

Registration guide



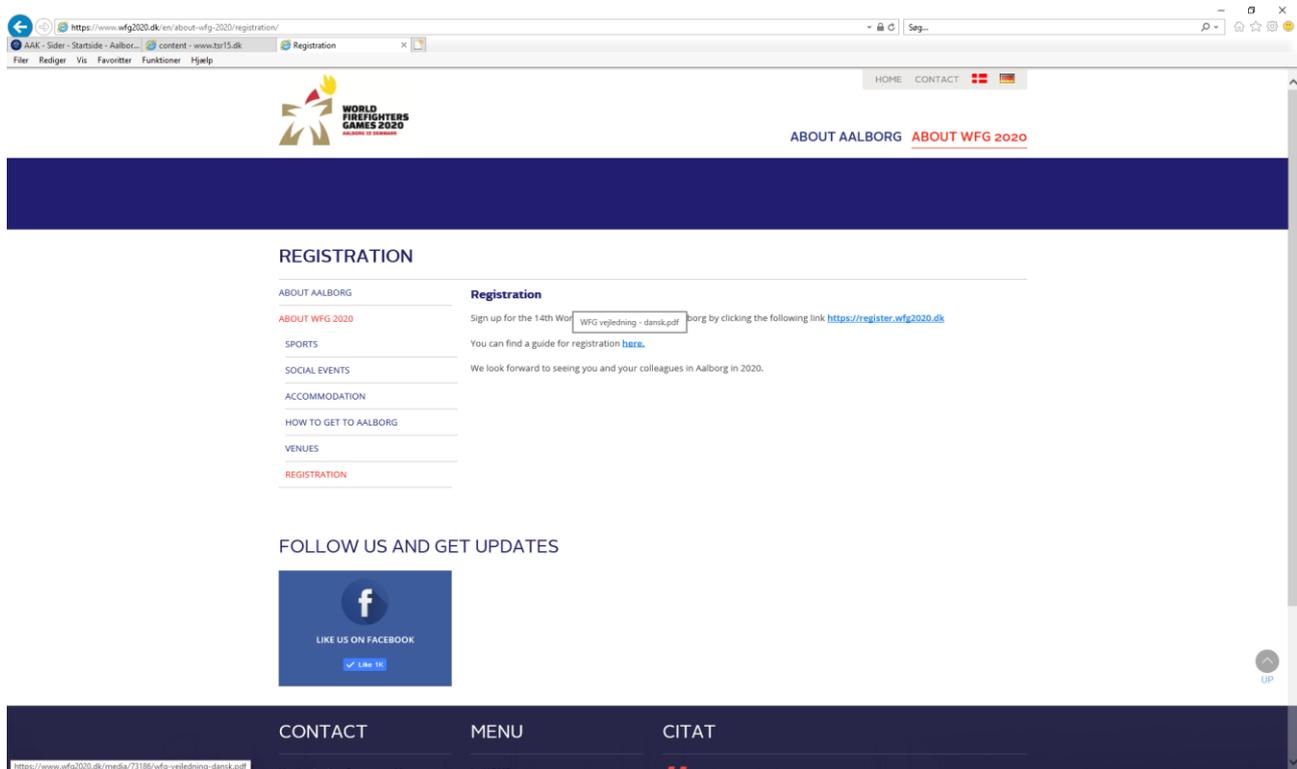
**WORLD
FIREFIGHTERS
GAMES 2020**
AALBORG  DENMARK

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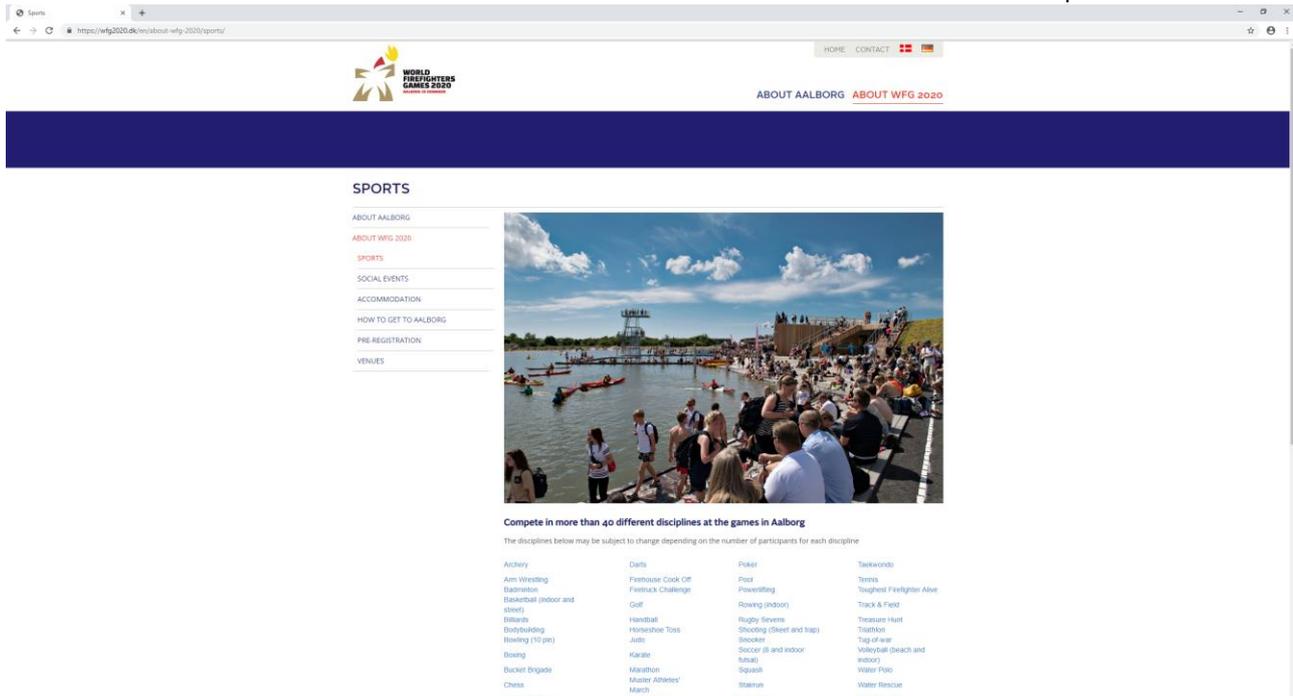
How to register to participate in the World Firefighters Games 2020?

When you know which activities you and your colleagues want to participate in, you need to register for the World Firefighters Games 2020 in Aalborg via the registration link on the website www.wfg2020.dk or you can register directly using the link <https://register.wfg2020.dk>.



The screenshot shows a web browser window displaying the registration page for the World Firefighters Games 2020 in Aalborg. The page features a dark blue header with the event logo and navigation links for 'HOME' and 'CONTACT'. Below the header, there is a navigation menu with options like 'ABOUT AALBORG' and 'ABOUT WFG 2020'. The main content area is titled 'REGISTRATION' and includes a sidebar with links to 'ABOUT AALBORG', 'ABOUT WFG 2020', 'SPORTS', 'SOCIAL EVENTS', 'ACCOMMODATION', 'HOW TO GET TO AALBORG', 'VENUES', and 'REGISTRATION'. The 'REGISTRATION' section contains the following text: 'Registration', 'Sign up for the 14th World Firefighters Games 2020 in Aalborg by clicking the following link <https://register.wfg2020.dk>', and 'You can find a guide for registration [here](#).' Below this, it says 'We look forward to seeing you and your colleagues in Aalborg in 2020.' At the bottom of the page, there is a 'FOLLOW US AND GET UPDATES' section with a Facebook 'Like Us' button and a dark blue footer with 'CONTACT', 'MENU', and 'CITAT' links.

You can read more about the sports and events at the games in Aalborg on the website www.wfg2020.dk.



You can register one or more participants.

If you are participating in a team sport, it is important that you register all team players in the same registration.

Entry fee:

