



MANUAL – ONLINE REGISTRATION

World Company Sport Games – La Baule 2018

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Registration for World Company Sport Games is entirely done online. This manual helps you throughout the entire registration procedure and the creation of your personal account in order to settle your registrations.

For any further information, please download the bulletin n°2 :

- In english [here](#)
- In german [here](#)

For any question, contact us by mail to wcsq2018@ffse.fr or by phone to +33 156 640 214.

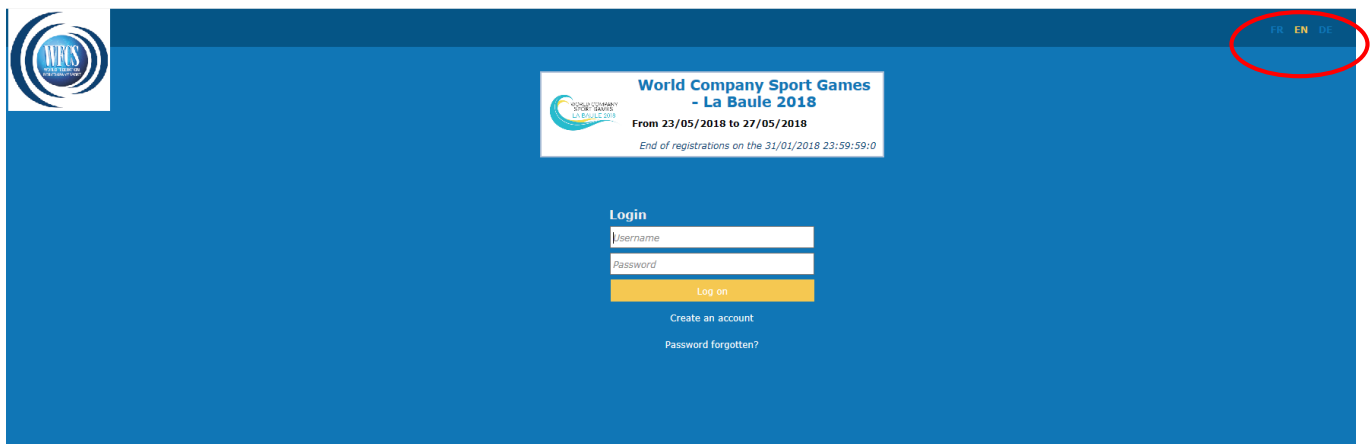
Registrations are open, subject to availability, until January, 31st, 2018

1) To connect to the online registration site

To reach the registration site, click [here](#)

2) To select your language

Website is translated into three languages. In order to register your participants on the English version of the site, please select the acronym "EN" on the top right of the homepage. For French, please select the acronym "FR" and for German, please select the acronym "DE"





3) To create an account

If you already have an account for your company thanks to the previous events (European Company sport Games of Gent for example), it can be re-used for these World company sport games by using the same username. Like this, all your members will be pre-registered.

On the homepage, click on **"Create an account"**. You are directed to **"Creation club account"**.

First, choose the country and the bank you belong to. Then fill in the compulsory information.

- The same goes for the *Fax number*. It is not compulsory.

Select a *Login* and a *Password* and then click on **"Approve"**.

Your account has been created. By default, the *Username* and the *Password* are sent via e-mail to the address indicated. Hence the importance to indicate a valid e-mail address.

The *Username* and the *Password* must be saved. Each time you want to connect, these data will be asked for.

4) To connect to your account

On the homepage, indicate the *Username* and the *Password* and click on **"Log on"**.

If you are not able to log in to your account or if you would like to update your username and password, please contact us by email at wcsq2018@ffse.fr



5) The Welcome page of the club

a. General information

After having been connected, you immediately get access to the welcome page of your club and to the tab **"Club modification"**. At all moments, you have the possibility to modify the *Club information* and to register the information by clicking on **"Approve"**.

Via the tab **"Registrations recap"**, you get access to the list of your members registered and to the registrations for WCSG 2018.

Via the tab **"Registration"**, you can register your members and sign them up for the event.

