



Spectrum Order Portal Entry Guide for the Aichi-Nagoya 2026 Asian Games

AINAGOC
Ver. 01
2026/01

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Revision History

Version	Date	Description
1.0	January 2026	First issue

1. Application Procedure

1.1 Account Creation

Use the Spectrum Order Portal (SOP) to make a spectrum application.

To use SOP, you need to have an account.

Send an email requesting the issuance of an SOP account to the following address: spectrum@aichi-nagoya2026.org.

When sending the email, set the subject line to “request SOP accounts”, and include the following information in the email body:

- Stakeholder Group (refer to Q1)
- Organization (refer to Q4)
- Full name of the person requesting account issuance
- Email address



Stakeholder Group: Organization 件名(U) request SOP accounts

差出人(M) ▾

宛先(T)

CC(C)

送信(S)

spectrum@aichi-nagoya2026.org

Press:AINAGOC times

1. John Smith: JS@spectrum.com
2. Micheal Johnson: MJ@asia-asiapara.com
3. David Williams: DW@ainagoc.com

When applying for multiple accounts, please number them as shown in the left figure.

*Insert a colon (:) between the email address and the name.

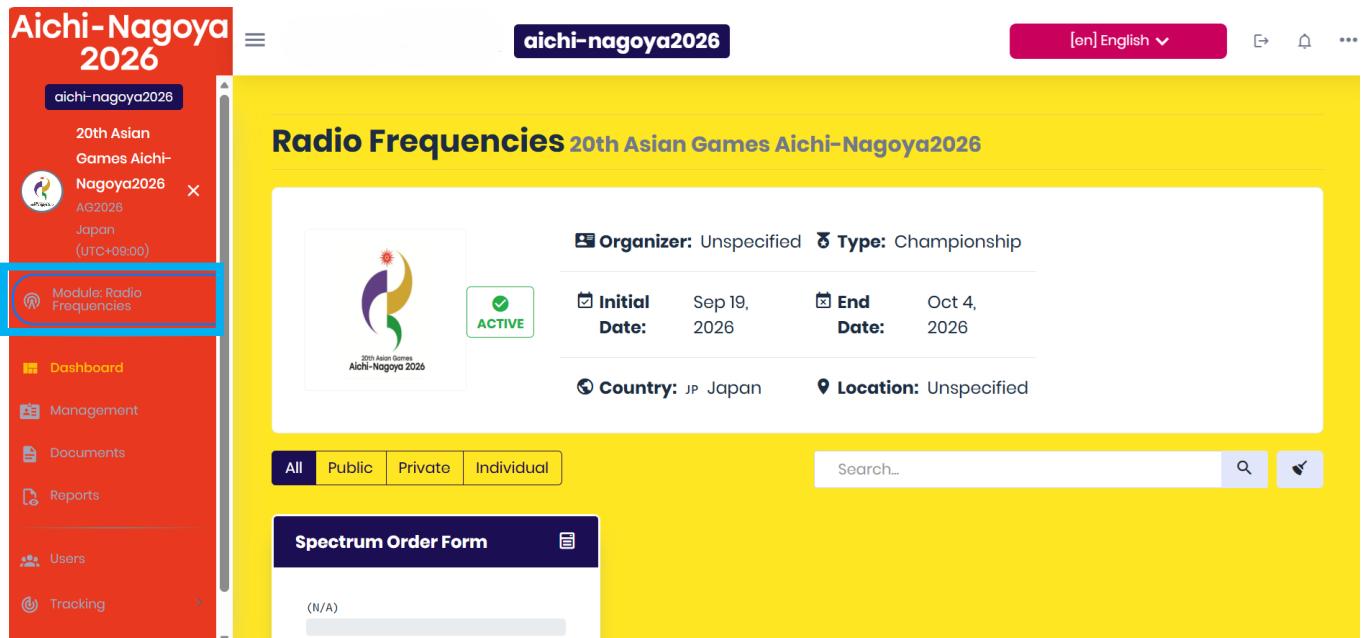
Once AINAGOC has completed the account preparation, you will receive an email from “no-reply@asiangames2026.org” confirming that the account has been created.

From the link attached in the email, proceed to the SOP account password setup page and follow the on-screen instructions to set your password.

After completing the password setup, the account creation process is finished.

