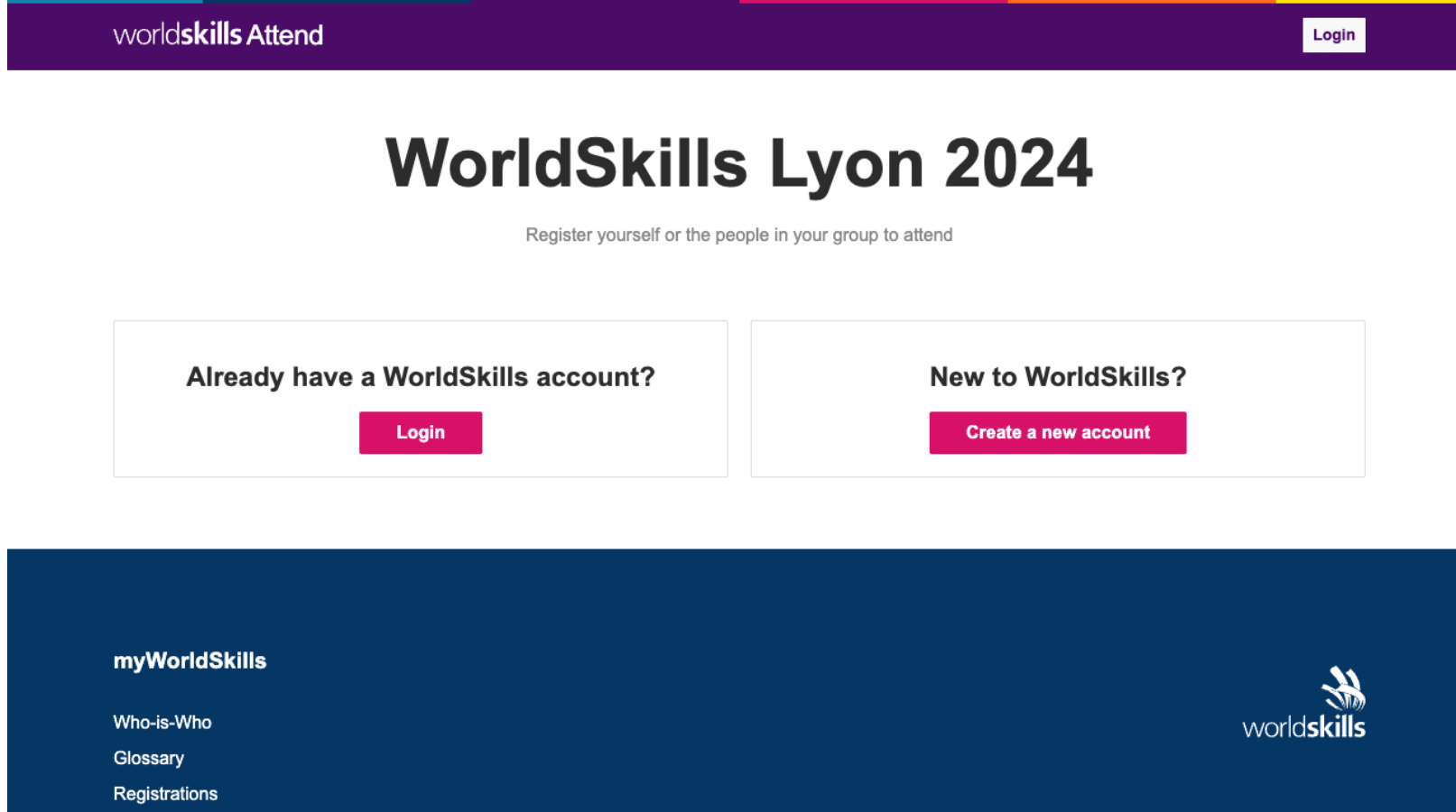


REGISTRATION USER GUIDE MEDIA - WSC2024

STEP 1: REGISTRATION SYSTEM

REGISTER POSITION & PEOPLE



The screenshot shows the 'worldskills Attend' header with a 'Login' button. The main heading is 'WorldSkills Lyon 2024' with the subtext 'Register yourself or the people in your group to attend'. Below this are two options: 'Already have a WorldSkills account?' with a 'Login' button, and 'New to WorldSkills?' with a 'Create a new account' button. At the bottom, there is a 'myWorldSkills' menu with links for 'Who-is-Who', 'Glossary', and 'Registrations', and the WorldSkills logo.

- The registration system for media can be accessed at <https://attend.worldskills.org/WSC2024/media>
- If you already have a WorldSkills account, click the “Login” button and enter your username and password to access the system. If you do not have a WorldSkills account, click the “Create a new account” button and proceed with the account creation process.

