



جنيف، 9 أيلول/ سبتمبر 2016

الرسالة رقم: 3404-16/LCP/CNF

عدد المرفقات: 1 (متوافر بالإنكليزية فقط)

الموضوع: التسجيل عبر الإنترنت للمشاركين في المؤتمر الفني للدورة السادسة عشرة للجنة النظم الأساسية (TECO CBS-16)، 21-22 تشرين الثاني/ نوفمبر 2016

الإجراء المطلوب: تسجيل وفدكم مسبقاً قبل 7 تشرين الثاني/ نوفمبر 2016

تحية طيبة وبعد،

أود الإشارة إلى المؤتمر الفني للدورة السادسة عشرة للجنة النظم الأساسية (TECO CBS-16) الذي سيعقد في يومي 21 و22 تشرين الثاني/ نوفمبر 2016 في غوانتشنو، الصين، وأن أبلغكم بأن تسجيل المشاركين في المؤتمر الفني عبر الإنترنت سيبدأ في 12 أيلول/ سبتمبر 2016.

ونظراً لصفنتكم الرسمية لدى المنظمة (WMO)، يُرجى منكم التكرم بالعمل كمنسقين لتسجيل وفدكم المشارك في هذا الاجتماع عبر الإنترنت.

ولاتزال وصلة الموقع الشبكي الخاصة بنظام التسجيل في الاجتماعات (ERS) عبر الإنترنت وكذلك اسم المستخدم وكلمة السر التي أرسلت إليكم بالبريد الإلكتروني قبل انعقاد الدورة الثامنة والستين للمجلس التنفيذي صالحة لجميع الاجتماعات المقبلة للمنظمة (WMO) (<https://eventregistration.wmo.int/register/>). وإذا كنتم قد نسيتم كلمة السر الخاصة بكم، يرجى اتباع التعليمات الواردة في مرفق هذه الرسالة.

ويُرجى منكم التكرم بتسجيل كل عضو من أعضاء وفدكم على حدة مسبقاً من أجل تفادي الانتظار عند الوصول إلى مقر انعقاد الدورة. وبعد تأكيد المنظمة (WMO) لعملية التسجيل، سيتلقى كل مشارك رسالة إلكترونية بتأكيد التسجيل. ويجب أن يُحضر المشارك صورة من رسالة التأكيد وأن يقدمها إلى مكتب التسجيل، بالإضافة إلى بطاقة هوية رسمية من أجل الحصول على شارة الهوية.

إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية التابعة لأعضاء المنظمة) (PR-6928)

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين

وسيطلب من المشاركين الذين لم ينفذوا هذا التسجيل المسبق أن يسجلوا أنفسهم شخصياً لدى مكتب التسجيل بتقديم تأكيد رسمي بالمشاركة في المؤتمر الفني.

ولمزيد من المعلومات، يُرجى عدم التردد في الاتصال بأمانة المنظمة (WMO) على البريد الإلكتروني:

[.registration@wmo.int](mailto:registration@wmo.int)

وتفضلوا بقبول فائق الاحترام،



(ب. تالاس)  
الأمين العام

# **ANNEX**

## **GUIDELINES FOR PERMANENT REPRESENTATIVES**

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## **EVENT REGISTRATION SYSTEM (ERS)**

All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

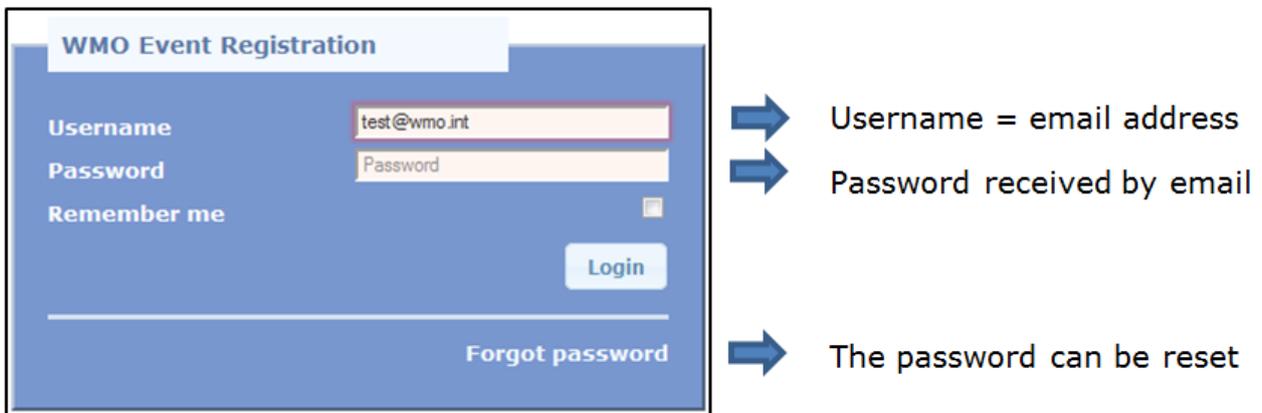
All connection details were sent directly to the PR at the email address that WMO was provided with.

