

Registration Process for WSC2007

Summary:

When preparing to register for accommodation on the Japanese Tourism Bureau (JTB) system you will first need to register as an Official User of the site. Please ensure that you confirm your email address as this will be the email address that your user password will be sent to. Once you have registered you have a choice to continue on and register your accommodations or you can log off and wait for your "Confirmation Email." If you choose to log off, wait until you receive your "Confirmation Email" containing your password and then please log-on to the JTB system using your log-in ID and password. Please follow the steps to registering all your participants. Please note that you can go back and update your accommodations at any time so it is not necessary to input all participants at once.

How to Register as an "Official User" on the 39th WorldSkills Competition Accommodation Registration System:

Go to Official Accommodation Registration Website:

<http://www.skillsfestival2007.or.jp/en/accommodation/index.html>

Click on the "New Registration" button

Please read "Terms for Registration." Once you agree with the "Terms for Registration," click on "I agree." If you do not agree or if you have questions about the "Terms for Registration" please contact info@skillsfestival2007.or.jp

In order to register, the following sections are mandatory and you must fill all the fields in: "Organization Information," "Contact Person Information," "Total Number of Participants," and "Total Number of Participants for Each Event."

Once you have filled in all the mandatory fields, you click on "Confirm Input Contents" button on the bottom of the page. If you make a mistake or do not wish to register as an "Official User" at that time you can click on "Clear Input Contents" and it will erase all the data that you have entered and you will have to start fresh the next time you choose to use the system.

After you have clicked on "Confirm Input Contents" you will see a page that is confirming all the data that you inputted. If there is something incorrect please click on "Return to Data Entry Screen" to correct the data. If the information is correct and you wish to continue to register your participants please click on "Register Participation." Then you will see a screen that looks like this:

Participation registration completion

Your registration for participation is now complete.
Click "Go to Menu" to confirm or change your registration data in the "Participation Registration" screen.
A registration completion email is sent automatically.
A "Registration Complete" e-mail will be sent to you automatically.
Your ID and password to log into the registration system are written in the "Registration Complete" e-mail.
If you do not receive a "Registration Complete" e-mail within 24 hours after your registration is complete, please contact the address below.

wsc2007@jtb.jp

Logoff return to a menu

Please note: Once you have clicked on “Confirm Input Contents” an automatic “Registration Complete” email will be sent to the registered email address of the contact person. Your login password will be automatically provided in that email.

When you have finished registering yourself as an Official User, you have two options

Option 1: Click on “Return to a Menu” if you wish to continue registering your participants for accommodations and a new screen will appear.

Option 2: You can exit the system and wait for your “Confirmation Email” to come through with your “Official User” ID and password and then log back into the system whenever you are ready.

Once you have your “Confirmation Email” and are ready, log back onto the system using your ID and password from the “Confirmation Email.”

How to Register your participants on the 39th WorldSkills Competition Accommodation Registration System:

To register your participants for accommodations click on “Accommodation Application” in the top right hand corner of this screen.

On the “Accommodation Application” page you will be able to choose from three categories: “Competitor / Team Leader,” “Expert / Interpreter / Technical Delegate,” or “Official Delegate / Official Observer / Observer.” Choose whichever category you would like to start with and it will allow you to enter the information on your participants (for example: arrival and departure dates, your top three hotel choices and whether you would like a Japan Rail Pass). The screen would look like this:

Accommodation Application							
Competitor / Team Leader		Expert / Interpreter / Technical Delegate			Official Delegate / Official Observer / Observer		
Dates and facilities							
	Number of registered participants	Arrival Day	Departure Day	Number of nights	Number of applicants	Preferred accommodation facility	
						Category / Hotel name / Room type	Japan Rail Pass
Observer	1	<input type="text"/>	<input type="text"/>	<input type="text"/>		1st Choice	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>		2nd Choice	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>		3rd Choice	<input type="text"/>
						<input type="button" value="return to menu"/> <input type="button" value="save"/> <input type="button" value="Change the data and continue"/> <input type="button" value="Clear input data"/>	

Once you have entered your data into the "Accommodation Application" pages click on "Save." Please note: at any time you can erase the data that you entered into the "Accommodation Application" pages by clicking on "Clear Input Data." If at any time you wish to go back to the main menu please click on "Return to Menu." If you have made a mistake or wish to change something on this page in the future please click on "Change the Data and Continue."

Once you are satisfied with the data that you have entered and have clicked on "Save," you will see a new screen appear that will still allow you a chance to make corrections by clicking on "Return and Correct." Or if you wish to completely erase the data on the "Accommodation Application" pages you can click on "Stop the Process and Return to Menu." However, if you are satisfied with the data that you have entered you click on "Confirm" to verify it.

PLEASE NOTE: Once you click "Confirm" you will be able to modify your entries but you will not be able to cancel them completely, so please be sure that you are registering the correct participants.

Once you have clicked on "Confirm" this screen will appear signalling that your data has been saved and forwarded onto the JTB.

Accommodation Application completion

Your registration for accommodation is now completed. Click "Go to Menu" to confirm or change the registration data in the "accommodation Application" screen.

A "Registration Complete" e-mail will be sent to you automatically.

If you do not receive a "Registration Complete" e-mail within 24 hours after your registration is complete, please contact the address below.

wsc2007@jtb.jp

Log off return to menu

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Once you have completely registered your participants for accommodations JTB, the agent for the Competition, will arrange accommodation facilities based on your chosen preferences if possible. As soon as your accommodation facility is decided, an "Accommodation decided" e-mail will be sent to the "Official User" contact person.

* After your accommodation facility is decided, you must input the "Participants Information" and "Flight Information" into registration system.
(These details will be provided separately and on a date closer to the Competition.)