Competitors: USD 190,-

Non-competitors: USD 80,-

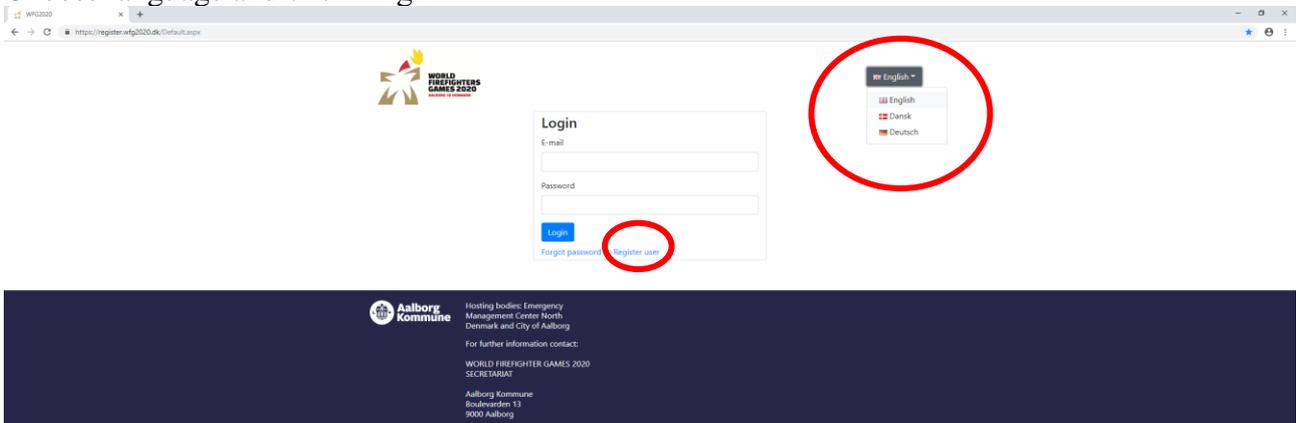
Golf Extra fee: USD 180,-

Welcoming Banquet: Extra fee USD 85,-

Register a contact person

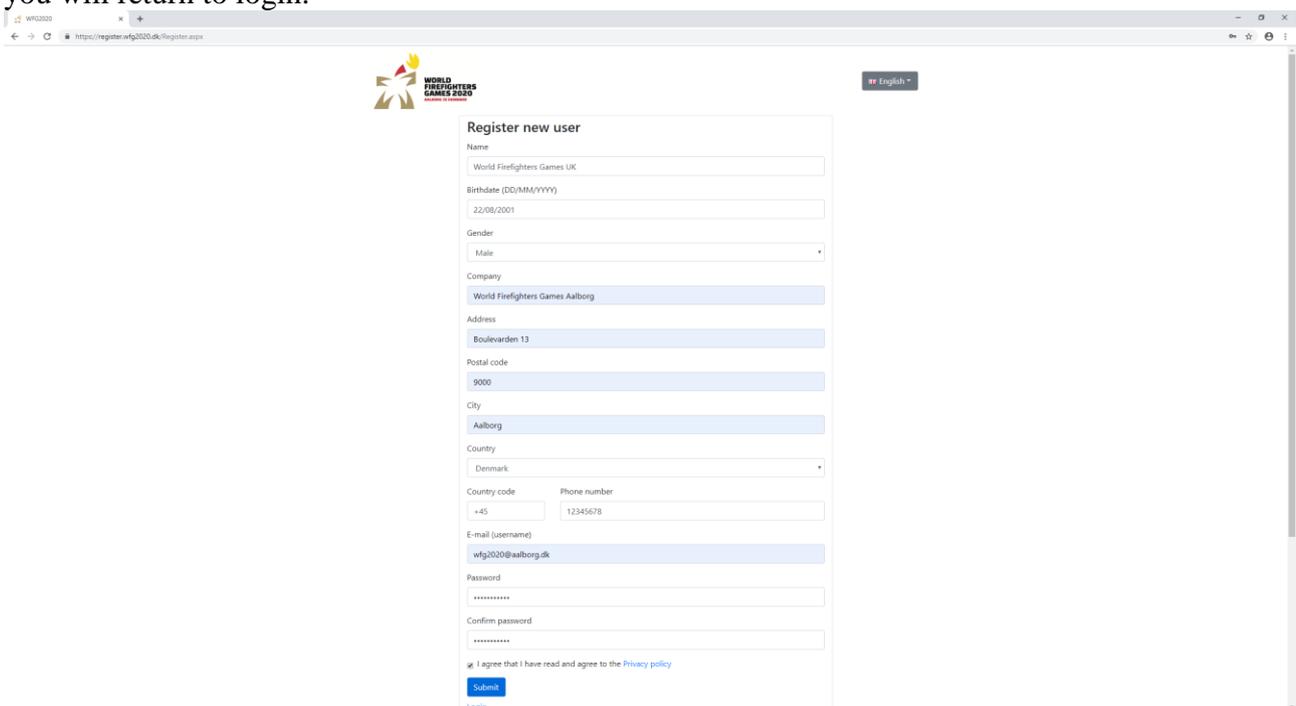
The first time you want to register competitors, you need to sign up as a contact person to create registrations for the World Firefighters Games.

Choose language and click "register user"



The screenshot shows the website's login page. A language selection dropdown menu is open, showing options for English, Dansk, and Deutsch. The 'register user' link below the password field is circled in red. The footer contains contact information for Aalborg Kommune, including the hosting bodies (Emergency Management Center North, Denmark and City of Aalborg) and the address: Aalborg Kommune, Boulevarden 13, 9000 Aalborg.

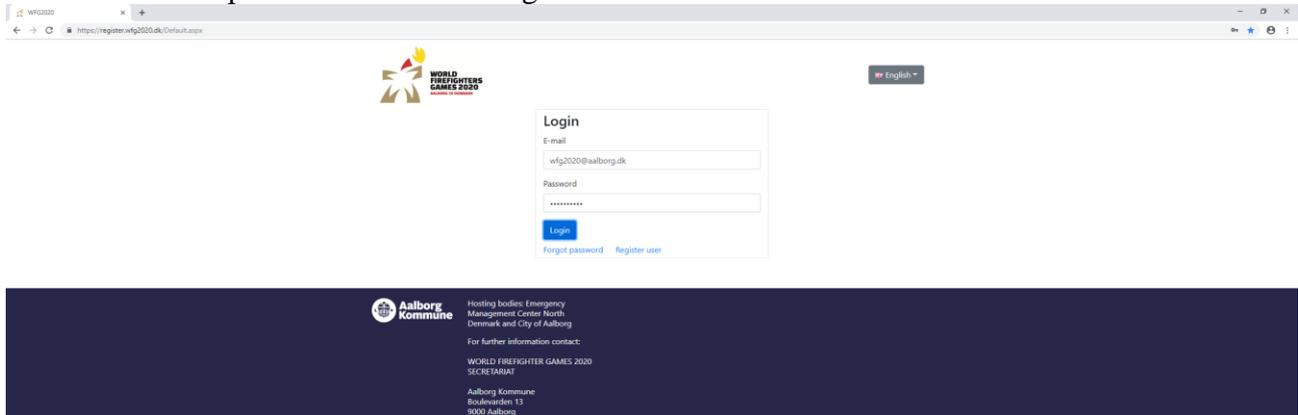
Now you can fill in the personal information for the contact person and click "Submit". After this you will return to login.



The screenshot shows the 'Register new user' form. The fields are filled with the following information: Name: World Firefighters Games UK; Birthdate: 22/08/2001; Gender: Male; Company: World Firefighters Games Aalborg; Address: Boulevarden 13; Postal code: 9000; City: Aalborg; Country: Denmark; Country code: +45; Phone number: 12345678; E-mail (username): wfg2020@aalborg.dk; Password: [masked]; Confirm password: [masked]. A checkbox for 'I agree that I have read and agree to the Privacy policy' is checked. A 'Submit' button is visible at the bottom of the form.

Log in

Enter e-mail and password and click "login"



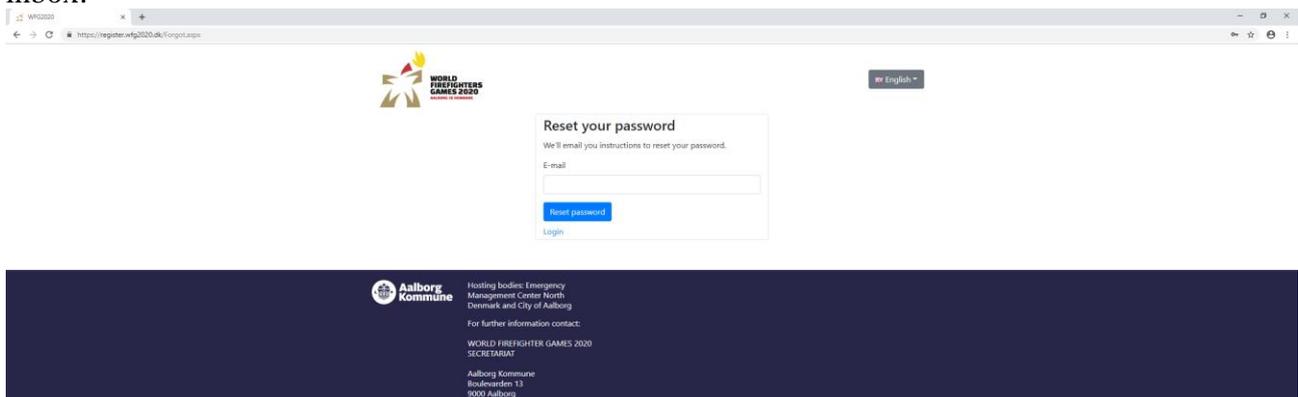
The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/Default.aspx>. The page features the event logo and a language selector set to English. The main content is a login form with the following fields and elements:

- Login** header
- E-mail input field containing `wfg2020@aalborg.dk`
- Password input field with masked characters (dots)
- Blue **Login** button
- Links for [Forgot password](#) and [Register user](#)

At the bottom, a dark blue footer contains the Aalborg Kommune logo and contact information for the World Firefighter Games 2020 Secretariat.

Forgot your password

If you have forgotten your password, click "forgot password" and enter your email and click reset password. Following you will receive an email to reset – check your spam folder if it is not in your inbox.



