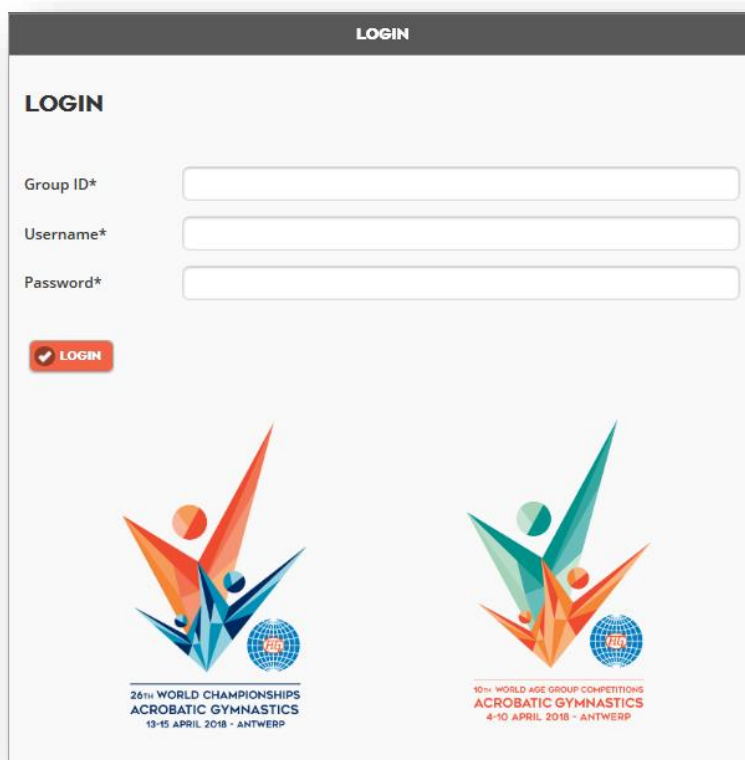


MANUAL FOR THE ONLINE REGISTRATION WCH



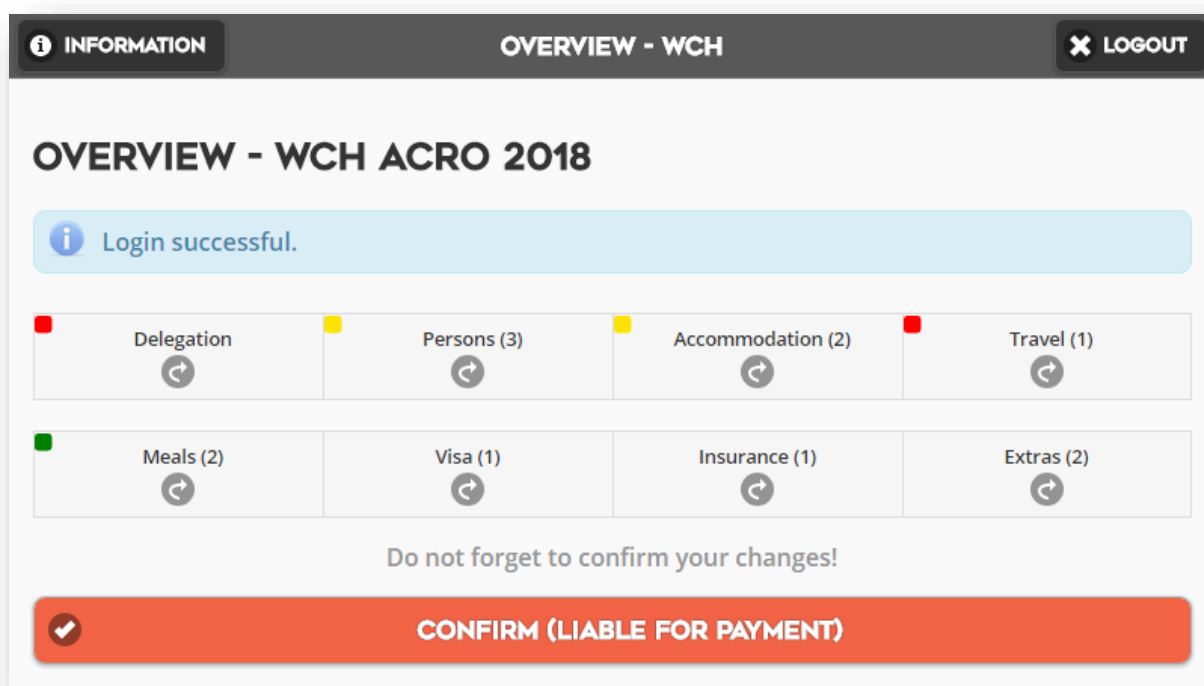
LOC DEADLINES FOR THE ONLINE REGISTRATION WCH