STEP 1: REGISTRATION SYSTEM

REGISTER POSITION & PEOPLE

The screenshot shows the 'worldskills Attend' interface for 'WorldSkills Lyon 2024' (10 September 2024 to 15 September 2024). The top navigation bar is purple with the 'worldskills Attend' logo and a 'TP' icon. Below the header, there are two main sections: 'Add people' and 'Packages'. The 'Add people' section shows 'NONE REGISTERED' and a '+ Register myself' button. The 'Attendees' section contains a light blue bar with 'Are you attending this event?' and a '+ Register myself' button, followed by the text 'Please register people that are attending this event' and a '+ Register person' button. A 'Packages' button is visible in the bottom right corner of the interface.

- To register yourself for the event, click the "Register myself" button. To register someone else click the "Register person".

STEP 1: REGISTRATION SYSTEM

REGISTER POSITION & PEOPLE

Media positions are required to enter information relating to their organization and their position. These fields are:

These fields are:

- Organization
- List attendance at any past WorldSkills Competitions
- Describe your focus for covering the event
- Press position
- Media Agency & Broadcasting position
- Interested in tickets for

Register a person

Registering for
Media

First Name	Last Name	Email
<input type="text" value="Peter"/>	<input type="text" value="Parker"/>	<input type="text" value="peter.parker@dailybugle.com"/>

Gender

<input checked="" type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Other
---------------------------------------	------------------------------	-----------------------------

Organization

List attendance at any past WorldSkills Competitions (Optional)

Describe your focus for covering the event

Press position

x ▾

Media Agency & Broadcasting position

x ▾

STEP 1: REGISTRATION SYSTEM

REGISTER POSITION & PEOPLE – EVENT SPONSOR MEDIA

- Media positions require approval, and until they are approved the registration will be highlighted yellow and tagged as “Pending Approval”.
- While the registration is in the pending state packages cannot be booked for these registrations.
- Once the positions have been approved you will receive an automated email from WorldSkills, and you will be able to book packages.

The screenshot shows the 'WorldSkills Attend' interface for the 'WorldSkills Lyon 2024' event, which runs from 10 September 2024 to 15 September 2024. The interface includes a navigation bar with 'worldskills Attend' and a 'TP' indicator. Below the event title, there are two main sections: 'Add people' and 'Packages'. The 'Add people' section shows 'NONE REGISTERED' and 'PENDING APPROVAL : 1'. The 'Attendees' section lists one attendee, Peter Parker (peter.parker@dailybugle.com), with a 'Pending approval' status and a 'remove' button. A '+ Register person' button is also visible. A 'Packages' button is located at the bottom right of the interface.

STEP 1: REGISTRATION SYSTEM

REGISTER POSITION & PEOPLE

worldskills Attend

TP

WorldSkills Lyon 2024

10 September 2024 to 15 September 2024



Add people

COMPLETE : 1

PENDING APPROVAL : 1



Packages

Packages

Please note that package booking takes place in the Mobee Travel system that is utilised by the WorldSkills Lyon 2024 team. All registration information is automatically synced to this system.

Proceed to WSC Packages

Add people

myWorldSkills



- Once the position is approved, log in to the system again and click the Packages button.
- Click on the "Proceed to WSC Packages" button to continue to the Mobee Travel packages system.

Please note, it is not mandatory for you to purchase a package, however it will be more convenient with your preparation to do so. By choosing to select a package, you are ensuring the seamless integration of all package inclusions and services during your stay. By not choosing a package, you will not be granted the services such as accommodation, in-city transportation, and some meals.

STEP 2: MOBEE SYSTEM - DASHBOARD

WorldSkills Competition Lyon 2024 Presented by **SAMSUNG** SIGN OUT

WorldSkills Competition Lyon 2024 Victorineee ▾

[Go back to WSI System](#)

On the homepage, you will find a dashboard with a summary of your registration: the number of participants registered, your booking status and the number of packages validated.

- Booking**
- Dashboard
- Participants
- Invoice details
- Packages and Payment
- Participants information
- Visa
- Documents
- Rights and benefits
- Support**
- Contact form
- FAQ

Dashboard

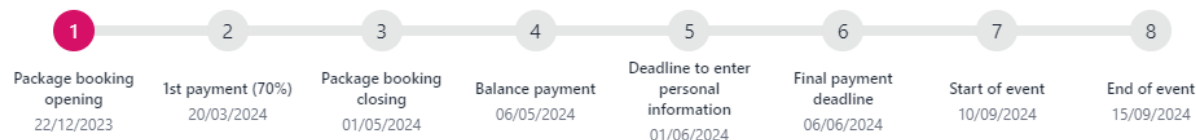
The dashboard section allows you to view your registrations and track your requests. This is only an overview, so that you can follow the progress of your order.

On this system, the process is very intuitive, and we'll guide you through it to make it as easy as possible for you.