The screenshot shows the 'Welcome TUTO2 WCSG2018' page. On the left is a sidebar with the WPCS logo and navigation links: CLUB, Club modification (selected), Registrations recap, and Registration. The main content area is divided into several sections:

- Club information:** Federation (CFCS CO.LTD 上海秀毅体育发展有限公司), Affiliation number, Name of the club (* TUTO2 WCSG2018), Address 1 (* Avenue du Générale de Gaulle), Address 2, Address 3, Zip Code (* 44500), City (* La Baule), Country (China), Phone number (* +33156640214), Fax, Email address (* wcs2018@ffse.fr).
- Person in charge of the club:** Name, First Name, Sporting licence no, Email address, Address 1, Address 2, Address 3, Zip Code, City, Phone.
- Accommodation:** Hotel category (Apart Hotel 3*), Type of room, of accommodation (Apartment/chalet - 3 persons).
- Transportation:** Transportation (Plane - Nantes Airport), Arrival place (Nantes Airport), Arrival time (10:30), Train/flight number (AF7216), From (MARSEILLE), Departure place (Nantes Airport), Departure time (17:30), Train/flight number (EJ3421).
- Choice of the means of transport during the event:** Option A - Individualized transport (with sub-options: I would like to book a car with the organization, I would like to book a bike with the organization, I have my own means of transport), Option B - Public transport (shuttles) (+ 40.00€/pers.).

At the bottom, there is a message: "The registration of my sports club for this event is complete." and two buttons: "Approve" and "Remove the club".

In addition to the club information, you have the possibility to indicate the coordinates of a **"Person in charge of the club"**. See next point.

b. Accommodation and transportation

Regarding the section **"Accommodation and transportation"**, thank you to fill the information so we can help you. For accommodation, you have the choice to position yourself on one of the different categories indicated. Within the limit of the places available, a specific proposal, that you must approve, will be provided to you depending of your number of participants and sport places in order to arrange well bus transfers.

For your arrival, we can help you with the transport issue of your delegation (arrival and departure) from Paris, Nantes, Rennes or Saint-Nazaire. For those arriving directly to SNCF La Baule Escoublac railway station, transfer to the registration center and/or hotels are included in the participation fee of WCSG 2018.

Accommodation	
Hotel category	Apartment/chalet - 3 persons
Type of room, of accommodation	Apartment/chalet - 3 persons
Transportation	
Transportation	Plane - Nantes Airport
Arrival place	Nantes Airport
Arrival time	10:30 Train/flight number AF7216
From	MARSEILLE
Departure place	Nantes Airport
Departure time	17:30 Train/flight number EJ3421

By default, the accommodation choice and information about your arrival and departure places will be mentioned on your club page and will be assigned to all your participants. It is possible to individualize your demands for each participant at the time of your registration.

c. Transport during the event

During your registration it is mandatory to choose one of the two options for your movement during the event.

The option A does not plan the access to buses and private shuttles arranging for the event. We propose you, as alternative, to rent a car, a bike or to arrange your own transportation.

The option B, with an additional cost of 40€ per person allows you to use the buses and shuttles to get to the different sports sites and meeting points.

Choice of the means of transport during the event	
<input checked="" type="checkbox"/>	Option A - Individualized transport
<input type="checkbox"/>	I would like to book a car with the organization
<input type="checkbox"/>	I would like to book a bike with the organization
<input checked="" type="checkbox"/>	I have my own means of transport
<input type="checkbox"/>	Option B - Public transport (shuttles) + 40.00€/pers.

By default, the choice between the option A and the option B will be assigned to all your participants. It is possible to individualize the choice of each participant during the registration.

6) To communicate the coordinates of the person in charge of your club (optional)

These data are not compulsory. However, it is advisable to designate a person in charge of your club, which gives the organizer the possibility to provide that person with all information regarding the event.

To that effect, click on the tab **"Registration"**. Then tick the box **"Person in charge of the Club"** and indicate the information requested. The indication of a telephone number and an e-mail address for the person in charge is compulsory.

The postal address and the telephone number indicated are by default the ones of the **"club"**. For customizing tick the box **"Personal – Other specification"**.

The indication of the *"Sport/Activity"* practiced by the person is compulsory, even if that person will not take part in the event.

