



WYD DON BOSCO 23 Registrations

The registration of participants of the Salesian Youth Movement for World Youth Day Lisbon 2023 is the sole responsibility of the organization WYD DON BOSCO 23, so each province/in-spectory **should register their groups through the website [www.wyddonbosco23.pt/en/registrations](http://www.wyddonbosco23.pt/en/registrations) until June 30, 2023.**

The registration form made available to the houses should be filled out by all pilgrims and, in case of a minor, it should be filled out by his or her legal guardian.

## I. REGISTRATION STEP BY STEP



### GOOGLE FORM

**WARNING:**  
 No changes are allowed on this form. It may only be used for copying. Changes to be made must be made on the form that results from copying, specific to each house/province.



### STEP 1: Individual participant registration via Google Forms

- a. Level of registration: Home / Youth Center / Parish / School / Other.  
 A Google Forms template will be made available by WYD DON BOSCO 23 for copying and later use, so that at the local level the database of registrants is created (see **Annex 1**); This form of registration is intended for all pilgrims: laity (youth and adults), religious brothers, religious sisters, priests and deacons.
- b. The Excel file that results from the form (Google Forms) should be named following the rule:

PROVINCE CODE+SDB/FMA\_COUNTRY\_HOUSE NAME\_  
 GROUP X\_FILE VERSION NUMBER

*Examples:*

#### Province that includes different countries:

- PORSDB\_CABO VERDE\_SÃO VICENTE\_ GROUP1\_V1
- PORSDB\_PORTUGAL\_ESTORIL\_ GROUP1\_V1
- AFWSDB\_SERRA LEOA\_FREETOWN\_ GROUP1\_V1
- AFWSDB\_NIGERIA\_ONDO\_ GROUP1\_V1

#### Same country with different provinces

- SSMSDB\_SPAIN\_ARANJUEZ\_ GROUP1\_V1
- SMXSDB\_SPAIN\_BADAJOS\_ GROUP1\_V1

- c. After the payment of the group registration, the submission of a NEW VERSION of the group can only happen if it respects the following condition:
  - Replacement of one pilgrim by another, **without changing the configuration of the group** (total number of elements and registration packet).
    - Procedure: submit the new version of the Excel file with the replacement of the person;
    - Indicate in the **file name** (at the end) the new version: “\_V2”.

- In the case of a **priest or deacon, who wishes to participate in the celebrations,** or **a pilgrim who needs a visa,** it is necessary to submit a new registration (which corresponds to NEW GROUP).

d. Conditions for submitting a NEW GROUP:

- When participants choose different packages (in each group all participants must have the same package)
- When there is registration of new elements in a previously submitted group.

### **STEP 2: Registration of each local group with the organization WYD DON BOSCO 23**

a. The local Pastoral Coordinator (or his/her designee) should send to the Delegate/ Provincial Coordinator for Youth Ministry:

- (1) The Excel file referred to above, with the data of all the participants, accompanied by the
- (2) Identification Sheet of the Local Leader (**Annex 2** - Identification Sheet of the Local and Group Leader; available in an editable .pdf file); Annex 2 must have the same name as the Excel file and must respect the same rule in case of a new version.

b. For every 150 pilgrims registered, a pilgrim in charge must be designated. (Ex.: if a group has 500 pilgrims, it will have to indicate 4 people in charge: 150+150+150+50), filling out a single Identification Form of the Local and Group Leader.

c. The Provincial Delegate / Coordinator for Youth Ministry should request access to the reserved area of the website [www.wyddonbosco23.pt](http://www.wyddonbosco23.pt) by sending an email to [secretariado.wyddb23@staff.salesianos.pt](mailto:secretariado.wyddb23@staff.salesianos.pt) indicating who is responsible for the registrations for the province and the respective e-mail.

d. The indicated responsible, with the credentials, should register the various participating groups on the link [www.wyddonbosco23.pt/registrations](http://www.wyddonbosco23.pt/registrations), in the reserved area.