1. The **Dashboard** gives you an overview of the progress of your requests.
2. You can find the **Participants** section, which lists all participants registered for the event in the WSI System.
3. You can go to the **Invoice details** to enter the invoice information to facilitate payments.
4. You can select packages in the **Packages and Payment** section. Payment will also take place in this section on the given opening dates.
5. If you need documents to obtain a visa, please go to the **Visa** section.
6. You can find all the important documents relating to your reservations and the event in the **Documents** section. Here you can upload documents, as well as Team Support.

If you have any further questions or requests, please visit our **Support** section. The **FAQ** is available to answer a wide range of questions. If you can't find the answer you're looking for, you can contact Team Support via the **Contact form**, mentioning the appropriate subject.

Delegation Company name	Total participants 4 persons	Booking status No request We are waiting for your package request.
-----------------------------------	---	---



STEP 2: MOBEE SYSTEM - DASHBOARD

Here are the different bookings status:

- **No request:** no package request has been made

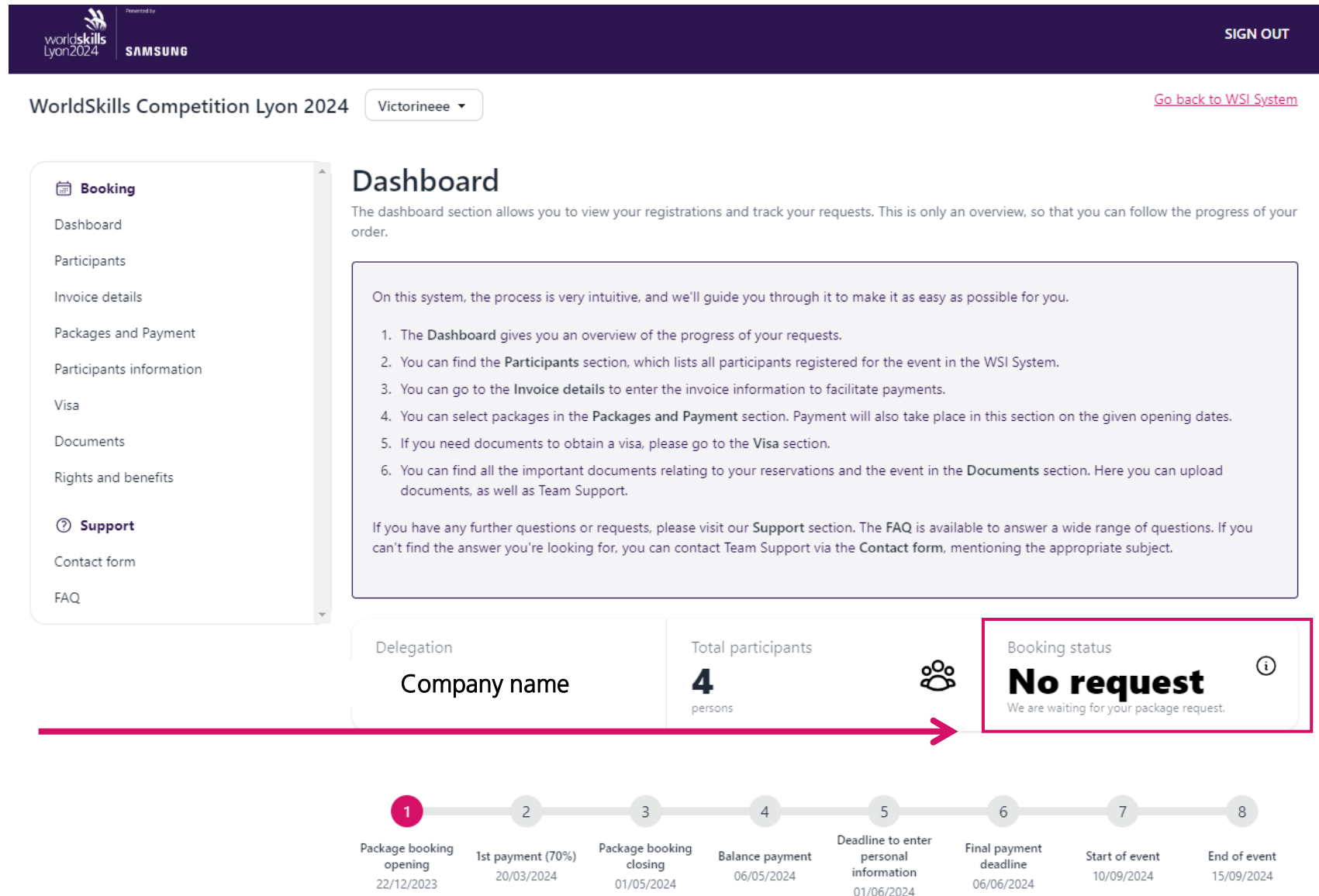
- **Waiting for package confirmation:** a package request is pending confirmation

- **Validated package:** the booking request has been accepted

- **Under revision:** changes or additions are in progress

- **Completed:** Payment for the booking has been fully made

- **Canceled:** the booking has been canceled



WorldSkills Competition Lyon 2024 Victorineee ▾ [Go back to WSI System](#)

Booking

- Dashboard
- Participants
- Invoice details
- Packages and Payment
- Participants information
- Visa
- Documents
- Rights and benefits

Support

- Contact form
- FAQ

Dashboard

The dashboard section allows you to view your registrations and track your requests. This is only an overview, so that you can follow the progress of your order.