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## ACCESS TO THE ERS AND LOGIN

Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

When you reach the login page, enter your username and password.



The image shows a screenshot of the WMO Event Registration login page. The page has a blue header with the text "WMO Event Registration". Below the header, there are three input fields: "Username" with the value "test@wmo.int", "Password" with the placeholder "Password", and "Remember me" with a small square checkbox. A "Login" button is located below the password field. At the bottom of the page, there is a "Forgot password" link. Three blue arrows point from the input fields to the right, with corresponding text: the first arrow points to "Username = email address", the second arrow points to "Password received by email", and the third arrow points to "The password can be reset".

## RESETTING OF YOUR PASSWORD

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me:

Login

Forgot password

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

Reset Password

Username: Username

Captcha: v 9 b  
a u 3

Reset Password Cancel

→ Username = email address  
→ Captcha = only blue characters

You can also decide to personalize your password.

When logged in, click on the "Change password" tab, enter the current password and the new one.

WMO Event Registration | Focal Point

Attendance sheet Registration **Change password** Help Logout

Current password: Current password

New password: New password

Confirm new password: Confirm new password

Change Password

A confirmation message " Password has been successfully changed" will appear.

WMO Event Registration | Focal Point

Attendance sheet Registration **Change password** Help Logout

Current password: Current password

New password: New password

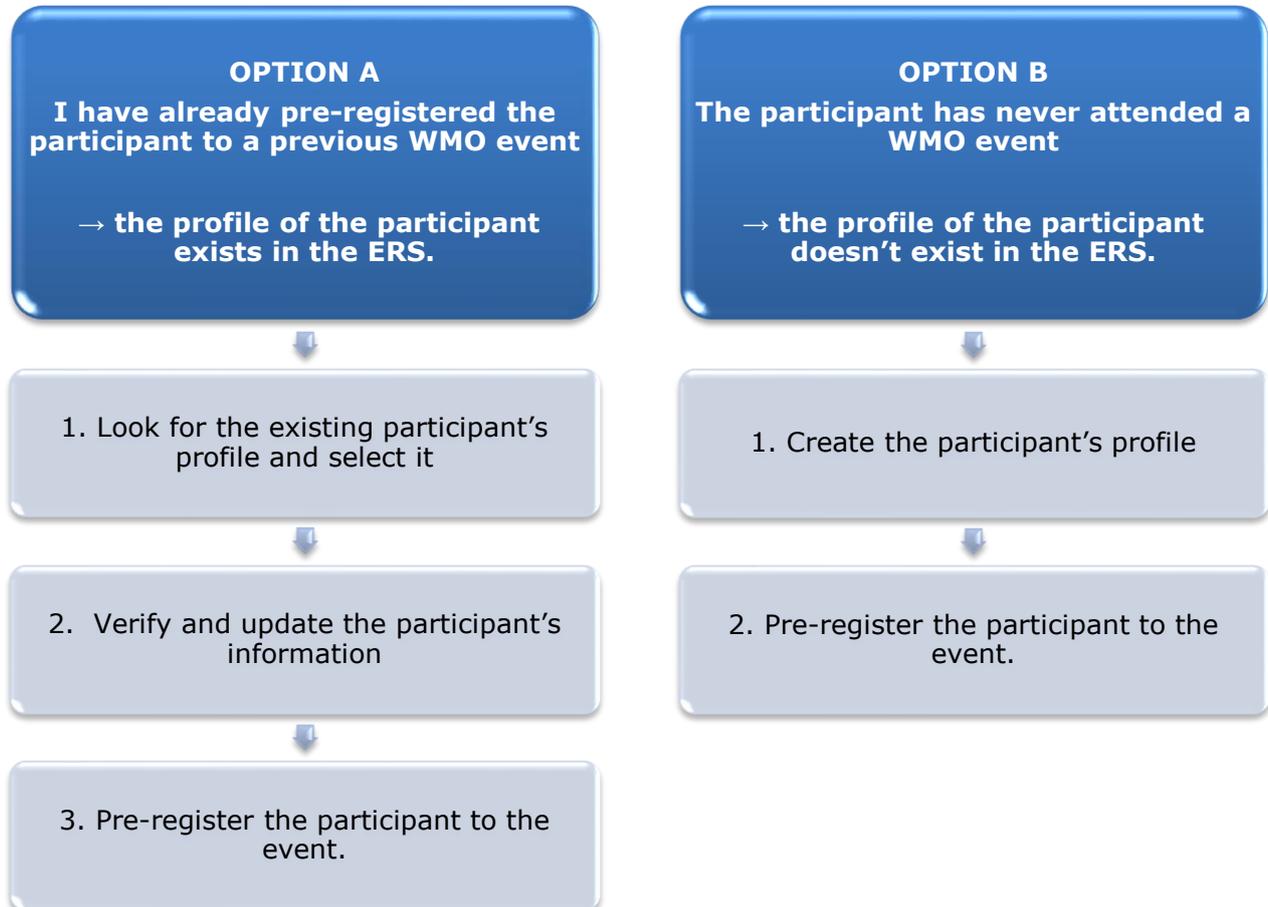
Confirm new password: Confirm new password