1.2 How to Use SOP

From “Module” on the left side of the home screen, select “Radio Frequencies” and click it.

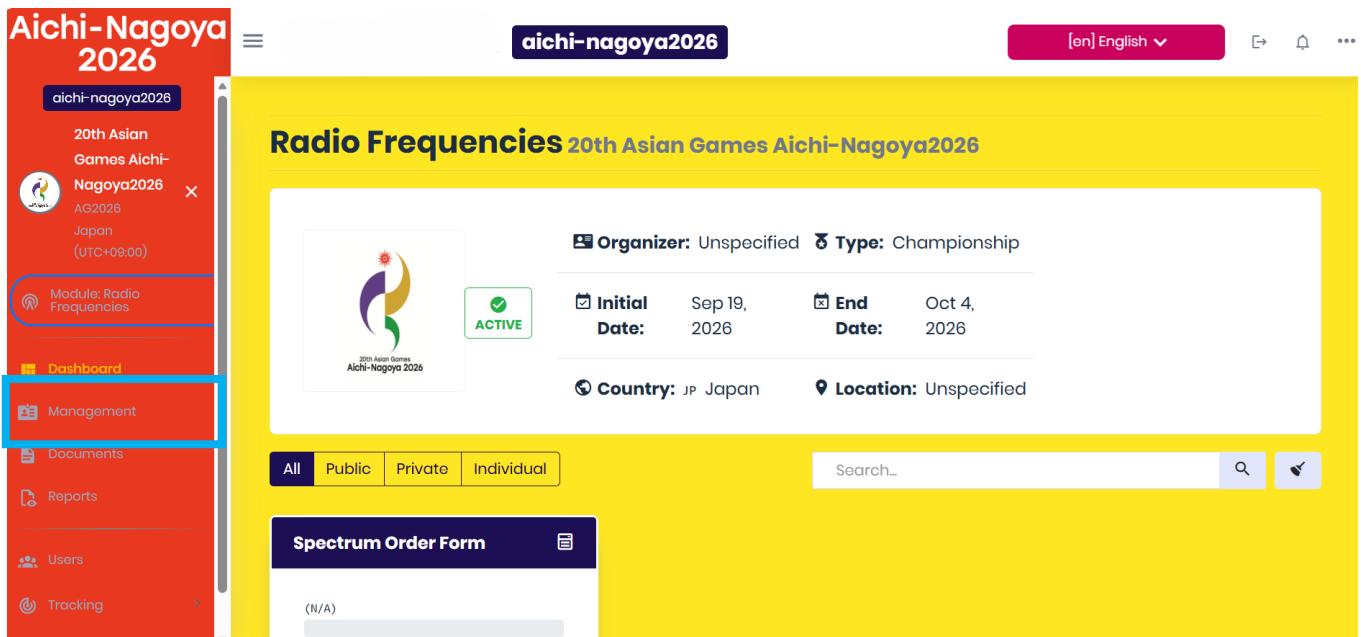


The screenshot shows the Aichi-Nagoya 2026 Spectrum Order Portal. The left sidebar has a red background and lists several modules: Dashboard, Management, Documents, Reports, Users, and Tracking. The 'Module: Radio Frequencies' option is highlighted with a blue box. The main content area has a yellow background and displays the 'Radio Frequencies 20th Asian Games Aichi-Nagoya2026' section. It shows the following details:

- Organizer:** Unspecified
- Type:** Championship
- Initial Date:** Sep 19, 2026
- End Date:** Oct 4, 2026
- Country:** JP Japan
- Location:** Unspecified