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4. You can select packages in the **Packages and Payment** section. Payment will also take place in this section on the given opening dates.
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If you have any further questions or requests, please visit our **Support** section. The **FAQ** is available to answer a wide range of questions. If you can't find the answer you're looking for, you can contact Team Support via the **Contact form**, mentioning the appropriate subject.

Delegation
Company name

Total participants
4
persons

Booking status
No request
We are waiting for your package request.

1 2 3 4 5 6 7 8

Package booking opening 22/12/2023

1st payment (70%) 20/03/2024

Package booking closing 01/05/2024

Balance payment 06/05/2024

Deadline to enter personal information 01/06/2024

Final payment deadline 06/06/2024

Start of event 10/09/2024

End of event 15/09/2024

STEP 2: MOBEE SYSTEM – REGISTRATION REVIEW

By clicking on the tab “**Participants**”, you can view the participants registered in your booking. Your participants will be classified by position.



WorldSkills Competition Lyon 2024 France ▾

[Go back to WSI System](#)

Booking

- Dashboard
- Participants**
- Invoice details
- Packages and Payment
- Participants information
- Visa
- Documents

Support

- Contact form
- FAQ

Participants ⓘ

An overview of all participants assigned in your booking.

Media international 1 people registered ▾

To modify, add or delete a participant, please go back to the **registration system** (STEP 1 **registration**).

STEP 3: INVOICE DETAILS

- In this section, please enter your invoice information.
- If you need to add more than one invoice entity, please contact our Support Team via the contact form.

WorldSkills Competition Lyon 2024 XX

[Go back to WSI System](#)

Booking

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- Participants
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Support

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Invoice details ⓘ

Manage your invoice information for payment management.

Booking contact details

First name

Last name

Email

Phone number

SAVE

Invoice details

Organization name

Finance manager email

Organization address

Organization address (complementary)

Postal code

City

Country

SAVE

Don't forget to click on "SAVE".

STEP 4 : PACKAGE SELECTION

WorldSkills Competition Lyon 2024 France ▾ SIGN OUT

[Go back to WSI System](#)

- Booking
- Dashboard
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- Participants information
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Packages and Payment

1 — 2 — 3 — 4 — 5

Package booking opening 22/12/2023 Package booking closing 01/05/2024 Deadline to enter personal information 01/06/2024 Start of event 12/09/2024 End of event 19/09/2024

Booking status: **No Request**

Total: 0€ ⓘ

[VALIDATE PACKAGES](#)

Media international ▾



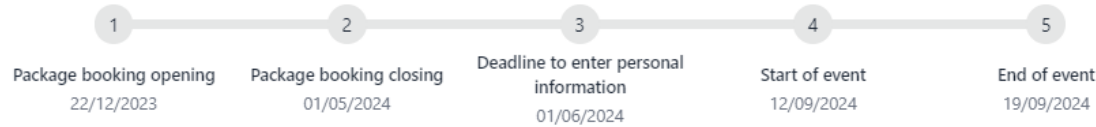
In this section, you can assign a package to each participant.

STEP 4 : SELECTION OF PACKAGE

WorldSkills Competition Lyon 2024 France ▾ [Go back to WSI System](#) SIGN OUT

- Booking
- Dashboard
- Participants
- Invoice details
- Packages and Payment**
- Participants information
- Visa
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- Contact form
- FAQ

Packages and Payment



Booking status: **No Request**

Total: 0€ ⓘ

▶ VALIDATE PACKAGES

Media international

[Select all](#)

Unassigned person (No skill)

1

To assign a package you have two possibilities: Either click on each person or "select all" to assign the same package for each person of your team.

2

Once you have selected your participants, you can click on "continue to package selection" in order to select packages.

CONTINUE TO PACKAGE SELECTION

STEP 4 : SELECTION OF PACKAGE



Available packages and details of each (occupancy, arrival and departure dates, price, etc.) are presented. You only see the packages intended for you and your team.

Package selection

Available packages
Click on a package to see more information.

Name of the package

...

