



جنيف، 23 أيلول/ سبتمبر 2016

الرسالة رقم: LCP/CHy-15

عدد المرفقات: 1 (متوافر بالإنكليزية فقط)

الموضوع: تسجيل المشاركين في الدورة الخامسة عشرة للجنة الهيدرولوجيا (CHy) (7-13 كانون الأول/ ديسمبر 2016، روما، إيطاليا) عبر الإنترنت

الإجراء المطلوب: تسجيل وفدكم مسبقاً قبل 4 كانون الأول/ ديسمبر 2016

تحية طيبة وبعد،

أود أن أبلغكم أن تسجيل المشاركين في الدورة المشار إليها أعلاه عبر الإنترنت سيبدأ في 26 أيلول/ سبتمبر 2016.

ونظراً لصفحتكم الرسمية لدى المنظمة (WMO)، فقد عُيّنتم منسقين لتسجيل وفدكم المشارك في هذا الاجتماع عبر الإنترنت.

ولاتزال وصلة الموقع الشبكي الخاص بنظام التسجيل في الاجتماعات عبر الإنترنت (<https://eventregistration.wmo.int/register/>) وكذلك اسم المستخدم وكلمة السر المستخدمة في التسجيل المسبق لفدكم في الاجتماعات السابقة للمنظمة (WMO) صالحة. وإذا كنتم قد نسيت كلمة السر الخاصة بكم، يرجى اتباع التعليمات الواردة في مرفق هذه الرسالة.

وُرجى منكم التكرم بتسجيل كل عضو من أعضاء وفدكم على حدة مسبقاً من أجل تفادي الانتظار عند الوصول إلى مقر انعقاد الدورة. وبمجرد التحقق من تسجيلكم، سيتلقى كل مشارك رسالة تأكيد على بريده الإلكتروني. ويجب أن يُحضّر المشارك صورة من رسالة التأكيد وأن يقدمها إلى مكتب التسجيل، بالإضافة إلى بطاقة هوية رسمية من أجل الحصول على شارة الهوية للدورة.

وسيُطلب من المشاركين الذين لم يُسجلوا مسبقاً أن يسجلوا أنفسهم شخصياً لدى مكتب التسجيل بتقديم دليل رسمي بالتمثيل، من قبيل خطاب من الهيئة المعنية.

إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية التابعة لأعضاء المنظمة) (PR-6932)

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين (رؤساء المنظمات الدولية) (للعلم)

ونحيطكم علماً بأن تقديم المعلومات من خلال نظام التسجيل في الاجتماعات عبر الإنترنت لا يعفي الأعضاء من ضرورة تقديم أوراق اعتماد صالحة لمشاركة وفودهم.

ولمزيد من المعلومات، يُرجى الاتصال بأمانة المنظمة (WMO) على البريد الإلكتروني: registration@wmo.int.

وتفضلوا بقبول فائق الاحترام،



(ب. تالاس)
الأمين العام

GUIDELINES FOR PERMANENT REPRESENTATIVES
EVENT REGISTRATION SYSTEM
(ERS)

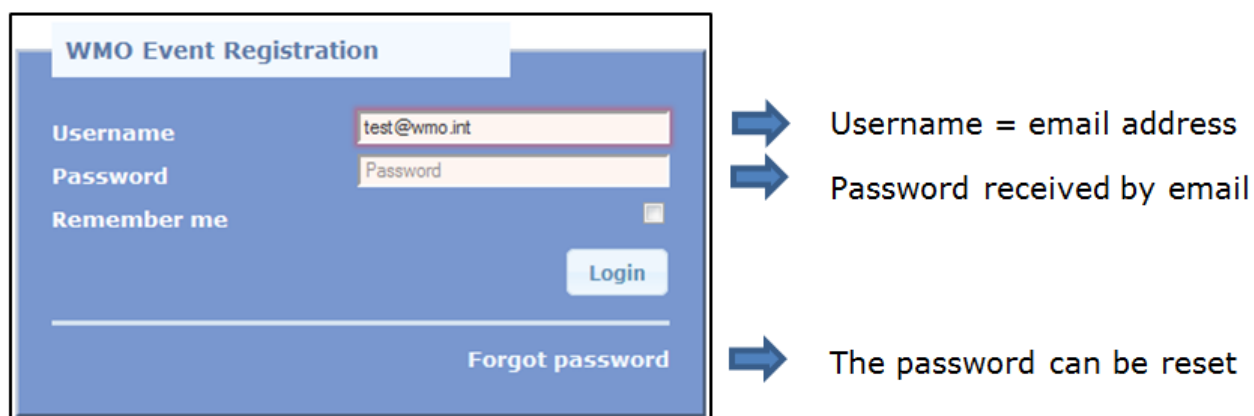
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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

