

22nd February 2016

Dear President & MNA GMS Administrator,

As you are well aware the **WTF Event Registration system** has been mandatory for all WTF G Ranked events from the beginning of 2016.

In order for an individual to register for any event through the WTF GMS they must **FIRST** have an approved WTF Licence and the required documents uploaded and approved which includes at minimum, 1) current Passport OR National ID 2) Colour Photo, 3) Signed [WTF G Ranked Event Waiver – 5 year validity](#)

For individuals wishing to register a TEAM they **MUST FIRST** be an **approved Club/Region Administrator in the GMS** with their members assigned to their club BEFORE they can register their team. If you need assistance with adding clubs, assigning members to clubs or assigning club admins please contact urgently Kabir at gmsadmin@wtf.org.

The WTF GMS Team have been receiving communication from concerned Organizing Committee`s informing us that many members are trying to register for events through the WTF GMS but are facing difficulty due to one or more of the following reasons:

- 1) An Approved WTF Global Licence and documents.
- 2) Not being assigned a Club/Region Admin in the GMS under your MNA.
- 3) Not being familiar with the WTF Event Registration Process.

Registration for WTF Licences and addition of clubs and admins in the GMS can only be done through you as our recognized MNA. This is done to give you our member (MNA), control to ensure all members and clubs are registered through you. With this comes the responsibility for you as the GMS Administrator to assist your members.

With the expansion of the GMS and the mandatory use of the WTF Event Registration system it is absolutely essential that you not only add your clubs and admins to the GMS as a matter of urgency but also that you fulfil your responsibilities as the nominated GMS Admin and ensure documents and licences are approved, ordered and paid for in a timely manner to allow your members and clubs to register for the events they wish to attend.

Currently the following events are live and registration deadlines are fast approaching:

Team Registration ONLY events - for these events it is only possible to be registered by MNA/Club/Region GMS Administrators:

1. 3rd Luxor Open 2016
2. 43rd Lotto Dutch Open
3. Belgian Open 2016
4. German Open 2016

Individual & Team Registration Events – Approved WTF Global licence Individuals can register themselves along with MNA/Club/Region administrators:

1. WTF President`s Cup (G2)
2. 2nd Qatar Open
3. Mexico Open International Taekwondo Championships
4. 2016 Ukraine Open

5. 27th Fajr Open

Please inform your members of the above and ask them to register for these events as soon as possible so that they do not face any last minute delays as many of your club/individual members will be using the system for the first time.

See below the WTF Event Registration Quick guides listed which I kindly request you to provide to your members to assist them with event registrations.

1. [Quick guide for Individual Registration](#)
2. [Quick guide for Team registrations \(For Club and Region Admins\)](#)

Finally, please review the following important information on the WTF Licence and Event Registration below including a list of FAQ`s which have been previously sent.

Please view the **WTF Licence Registration Process** in the following **8 languages**

ENGLISH	FRENCH	KOREAN	SPANISH
ARABIC	GERMAN	PORTUGUESE	RUSSIAN

Please view the **WTF Event Registration Process** in the following **8 languages**

ENGLISH	FRENCH	KOREAN	SPANISH
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Please view the **list of FAQ`s on the WTF GMS** in the following **8 languages**

ENGLISH	FRENCH	KOREAN	SPANISH
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I appreciate your prompt action on the above to ensure a smooth WTF Licence and Registration process for your members.

Yours Sincerely

Gen. Ahmed Fouly



WTF Vice President
AFTU President