

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

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Our ref.: LCP/CHy-15

GENEVA, 23 September 2016

Annex: 1 (available in English only)

Subject: Online registration of participants for the fifteenth session of the Commission for Hydrology (7-13 December 2016, Rome, Italy).

Action required: Pre-registration of your delegation before **4 December 2016**

Dear Sir/Madam,

I wish to inform you that the online registration of participants to the session referred to above will begin on 26 September 2016.

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

The link to the online event registration system (<https://eventregistration.wmo.int/register>), the username and password that were used to pre-register your delegation to previous WMO meetings remain valid. If you have forgotten your password, please follow the instructions given in the Annex.

Please pre-register each member of your delegation individually in order to avoid delays on arrival at the venue. Once your registration has been validated, 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 been pre-registered will be required to do it themselves at the registration desk by presenting an official proof of representation, such as a letter from the relevant entity.

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 contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,

(P. Taalas)
Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6932)

cc: Hydrological Advisers to Permanent Representatives)
Hheads of international organizations)(for information)

GUIDELINES FOR PERMANENT REPRESENTATIVES
EVENT REGISTRATION SYSTEM
(ERS)

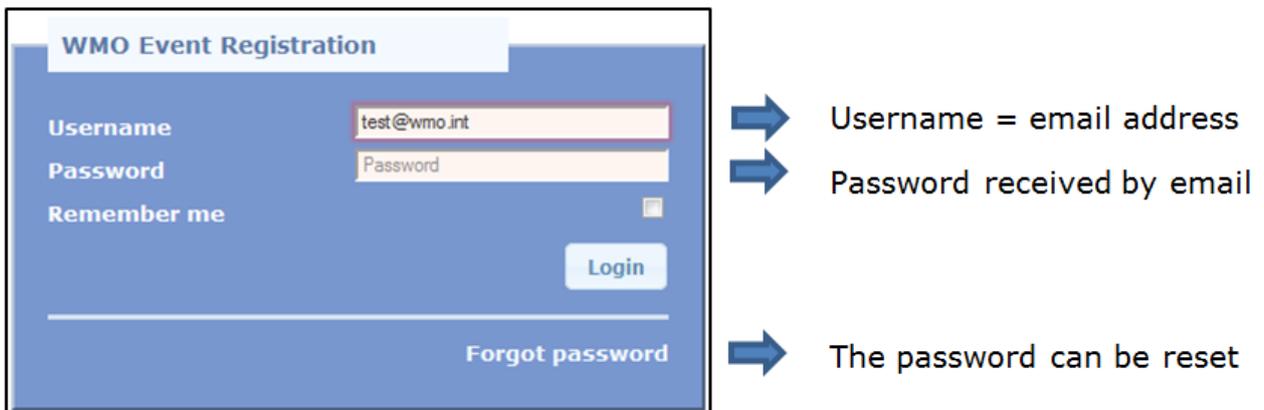
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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

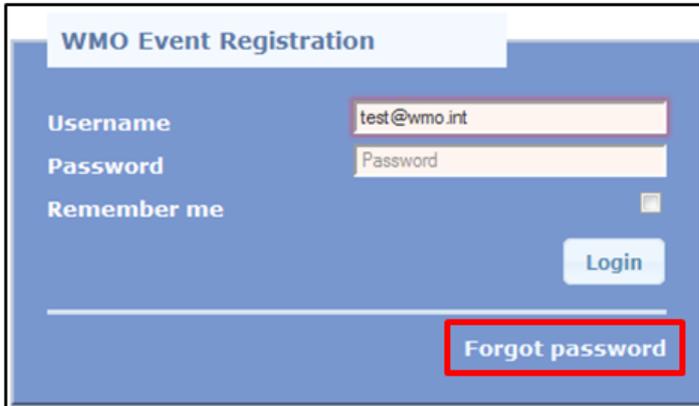
Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

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



The image shows a screenshot of the 'WMO Event Registration' login page. The page has 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. Three blue arrows point from the right side of the page to the input fields and the 'Forgot password' link, with corresponding text annotations: 'Username = email address', 'Password received by email', and 'The password can be reset'.

