

USER GUIDE



UEFA



**CARBON FOOTPRINT
CALCULATOR**

Scope

This presentation provides **practical guidance** for the usage of the UEFA Carbon Footprint Calculator.

The calculator allows to evaluate **your organisation carbon footprint** and **create reports**.

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Getting started

How to access the system

What you can report: categories of impact

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When you can report: reporting timeframe

How to use all available functionalities

- Data import
- Data visualisation
- Data reporting

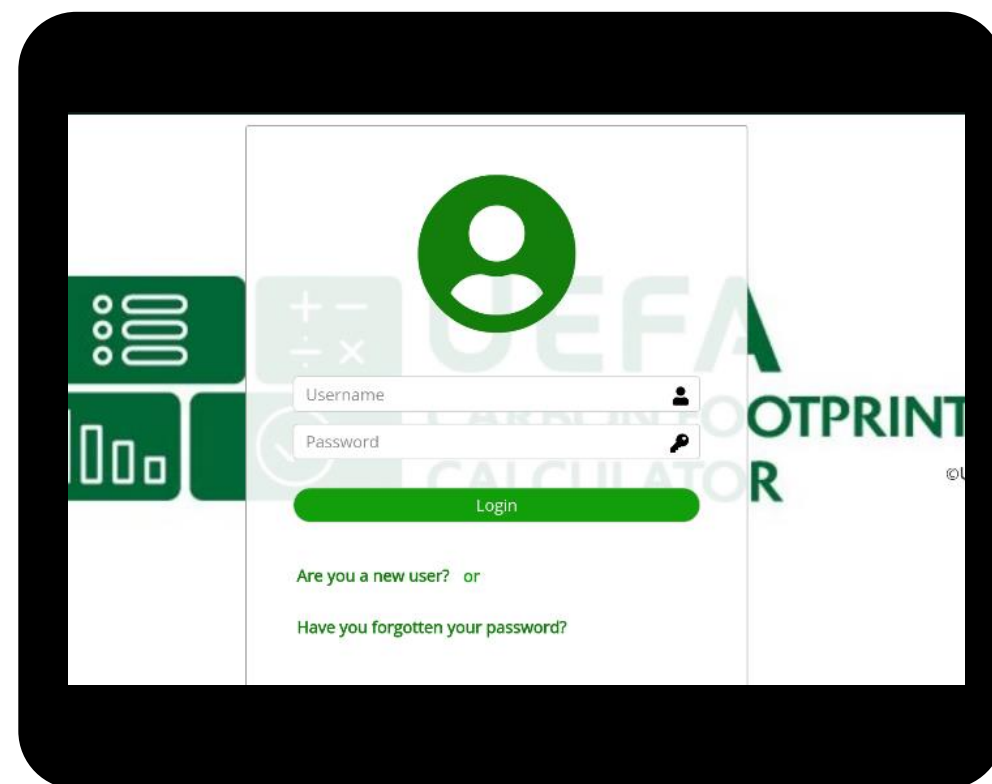
Before starting to use the calculator, it is recommended to familiarise with the system structure and the main tool functionalities available to users.

How to access the system

Please access the tool using the following procedure:

1. Click on this link : [UEFA Carbon Footprint Calculator](#)
2. Click in "Are you a new user"
3. In the "Reset my password" page insert as user name the e-mail communicated to UEFA Administrator. Then Click on request e-mail;
User name: the e-mail communicated to UEFA
4. If you entered your user name correctly, then you have been sent an e-mail (by UL 360 support team address) containing instructions to reset your password. If you do not receive an e-mail then please contact UEFA Administrator at carboncalculator@uefa.ch
5. Click on the link sent via e-mail, create a new password (respecting the required criteria) and save it.
6. Access the system clicking again on [UEFA Carbon Footprint Calculator](#);
7. Update the account information in the section "My details" and save;
8. Click on the logo in the upper left corner to reach the home page.

Note: only one user per organisation will have access to the online platform. We advise not to share credentials.



What you can report: Categories of impact

The carbon footprint calculator is set up to assess and report the carbon footprint of your organisation. The assessment is divided into four **categories** of impact, including all the activities material to the footprint assessment.

Mobility:



This category encompasses travel and accommodation by individuals, including employees, teams, officials and guests.

