

REGISTRATION PROCEDURE FOR EVENTS USING WAREOS

1. Please register your event on the World Archery Calendar. See [calendar registration procedure](#).
2. Please fill in the [WRE form](#), sign it and send it 6 months before the event to Thomas Aubert taubert@archery.sport, copied Cécile Tosetti ctosetti@archery.sport

The file name should be named as follow: Year_City_Country_WRE_form

3. Fill in the [Invitation package summary](#) excel file.
4. Fill in the [Invitation package](#) based on the template attached by changing the red parts to suits your event. Only this format will be accepted! Please always use the last version of the invitation package template in this folder.

WAREOS takes care of event registration, accommodation, transport and extra, no need to add an additional form on the Invitation package for these areas.

5. Send the Invitation package summary and the Invitation package to ctosetti@archery.sport at least 6 months prior to the event.

The file name should be as follow: Year_City_Country_Invitation package_V0.1

The file format should be in word (.doc) and in pdf version (.pdf)

6. Inform Cécile Tosetti if you had to make any changes to the Invitation package and resend the latest version per email, naming the document _V0.2 at the end.
7. You will receive your log-in and password to access the event on WAREOS per email in the following days.