How to register at Torino 2013 World Masters Games



<u>Step 1.</u>

In order to register at Torino 2013 WMG please visit the official website: http://www.torino2013wmg.org/?lang=en where you can find all the information:

- sport programme,
- tours&leisure activities,
- related events, etc.





<u>Step 2.</u>

In order to find the sport program, the schedule and all the information of each sport, click on "Sport & Venues" and then, at the following page, "all the sports".



<u>Step 3.</u>

Then click on the button "More Info" for the interested sport. You will find information on: disciplines, age categories, dates, general info and venues.

Torino2013 World Masters Ga

<u>Step 4.</u>

In order to proceed with the registration and/or buy the accommodation too, please click on the link "Registration & Accommodation".

<u>Step 5.</u>

In this homepage you'll find all the necessary information for the registration. If you chose to buy just the registration, you should pay \notin 170,00 that allows you to select up to 3 sports, with a maximum of 5 disciplines each.

If you decide to buy also the accommodation (minimum stay 3 nights), within the 30th November, you will enjoy a discount on the registration fee: you will pay the registration fee just € 115,00 instead of € 170! Later on, if you buy the accommodation you will pay the registration fee € 145,00 instead of € 170,00.

Please note that golf and sailing have an extra fee of \notin 60 to pay, so the total amount of their registration fee is \notin 230 (or \notin 175 if buying the accommodation by 30th November 2012).

Please have a look on the schedule here below for all the details and for the cost of the registration for the other typology of participants (accompanying person and team personnel).

<u>Step 6.</u>

For further information you can consult the "news" section of this website:

- Medical Certificate
- Visas
- Download (terms and conditions and fac-simile medical certificate): please read it carefully.

<u>Step 7.</u>

To start the procedure please click on "Registration":

<u>Step 8.</u>

In order to proceed with the registration and/or buy the accommodation too, please click on the link "Subscribe to the event"

<u>Step 9.</u>

If you need to register at the event, click on "Register" and start the procedure (see step. 10). If you have already registered at the website please enter your username and password (previously you should have received an e-mail with the confirmation of the registration) and click on "Enter". If you have forgotten your username or password, please click on "Did you forget the password ?" and then you will receive an e-mail with your credentials.

<u>Step 10.</u>

Fill in the Registration form with a username and password of your choice.

Please note that the Username can only have alphanumerics characters and the length of the password must be at least of 6 characters.

You should also insert your e-mail and then click on the botton "Save".

Subsequently you will receive an e-mail with the confirmation of the registration at the website.

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<u>Step 11.</u>

As soon as you log on the website, you are forwarded on this page where you can chose the category to which you want to be registered:

- Athlete
- Team personnel (Manager, Physiotherapist, Coach)
- Accompanying person
- Media (TV/Media, Press, Photographer)

Once selected your category, please click on the button "Next"

If you click on the image of the trolley, you will be always forwarded on your basket account. If you want to leave the registration site, please logout.

<u>Step 12.</u>

In this page you should enter your personal information. Please read and check the box of the "Privacy conditions" for acceptance.

The document "terms and conditions" and the "privacy policies" are available in the "news" section for downloading.

Click on the button "Next" at the bottom of the page.

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<u>Step 13 – A.</u>

If you are an athlete or a team personnel, in this page you are required to select the sport/sports and the discipline/s for which you want to compete.

Please remember you can chose a maximum of 3 sports and 5 disciplines each.

As soon as you have select the sport, in the next page you will find the disciplines available.

Please note that for team sports (i.e. basketball and volleyball) it is possible to choose only one discipline.

Team Personnel may choose all disciplines, specifying always at least one discipline for each sport selected.

If you have chosen a team sport, as soon as you finalize your registration as an athlete, if you go in the section "My Area", select "Teams", you will find the team formed. In order to proceed with the registration of another team member and pay the registration fee, you should go to the page "registration" and add another participant with the same procedure.

Alternatively you should give to your teammates login and password you used; in this way they will access the website and they can proceed separately to the registration and payment.

Using the same login and password, the team will be updated automatically until the achievement of the maximum number of participants.

In the way to change the name of the team, add other participants or other information you must log in the section "My Area" ---> Teams.

Please note that each team is required to provide an Assistant Referee for the Games. The Assistant Referee can be a player of the team, or a team support personnel. In case a team does not provide an Assistant Referee, it will be required to pay an extra fee of \in 100, that the team will pay at the arrival.

<u>Step 13 – B.</u>

If you choose the category "accompanying person " or "media" you will be forwarded immediately to the summary page (see here below):

Step 14.

You can select the disciplines in which you want to compete.

Please note: in case of sports with level of competition (competitive, premier and recreational), competitors can register only for one level.

