



37TH WORLD YOUTH DAY

Lisbon, 1– 6 August 2023

WYD LISBON 2023

Guidelines for pilgrim registration

Welcome to the registration system for WYD 2023 in Lisbon!

Before beginning the registration process, we ask you to read these simple instructions very carefully.

1. Some basics

Pilgrims register in **groups**. Each group is coordinated and represented by a leader and a second leader. Both of these must be over 18 years of age. Only bishops and volunteers need to register individually, and they use the corresponding registration sections accessible from the homepage <https://register.wyd-reg.org> or <https://www.lisboa2023.org>.

The suggested age range for WYD participation is from **14 to 30** years of age ¹. Responsibility for under-18s must be entrusted to an adult who is regarded as being mature and responsible, with the written authorisation of the parents or legal guardians of the minor in question (*an adult person responsible for minor participants may have no more than 10 under-18s under his/her care*). A parental consent form for the authorisation of parents or guardians can be downloaded in phase 2 of the registration process. Every person responsible for

¹ Bishops' conferences and movements, associations or communities can set a different age range for young people participating in WYD with their organisations.

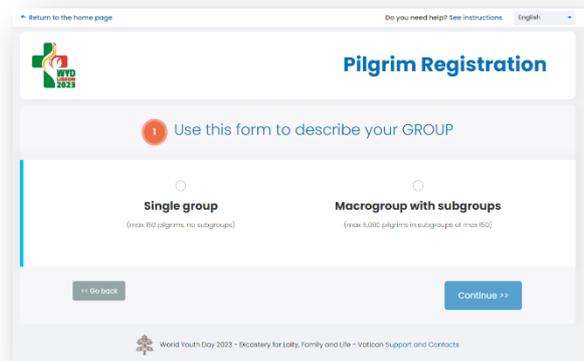


minors must be in possession of these consent forms during all the events of WYD.

2. To start the registration process

At the beginning of the procedure, the group leader will have to choose between 2 types of registration, depending on the number of pilgrims and the organisational needs of the group:

- A. as a **single group**** (for small groups of up to 150 pilgrims, with the same arrival and departure dates and the same package for their stay in Lisbon, which therefore do not need to be divided into subgroups)
- B. as a **macro-group**** (for groups of up to 5,000 pilgrims who will subsequently have to be divided into subgroups of up to 150 pilgrims with the same arrival and departure dates and the same package for their stay in Lisbon).



Once the registration process has been started, the initial choice between the two options can no longer be changed.

The registration procedure is done in two phases: **phase 1** (a **blue** registration form) and **phase 2** (a **green** form accessible from your reserved area).

3. Phase 1 (blue registration form)

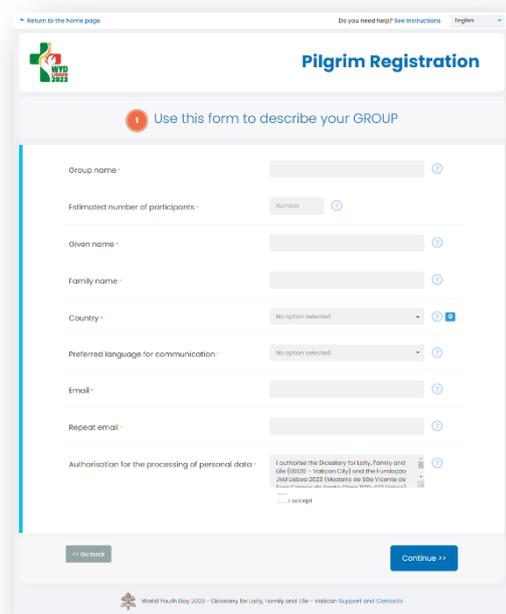
The two types of registration (macrogroup and single group) facilitate the registration of large organised groups as well as of small spontaneous groups or individual pilgrims. Nonetheless, it is highly recommended that individuals and very small groups join national, diocesan, parish or other established groups.