Facility:



Emissions related to energy and water consumption, as well as the waste generated, at various football facilities.

Goods and services:



Everything you buy, from the food sold at concessions to branded products and merchandising.

Logistics:



Transportation of goods.

Where you can report: Reporting Areas

Categories of impact apply to specific areas which correspond to physical entities specific to the reporting organisation. The list below shows all the reporting areas and a brief explanation for each of them.



- **Internal organisation**

This area represents the organisation headquarters and offices. This level should be used for all the information that are not directly associated with your training facility or the events you organise.



- **Stadium**

This area represents the events venue. This level should be used for all the information that are directly associated with the football matches organised or any other events occurring at the venue where the organisation acts as main organiser.



- **Training facilities**




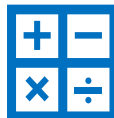
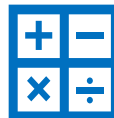
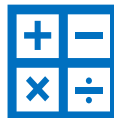
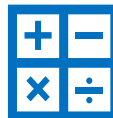
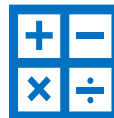
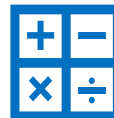




























This area represents your training ground. This level should be used for all the information that are directly associated with the training activities.

Organisation is the top level you can report on. The system calculates the impact of the various categories across the sub-levels (if data are available) and the results are aggregated to the top level.

Reporting options

Reporting options reflect the fact that categories can apply to some areas or all of them.

The table in the next page shows the reporting options for each category. Note that some categories, can be reported in all areas (see Facility) while others are applicable to one region only (See Goods& Service – Food& Beverage: Concessions, which is applicable to Stadium only).

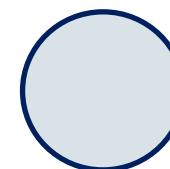
	1. Mobility		2. Facility		3. Goods & Services						4. Logistics	
	Accommoda tion	Travel	Energy	Waste & Water	Food & Beverage (Concessions)	Food & Beverage (Catering)	Materials (Branded items)	Materials (Ceremonies)	Materials (Merchandisi ng)	Materials (Signage)	Materials (Technical equipment)	Logistics
												
												
												
												



Data related to the category can be uploaded to the area level



Data related to the category will be automatically calculated by the system based on the sub-level inputs. It is not possible to insert data at this level



No data can be uploaded at the specific level for the category

When you can report: Reporting timeframe

The timeframe of reference is the football season (July – June). You will be able to report until December of the same year, see example for season 2023/24 below.

For the **football season 2023/24**
you can report data
from **March to December 2024**

How to import data

For each area, predefined data collection forms (from now on called “Forms”) are assigned. The forms are season specific. You can find the forms to be filled in your Home page tab, within the “Carbon Footprint Calculation” box (also see next page).

Carbon Footprint calculation – Enter your data for season 2023/24

Data you are providing

Data you are approving

Search:

×
🔍

Group by:

▼

☒ Data you are entering (11)
 ☐ Data you have submitted (6)

Carbon Footprint calculation – Enter your data for season 2023/24

Search:



Group by:

Period















Data you are entering (20)



Data you have submitted (3)

2023 (20)

 <u>1. Mobility - Travel</u> -  Test user 1, Test user (Football Internal organisation)	Due: 20/12/2024
 <u>2. Facility - Energy</u> -  Test user 1, Test user (Football Internal organisation)	Due: 20/12/2024
 <u>2. Facility - Energy for events</u> -  Test user 1, Test user (Football stadium)	Due: 20/12/2024
 <u>2. Facility - Waste & Water</u> -  Test user 1, Test user (Football Internal organisation)	Due: 20/12/2024
 <u>2. Facility - Waste & Water</u> -  Test user 1, Test user (Football training facility)	Due: 20/12/2024
 <u>2. Facility - Waste & Water for events</u> -  Test user 1, Test user (Football stadium)	Due: 20/12/2024

Click on the form you want to fill in to open it:

1. Mobility – Travel (2022)

To be completed by 30 January 2022

Merge with main
Delegate
Copy forward
Export
Import

IMPORTANT INFO

In this form you can report travels.

