



World Transplant Games Federation
Powered by the gift of life

2017 World Transplant Games

Making Changes to your Registration



Step 1: Login

- Login into the system by clicking on the registration link:
<https://regonline.activeglobal.com/WTGMalaga2017>
- Press continue



The screenshot shows the login interface for the XXI Málaga • Spain World Transplant Games 2017. At the top is a logo featuring a stylized flame in red and yellow above the text "XXI MÁLAGA • SPAIN" and "WORLD TRANSPLANT GAMES 2017". Below this is a header for "World Transplant Games - Malaga, Spain" with a "(View Details)" link. The main section is titled "Sign In" and contains an email address field with the value "kim.renyard@wtgf.org" and a "Start a New Registration" link. A "Continue" button is positioned below the form. At the bottom of the page is the World Transplant Games Federation logo, which depicts two stylized figures in orange and yellow, followed by the text "World Transplant Games Federation" and "Powered by the gift of life".

Step 2: Login with password

- A screen will now open asking you to enter your password.
- You must use the same password you used when you first registered. [If you cannot remember your password, you can have a reset link emailed to you.]
- Press continue



World Transplant Games - Malaga, Spain [\(View Details\)](#)

Sign In

* Email Address:

* Password: [Forgot Your Password?](#)

[Start a New Registration](#)

Continue

Step 3

- A screen will come up showing your name – with the word “Profile, Activities, Lodging & Travel” next to it.
- Select Profile
- If you have registered more than one person under your email address – then all those names will be listed here.
- Select Profile for the person whose registration you wish to edit.

World Transplant Games - Malaga, Spain [\(View Details\)](#)

Kim Renyard

- [View, Print, or Email Registration Record and Invoice](#)
- [Start a New Registration Using This Email Address](#)
- [Cancel](#)

1. Kim Renyard
Primary Attendee

Adult Supporters/Living Donors/Donor Families

[Profile](#)
[Activities](#)
[Lodging & Travel](#)

[+ Add Another Person](#)

Continue

World Transplant Games - Malaga, Spain [\(View Details\)](#)

Kim Renyard's Group - 2 attendees

- [View, Print, or Email Registration Record and Invoice](#)
- [Start a New Registration Using This Email Address](#)
- [Cancel Entire Group](#)

1. Kim Renyard
Primary Attendee

Adult Supporters/Living Donors/Donor Families

[Profile](#)
[Activities](#)
[Lodging & Travel](#)

2. Brent Renyard

Adult Recipient Competitors

[Profile](#)
[Activities](#)
[Lodging & Travel](#)

[+ Add Another Person](#)

Continue

Step 4 - Profile

- A summary of your profile will show up (this is your personal details).
- You may select the areas where you may want to make a change and edit the information.
- If you have spelt your name wrong or entered an incorrect telephone number – you may simply type in the new number.
- Note if you have selected participation in the wrong category all together (i.e. you chose supporter when you are actually an athlete – please contact the office for support)

World Transplant Games - Malaga, Spain [\(View Details\)](#)

[Profile](#) [Activities](#) [Lodging & Travel](#) [Merchandise](#) [Checkout](#) [Confirmation](#)

Registrant Type

Registrant Type: [Adult Supporters/Living Donors/Donor Families](#) [Edit](#)

Profile

* Email: kim.renyard@wtgf.org
* Verify Email: kim.renyard@wtgf.org
Prefix (Mr., Mrs., etc.): Mrs
* First Name: Kim
Middle Name:
* Last Name: Renyard
Suffix:
Company/Organization:
* Address Line 1:
Address Line 2:
* City:
US State/Canadian Province:
* Zip (Postal Code):
* Home Phone:
Cell Phone:
* Date of Birth:
* Gender:
 I would like to receive Active Local Events E-Newsletters which include event listings and highlights.
 I would like to receive Active "Special Offer" Emails which include discounts on event registrations and merchandise.

Other Info

* I AM ATTENDING THE GAMES AS A

Donor Family (A family member or friend of someone who donated organs or tissues at the time of death.)

Step 4 – Profile (Non accommodation)

- If you are wanting the non-accommodation option, this is where you will make the initial non accommodation selection

Dietary Requirements

Non-Accommodation Option

Non-Accommodation Option

Check here if you wish to opt out of the full accommodation package--**you will still need to select the non-accommodation option later in the registration process as well.** Please note the final decision as to accommodation rests with your Team Manager. Please check with them first.

Emergency Contact Details
Please provide the contact information of someone **not travelling with you**

Step 5 - Tabs

- At the top of the page you will see the different categories: Profile/ Activities / Lodging & Travel / Merchandise / Checkout
- You can click on each category to edit the details.