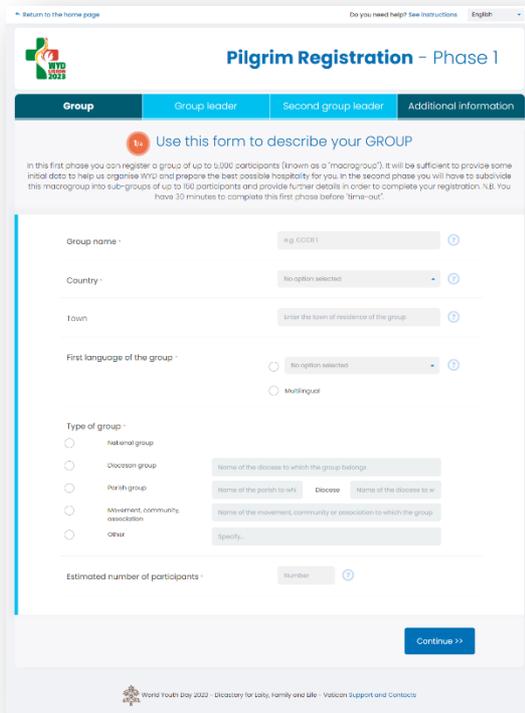
All organisations (including bishops' conferences, movements, associations, communities, dioceses and parishes), as well as small spontaneous groups and individuals who have been unable to join a group, will use this first phase to state their intention of participating in WYD. They will give an indication of the estimated number of participants so that the Lisbon Local Organising Committee (COL) can prepare adequate facilities for hospitality and events.

It is also possible to register "international" groups made up of pilgrims from different countries who wish to attend WYD together.

A. For **single groups** (see section 2) the blue phase 1 registration form is simpler. It asks for little more than the leader's name and contact details in order to set up an account in the registration system.

No contributions of any kind are requested at this stage.

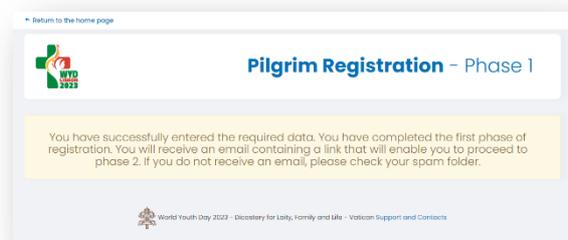


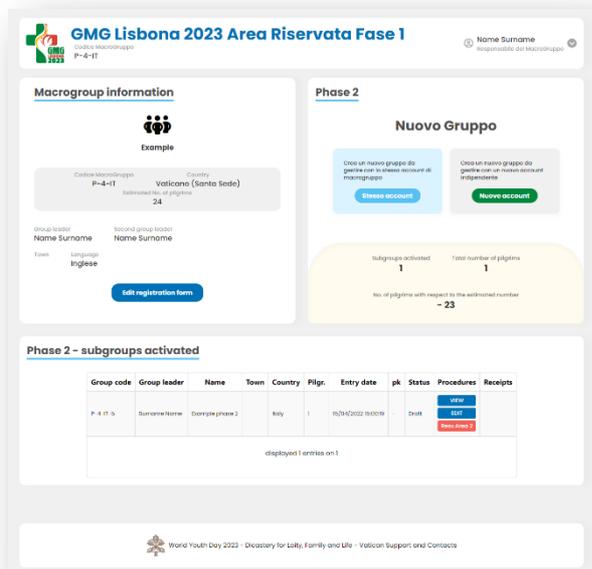


B. For **macro-groups** (see section 2) the blue phase 1 registration form is longer and is divided into 4 sections. It asks for some general data from the group leader in order to set up an account and start to make plans for the group’s stay in Lisbon. No contributions of any kind are requested at this stage.

Important: Since the group account and subsequent communication will be sent via **email**, *it is essential that leaders be very careful when entering their email address* (not certified email). They should also check their email frequently and make sure that messages received have not been consigned to the spam folder.

As soon as the phase 1 registration form has been completed and submitted, the leader will receive instructions to confirm the activation request for the account and to create a login password.



