

# Manual to support the registration of Central Volunteers

([register.wyd-reg.org](https://register.wyd-reg.org))



You too can contribute to the organisation of WYD

# UNITELM REGISTRATION MANUAL

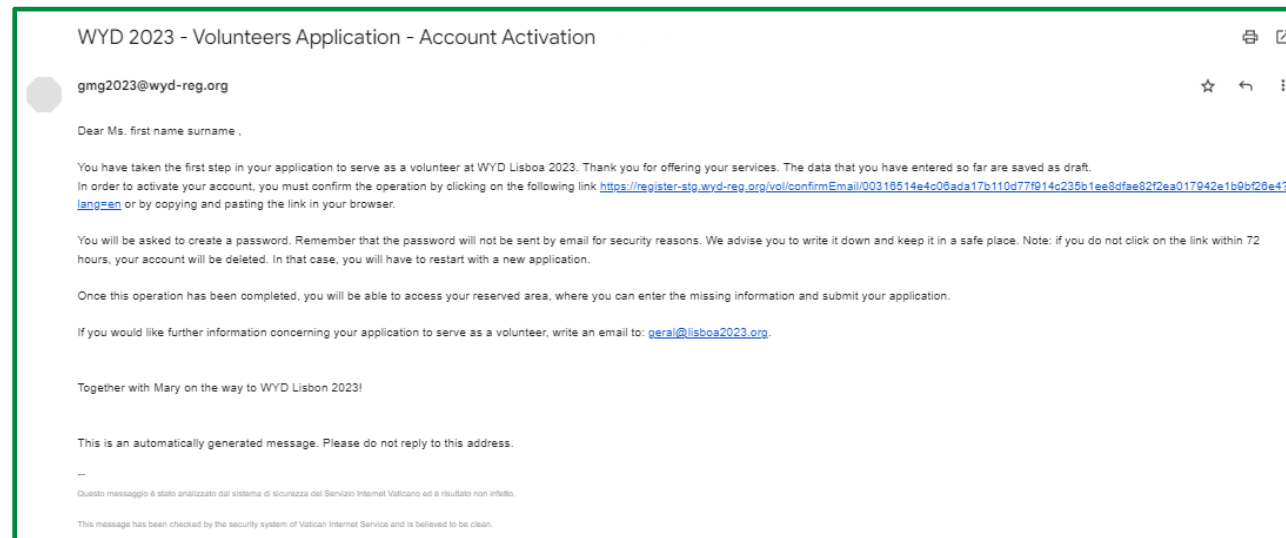
## CORE VOLUNTEERS

1<sup>st</sup> Registration on the website (<https://register.wyd-reg.org/vol/wizard?lang=pt>)

- Fill in all fields
- In the “Aggregator Code” field, insert the code of the entity that references you (ask the WYD Pivot in that entity), if any.

2<sup>nd</sup> Press the button “Save Draft”

3<sup>rd</sup> You will receive an email (see below) from [gmg2023@wyd-reg.org](mailto:gmg2023@wyd-reg.org) to complete your registration:



4<sup>th</sup> After clicking on the link in the email, you will have to define your password to access the reserved area of your registration.

- note: your password must have 10 characters: numbers, special characters, uppercase and lowercase

**Application to be a WYD volunteer**

To complete registration, enter a password for your account

Upon completion you will receive a confirmation email containing a link with which to access your reserved area.

Password

Repeat password

[Complete the registration of your data.](#)

5<sup>th</sup> After the correct definition of the password, a link will be presented to access your reserved area on the Site