World Transplant Games - Malaga, Spain [\(View Details\)](#)

Profile [Activities](#) [Lodging & Travel](#) [Merchandise](#) [Checkout](#) [Confirmation](#)

Registrant Type

Registrant Type: Adult Supporters/Living Donors/Donor Families [Edit](#)

Profile

* Email: kim.snow@outf.org

Step 6 – Activities (Supporter)

- Select the activities tab to edit the selections you have made. If you are a supporter you may want to edit your selection to participate in the Donor Recognition Walk.
- This is also the place where you must initially choose a single supplement (should you require a single accommodation room) or tick the box for juniors (12 and under) who are taking the full accommodation package.

All events have a maximum number of competitors. **Entries will be processed on a first-come, first-served basis.** When the maximum number is reached, no additional entries will be allowed in that event. Athletes may not enter events that take place at the same time (except field events contested cafeteria style). Failure of an athlete to appear at any event when called may result in the athlete being scratched or eliminated from that competition. There will be no appeal of any disqualification for failure to appear. [Team Managers make the final decision about team sport and relay entries.](#)

World Transplant Games - Malaga, Spain [\(View Details\)](#)

[Profile](#) [Activities](#) [Lodging & Travel](#) [Merchandise](#) [Checkout](#) [Confirmation](#)

Activities

SPECIAL EVENT

Tuesday 27 June Donor Walk

Donor Recognition Walk

Please tick if you wish to attend the Donor Recognition Walk on Tuesday, June 27th in the evening

ACCOMMODATION

Single Supplement. There is an additional fee of €400 (€375 Early Bird price) for a single room for the duration of the Games accommodation package, 25 June to 2 July.

Price: €400.00

Discount for Juniors Staying in Full Accommodation

Please tick if you are registering a junior who will be staying with two adults in the same room

Total: €400.00

Recalculate Total

Step 6 – Activities (Athlete)

- Select the activities tab to edit the selections you have made. If you are an athlete you may want to edit your selection to participate in the Donor Recognition Walk as well as **your chosen sports**. You can also add you doubles / pairs partner for relevant sports here.
- This is also the place where you must initially choose a single supplement (should you require a single accommodation room) or tick the box for juniors (12 and under) who are taking the full accommodation package.

Profile **Activities** Lodging & Travel Merchandise Checkout Confirmation

You are changing person 2 in your group. ([View 2 Group Members](#))

Apply the same responses as:

Activities

NOTE: Up to five (5) events only: Please select **up to five events only** in addition to the swimming and track relay events. Athletes may not enter events in different venues on the same day/time. Please check the Games schedule online at: <http://wtgmalaga2017.com/en/schedule/> for the schedule of sports and activities.

MONDAY 26 JUNE

Road Race 5K
Date: Monday, June 26, 2017 8:00 AM - 12:00 PM (Central European Time)
Location: Port of Malaga

Volleyball
Date: Monday, June 26, 2017 8:00 AM - 5:00 PM (Central European Time)
Location: Malaga University

Padel Doubles (Paddle Tennis)
Date: Monday, June 26, 2017 8:00 AM - 5:00 PM (Central European Time)
Location: Racquet Center Inacua

Petanque Singles
Date: Monday, June 26, 2017 8:00 AM - 5:00 PM (Central European Time)
Location: TBD

TUESDAY 27 JUNE

Cycling 5K Time Trial
Date: Tuesday, June 27, 2017 8:00 AM - 12:00 PM (Central European Time)
Location: Port of Malaga

Cycling 20K Team
Date: Tuesday, June 27, 2017 12:30 PM - 3:00 PM (Central European Time)
Location: Port of Malaga

Golf Singles
Date: Tuesday, June 27, 2017 8:00 AM - 4:00 PM (Central European Time)
Location: Guadalhorce Golf Club

Ten Pin Bowling Singles Men
Date: Tuesday, June 27, 2017 8:00 AM - 4:00 PM (Central European Time)
Location: Divernostrum

Step 6 – Activities (Junior)

- Select the activities tab to edit the selections you have made.
- If you are a junior (12 and under) you get a discounted registration package – that selection needs to be made here! If your package is not implementing the discount – you did not tick this box.
- Once ticked – another box emerges – this should only be ticked if the junior is sharing a room with 2 ADULTS. If you are only sharing with 1 ADULT – please do not tick this box. Edits can be made here to correct these choices.

[Profile](#) [Activities](#) [Lodging & Travel](#) [Merchandise](#) [Checkout](#) [Confirmation](#)

You are registering person 3 in your group. ([View 3 Group Members](#))

Apply the same responses as:

Activities

SPECIAL EVENT

Tuesday 27 June Donor Walk

Donor Recognition Walk
Please tick if you wish to attend the Donor Recognition Walk on Tuesday, June 27th in the evening

ACCOMMODATION

Single Supplement. There is an additional fee of €400 (€375 Early Bird price) for a single room for the duration of the Games accommodation package, 25 June to 2 July.
Price: €400.00

Discount for Juniors Staying in Full Accommodation
Please tick if you are registering a junior who will be staying with two adults in the same room

Junior Staying with Two Adults in Same Room.
A discount of 200 € is applied if a Junior aged between 4-12 will be staying with two adults in the same room for the games.
Price: -€200.00

Step 6 – Activities (Non Accommodation)

- Select the activities tab to edit the selections you have made.
- If you are taking the non-accommodation option – this is where the second non-accommodation box needs to be ticked in order for the discount to be applied. If you are not getting the correct non-accommodation total, make sure you have ticked both this box and the one on the profile page.