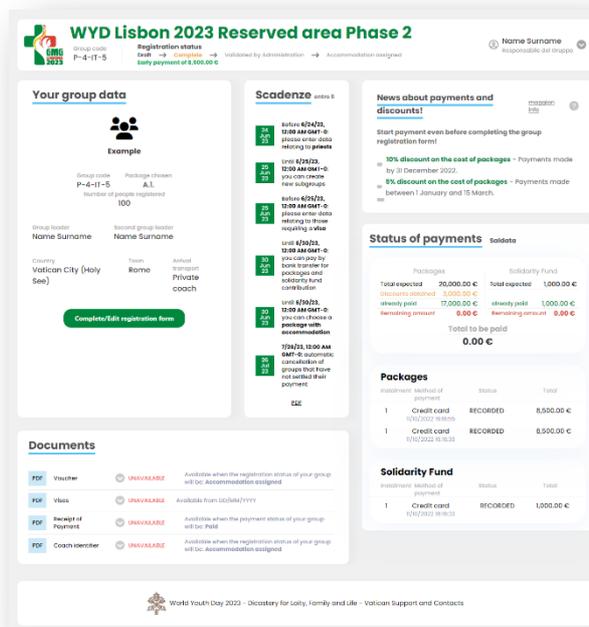


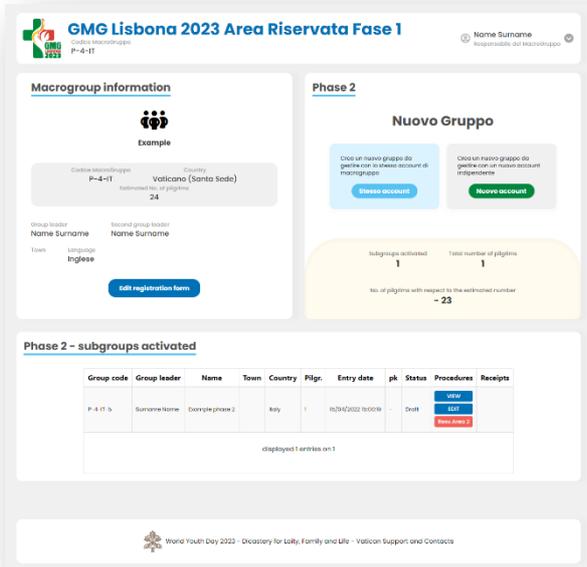
Then, after verification and validation by the Lisbon COL (which can take up to 3 working days), the group leader will receive a link via email to access the group's reserved area and start the second phase of registration.

4. Phase 2 – The reserved area

A. If the group has been registered as a "single group", the leader will be able to proceed directly to the second phase of registration from the group's reserved area. The **green registration form** is used to confirm the data already entered and to add more specific information that is required in order to complete the registration of the group (see section 5).

In the reserved area the leader will find the **group code number**. This code is then to be cited as a reference in all communications.





B. If, on the other hand, the group has been registered as a "**macro-group**", the leader will have a general reserved area in which to **divide the pilgrims into subgroups**, each composed of no more than 150 participants including a subgroup leader.

Each subgroup will have one type of participation option in WYD (the same dates of arrival and departure and the same pilgrim package).

The macrogroup leader has **two possibilities** available at this point:

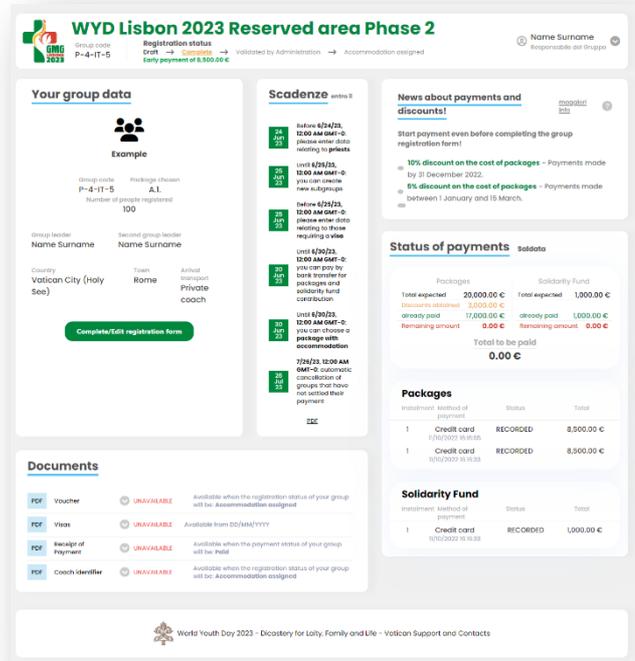
- to create one or more **subgroups** to be managed from the **macrogroup leader's account**;
- and/or to create one or more **subgroups** each with an **independent account**.