### **STEP 3: Registration for WYD Lisbon 2023**

- As the groups are being registered on the platform of the organization WYD DON BOSCO 23, the Secretariat Team will validate the data and begin entering the data into the WYD Lisbon 2023 platform;
- At the same time, the provincial responsible for the registration of the group will receive a document indicating the amount to be transferred and the form of payment;
- After receipt of payment by the group and respective validation, the registration process on the WYD Lisbon 2023 platform will be completed.
- After completion of the registration process, the provincial responsible will be notified of the registration for WYD Lisbon 2023 and of the completion of the process.

## **II. SPECIFICS**

### **A. PRIESTS AND DEACONS:**

- If the priest intends to concelebrate in the celebrations of WYD Lisbon 2023 he will need a credential for which it is essential to upload a photograph of the priest/deacon and declaration of clerical/diaconal status;

- These data should be sent to the Provincial Manager of the group so that he uploads them on the platform simultaneously with the Excel file and the Identification Sheet of the Local and Group Leader of the Local and Group Leader;
- The name of both files (photo and declaration of clerical status) must be the same:

NAME\_ID CARD NUMBER USED IN REGISTRATION

- The photograph must be recent, passport size, in color, frontal and uncovered face; in the following formats: JPG, GIF, PNG; with a maximum of 2MB;
- The Declaration of Clerical Status must be sent in .pdf format with a maximum of 2MB;
- If one of these elements is missing, the priest/deacon will participate in WYD Lisbon 2023 as an ordinary pilgrim, even if in the registration form he has shown interest in accessing the areas reserved for priests/deacons;
- The clerical status statement can be downloaded for completion at:
  - PT: [wyddonbosco23.pt/download/10369](https://wyddonbosco23.pt/download/10369)
  - EN: [wyddonbosco23.pt/download/10381](https://wyddonbosco23.pt/download/10381)
  - ES: [wyddonbosco23.pt/download/10378](https://wyddonbosco23.pt/download/10378)
  - IT: [wyddonbosco23.pt/download/10375](https://wyddonbosco23.pt/download/10375)
  - FR: [wyddonbosco23.pt/download/10372](https://wyddonbosco23.pt/download/10372)
- The diaconal status statement can be downloaded for completion at:
  - PT: [wyddonbosco23.pt/download/10396](https://wyddonbosco23.pt/download/10396)
  - EN: [wyddonbosco23.pt/download/10393](https://wyddonbosco23.pt/download/10393)
  - ES: [wyddonbosco23.pt/download/10390](https://wyddonbosco23.pt/download/10390)
  - IT: [wyddonbosco23.pt/download/10387](https://wyddonbosco23.pt/download/10387)
  - FR: [wyddonbosco23.pt/download/10384](https://wyddonbosco23.pt/download/10384)

#### **B. VISA REQUIREMENT:**

- The organization of WYD Lisbon 2023 accepts registrations with visa requirements until May 31;
- The organization WYD DON BOSCO 23 will only be responsible for registrations received and requiring visas until May 1;
- Between May 1 and May 31 the registration should be done directly on the WYD Lisbon 2023 website and WYD DON BOSCO 23 will not be responsible for the accommodation, nor will the group be able to count on the participation as a large SYM group in major events;
- Once the registration of participants with visa requirements is submitted to WYD DON BOSCO 23, the secretariat will register them on the WYD Lisbon 2023 platform and a document proving their participation will be automatically generated. This document will be sent by email to the Group Leader, and the Province Leader will be informed (Cc);
- With this document the pilgrim should contact the person in his or her country designated to deal with the visa process at the embassy;



**VISAS**  
Ministry of  
Foreign Affairs

*N.B. The countries that require a visa to enter Portugal are indicated on the web page of the **Ministry of Foreign Affairs**.*

