

Guidance for the WTCF Event Registration System

Dear WTCF members, thank you for using the WTCF Event Registration System. Before you start to register, please prepare the following electronic documents and have it saved and ready on your computer.

1. Members that are not of Chinese nationality: a clear scan of your passport bio page, and a scan of a one-inch passport photo.
2. Members that are of Chinese nationality: 1 clear electronic edition of the front and back of your ID card, and one inch ID photo.



one-inch passport photo



a clear scan of your passport bio page



1 clear electronic edition of the front and back of your ID card

After gathering the above required documents, you may begin the registration process. **If you are new to the system, please follow the Procedure A; if you have used the system before, please proceed to Procedure B.**

Procedure A. If you are new to the system, please follow this procedure to sign up and register

Step one: Enter the registration page from WTCF website

(<http://en.wtcf.org.cn/>)



Step two: Signing-up

① Click on “Sign Up”

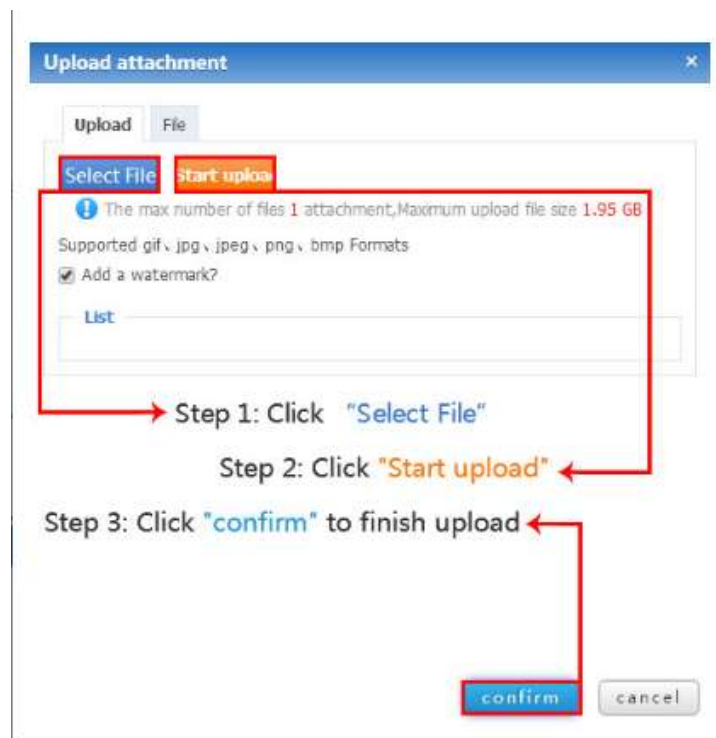


② After filling in all the sections (the red “*” sections are required), please click on “Submit”:



Tips:

1. Please set and keep your password properly for the ease of future logins;
2. If you need instructions on how to upload files please click on the “? How to upload” of the section to see the details.



Upload attachment

Upload File

Select File Start upload

The max number of files 1 attachment, Maximum upload file size 1.95 GB

Supported gif \ jpg \ jpeg \ png \ bmp Formats

Add a watermark?

List

Step 1: Click "Select File"

Step 2: Click "Start upload"