In the first case, the general leader will be responsible for managing and completing the second phase of registration for the subgroup (by completing the green registration form, monitoring the progress of registration, making payment of contributions, etc.).

In the second case, the general leader needs to enter the name, surname and email address of the subgroup leader. This person will be issued with an **account** to access the phase 2 reserved area and to independently manage the subgroup registration (by completing the green registration form, monitoring the progress of registration, making payment of contributions, etc.).

The activation of subgroups by the macro-group leader can be done at different times as data becomes available.

In any case, the person who manages the registration of the subgroup must access the phase 2 reserved area (identical to that of the single group), to open the **green registration form**. Here you can confirm the data initially entered and add more specific information that is required in order to complete the registration of the subgroup (see section 5).



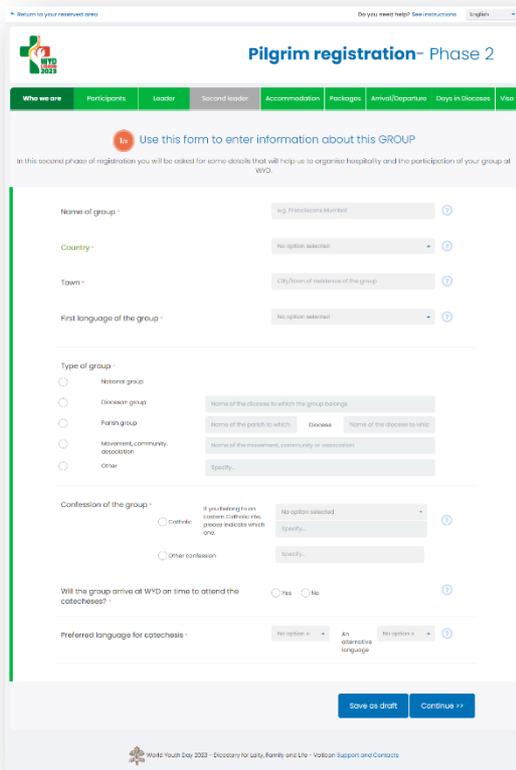
In the reserved area the leader will also find the **(sub)group code number**. This code is then to be cited as a reference in all communications.

N.B.: The total number of participants indicated by the leader of the macrogroup (or single group) in the registration phase 1 should be as precise as possible but it is nonetheless indicative. Therefore, when completing phase 2, if the number of pilgrims is smaller than originally estimated, it is possible to activate a smaller number of subgroups and/or enter a smaller number of pilgrims into each subgroup.

5. Phase 2 – Completing the green registration form

The **green registration form** is to be completed in order to conclude the second phase of registration. It is **identical for everyone** - single-group leaders, macrogroup leaders managing subgroups using the

same account, and leaders of subgroups with an independent account. It can be accessed directly from the phase 2 reserved area by clicking on **“Complete/Edit registration form”**.



The leader ² enters all the information required in order to prepare for the group's stay in Lisbon (there are 9 sections to fill in, but you can save the form as "draft" until you have all the data that is needed).

It is also possible in this second phase to continue the registration as an *"international" group*.

In order to facilitate the organisation of WYD, some specific data will be requested regarding priests, persons with disabilities and pilgrims who need a visa for entry to Portugal.

For group members under the age of 18, group leaders will have to download a Parental Consent Form for each of them to be signed by their parents or legal guardians.

The leader must also choose the **“pilgrim package”** that best answers to the needs of the group (with or without accommodation,

² In the reserved area, the leader can request the COL to issue a second account (emergency account) in the name of the second leader.



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with or without meals, etc.). The leader must arrange for payment of contributions by bank transfer or credit card, according to instructions that will be provided during the registration process. By decision of the Lisbon COL, *a 10% reduction will be automatically applied to payments made by 31 December 2022; a 5% reduction will be applied to payments made between 1 January and 15 March 2023.*

A contribution of 10 euro per person to the **Solidarity Fund** will also be requested. This is to help young people from more disadvantaged countries to participate in World Youth Day.