RESETTING OF YOUR PASSWORD



WMO Event Registration

Username: test@wmo.int

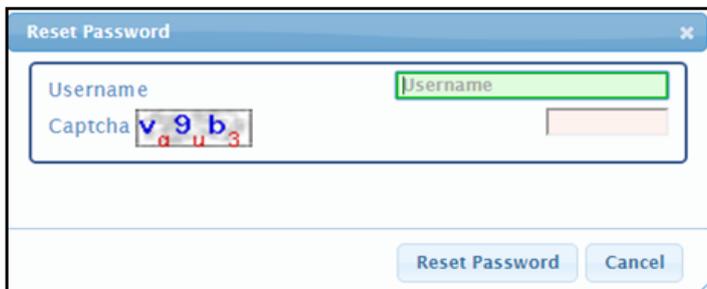
Password: Password

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

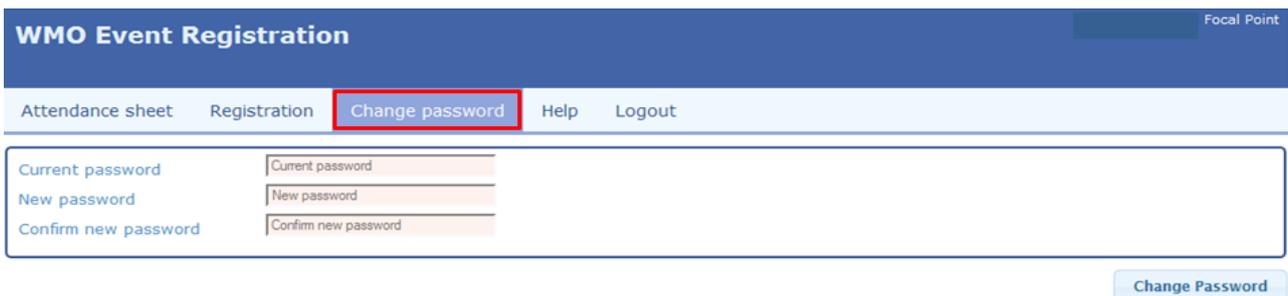
Username: Username

Captcha: v 9 b