Occupancy: Single
Arrival: 07 Sep 2024
Departure: 16 Sep 2024
Price: undefined€
Included:

all the components of your package will be listed below

My request
Once you assigned packages to all your participants, you will be able submit them for validation.

Choose your package...

ASSIGN PACKAGE TO 1 PARTICIPANT

1

First, select the desired package(s).

2

Then, click on "assign package to participants".

STEP 5 : VALIDATION OF YOUR SELECTION OF PACKAGES

In order for WSL2024 to review your packages, don't forget to **VALIDATE** your packages.

The screenshot displays the 'Packages and Payment' section of a user interface. On the left is a navigation menu with items: Booking, Dashboard, Participants, Invoice details, Packages and Payment (highlighted), Participants information, Visa, Documents, Support, Contact form, and FAQ. The main content area features a progress bar with five steps: 1. Package booking opening (22/12/2023), 2. Package booking closing (01/05/2024), 3. Deadline to enter personal information (01/06/2024), 4. Start of event (10/09/2024), and 5. End of event (15/09/2024). Below the progress bar, the 'Booking status' is 'No Request' and the 'Total' is '6,930€'. A red box highlights a button labeled 'VALIDATE PACKAGES' with a right-pointing arrow. A red arrow points from the text below to this button.

Click on "**VALIDATE PACKAGES**" to send your request to WSL2024.



In order to validate your packages, you must assign a package to EACH person registered.

STEP 6 : PACKAGE PAYMENT

You will be notified by email once your invoice is uploaded on the system.

The screenshot displays the 'Packages and Payment' section of a user interface. On the left is a navigation menu with items: Booking, Dashboard, Participants, Invoice details, Packages and Payment (highlighted), Participants information, Visa, Documents, Support, Contact form, and FAQ. The main content area features a timeline with five steps: 1. Package booking opening (22/12/2023), 2. Package booking closing (01/05/2024), 3. Deadline to enter personal information (01/06/2024), 4. Start of event (10/09/2024), and 5. End of event (15/09/2024). Below the timeline, the 'Booking status' is 'Validated Package' and the 'Total' is 6,930€. Two buttons are visible: 'PROCEED TO PAYMENT' (highlighted with a red box and a red arrow) and 'MODIFY PACKAGES'.

Once the payment period is open, login to the WorldSkills International registration system, and click through to the package system. On the "Packages and Payment" screen, click the "PROCEED TO PAYMENT" button"

STEP 6 : PACKAGE PAYMENT

The screenshot shows a 'Payment' modal window. On the left, under 'Your order', there is a table with the following data:

Reference	Details	Quantity	Unit price	Total price
EIAS	Package A	1	6,930€	6,930€

Below the table, the total is displayed as 'Total: 6,930€'. Under the 'Invoices' section, there is a text input field containing 'Test 3' and a 'Download' button. A red arrow points from the text 'Download your invoice here.' below the screenshot to the 'Test 3' input field.

On the right side of the modal, under 'Proceed to payment', there is a grey button labeled 'Proceed to payment' which is highlighted with a red box. A red arrow points from the text 'Click on "PROCEED TO PAYMENT"' to this button. Below the button, it says 'You will be able to pay once payments open.' and 'By clicking on "Proceed to payment", you accept and agree to the [General Terms and Conditions](#).' Below this, it states 'You will be able to pay with credit card or bank transfer. Please note that a charge of 2.5% applies if you pay by credit card.'

Download your invoice here.



Don't forget to enter the **invoice number** when proceeding to pay by bank transfer.

STEP 7 : PARTICIPANT INFORMATION



In this section, you can edit participants' personal and travel details. To modify the details of each participant individually, click on the name of the person whose profile you wish to complete.



Presented by



SIGN OUT

WorldSkills Competition Lyon 2024

[Go back to WSI System](#)

- Booking
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Participants information ⓘ

Please enter all your travellers' details in this section by clicking on each person or by selecting them all at once. This is where you can add: personal information, legal information, arrival details, departure details and accessibility requests. **The deadline for this information is 08 December 2023.**

Skill

Position

<input type="checkbox"/>	Status	First name	Last name	Position	Skill	Package	Hotel name
<input type="checkbox"/>	XX	XX	XX	XX	XX	N/A	N/A

STEP 7 : PARTICIPANT INFORMATION

MODIFY ON BATCH



You can filter and/or select several participants to complete or modify information for several customer files in a single click, such as travel details.
To do this, select the people and click on **“Modify on batch”**.

Participants information ⓘ

Please enter all your travellers' details in this section by clicking on each person or by selecting them all at once. This is where you can add: personal information, legal information, arrival details, departure details and accessibility requests. **The deadline for this information is 08 December 2023.**

Search...