### C. MINORS:

- The organization of WYD LISBON 2023 obliges that for every 10 minor pilgrims 1 adult guardian is required;
- This adult guardian must have with them, during the period of WYD, the respective authorizations to leave the country duly signed by the Child or Legal Guardian (signature notarized) (if applicable) and the form of parental consent for minors;
- The Parental Authorization Form for minors can be downloaded at:
  - PT: [wyddonbosco23.pt/download/10399](https://wyddonbosco23.pt/download/10399)
  - EN: [wyddonbosco23.pt/download/10402](https://wyddonbosco23.pt/download/10402)
  - ES: [wyddonbosco23.pt/download/10405](https://wyddonbosco23.pt/download/10405)
  - IT: [wyddonbosco23.pt/download/10408](https://wyddonbosco23.pt/download/10408)
  - FR: [wyddonbosco23.pt/download/10411](https://wyddonbosco23.pt/download/10411)

### D. INSURANCE

Each group is responsible for acquiring its own travel insurance.

### E. EUROPEAN HEALTH INSURANCE CARD (EHIC):

- When applicable, the pilgrim is advised to carry the European Health Card;
- The EHIC is not an alternative to travel insurance, nor does it cover situations where the insured person goes to another state for the purpose of receiving medical treatment;
- It does not cover health care provided in the private health care system, or other expenses such as the cost of repatriation or compensation for lost or stolen property;
- However, it can be used in private healthcare facilities, if these are covered by the social security/health system of the member state where you are temporarily staying and accept the EHIC;
- To be entitled to the card, you must be insured or covered by a social security scheme in any member state of the European Union, Iceland, Liechtenstein, Norway or Switzerland. Each of the family members traveling must have their own card;
- Individuals from non-EU countries who are legally resident in the EU and covered by a state social security scheme may also receive a European Health Insurance Card:
  - More information at: [European Commission](#) and [Portuguese Health Service](#) (in portuguese).



**EHIC**  
European  
Commission



**EHIC**  
Portuguese  
Health Service

### III. WEEKLY PACKAGES WYD DON BOSCO 23 (P)

#### P1 – AVAILABLE FOR ALL SALESIAN PILGRIMS

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION	SYM FESTIVAL	SYM KIT	TOTAL
P1	✓	✓	✓	✓	✓	✓	✓	255 €

- CORRESPONDS TO THE PILGRIMAGE PACKAGE A2
- SALESIAN OFFER

Includes (from dinner on July 31 until breakfast on August 7): official package A2 with pilgrim kit, insurance, transportation, meals + Salesian hospitality + participation in the SYM Festival + SYM Kit.

#### P2 E P3 – AVAILABLE ONLY FOR SALESIAN PILGRIMS FROM THE DIOCESES OF LISBON, SETÚBAL AND SANTARÉM

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION	SYM FESTIVAL	SYM KIT	TOTAL
P2	✓	✓	✓	✓		✓	✓	230 €

- CORRESPONDS TO THE PILGRIMAGE PACKAGE A2
- SALESIAN OFFER

Includes (from dinner on July 31 until breakfast on August 7): official package A2 with pilgrim kit, insurance, meals + Salesian hospitality + participation in the SYM Festival + SYM Kit.

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION	SYM FESTIVAL	SYM KIT	TOTAL
P3		✓	✓	✓		✓	✓	130 €

- CORRESPONDS TO THE PILGRIMAGE PACKAGE A4
- SALESIAN OFFER

Includes (from the morning of August 1 until the evening of August 6): official package A4 with pilgrim kit, insurance and transport + participation in the SYM Festival (with dinner) + SYM Kit.

### III. EXTRA PACKAGES (PE)

#### PE A - ACCOMMODATION

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION (SLEEP + BREAKFAST)	SYM FESTIVAL	SYM KIT	TOTAL
PE A					✓			8 €

PE A1 Includes: Sleep 30 (Sunday) to 31 (Monday) + breakfast July 31.

PE A2 Includes: Sleep 7 (Monday) to 8 (Tuesday) + breakfast August 8.

#### PE M - MEALS

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION (SLEEP + BREAKFAST)	SYM FESTIVAL	SYM KIT	TOTAL
PE M	✓							8 €

Possibility to add full meal (lunch or dinner) for 8€ (per person/per meal) in the Salesian house of accommodation.