[Profile](#) [Activities](#) [Lodging & Travel](#) [Merch](#)

You are registering person 3 in your group. ([View 3 Group Members](#))

Apply the same responses as:

Activities

SPECIAL EVENT

Tuesday 27 June Donor Walk

Donor Recognition Walk
Please tick if you wish to attend the Donor Recognition Walk on Tuesday, June 27th in the evening

ACCOMMODATION

Single Supplement. There is an additional fee of €400 (€375 Early Bird price) for a single room for the duration of the Games accommodation package, 25 June to 2 July.
Price: €400.00

Discount for Juniors Staying in Full Accommodation
Please tick if you are registering a junior who will be staying with two adults in the same room

Junior (4-12) Non-Accommodation Option.
Please check this box if you do NOT want Games-arranged accommodation, breakfasts, lunches, some dinners and transfers to all Games activities. By checking, you understand that you will be responsible for your own accommodation, meals, and transfers to sports and other activities.
Price: -€290.00

Step 7: Lodging & Travel

- Select the Lodging & Travel tab to make changes to:
 - Bed Type configuration
 - Sharing partner (insert who you will be sharing your room with)
 - Travel details (arrival and departure dates as well as flight details)

LOC ARRANGED ACCOMMODATION Room Type Preference Please note the registration price includes Double Bed or Twin Bed Accommodation. A single room requires an additional amount to be paid. Should you require a single room, you will be required to pay an additional amount as below.

If you want to stay in a double room but do not have a roommate currently, please request Bed Type "Twin Bed".

If you are going to stay in a room for two Adults and one child, each participant must select room type "Child Sharing with Two Adults".

Please note that your selection of bed type is just a request and we will do our best to meet your choice.

Bed configuration

List your Double / Twin Room roommate (first & last name)

You will have the opportunity to purchase additional nights accomodation on the following page

TRAVEL INFORMATION

NOTE: Ground Transport will be supplied to and from the Malaga Airport on Friday, June 23, Saturday, June 24 and Sunday June 25.

If you do not need transfers, PLEASE INFORM YOUR TEAM MANAGER

Arrival information
If you are arriving June 22nd or earlier, you are responsible for your own transport from the airport.

Details of your arrival at the airport

Arrival Date

Time

Air Carrier

Flight Number

Please tick if you need ground transport from the airport to the Games..

Departure information
If you are departing July 3rd or later, you are responsible for your own transport to the airport.

When do you depart from Malaga?

Departure Date

Time

Air Carrier

Flight Number

Step 8: Merchandise

- Select the Merchandise tab to make changes to the additional nights selected. If you have not selected any additional nights and now want to add these, those changes can be made here.

If you already know your roommate and both of you are requesting extra nights, each of you must indicate that in your registration. If there is no roommate connected with your registration, you may be charged the single rate for extra nights.

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Merchandise			
ADDITIONAL NIGHTS			
Thursday June 22 (Double / Twin room)	€67.50	<input type="text"/>	€0.00
Thursday June 22 (Single room)	€125.00	<input type="text" value="1"/>	€125.00
Friday June 23 (Double / Twin room)	€67.50	<input type="text"/>	€0.00
Friday June 23 (Single room)	€125.00	<input type="text" value="1"/>	€125.00
Saturday June 24 (Double / Twin room)	€67.50	<input type="text"/>	€0.00
Saturday June 24 (Single room)	€125.00	<input type="text" value="1"/>	€125.00
Sunday July 2 (Double / Twin room)	€67.50	<input type="text"/>	€0.00
Sunday July 2 (Single room)	€125.00	<input type="text" value="1"/>	€125.00
Monday July 3 (Double / Twin room)	€67.50	<input type="text"/>	€0.00
Monday July 3 (Single room)	€125.00	<input type="text"/>	€0.00
			Total: €500.00

Continue

Step 9: Checkout

- Once you are happy with the changes, select Finish and your edits will be saved. A new update registration confirmation email will be sent to you.

Payment Method

Payment Method: Via Team Manager

Refund Information

Refund Information:

- Cancellations made on or before **April 16, 2017** will receive a 100% refund (less Bank charges).
- All cancellations made between **17 April, 2017** and up to and including **14 May, 2017** will receive 50% refund.
- Cancellations made after and including **May 15, 2017** will not receive a refund (i.e. 100% cancellation).
- If an athlete is denied participation due to medical reasons by the WTG Medical Panel, s/he will receive a 90% refund.

Finish

PAYMENT SCHEDULE AND RULES