INSTRUCTION HOW TO FILL OUT AND COMPLETE THE LOC REGISTRATION FOR THE JUDO WORLD VETERANS CHAMPIONSHIPS

TWIN ROOM or DOUBLE ROOM 2 ATHLETES IN 1 ROOM

3 STEPS PROCESS

- You and your roommate must have accounts at judokrakow2022.com
- You have to purchase from Organizer a minimum of 2-nights stay at the one of the “Official Tournament Hotels”
- You have to pay an “Entry Fee” for the tournament and for Covid-19 rapid antigen test on arrival.

**Step 1: Create an account**

2. Click on Veterans Championships logo,

this will take you to the veterans' home page

3. Click **Create an account** button.
4. Fill out the form:

- Email: sample@sample.com
- Username: judoTom
- Password: 
- Enter password again: 
- Account details: Tom [First Name] and Judoka [Last Name]

Now you are registered in LOC system for this tournament and you are able to complete your registration. To complete registration you have to book a hotel’s room, pay for COVID-19 antigen test on arrival and pay the entry fee for the tournament.

5. Click the Create account button
Step 2: Complete your registration as a Primary Booking Person

for TWIN ROOM or DOUBLE ROOM

If you will be sharing a hotel room with another competitor and you are a primary booking person, please note:

- You will need to provide the e-mail address with which he/she is registered on judokrakow2022.com
- Payment for a double or twin room is made by the primary booking person.
- Payment for lunches for both is made by the primary booking person.
- In order for a roommate to complete registration for the event, the primary must complete registration and pay all fees.
- Once registration is complete and we received payment from the primary booking athlete we will unlock for your roommate the possibility to pay an “Entry Fee” to the tournament and COVID-19 rapid antigen test on arrival.

Notice: Before you start process both athletes must have accounts with us.

1. Go to “Home” page and click Log in button

Use your e-mail or username and password to log in.
2. Go to “Registration & Payments” section

3. Click button. You will be redirected to the hotels section.

4. Select the hotel which you want to stay and click Check more
5. Select the type of the room, double or twin and click **Book a room**

6. Select arrival and departure dates.
7. Choice if you want lunch at the Sports Hall.
8. If you want to have a lunch choice which days you want it.
9. Click **Book a room** button.

You will be taken to the summary page of your order. Please check that all the elements of your order are correct.
Entry fee to the tournament and COVID-19 antigen test on arrival will automatically be added to your order. For these two you will pay only your part.

10. To add your roommate/competitor to your room select “Other competitor”. New window will open below to enter her/his e-mail address.
11. Add your roommate email address with which she/he is registered at judokrakow2022.com
12. Accept the general terms of use and privacy policy.
13. Click **Place order** button.

You have just placed your order. You will receive on your e-mail instruction how to pay for your order.

Please pay for your order as soon as possible to avoid cancelling your order and also to unlock for your roommate the possibility to pay an "Entry Fee" to the tournament and COVID-19 rapid antigen test on arrival.

To speed up the process you can email your payment confirmation to: mariusz@judokrakow2022.com please put your order number in subject line of your email. This will unlock faster possibility to complete the registration by your roommate.

**Step 3: Complete your registration as a roommate**

*for TWIN ROOM or DOUBLE ROOM*

If you will be sharing a hotel room with another competitor and you are a roommate for primary booking person, please note:

- You will be able to complete your registration after we receive payment or payment confirmation from your roommate which is a primary booking person for your room.
- Payment for a double or twin room is made by the primary booking person.
- Payment for lunches for both is made by the primary booking person.
- To complete your registration with LOC you have to pay for “Entry Fee” to the tournament and COVID-19 rapid antigen test on arrival.
1. Go to veterans “Home” page and click Log in button

Use your e-mail or username and password to log in.

2. Go to “Registration & Payments” section

3. If you can see this information: “Your order is being processed”,

that mean we did not receive payment from primary booking athlete yet. You will not be able to complete your registration. Contact your roommate and ask to complete his/her part.
If you can see this information: “ENTRY FEE FOR WVC”

that means, you are good to complete your registration.

4. Click the **BUY AN ENTRY FEE** button.

You will be taken to the summary page of your order. Please check that all the elements of your order are correct.

Entry fee to the tournament and COVID-19 antigen test on arrival are automatically added to your order.
5. Accept the general terms of use and privacy policy.

6. Click the **Place order** button.

You have just placed your order. You will receive on your e-mail instruction how to pay for your order.

Please pay for your order as soon as possible to avoid cancelling your order.

To speed up the process you can email your payment confirmation to: mariusz@judokrakow2022.com please put your order number in subject line of your email.

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**If you have any problems with our LOC system please contact:**

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WELCOME IN CRACOW!!!