The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/Forgot.aspx>. The page features the event logo and a language selector set to English. The main content is a "Reset your password" form with the following fields and elements:

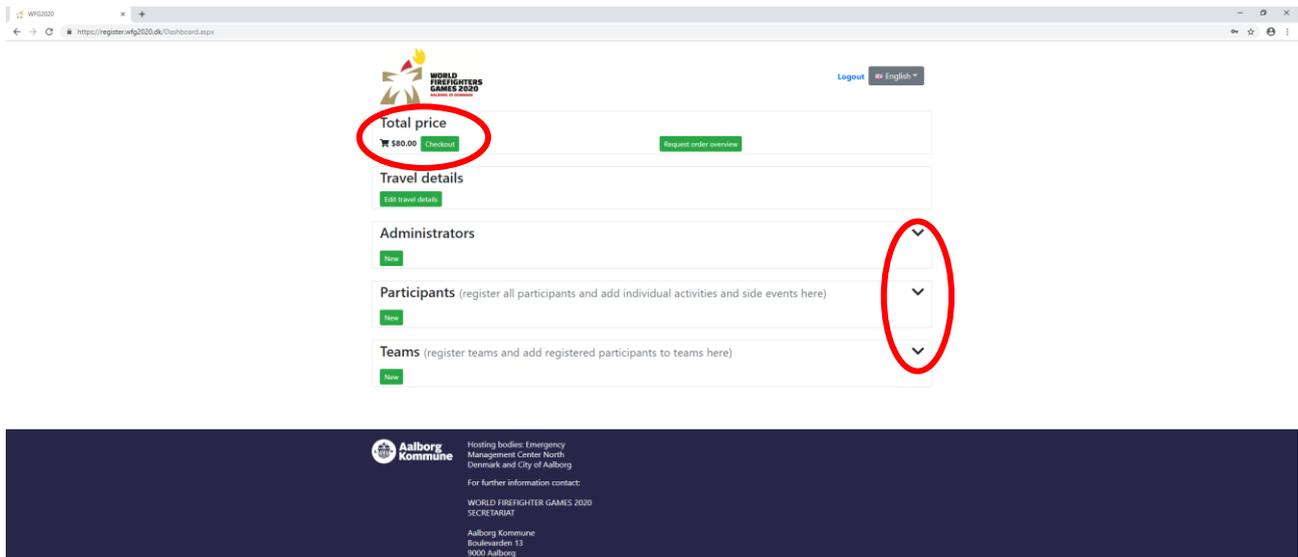
- Reset your password** header
- Text: "We'll email you instructions to reset your password."
- E-mail input field
- Blue **Reset password** button
- [Login](#) link

At the bottom, a dark blue footer contains the Aalborg Kommune logo and contact information for the World Firefighter Games 2020 Secretariat.

Overview of registration

On the general overview of your registration, you will be able to see the status for payment of entry fee, request an email with an overview of all registrations, fill in travel information, add a contact person, add competitors and register teams.

By clicking the arrow, you can unfold the different fields. Here you can see who you have registered and which teams you have registered.



The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/dashboard.aspx>. The page features the World Firefighters Games 2020 logo and a 'Logout' button with a language dropdown set to 'English'. The main content area includes:

- Total price:** Displayed as '€ 180.00' with a 'Checkout' button and a 'Request order overview' button.
- Travel details:** Includes an 'Edit travel details' button.
- Administrators:** Includes a 'New' button and a downward arrow.
- Participants:** Includes a 'New' button, a description '(register all participants and add individual activities and side events here)', and a downward arrow.
- Teams:** Includes a 'New' button, a description '(register teams and add registered participants to teams here)', and a downward arrow.

The footer contains contact information for Aalborg Kommune, including the Hosting bodies (Emergency Management Center North, Denmark and City of Aalborg) and the World Firefighter Games 2020 Secretariat.

The total payment

In the top left corner, you can see how much you need to pay for your entries.

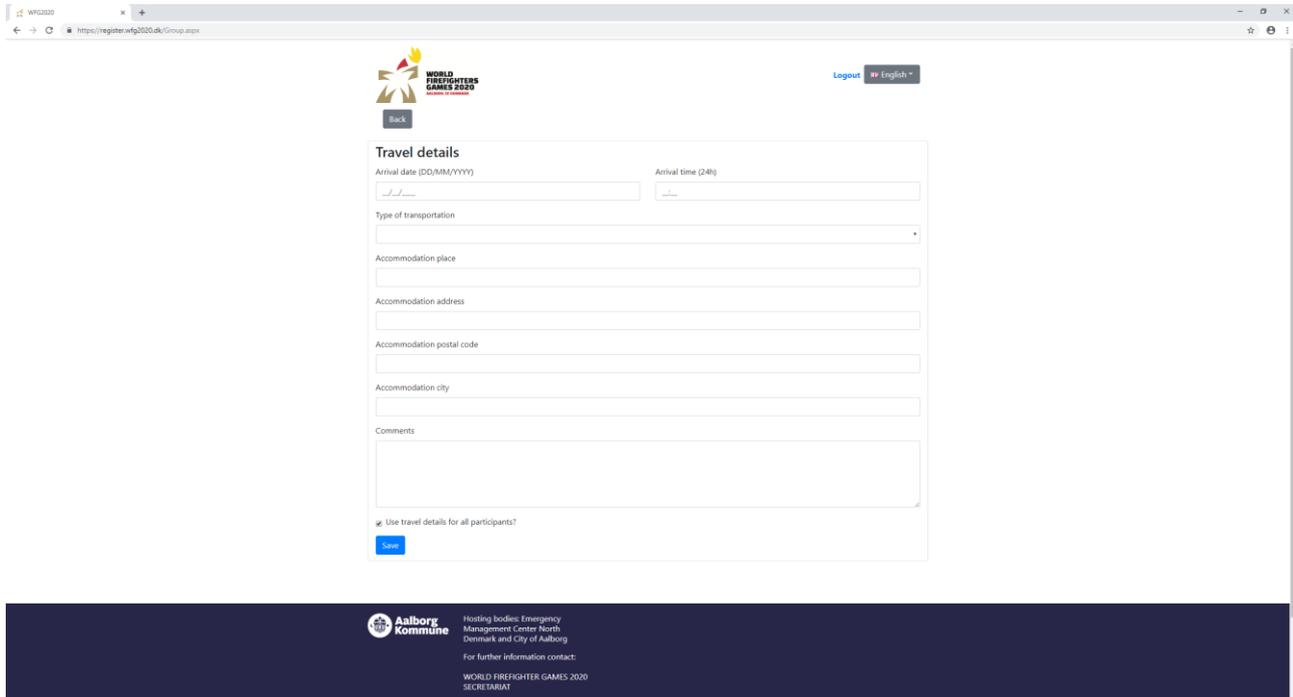
By registering a person in the database, he/she is automatically given the role as non-competitor and will be charged an entry fee of USD 80,-.

When an activity is added the role is automatically changed to competitor and the entry fee changes to USD 190,-.

If registering for the golf tournament an additional fee of USD 180,- is charged just as an additional fee of USD 85,- is charged when registering for the Welcoming Banquet.

Travel information

To enter travel information click "edit travel information"



The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/Group.aspx>. The page features the event logo and a 'Logout' button with a language dropdown set to 'English'. The main content is a 'Travel details' form with the following fields:

- Arrival date (DD/MM/YYYY):
- Arrival time (24h):
- Type of transportation:
- Accommodation place:
- Accommodation address:
- Accommodation postal code:
- Accommodation city:
- Comments:

At the bottom of the form, there is a checkbox labeled 'Use travel details for all participants?' which is checked, and a blue 'Save' button.

The footer of the page contains the Aalborg Kommune logo and the following text: 'Hosting bodies: Emergency Management Center North Denmark and City of Aalborg. For further information contact: WORLD FIREFIGHTER GAMES 2020 SECRETARIAT'.

Here you can enter:

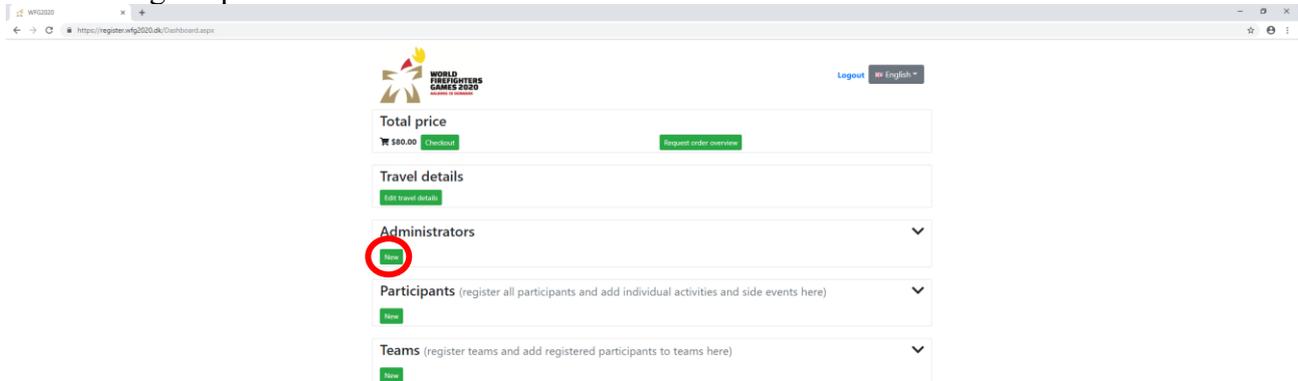
- Arrival date and time
- Transportation (train, bus, car, plane)
- Accommodation and address

The information is not a requirement to finish the registration, but we would like to know your travel information and accommodation before arrival.

By ✓ the field "Use travel details for all participants", you only need to enter the information once.

Additional contact person

You can add an additional contact person to the group by clicking "new" on the general overview and entering the person's information.



The screenshot shows a web browser window displaying the registration dashboard for the World Firefighters Games 2020. The dashboard includes sections for 'Total price' (€40.00), 'Travel details', 'Administrators', 'Participants', and 'Teams'. The 'Administrators' section has a 'New' button circled in red, indicating where to click to add a new contact person. The 'Participants' and 'Teams' sections also have 'New' buttons.