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

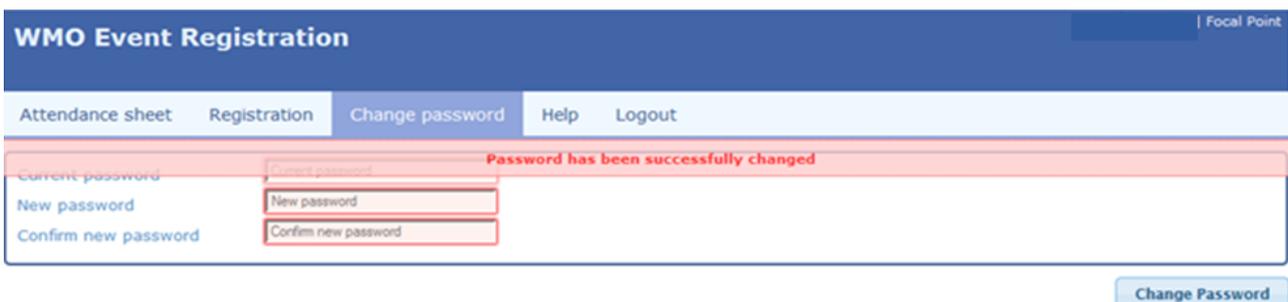
Current password: Current password

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

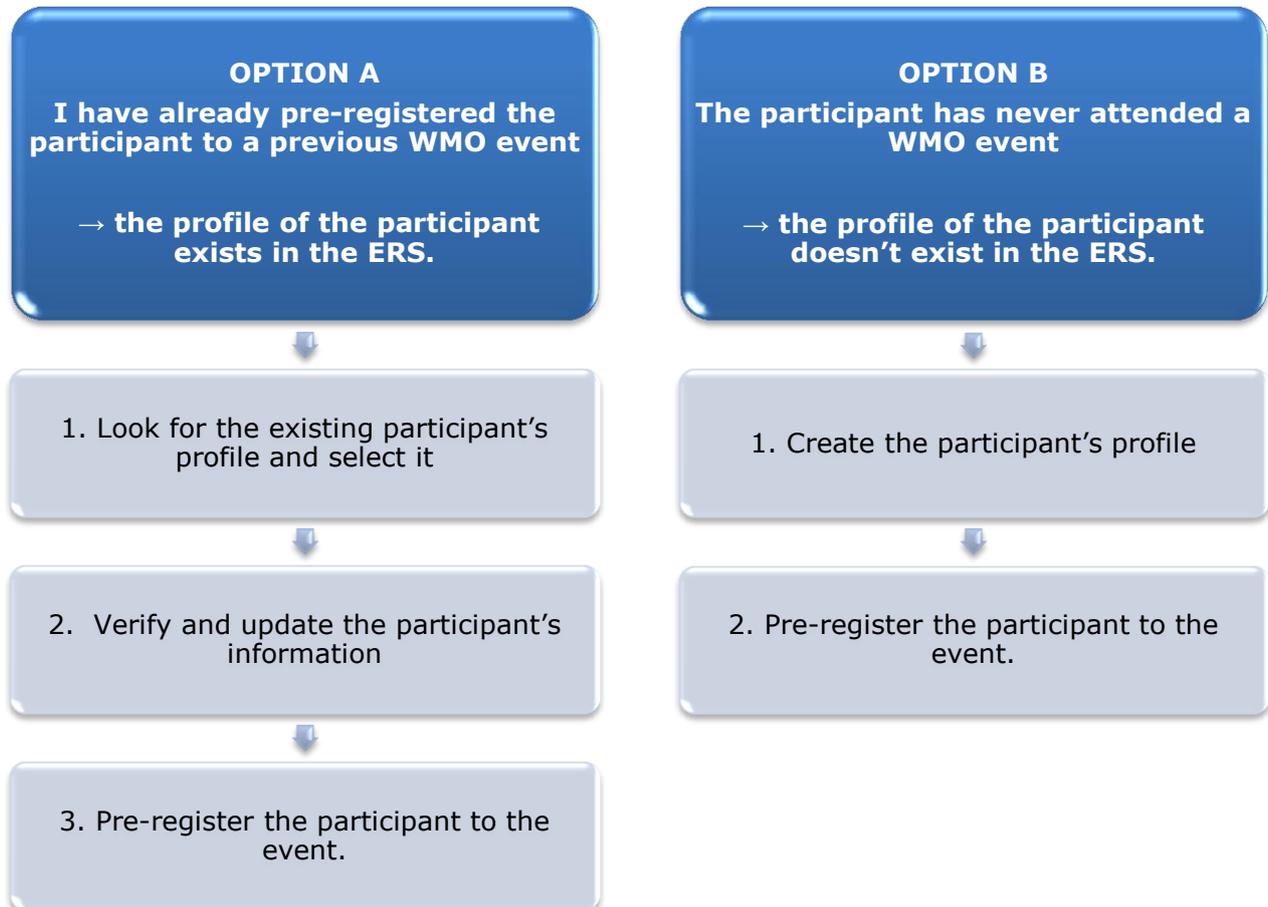
Confirm new password: Confirm new password