Subject	What to do?	Deadline
Delegation	Address and contact data	10.01.2018
Delegation	Payment accreditations at the charge of the delegations	10.01.2018
Accommodation	Room numbers	10.01.2018
Accommodation	Payment accommodation costs: first 50%	10.01.2018
Meals (lunch & dinner)	Number of meals	10.01.2018
Meals (lunch & dinner)	Payment meal costs: first 50%	10.01.2018
Visa	Visa Request (not compulsory)	10.01.2018
Extra	Farewell Banquet (if applicable)	10.01.2018
Extra	Payment farewell banquet: first 50% (if applicable)	10.01.2018
Delegation	Name, day of birth and function	14.03.2018

LET'S TEAM UP!

	Uploading photo for accreditation	
Accommodation	Rooms by name	14.03.2018
Accommodation	Payment accommodation costs: last 50%	14.03.2018
Meals (lunch & dinner)	Meals by name	14.03.2018
Meals (lunch & dinner)	Payment meal costs: last 50%	14.03.2018
Music	Upload music files & additional information	14.03.2018
Travel	Travel schedule (arrival & departure)	14.03.2018
Extra	Insurance Cover (if applicable)	14.03.2018
Extra	Payment insurance cover (if applicable)	14.03.2018
Extra	Payment farewell banquet: last 50% (if applicable)	14.03.2018
Extra	Any other costs	14.03.2018

STEPS TO FOLLOW FOR THE ONLINE REGISTRATION



OVERVIEW - WCH ACRO 2018

Login successful.

Delegation	Persons (3)	Accommodation (2)	Travel (1)
Meals (2)	Visa (1)	Insurance (1)	Extras (2)

Do not forget to confirm your changes!

CONFIRM (LIABLE FOR PAYMENT)

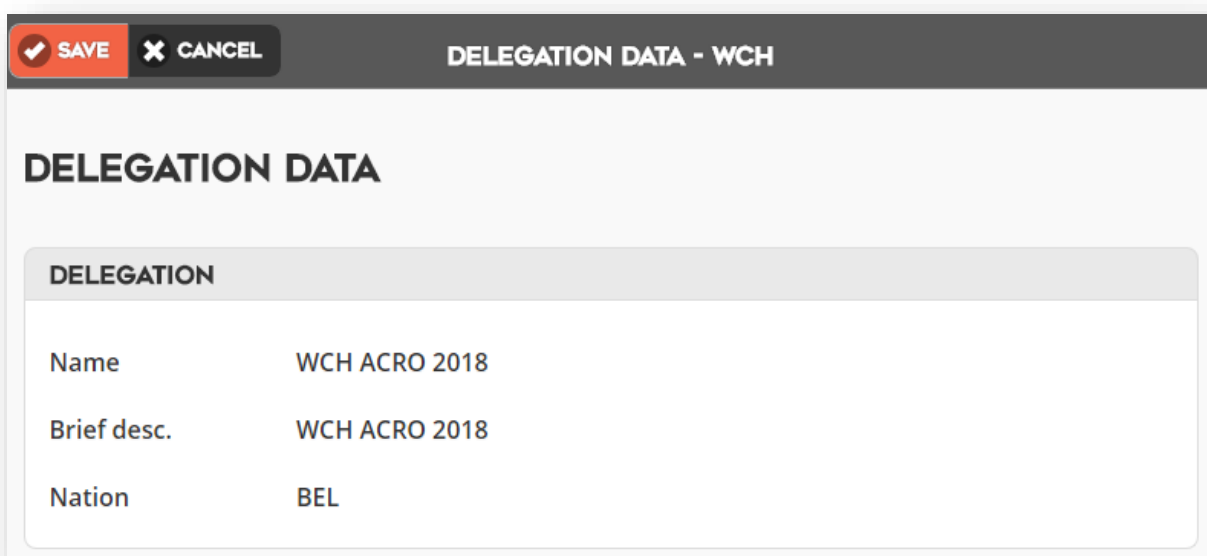
DEADLINE 1 - 10.01.2018

GENERAL INFORMATION:

