

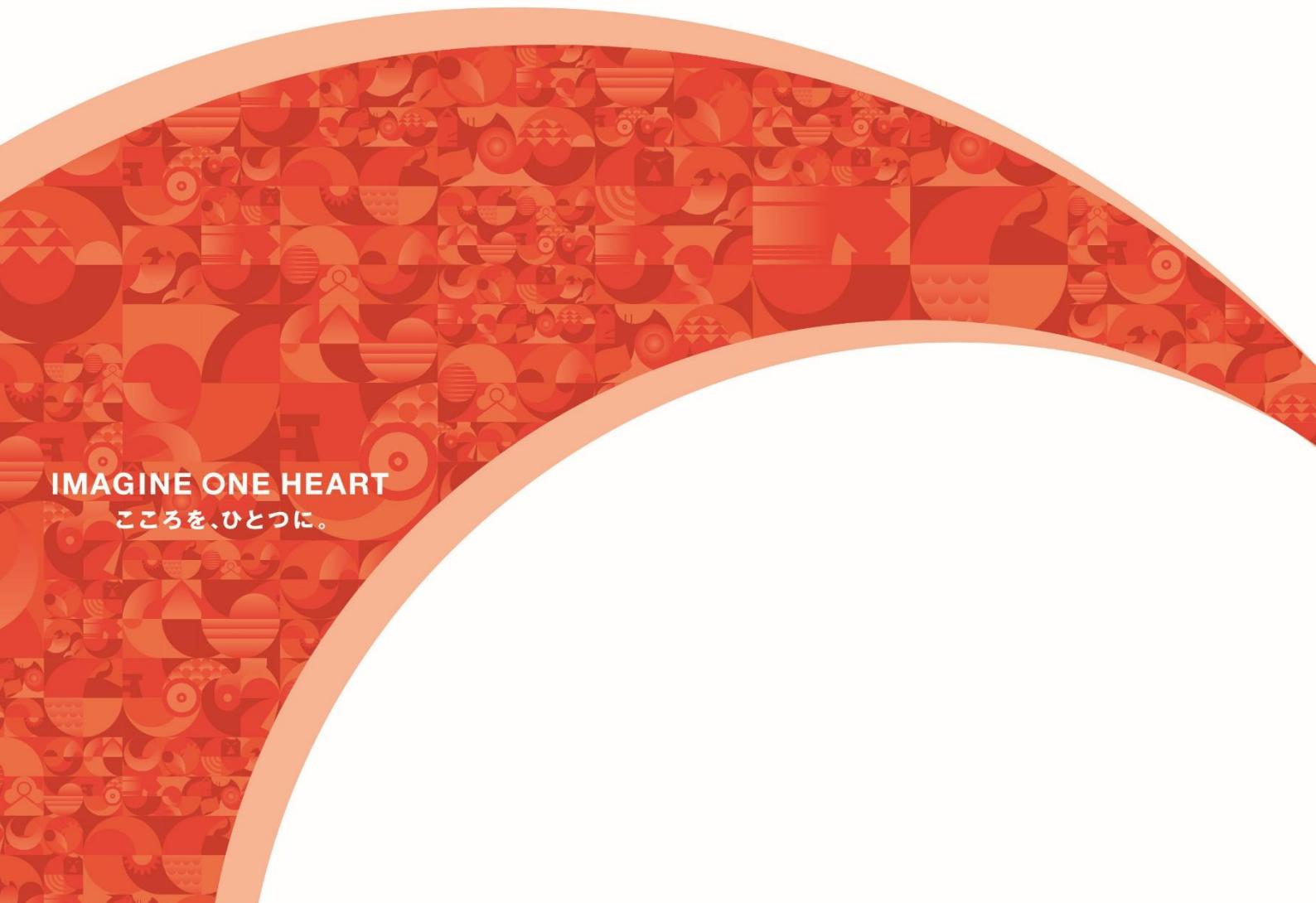


Spectrum Order Portal Entry Guide for the Aichi-Nagoya 2026 Asian Para Games

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

 送信(S)	差出人(M) ▾ 宛先(T) C C(C)	spectrum@aichi-nagoya2026.org
Stakeholder Group: Organization 件名(U)		request SOP accounts
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Press:AINAGOC times </div> <div style="margin-left: 20px;"> 1. John Smith: JS@spectrum.com 2. Micheal Johnson: MJ@asia-asiapara.com 3. David Williams: DW@ainagoc.com </div>		
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> When applying for multiple accounts, please number them as shown in the left figure. *Insert a colon (:) between the email address and the name. </div>		