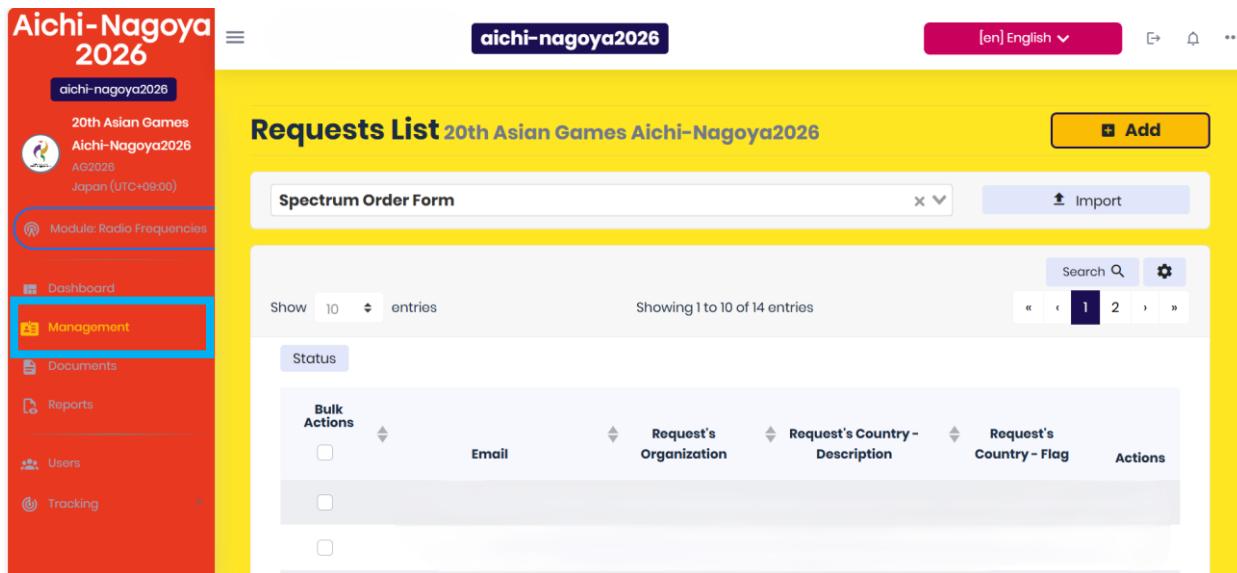
Below this, there are buttons for 'All', 'Public', 'Private', and 'Individual', and a search bar.

Click “Management” on the left side of the screen.



The screenshot shows the Aichi-Nagoya 2026 Spectrum Order Portal. The left sidebar has a red background and lists several modules: Dashboard, Management, Documents, Reports, Users, and Tracking. The 'Management' option is highlighted with a blue box. The main content area has a yellow background and displays the 'Radio Frequencies 20th Asian Games Aichi-Nagoya2026' section, which is identical to the previous screenshot.

The Management screen will be displayed.

