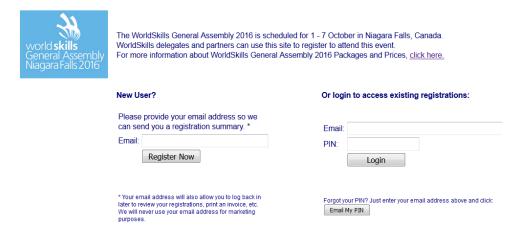
How to Register for the WorldSkills General Assembly 2016 in Niagara Falls

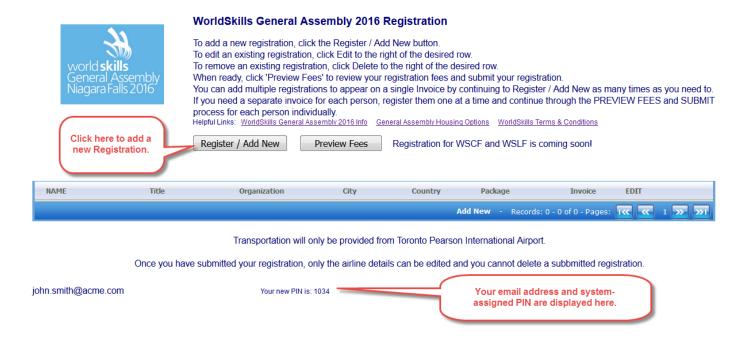
First time registrants enter an email address in the "New User" area and click **Register Now**.

If you are returning to the site later to print an invoice or add a new registration, enter your email address and PIN number then click **LOGIN**. If you've forgotten your PIN, enter your email address and click **Email My PIN**.



Adding Registrations

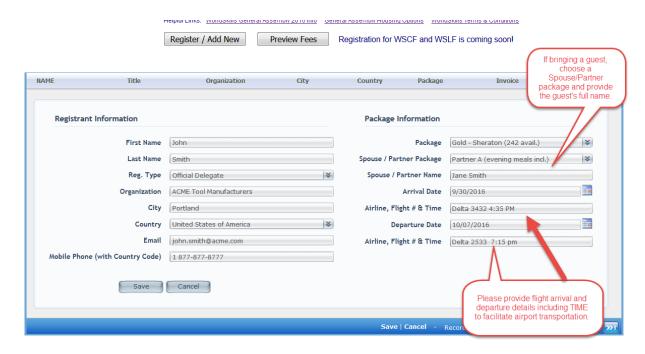
The following screen shows any existing registrations you have already entered using this email address (of course there will be none for first time users). Click the **Register / Add New** button to begin entering registration details.



Completing Registrant Details

Complete the registrant details using the form that appears below the grid. There are a limited number of each accommodation package option, so if you do not see Gold, Silver and Bronze options, that simply means some of those options have already sold out. Please provide airline flight details to facilitate timely airport transportation. If you do not yet know your exact flight details, you can still register for the event, but please come back to this site later to complete the flight information, otherwise airport transportation may be delayed or unavailable.

When you have completed the registration details, click **SAVE**.



If you are registering multiple people from your organization, you can either:

 Enter them all at once then proceed through the Preview Fees and Submission steps (if you want ONE invoice for the entire group)

OR

Submit each person one at a time (if you want individual invoices for each person.)



Previewing Fees

Once you are finished entering the details, click the **Preview Fees** button to calculate your fees and preview the invoice(s). This is just a preview step – you will have an opportunity to cancel and return to this page to make changes before submitting your registrations.

When you click the Preview Fees button, if there are any Spouses coming with your group, you will need to choose whether you want COMBINED or SPLIT Spouse Invoices. If you are NOT bringing any Spouses, this question is bypassed.

Choosing SPLIT Spouse Fees will result in a separate invoice for each Spouse that is attending, according to the package selected. Choosing COMBINED Spouse Fees just tabulates the spouse accommodation fees right on the main registration invoice.

Choose whether you need any SPOUSE / PARTNER Fees separated onto distinct invoices below:



* If you need distinct invoices for each Spouse/Partner attending with a Registrant (to facilitate each Registrant paying for their own travel partner with personal funds), then choose SPLIT Fees. The detailed fees that will be charged are shown on the next screen. The Invoice Number is a hyperlink you can click to see the actual invoice that will be generated. In the example below, John Smith is bringing his wife, and the opted for SPLIT Spouse Fees, so one main invoice (W16207) will be created for the three corporate attendees, and one separate invoice (W16208) will be created for the Gold Partner Package that John selected. This allows John to pay for his wife from personal funds, while allowing the organization to pay for the corporate attendees all at once.

WorldSkills General Assembly 2016 Registration Submission

Confirm your registration fees below, then click "Submit" to finalize your registrations for the General Assembly. If you need to make any changes, click 'Cancel' to return to the registrant list and make desired changes.