The first set of indicators refer to the travel of **your employees**, you can report total km travelled for different means of transport: plane, car, motorbike, local bus and rail. Furthermore you can report km travelled by the **team coach**.
 Note: if the team coach is owned by your organisation, ignore this indicator and use instead the dedicated indicator in the Facility - Energy form, to avoid double counting.

Guest travel can be reported for different means of transport: air, rail and taxi.

If detailed info for specific indicator is available, the ⓘ icon is present. Info is displayed when hovering over the icon.

The grey fields are automatically calculated by the system, you cannot insert data in this case.

	Unit	DelegPlansRegion
Business Travel - Organization	pkm	<div> <div></div> <div>fx</div> <div>n/a</div> </div>
Air Travel	pkm	<div> <div></div> <div>fx</div> <div>n/a</div> </div>
<div> <div></div> <div>Long Haul Air Travel - Business Class - Employees</div> </div>	pkm	<div> <div></div> <div></div> <div></div> </div>

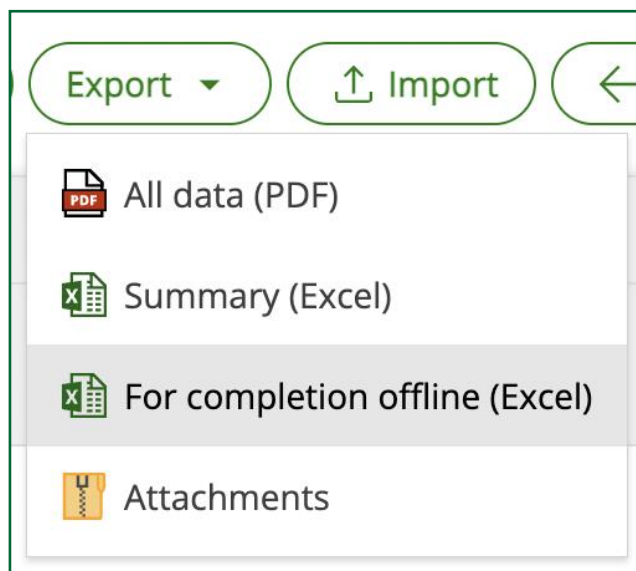
Important information on data set is included at the beginning of each form

Data in the grey box is automatically calculated by the system, you cannot enter data in this field.

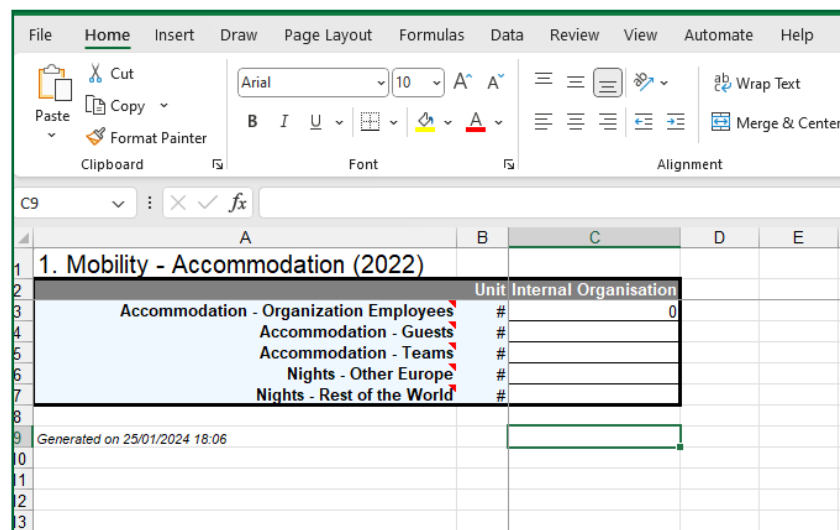
Import data in the white cell

Note: there are no mandatory indicator

You can upload data manually or via excel clicking on “Export – For completion offline (Excel)”



