



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

**AINAGOC**  
Ver. 01  
2026/01

**IMAGINE ONE ASIA**  
ここで、ひとつに。

## Revision History

Version	Date	Description
1.0	January 2026	First issue

# 1. Application Procedure

## 1.1 Account Creation

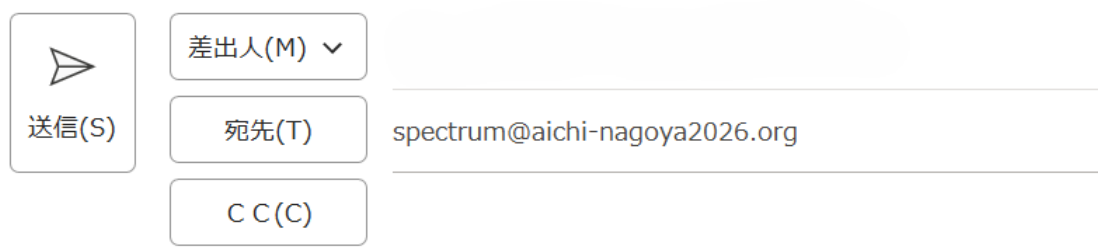
Use the Spectrum Order Portal (SOP) to make a spectrum application.

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



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.*

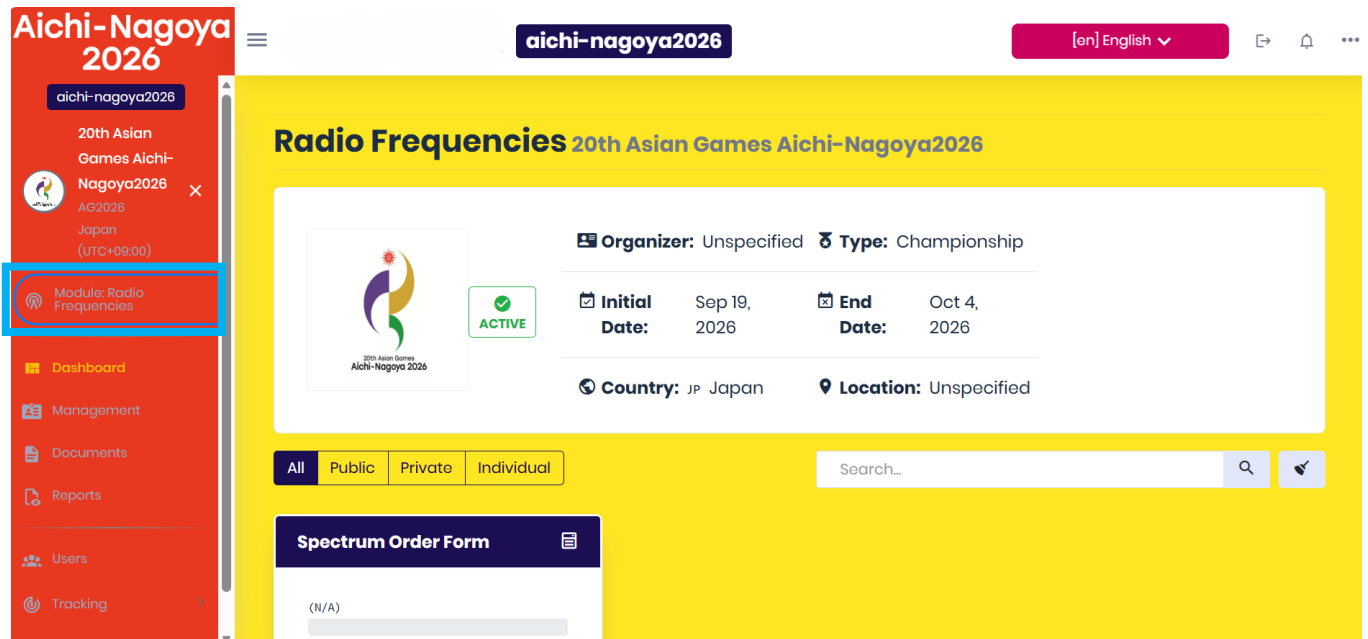
Once AINAGOC has completed the account preparation, you will receive an email from “no-reply@asiangames2026.org” confirming that the account has been created.

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.