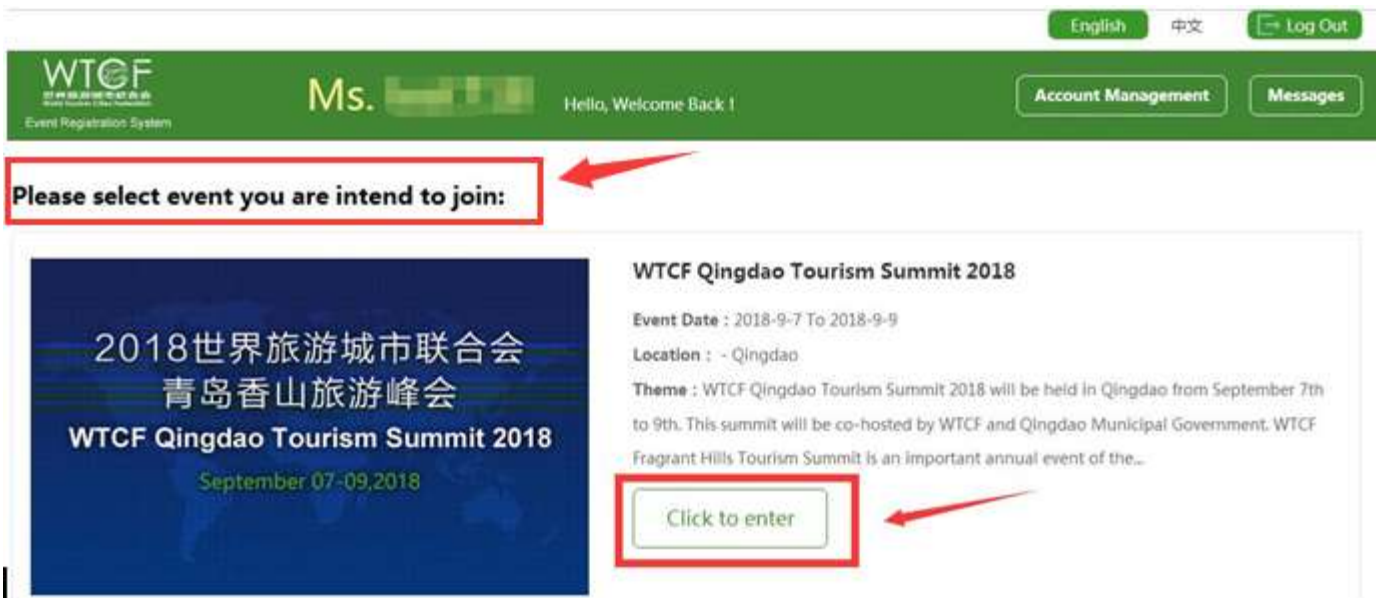
Step 3: Click "confirm" to finish upload

confirm cancel

* After signing-up, you will receive an email sent by the system. Please make sure your email account is valid.

Step Three: Event Registration

① After signing-up, the following page will pop up. You can enter the event registration page by clicking on the “Click to enter” button:



English 中文 Log Out

WTCF Ms. [Name] Hello, Welcome Back! Account Management Messages

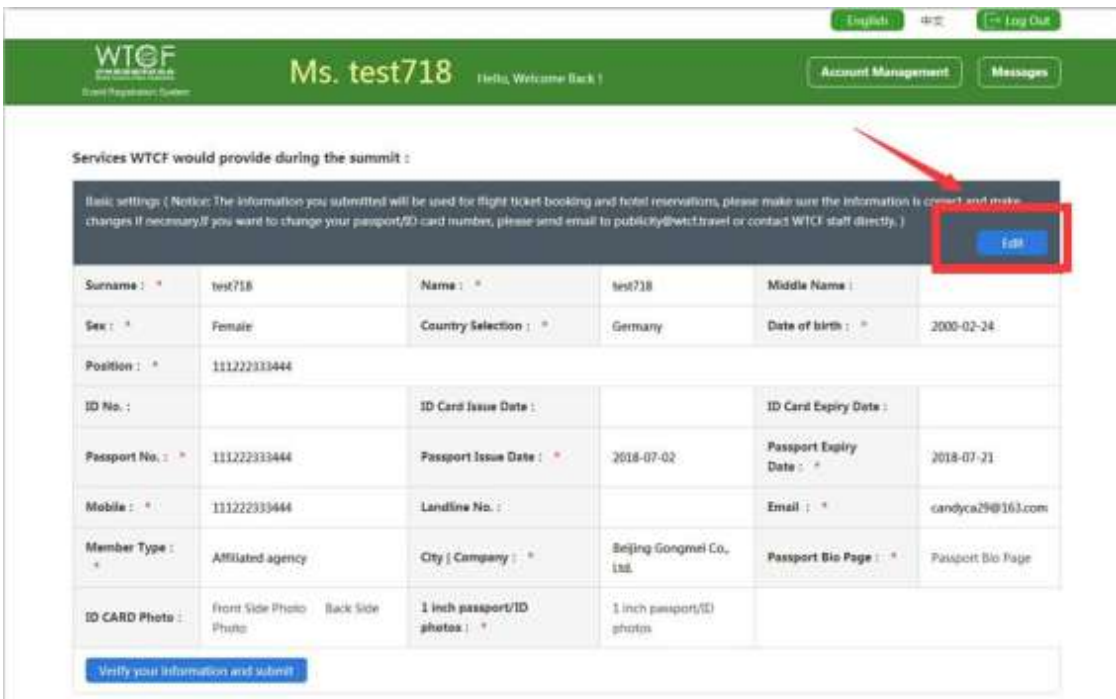
Please select event you are intend to join:

2018世界旅游城市联合会
 青岛香山旅游峰会
WTCF Qingdao Tourism Summit 2018
 September 07-09,2018

WTCF Qingdao Tourism Summit 2018
 Event Date : 2018-9-7 To 2018-9-9
 Location : - Qingdao
 Theme : WTCF Qingdao Tourism Summit 2018 will be held in Qingdao from September 7th to 9th. This summit will be co-hosted by WTCF and Qingdao Municipal Government. WTCF Fragrant Hills Tourism Summit is an important annual event of the...

Click to enter

② Please click on the “Edit” button to check the basic information you have provided, and fill in other red “*” sections, and upload the passport bio page.



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WTCF Ms. test718 Hello, Welcome Back! Account Management Messages

Services WTCF would provide during the summit :


Basic settings (Notice: The information you submitted will be used for flight ticket booking and hotel reservations, please make sure the information is correct and make changes if necessary.If you want to change your passport/ID card number, please send email to publicity@wtcf.travel or contact WTCF staff directly.)

Surname : *	test718	Name : *	test718	Middle Name :	
Sex : *	Female	Country Selection : *	Germany	Date of birth : *	2000-02-24
Position : *	111222333444				
ID No. :		ID Card Issue Date :		ID Card Expiry Date :	
Passport No. : *	111222333444	Passport Issue Date : *	2018-07-02	Passport Expiry Date : *	2018-07-21
Mobile : *	111222333444	Landline No. :		Email : *	candyca29@163.com
Member Type : *	Affiliated agency	City Company : *	Beijing Gongmei Co., Ltd.	Passport Bio Page : *	Passport Bio Page
ID CARD Photo :	Front Side Photo Back Side Photo	1 inch passport/ID photos : *	1 inch passport/ID photos		

Verify your information and submit

③ Please review and make sure all the “*” sections have been filled in properly, then click on the “Verify information and submit” to finish the summit registration.

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Ms. test718 Hello, Welcome Back!

[Account Management](#) [Messages](#)

Services WTCF would provide during the summit :

Basic settings (Notice: The information you submitted will be used for flight ticket booking and hotel reservations, please make sure the information is correct and make changes if necessary.If you want to change your passport/ID card number, please send email to publicity@wtcf.travel or contact WTCF staff directly.)

[Verify information and submit](#)

Surname : *	test718	Name : *	test718	Middle Name :	
Sex : *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Country Selection : *	Germany	Date of birth :	2000-02-24
Position : *	111222333444				
ID No. :		ID Card Issue Date :		ID Card Expiry Date :	
Passport No. : *	111222333444	Passport Issue Date : *	2018-07-02	Passport Expiry Date : *	2018-07-21
Mobile : *	111222333444	Landline No. :		Email : *	candycat29@163.cc
Member Type : *	Affiliated agency	Committee of Tourism-Related..		City Company : *	Beijing Gongmei Co., Ltd.