Skill

Position

<input checked="" type="checkbox"/>	Status	First name	Last name	Position	Skill	Package	Hotel name
<input checked="" type="checkbox"/>	XX	XX	XX	XX	XX	N/A	N/A

Legal notice [General Terms and Conditions](#)

MODIFY ON BATCH

STEP 7 : PARTICIPANT INFORMATION

MODIFY ON BATCH



After clicking on the "Modify on batch" button, you can fill in all the following information. Make sure you click on : "Assign modifications to xx participants" to save changes.

Participants information to update ×

Dietary requirements

Allergy requirements

Arrival place

Mode of transport

Arrival date

Transport number

Departure place

Mode of transport

Departure date

Transport number

ASSIGN MODIFICATIONS TO 1 PARTICIPANT

STEP 7 : PARTICIPANT INFORMATION

PERSONAL INFORMATION

In this section, you can add some personal information such as: your phone number, dietary requirement ...

Please note that some shaded cells cannot be modified. This data can only be changed in the WSI Registration System (STEP 1).

The screenshot shows the 'Editing information for Victo Papin' page. The left sidebar contains a menu with 'Participants information' highlighted in red. The main content area has a breadcrumb trail: 'Back - Editing information for Victo Papin' followed by tabs for 'Personal information' (2), 'Legal information' (1), 'Arrival in Lyon' (6), 'Departure from Lyon' (6), and 'Accessibility'. Below the tabs is a message: 'Fill in the participant's personal information.' The form fields are: First name (shaded XX), Last name (shaded XX), Email (shaded XX), Phone number (+672 323), Gender (dropdown), Date of birth (jj/mm/aaaa), Position (Interpreter), Skill (Autobody Repair), Dietary requirements (0 item selected), Allergy requirements (0 item selected), and Special requirements (empty text area). At the bottom are 'BACK' and 'SAVE & CONTINUE' buttons.



If you have any other requirements, don't hesitate to let us know here!

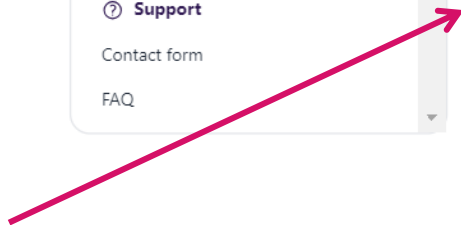
STEP 7 : PARTICIPANT INFORMATION

LEGAL INFORMATION



For those in particular who need a visa, register here the participant's passport details.

You can upload your passport here. Please make sure to rename it as indicated.



WorldSkills Competition Lyon 2024 XX [Go back to WSI System](#)

Booking

- Dashboard
- Participants
- Invoice details
- Packages and Payment
- Participants information**
- Visa
- Documents

Support

- Contact form
- FAQ

← **Back** - Editing information XX

Personal information ² **Legal information** ¹ Arrival in Lyon ⁶ Departure from Lyon ⁶ Accessibility

i

Register the participant's legal information. This information is important for visa formalities.

Passport scan

CHOISIR UN FICHIER Aucun fichier choisi ×

Filename should be: "LASTNAME_FIRSTNAME_passport"

+

Passport number

Passport country

Passport issue date

Passport expiration date

BACK **SAVE & CONTINUE**

STEP 7 : PARTICIPANT INFORMATION

ARRIVAL & DEPARTURE



WorldSkills Competition Lyon 2024 XX

[Go back to WSI System](#)

← [Back](#) - Editing information for Victo Papin

Personal information ² Legal information ¹ **Arrival in Lyon ⁶** Departure from Lyon ⁶ Accessibility

Participants information

Register the participant's arrival information. Arrival transfers are organized only at the following ports of entry: Saint-Exupéry Airport or Train Station and Part-Dieu Train Station.

Arrival place

Mode of transport

Arrival date

Transport company

Transport number

Departure city

Last transit city

Additional luggages

Need parking?

Full itinerary

Chargeable option. If you do carpooling, please submit one demand per car.



In these sections, you will have to complete your logistical information for arrival and departure.

