



Our ref.: 3405-16/LCP/CNF

GENEVA, 9 September 2016

Annex: 1 (available in English only)

Subject: Online registration of participants for the sixteenth session of the Commission for Basic Systems (23-29 November 2016).

Action required: Pre-registration of your delegation **before 7 November 2016**.

Dear Sir/Madam,

I wish to refer to the sixteenth session of the Commission for Basic Systems (CBS-16) which will be held from 23 to 29 November 2016 in Guangzhou, China and to inform you that the online registration of participants to the session will begin on 12 September 2016.

In view of your official status with WMO, you are kindly invited to act as focal point for the online registration of your delegation to this meeting.

The link to the online Event Registration System (ERS), the username and password that were sent by e-mail before the sixty-eighth session of the Executive Council remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>). If you have forgotten your password, please follow the instructions in the Annex to this letter.

You are kindly requested to pre-register each member of your delegation individually in order to avoid delays upon arrival at the venue. Upon validation of the registration by WMO, each participant will receive a confirmation letter by e-mail. The participant must bring a copy of the confirmation letter and present it to the registration desk, together with an official identification document in order to obtain a badge.

Those participants who have not pre-registered will be required to register personally at the registration desk by presenting an official proof of representation, such as a letter from the relevant entity.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6927)

cc: Hydrological Advisers to Permanent Representatives

Please note that the submission of information through the online event registration system does not exempt Members from the need to provide valid credentials for the participating delegation.

For further information, please do not hesitate to contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,

A handwritten signature in black ink, consisting of a long horizontal stroke followed by a loop and a short vertical stroke.

(P. Taalas)
Secretary-General

ANNEX

**GUIDELINES FOR
PERMANENT
REPRESENTATIVES**

-

**EVENT REGISTRATION
SYSTEM
(ERS)**

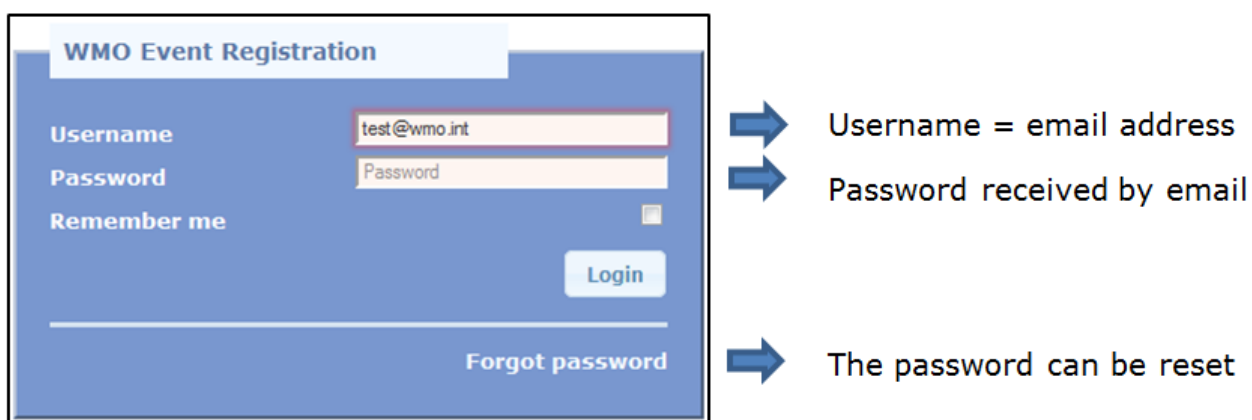
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

All connection details were sent directly to the PR at the email 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, 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

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 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