- If you added or changed information in one of the webpages: **please don't forget to confirm it in the overview screen!** Otherwise your information will not be saved, nor transmitted to the LOC!
- Button "Cancel" = stop adding data
- Button "Delete" = remove the information that has already been added.
- The created reservations can be consulted at any time.
- In case of lost login data you can contact the LOC for a new password.
- If you encounter any problem adding or removing information, please contact the LOC: administration@acrobatics2018.com

STEP 1: BUTTON 'DELEGATION'

- Add
 - the official address of the delegation
 - contact information before the event, WCH
 - contact information during the event, WCH
- Click on the button "Save"



DELEGATION DATA - WCH

DELEGATION DATA

DELEGATION	
Name	WCH ACRO 2018
Brief desc.	WCH ACRO 2018
Nation	BEL

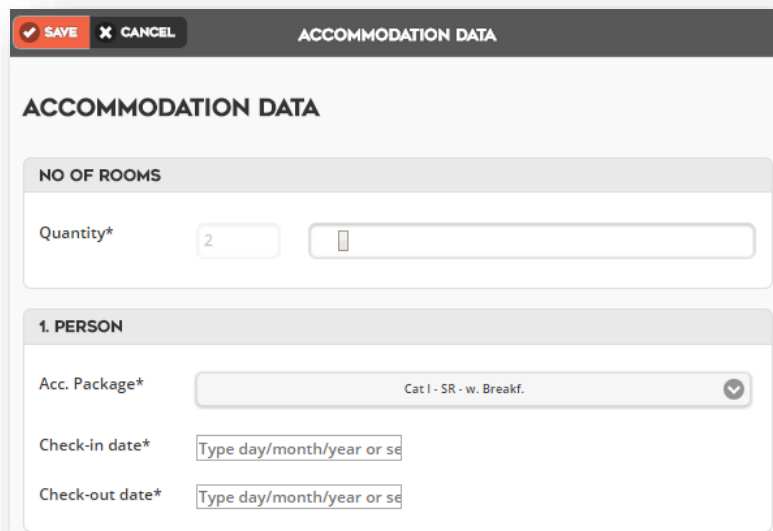
STEP 2: BUTTON 'ACCOMMODATION'

- Click on the button "+Add Accommodation"
- Quantity: from 1 room to the amount you wish to book of a certain type. If you want to add a new type of room you need to start from the beginning "+Add Accommodation"
- Choose the room(s) you want to book without assigning names
- Check-out date: the day you will leave the hotel
- Click on the button "Save"

As mentioned in the directives: The LOC will be responsible for allocating the different hotels in accordance with the selected category. Should a chosen hotel category not be available anymore, the LOC will contact the concerned Federation to discuss alternative options.

Category IV - Youth Hostel

For the category IV package, the delegation must provide the number of necessary sleeping places. The LOC will determine the room classification on the basis of the number of requested beds and available rooms in dormitories.



✓ SAVE ✕ CANCEL ACCOMMODATION DATA

ACCOMMODATION DATA

NO OF ROOMS

Quantity* 2 [dropdown]

1. PERSON

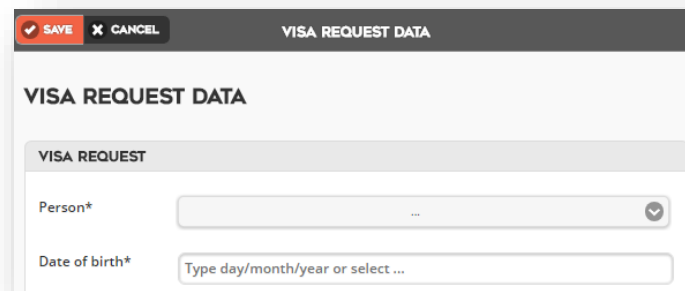
Acc. Package* [dropdown: Cat I - SR - w. Breakf.]

