

# **Registration Guide**

Welcome to the 11<sup>th</sup> World Health Qigong Tournament and Exchange!

#### This registration guide includes:

#### Contents

How To Create Your Account/ Start Your Registration	2
Tournament And Training Seminar Registration	4
See Your Registration History	17
Request For Payment	18
Hotel Reservation	19
Save and Resume Later	26

If you have any questions, please contact: canadaintlhealthqigong@gmail.com.

# **How To Create Your Account/ Start Your Registration**

Each organization is suggested to create one account for the registration process. Please assign one team member (e.g. a team lead) to start the following processes:

- 1. Please visit our website at: <a href="https://www.healthqigongcanada.ca/">https://www.healthqigongcanada.ca/</a>
- 2. On the top right corner of the website, please click on "Create Account"



3. On the Account Register page, please fill in the necessary fields then click on "Register"



4. After your account is registered, you will be redirected to our homepage. To start the registration process, you can click on either the "Register" button on the top right or the "Register Now" button in the slider images.

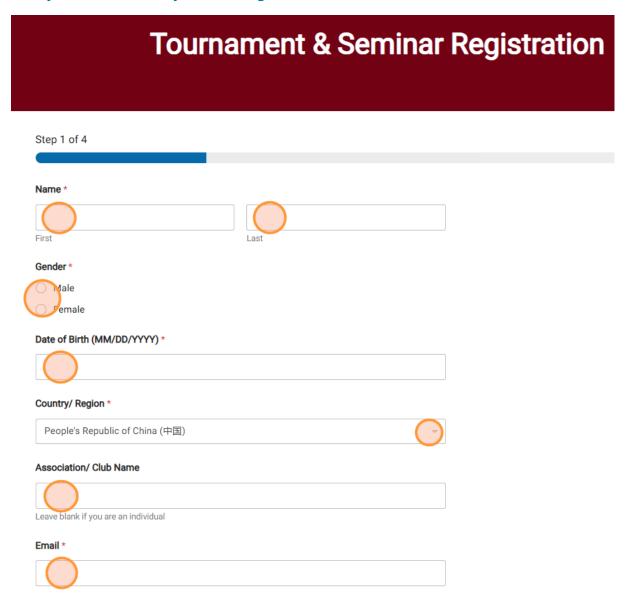


# **Tournament And Training Seminar Registration**

#### 1. Competitor Information

Each registration process will register one team member. Please complete your team member's registration before continuing another.

Note: Team lead can use the same email address for multiple team members. This email is only used to send you the registration confirmation.



#### 2. Team Competition Registration

If you/your team member(s) are participating in team competitions, please select the form you wish to compete in. Multiple forms can be selected. After you have selected your form(s), please fill out your Team Name below.

Note: The team competition registration is only for the current member. Please make sure that other members of the same team also register for the same form and fill in the same team name. The same organization can form multiple teams according to the competition regulations. When registering , please pay attention and select the correct competition event and correctly fill in the team name for each team member.

#### **Team Competition**

**Team Form** 

✓ Yi Jin Jing (易筋经) - \$31.50
☑ Wu Qin Xi (五禽戏) - \$31.50
□ Liu Zi Jue (六字决) - \$31.50
□ Ba Duan Jin (八段锦) - \$31.50
□ Da Wu (大舞) - \$31.50
Dao Yin Yang Shen Gong Shi Er Fa (导引养生功十二法) - \$31.50
Taiji Health Staff (太极养生杖) - \$31.50
Ma Wang Dui Dao Yin Shu (马王堆导引术) - \$31.50
Team Name *

#### 3. Individual Competition

If you/your team member(s) are participating in individual competitions, please select the appropriate form(s), gender, and age bracket.

# **Individual Competition**



#### 4. International Cooperation Challenge And Training Seminars

If you/ your team member(s) are participating in the International Cooperation Challenge and/or training seminar, please click on the checkbox. Click again to unselect the option.

#### **International Cooperation Challenge**



Note: Prices shown are early bird pricing. Prices will be adjusted to normal pricing after early bird period ends.

#### 5. Banquet Option

If you/ your team member(s) are attending the banquet, please click on the checkbox. Click again to unselect the option.

#### **Banquet Option**



#### After selecting the desire options, please click on "Next" to continue:

#### **Banquet Option**

**Banquet** 

Attend - \$65.00



Save and Resume Later

#### 6. Lunch Boxes Pre-order

Optional: Select your lunch boxes for the day. Variety of lunch boxes are available.