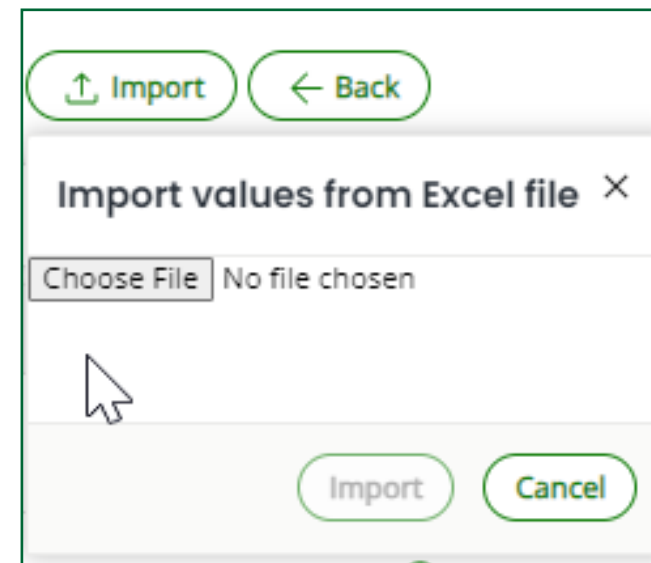
In this case, you can download and save the excel file



Unit	Internal Organisation
Accommodation - Organization Employees	# 0
Accommodation - Guests	#
Accommodation - Teams	#
Nights - Other Europe	#
Nights - Rest of the World	#

Generated on 25/01/2024 18:06

When you are ready to upload the file, click on “Import – Import values from Excel file, choose the file you have completed and click on “Import”. The form will be automatically filled in.