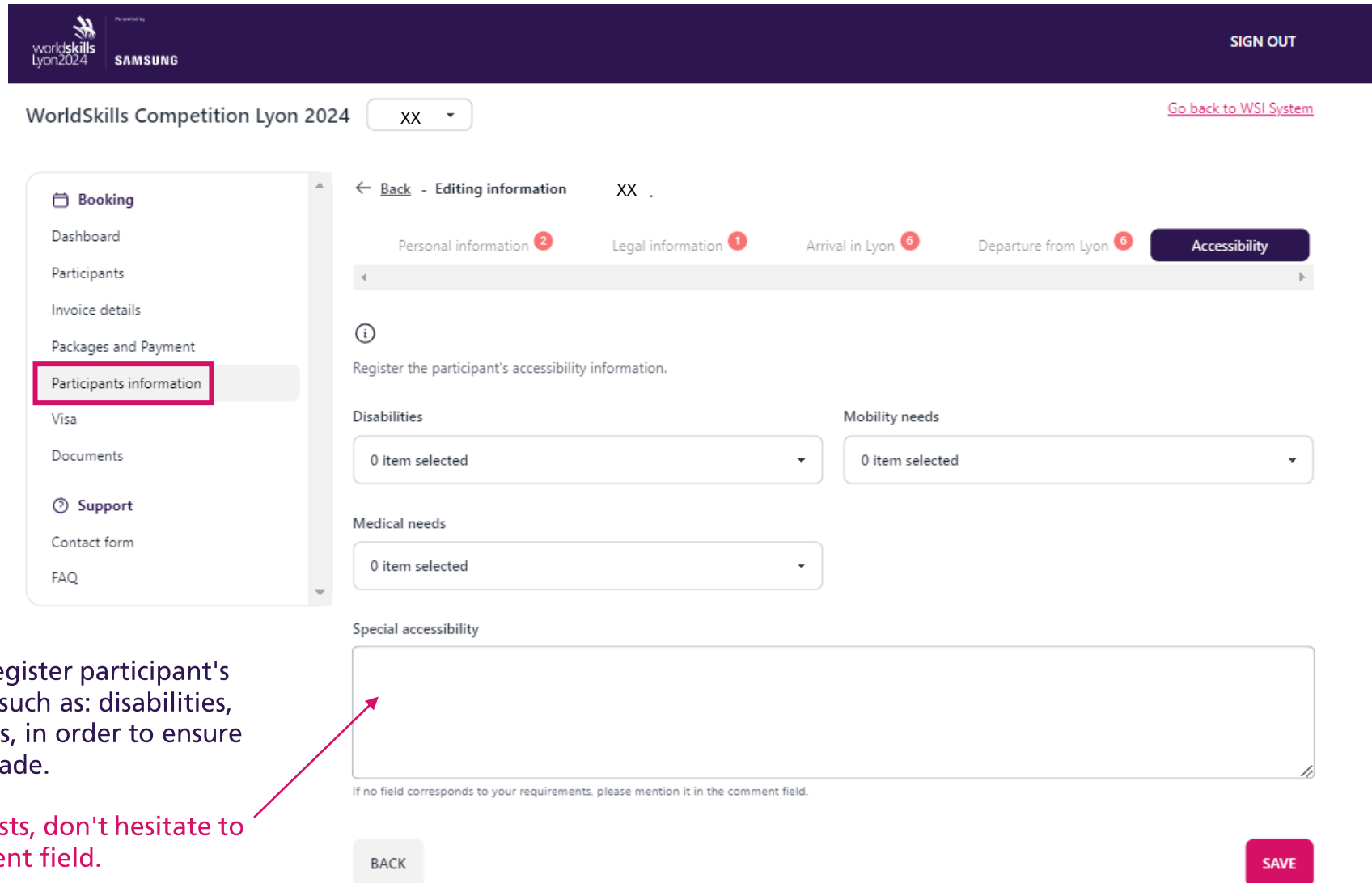
You can also specify the number of extra baggage items, as well as the entire travel itinerary, so that we can be informed if a travel itinerary is disrupted.

Don't forget to fill in your arrival and departure hours.



STEP 7 : PARTICIPANT INFORMATION

ACCESSIBILITY



The screenshot shows the 'Accessibility' section of the participant information form. At the top, there is a navigation bar with the WorldSkills Lyon 2024 logo, the Samsung logo, and a 'SIGN OUT' button. Below this, the page title 'WorldSkills Competition Lyon 2024' is followed by a dropdown menu showing 'XX'. A breadcrumb trail includes 'Personal information', 'Legal information', 'Arrival in Lyon', and 'Departure from Lyon', with the 'Accessibility' tab highlighted in a dark blue button. A sidebar on the left lists various menu items, with 'Participants information' highlighted in a red box. The main content area features a heading 'Accessibility' and a sub-heading 'Register the participant's accessibility information.' Below this are three dropdown menus: 'Disabilities', 'Mobility needs', and 'Medical needs', each currently showing '0 item selected'. A large text area for 'Special accessibility' is provided, with a red arrow pointing to it from the explanatory text on the left. At the bottom, there are 'BACK' and 'SAVE' buttons.



In this section, you can register participant's accessibility information such as: disabilities, mobility or medical needs, in order to ensure suitable provisions are made.

If you have special requests, don't hesitate to enter them in the comment field.

STEP 8 : VISA

WorldSkills Competition Lyon 2024

South Tyrol, Italy

[Go back to WSI System](#)

Booking

Dashboard

Participants

Packages and Payment

Participants information

Visa

Documents

Support

Contact form 10

FAQ

VISA i

You may be required to obtain a visa to enter France for WSC2024. It is your responsibility to ensure you have the appropriate visa for your travel. To find out if you require a visa, [visit this link](#). This website will also provide advice regarding the type of documentation you will require for your visa application as well as outlining the application process.

