

**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.: CNF/LCP

GENEVA, 22 December 2016

Annex: 1 (available in English only)

Subject: Online registration of participants for the sixteenth session of Regional Association II (12-16 February 2017)

Action required: Pre-registration of your delegation before **3 February 2017**

Dear Sir/Madam,

I wish to refer to the sixteenth session of Regional Association II (RA II-16) which will be held from 12 to 16 February 2017 in Abu Dhabi, United Arab Emirates and to inform you that the online registration of participants to the session will begin on 9 January 2017.

Given your status as Permanent Representative with WMO, 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.

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.

Those participants who do not pre-register 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.

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,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6944)

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.



Username = email address



Password received by email



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

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

Attendance sheet Registration Change password Help Logout

Current password: Current password

New password: New password

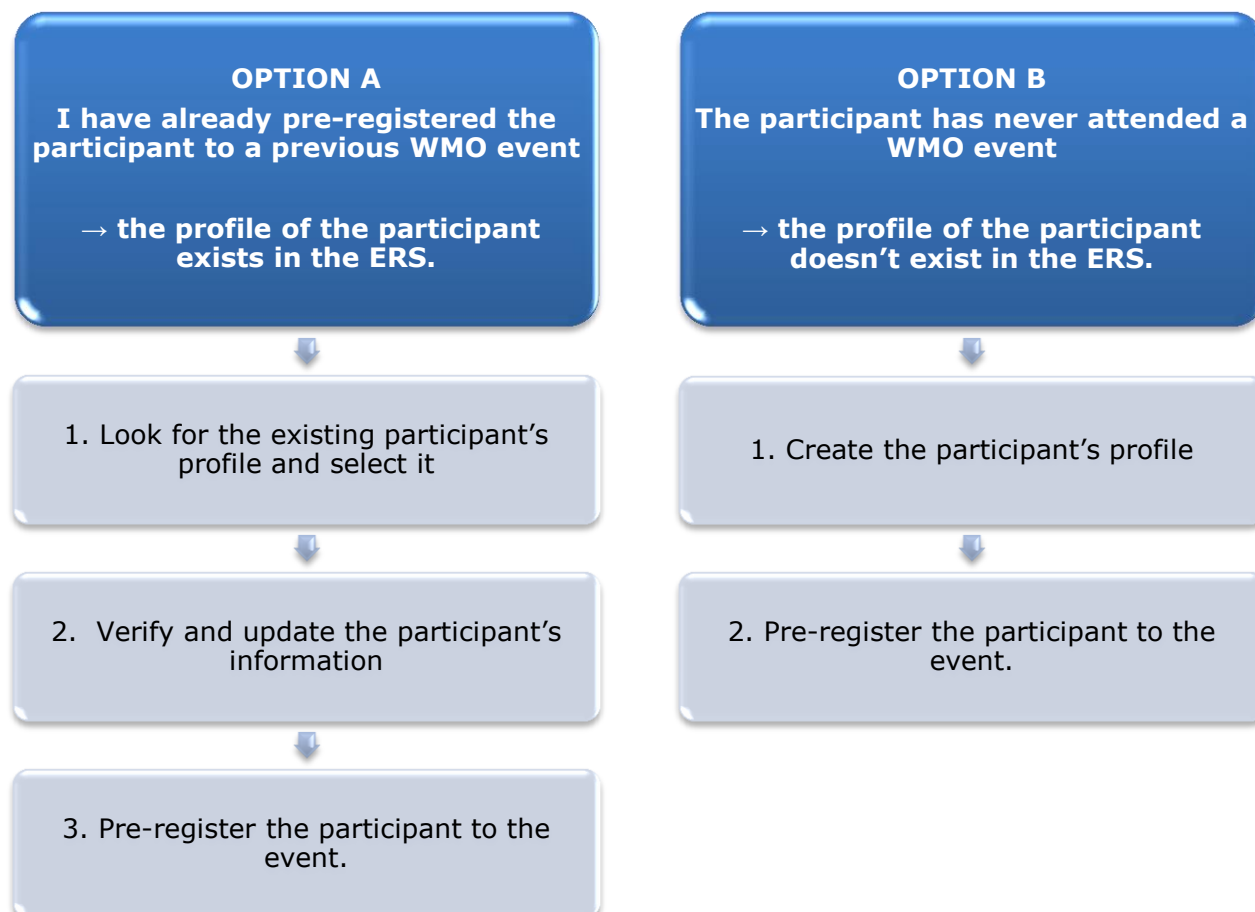
Confirm new password: Confirm new password