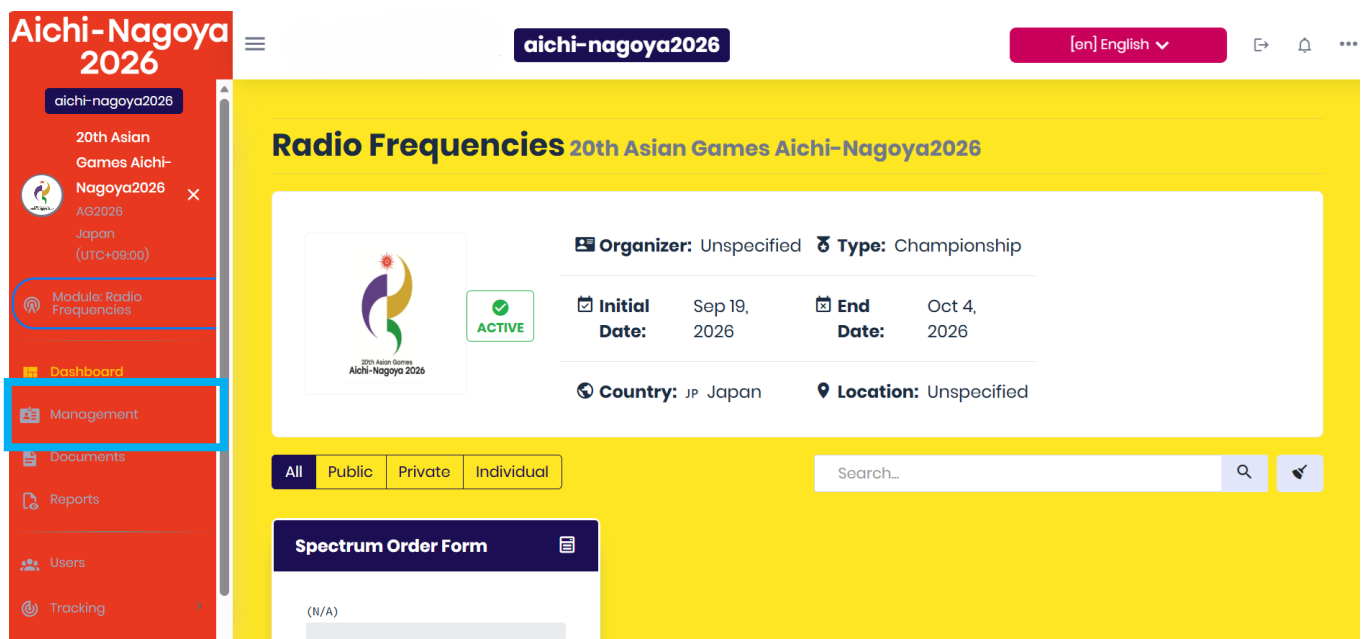
After completing the password setup, the account creation process is finished.

## 1.2 How to Use SOP

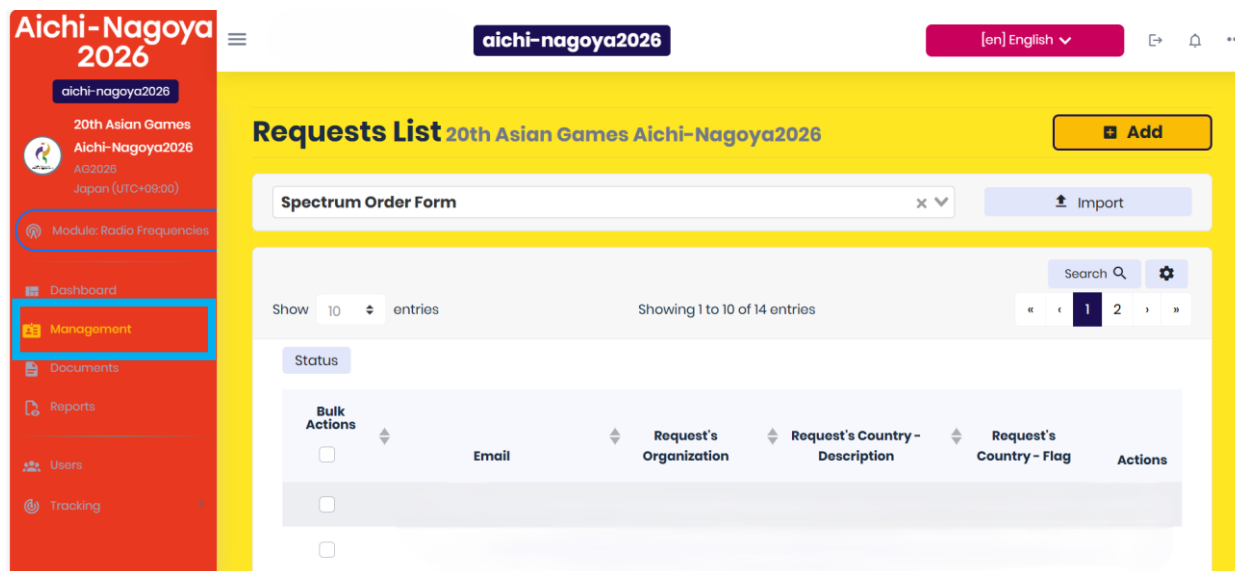
From “Module” on the left side of the home screen, select “Radio Frequencies” and click it.