See "Important Information" in order to find the description of level of competition.

At the end please click on the button "Next".

<u>Step 15 – A (athletes and team personnel).</u>

The following page is the summary that recap all data selected and any terms and conditions to accept in order to finish the process of registration.

Please note that the age category is automatically calculated by the system.

In case of media or accompanying person, the system shows only the information inserted before and the fee to be paid.

Summary for athletes and team personnel:

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Sport/	Discipline	COMPETITIVE (BASKETBALL), LAWN BOWLS (BOWLS), LYONNAISE (BOWLS), PETANQUE (BOWLS), KAFFA (BOWLS), COMPETITIVE (SOFTBALL)	
Fee		170.00 €	
Age	e/Category		
BASKE	TBALL > COMPETITIVE	[40+]	
BOWLS	S > LAWN BOWLS	[30+]	
BOWLS	S > LYONNAISE	[30+]	
BOWLS	S > PETANQUE	[30+]	
BOWLS	S > RAFFA	[30+]	
SOFTB	ALL > COMPETITIVE	[35+]	
Imp	portant Info	rmations	
BASKE	TBALL	The age of the youngest player on the team will determine the team's age category. Teams must register a minimum of 7 players. There is no upper limit (maximum) to the number of players you can register; however a maximum of 12 players and 4 team personnel can be rostered for any one game. Teams will not have all the components registered within 2nd June 2013 will be excluded from the Games. Each team is required to provide an Assistant Referee for the Games (in the sport guide will be available all the details). The Assistant Referee may be a player on the team, or part of team support personnel. In the case a team does not provide an Assistant Referee, it will be required to pay an extra fee of € 100 which will be payable upon arrival.	
BASKE	TBALL > COMPETITIVE	This grade is for those players who compete in a high standard of domestic level basketball, such as A Grade in their local competition, and players who have represented their club or town in state/ province competition.	
BOWLS	S > LAWN BOWLS	Pairs - The competition will be conform to the technical regulations of the International Federation. Each pair member is required to belong to the same age category. There will be no mixed competition.	

<u>Step 15 – B (media and accompanying person).</u>

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Summary for media and accompanying person:

In both case you should flag "I Accept" for terms and conditions (the full text for download is in the news section of the website) and Click on the button "Save".

Step 16.

For each sport selected, you will find an appropriate text box where it is possible to enter information concerning your Federation Membership and your personal scores (entry time, length, etc). This will help Sport Organization to put together athletes of the same level.

You registration has been successful:

If you want to benefit the discount on the registration please go to Accommodation: (see next step. 17)

If you are not interested in accommodation, you can:

- decide to add another participant by clicking on the button "Add another participant" and starting again the registration process (see step. 6)

- decide to verify what you added up to this moment by clicking on the button "View participants" (see step. 28)

- go to the basket and finalize your registration (see step. 18)

Step 17 – How to buy a room.

To reserve a room you should insert the check-in and check-out dates and the number of people per room. The system will automatically show all possible solution.

The booking dept. will proceed with the allocation in the hotel, chosen within the structures of the Group and under control of availability. The hotel details/invoice will be communicated upon final confirmation. Please remember that quotes regarding accommodation packages are subject to a minimum stay of 3 consecutive nights.

By entering the dates, you will find, in the next page, the availability.

<u>Step 18.</u>

Click on the groups to obtain the description of hotels and services and then click on "add to basket" to confirm your choice. A confirmation message will appear: "Ok! Item added to basket".

<u>Step 19.</u>

If you want to buy more rooms go to basket by clicking on the button:

<u>Step 20 – Your basket.</u>

If you want to confirm and pay please click on the button "Proceed with the order", otherwise if you want to add other participant, you should go back to "Registration" and start again with the procedure (from step. 8). This order won't be deleted, it just remain in your basket.

If you purchased the accommodation, the discount on the registration fee will be applied before the confirmation of the order.

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<u>Step 21.</u>

In this page you should enter ye	our personal data for the invoice.
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If you are a company you should flag the field "Company"

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If you are a professional/freelancer/self-employed, with a VAT number or an identification code, and you want to receive the invoice please fill in the info regarding the legal name, VAT number or identification code and full address.

Please enter a valid identification code (US: Social Security number, Canada: Social Insurance Number, Australia: Tax File Number or ABN, France: Code INSEE, UK: National Insurance Number...)

Please note that Tax code and VAT fields, even if are not required during the registration process, have been introduced into the system because the Italian tax legislation/system has recognized/acknowledged EU directives and has planned monthly tax statements to be sent for those who are engaged in business transactions with customers living in "black list" countries and with customer residing in the EU.