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 screenshot shows the 'WMO Event Registration' login interface. It features a blue header with the title 'WMO Event Registration'. Below the header, there are three input fields: 'Username' (containing 'test@wmo.int'), 'Password' (containing 'Password'), and a 'Remember me' checkbox. A 'Login' button is positioned below the password field. At the bottom of the form, there is a 'Forgot password' link. To the right of the form, three blue arrows point to explanatory text: the first arrow points to the 'Username' field with the text 'Username = email address'; the second arrow points to the 'Password' field with the text 'Password received by email'; and the third arrow points to the 'Forgot password' link with the text 'The password can be reset'.

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me

Login

Forgot password

Username = email address

Password received by email

The password can be reset

RESETTING OF YOUR PASSWORD

The image shows the 'WMO Event Registration' login page. It has fields for 'Username' (containing 'test@wmo.int'), 'Password', and a 'Remember me' checkbox. A 'Login' button is at the bottom right. A red box highlights the 'Forgot password' link at the bottom center.

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

The image shows a 'Reset Password' dialog box. It has a 'Username' field (highlighted in green) and a 'Captcha' field (containing 'v 9 b' and 'a u 3'). At the bottom are 'Reset Password' and 'Cancel' buttons.

➡ 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.

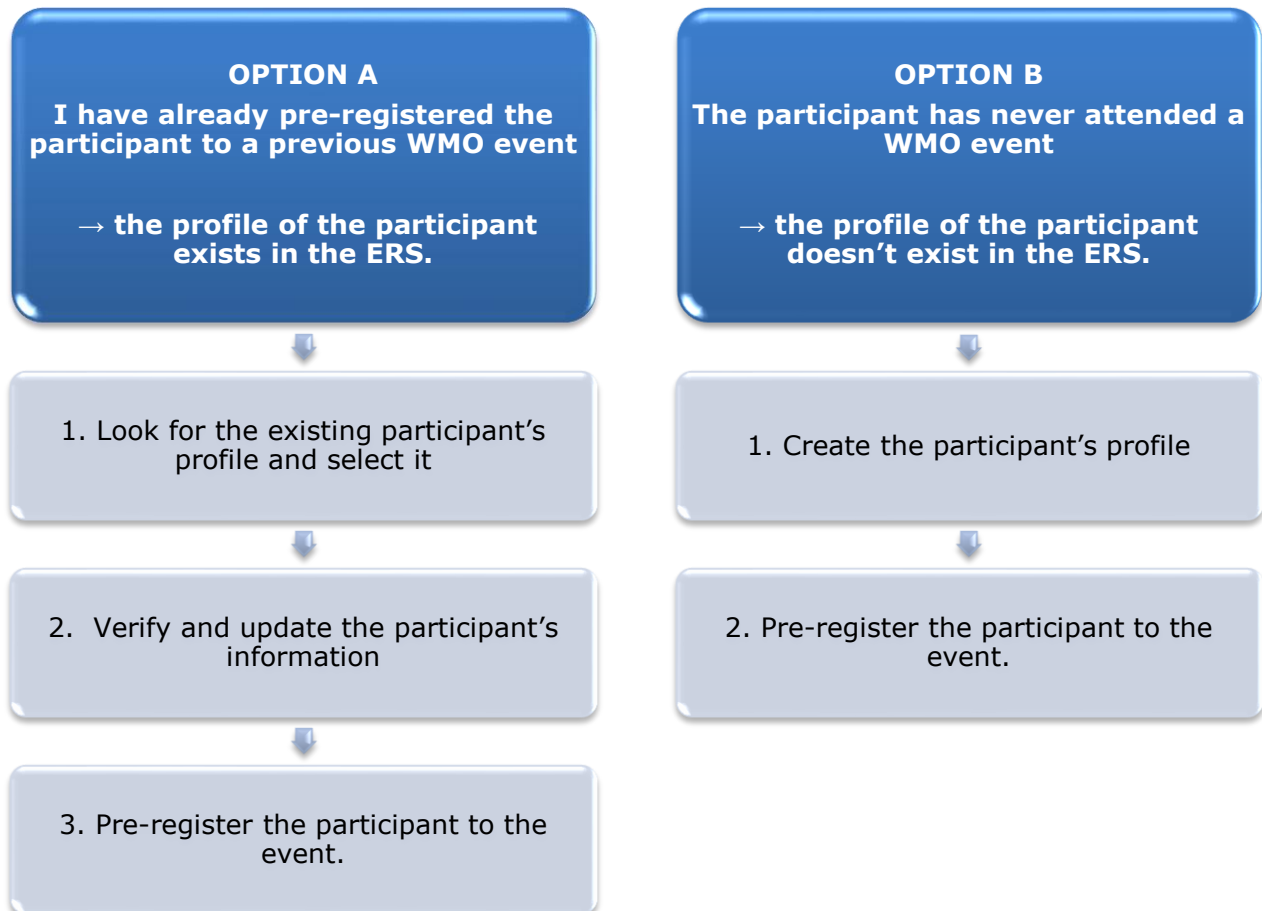
The image shows the 'WMO Event Registration' interface with the 'Change password' tab selected. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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

