

# **COMPETITION REGISTRATION**

## **HOW-TO GUIDE**

## **BEFORE you start, complete this checklist:**

Read Team and Athlete Registration Limits below.
☐ Know the total number of athletes and teams you are registering.
If registering National Teams and Athletes, have your ILS Member Federation Name ready. Not sure? Look yours up here.  Type and select N/A in the Interclub Team Name.  (If you can't find your Federation Name, email: John Martin j.martin@ilsf.org)
If registering for all other athletes, have both your ILS Member Federation Name and ILS Member Interclub Name ready.
Check the LWC24 Entry Fees to calculate cost of fees at time of registering.
Ensure you have the funds available for payment upon registration.
Have Credit Card Payment ready (VISA, Mastercard, Discover and American Express accepted).

## **Team and Athlete Registration Limits**

#### **OPEN NATIONAL / YOUTH NATIONAL**

Maximum of 12 individuals in this category (max. 6 women and max. 6 men). Teams of 4 or more individuals of the same gender must select and pay the National Team Fee (360 euro).

#### **OPEN INTERCLUB / YOUTH INTERCLUB**

Maximum of 20 individuals in this category (max. 10 women and max. 10 men). Teams of 4 or more individuals of the same gender must select and pay the Interclub Team Fee (360 euro). If you have two Interclub teams, you have to pay two fees.

#### **MASTERS INTERCLUB**

Teams of 4 or more individuals of the same gender must select and pay the Masters Interclub Team Fee (70 euro).

#### **IRB NATIONAL**

Maximum of 8 individuals in this category (max. 4 women and max. 4 men) Teams of 3 or more individuals of the same gender must select and pay the compulsory Team Fee applies (240 euro).

#### **IRB INTERCLUB**

Maximum of 15 individuals in this category (max. 7 or 8 women and max. 7 or 8 men). Teams of 3 or more individuals of the same gender must select and pay the compulsory Team Fee applies (240 euro).









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## **Step-By-Step Registration Guide**

 Select National Registration Form to register Open, Youth and IRB National Athletes and Teams

#### OR

Select Interclub Registration Form to register Open, Youth, Masters and IRB Interclub Athletes and teams, Surf Boat Teams, Beach Run or Relay and March Past Teams.

2. Tick the checkbox on the left for the athlete or team you are registering.



3. Select the number of athletes.

DO NOT SELECT MORE THAN THE MAXIMUM LIMIT OF ATHLETES ACCORDING TO THE ATHLETE AND TEAM LIMITS ABOVE.



4. For teams, check the Athlete and Team Limits. You must select the team fee based on the number of athletes you are registering.



- 5. Repeat steps two to four to register more athletes and teams.
- 6. Once you have selected all athlete and team registrations needed, scroll down to see total owing in EURO (Please note you will be charged in EURO).

CHECK THE TOTAL AMOUNT TO ENSURE YOU HAVE SELECTED THE CORRECT ITEMS.

- 7. Complete the form by filling in your First Name, Last Name, Mobile Phone, Country Region, State/Province/County, City, Federation Name and Interclub Team Name.
- 8. Enter Payment Information including Full Name and Email Address.
- 9. Select and enter your Payment Method.
  (VISA, Mastercard, Discover and American Express accepted)
- 10. Select Complete Payment.









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# **Post-Registration Checklist**

Check you have received a Registration Confirmation email.
Check you have recieved a Payment Receipt email.
Check your emails in November 2023 for LiveHeats instructions.