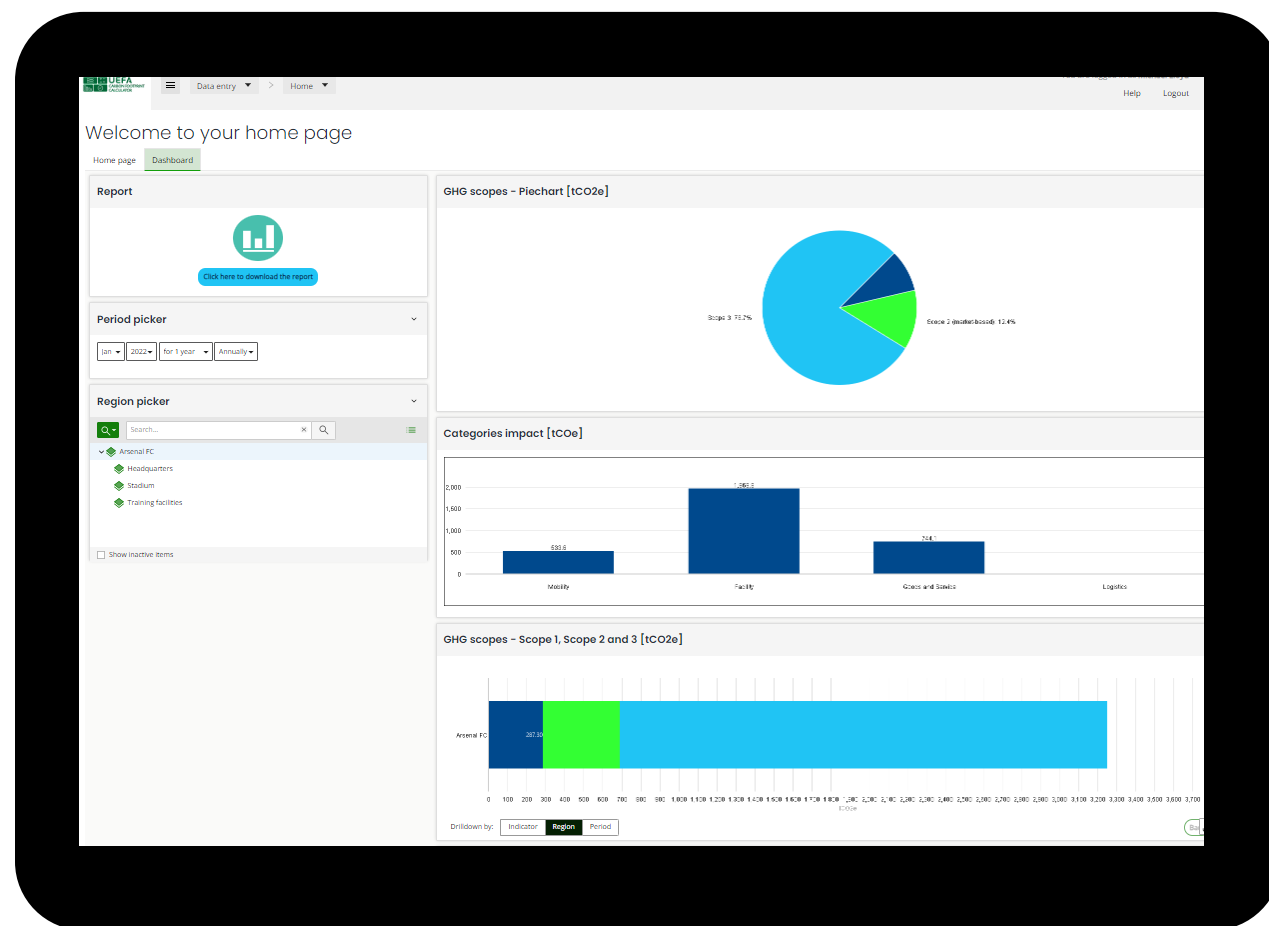


The forms include all available indicators potentially applicable, as described in UEFA Carbon Footprint Methodology. When all the data have been uploaded, merge data with database, clicking on “Merge with main” at the bottom left of the page.

Note: unmerged data will not be visible in the dashboard. The user can override data anytime until the end of the collection campaign – December of current year. It is recommended to save all useful reference files using the options “Add notes or upload files...” at the bottom left of the page.

How to visualise data

Go to the “Dashboard”
 Tab, see pages below.
 The tab displays four graphs to
 visualise data for a
 certain reporting period
 and at different areas.



Go to “Period picker” to select the season of interest.

Example: to visualise data related to season 2023/24 insert the setting shown below.

Always use July as a starting month and 1 year option to select the football season timeframe.

Period picker

Jul

2023

for 1 year

Annually

Go to “Reporting Areas picker” and select the areas of interest.

Reporting Areas picker

Q

Search...