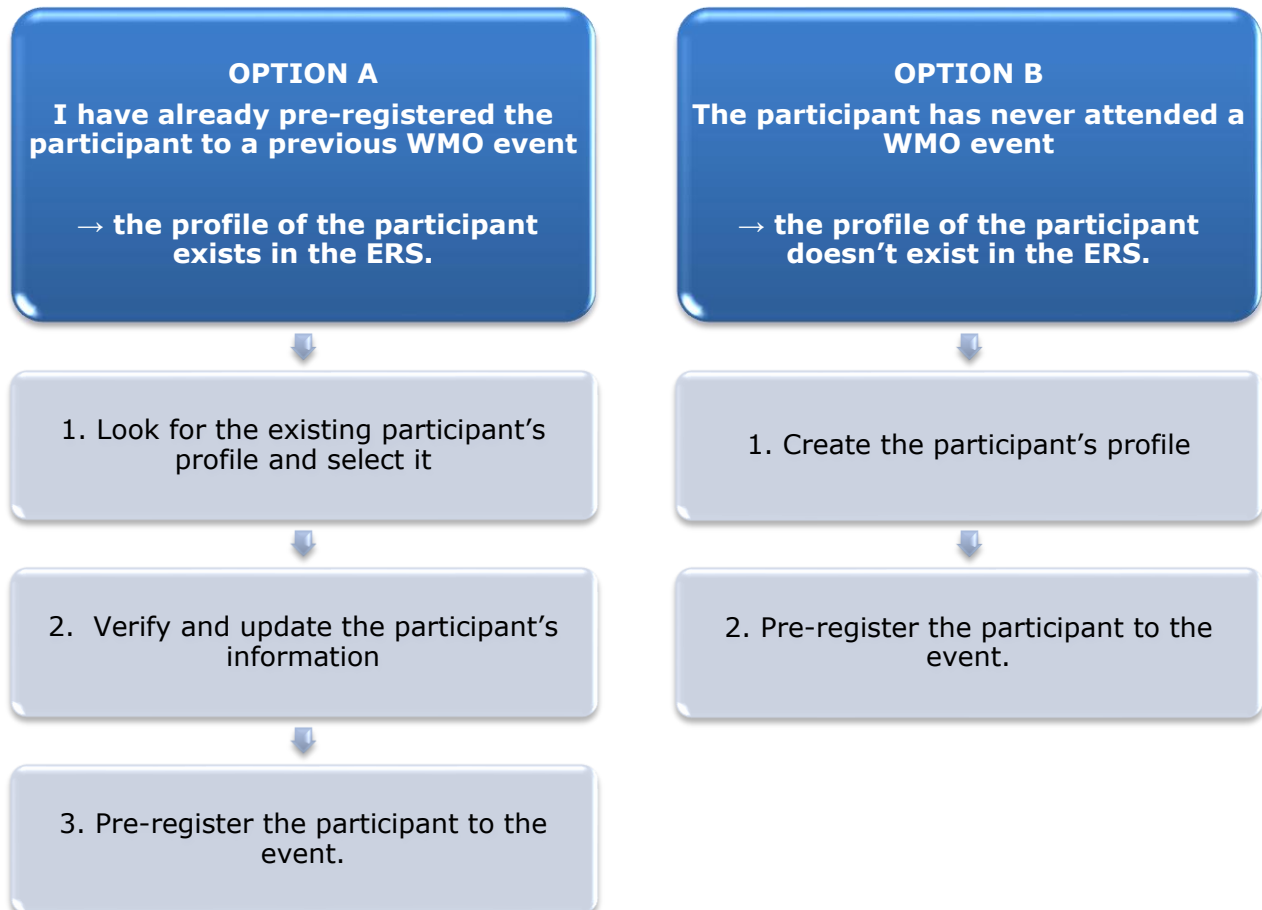
Confirm new password: Confirm new password

Change Password

Password has been successfully changed

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

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

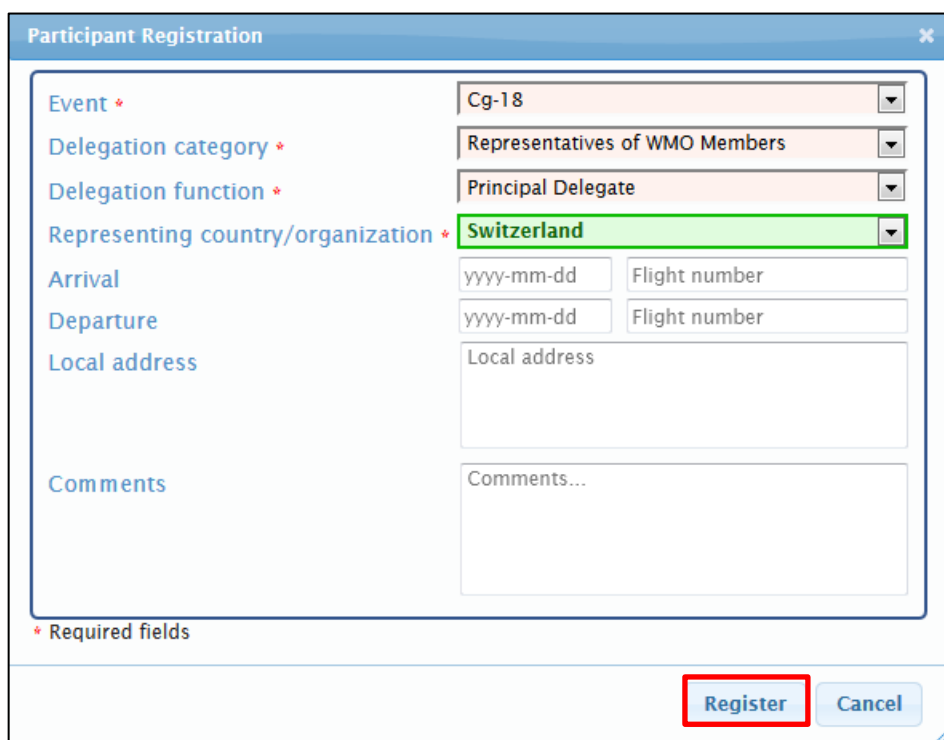
* Required fields

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.