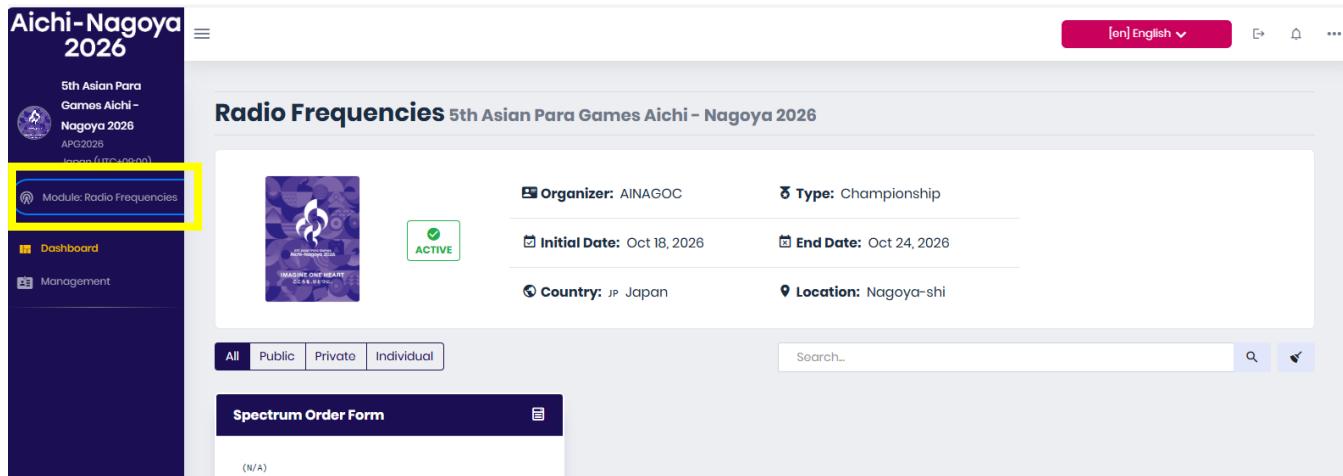
Once AINAGOC has completed the account preparation, you will receive an email from “no-reply@asiangames2026.org” confirming that the account has been created.

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.

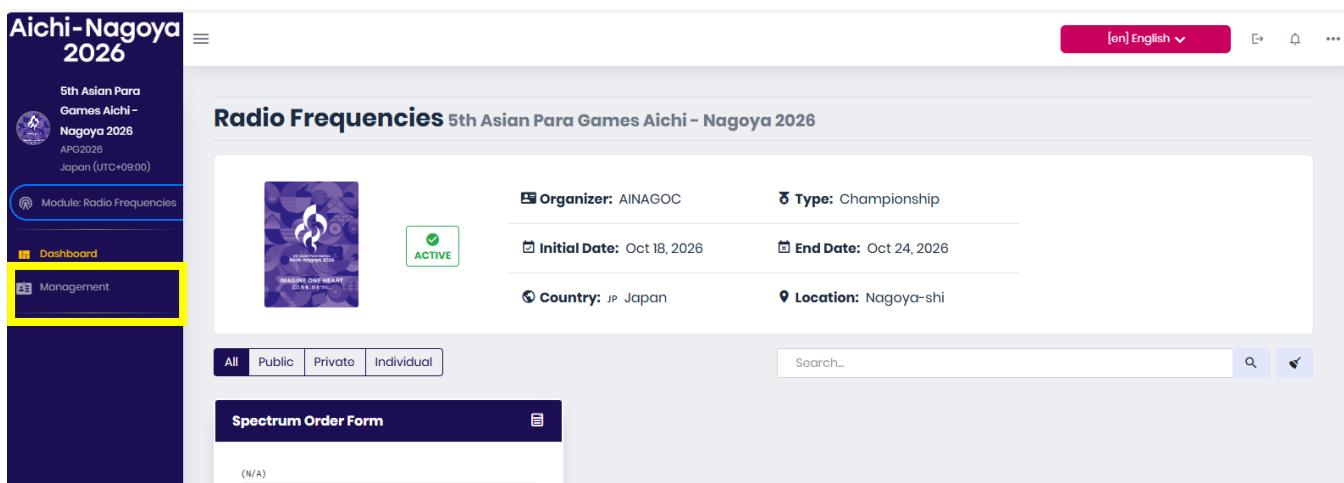
After completing the password setup, the account creation process is finished.