Change Password

Password has been successfully changed

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

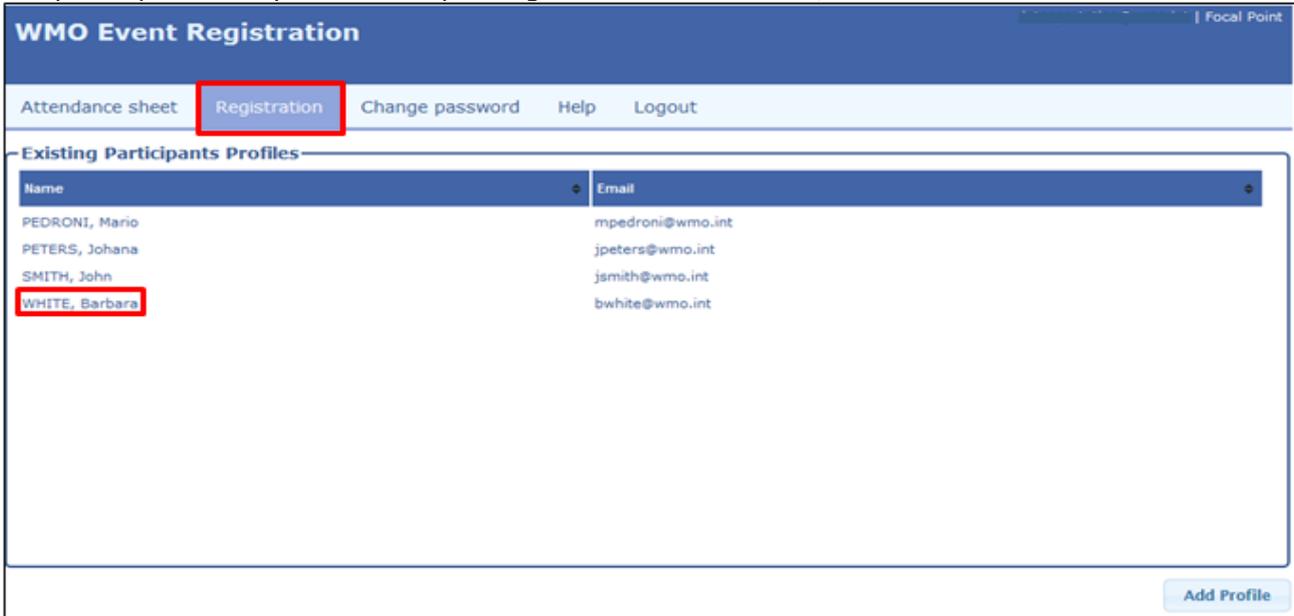
STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



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

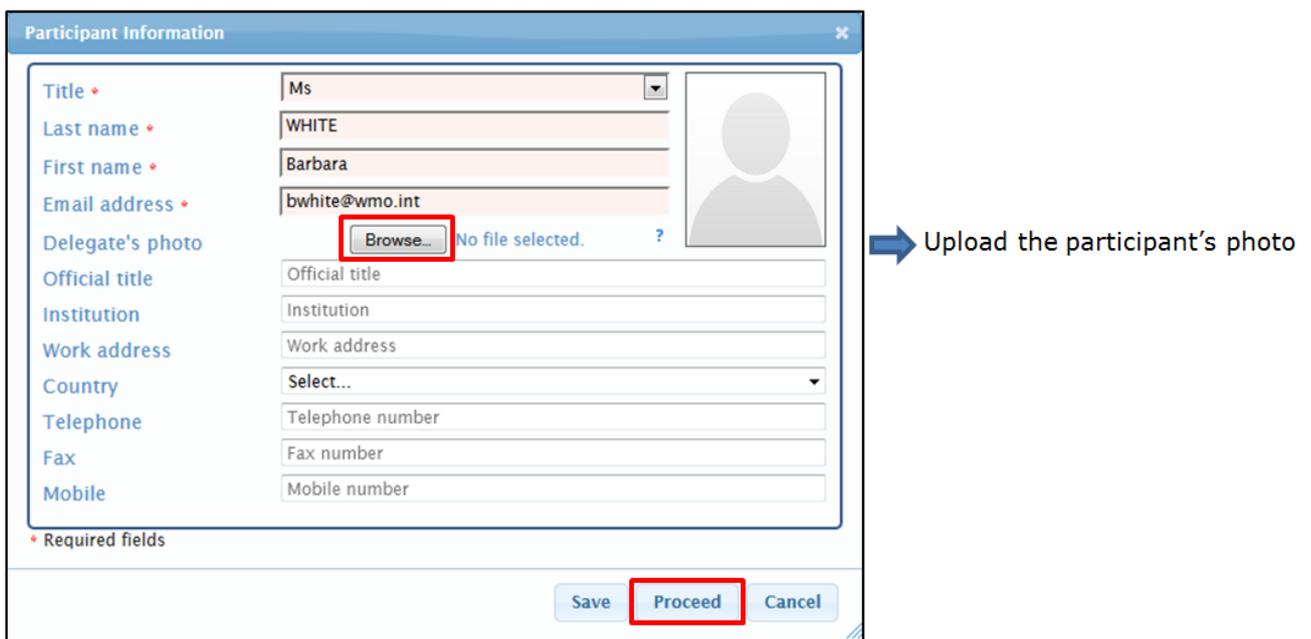
1. Look for the existing participant's profile and select it.