Please note that the year 2024 is exceptionally busy for French consular services due to the Paris 2024 Olympic and Paralympic Games. To ensure your visa application is processed in a timely manner, we strongly recommend you schedule your visa appointment well in advance.

- If a visa is necessary, please register on the website <https://france-visas.gouv.fr/en/web/france-visas/> and save your reference number.
- When applying for a visa, please request a BUSINESS VISA for the purpose of CULTURAL, ARTISTIC, SCIENTIFIC AND SPORTS EVENTS, INCLUDING ONE-OFF ASSIGNMENTS.

For your convenience, the contact details for the visa application are below:

The contact details for the application recapped below for convenience:

Host organization:	WorldSkills Lyon 2024	Last name:	LE ROUX
Adress:	34 rue de la Soie	First name:	Franck
Post code:	69100	Adress:	34 rue de la Soie
City:	Villeurbanne	Post code:	69100
Country	France	City:	Villeurbanne
Telephone no.:	+33 (0)6 25 96 66 59	Country	France
Email address:	visa@worldskillslyon2024.com	Telephone no.:	+33 (0)6 25 96 66 59
		Email address:	fleroux@worldskillslyon2024.com



In this section, you will find the visa application process.

If you need documents, such as an invitation letter and an accommodation letter: please create a new request.

If you need further assistance, please contact the dedicated service: visa@worldskillslyon2024.com

CREATE A NEW REQUEST FOR VISA DOCUMENTS +





STEP 9 : DOCUMENT LIBRARY



In this section, you can import files and download files related to your booking. The Support Team will also be able to import useful documents such as the handbook, visa letters, etc ...

You will receive an automatic mail when document will be posted.

Presented by
SAMSUNG


[SIGN OUT](#)

WorldSkills Competition Lyon 2024 XX [Go back to WSI System](#)

- Booking
 - Dashboard
 - Participants
 - Invoice details
 - Packages and Payment
 - Participants information
 - Visa
 - Documents**
- Support
 - Contact form
 - FAQ

Documents ⓘ

In this document library, access and download files related to your booking: proformas, invoices, Visa files, General Terms and Conditions of Sale, passports, handbook, etc ...

[UPLOAD A FILE](#) 

Search by name Document type


All types ▼

Name	Type	Date created	Created by	Actions
Selection of Packages Process	Guide		WSL2024 Team	Download Delete
Test 3	Invoice	20 Nov 2023 11:11		Download Delete
Test 2	Invoice	20 Nov 2023 11:09		Download Delete
Test Facture	Invoice	20 Nov 2023 10:20		Download Delete
Passport	Passport			Download Delete

[Legal notice](#) [General Terms and Conditions](#)

STEP 10 : SUPPORT

FAQ

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[SIGN OUT](#)

Booking

- Dashboard
- Participants
- Invoice details
- Packages and Payment
- Participants information
- Visa
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Support

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Frequently Asked Questions ⓘ

This Frequently Asked Questions (FAQ) is a carefully organized compilation of frequently asked questions, grouped by category, to help you quickly find the information you need. This FAQ is designed to be your first point of contact when you need help. If you can't find what you're looking for, feel free to contact the Support Team via the contact form for more specific needs.

- REGISTRATION AND PAYMENT OF THE PACKAGES
- PREPARE YOUR VISIT
- VISA
- DURING WSC2024



Do you have a question?

You will find the answer by clicking on the FAQ. The questions are arranged by the steps of your journey: registration and payment of the packages / preparing your visit / your stay during the WSC2024 / and a section dedicated to your VISA request.

This FAQ will be constantly updated with new questions and answers. Please feel free to consult it for information only.

STEP 11 : SUPPORT

CONTACT FORM - CLIENT SUPPORT

worldskills Lyon2024 Presented by SAMSUNG SIGN OUT

WorldSkills Competition Lyon 2024

XX

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- Booking
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Contact form ⓘ

The Support Team is here to answer your questions and solve your problems. The contact form allows you to get in touch with us in just a few clicks. You can ask specific questions on a particular subject and receive a response tailored to your needs. The Support Team is committed to responding to your messages as quickly as possible.

CREATE A NEW TICKET

Create new ticket

Subject

Your first message

CREATE

Do you still have a question?



You can directly contact us through an online interface by clicking on the contact form just here. You will have to create a new ticket, select the subject and write your message. All the exchanges will be registered and visible here. You will receive an automatic mail when new messages will be posted.



worldskills
Lyon2024

Presented by

SAMSUNG

**THANK YOU AND SEE YOU
SOON IN LYON**

47TH
WORLDSKILLS
COMPETITION