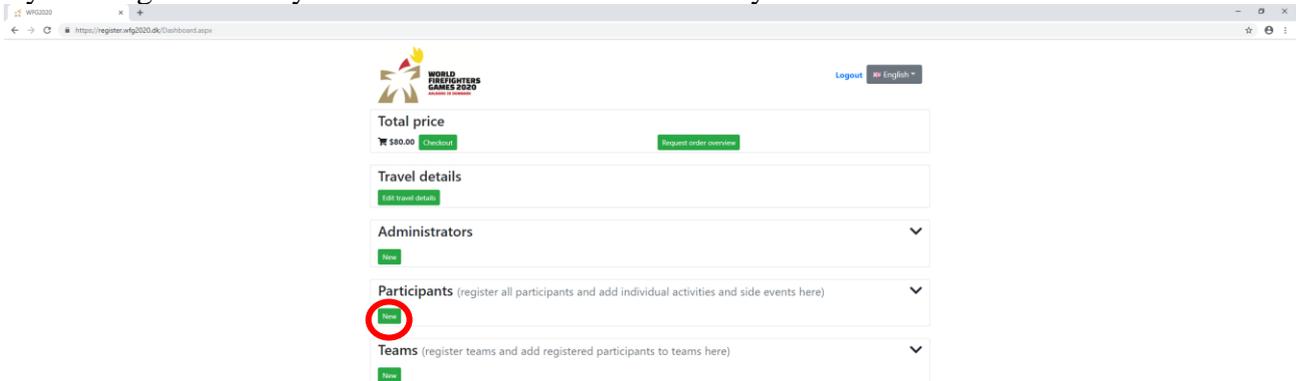


Hosting bodies: Emergency
Management Center North
Denmark and City of Aalborg

For further information contact:
WORLD FIREFIGHTER GAMES 2020
SECRETARIAT
Aalborg Kommune
Bakkevejden 13
9000 Aalborg

Register participants

You can register participants by clicking "new" under participants.
By clicking the arrow you can unfold the field and see all your entries.



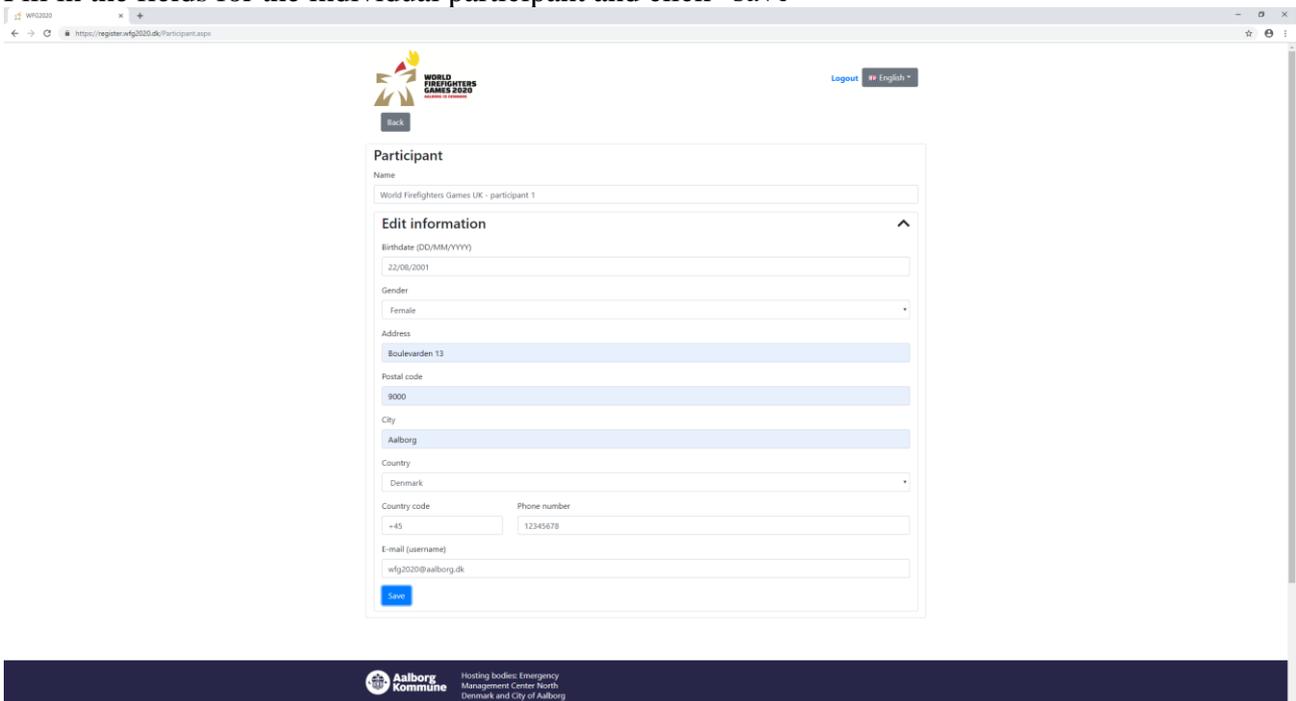
The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/dashboard.aspx>. The page features a sidebar menu with the following items: 'Total price' (€80.00), 'Travel details', 'Administrators', 'Participants' (with a 'New' button circled in red), and 'Teams'. The 'Participants' item is expanded, showing a 'New' button. The top right of the page includes a 'Logout' button and a language selector set to 'English'.



The footer contains the Aalborg Kommune logo and contact information for the hosting bodies: Emergency Management Center North, Denmark and City of Aalborg. It also provides contact details for the World Firefighter Games 2020 Secretariat, including the address: Aalborg Kommune, Boulevarden 13, 9000 Aalborg.

Add participant

Fill in the fields for the individual participant and click "save"



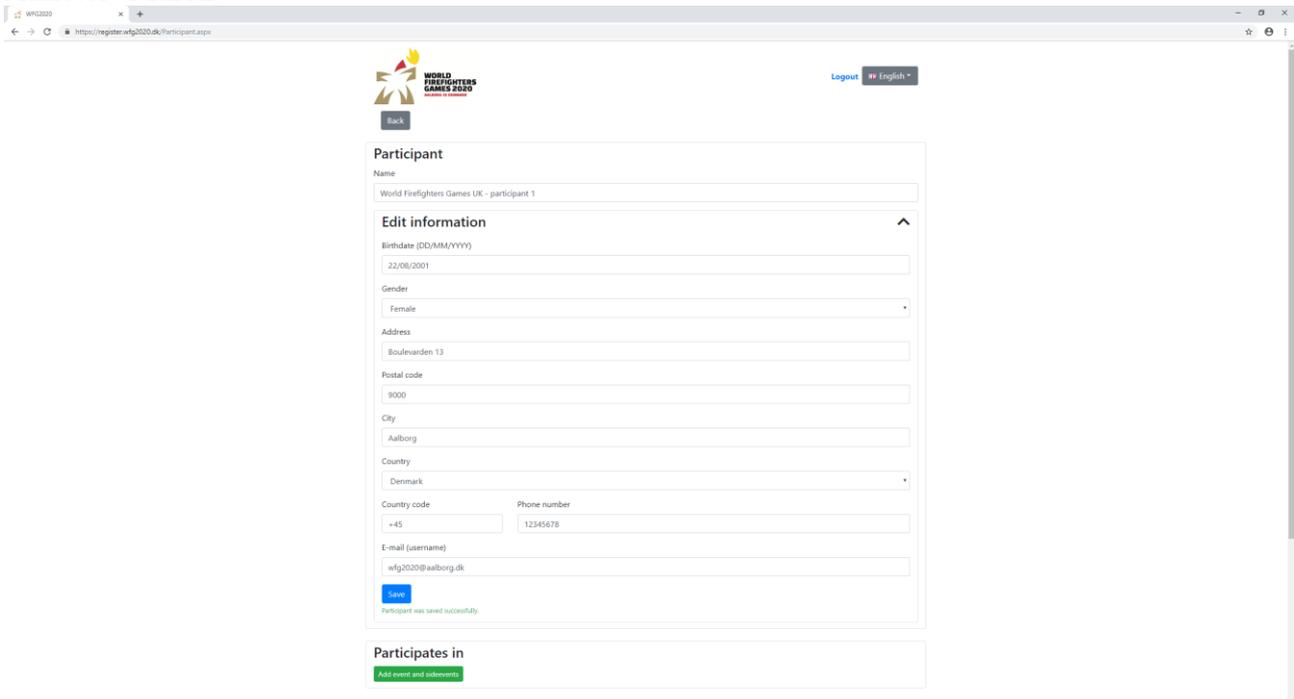
The screenshot shows the 'Participant' form in the web browser. The URL is <https://register.wfg2020.dk/Participant.aspx>. The form includes a 'Back' button and a 'Participant' title. The 'Name' field contains 'World Firefighters Games UK - participant 1'. The 'Edit information' section is expanded and contains the following fields: Birthdate (22/06/2001), Gender (Female), Address (Boulevarden 13), Postal code (9000), City (Aalborg), Country (Denmark), Country code (+45), and Phone number (12345678). The E-mail field contains 'wfg2020@aalborg.dk'. A 'Save' button is located at the bottom of the form. The footer is identical to the previous screenshot.

Add activity with only one participant or side event

Here you can add sport (with only one participant) or side event by clicking "add event or sideevents"

If the competitor is participating in a team sport, you need to register the competitor first, then the team can be registered and lastly the competitor can be added to the team. See more under "Register team".

This is also where you sign up the individual competitor for the Welcoming Banquet and the Muster Athletes' March.

