

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**.



The WorldSkills General Assembly 2016 is scheduled for 1 - 7 October in Niagara Falls, Canada. WorldSkills delegates and partners can use this site to register to attend this event. For more information about WorldSkills General Assembly 2016 Packages and Prices, [click here](#).

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**.

New User?

Please provide your email address so we can send you a registration summary. *

Email:

* Your email address will also allow you to log back in later to review your registrations, print an invoice, etc. We will never use your email address for marketing purposes.

Or login to access existing registrations:

Email:

PIN:

Forgot your PIN? Just enter your email address above and click:

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.



WorldSkills General Assembly 2016 Registration

To add a new registration, click the Register / Add New button.

To edit an existing registration, click Edit to the right of the desired row.

To remove an existing registration, click Delete to the right of the desired row.

When ready, click 'Preview Fees' to review your registration fees and submit your registration.

You can add multiple registrations to appear on a single Invoice by continuing to Register / Add New as many times as you need to. If you need a separate invoice for each person, register them one at a time and continue through the PREVIEW FEES and SUBMIT process for each person individually.

Helpful Links: [WorldSkills General Assembly 2016 Info](#) [General Assembly Housing Options](#) [WorldSkills Terms & Conditions](#)

Click here to add a new Registration.

Registration for WSCF and WSLF is coming soon!

NAME	Title	Organization	City	Country	Package	Invoice	EDIT
Add New - Records: 0 - 0 of 0 - Pages: <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>							

Transportation will only be provided from Toronto Pearson International Airport.

Once you have submitted your registration, only the airline details can be edited and you cannot delete a submitted registration.

john.smith@acme.com

Your new PIN is: 1034

Your email address and system-assigned PIN are displayed here.

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**.

Registrant Information

First Name: John
 Last Name: Smith
 Reg. Type: Official Delegate
 Organization: ACME Tool Manufacturers
 City: Portland
 Country: United States of America
 Email: john.smith@acme.com
 Mobile Phone (with Country Code): 1 877-877-8777

Package Information

Package: Gold - Sheraton (242 avail.)
 Spouse / Partner Package: Partner A (evening meals incl.)
 Spouse / Partner Name: Jane Smith
 Arrival Date: 9/30/2016
 Airline, Flight # & Time: Delta 3432 4:35 PM
 Departure Date: 10/07/2016
 Airline, Flight # & Time: Delta 2533 7:15 pm

Buttons: Save, Cancel

Callout 1: If bringing a guest, choose a Spouse/Partner package and provide the guest's full name.

Callout 2: Please provide flight arrival and departure details including TIME to facilitate airport transportation.

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.)

[Register / Add New](#) | [Preview Fees](#) | [Registration for WSCF and WSLF is coming soon!](#)

Use these links to Edit or Delete a registration.

NAME	Title	Organization	City	Country	Package	Invoice	EDIT
John Smith	Official Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton		Edit Delete
Bob Tucker	Technical Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton		Edit Delete
Amy Jackson	Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton		Edit Delete

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 he 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.

Invoice #	Registrant	Item Description	Qty	Extended
W16207	John Smith	Gold - Sheraton	1	\$2,825.94
W16207	John Smith	Additional Night (Gold)	1	\$149.33
W16207	Bob Tucker	Gold - Sheraton	1	\$2,825.94
W16207	Amy Jackson	Gold - Sheraton	1	\$2,825.94
W16208	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.

each person individually.

Helpful Links: [WorldSkills General Assembly 2016 Info](#) [General Assembly Housing Options](#) [WorldSkills Terms & Conditions](#)

Registration for WSCF and WSLF is coming soon!

NAME	Title	Organization	City	Country	Package	Invoice	EDIT
John Smith	Official Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton	W16207	Edit Delete
Bob Tucker	Technical Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton	W16207	Edit Delete
Amy Jackson	Delegate	ACME Tool Manufacturer	Portland	United States	Gold - Sheraton	W16207	Edit Delete

Add New - Records: 1 - 3 of 3 - Pages:

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Spouse / Partner Invoices Are Available Below

Invoice Link	Date	Amount	Invoice For
W16208	01/12/2016	\$938.88	John Smith

Records: 1 - 1 of 1 - Pages:

Registration Confirmed - You should receive a confirmation email shortly.
 Thank You for registering for the WorldSkills General Assembly 2016!

The main invoices are available as PDF documents through these links.

If you opted for SPLIT Spouse fees, those invoices are available below.

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 Date: 01/12/2016

Invoice #: W16207

Amount Due: **\$8,627.15**

PAYMENT IN FULL DUE BY JULY 15 2016

Invoice Created By:

john.smith@acme.com

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



[Click Here to Pay By Credit Card](#)

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	Bank of America, N.A., VA9-550-01-03
Street Address:	555 California Street
City, State, Zip code:	San Francisco, CA 94104 USA
Beneficiary Account Number:	0000-7901-4629
Beneficiary Name:	SkillsUSA, Inc.
SWIFT Code:	BOFAUS3N
Purpose:	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.**

Purchase Details:

Invoice: Total Amount:
Created By:
Main Registrant:

Cardholder Information:

Do NOT Enter Credit Card Numbers Yet!

Once you click Continue below, you will enter your credit card number on the NEXT page.



Cardholder First Name:
Cardholder Last Name:
Cardholder Business Name:
Billing Address:
City:
State / Province:
Zip / Postal Code:
Country:

Transactions Secured By

Authorize.Net
a CyberSource solution

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: <input type="text"/>			
Description: WorldSkills General Assembly 2016 John Smith			
Total: 8627.15 (USD)			
Payment Information			
			
Card Number:	<input type="text"/> * (enter number without spaces or dashes)		
Expiration Date:	<input type="text"/> * (mmyy)		
Billing Information			
Customer ID:	john.smith@acme.com		
First Name:	<input type="text" value="John"/>	Last Name:	<input type="text" value="Smight"/>
Company:	<input type="text" value="ACME Tool Manufacturing"/>		
Address:	<input type="text" value="312 Westide Plaza"/>		
City:	<input type="text" value="Portland"/>		
State/Province:	<input type="text" value="OR"/>	Zip/Postal Code:	<input type="text" value="93243"/>
Email:	<input type="text"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Shipping Information			
<input type="checkbox"/> Copy Billing Information to Shipping Information			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
By clicking the "Submit Transaction" button below, your credit card will be charged and a receipt page will be presented.			
		<input type="button" value="Pay Now"/>	