Check-in date* [Type day/month/year or se]

Check-out date* [Type day/month/year or se]

STEP 3: BUTTON 'VISA REQUEST'

- If you want to apply for visa: go first to step 6
- Click on the button "+Add visa"
- Click on the button "Save"



The screenshot shows a web form titled "VISA REQUEST DATA". At the top left, there are two buttons: "SAVE" (with a checkmark icon) and "CANCEL" (with an 'X' icon). Below the title, there is a section header "VISA REQUEST". Underneath, there are two input fields: "Person*" which is a dropdown menu with an ellipsis and a downward arrow, and "Date of birth*" which is a text input field with the placeholder text "Type day/month/year or select ...".

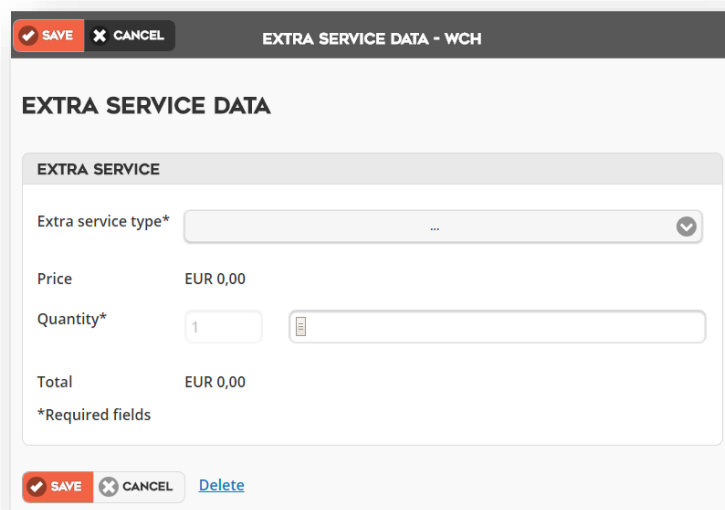
STEP 4: BUTTON 'EXTRA'

TICKETS FAREWELL PARTY - IF APPLICABLE

- Accredited Delegation members who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Party on the 15th of April.
- All other persons willing to attend the banquet will need to book these tickets through the online registration of the LOC.
- Choose the quantity of tickets you want to book.
- Click on the button "Save"

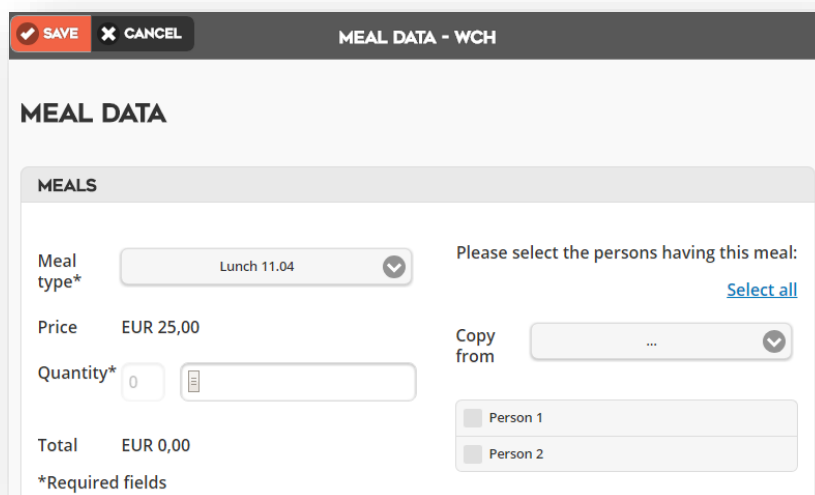
EXTRA ACCREDITATION - IF APPLICABLE

- Accreditation at the charge of the Federation (EUR 200 or EUR 250 in case of VIP accreditation)




STEP 5 : BUTTON 'MEALS'

- Meal list: choose a day and type of meal, lunch or dinner, you want to reserve.
- Choose the quantity of meals you want to book without assigning names.
- Click on the button "Save".



LAST STEP: CONFIRMATION

- Don't forget to confirm your changes, click on the button "Confirm (liable for payment)"
- If desired, the data can be saved in between the different steps.
- Confirmation page: click on the button "pdf print/save".
- The LOC will provide you at the beginning of the event with an official invoice (by email)



OVERVIEW - WCH ACRO 2018

Delegation	Persons (2)	Accommodation (2)	Travel (1)
Meals (2)	Visa (1)	Insurance (1)	Extras (2)

Do not forget to confirm your changes!