Note: Not available for purchase on the day of

Lunch Boxes Pre-order - Step 2 of 4

July 22nd



红烧牛肉 银芽肉丝 时令蔬菜 米饭 矿泉水一瓶

**Braised Beef** Shredded Pork with Bean Sprouts Seasonal Vegetables Rice

Bottle of water

银芽肉丝 时令蔬菜 米饭 矿泉水一瓶

黑椒牛肉粒

Black Pepper Beef Cubes Shredded Pork with Bean Sprouts Seasonal Vegetables Rice Bottle of water

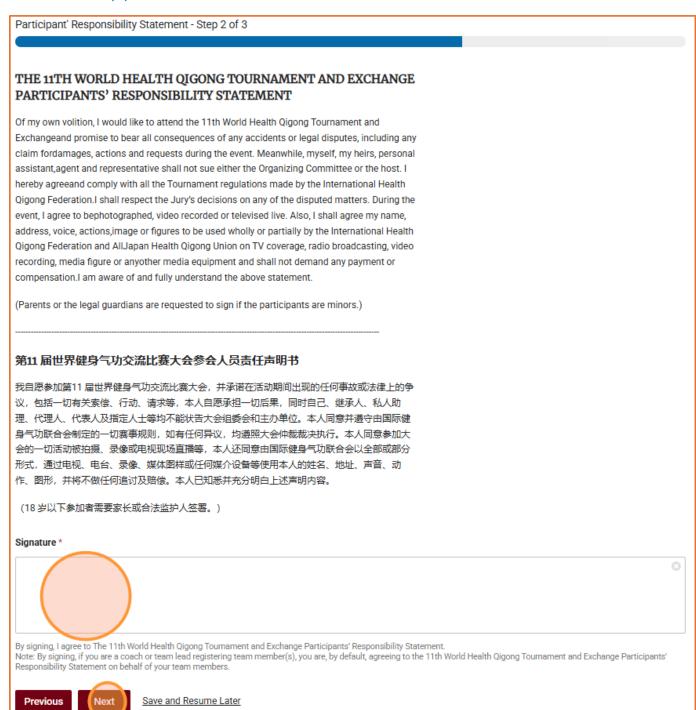
Combo A - \$14.99

Combo B - \$18.99

#### 7. Participant's Responsibility Statement

In the Participant' Responsibility Statement section, please read and sign the Participant' Responsibility Statement, then click on "Next".

Note: If you are a coach/ team lead registering for your team member, signing the statement means, by default, you are agreeing to the 11th World Heath Qigong Tournament And Exchange Participant's Responsibility Statement on behalf of your team member(s).



#### 8. Payment

In the Payment section, please choose your method of payment.

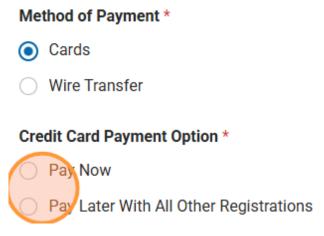


Previous

#### 7.1 Card Payment Method

If you choose to pay by credit card, please select your option in the "Credit Card Payment Option" section. The "Pay Now" option means you will be paying for this current competitor in this registration. The "Pay Later With All Other Registrations" allows you to finish all your team member's registration then pay altogether.

Note: Credit card payments will have a 3.1% processing fee of the total amount for cards issued in Canada, 3.9% for cards issued in other countries.



#### **7.1.1 Pay Now**

If you have selected the "Pay Now option", please select Yes or No if your credit card was issued in Canada then fill in your credit card info and click on the "Submit" button to complete your registration.

#### **Credit Card Payment Option \***



Pay Later With All Other Registrations

#### My credit card was issued in Canada \*



Credit Card Payment Fees: 3.1% for cards issued in Canada, 3.9% for cards issued in other countries

Price: \$2.54

#### **Total**

Item	Quantity	Total
Banquet - Attend	1	\$65.00
Credit Card Payment Fees: 3.1% for cards issued in Canada, 3.9% for cards issued in other countries	1	\$2.54
Total		\$67.54

#### Credit Card Payment \*



Previous



Save and Resume Later

#### 7.1.2 Pay Later With All Other Registrations

If you wish to pay later with all your other registrations, we will send you a payment link to your email. The payment amount will include all of your registrations you wish to pay with credit cards.

If you have selected the "Pay Later With All Other Registrations" option, please select Yes or No if your credit card was issued in Canada then click on the "Submit" button to complete your current member's registration.

For details on how to request for payment, please go to the Request For Payment Section.