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



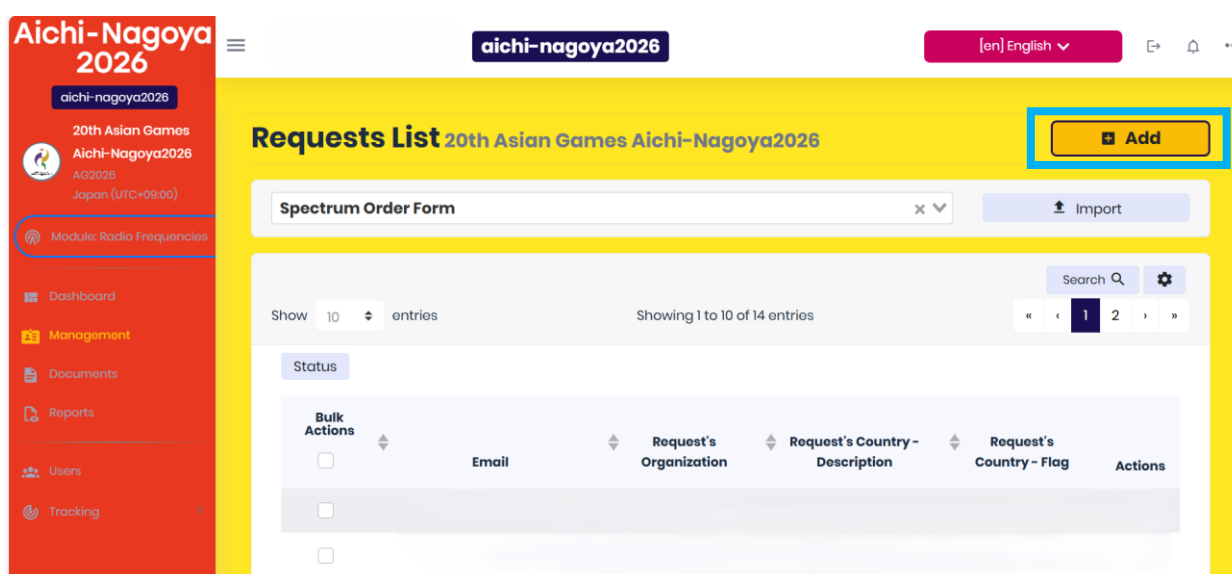
The Management screen will be displayed.



From this Management screen, please submit your application.

