



1. Overview

Registration is the process of:

- a) entering teams of fencers to the EVF Championships
- b) booking tickets to the Gala Dinner

Registration of delegations is done by the Head of Delegation (HoD), the person specified in the Intention To Participate returned to the organisers by the federation.

Individuals cannot register.

Payment is due on or before the Closing Date.

Payment may be made by:

- a) The Head of Delegation for the entire team using a bank transfer
- b) Individuals using bank transfer
- c) Individuals using PayPal or a credit card through PayPal (charges are paid by the organisers)

2. People Involved

The HoD can see the list of participants and who owes what (Registration + Weapon Fees + Gala Dinner).

The HoD informs the participants of how much to pay and to whom (IBAN number).

The participant pays by bank transfer/PayPal.

The Event Cashier monitors the event bank account and marks those participants in the database who have paid.

The Summary information shows the state of payments and is visible to the organisers and to the HoDs.

The Event Manager chases the HoDs for payments outstanding.

At Accreditation any payment outstanding from a participant is known and the Cashier can collect payments as a condition of accreditation.

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