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.



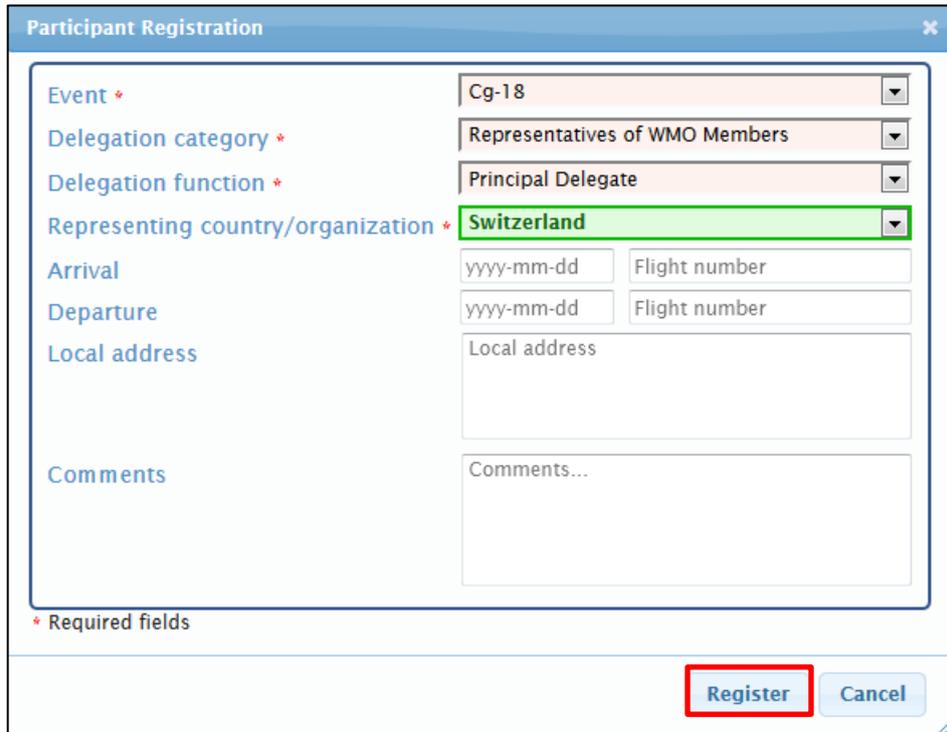
2. Verify and update the participant's information

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



3. Pre-register the participant to the event.

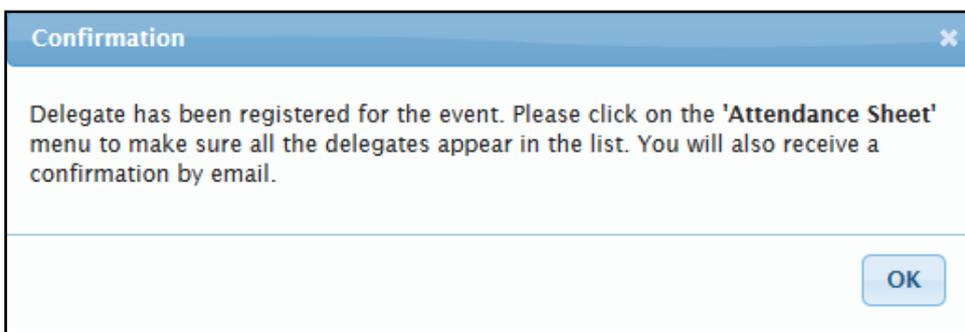
Populate the fields with the participant's registration information.



The image shows a 'Participant Registration' dialog box with the following fields and values:

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

At the bottom right, there are two buttons: 'Register' (highlighted with a red box) and 'Cancel'. A legend at the bottom left indicates that fields with an asterisk are required.



The image shows a 'Confirmation' dialog box with 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.

At the bottom right, there is an 'OK' button.