Once all this information is indicated, click on **"Approve the member"**

The screenshot shows a web form for member registration. On the left is a sidebar with the WPCS logo and navigation links: CLUB, Club modification, Registrations recap, and Registration. The main form is titled 'Member information' and has a 'Modification' link. A red circle highlights the checkbox 'Person in charge of the Club'. Below this, there are input fields for Name (TUTO), First Name (WCSG2018), Date of birth (1980-05-10), Licence number / User name, Email address (wcsG2018@ffse.fr), Gender (Female), and T-shirt size (M). There are also radio buttons for 'Club' (selected) and 'Personal / others specifications'. Address fields (1-3), Zip Code (44500), City (La Baule), Country (China), and Phone (+33156640214) are present. A 'Sport / Activity' dropdown is set to 'Athletics and cross country'. Below this is a 'Comments' field. The 'Accommodation and transportation' section has radio buttons for 'Club' (selected) and 'Personal / others specifications'. It includes dropdowns for Hotel category (Apart Hotel 3*), Type of room (Apartment/chalet - 3 persons), and Transportation (Plane - Nantes Airport). Arrival and departure details for Nantes Airport are provided, including arrival time (10:30), flight number (AF7216), departure place (MARSEILLE), and departure time (17:30). The 'Choice of the means of transport during the event' section has radio buttons for 'Club' (selected) and 'Personal / others specifications'. Under 'Option A - Individualized transport', there are three checkboxes: 'I would like to book a car with the organization', 'I would like to book a bike with the organization', and 'I have my own means of transport' (checked). 'Option B - Public transport (shuttles)' is also listed with a price of + 40.00 €/pers. At the bottom are buttons for 'Approve the member' and 'Remove the member'. The footer shows 'Registration(s)'.

Modification of the coordinates of the person in charge of the club: At all moments, it is possible to have another person in charge of the club or to modify the coordinates. For the modification process go to point [10\)b](#) of this document.

7) To register a club member and to sign him up for the event

For each new member that has to be registered, you have to click on the tab at the left of the page **"Registration New"**. The subscription process is composed of 2 steps. First you have to indicate the information of the person and then you have to sign him up for the event by selecting the discipline(s) of his choice.

a. To register your club member

The screenshot shows the registration form for a club member. The left sidebar contains a 'CLUB' section with links for 'Club modification', 'Registrations recap', and 'Registration' (circled in red). The main form is titled 'Member information' and includes fields for Name (TUTO), First Name (WCSG2018), Date of birth (1980-05-10), Licence number / User name, Email address (wmsg2018@ffse.fr), Gender (Female), and T-shirt size (M). There are radio buttons for 'Club' (selected) and 'Personal / others specifications'. The 'Person in charge of the sport' checkbox is circled in red. Below this is a section for 'Accommodation and transportation' with fields for Hotel category (Apart Hotel 3*), Type of room (Apartment/chalet - 3 persons), and Transportation (Plane - Nantes Airport). The 'Approve the member' button is circled in red at the bottom of the form.

The compulsory fields are:

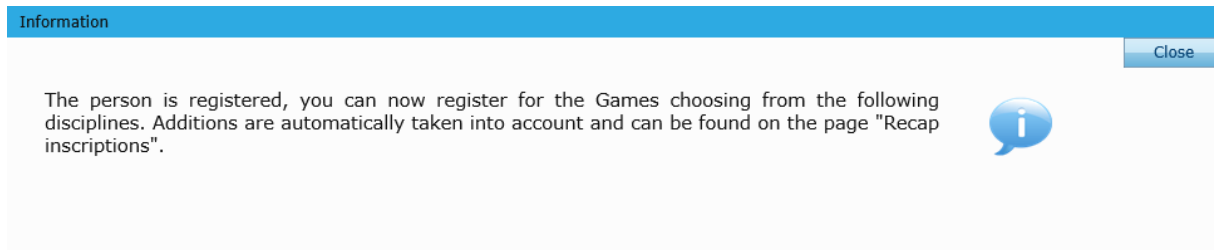
- Name / First name
- Date of birth
- Gender
- T-shirt size
- Sport/Activity

The address indicated is automatically the address of the club and can be specified by ticking the box **"Personal – others specification"**. Operating is the same for **"Accommodation and transportation"** and for **"Choice of the means of transport during the event"**

For each sport/activity, you can appoint a "Person in charge of " by ticking the appropriate box (however, the e-mail address is compulsory for a "Person in charge of").