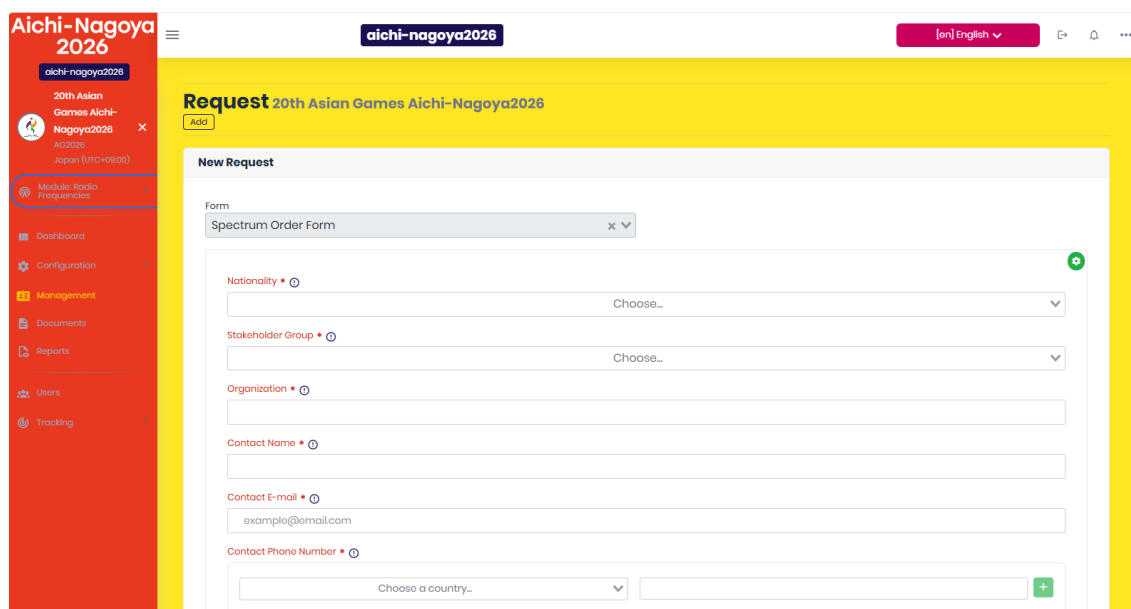
In order to create an application, follow the instructions below.

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



## (2) Enter the necessary information

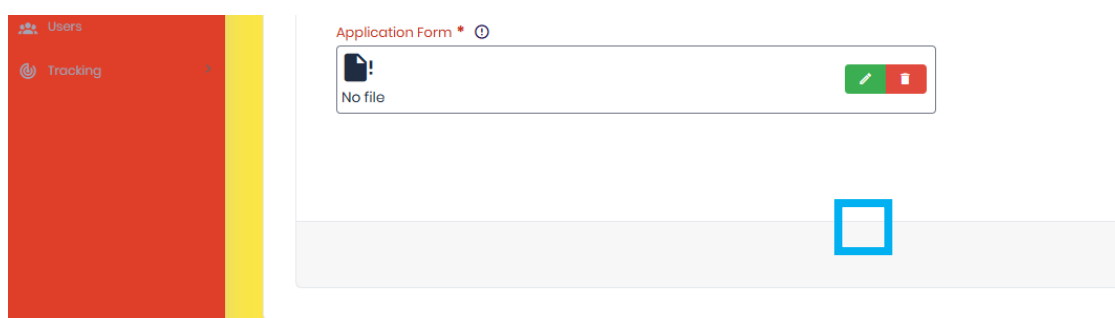
For details of the application items, refer to Spectrum Application Q&A (Q2–Q5).



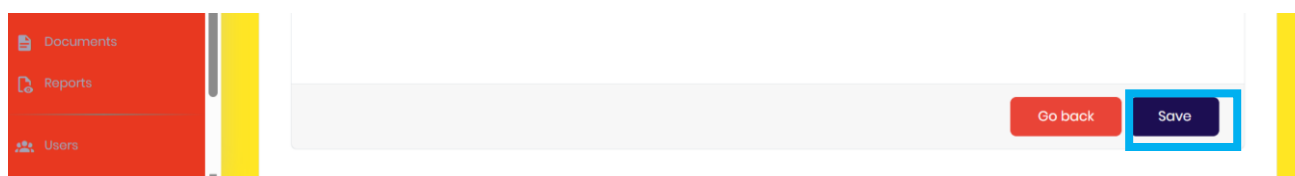
The screenshot shows the 'Aichi-Nagoya 2026' Spectrum Order Portal. The left sidebar contains navigation links: Dashboard, Configuration, Management (highlighted), Documents, Reports, Users, and Tracking. The main content area is titled 'Request 20th Asian Games Aichi-Nagoya2026' and features a 'New Request' form. The form includes a dropdown menu for 'Form' (currently set to 'Spectrum Order Form') and several input fields: 'Nationality' (dropdown), 'Stakeholder Group' (dropdown), 'Organization' (text), 'Contact Name' (text), 'Contact E-mail' (text, pre-filled with 'example@email.com'), and 'Contact Phone Number' (text, with a 'Choose a country...' dropdown and a '+' button). A green plus icon is visible in the top right corner of the form area.

(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.