Passport Bio


Page : *

[? Photo Example](#)

[?How to upload](#)

Image list

Max number of uploading file for one time 1 photos



[Select picture](#)

ID CARD Photo

:

[? Photo Example](#)

[?How to upload](#)

Image list

Max number of uploading file for one time 2 photos


[Select picture](#)

1 inch passport/ID photos : *

[? Photo Example](#)

[?How to upload](#)

Image list



[Select picture](#)

Tips: A confirmation email will be sent to you, please check your email inbox.

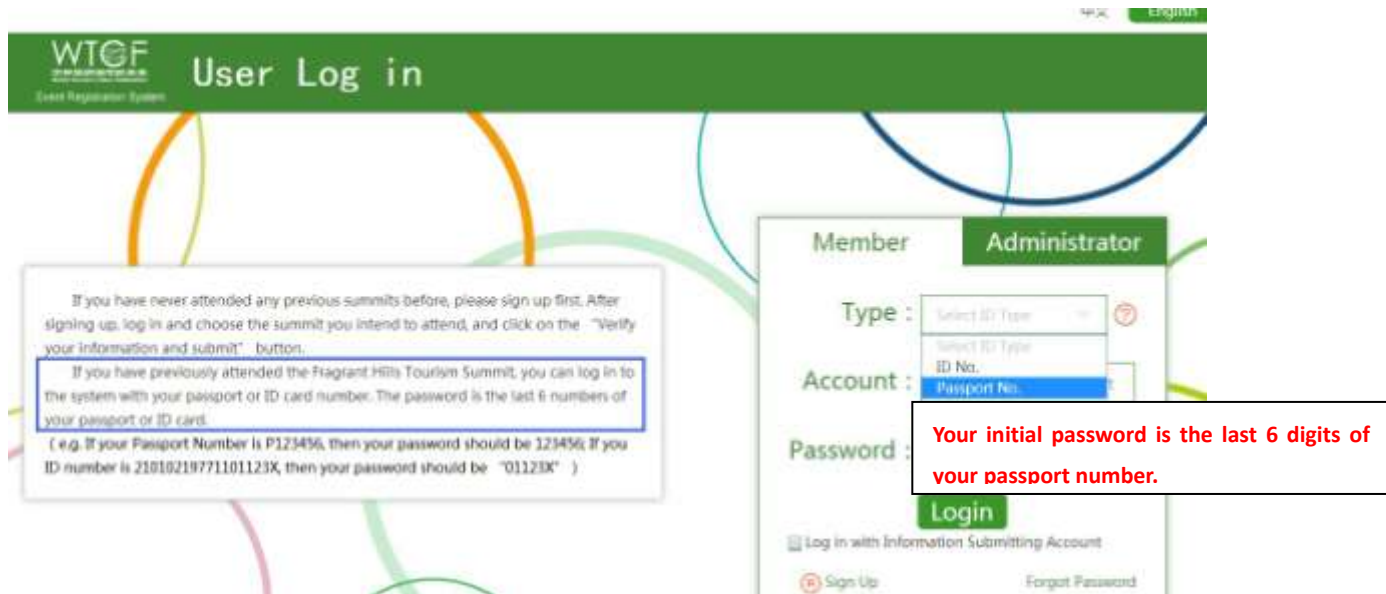
Procedure B. If you have attended WTCF's summit before, please follow this registration procedure.

Step one: Enter the registration page from the website (www.wtcf.org.cn)



Step two: Use your ID or passport number to log in

Click on “Member”—Select “Passport No.”, to use your Passport Number as Account to log in. Your initial password is the last 6 digits of your passport number.