In these declarations there must be recorded in addition to the Italian residents' (both natural and legal persons) fiscal data (VAT and/or social security number), foreigners companies or individual businessmen or self-employed tax ID number or vat number too.

Finally click on the button "Save and proceed"

Step 22.

You are in the Order Summary and you can choose your payment method:

- Credit Card
- Bank transfer

As soon as your order has been processed, you will find the invoice in your personal area (see step. 30 sub.4.)

If you chose the credit card method please go at the step 23; if you chose the bank transfer method, please go at the step 26.

Step 23.

In this page you can find your order's summary. You can insert any possible comment for the Secretary. Please accept the "terms and conditions" and the "privacy policies" documents.

Please note that clicking on "Proceed with the payment" you confirm the data inserted and you are aware that they cannot be anymore modified.

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<u>Step 24 – Order Summary/Credit card payment.</u>

Click on the button "Proceed with the payment"

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Credit Card			
Importo € 173.06	Proceed with Payment		
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Туре	Description	Amount	
FEE	> ATHLETE	€ 170.00	
OTHER	Credit card fees and operating costs	€ 3.06	

Step 25 - Order Summary/Credit card payment.

Enter the number of your credit card, the expiration date and the cardholder's name.

Please note that, for your convenience and safety, this is trusted website: https

Step 26 - Order Summary/Bank transfer payment.

In case of payment by bank transfer you should send the receipt at the following e-mail address: wwg2013@jumbograndieventi.it or by fax at: +39 (0)11 5091240.

The order has not to be considered confirmed until the receipt of the balance by the organization within (and not later) than 15 days from the moment of the execution of the order; after this period it will be deleted automatically.

Clicking on "Proceed with the payment" I n case of payment by bank transfer you s The order has not to be considered confii after this period it will be deleted automal	confirm the data inserted and I'm aware that they cannot be anymore modified. should send the receipt at the following e-mail address: wmg2013@jumbograndieventi.it or b med until the receipt of the balance by the organization within (and not later) than 15 days fro tically.	by fax at: +39 (0)11 5091240. In the moment of the execution of the order;
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By clicking on the button "Proceed with the payment" you confirm the data inserted and you are aware that they cannot be anymore modified.

Then you will be forwarded to the next step 27.

Step 27 - Order Summary/Bank transfer payment.

By clicking on the image of the printer it is possible to print the payment summary.

Please remember to put the Reason for Payment (the code provided by the system as for ex. WMG08111------) in your bank transfer.

Reservations will t Payments can be r Please send the b Any extra bank tran	be confirmed upon receipt of full paym made by credit card (VISA – VISA ELE pank transfer receipt by fax to: +39 011 nsfer fees will be charged to the custo	nent for the services booked at Jumbo Grandi Eventi. :CTRONY-MASTERCARD) or by bank transfer. - 5091 40 imer.	
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Torino2013 World Masters Games

Step 28 - Order Summary/Bank transfer payment.

If you go in the section of the website "My Area" and select "Basket/Orders" you will find your order as "awaiting payment".

As soon as we will receive the payment, we will change by back office the status of your order from "awaiting payment" to "orders confirmed".

<u>Step 29.</u>

If previously you didn't clicked on the button "proceed with the payment", then your order is in status "pending orders" and you can still:

- delete it by clicking on the image of the wastepaper or modify it by clicking on the image of the narrow:

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Step 30. "My Area"

In this section of the website "My Area" you can:

1. select "Settings" to change your password or your e-mail:

2. select "Participants" to see your participants' list and to add other participants or go to accommodation:

3. select "Teams" with the details of your team. You can change the name of the team or add other participants.

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Each team is requ of team support p In order to confirm In order to procee the package acco Alternatively you s registration fee's Using the same to	Each team is required to provide an Assistant Referee for the Games (all the details will be available in the sport guide). The Assistant Referee may be a player on the team, or part of team support personnel. In case a team does not provide an Assistant Referee, it will be required to pay an extra fee of € 100, that the team will pay at the arrival in the venue. In order to confirm the person selected please click on the image of the referee's whistle here below. In order to proceed with the registration of another team member and pay the registration fee for himself (and if the case even the accommodation in order to get the discount due to the package accommodation & registration), click "add participant". Alternatively you should give to your teammates login and password you used; in this way they will access the website and they can proceed separately to the registration and the registration fee's payment. Using the same login and password, the team will be update automatically until the achievement of the maximum number of participants.				
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Sex Age Category	n/a				
Add Participant					

If you don't compete in a team sport, you won't find this section "team" on your account.

4. select "Basket/Orders" where you can find all your orders.

If you click on the arrow of the orders confirmed you have a credit card (or bank transfer) result.

In this page it is possible to download your invoice,