×

Q

⋮

Football organisation

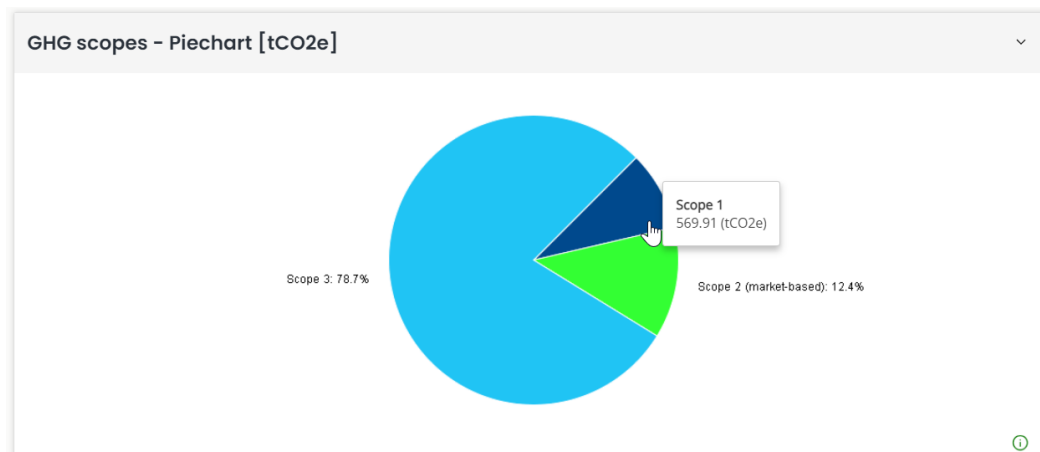
Football Internal organisation

Football stadium

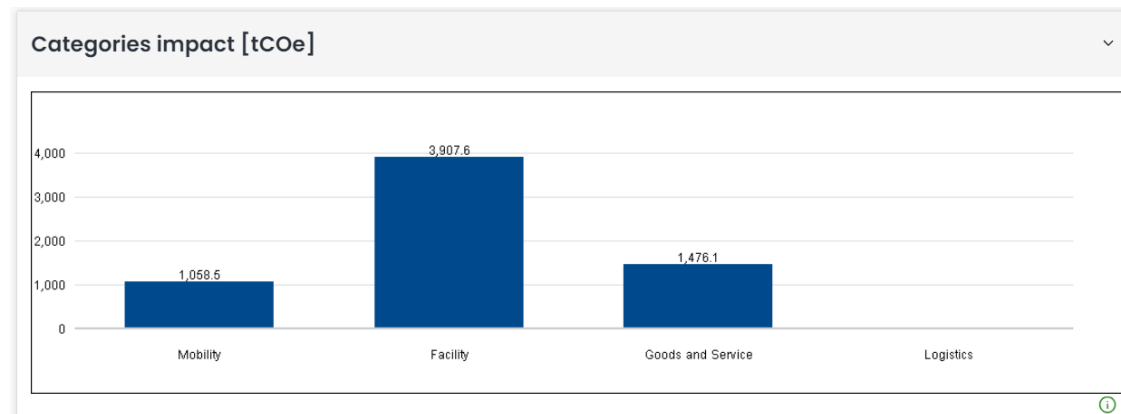
Football training facility

Visualisation options

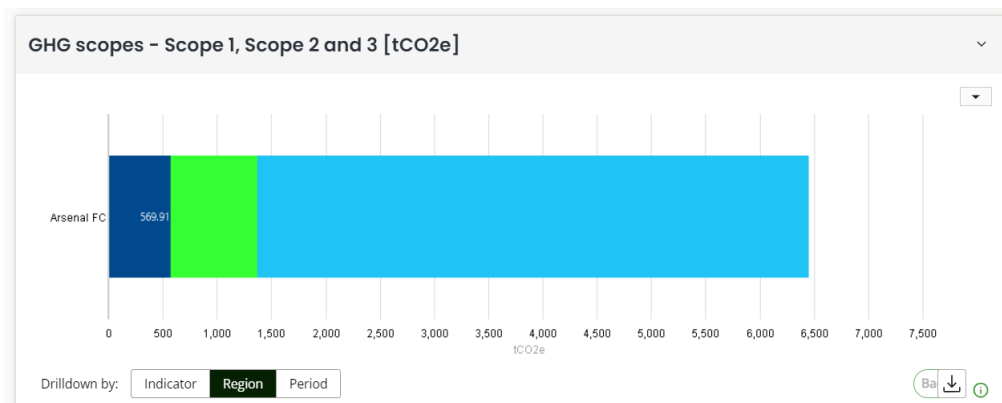
The “GHG scopes – Piechart” displays the tCO₂e for the selected period and area.



The “Categories impact” chart displays the breakdown per category, for the selected period and area.

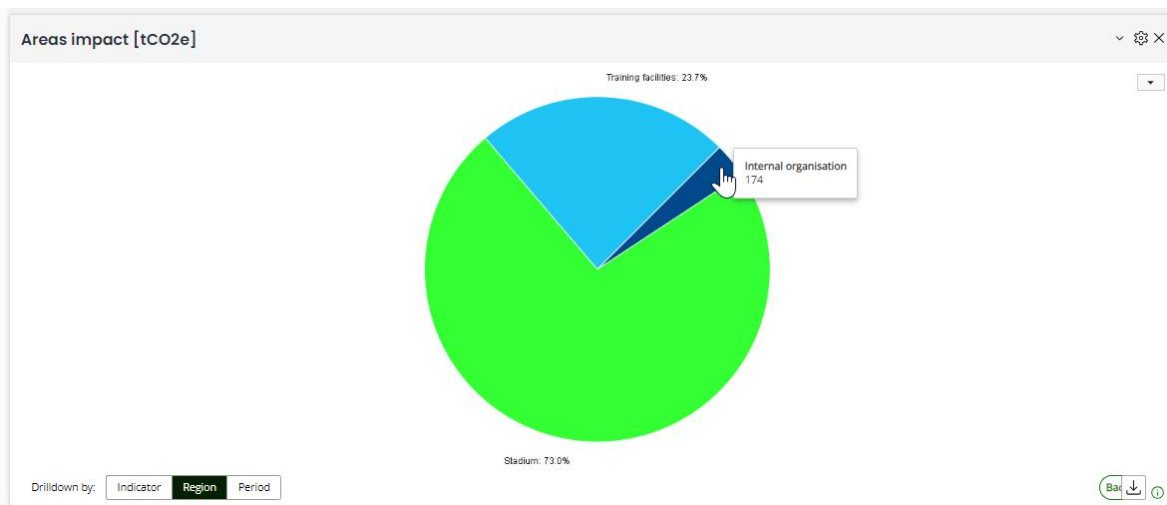
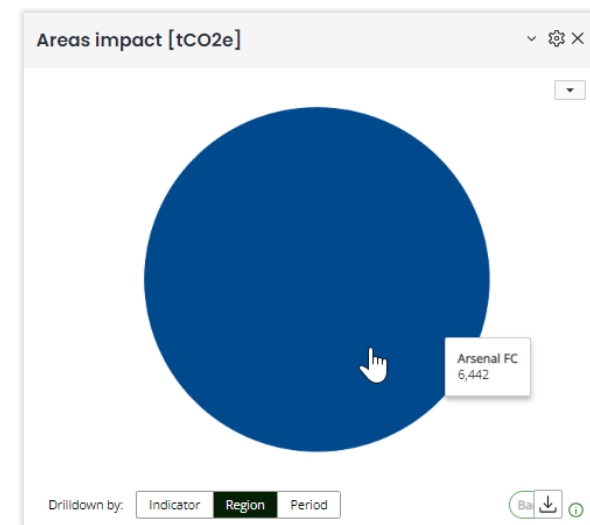