The image shows the 'WMO Event Registration' interface with the 'Change password' tab selected. A red banner at the top of the form area displays the message "Password has been successfully changed". The input fields and the 'Change Password' button are still visible.

If you experience any technical problem or haven't received your password, please contact registration@wmo.int.

STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



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

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.

WMO Event Registration | Focal Point

Attendance sheet **Registration** Change password Help Logout

Existing Participants Profiles

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

Add Profile

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).

Participant Information

Title * Ms

Last name * WHITE

First name * Barbara

Email address * bwhite@wmo.int

Delegate's photo **Browse...** No file selected. ?

Official title

Institution

Work address

Country Select...

Telephone

Fax

Mobile

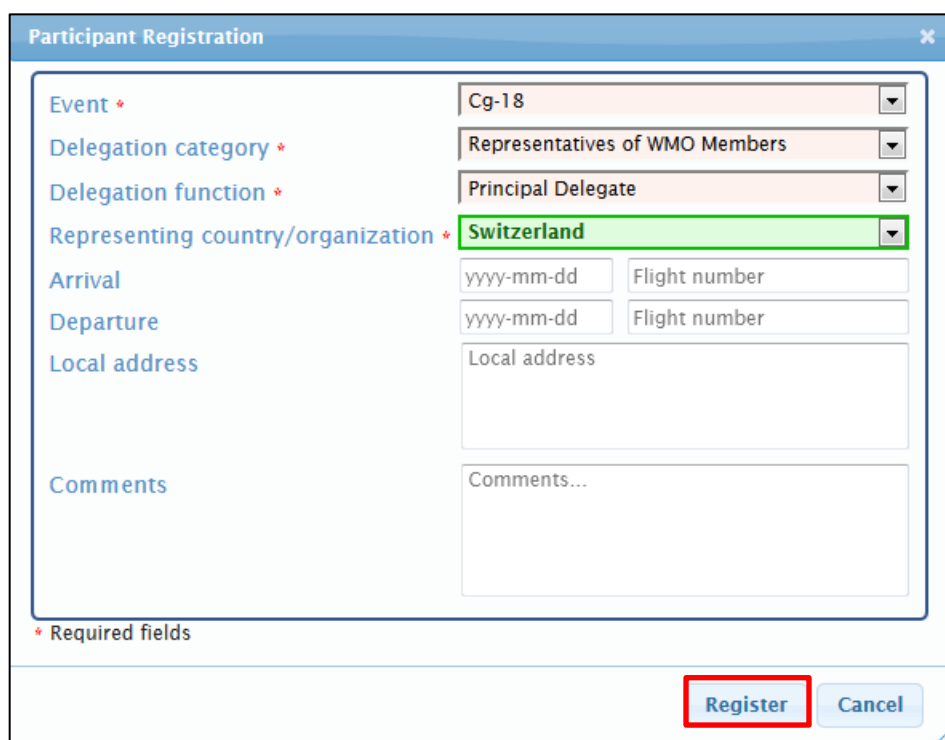
* Required fields

Save **Proceed** Cancel

➡ Upload the participant's photo

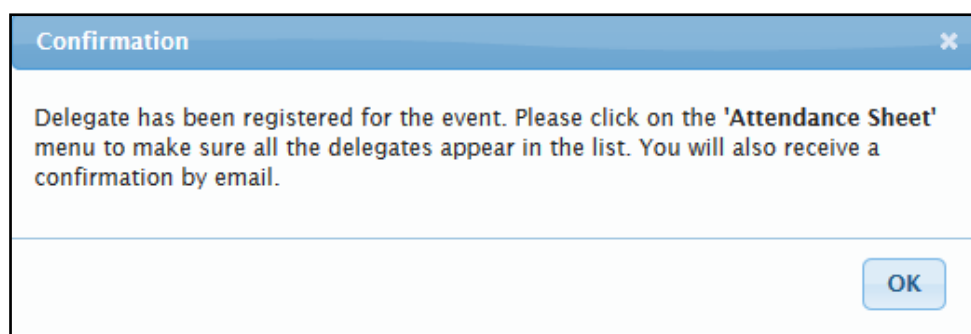
3. Pre-register the participant to the event.