Once all the information has been given, click on **"Approve the member"**.

Then, the following Pop-up is displayed:



The person is now registered as a member of your club. You now can sign him up for the event(s) of his choice.

b. To sign him up for WCSG 2018

On the basis of the sport/activity chosen, the list of *Discipline(s)* proposes the possible events.

Click on the event chosen and then on **"Add"** in order to sign him up for the event. By clicking on **"Add"**, the registration for the games is approved automatically. No other approval is needed.

[Club modification](#)

[Registrations recap](#)

[Registration](#)

Date of birth	1980-05-10	Address 3	
Licence number / User name		Zip Code	44500
Email address	wcsg2018@ffse.fr	City	La Baule
Gender	Female	Country	China
T-shirt size	M	Phone	+33156640214

Person with disabilities

Sport / Activity: Athletics and cross country Person in charge of the sport

Comments:

Accommodation and transportation Club Personal / others specifications

Hotel category: Apart Hotel 3*	Transportation: Plane - Nantes Airport
Type of room, of accommodation: Apartment/chalet - 3 persons	Arrival place: Nantes Airport
Comments: <input style="width: 100%;" type="text"/>	Arrival time: 10:30 Train/flight number: AF7216
	From: MARSEILLE
	Departure place: Nantes Airport
	Departure time: 17:30 Train/flight number: E3421

Accommodation and transportation Club Personal / others specifications

Choice of the means of transport during the event

- Option A - Individualized transport
 - I would like to book a car with the organization
 - I would like to book a bike with the organization
 - I have my own means of transport
- Option B - Public transport (shuttles)

Change the member
Remove the member

Registration(s)

Sport(s) 800 meters women 1500 meters women 5000 meters women High jump women Shot Put women 4*100m relay women Off-stadium race - 10 kms women	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Add Remove </div>	100 meters women 200 meters women Long jump women Off-stadium race - 5 kms women
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In order to verify if the registration has indeed been taken into consideration, click on the tab **“Registrations recap”**.

Name	First Name	Gender	Sport	Sporting discipline	Team	Valid federation	Valid organization	Date of registration
TUTO	WCSG2018	Female	Athletics and cross country	100 meters women		<input type="checkbox"/>	<input type="checkbox"/>	29/06/2017
TUTO	WCSG2018	Female	Athletics and cross country	200 meters women		<input type="checkbox"/>	<input type="checkbox"/>	29/06/2017
TUTO	WCSG2018	Female	Athletics and cross country	Long jump women		<input type="checkbox"/>	<input type="checkbox"/>	29/06/2017
TUTO	WCSG2018	Female	Athletics and cross country	Off-stadium race - 5 kms women		<input type="checkbox"/>	<input type="checkbox"/>	29/06/2017

8) To register a team

For all the disciplines with team participation, please respect the following procedure:

First of all, the participants registered will automatically be registered in team # 1. The possibility of registering athletes in team # 2 or to choose between team # 1 and team # 2 will only appear when the minimum of participants needed to compose a team has been reached.

Once the maximum of participants in team # 1 has been reached, the other participants will automatically be registered in team # 2.

For the disciplines with a fixed number of athletes per team (i.e. petanque, table tennis...) the participants will automatically be registered in team # 1 as long as the team is not complete. Once the team completed, they will be registered in team # 2, team # 3 and so on.

We kindly ask you to register your participants in the correct team composition, as far as possible. The eventual online modifications of the team composition will not be possible once the registration has been approved by the organizer and the invoice has been paid.

Ex: Registration of teams in Futsal (5 persons minimum and 8 persons maximum per team)

- The first 5 inscriptions are automatically registered in team # 1.
- For the sixth participant, when the discipline must be selected, the choice between team # 1 and team # 2 will be displayed as follows:

Here, team # 1 is composed of 5 persons out of a maximum of 8 and team # 2 is composed of 0 persons out of a maximum of 8. Here, we can choose between team #1 and team # 2.

The composition of the teams can be modified as long as the organizer has not approved the registration (see point [10\)b](#) of this document).

9) Overviews and approval of the registrations

a. To display the registrations of the club

By clicking on the tab **"Registrations recap"**, all registrations of your club are displayed. They can be categorized by their name, first name, gender, sport or discipline by clicking on the double arrow on top of each column.