Credit Card Payment Option \*

Pay Now

O P

Pay Later With All Other Registrations

My credit card was issued in Canada \*



Credit Card Payment Fees: 3.1% for cards issued in Canada, 3.9% for cards issued in other countries

Price: \$2.54

#### Total

Item	Quantity	Total
Banquet - Attend	1	\$65.00
Credit Card Payment Fees: 3.1% for cards issued in Canada, 3.9% for cards issued in other countries	1	\$2.54
Total		\$67.54

Previous



Save and Resume Later

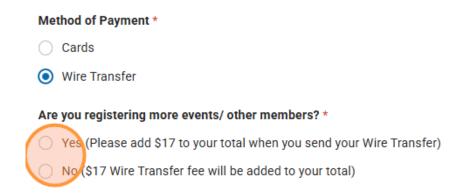
#### 7.2 Wire Transfer Payment Method

For details on Wire Transfer, please visit: <a href="https://www.healthqigongcanada.ca/#payment">https://www.healthqigongcanada.ca/#payment</a> methods

Or the wire transfer details at the end of this section (page 15).

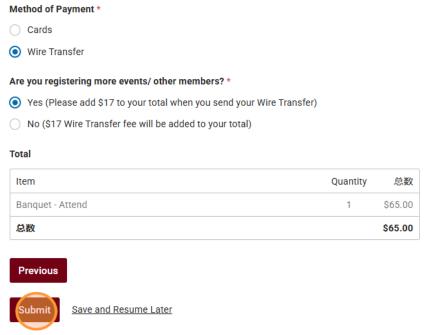
Note: If your total amount exceeds \$50 USD, there will be a \$17 USD wire transfer payment fee. This fee is a one-time fee per wire transfer. You can wire transfer the total amount of your team's registration fee altogether.

If you have selected wire transfer, please answer the "Are you registering more events/ other members?" question.



If "Yes", please click on the "Submit" button to complete your registration. Please note that you will need to include the \$17 USD to your total amount when you start your wire transfer.

For details on how to request for payment, please go to the Request For Payment Section.



If "No", the \$17 USD wire transfer fee will be added to your current amount. Then, click on the "Submit" button to complete your registration.

#### Method of Payment \*

Cards

Wire Transfer

#### Are you registering more events/ other members? \*

Yes (Please add \$17 to your total when you send your Wire Transfer)

No (\$17 Wire Transfer fee will be added to your total)

#### Wire Transfer Fee

Price: \$17.00

#### Total

Item	Quantity	总数
Banquet - Attend	1	\$65.00
Wire Transfer Fee	1	\$17.00
总数		\$82.00

Previous



Save and Resume Later

If you have already submitted your registration and would like to change your payment method, please contact us at <a href="mailto:canadaintlhealthqigong@gmail.com">canadaintlhealthqigong@gmail.com</a>.

#### Appendix:

Canada International Health Qigong Association Wire Transfer Info

**Account Name:** HEALTH QIGING CANADA ASSOCIATION **Account Address:** 2949 52nd AVE E Vancouver, BC V5S 1T4

**Account Transit Number: 06840** 

**Account Number:** 4001285

Bank Name: Royal Bank of Canada

Bank Address: 3318 KINGSWAY VANCOUVER, BC V5R5K7

Bank Pone Number: 604-665-3889
Bank Institution Number: 0003
Bank SWIFT BIC: ROYCCAT2

Royal Bank Sort Code: //CC00306840

Wire payments sent in U.S. dollars (USD) from the U.S. are paid through JP Morgan Chase Bank, New York, NY, USA and require the following:

JP Morgan Chase Bank SWIFT BIC: CHASUS33

Fedwire ABA Routing Number: 021000021

**CHIPS UID:** 055253

#### **Service fees of RBC Royal Bank:**

- From an RBC Royal Bank unit located in Canada No Fee
- \$50 USD and under No Fee
- Over \$50 USD \$17 USD

<sup>\*</sup> Please note that wire payments to Health Qigong Canada are in USD. We do not cover any conversion fees that may incur with your bank.

<sup>\*</sup>The remitter (payer) shall bear the intermediary fee (receiving bank fee) for the remittance. The amount remitted shall be the actual amount receivable by the Organizer according to the fee standards.

<sup>\*</sup>Fees are in addition to registration fees. If you are paying via wire transfer please add the corresponding fees on top of your registration total amount.

<sup>\*</sup>The above fees are Tournament Wire Transfer fees and are NOT your bank fees.

#### 9. Registration Complete

After you have submitted your registration, you will be redirected to this screen. You can click on "Click here to view your registrations" to see your past registrations or click on the "Register More Event/ Register for next team member" button to begin your registration process for your next team member.



# Registration Successful

A confirmation has been sent to your email.