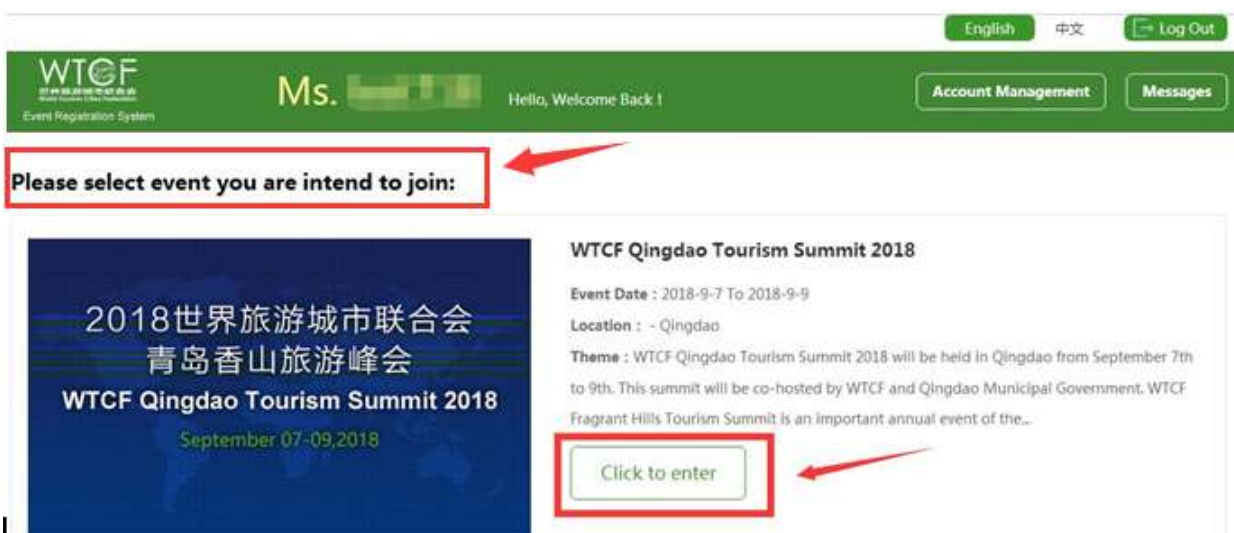


Tips:

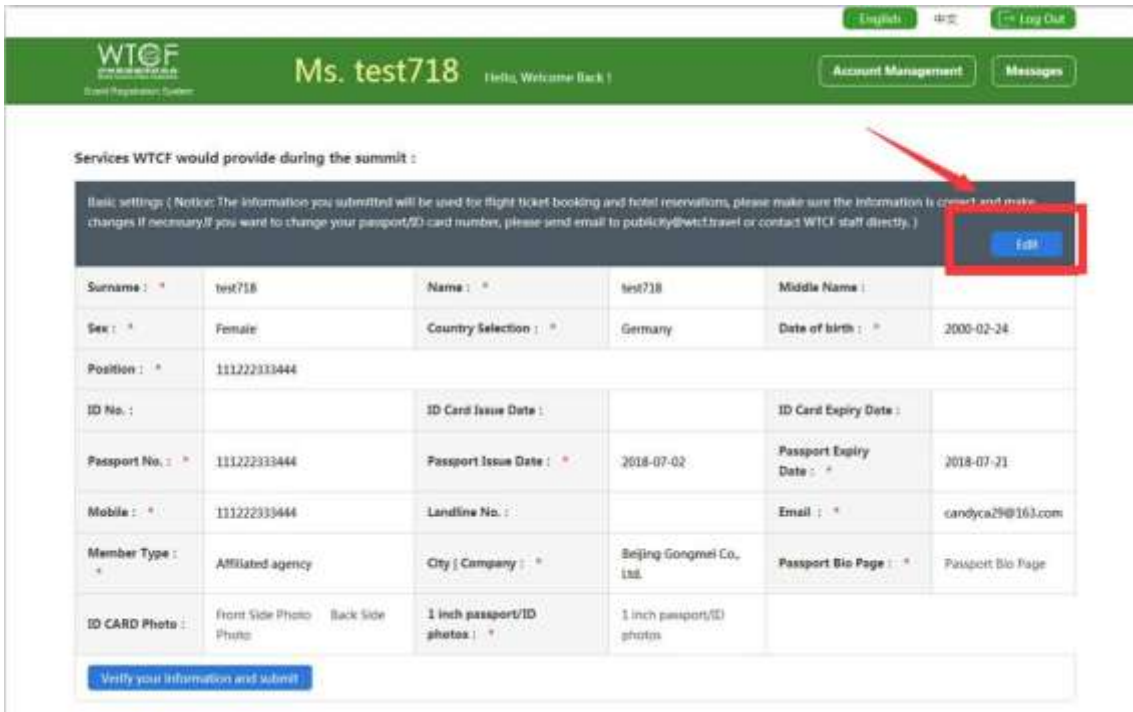
If you encounter a rare occasion where, when you try to log in the system and a “The user does not exist” reminder pops up, and you tried to sign up and a “The account already exists” reminder pops up, please contact the staff who are responsible for your service, or send your name and ID or passport number to 2018wtcf@wtcf.org.cn for further support.