Inscriptions :	Nom	Prénom	Sexe	Sport	Discipline	Equipe	Valide Féd.	Valide Org.	Date d'inscription
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	10 kms hors stade féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	200 mètres féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	Relais 4*400 mètres	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	Saut en hauteur féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 1	FUTSAL 1		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 2	FUTSAL 2		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 3	FUTSAL 3		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 5	FUTSAL 5		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 6	FUTSAL 6		Masculin	Futsal	Futsal masculin - catégorie Open	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL4	FUTSAL 4		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
TUTORIEL	EUROBANK		Masculin	Accompagnateur			<input type="checkbox"/>	<input type="checkbox"/>	

b. To realize an extraction of the registrations

By clicking on the double arrow on the top right of the screen **"Registrations recap"** you have the possibility to download the list of registrations in Excel, Word, HTML or PDF format.

Inscriptions :	Nom	Prénom	Sexe	Sport	Discipline	Equipe	Valide Féd.	Valide Org.	Date d'inscription
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	10 kms hors stade féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	200 mètres féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	Relais 4*400 mètres	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
DUPONT	JEANNE		Féminin	Athlétisme et Course Hors Stade	Saut en hauteur féminin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 1	FUTSAL 1		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 2	FUTSAL 2		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 3	FUTSAL 3		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 5	FUTSAL 5		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL 6	FUTSAL 6		Masculin	Futsal	Futsal masculin - catégorie Open	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
FUTSAL4	FUTSAL 4		Masculin	Futsal	Futsal masculin - catégorie Open	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2016
TUTORIEL	EUROBANK		Masculin	Accompagnateur			<input type="checkbox"/>	<input type="checkbox"/>	

A participant registered in several events, is mentioned several times in the **"Registrations recap"**. However, he will be charged only once.

c. Approval of the registrations

The registrations must be approved systematically by the organizer. The 2 columns on the right of the page **"Registrations recap"** indicate whether this approval has been executed or not.

Once the registration has been approved by the organizer, it must be confirmed by the payment.

10) To modify a registration

Be careful! In order to avoid any difficulty for the organization once the invoice made only names' changes can be modified online. Changes can be possible however they have to be submitted to the organizer so that he can take it into consideration and update the participants' list per discipline and make a new invoice if necessary.

Before the validation, to modify a registration please follow the procedure below:

a. To modify the discipline(s)

Via the tab **"Registrations recap"**, go to the participant's file by clicking on his **"name"** or his **"first name"**.

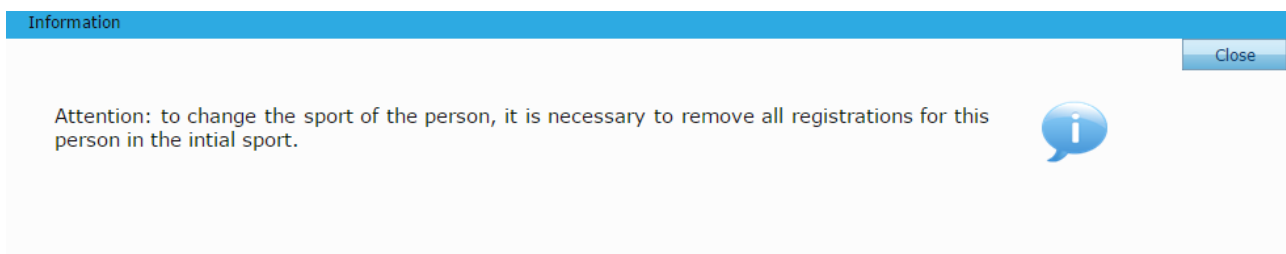
Then select the disciplines and click on **"Remove"** or **"Add"** in order to update the list. The modifications will automatically be taken into consideration and will be available via the tab **"Registrations recap"**.

The modifications must be approved by the organizer and/or by your federation as is the case with the original registrations. The factures will be generated and/or updated once the approvals have been executed.