The “GHG scopes – Scope 1, Scope 2 and 3” bar chart allows the user to drill down per Indicator (in the different scopes) and Region (also called reporting areas). To drill down, select the button Region on the bottom left side of the graph and click on the segment of interest.



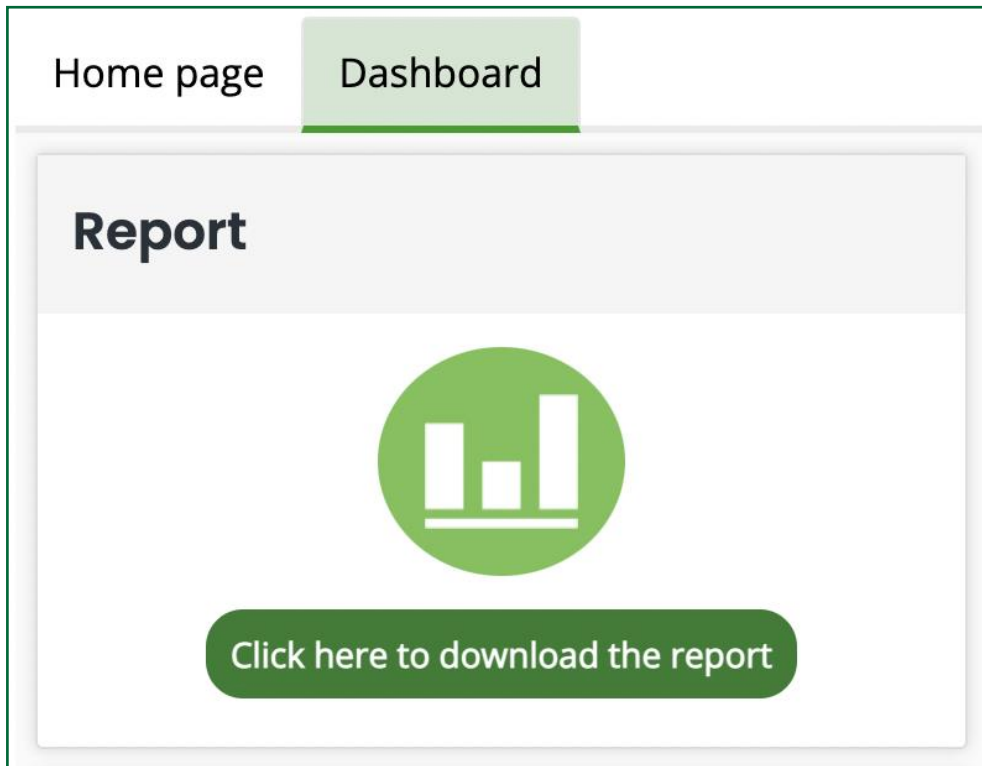
The “Areas impact” pie chart shows the breakdown per category, for the selected period and area.

If the top level area is selected (the organisation level), it is possible to drill down to visualise the split between all the areas. To drill down, select the button Region on the bottom left side of the graph and click on the pie. No further drill down is available.



How to download your report

Go to “Dashboard” Tab, click on Report button.