PE M1 - dinner of 30

PE M2 - lunch of 31

PE M3 - lunch of 7

PE M4 - dinner of 7

PE M5 - lunch of 8

#### PE S1 E PE S2 - SYM FESTIVAL (AVAILABLE TO GROUPS NOT ACCOMMODATED WITH WYD DON BOSCO 23)

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION	SYM FESTIVAL	SYM KIT	TOTAL
PE S1						✓	✓	25 €

Includes participation in the SYM Festival + SYM Kit.

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION	SYM FESTIVAL	SYM KIT	TOTAL
PE S2	✓					✓	✓	35 €

Includes participation in the SYM Festival + SYM Festival dinner + SYM Kit.

**PE F1 – FÁTIMA (AVAILABLE TO FOREIGN GROUPS WITHOUT THEIR OWN TRANSPORTATION)**

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION (SLEEP + BREAKFAST)	SYM FESTIVAL	SYM KIT	TOTAL
PE F1	✓	✓	✓		✓			45 €

Includes: roundtrip transportation to Fátima on day 7; lunch on day 7 in Fátima; dinner on day 7; activities in Fátima; accommodation from 7 to 8; breakfast on day 8.

**PE F2 – FÁTIMA (AVAILABLE TO FOREIGN GROUPS WITH THEIR OWN TRANSPORTATION)**

	MEALS	TRANSPORT	INSURANCE	PILGRIM KIT	ACCOMMODATION (SLEEP + BREAKFAST)	SYM FESTIVAL	SYM KIT	TOTAL
PE F2	✓		✓		✓			25 €

Includes: lunch on day 7 in Fátima; dinner on day 7; activities in Fátima; accommodation from 7 to 8; breakfast on day 8.

## V. DISCOUNTS

For registrations submitted and completed on the WYD DON BOSCO 23 platform by the dates mentioned below, the following discounts apply. Discounts only apply on the fraction of the official WYD package (COL) and not on the Salesian proposal:

			UNTIL DECEMBER 8			UNTIL MARCH 1		
PACKAGES	<i>(correspondence)</i>	PRICE	DISCOUNT 10%	WYDDB23	TOTAL	DISCOUNT 5%	WYDDB23	TOTAL
P1	COLA2	205,00€	184,50€	50,00 €	234,50€	194,75€	50,00€	244,75€
P2	COLA2	205,00€	184,50€	25,00 €	209,50€	194,75€	25,00€	219,75€
P3	COLA4	95,00 €	85,50€	35,00 €	120,50€	90,25€	35,00€	125,25€

## VI. ADDITIONAL SOLIDARITY FUND CONTRIBUTIONS

In addition to the participation contributions indicated above, the participants of WYD DON BOSCO 23 are invited to contribute to the WYD DON BOSCO 23 Solidarity Fund with a voluntary donation of at least 10 euros per person (this fund will finance the participation in WYD DON BOSCO 23 of many underprivileged young people - including those from Portugal - broadening the social and international dimension of the event). If the group wishes to contribute to this solidarity fund, the Group Leader may indicate the value of the contribution in the Identification Sheet of the Local and Group Leader.

## VII. PAYMENT

- After submitting the registration on the platform WYD DON BOSCO 23, the group must wait for the validation of the registration, made by email, accompanied by the order form (it will indicate the total amount to be paid and the bank account for the transfer);
- The paying entity (local or provincial house) after receiving the email, makes the Bank Transfer, **putting in the description the invoice number**;
- The paying entity, sends to the provincial responsible the proof of transfer, indicating to which group it refers (use the same name as the Excel file), so that it is placed on the platform WYD DON BOSCO 23;
- After validation of the proper receipt of the transfer, an email is generated with the Receipt for the paying entity;
- The group is formally registered on the WYD Lisbon 2023 platform;
- WYD DON BOSCO 23 confirms the registration with the Group/Salesian House;
- The whole process is expected to take 8 working days (national groups) or up to 20 working days (international groups).