Change Password

Password has been successfully changed

**If you experience any technical problem or haven't received your password, please contact [registration@wmo.int](mailto:registration@wmo.int).**

## STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



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**OPTION A: The profile of the participant exists in the ERS.**


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**1. Look for the existing participant's profile and select it.**

Click on the "Registration" tab to have access to all the existing participant's profiles. Look for the participant that you want to pre-register and click on his/her name.

The screenshot shows the "WMO Event Registration" web application. At the top, there is a navigation bar with tabs: "Attendance sheet", "Registration" (highlighted with a red box), "Change password", "Help", and "Logout". Below the navigation bar, the "Existing Participants Profiles" section is displayed as a table with two columns: "Name" and "Email".

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
<b>WHITE, Barbara</b>	bwhite@wmo.int

An "Add Profile" button is located at the bottom right of the table area.

**2. Verify and update the participant's information**

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing).

The screenshot shows the "Participant Information" form. The form contains the following fields:

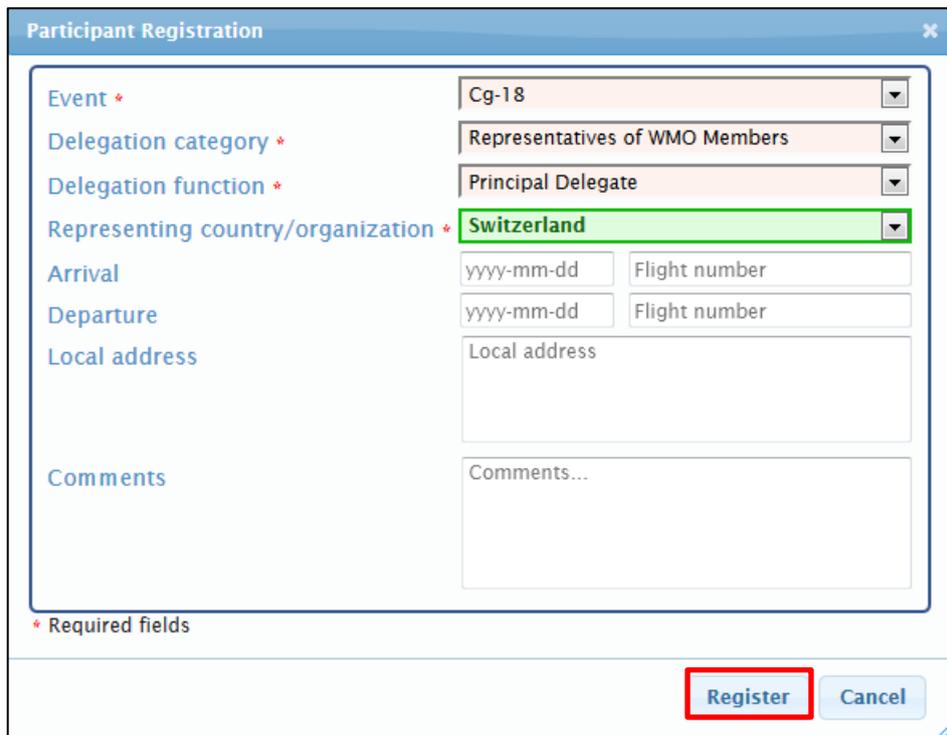
- Title: Ms
- Last name: WHITE
- First name: Barbara
- Email address: bwhite@wmo.int
- Delegate's photo:  No file selected. ?
- Official title: Official title
- Institution: Institution
- Work address: Work address
- Country: Select...
- Telephone: Telephone number
- Fax: Fax number
- Mobile: Mobile number