After completing the registration process and making payment of contributions for the packages, the leader will print a **voucher** which must be presented upon arrival at WYD in Lisbon at the check-in point indicated on the voucher. They will then receive the pilgrim kits to be distributed to the members of their group, along with the documentation and anything else needed for participation in WYD.

When a group has completed payment of contributions for pilgrim packages, registration is considered to be concluded. However, if changes need to be made to the data, you can follow a procedure to “reopen” registration from the reserved area.

The Lisbon COL will endeavour to assign each single group or subgroup to the same catechesis venue and, when accommodation has been requested, to the same building or neighbourhood.



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EXAMPLES:

A. Small groups (up to 150 people) independent of other groups

This form of registration can be freely used by organisers of different kinds of groups. They can be spontaneous groups or, for example, bishops' conferences or movements and associations with one delegation of no more than 150 pilgrims.

If the members of the group choose the same pilgrim package and have the same arrival and departure dates, the leader will choose to register as a single group and will fill out the simplified phase 1 blue registration form. They can then proceed to the phase 2 green registration form accessible through their reserved area.

B. Large groups (more than 150 people)

Example 1: In November 2022, the representative of Diocese X would like to make it known that about 4,000 people in that diocese intend to participate in WYD and will organise themselves in parish groups. Therefore the leader will choose the registration procedure for "macro-groups" and fill out the blue phase 1 registration form.

The diocesan leader at this point will only have to gather some very basic information about the parish groups (the name, surname and email of each leader). Subsequently, through the reserved area, the general leader can create a subgroup account for each of them and thus activate a procedure that will allow



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them to complete the registration of phase 2 autonomously (green registration form), while respecting the maximum limit of 150 pilgrims.

The macrogroup leader can also decide to take responsibility for one or more subgroups by creating and managing them with the macrogroup account.

As the groups come from the same diocese, it is advisable to give the subgroups names that will easily connect them, for example, Diocese X 01, Diocese X 02, etc.

Example 2: A large bishops' conference estimates that 20,000 young people from their country will take part, so they nominate 4 general leaders. Each general leader registers a macrogroup of 5,000 pilgrims by completing a blue phase 1 registration form. It would be a good idea to give names to the groups that will easily connect them, for example, CEA 01, CEA 02, CEA 03 and CEA 04.

Each macrogroup will then subdivide into subgroups that may belong to different dioceses or church groups.

The leader of each macrogroup will then proceed as in the previous example: collect some basic details about these groups (the name, surname and email address of the leader) and activate an account for each subgroup through which they can proceed with phase 2 (green registration form). They must respect the limit of 150 pilgrims. The general leader may also decide to take responsibility for one or several subgroups by creating them with the macrogroup account.

If several groups come from the same diocese, they should use names that will easily connect them, for example, Diocese X 01, Diocese X 02, etc.).

Example 3: The leader of an *international movement, association or community* would like to start the process for the participation of 1,500 pilgrims from different countries. In order to do this, he/she chooses the registration procedure for "macrogroups" and completes the blue phase 1 registration form and selects the "international" option in the "country" field.



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As in the two previous examples, the macrogroup leader will identify the leader of each subgroup and activate an account for them so that they can proceed to phase 2 of the registration process. They must respect the limit of 150 pilgrims in each group. The general leader may also decide to take responsibility for one or several subgroups by creating and managing them with the macrogroup account.

Subgroups can freely decide whether to be national or international groups when filling in the “country” field. Here too they should use names for the groups that easily identify them with the movement or association, for example, FIAC 01, FIAC 02, etc.

N.B. For catechesis participation, each international group will have to select a language used by most of the group members. Likewise, as only one date of arrival and departure can be selected by each subgroup, they will have to select the dates that apply to the majority of participants. (In any case, it would be advisable for subgroup members to be as homogenous as possible in their travel arrangements).

Of course, international movements, associations and communities may also choose to register their groups as part of their national, diocesan or parish organisations.