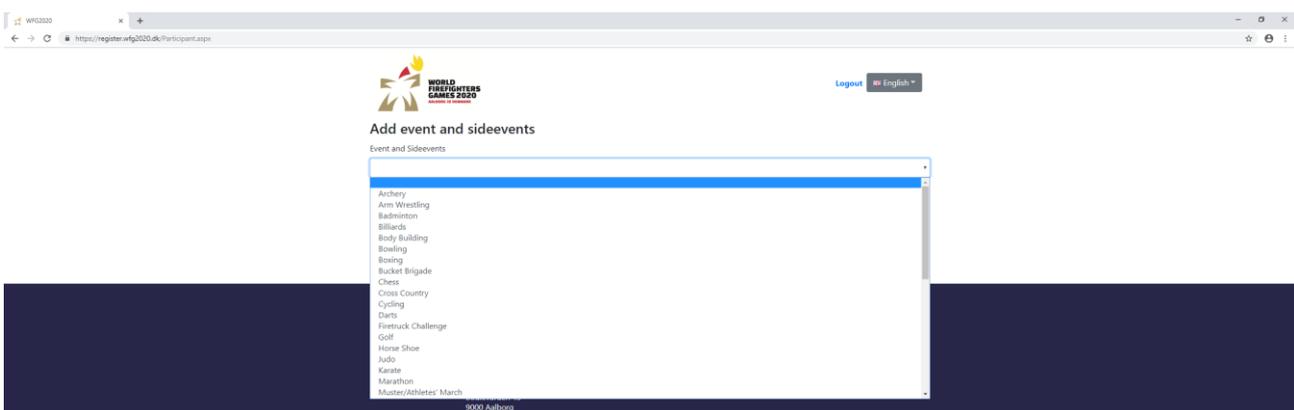


The screenshot shows a web browser window with the URL <https://register.wfg2020.dk/Participant.aspx>. The page features the WFG2020 logo and a 'Logout English' link. The main content is a form titled 'Participant' with a 'Back' button. The form includes the following fields:

- Name: World Firefighters Games UK - participant 1
- Edit information (with an expand/collapse arrow)
- Birthdate (DD/MM/YYYY): 22/08/2001
- Gender: Female
- Address: Boulevarden 13
- Postal code: 9000
- City: Aalborg
- Country: Denmark
- Country code: +45
- Phone number: 12345678
- E-mail (lastname): wfg2020@aalborg.dk

A 'Save' button is located at the bottom of the form, and a confirmation message below it reads 'Participant has saved successfully'. Below the form is a section titled 'Participates in' with a green button labeled 'Add event and sideevents'.

Choose activity by clicking the arrow in the right side and you will see a roll-down field with activities (remember that only team activities are visible when creating a team)

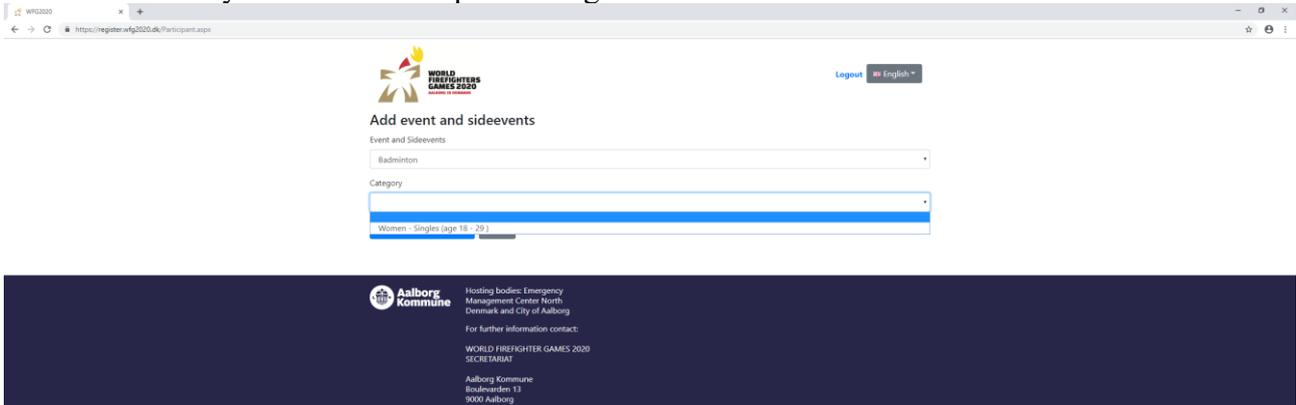


The screenshot shows the same web browser window, but the 'Add event and sideevents' button has been clicked, opening a dropdown menu. The menu is titled 'Event and Sideevents' and contains the following list of activities:

- Archery
- Judo Wrestling
- Badminton
- Billiards
- Body Building
- Bowling
- Boxing
- Bucket Brigade
- Chess
- Cross Country
- Cycling
- Darts
- Fiettruck Challenge
- Golf
- Horse Shoe
- Judo
- Karate
- Marathon
- Muster/Athletes' March

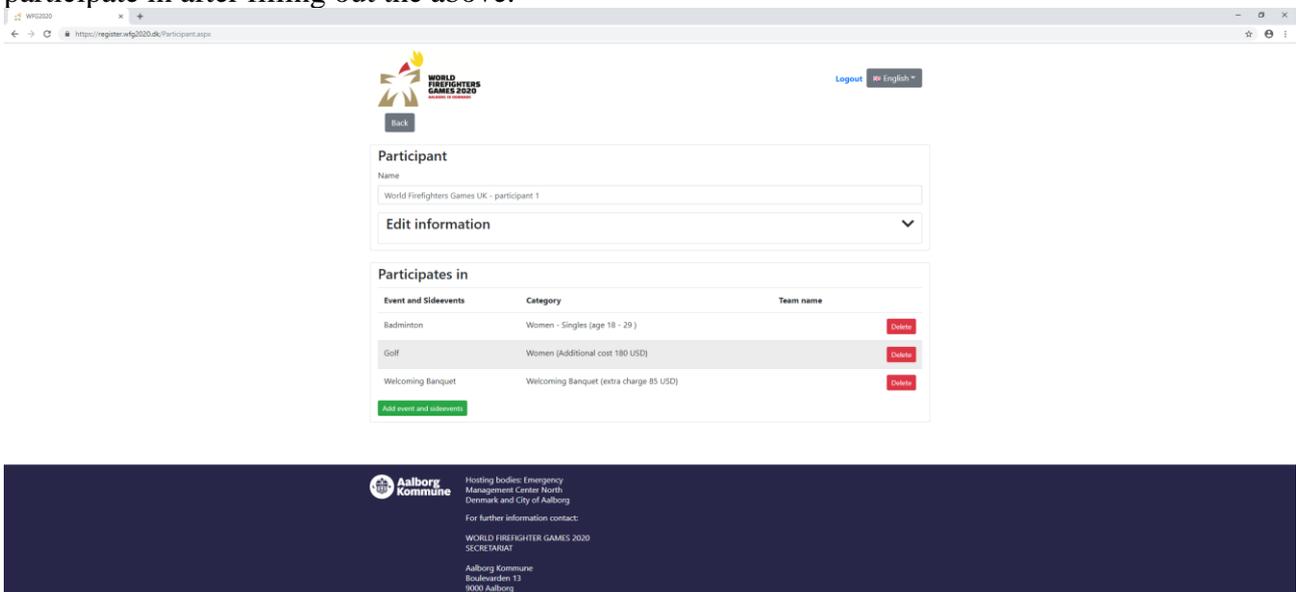
The dropdown menu is currently open, showing the list of activities.

Now you need to choose your category – the system automatically only shows the disciplines within the activity that fits the competitor’s age and sex.



The screenshot shows the registration interface. At the top, there is a 'Logout' button and a language selector set to 'English'. Below the logo, the heading 'Add event and sideevents' is followed by a dropdown menu for 'Event and Sideevents' with 'Badminton' selected. A second dropdown menu for 'Category' is open, showing 'Women - Singles (age 18 - 29)' as the selected option. At the bottom of the page, there is a dark blue footer containing the Aalborg Kommune logo and contact information for the World Firefighter Games 2020 Secretariat.

Under the individual competitor you can see which sports/activities the competitor has signed up to participate in after filling out the above.