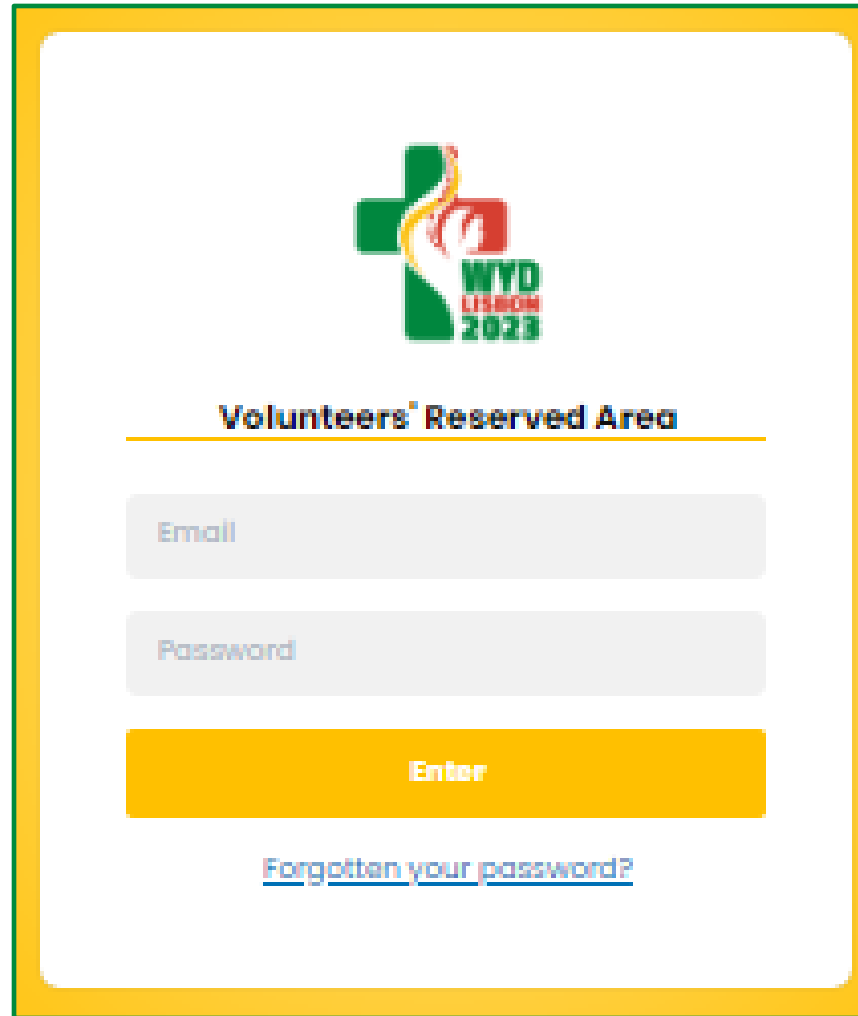
**Application to be a WYD volunteer**

Thank you for applying. Now you can access your reserved area by means of the following link:

<https://register-stg.wyd-reg.org/vol/reserv/main>

The WYD 2023 staff thank you.

6<sup>th</sup> To enter the reserved area, enter your email and password



The screenshot shows a login interface for the 'Volunteers' Reserved Area' of WYD LISBOA 2023. At the top center is the event logo, which features a green cross, a hand holding a red heart, and the text 'WYD LISBOA 2023'. Below the logo, the title 'Volunteers' Reserved Area' is underlined. There are two input fields: 'Email' and 'Password', both with light gray placeholder text. A yellow 'Enter' button is positioned below the password field. At the bottom, there is a blue underlined link that reads 'Forgotten your password?'.

7<sup>th</sup> In the reserved area you will find:

**Volunteers' Reserved Area**

**Current status of application**

**Draft** → Submitted → Accepted → Payment made → Validated by the Adm. → Allocated →

**Ms. first name surname**  
@gmail.com

**Volunteer**

**Ms. first name surname**

ID: V-51-PT | Country: PT | Town: town town

[Edit application form](#)

**Documents**

Scanned copy of document	Falta carregar ficheiro
Colour passport photo	Falta carregar ficheiro
Scanned copy of your recommendation letter	File to be uploaded
Download Receipt of Payment	Unavailable
Download voucher	Unavailable

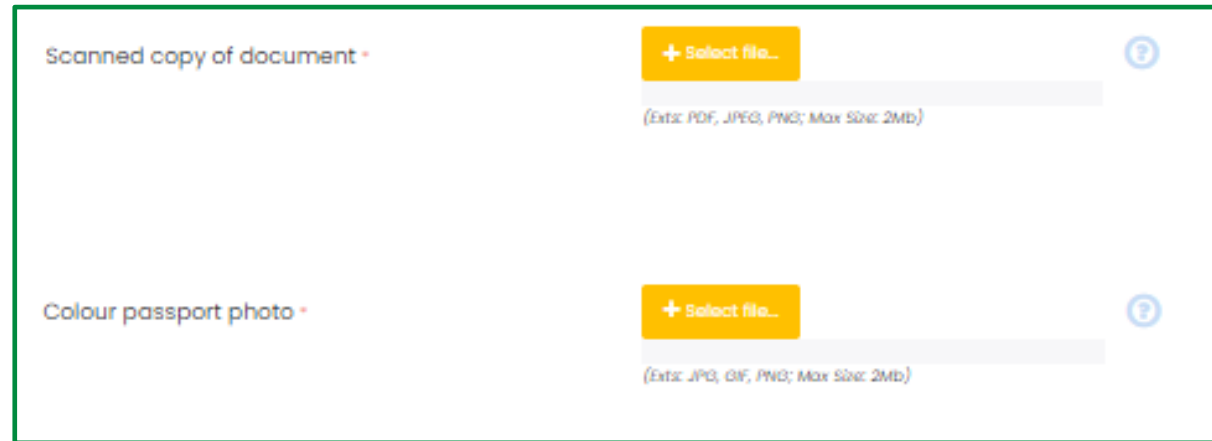
- Your application will be considered submitted when its status changes to "Complete"

8<sup>th</sup> To complete your registration you will have to:

For that you will have to:

upload the requested documents, following the steps below:

- go to “Change form”
- scroll down to the respective areas



The screenshot shows two file upload sections. The first section is labeled 'Scanned copy of document' and features a yellow button with a plus sign and the text '+ Select file...'. Below the button is a grey input field and a note in parentheses: '(Ext: PDF, JPEG, PNG; Max Size: 2Mb)'. To the right of the button is a blue circular help icon. The second section is labeled 'Colour passport photo' and has an identical layout with a yellow '+ Select file...' button, a grey input field, a note '(Ext: JPG, GIF, PNG; Max Size: 2Mb)', and a blue help icon.