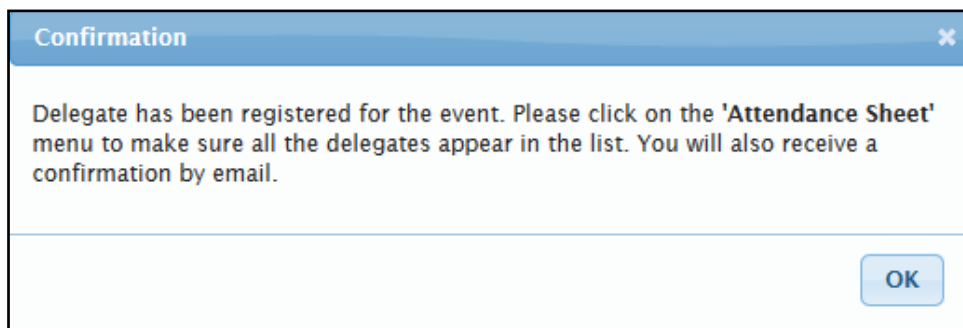


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: 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


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	<input type="text" value="Select..."/>	
Telephone	<input type="text"/>	
Fax	<input type="text"/>	
Mobile	<input type="text"/>	

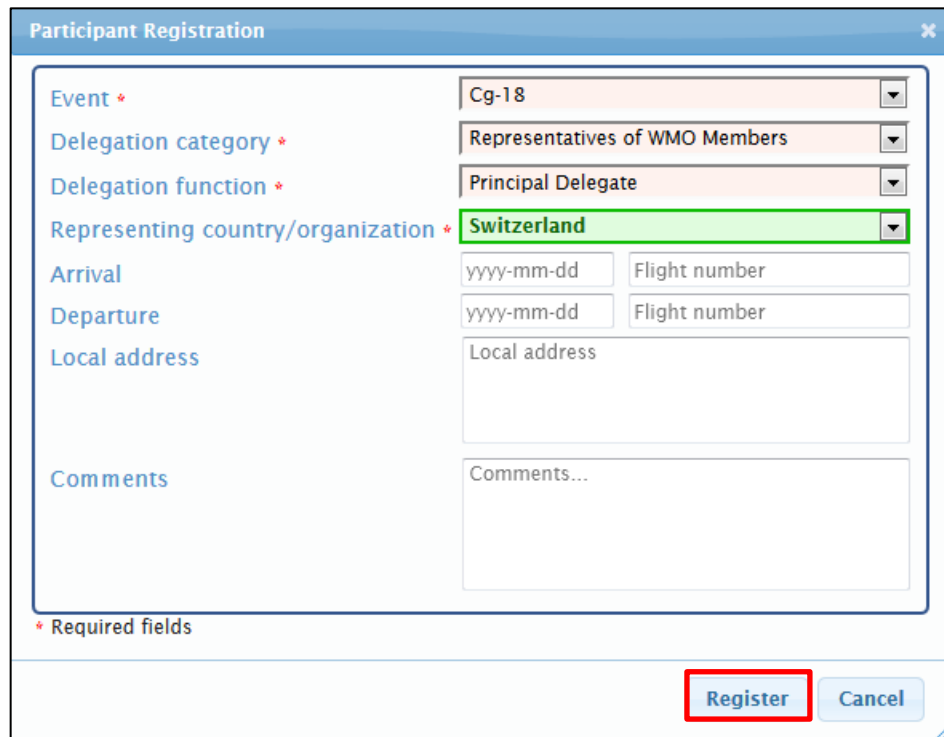
* Required fields

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.

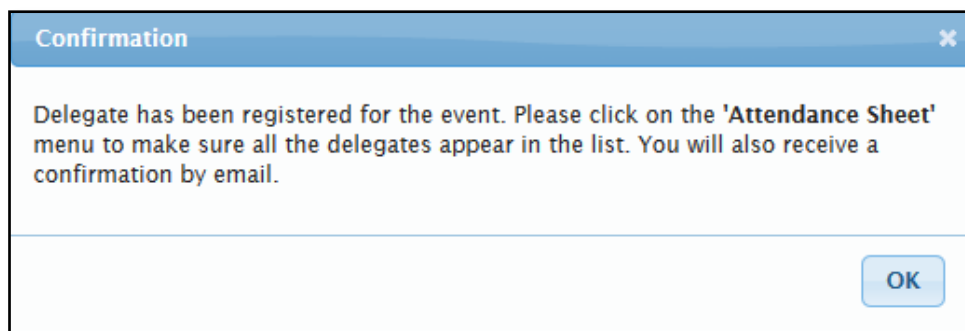


The 'Participant Registration' form contains the following fields and options:

- 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**: Text input field
- Comments**: Text input field

* Required fields

Buttons: Register (highlighted with a red box), Cancel



The 'Confirmation' dialog displays the following message:

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

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. The 'Attendance sheet' tab is selected and highlighted with a red box. Below the tabs, a dropdown menu shows 'Cg-18' with a question mark icon. A table lists participants with columns: Participant, Delegation category, Delegation function, Telephone, Email address, and Status. The first row shows 'TEST, registration' with status 'Pre-registered', which is also highlighted with a red box. A red 'X' icon is next to the participant name. Below the table, a note states: '* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered'. Blue arrows point from the interface to explanatory text blocks.

Select the event

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*.