At the bottom of the form, there are three buttons: "Save", "Proceed" (highlighted with a red box), and "Cancel".

An arrow points from the "Delegate's photo" field to the text "Upload the participant's photo".

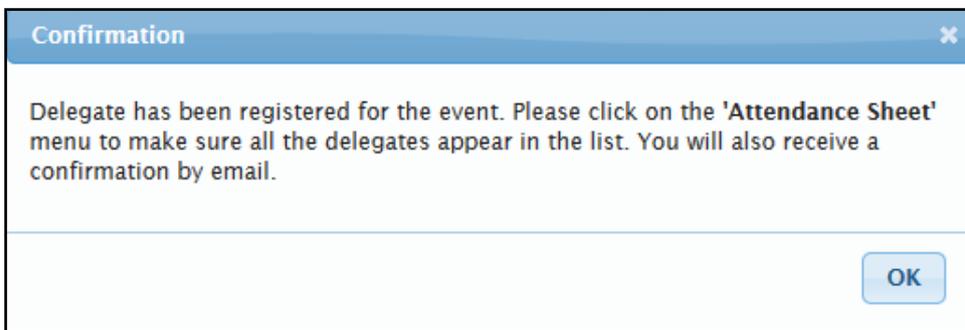
3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.



The 'Participant Registration' dialog box contains the following fields and controls:

- Event \***: Dropdown menu with 'Cg-18' selected.
- Delegation category \***: Dropdown menu with 'Representatives of WMO Members' selected.
- Delegation function \***: Dropdown menu with 'Principal Delegate' selected.
- Representing country/organization \***: Dropdown menu with 'Switzerland' selected and highlighted in green.
- Arrival**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A large text input area.
- Comments**: A text input area labeled 'Comments...'. A legend below indicates that fields with an asterisk are required.
- Buttons**: 'Register' (highlighted with a red box) and 'Cancel' buttons.



The 'Confirmation' dialog box contains the following text and controls:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

**OK**

**OPTION B: The profile of the participant doesn't exist in the ERS.****1. Create the participant's profile**

Click on the "Registration" tab and on the " Add Profile" Button.

Populate the fields with the participant's personal information.

**WMO Event Registration** Focal Point

**Participant Information** [Close]

Title *	Mr	
Last name *	Mohamed	
First name *	Karim	
Email address *	amohamed@wmo.int	
Delegate's photo	<input type="button" value="Browse..."/> No file selected. ?	→ Upload the participant's photo
Official title	Official title	
Institution	Institution	
Work address	Work address	
Country	Select...	
Telephone	Telephone number	
Fax	Fax number	
Mobile	Mobile number	

\* Required fields

Save the profile & pre-register the participant later ←

Save the profile & proceed with pre-registration

2. Pre-register the participant to the event.  
Populate the fields with the participant's registration information.

Participant Registration

Event \* Cg-18

Delegation category \* Representatives of WMO Members

Delegation function \* Principal Delegate

Representing country/organization \* Switzerland

Arrival yyyy-mm-dd Flight number

Departure yyyy-mm-dd Flight number

Local address Local address

Comments Comments...

\* Required fields

Register Cancel

Confirmation

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

## Attendance Sheet

Click on the "Attendance Sheet" tab and select an event to display all the participants that you have already pre-registered for this specific event.

**WMO Event Registration** Focal Point

Attendance sheet | Registration | Change password | Help | Logout

Select the event: Cg-18 ?

Participant	Delegation category	Delegation function	Telephone	Email address	Status
X TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

\* Modifying registration details of participants whose status is *Confirmed* will change their status back to *Pre-registered*

Remove a participant from the delegation.

The profile will not be deleted from the system so that you can pre-register this person to another event.

You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to *Confirmed*.



Modifying registration details for participants whose status is already *Confirmed* will change their status back to *Pre-registered*.