13th 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 13th IWUF Congress, which will take place at 9:00 - 12:00 on November 13th, 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)

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.
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)