Step three: Begin the summit registration

① After logging in to the system, you will enter the following page. Click on the “Click to enter” of the page to begin the event registration:



② Please click on the “Edit” button to check the basic information you have entered, fill in other red “*” sections where you haven’t entered any information, and upload your passport bio page.



Services WTCF would provide during the summit :


Basic settings (Notice: The information you submitted will be used for flight ticket booking and hotel reservations, please make sure the information is correct and make changes if necessary. If you want to change your passport/ID card number, please send email to publicity@wtctravel or contact WTCF staff directly.)

Surname : *	test718	Name : *	test718	Middle Name :	
Sex : *	Female	Country Selection : *	Germany	Date of birth : *	2000-02-24
Position : *	111222333444				
ID No. :		ID Card Issue Date :		ID Card Expiry Date :	
Passport No. : *	111222333444	Passport Issue Date : *	2018-07-02	Passport Expiry Date : *	2018-07-21
Mobile : *	111222333444	Landline No. :		Email : *	candycal29@163.com
Member Type : *	Affiliated agency	City / Company : *	Beijing Gongmei Co., Ltd.	Passport Bio Page : *	Passport Bio Page
ID CARD Photo :	Front Side Photo Photo	Back side Photo	1 inch passport/ID photos : *	1 inch passport/ID photos	

Verify your information and submit

③ After you have entered your information in all the “*” sections, click on the “Verify your information and submit” button to finish the summit registration.

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Ms. test718 Hello, Welcome Back!

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Services WTCF would provide during the summit :

Basic settings (Notice: The information you submitted will be used for flight ticket booking and hotel reservations, please make sure the information is correct and make changes if necessary. If you want to change your passport/ID card number, please send email to publicity@wtcftravel.com or contact WTCF staff directly.)

[Verify information and submit](#)

Surname : *	test718	Name : *	test718	Middle Name :	
Sex : *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Country Selection : *	Germany	Date of birth :	2000-02-24
Position : *	111222333444				
ID No. :		ID Card Issue Date :		ID Card Expiry Date :	
Passport No. : *	111222333444	Passport Issue Date : *	2018-07-02	Passport Expiry Date : *	2018-07-21
Mobile : *	111222333444	Landline No. :		Email : *	candyca29@163.cc
Member Type : *	Affiliated agency	Committee of Tourism-Related...	City Company : *	Beijing Gongmei Co., Ltd.	
Passport Bio Page : *	Image list Max number of uploading file for one time 1 photos  ? Photo Example ?How to upload Select picture		ID CARD Photo :	Image list Max number of uploading file for one time 2 photos ? Photo Example ?How to upload Select picture	
				1 inch passport/ID photos : * ? Photo Example ?How to upload  Select picture	

Tips:

1. If you need instructions on how to upload files please click on the “? How to upload” of the section to see the details.
2. After reviewing all the information you have provided for the event, a confirmation email will be sent to your email inbox.