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 area for the local address.
- Comments**: A large text area for comments.
- Legend**: A small asterisk icon followed by the text '* Required fields'.
- Buttons**: 'Register' (highlighted with a red border) and 'Cancel'.



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 [X]

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

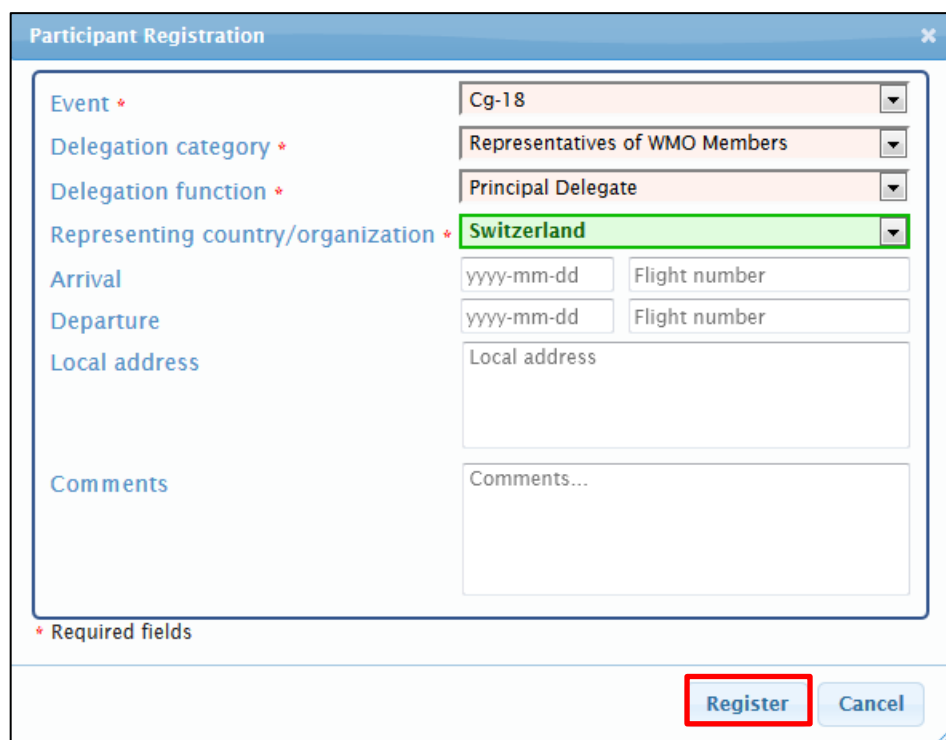
* Required fields

Save the profile & pre-register the participant later ➡ Save Proceed Cancel

➡ Save the profile & proceed with pre-registration

2. Pre-register the participant to the event.

Populate the fields with the participant's registration information.

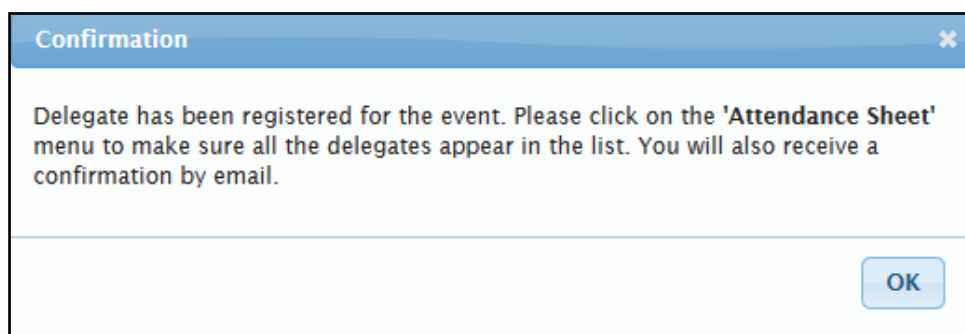


The 'Participant Registration' form contains the following fields and options:

- Event ***: Cg-18
- Delegation category ***: Representatives of WMO Members
- Delegation function ***: Principal Delegate
- Representing country/organization ***: Switzerland
- Arrival**: yyyy-mm-dd (date) and Flight number
- Departure**: yyyy-mm-dd (date) and Flight number
- Local address**: Local address
- Comments**: Comments...

* Required fields

Register (highlighted with a red box) **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
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*.