You will be directed to a new page. Scroll down to the “Region” subsection and select the Region where you want to visualise data.

The user can modify the “Indicators” subsection and download a customised report, however the report structure cannot be saved and the standard one will be uploaded every time. (See next page)

UEFA CARBON FOOTPRINT CALCULATOR

Help Logout

Data Export – Report_Carbon Footprint Data Export

Data Load and Save

Indicators

Search...

- Indicators
 - Environmental
 - Fundamentals
 - Logging forms indicators
 - Strategy

☐ Show inactive items

Regions

Search...

- Arsenal FC
 - Internal organisation
 - Stadium
 - Training facilities

☐ Show inactive items

Copy ☐ parent regions into the region name

Date range

From Jul 2022 for 1 year Interval Annually

Excel Workbook

- Activities data
- Emissions data

☐ Include everything underneath any indicators

☒ Pick an item from the tree on the left and then click the arrow button to move it over to this list, or use the button below to load a list you have saved previously.
Use the buttons below to move items in the list around, rename or remove them.

☒ Include child regions

Date range

From Jul 2022 for 1 year Interval Annually

Values

Display

Region position:

- ☒ On top
- ☐ On left
- ☐ On separate tabs
- ☐ Show calculation detail
- ☐ Show notes as a separate column
- ☐ Show percentage variance
- ☐ Show absolute variance
- ☐ Show variance explanations
- ☐ Highlight values changed after a given date

(Please select a date)

Treat n/a values as zero

Scenarios

Indicators

Regions

Data

Add scenario Delete

Merged scenario

Unmerged scenario

Create report Clone report

For the football season 2023/24 elect the date range: July 2023 / June 2024. Click on “Create report” button at the bottom left of the page

Selecting the organisation level, you will be able to see aggregate data, across all the areas. We recommend to add all the reporting areas to your report.

Data collection

How to prepare for data collection

Disclaimer

Collecting the data to calculate your carbon footprint might be a challenging task, following a structured process will help you to obtain meaningful results.

How to prepare for data collection

SET UP PHASE:

- **Applicability to organisation context:** Review all the impact categories and identify those you want to report on. For each category, identify applicable reporting areas. The tool provides several options, but some might not be applicable to your context. Refer to **UEFA Carbon Accounting methodology** in case of doubt.
- **Identify counterparts:** Once applicable categories and areas are identified, look for the counterparts (internal or external) owning the data. This step might require several loops until you identify all the counterparts to be involved.
- **Communicate about the project:** Inform all the counterparts about the carbon footprint project and their tasks. Making your collaborators aware of the overhaul project objective will help you in the process of data collection.
- **Refine scope:** Review the set of indicators with counterparts to refine the data collection scope. For instance, you can decide to set some limits to the data collected based on the current visibility that you have on a specific category. Establish a reporting flow and inform the party involved about the deadline.
- **Document each step:** Take note of each steps of the process and decision made on responsibilities, applicability of categories, boundaries etc. This will allow you to replicate the process for the next season and plan for improvement as needed.

How to prepare for data collection

DATA COLLECTION CAMPAIGN

- **Run the collection campaign:** if you work well to set up the data collection you should be able to receive most data as planned. However, missing or poor data is a common issue. You can proceed with assumptions to mitigate it. In this case remember to take note of assumptions used!

REPORT PHASE

- **Share results:** Prepare a compelling report with main results and share it with your top management and stakeholders. Beyond carbon footprint results, include information on the overhaul process, what worked well and what should be improved for next season.

NOTE: Please be aware that the data collection process description is provided for **general guidance only**. The user organisation is responsible to adapt such process to its context and carry on the data collection **autonomously**.

Disclaimer

Each individual, company, association or any entity (referred hereinafter as “User”) using this Calculator shall be responsible for the accuracy and the exactitude of the data entered into the Calculator. The Calculator is made freely available at good convenience by UEFA and UEFA shall have no liability in respect of any result or consequential result obtain and/or suffer by a User. By using this Calculator, the User acknowledges to use it under his own responsibility and to discharge UEFA from all liability.

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Online additional help

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Should you have any question on
how to use the tool, contact us at:

carboncalculator@uefa.ch

Online additional help

Should you have general questions about the tool, you can check the Online help function

