

## WYD REGISTRATION PROCEDURE – IN 3 STEPS

The WYD registration can be done in 3 simple steps. Please read all the information below to ensure that your registration is in accordance with the requirements. Please carefully read the **TERMS AND CONDITIONS** from **SPIRITOURS** and **MISSION JEUNESSE** for more information on payments and documentation.

### STEP 1 ONLINE GROUP REGISTRATION

#### GUIDELINES

##### THE GROUP LEADER

- registers the group online.
- will receive an email with a code that is unique to each WYD group, as well as the steps to follow for the individual registration of the group members.

#### NECESSARY DOCUMENTS OR PAYMENTS

##### THE GROUP LEADER WILL NEED

- **GROUP LEADER ATTESTATION FORM**, completed, *in pdf. 400KB max*
- **VALID EMAIL ADDRESS**. Please note that you must share this email address with all the members of your WYD group. You must also check this email account frequently, since all communication with the MJ-Youth Ministry WYD coordination team will be done by email
- **FIRST NAME, NAME, GENDER of each pilgrim** (exactly as written on their passport)
- **ONE PACKAGE for the WYD group**.

### STEP 2 INDIVIDUAL REGISTRATION OF PILGRIMS

#### GUIDELINES

- **THE GROUP LEADER** sends the Group Registration confirmation email that contains the steps to follow for the individual registrations.
- **EACH PILGRIM** registers individually.  
*\*Please note that group leaders must also register individually!*
- Both the group leader and pilgrim will receive a confirmation of registration by email each time a pilgrim registers under their group. If a group leader receives a confirmation email for a pilgrim that is NOT part of his or her group, they must advise MJ-Youth Ministry immediately.

#### NECESSARY DOCUMENTS OR PAYMENTS

##### THE PILGRIM WILL NEED

- **COPY OF PASSPORT – PHOTO PAGE LEGIBLE** *FORMAT: PDF, max 400KB*  
*NAME OF FILE: CODE DE GROUPE JMJ\_PRÉNOM\_NOM DU PÈLERIN\_PASSEPORT.pdf*  
*ex. F1001F\_JOSEPH\_ST-JEAN\_PASSEPORT.pdf*
- **INDIVIDUAL PHOTO** (according to the WYD photo criteria) *FORMAT: JPG, JPEG, PNG, max 400KB*  
*NAME OF FILE: CODE DE GROUPE JMJ\_PRÉNOM\_NOM DU PÈLERIN\_PHOTO.jpg*  
*ex. F1001F\_JOSEPH\_ST-JEAN\_PHOTO.jpg*
- **CONFIRMATION EMAIL FOR THE GROUP REGISTRATION** (received from the group leader) that contains :
  - **THE UNIQUE GROUP CODE**
  - **GROUP LEADER'S VALIDE EMAIL ADDRESS**
  - **GUIDELINES FOR INDIVIDUAL REGISTRATION**
- Proof of individual insurance, only for those wishing to be exempted from the travel insurance included in the packages. 400KB max

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### STEP 3 PROVIDE PAYMENTS AND DOCUMENTATIONS

#### GUIDELINES

- **THE GROUP LEADER** attends the group leader meetings (or by appointment, according to the date of registration and payment deadlines) with the deposits and required documents for each pilgrim.
- **Please note that registrations are valid only when all deposits and documentations are up to date.**

#### NECESSARY DOCUMENTS OR PAYMENTS

##### LE RESPONSABLE DE GROUPE AURA BESOIN

- **CONFIRMATION EMAIL FOR GROUP REGISTRATION** (printed)
- **CONFIRMATION EMAIL FOR INDIVIDUAL REGISTRATION** *for each member of the group* (printed)
- **THE FIRST PAYMENT of \$500 (NON-REFUNDABLE)** for each member is required at the time of registration (for those who register online and pay by paypal) or by the next WYD group meeting, or by appointment, depending on the date of registration.

##### *Updated documents only:*

- Proof of individual insurance, only for those wishing to be exempted from the travel insurance included in the packages.
- Updated photocopy of passport (photo page legible)

**It is advised to keep a personal copy of each document and email received.**  
**Registrations without the first non-refundable payment of \$500 will NOT be accepted**

**PLEASE MAKE SURE THAT ALL THE INFORMATION THAT YOU PROVIDE  
IN YOUR GROUP AND INDIVIDUAL REGISTRATIONS ARE TRUE AND EXACT.**

**Each modification requested following the registration will incur a \$50 fee.**

**NO EXCEPTION.**

**[TERMS AND CONDITIONS OF SPIRITOURS AND MISSION JEUNESSE](#)**