






2005 Duisburg World Games

INSTRUCTIONS FOR COMPLETING THE IFBB ACCREDITATION FORM

1. All Official Participants (Athletes, Officials, Extra Officials) must forward to the IFBB a properly completed **IFBB Accreditation Form & Passport Photograph** to register for the World Games.
2. To properly complete the IFBB Accreditation Form, each Official Participant must do the following:
 - a. Go to www.ifbb.com.
 - b. Left-click on the "**World Games 2005 Duisburg**" banner at the top of the page. This will open a new window and take you to the IFBB Inspection Report page for WG2005, located at <http://www.ifbb.com/events/05worldgames/index.htm>.
 - c. At the top of the page, you will see the following three links:
 - (i)  IFBB ACCREDITATION PROCESS (STEP-BY-STEP INSTRUCTIONS)
 - (ii)  IFBB ACCREDITATION FORM (BLANK FORM)
 - (iii)  IFBB ACCREDITATION FORM (PROPERLY COMPLETED SAMPLE)
 - d. Left-click on "**IFBB ACCREDITATION FORM (BLANK FORM)**". This will automatically open the form called "**ParticipantDataForm_BLANK.doc**" in Microsoft Word in a new window.
 - e. Complete the form by filling in the required information in the center column.
 - f. Once the form is completed, select "**File**", "**Save As**". The "Save As" dialog box will open with "**ParticipantDataForm_BLANK.doc**" in the "File name" box.
 - g. Type in your last name in place of the word "BLANK". For example, "**ParticipantDataForm_SMITH.doc**".
 - h. Save the file on your hard disk drive e.g. in your "MY DOCUMENTS" folder.
 - i. Step-by-step instructions and a sample of a properly completed form is provided to assist you. This form is called "**ParticipantDataForm_SAMPLE.doc**". You are advised to print this form as a guide.
 - j. **YOU MUST PROPERLY COMPLETE THE IFBB ACCREDITATION FORM BEFORE YOU CAN BE OFFICIALLY REGISTERED BY THE IFBB/IWGA/DOC.**
 - k. Do not send in the form without the photograph requested in the next step.
3. You must provide an electronic (scanned image) PASSPORT PHOTOGRAPH as follows:
 - a. JPEG format
 - b. 3.5cm x 4.5cm
 - c. Color
 - d. 300ppi
 - e. Maximum filesize 200 KB
 - f. Save the file using your last name e.g. "**SMITH.jpg**".
4. Send the completed IFBB Accreditation Form **AND** Passport Photograph **by e-mail only** to: Tony Blinn, WG2005 IF Coordinator, tblinn@ifbb.com

ACTUAL SIZE
3.5cm X 4.5cm

PLEASE MAKE THIS PROCESS A NUMBER ONE PRIORITY. E-MAIL YOUR COMPLETED IFBB ACCREDITATION FORM AND PASSPORT PHOTOGRAPH WITHOUT DELAY.