1.2 How to Use SOP

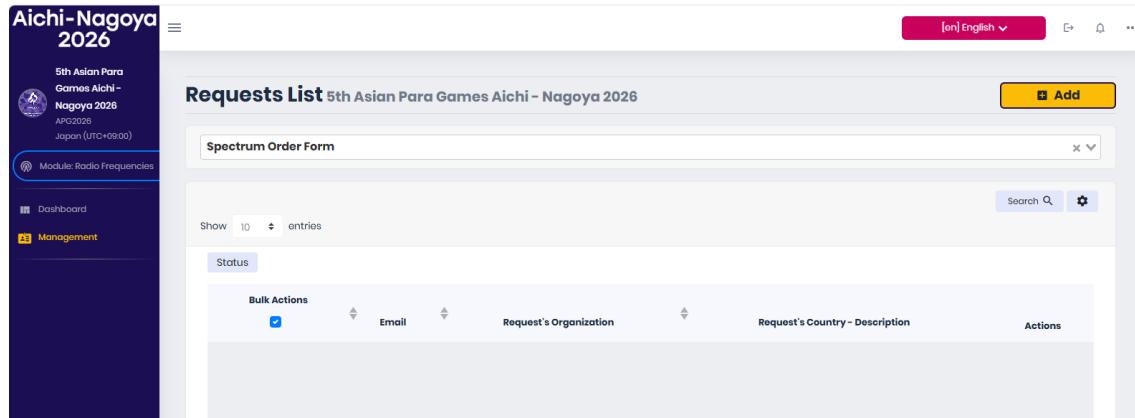
From “Module” on the left side of the home screen, select “Radio Frequencies” and click it.



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



The Management screen will be displayed.

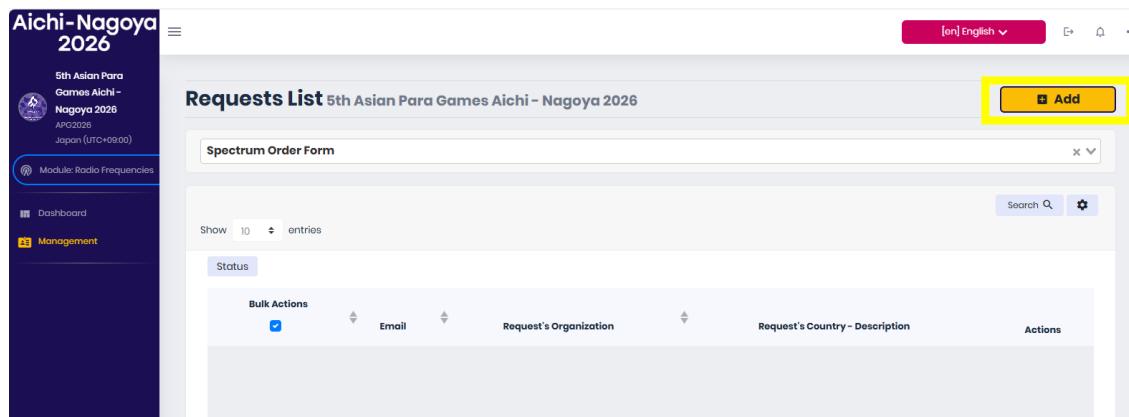


The screenshot shows the 'Requests List' for the 5th Asian Para Games Aichi - Nagoya 2026. The left sidebar shows 'Module: Radio Frequencies' and 'Management' is selected. The main area is titled 'Spectrum Order Form' and shows a table with columns: Bulk Actions, Status, Request's Organization, Request's Country - Description, and Actions. A yellow box highlights the 'Add' button in the top right corner of the main area.

