



جنيف، 22 كانون الأول/ ديسمبر 2016

الرسالة رقم: CNF/LCP

عدد المرفقات: 1 (متوافر بالإنكليزية فقط)

الموضوع: التسجيل الإلكتروني للمشاركين في الدورة السادسة عشرة للاتحاد الإقليمي الثاني (12-16 شباط/ فبراير 2017)

الإجراء المطلوب: تسجيل وفدكم مسبقاً قبل 3 شباط/ فبراير 2017.

تحية طيبة وبعد،

أود الإشارة إلى الدورة السادسة عشرة للاتحاد الإقليمي الثاني (RA II-16) التي ستُعقد في الفترة من 12 إلى 16 شباط/ فبراير 2017 في أبو ظبي، الإمارات العربية المتحدة، وإلى أن التسجيل الإلكتروني للمشاركين في الدورة سيبدأ في 9 كانون الثاني/ يناير 2017.

ونظراً لصفحتكم كممثلين دائمين للمنظمة (WMO)، يُرجى 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.

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 نسيتم كلمة السر الخاصة بكم، يُرجى اتباع التعليمات الواردة في مرفق هذه الرسالة.

وسيطلب من المشاركين الذين لم ينفذوا هذا التسجيل المسبق أن يسجلوا أنفسهم شخصياً لدى مكتب التسجيل بتقديم بطاقة هوية وخطاب رسمي بشأن مشاركتهم في المؤتمر الإقليمي.

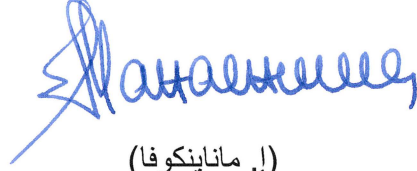
إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية التابعة لأعضاء المنظمة) (PR-6944)

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 الوفود المشاركة لأوراق اعتماد صالحة.

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،



(إ. ماناينكوفا)  
عن 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.

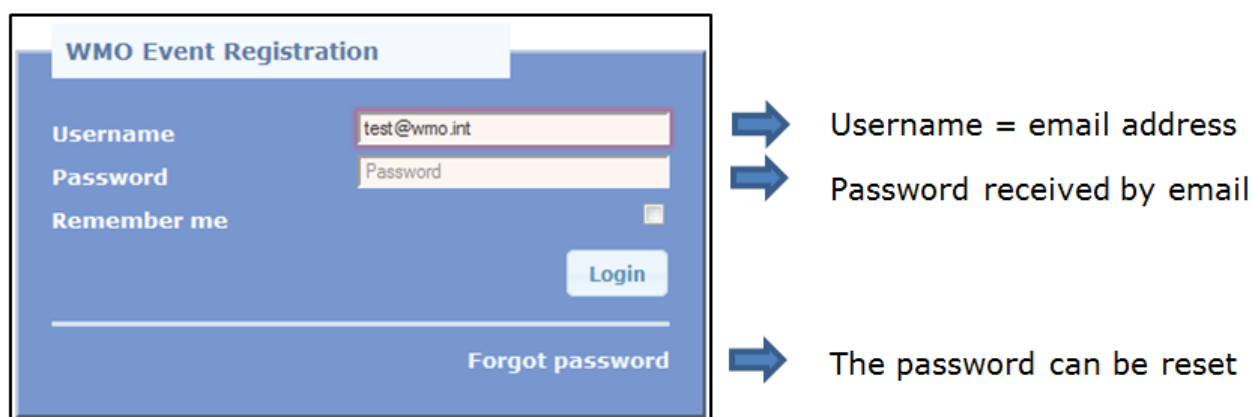
All connection details were sent directly to the PR at the e-mail address that WMO was provided with.

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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 screenshot shows the 'WMO Event Registration' login interface. It features a blue header with the title, a 'Username' field containing 'test@wmo.int', a 'Password' field, a 'Remember me' checkbox, a 'Login' button, and a 'Forgot password' link. Three blue arrows point from the interface to explanatory text on the right: one from the username field to 'Username = email address', one from the password field to 'Password received by email', and one from the 'Forgot password' link to 'The password can be reset'.