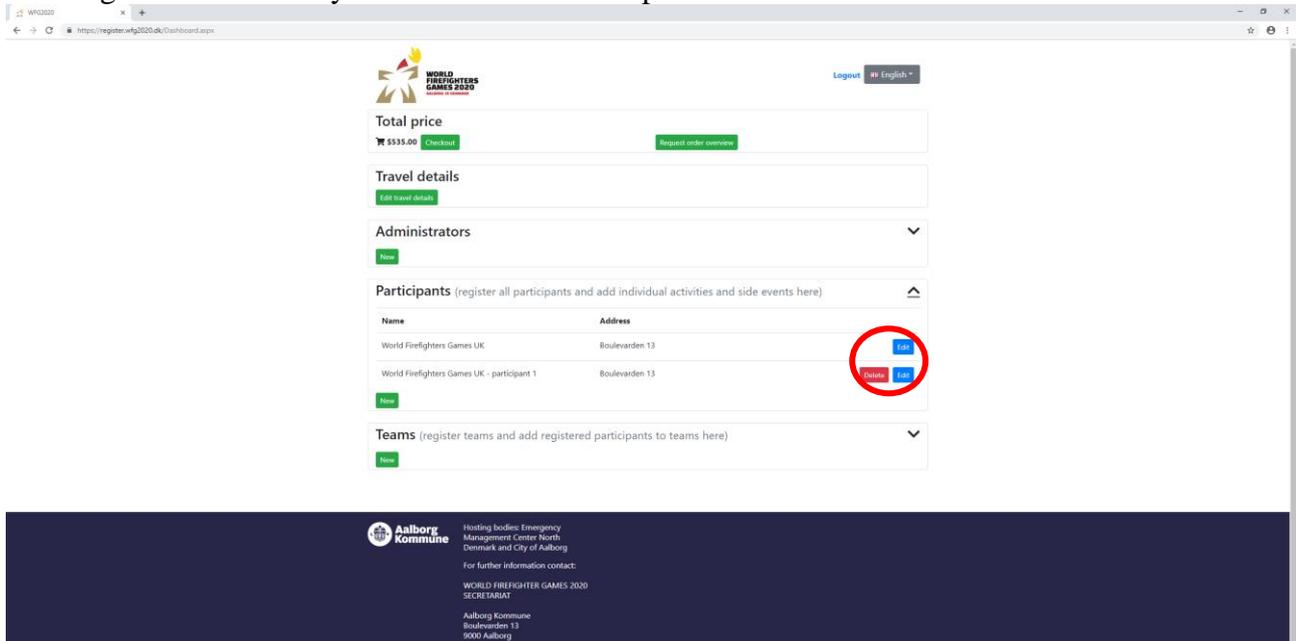


The screenshot shows the 'Participant' registration page. It includes a 'Back' button, a 'Participant' section with a 'Name' field containing 'World Firefighters Games UK - participant 1' and an 'Edit information' dropdown. Below this is a 'Participates in' section with a table listing activities. At the bottom, there is a green 'Add event and sideevents' button. The footer is identical to the previous screenshot.

Event and Sideevents	Category	Team name	
Badminton	Women - Singles (age 18 - 29)		Delete
Golf	Women (Additional cost 180 USD)		Delete
Welcoming Banquet	Welcoming Banquet (extra charge 85 USD)		Delete

Edit registration

On the general overview you can choose if a competitor should be deleted or edited.



The screenshot shows a web dashboard for the World Firefighters Games 2020 registration. The page includes sections for 'Total price' (5535.00), 'Travel details', 'Administrators', 'Participants', and 'Teams'. The 'Participants' section contains a table with the following data:

Name	Address	
World Firefighters Games UK	Boulevarden 13	Edit
World Firefighters Games UK - participant 1	Boulevarden 13	Delete Edit

The 'Delete' and 'Edit' buttons for the second participant are circled in red. The footer of the page provides contact information for Aalborg Kommune and the event secretariat.

Edit competitor information

Click "edit" to add/delete activities or change the basic information.

Delete competitor

Click "delete" to delete the competitor's registration. You will be asked if you are certain that the competitor should be deleted.

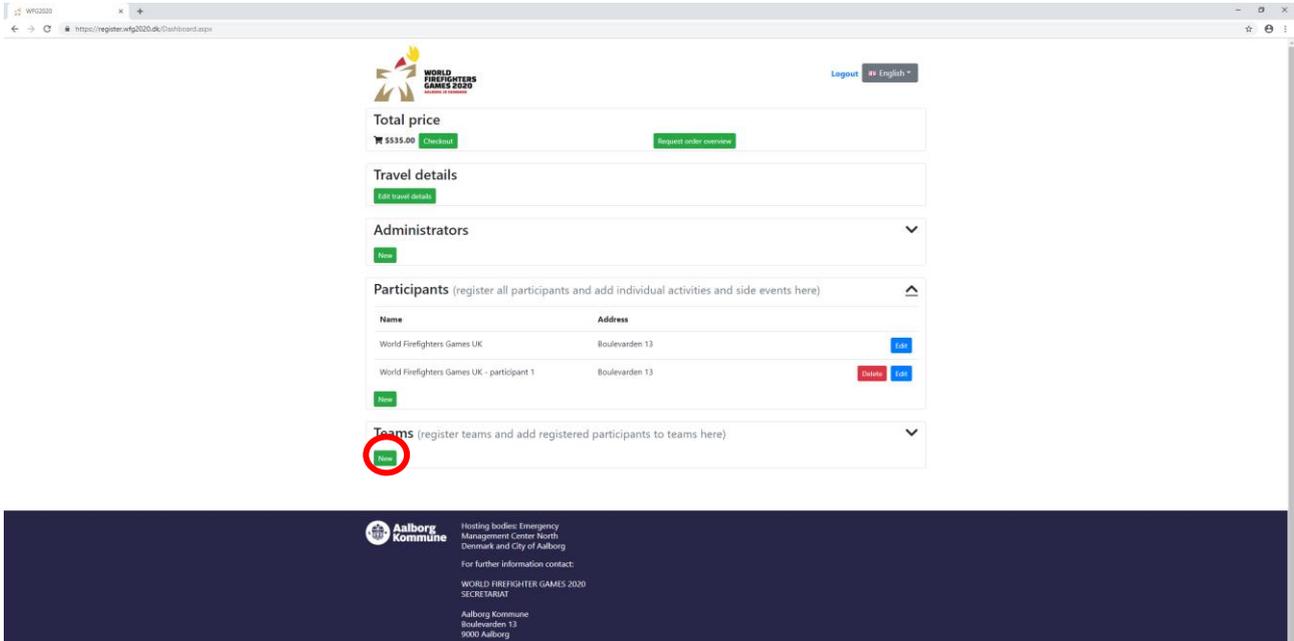
Registration of teams

All activities/sports with participation of more than one competitor/player have to be registered through "teams"

The competitors need to be registered first before creating a team.

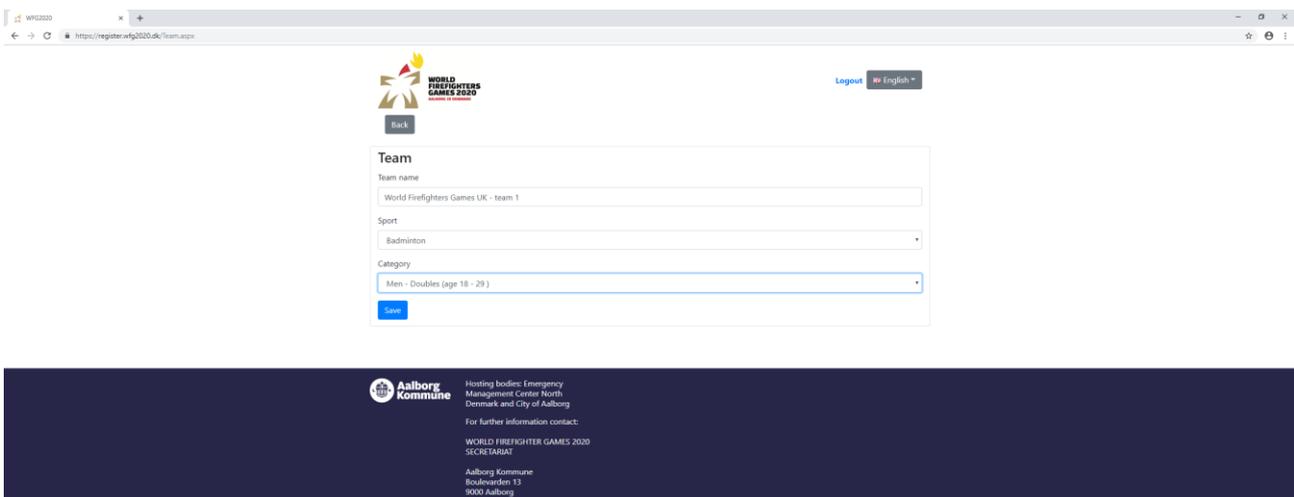
Create team

Click "new" under team



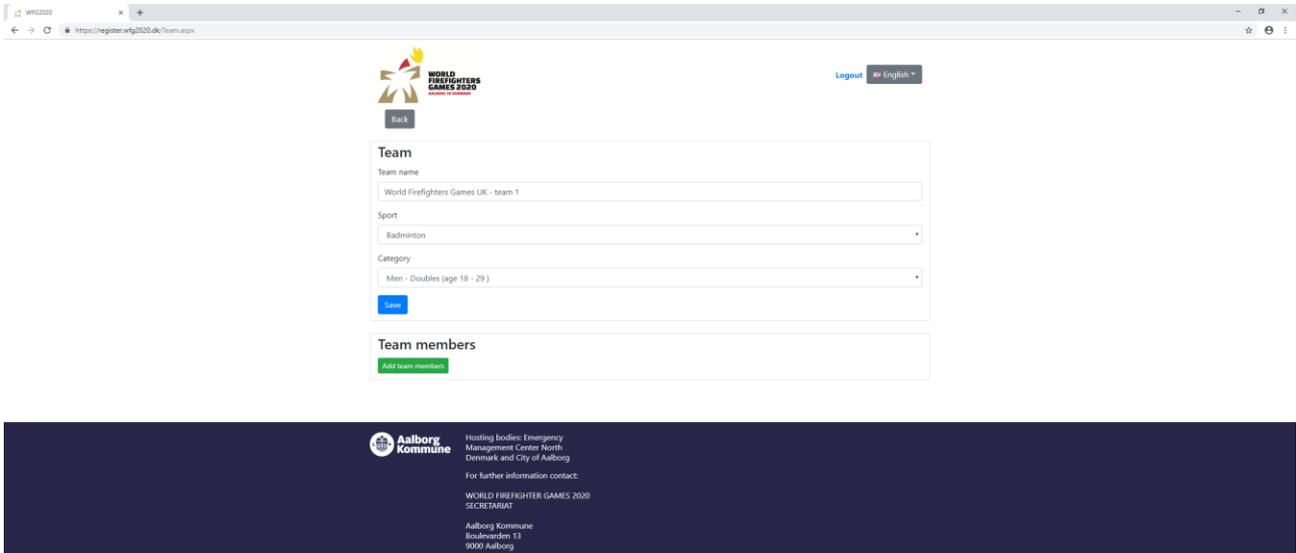
The screenshot shows the registration dashboard for the World Firefighters Games 2020. The 'Teams' section is expanded, and a red circle highlights the 'New' button. The dashboard includes sections for Total price, Travel details, Administrators, Participants, and Teams. The footer contains contact information for Aalborg Kommune.