Click here to view your registrations

Back to Home

Register More Events/ Register for next team member

# **See Your Registration History**

You can click "Registration History" on the left of the "Register" button in the upper right corner of the website to view your full registration status.

If you would like to change an entry or remove an entry, please contact us at canadaintlhealthqigong@gmail.com.



### **Request For Payment**

If you are done registering your tournament events, training seminars, and hotel reservations, you can request for a payment link for credit card payments or an invoice for wire transfer payments.

Please go to the Registration History page, and on the top right, click on the "Request for Invoice" button as shown:

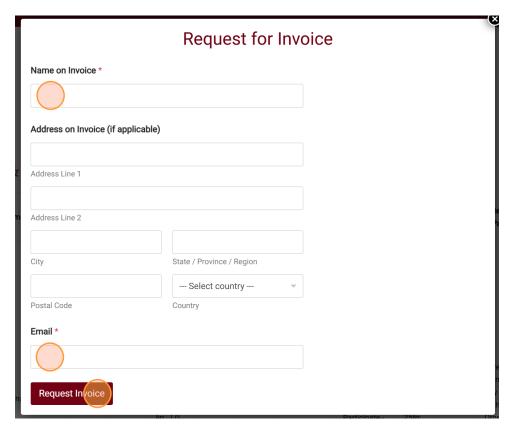
# **Registration History**

V



#### Competition & Seminar Registration

Then fill out the required fields and click on submit.



We will send you a payment link/ an invoice as soon as possible.

#### **Hotel Reservation**

To make a hotel reservation, please visit:

https://www.healthqigongcanada.ca/hotel-reservation/

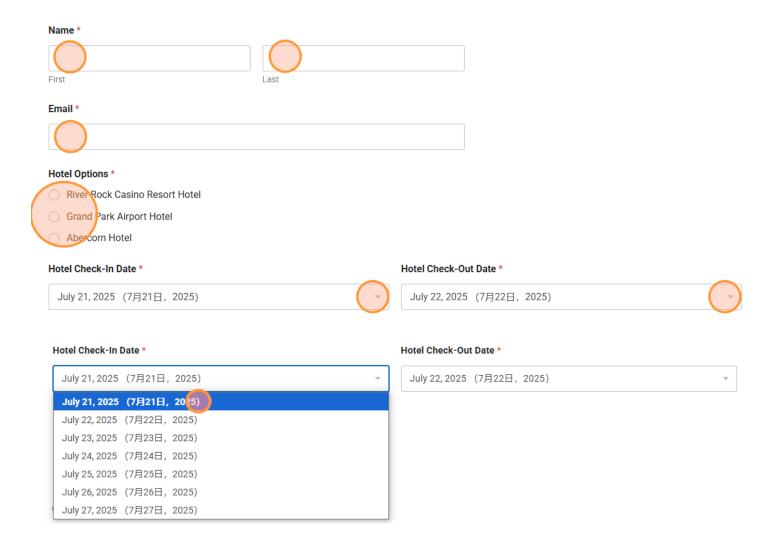
Or you can go to our website and click on "Hotel Reservations" in the menu on the left:



1. Fill in the contact information and select your hotel options

Please fill in your name, email address, hotel options, and hotel check-in and checkout dates.

Note: If you are a coach/team lead and wishes to book hotel rooms for your team/organization, please fill in your name and email address. If a team member's hotel check-in and check-out information are different, you will need to fill out a separate hotel booking form for the team member to book separately.



#### 2. Select a Booking type

Select your booking type for the hotel.

# Booking Type \*

- Boking for my team
- Book for myself

#### 2.1 Team leader making reservations for entire team

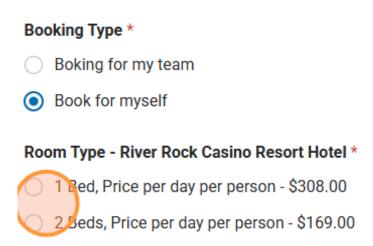
If you are a coach/team lead, please select the number of 1 bed rooms and/or 2 beds rooms needed and fill in the names of member(s) staying in those room(s), separated by commas. If the room type is not needed, please select 0.

#### Example: Player A, player B, player C

# 1 Bed Room Quantity - River Rock Casino Hotel Price: \$308.00 Names of member in 1 bed room (if any) 2 Beds Room Quantity - River Rock Casino Hotel Price: \$338.00 Names of members in 2 bed rooms (if any)

#### 2.2 Booking for yourself

(1) Choose your room type for your stay.



(2) If you choose "2 Beds" room, please fill in your roommate's name in the text box. If you don't have a roommate, fill in "none", the Organizing committee may arrange the roommate for you.