Field/Link	Annotation
Username (test@wmo.int)	Username = email address
Password	Password received by email
Forgot password	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'). There are 'Reset Password' and 'Cancel' buttons at the bottom.

→ 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.

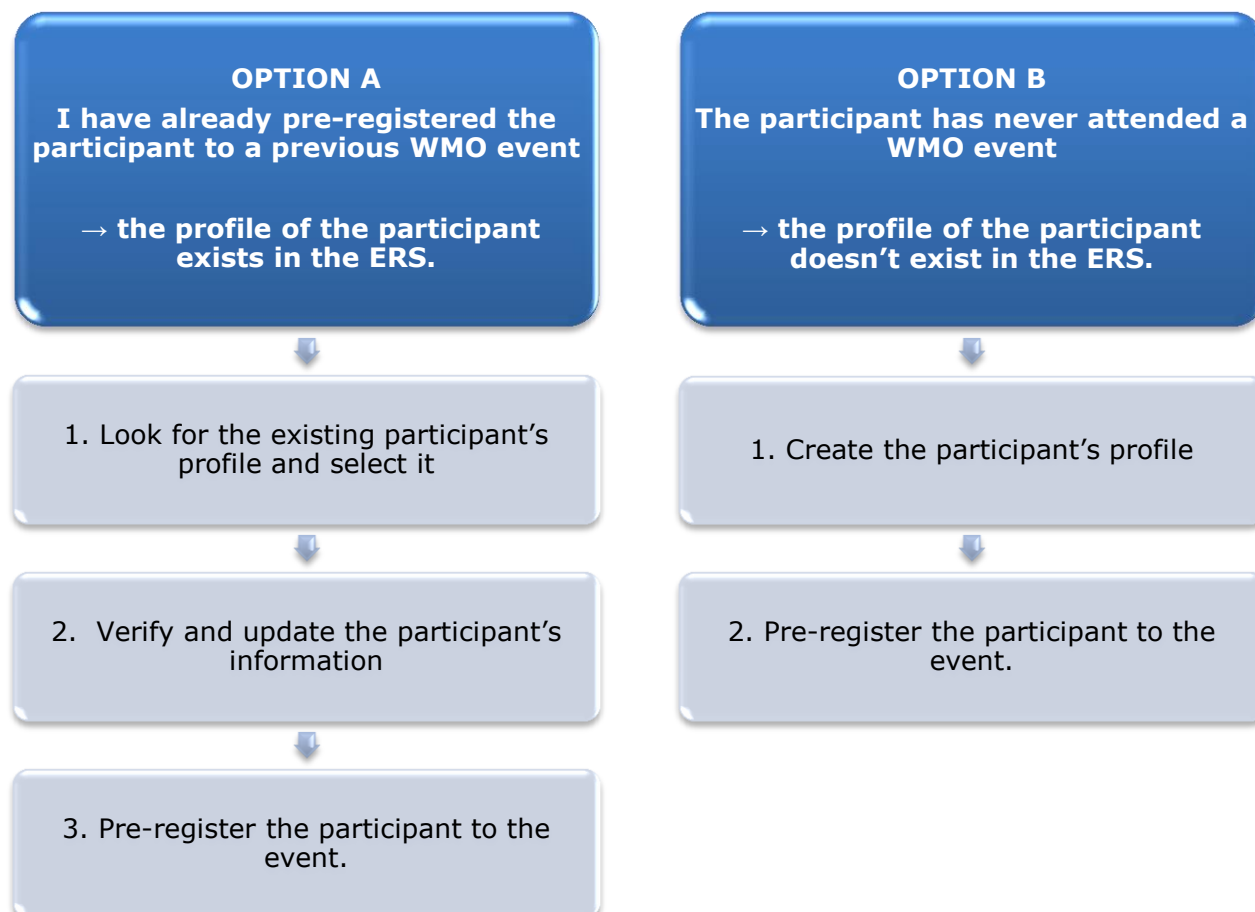
The image shows the 'WMO Event Registration' user interface. The 'Change password' tab is highlighted in a red box. Below the tabs are three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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

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

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



## ***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
<b>WHITE, Barbara</b>	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 Telephone number