CONFIRM (LIABLE FOR PAYMENT)

DEADLINE 2 - 14.03.2018

STEP 6: BUTTON 'PERSONS'

- Click on the button "+Add person"
 - Add personal data of each delegation member
 - For gymnasts: please fill in the number of the FIG-licence
 - Upload the photo of each person, needed for the accreditation
- Requirements for each identity color photo:
- File format: .jpg or .jpeg
 - Dimensions: min. 175 X 225 pixels, max. 1750 X 2250 pixels (width X height)
 - File size: max. 2MB
- Click on the button "Save".

SAVE CANCEL PERSON DATA - WCH

PERSON DATA

PERSONAL DATA

Last name*

First name*

Gender* male female

Function*

Date of birth

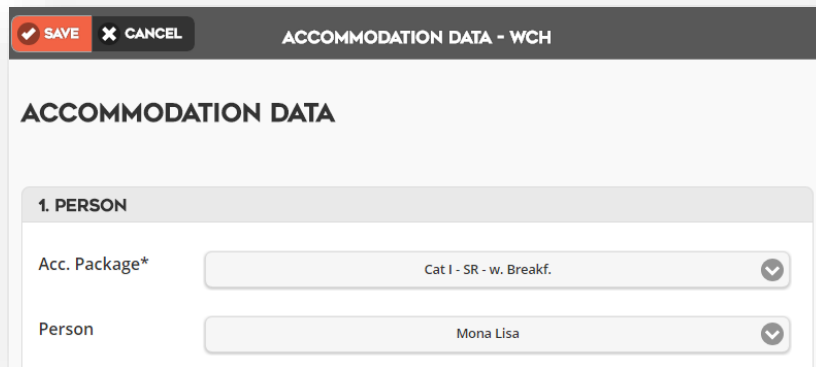
*Required fields

ACCREDITATION PHOTO

No Photo.

STEP 7: BUTTON 'ACCOMMODATION'

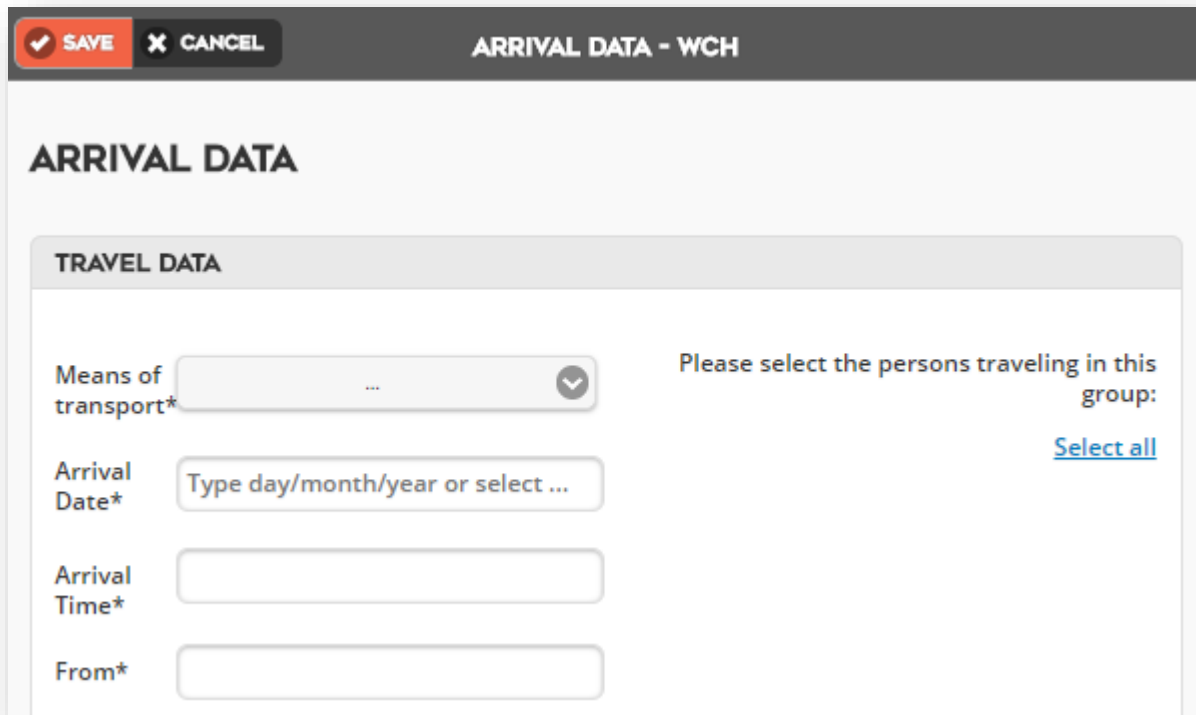
- Assign the names to the rooms you've booked before.
- Click on the button "Save"



