Next >>
 - F. Review what you've entered for the request. You can make changes to previous steps by clicking << Previous or clicking any of the prior Step #s above. If everything looks good, click **'Submit Request'** in the lower left.
- The Event Frequency Coordinator (EFC) will notify you via email the status of your request. If you have any questions or issues using the portal, please feel free to contact EFCSupport@nfl.com.