



## 13<sup>th</sup> IWUF Congress Delegate Registration Guide

The following is a summary of the basic method and process for an IWUF member federation to register its delegates for participation in the 13<sup>th</sup> IWUF Congress, which will take place at 9:00 - 12:00 on November 13<sup>th</sup>, 2015 in Jakarta, Indonesia.

- 1) Please click on the link <http://www.justtool.com/iwuf>.
- 2) Please click on the "The 13th IWUF Congress Delegate Registration" link on the left hand panel of the landing page. (See image 1)

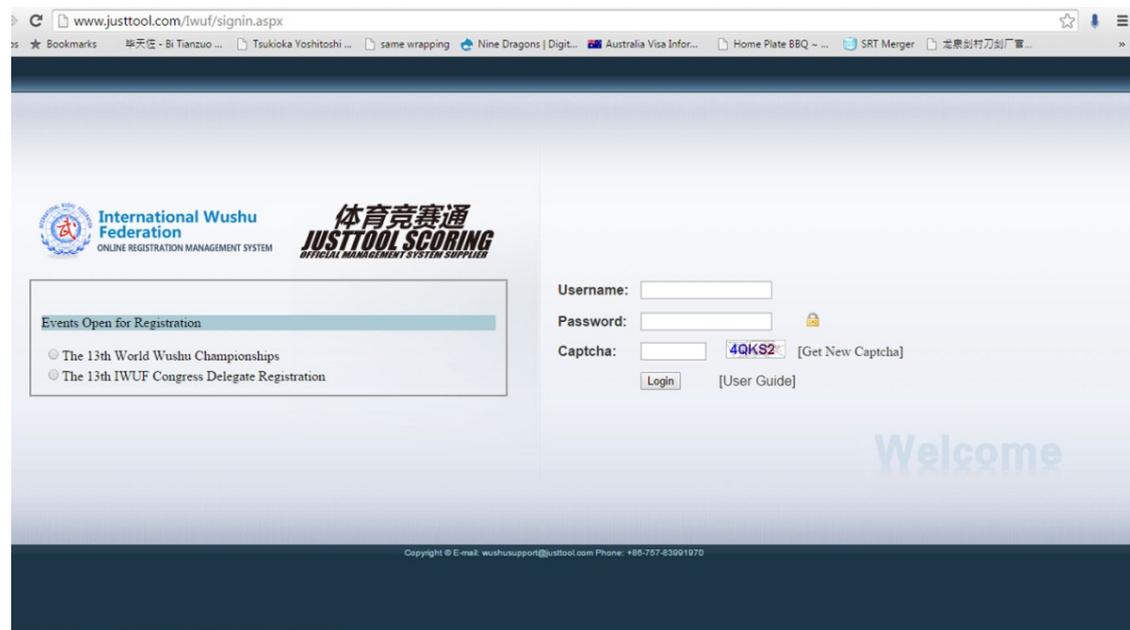


image 1

- 3) Then proceed to input your already established username and password.
- 4) You will then see all your current saved participant profiles. You may add new ones or proceed directly to begin the registration for your federation's delegates by clicking on the "The 13th IWUF Congress Delegate Registration" link on the left panel.
- 5) You will then see the "Delegate Registration" page. The page is divided into 2 panels, on the left you will see the "Voting Delegate" section and on the right you will see the "Observing Delegate" section. In the drop down boxes in each section please select which delegate you will submit in the respective roles. (See image 2). Once selected, click "SAVE" at the bottom of the page.

Participants Update User Profile Logout

**Entry Form of 2015 13th IWUF Congress Delegate Registration**

Delegate Registration Submit

No.	Voting Delegate	No.	Observing Delegate
1	NONE	1	NONE
		2	NONE

Note: In line with the IWUF Constitution, all members may submit at most 2 delegates to observe the Congress, and Full Members may submit one of these 2 delegates as a voting delegate entitled to cast ballots on behalf of their federation/association where applicable. Should your federation/association not be classified as a full member, your registered delegates will only be accepted as observing delegates irrespective of your submission of a voting delegate above.

Save Reset

**Add New Participant**  
**Manage Participants**  
**Delegate Registration**

2015 13th IWUF Congress Delegate Registration

[User Guide]  
 Powered by:  
**JUSTTOOL SCORING CO.,LTD.**  
 wushusupport@justtool.com  
 Service Hotline:  
 8 00 810 2888(977)

image 2

***Please Take Note: In line with the IWUF Constitution, all members may submit at most 2 delegates to observe the Congress, and Full Members may submit one of these 2 delegates as a voting delegate entitled to cast ballots on behalf of their federation/association where applicable. Please ensure that you submit delegates in line with your membership category.***

6) Once it has saved successfully, click on the "SUBMIT" tab on the top panel.

7) You will then see your delegates listed in the respective roles as you selected. Read the declaration text in red and click on the "I agree" block. Input your full name, designation and email address in the relevant blocks, and click on "SUBMIT" to complete your registration. (See image 3)

Participants Update User Profile Logout

**Entry Form of 2015 13th IWUF Congress Delegate Registration**

Delegate Registration Submit

**Delegate Registration**

No.	Voting Delegate	No.	Observing Delegate
1	Joe Soap	1	
		2	

I hereby verify that I am authorized by my national wushu federation to complete and submit this final registration for our official representation at the 13th IWUF Congress - 2015 . I understand that the information that I submit will be accepted by the IWUF as our complete and final registration of delegates and that I will not be able to alter or amend this once submitted. I understand that I am solely responsible for the details submitted in this entry.

I Agree

Name:  Designation:  Email:

Submit

**Add New Participant**  
**Manage Participants**  
**Delegate Registration**

2015 13th IWUF Congress Delegate Registration

[User Guide]  
 Powered by:  
**JUSTTOOL SCORING CO.,LTD.**  
 wushusupport@justtool.com  
 Service Hotline:  
 8 00 810 2888(977)

image 3