From this Management screen, please submit your application.

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

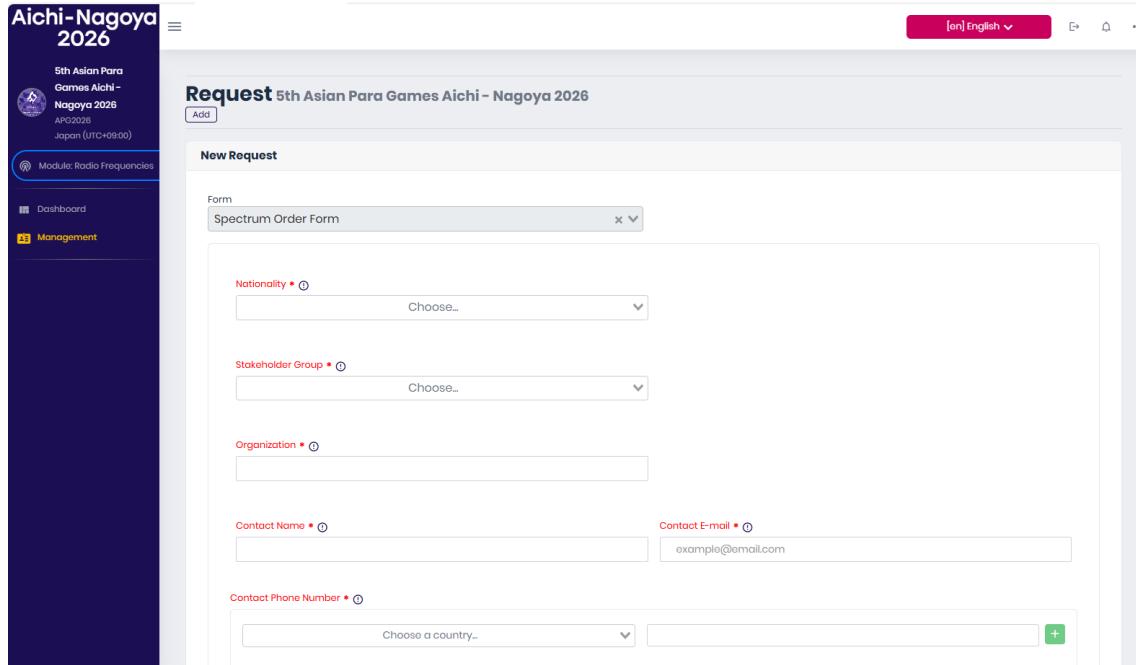
- (1) Log into the SOP. Click Add on the Management screen at the top right of the screen.



The screenshot shows the 'Requests List' for the 5th Asian Para Games Aichi - Nagoya 2026. The left sidebar shows 'Module: Radio Frequencies' and 'Management' is selected. The main area is titled 'Spectrum Order Form' and shows a table with columns: Bulk Actions, Status, Request's Organization, Request's Country - Description, and Actions. A yellow box highlights the 'Add' button in the top right corner of the main area.

(2) Enter the necessary information

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



The screenshot shows the 'Request' section for the 5th Asian Para Games Aichi-Nagoya 2026. The 'Form' dropdown is set to 'Spectrum Order Form'. The 'New Request' form contains the following fields:

- Nationality ***: Choose...
- Stakeholder Group ***: Choose...
- Organization ***: (empty text input field)
- Contact Name ***: (empty text input field)
- Contact E-mail ***: example@email.com
- Contact Phone Number ***: Choose a country... (dropdown menu) and a text input field with a '+' icon.

If you are applying for wireless equipment that has already been applied for in the SOP for the Asian Games, please select "✓" in the "Equipment also used at the Asian Games?" column.



Equipment also used at the Asian Games? * ⓘ

(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?

