

SPORTACCORD CONVENTION ONLINE REGISTRATION GUIDE

What's Your Account?

Your Account allows you to create a profile for your organization and yourself. It also enables you to access your Online Registration and NetWorker Tool. Your Account can be modified and updated online by your designated company ADMINISTRATOR (ADMIN).

ADMIN vs DELEGATE

Please choose one person to act as your organization's ADMINISTRATOR (ADMIN). The ADMIN may or may not be attending the Convention.

The ADMIN will have the following privileges:

- Be able to modify the organization's data (logo, category, description, contact information, etc.);
- Be able to enter delegate(s) profiles;
- Be the contact person for your organization for all further SportAccord Convention requirements
- Administrate your organization's application and registration procedure

The DELEGATE can only enter his own delegate profile and access to his personal NetWorker account

HANDY HINT: Keep your ID and password all year round in order to access all SportAccord Convention services.

APPLICATION			ACCEPTANCE	COMPLETED REGISTRATION	
STEP 1 CREATE a New User Account	STEP 2 ACTIVATE your Account	STEP 3 ENTER your organization's data and/or delegate profile details	You will be notified by email when your registration has been accepted, and be sent necessary instructions for booking accommodation	STEP 4 Payment (if registering as a Convention delegate)	STEP 5 Book your hotel room, if accommodation is requested
Fill in the blanks and click on CREATE ACCOUNT when complete. DON'T FORGET - Choose your role – ADMIN or DELEGATE	Click on activation link in the email sent to your submitted email address	As ADMIN – You may enter your organization's details and personal delegate details As Delegate – You may only enter your own personal details		DON'T FORGET – Your registration is not finalized until payment has been made.	See you in Dubai!

Once your registration application has been accepted, a confirmation email will be sent. You will then be able to complete your registration by making a payment (if applicable) and entering your accommodation details (if requested).

Please remember your ID and PASSWORD, which will be required to log back on to your Account in order to make any changes to your organization, delegate and event details. You will also need these in order to access NetWorker.

Questions

If you have any questions or require assistance, please contact convention@sportaccord.com