#### Room Type - River Rock Casino Resort Hotel \*

- 1 Bed, Price per day per person \$308.00
- 2 Beds, Price per day per person \$169.00

#### Name of Roommate \*



#### 3. Method of Payment

Please select the method of payment for your hotel.

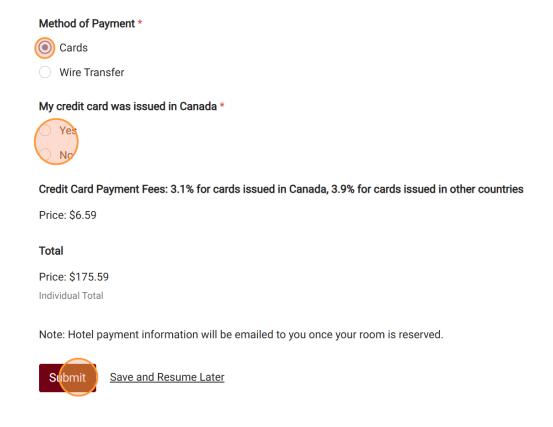
# Method of Payment \*



#### 3.1 Card Payment Method

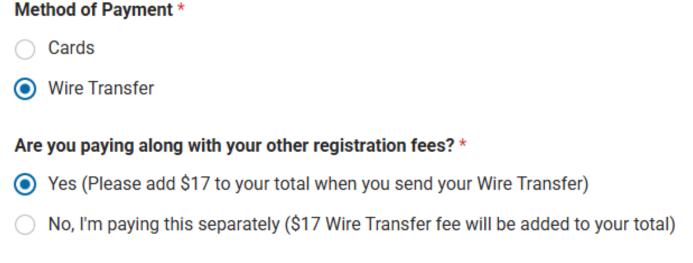
If you wish to pay by card, the card payment processing fee will be automatically added to your total. Then, click on "Submit" to complete your hotel reservation.

Credit Card Payment Fees: 3.1% for cards issued in Canada, 3.9% for cards issued in other countries



#### 3.1 Wire Transfer Payment Method

If you wish to pay by wire transfer, please select Yes or No for the question "Are you paying along with your other registration fees?"

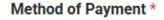


If you choose yes, please make sure to add the \$17 USD wire transfer fee to your grand total when you send your wire transfer.

If you choose no, the the \$17 USD wire transfer fee will be added to your hotel total.

Then, click on "Submit" to complete your hotel reservation.

For details on how to request for payment, please go to the Request For Payment Section.



Cards

Wire Transfer

#### Are you paying along with your other registration fees? \*

Yes Please add \$17 to your total when you send your Wire Transfer)

No, I'm paying this separately (\$17 Wire Transfer fee will be added to your total)

#### Total

Price: \$169.00 Individual Total

Note: Hotel payment information will be emailed to you once your room is reserved.



#### Save and Resume Later

Note: If you're booking for yourself or with a teammate, the total price reflects the individual cost, which is the amount you'll be paying. If you've selected a room with two beds, your teammate will also need to complete the hotel reservation form. Please ensure that your teammate selects the same hotel details as you, including the hotel option, check-in and check-out dates, and room type.

#### Total

Price: \$169.00

Individual Total

If you're booking for your team, the total price covers the entire team's cost. Rooms with two beds are priced for two people.

#### Total

Price: \$338.00

Team Total

Note: Hotel payment information will be sent to you after booking. If you pay by credit card, the hotel payment and the competition/training registration will be paid separately. If you choose wire transfer for hotel payment and competition/training registration, you can wire payment for all fees together.

#### Save and Resume Later

At the bottom of each form there is a clickable "Save and Resume Later" text. This function is used to save the filled in information so you can come back to it afterwards.



After clicking, please read the notes and click "Continue".

Heads up! Saving your progress now will store a copy of your entry on this server and the site owner may have access to it. For security reasons, sensitive information such as credit cards and mailing addresses, along with file uploads will have to be re-entered when you resume.



You can copy the link containing your saved form by clicking the copy icon to the right of the link, or fill in your email address and click "Send Link" to send the link to your email address.

Your form entry has been saved and a unique link has been created which you can access to resume this form. Enter your email address to receive the link via email. Alternatively, you can copy and save the link below. Please note, this link should not be shared and will expire in 30 days, afterwards your form entry will be deleted.

# Copy Link https://www.healthqigongcanada.ca/register/?wpform:

After sending the link, the following message will appear indicating that the save is complete:

# **Tournament & Seminar Registration**

A link to resume this form has been sent to the email address provided.

Please remember, the link should not be shared and will expire in 30 days.