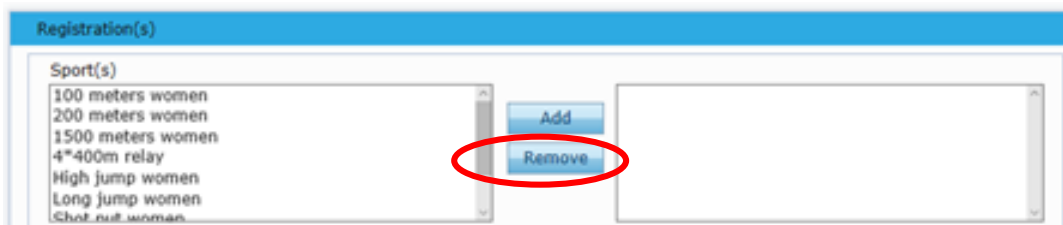
b. To modify the sport/activity or to modify the coordinates of the person

Via the tab **"Registrations recap"**, go to the participant's file by clicking on his name or his first name.

Click on **"Change the member"**. The following pop-up will be displayed:



If it appears that entering modifications is not possible, start by clearing the list of *disciplines* the person has been registered for. Select the disciplines one by one, and then click on **"Remove"**.



Once the list is empty, the modifications of sports or coordinates can be executed (after having clicked once more on **"Change the member"**).

Next step is the registration of the modifications by clicking on **"Approve the member"**. You can then indicate the new *disciplines* chosen for the event.

The modifications must be approved by the organizer as was the case for the original registrations. The invoices will be generated and/or updated once the approvals have been executed.

11) To cancel a registration

Be careful ! No registration cancellation will be possible online once the invoice edited. Cancellation and refunds can be possible (according to the rules and the dates defined by the organizer), however they have to be directly submitted to the organizer so that he can take it into consideration, update the participants' list and make a refund if necessary.

Before receiving your invoice, you can cancel a registration. You simply have to clear the list of disciplines of the member concerned by selecting one by one the initial disciplines by clicking on **"Remove"**. The person will still appear in the list of members of your club but he will no more be registered for the event concerned.

12) To confirm and finish your club registration

In case you have finished the registration of your sports club, please confirm your registration is complete in the registration tool. Please follow the steps below. After this you will receive a personal confirmation e-mail of the registration of your sports club with all further information concerning invoice and payment.

STEP 1: check all your registered participants in "registrations recap" and complete the missing information if necessary

Make sure all of your participants are inscribed for the correct sporting discipline(s). Registrations that are complete will show a date of registration (right column).

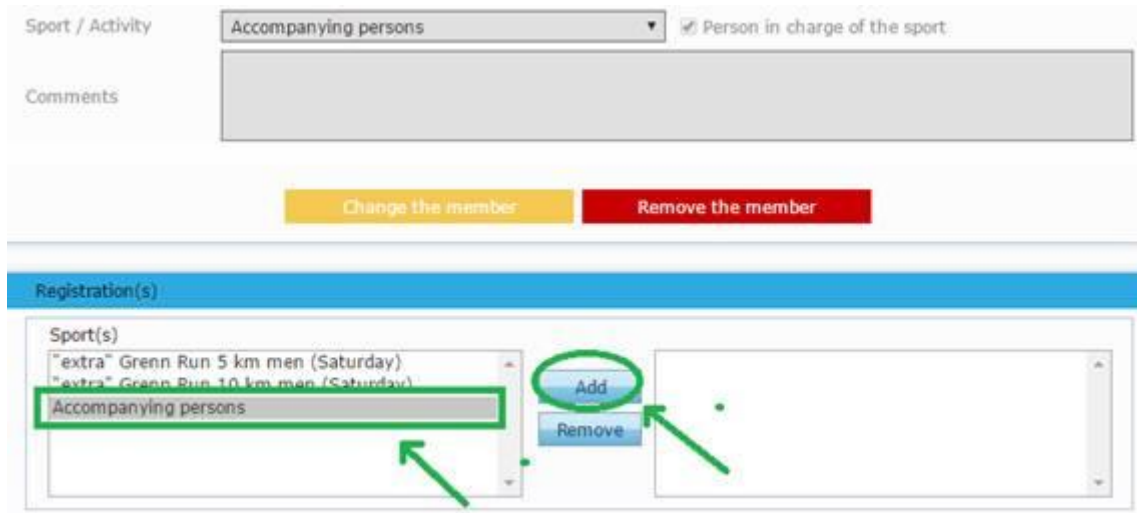
Incomplete registrations can not be validated by the organization !