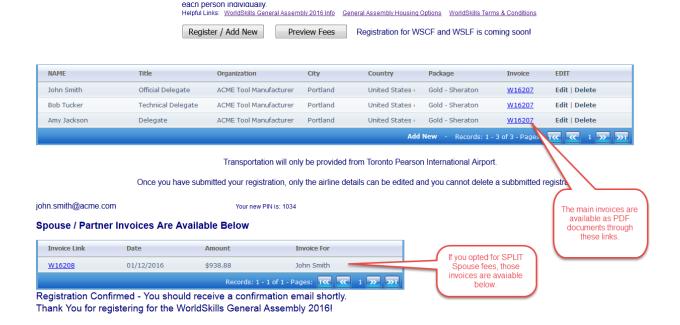
By Checking here, you agree to the WorldSkills General Assembly 2016 Terms and Conditions and agree that all registered delegates will obtain appropriate and adequate travel insurance. WorldSkills Terms & Conditions

Once you Confirm these amounts and SUBMIT your registration, you can ONLY CHANGE AIRLINE DETAILS on the reservation.

Please verify that all information is complete before submitting.

		Submit	Cancel	
Invoice #	Registrant	Item Description	Qty	Extended
<u>W16207</u>	John Smith	Gold - Sheraton	1	\$2,825.94
<u>W16207</u>	John Smith	Additional Night (Gold)	1	\$149.33
<u>W16207</u>	Bob Tucker	Gold - Sheraton	1	\$2,825.94
<u>W16207</u>	Amy Jackson	Gold - Sheraton	1	\$2,825.94
<u>W16208</u>	John Smith	Partner A (Gold): Jane Smith	1	\$938.88
				Records: 1 - 5 of 5

If the fees are acceptable, check the box to accept the Terms and Conditions, then click **Submit**. If you need to go back and make any changes, click **Cancel**. This returns you to the main registration page, where you can print the invoices, or add more registrants.



Paying Registration Fees

Payment instructions are on each invoice (click the hyperlink to each invoice to preview/print the PDF.) Payment is accepted via credit card (VISA, Mastercard or American Express) or through wire transfer.



Primary Registrant Info:

John Smith **ACME Tool Manufacturers**

Portland

United States of America



REGISTRATION INVOICE

Invoice #: W16207

Amount Due: \$8,627.15 PAYMENT IN FULL DUE BY JULY 15 2016

Invoice Created By: john.smith@acme.com

Invoice Date: 01/12/2016

Click any of these icons or the link to launch the credit card payment process



To pay by credit card, click the credit card icons or hyperlink on an invoice. Paying by credit card is a two-step process:

Payment can be made by Credit Card using the link above or by Wire Transfer:

Name of Bank Street Address: City, State, Zip code: Beneficiary Account Number: 0000-7901-4629 Beneficiary Name: SWIFT Code: Purpose:

Bank of America, N.A., VA9-550-01-03 555 California Street San Francisco, CA 94104 USA SkillsUSA, Inc. BOFAUS3N GA2016

1. Enter your contact address details on the first screen, and then click Continue to proceed to the SSL-secured credit card processing site.



Credit Card Payment

This page is used to initiate a Credit Card Payment for your WorldSkills General Assembly 2016 registration fees. Please verify the amount and provide your basic demographic information below, then click 'Continue' to proceed to next step, where you will need to provide your Credit Card details on a SSL-secured bank processing site. Credit Card payments may take 24 hours to apply to your invoice

8627.15

Purchase Details:

Invoice:

W16207

Authorize.Net

a CyberSource solution

Created By:	john.smith@acme.com				
Main Registrant: WorldSkills General Assembly 2016 John Smith					
Cardholder I	nformation:				
	Credit Card Numbers Yetl nue below, you will enter your credit card number on the NEXT page.				
Cardholder First	Name:				
Cardholder Last	Name:				
Cardholder Busi	ness Name:				
Billing Address:					
City:					
State / Province	:				
Zip / Postal Cod	e:				
Country:	•				
Continue					
Transaction	s Secured By				

Total Amount

Clicking "Continue" will take you to our Secured Credit Card Processing Form, where you can enter your VISA or MasterCard or American Express number and expiration date.

2. Once you click Continue, the billing address information will be passed to our credit card processor and their secure page for accepting credit card information will appear. Enter your credit card details and click Pay Now at the bottom of the page to complete your payment.

Order Information			* Required Fields				
		Invoice Number: W16207	·1924				
		PO Number:					
Description: WorldSkills General Assembly 2016 John Smith							
		ī	Total: 8627.15 (USD)				
Payment Information							
	VISA 🔤 🔤 🕳						
Card Number:	* (enter number without spaces or dashes)						
Expiration Date:	* (mmyy)						
Billing Information							
Customer ID:	john.smith@acme.com	_					
First Name:	John	Last Name:	Smight				
Company:	ACME Tool Manufacturing						
Address:	312 Westide Plaza						
City:	Portland						
State/Province:	OR	Zip/Postal Code:	93243				
Email:							
Phone:							
Fax:							
Shipping Information							
Conv Billing Information	n to Shipping Information	1					
First Name:	. to ompping information	Last Name:					
Company:		ı					
Address:							
City:							
		Zin/Dootol Code					
State/Province:		Zip/Postal Code:					
By clicking the "Submit Transaction" button below, your credit card will be charged and a receipt page will be presented.							
Authorize Net	Pay	Now					