Fax Fax number

Mobile Mobile number

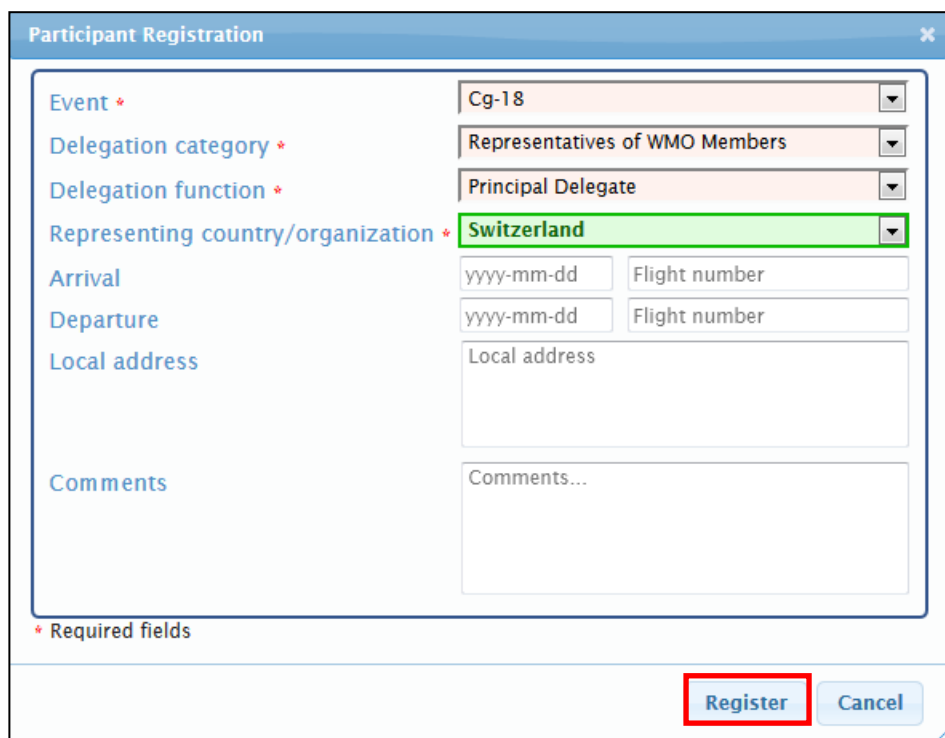
\* Required fields

Save **Proceed** Cancel

➡ Upload the participant's photo

3. Pre-register the participant to the event

Fill in the fields with the participant's registration information.

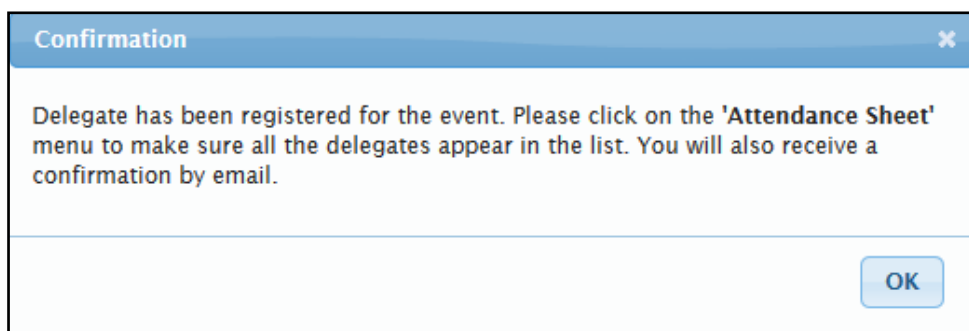


The 'Participant Registration' form contains the following fields and options:

- 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

Buttons: Register, Cancel



The 'Confirmation' dialog box contains the following text:

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.

Button: 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.