Fill out the team name, choose sport/activity and category. The team name must be unique. You will be informed if a team has already chosen the name in the specific activity and category.



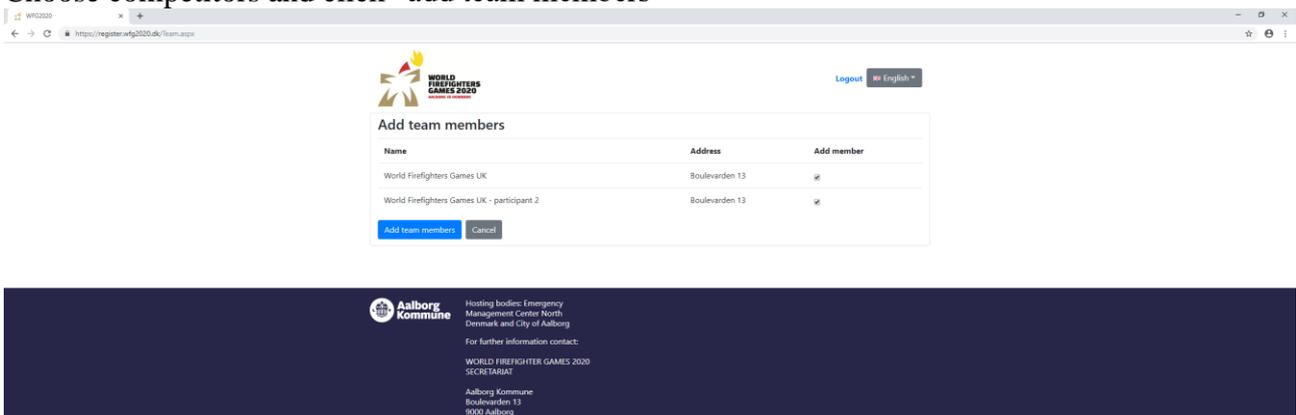
The screenshot shows the 'Team' registration form. The form includes fields for Team name, Sport, and Category. The 'Team name' field contains 'World Firefighters Games UK - team 1'. The 'Sport' dropdown is set to 'Badminton' and the 'Category' dropdown is set to 'Men - Doubles (age 18 - 29)'. A 'Save' button is visible at the bottom of the form. The footer contains contact information for Aalborg Kommune.

To add players to the team, click "add team members". Now the registered competitors in the right sex and age group who can compete in the chosen activity will be visible and can be added to the team.



The screenshot shows the 'Team' registration page. At the top left is the event logo and a 'Back' button. At the top right are 'Logout' and 'English' options. The main form has three sections: 'Team name' with a text input field containing 'World Firefighters Games UK - team 1'; 'Sport' with a dropdown menu set to 'Badminton'; and 'Category' with a dropdown menu set to 'Men - Doubles (age 18 - 29)'. Below these is a blue 'Save' button. The second section is 'Team members' with a green 'Add team members' button.

Choose competitors and click "add team members"

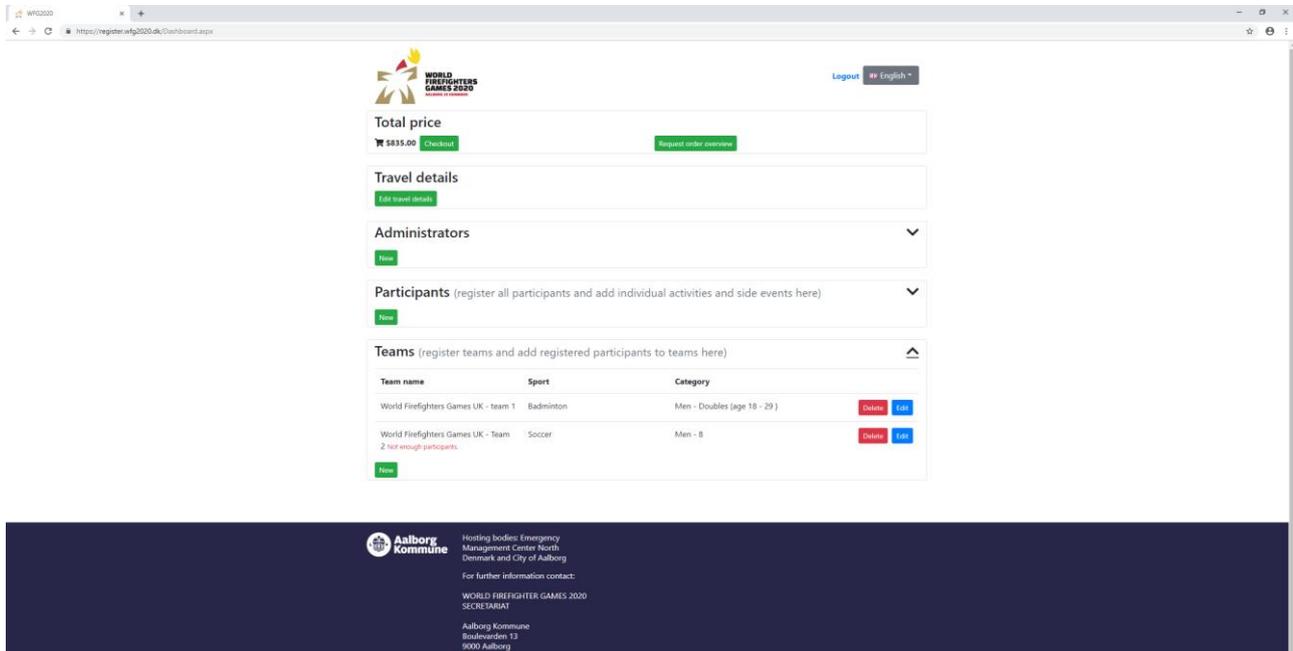


The screenshot shows the 'Add team members' page. It features the same header as the previous page. The main section is titled 'Add team members' and contains a table with three columns: 'Name', 'Address', and 'Add member'. There are two rows of data:

Name	Address	Add member
World Firefighters Games UK	Boulevarden 13	<input checked="" type="checkbox"/>
World Firefighters Games UK - participant 2	Boulevarden 13	<input checked="" type="checkbox"/>

Below the table are two buttons: 'Add team members' (blue) and 'Cancel' (grey).

On the general overview the registered teams are now visible – there will a red caption if the teams need players/participants to meet the requirements. It is also possible to edit and delete teams via the general overview.



WFG2020
https://register.wfg2020.dk/Dashboard.aspx

Logout English

Total price
¥ 5835.00 [Checkout](#) [Request order overview](#)

Travel details
[Edit travel details](#)

Administrators
[New](#)

Participants (register all participants and add individual activities and side events here)
[New](#)

Teams (register teams and add registered participants to teams here)
[New](#)

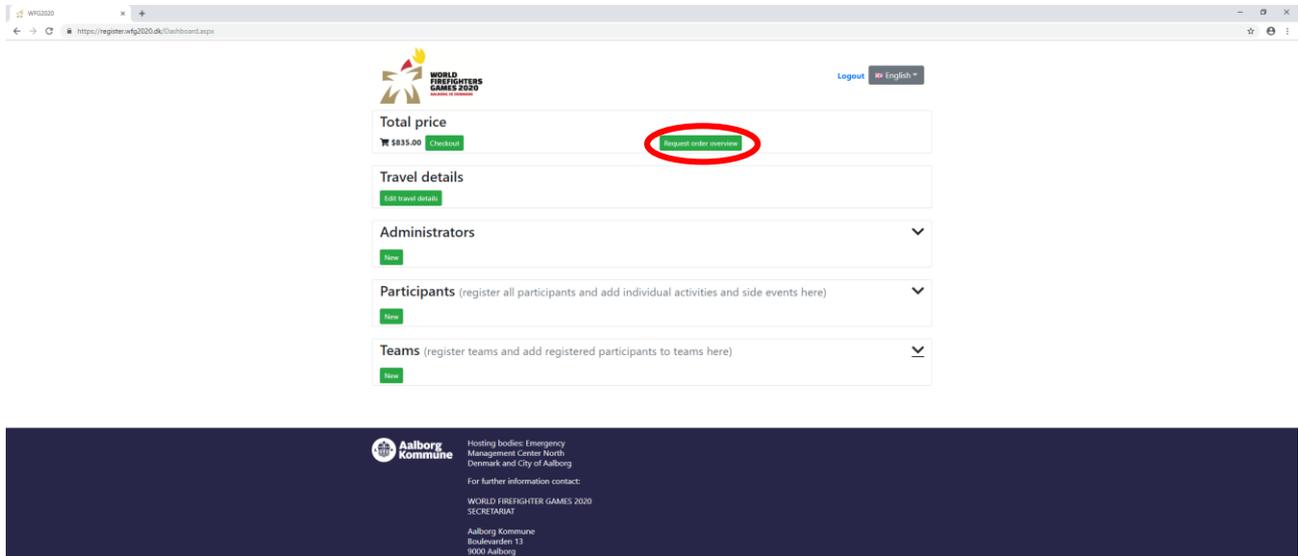
Team name	Sport	Category		
World Firefighters Games UK - team 1	Badminton	Men - Doubles (age 18 - 29)	Delete	Edit
World Firefighters Games UK - Team	Soccer	Men - 8	Delete	Edit

2 not enough participants

Aalborg Kommune
 Hosting bodies: Emergency Management Center North, Denmark and City of Aalborg
 For further information contact:
 WORLD FIREFIGHTER GAMES 2020 SECRETARIAT
 Aalborg Kommune
 Boulevarden 13
 9100 Aalborg

Request order overview

By clicking "Request order overview" you will receive an email with the total information about which competitors and teams you have registered for the World Firefighters Games 2020.