The screenshot shows a web form titled "ACCOMMODATION DATA - WCH". At the top left, there are two buttons: "SAVE" (with a checkmark icon) and "CANCEL" (with an 'X' icon). Below the title, the form is divided into sections. The first section is "1. PERSON". It contains two rows of data, each with a label on the left and a dropdown menu on the right. The first row has the label "Acc. Package*" and the dropdown menu shows "Cat I - SR - w. Breakf.". The second row has the label "Person" and the dropdown menu shows "Mona Lisa".

STEP 8: BUTTON 'TRAVEL'

- Arrival information: click on the button "+Add arrival"
- Departure information: click on the button "+Add departure"
- Create a new arrival and departure for each travelling group
- Please select the persons travelling with each group
- Click on the button "Save"



ARRIVAL DATA - WCH

ARRIVAL DATA

TRAVEL DATA

Means of transport* Please select the persons traveling in this group:
[Select all](#)

Arrival Date*

Arrival Time*

From*

STEP 9: BUTTON 'MEALS'

- Assign the names to the meals you've booked before.
- Please assign the names of the delegation members correctly. Every accreditation will carry a QR-code in which the meal bookings will be stored. So it's very important that every meal is assigned to the correct person.
- Click on the button "Save"

STEP 10: BUTTON 'INSURANCE'

- The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC via the LOC's online system.
- Click on the button "Insurance request".
- Add the name of the person(s) you want to insure through the LOC.
- Click on the button "Save"

STEP 11: BUTTON 'EXTRA'

EXTRA TRANSPORT - IF APPLICABLE

- Due to the long distance between Antwerp and Brussels South Charleroi Airport, an extra fee of € 30 per person will be charged (one-way).
- For arrivals and departures outside the official arrival and departure days an extra fee of € 20 per person will be charged (one-way), except if the delegation booked an early-arrival package through the LOC.
- Select the 'Extra transport'-feature that is needed & modify the quantity using the sidebar.
- Click on the button "Save"

SAVE CANCEL

EXTRA SERVICE DATA - WCH

EXTRA SERVICE DATA

EXTRA SERVICE

Extra service type*

Price 30,00 €

Quantity*

Total 30,00 €

*Required fields

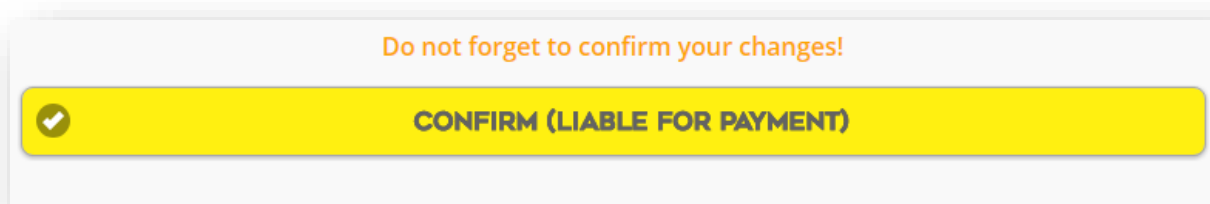
STEP 12: MUSIC

Each delegation needs to send its music to the LOC by 14 March 2018 at the very latest. The information on how to upload your music will be given in the Workplan.

Keep in your possession a specimen of your music in case of a technical problem in the Competition area or for your training sessions.

LAST STEP: CONFIRMATION

- **Don't forget to confirm your changes, click on the button "Confirm (liable for payment)"**
- If desired, the data can be saved in between the different steps.
- Confirmation page: click on the button "pdf print/save".
- The LOC will provide you at the beginning of the event with an official invoice (by email)



Please do not hesitate to contact us (administration@acrobatics2018.com) if we can provide you with any additional information.

Best regards,

Local Organization Committee