Example of an incomplete registration:

In example below you can see that person 3 and person 4 have no registration date because they are not yet inscribed for a sporting discipline.

Name	First Name	Gender	Sport	Sporting discipline	Team	Valid federation	Valid organisation	Date d'inscription
Last name 1	First name 1	Male	Bowling	Bowling - Open	1 <input type="checkbox"/>	<input type="checkbox"/>		24/10/2016
Last name 2	First name 2	Male	Bowling	Bowling - Open	1 <input type="checkbox"/>	<input type="checkbox"/>		24/10/2016
Last name 3	First name 3	Male	Accompanying persons	?	<input type="checkbox"/>	<input type="checkbox"/>		
Last name 4	First name 4	Female	Accompanying persons	?	<input type="checkbox"/>	<input type="checkbox"/>		
Last name 5	First name 5	Female	Bowling	Bowling - Open	1 <input type="checkbox"/>	<input type="checkbox"/>		24/10/2016
Last name 6	First name 6	Female	Bowling	Bowling - Open	1 <input type="checkbox"/>	<input type="checkbox"/>		24/10/2016

In this case person 3 and person 4 who want to participate in the sport "Accompanying persons" need to add the sporting discipline "Accompanying persons" to their personal registration to complete their registration (this opens when you click the name of the person).



The screenshot shows a registration form. At the top, there is a dropdown menu for 'Sport / Activity' with 'Accompanying persons' selected. To the right of this dropdown is a checkbox labeled 'Person in charge of the sport'. Below this is a large text area for 'Comments'. Underneath the comments area are two buttons: 'Change the member' (yellow) and 'Remove the member' (red). Below these buttons is a section titled 'Registration(s)'. Inside this section, there is a list of sports: 'extra' Gretn Run 5 km men (Saturday), 'extra' Gretn Run 10 km men (Saturday), and 'Accompanying persons'. The 'Accompanying persons' option is highlighted with a green box. To the right of the list are two buttons: 'Add' and 'Remove'. The 'Add' button is circled in green, and a green arrow points to it from the 'Accompanying persons' option.

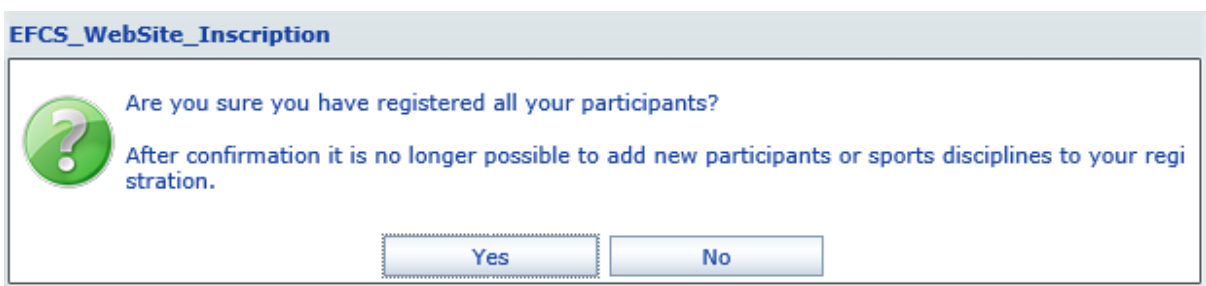
STEP 2: when all your participants are correctly registered go to "club modification"

STEP 3: click button in the left bottom corner "The registration of my sports club for this event is complete"

The registration of my sports club for this event is complete.

After you click this button you will see a popup where the registration tool asks you to confirm that all participants are registered.

When you click "yes" **it will no longer be possible to make changes to your registrations in the registration tool.** (If necessary you will still be able to send a request for change by e-mail to the organization.)



The screenshot shows a confirmation popup titled 'EFCS_WebSite_Inscription'. It contains a question mark icon and the text: 'Are you sure you have registered all your participants? After confirmation it is no longer possible to add new participants or sports disciplines to your registration.' At the bottom of the popup are two buttons: 'Yes' and 'No'.

STEP 4: click "Yes"

When you are sure all the registrations of your sports club are complete, click "yes" to end your registration. You will see a popup "Registration completed" on your screen.