- Press the “+ Select file...” button and upload the document  
(accepted documents must be PDF, JPEG, JPG, 2MB maximum)

- You have to go through all the “tabs” by clicking on the “Continue”  
button found at the bottom of the page or directly access the last “tab” through the  
tabs at the top of the page

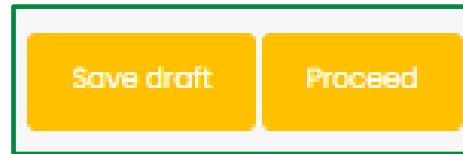
(you will need to upload your ID, photo and letter of recommendation)

9<sup>th</sup> At the end of the last page, click on the button “Send your application”

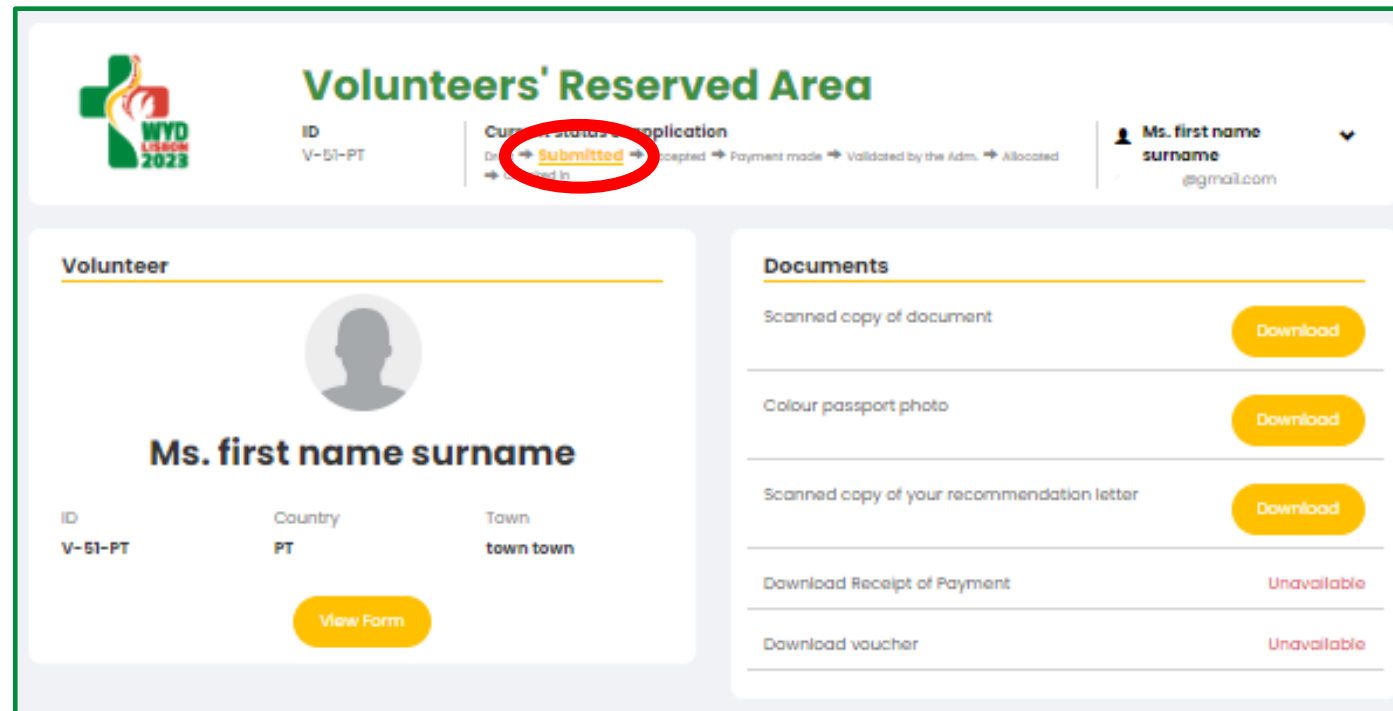
For that you will have to:

upload the requested documents, following the steps below:

- go to “Change the form”
- scroll down to the respective areas



10<sup>o</sup> Your registration is complete when:

A screenshot of a web application interface titled "Volunteers' Reserved Area". The top left features a logo with a cross and a hand holding a heart, with the text "WYD LISBOA 2023". The top right shows a user profile for "Ms. first name surname" with an email address "@gmail.com". The main content area is divided into two columns. The left column, titled "Volunteer", shows a profile card for "Ms. first name surname" with a silhouette icon, ID "V-51-PT", Country "PT", and Town "town town". A "View Form" button is at the bottom. The right column, titled "Documents", lists several items: "Scanned copy of document" (Download), "Colour passport photo" (Download), "Scanned copy of your recommendation letter" (Download), "Download Receipt of Payment" (Unavailable), and "Download voucher" (Unavailable). A red circle highlights the word "Submitted" in the "Current status" section, which is part of a progress bar: "Submitted" (circled) → Accepted → Payment made → Validated by the Adm. → Allocated.