

ONLINE REGISTRATION INSTRUCTIONS FOR 2017

Registering for the **FESTIVAL INTERNACIONAL DEL GLOBO, 2017** on line will be a great advantage to you now and in the future. If you have attended this event in the past, all your current data is retained. You will be able to simply update the data that has changed. The event staff will all be looking at the same data online; you will be able to change your data anytime it is required. You will be asked to scan the required documents and upload them to this registration process initially. It is an easy and paperless process. Simply follow the instructions below. All documents will be reviewed before you are approved to attend, so be sure the information you submit is good and valid. The computer will validate your documents and you will receive an email regarding the completeness of the data and documents when you “request access”. Please do not omit this step.

INSTRUCTIONS: For first time users.

1. In the upper left corner of the front page, you will find a sign in box which will allow you to “log in” if you have an account or “Sign up” if you do not. You may also reset your password from last year if you do not remember it. You will see a page titled “Registration” where you will fill in your first and last name and your email address. The “Captcha” window will contain some characters creating two words that you must type correctly in the box as shown. The field titled “Username” is where you create a unique Username for you to use in logging onto the site from now on. Click the Accept Terms and Conditions and then click “Register”
2. You will then receive an email containing a link to this site. Click on that link, this established the fact that we have a valid email address and that email address is you. In this email, you will receive acknowledgement of your registration. These items will never change. When you click on the link in the first email, we will create your account and you will immediately see a message screen telling you your registration is complete. We will also send you an additional email containing your password. This password will allow you to log on to the registration site.
3. Your UserID and Password, will allow you to log on. You may easily change your password to something more meaningful. After you have logged on, you will see a page that contains the data for the Festival Internacional del Globo. I suggest you go immediately to the tab on the very top that says “Update Your Profile” Select that tab, then, select the tab titled Website, under the Profile tab. You will then see a place to type in your new password twice, to make sure it is correct. Select the “Update” tab at the bottom of this page. Please do not forget your UserID and Password.
4. Now that you are all registered, verified, and signed in, you will be returned to the main Festival Page where you will see ten documents to download. You may find them in the Festival Articles tab on the top Menu Bar. These document links are found by using the Festival Articles tab downloadable documents. Please download the documents you need, read, and understand them. Please print and sign the “2017 Entry Agreement” before uploading. You must select “Update Your Profile” before entering any data or uploading any document image. After entering data or uploading files select SAVE.

5. You may begin filling in the data but only when you are in the "Update your Profile" mode. All data entered may be changed by you so do not worry about making mistakes. I suggest you scan the following documents and have them available in a convenient location on your computer for easy uploading. If you have any questions, the blue tab on the right of any field will explain what is expected in that field.
6. Please have available:
 - a. Special Shape Agreement (if applicable)
 - b. Pilot and Crew Chief photos
 - c. Pilot Certificate (both sides),
 - d. Pilot and Crew Chief Passport image
 - e. Pilot Bio (desired)
 - f. Image of the log book page showing a valid Flight Review.
 - g. Photo of your Balloon
 - h. Copy of the Airworthiness Certificate
 - i. Copy of the Registration Certificate
 - j. Copy of the current Annual inspection for the balloon
 - k. The Balloon Frame image filled out and scanned so you can upload it.
 - l. 2017 Entry Agreement – this document is uploaded after all other docs are checked and approved and you have "Requested Access" and received approval to attend.
 - m. Your departure international airport. Enter only the Departing Airport, date and time for coming to Leon and then the date and time leaving Leon, in the box titled "Departing Airport" on the "Festival Internacional del Globo " tab. Please do this as early as possible.
7. The uploading process is very easy. For instance, on the second tab on the left titled "Pilot" you will see **Pilot's Photo**. To the right of that label, you will see a drop down box that says "No change of file" the down arrow to the right of this statement when clicked will produce a list showing "Upload New File" and Remove file". This is common through the entire site.
8. Select the Upload New file, you will then see a select file box open, click on the Browse button to the right and you will be able to navigate to the file on your computer. When you select the file you wish to upload, and click on "Open" on the file list, the file will then be uploaded to our system. Repeat this process for each and all required documents.
9. After you have all of the data handy, then you may complete the entire registration process in 15 minutes or less, depending on your connection speed.
10. Once all of the data has been entered, proceed to the "**REQUEST ACCESS**" tab at the top of any page. You will see a text box showing you what you will expect to receive if you select the Continue... button. The program will check all required items as having been submitted. If you receive a message that all items are complete, we are notified to validate the images and data. After review of your complete application, you will be notified that your application is accepted. At that point, please send the registration fee as instructed in the 2017 Entry Agreement and upload that agreement on the "Festival Internacional del Globo " tab. Be sure the Departure Airport box is filled with the Airports, Dates, and Times you wish to travel. Placing the cursor on the box will provide you with an example of what is expected. If you know the names of crew

you prefer, enter those names, otherwise leave it blank. Be sure the Signed Pilot agreement is uploaded.

11. You are done! The following years, you will be able to come back to this same site, review the data, change the few items that need to be updated, such as your annual inspection, perhaps the Flight Review and you are done for one more year. Not Bad, huh?
12. If you do not have the same requirements for Certification and Flight Reviews, please drop a note in the comment field so we know you have met your Certification requirements.