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

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	

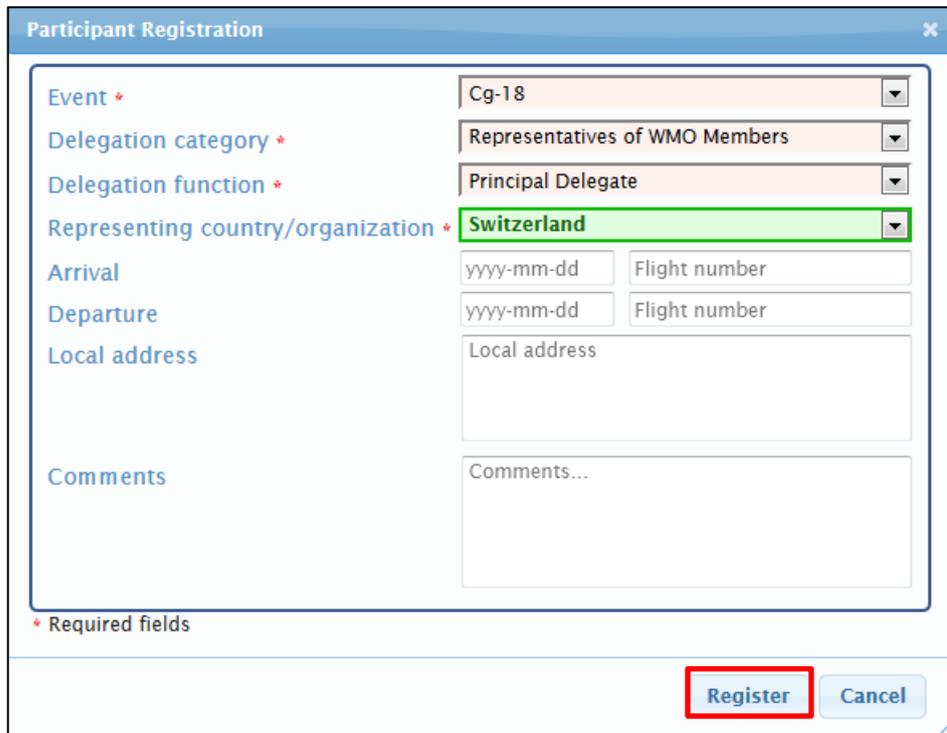
* Required fields

Save the profile & pre-register the participant later ←

↓ Save the profile & proceed with pre-registration

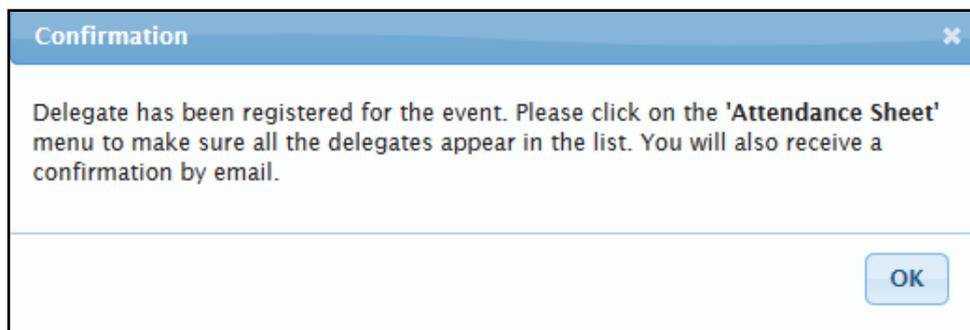
2. Pre-register the participant to the event.

Populate the fields with the participant's registration information.



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 with the placeholder text 'Comments...'. A legend below indicates that the asterisk (*) denotes required fields.
- Buttons**: 'Register' and 'Cancel' buttons at the bottom right. The 'Register' button is highlighted with a red rectangular border.



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

- 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**: An 'OK' button at the bottom right.

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 navigation bar with the following tabs: 'Attendance sheet' (highlighted with a red box), 'Registration', 'Change password', 'Help', and 'Logout'. Below the navigation bar, there is a dropdown menu for selecting an event, currently showing 'Cg-18'. Below the dropdown 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 next to it), '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'.

Select the event

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*.