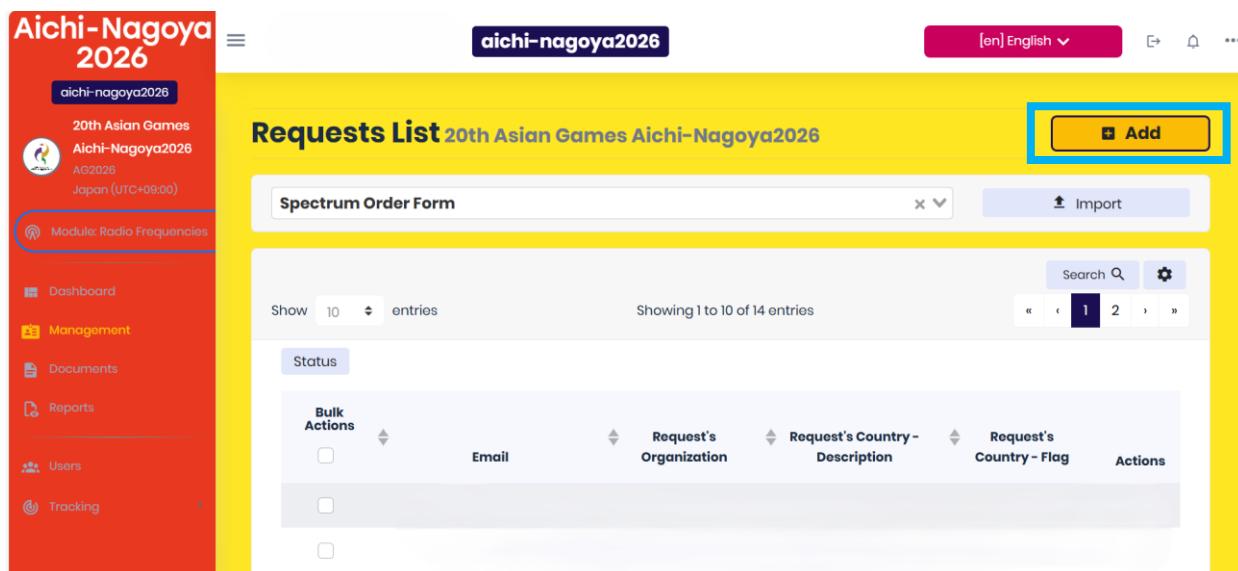


The screenshot shows the Aichi-Nagoya 2026 Spectrum Order Portal. The left sidebar has a red background with white icons and text: 'aichi-nagoya2026', '20th Asian Games Aichi-Nagoya2026 AG2026', 'Japan (UTC+09:00)', 'Module: Radio Frequencies', 'Dashboard', 'Management' (highlighted with a blue box), 'Documents', 'Reports', 'Users', and 'Tracking'. The main content area has a yellow header with the text 'aichi-nagoya2026' and a dropdown for language '[en] English'. Below the header is a table titled 'Requests List 20th Asian Games Aichi-Nagoya2026'. The table has a header row with columns: 'Status', 'Bulk Actions', 'Email', 'Request's Organization', 'Request's Country - Description', 'Request's Country - Flag', and 'Actions'. The 'Add' button in the top right corner of the table is highlighted with a blue box. The table shows 10 entries, with page 1 of 2.

From this Management screen, please submit your application.

In order to create an application, follow the instructions below.

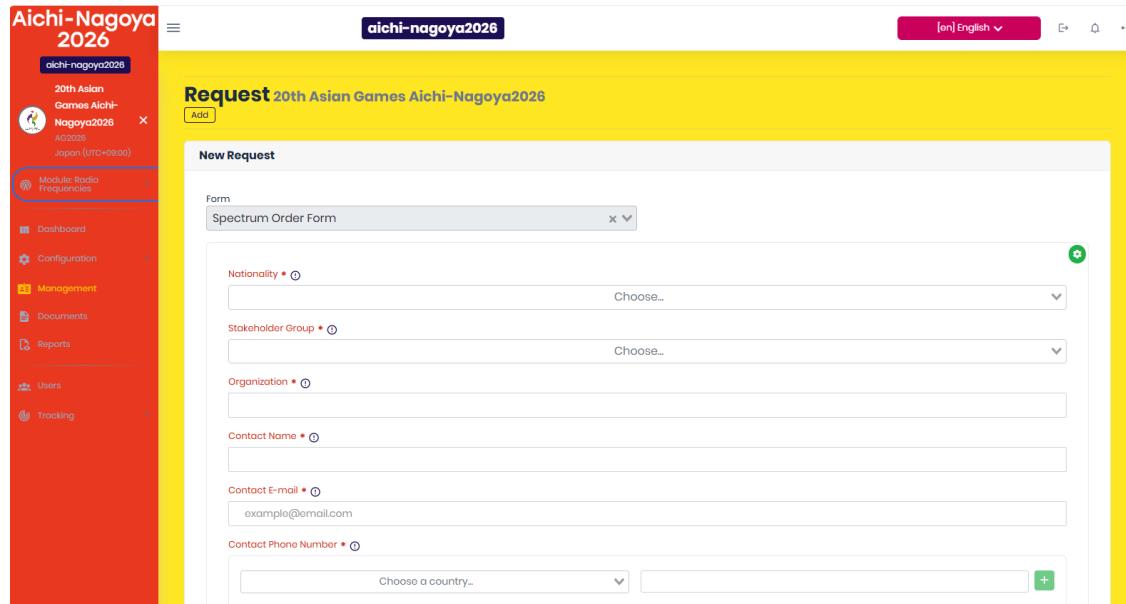
- (1) Log into the SOP. Click Add on the Management screen at the top right of the screen.



The screenshot is identical to the previous one, showing the Aichi-Nagoya 2026 Spectrum Order Portal Management screen. The 'Management' button in the sidebar is highlighted with a blue box. The main content area shows the 'Requests List' table. The 'Add' button in the top right corner of the table is explicitly highlighted with a blue box. The table shows 10 entries, with page 1 of 2.