Fill in 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	<span style="border: 1px solid red; padding: 2px;">Browse...</span> No file selected. ?	
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"/>	

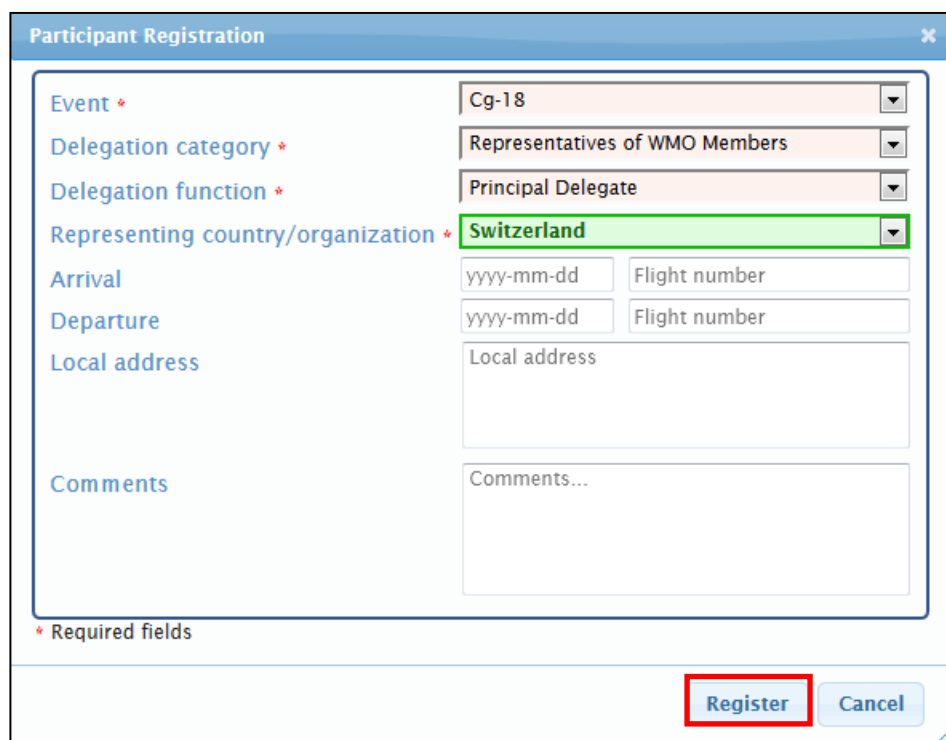
\* Required fields

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

Fill in the fields with the participant's registration information.

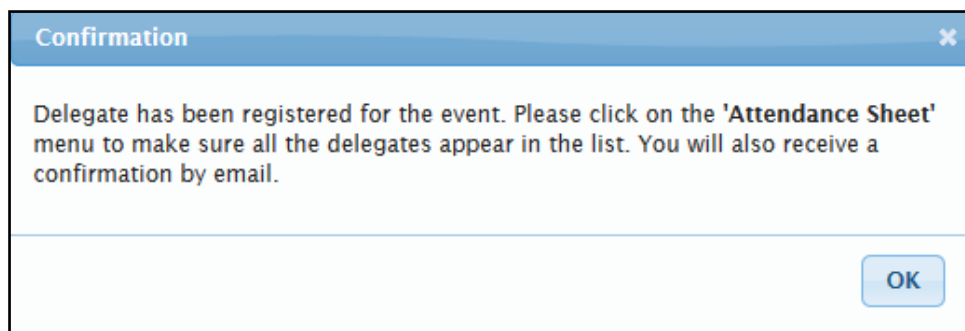


The 'Participant Registration' form contains the following fields and options:

- 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 (text)
- Departure**: yyyy-mm-dd (date) and Flight number (text)
- Local address**: Local address (text)
- Comments**: Comments... (text)

\* Required fields

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



The 'Confirmation' dialog displays the following text:

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.

The screenshot shows the 'WMO Event Registration' interface. At the top, there is a blue header with the title 'WMO Event Registration' and a 'Focal Point' label. Below the header is a navigation bar with tabs: 'Attendance sheet' (highlighted with a red box), 'Registration', 'Change password', 'Help', and 'Logout'. Below the navigation bar is a form area. On the left, there is a dropdown menu labeled 'Select the event' with 'Cg-18' selected. Below this is a table with the following columns: Participant, Delegation category, Delegation function, Telephone, Email address, and Status. The table contains one row with the following data: 'TEST, registration' (with a red 'X' icon in the first column), 'Representatives of WMO Members', 'Delegate', an empty cell, 'test@wmo.int', and 'Pre-registered' (highlighted with a red box). Below the table, there is a note: '\* 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*.