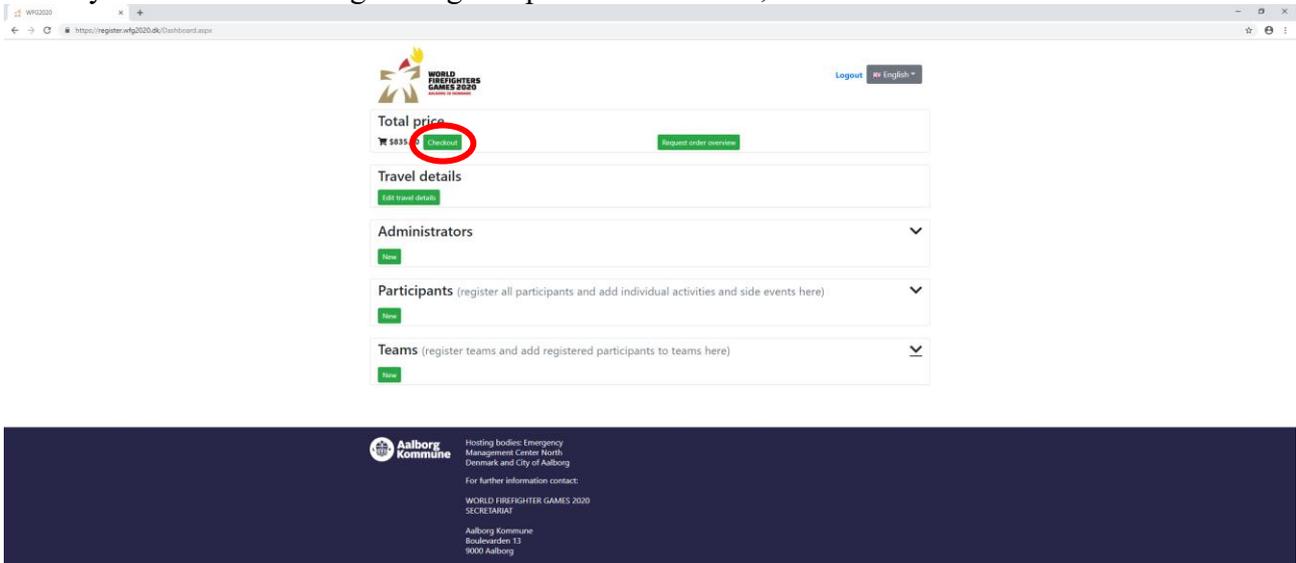
The screenshot shows a web browser window with the URL <https://register-wfg2020.dk/dashboard.aspx>. The page header includes the event logo and a 'Logout' button with a language dropdown set to 'English'. The main content area consists of several sections:

- Total price:** Shows a price of 4835.00 with a 'Checkout' button and a circled 'Request order overview' button.
- Travel details:** Includes an 'Edit travel details' button.
- Administrators:** Features a 'New' button and a dropdown arrow.
- Participants:** Includes a 'New' button and a dropdown arrow, with a sub-header '(register all participants and add individual activities and side events here)'. Below this is a 'New' button.
- Teams:** Includes a 'New' button and a dropdown arrow, with a sub-header '(register teams and add registered participants to teams here)'. Below this is a 'New' button.

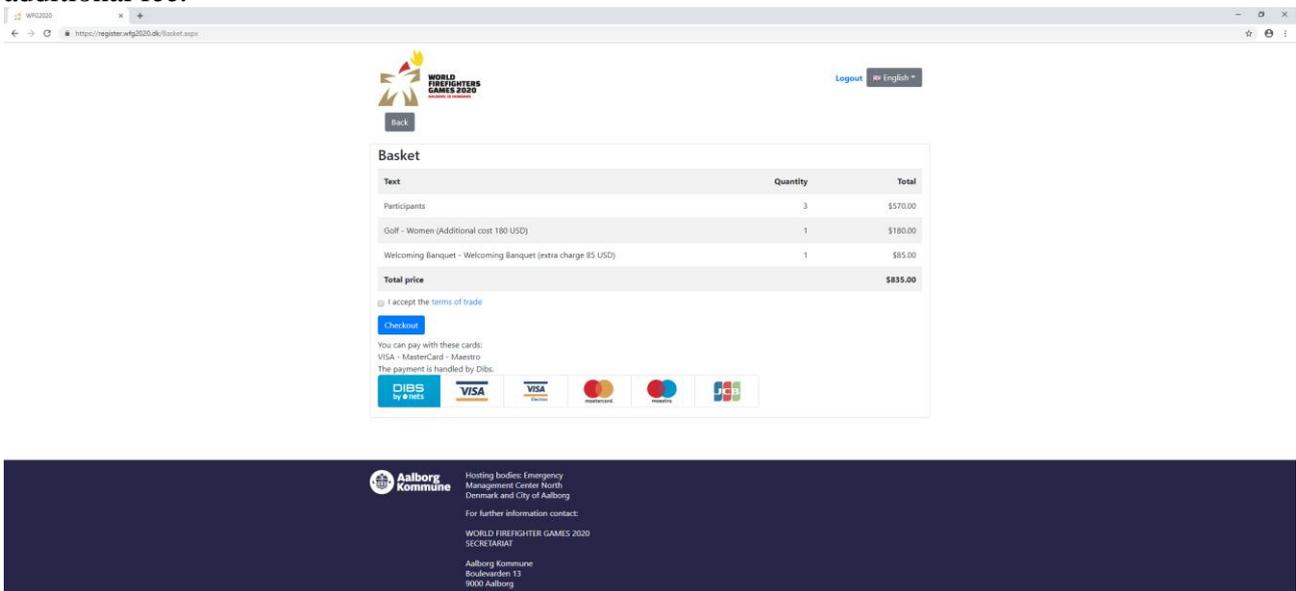
The footer contains the Aalborg Kommune logo and contact information for the hosting bodies (Emergency Management Center North, Denmark and City of Aalborg) and the World Firefighter Games 2020 Secretariat.

Payment

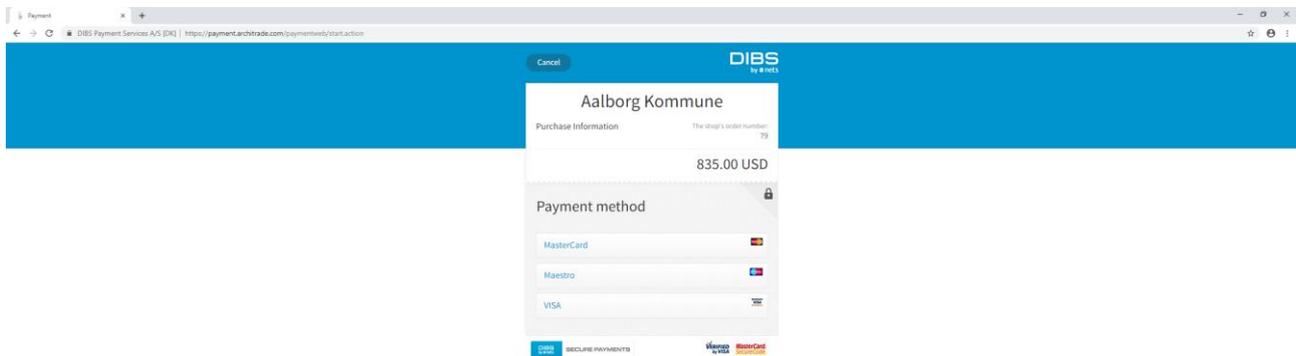
When you have finished registering competitors and teams, click "Checkout".



On the checkout page you will see an overview of the number of registered participants, non-competitors plus entries in golf and participants in the welcoming banquet. Both charges an additional fee.



Click "Checkout" to go to payment. Here you can choose credit card and fill out your card information in order to complete the payment.



Following the payment you will receive two receipts. One with an overview of the amount that has been paid and one with an overview of the registration(s).

Changes in the registration after the payment

It is possible to make changes in the registration(s) after the payment. If the changes result in additional fees or a refund this will be visible in the basket.

Cancellation by the participant before April 5, 2021 – the refund will be 100 %

Cancellation by the participant from April 5 – 19, 2021 – the refund will be 50 %

Cancellation by the participant from April 20 – 30, 2021 – the refund will be 25 %

In case of cancellation by the participant from May 1, 2021, the fee will not be refunded.

In case of cancellation of participation, corrections must be made in the registration. Remember to go to the checkout where you need to press the refund button to cancel the registration. In addition to this the participant must send an email to wfg2020@aalborg.dk, where the participant must provide the organizers with IBAN number and Swift code to refund the payment. Please write the following as subject line in the email: Cancellation of registration for orderID XX (The orderID can be found on the receipt).

In case of cancellation due to force majeure the organizer cannot be held responsible and any costs associated with the event will not be refunded.

Support

In case of questions regarding the event please contact the organizer via e-mail wfg2020@aalborg.dk. You can also find further information on the website www.wfg2020.dk.