(2) Enter the necessary information

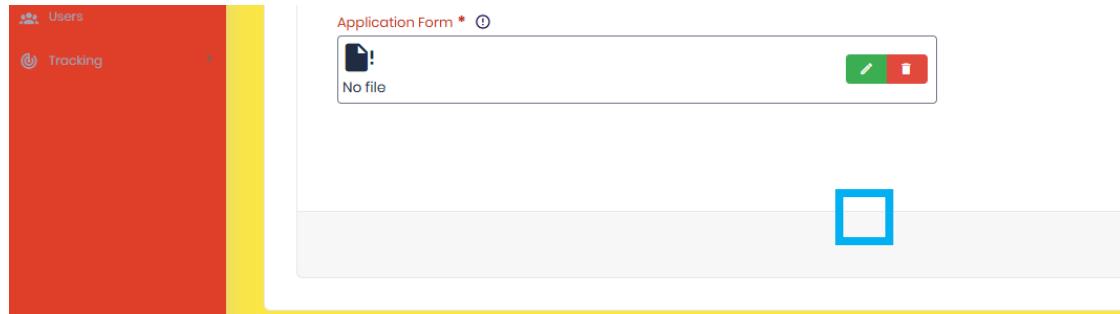
For details of the application items, refer to Spectrum Application Q&A (Q2–Q5).



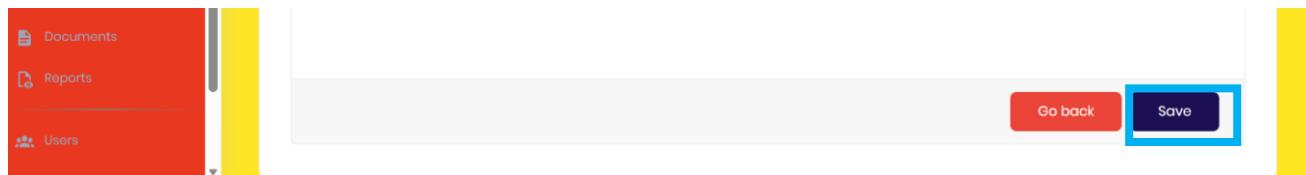
The screenshot shows the Aichi-Nagoya 2026 Spectrum Order Portal. The left sidebar has a red background and lists modules: 'Module Radio Frequencies' (selected), 'Dashboard', 'Configuration', 'Management', 'Documents', 'Reports', 'Users', and 'Tracking'. The main content area has a yellow header with the text 'Request 20th Asian Games Aichi-Nagoya2026' and a 'New Request' button. The 'Form' dropdown is set to 'Spectrum Order Form'. The form itself has several fields: 'Nationality *' (dropdown), 'Stakeholder Group *' (dropdown), 'Organization *' (text input), 'Contact Name *' (text input), 'Contact E-mail *' (text input with placeholder 'example@email.com'), and 'Contact Phone Number *' (dropdown with placeholder 'Choose a country...'). A green '+' button is located to the right of the phone number input field.

(3) Upload your Excel file.

The Excel file is available on the Organising Committee's [website](#) along with the Spectrum Application Guide and SOP Entry Guide.



(4) After uploading the application form, click “Save” at the bottom of the screen to save it.



2. Spectrum application Q&A

Q1: Stakeholder Group for the SOP account issuance request email

How should I enter the Stakeholder Group in the SOP account issuance request email?

A1:

Select your category from the list below and enter it.

AF
OCA
IF
NF
NOC
Press
RHB
Others

Note: AINAGOC contractors should consult with their respective FA with whom they have a contract.

Q2: Nationality

How should I enter the “Nationality”?

A2:

Please enter the name of the country or region that your organization is located in.

Q3: Stakeholder Group

How should I enter the “Stakeholder Group”?

A3:

Please enter the name of the category to which your organization belongs.

Stakeholder Group can be selected from the drop-down menu. If there is no applicable Stakeholder Group, you can select “Others” and enter the details in the applicant’s Remarks.

Q4: Organization

How should I enter the “Organization”?

A4:

Please enter your Organisation or company name.

Q5: Contact Name, Contact E-Mail, Contact Phone Number

How should I enter the “Contact Name”, “Contact E-Mail”, “Contact Phone Number”?

A5:

Please enter the information of the person responsible for the spectrum application.

Q6: How can I delete an application form that I uploaded by mistake?

A6:

Click the "trash can" in the "Application Form" to delete the application form.