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 Telephone number

Fax Fax number

Mobile Mobile number

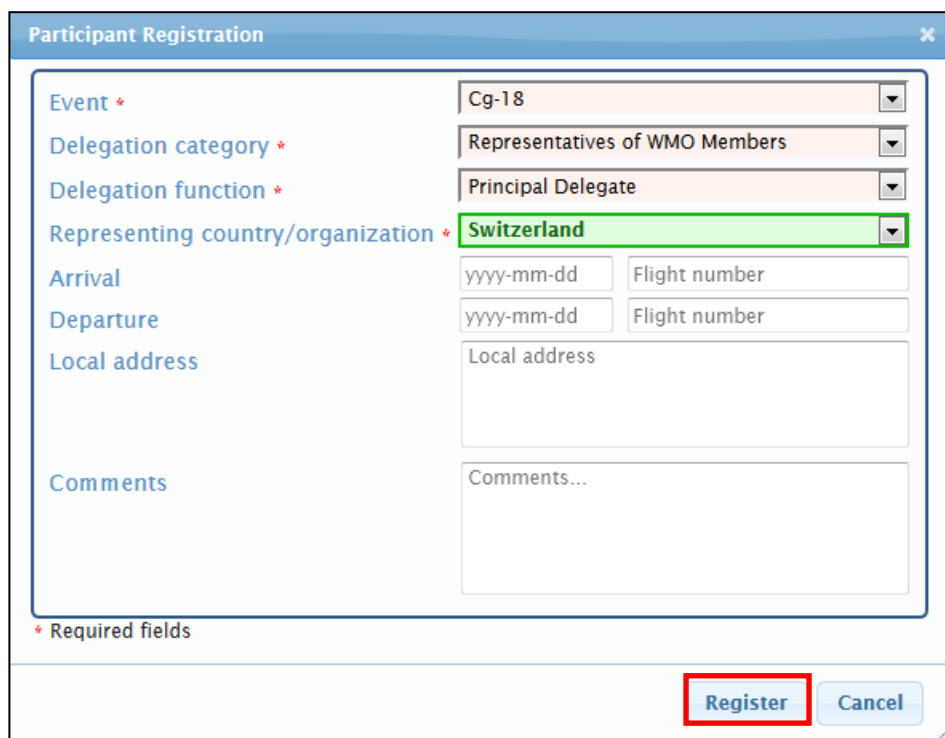
* Required fields

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.

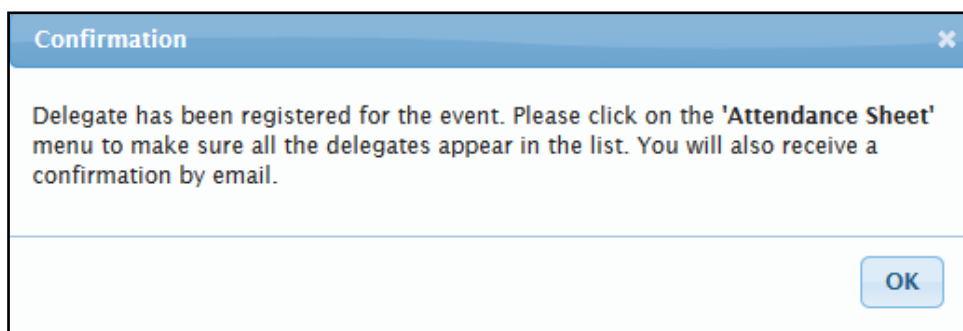


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: Register (highlighted with a red box), 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	Browse... 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"/>	

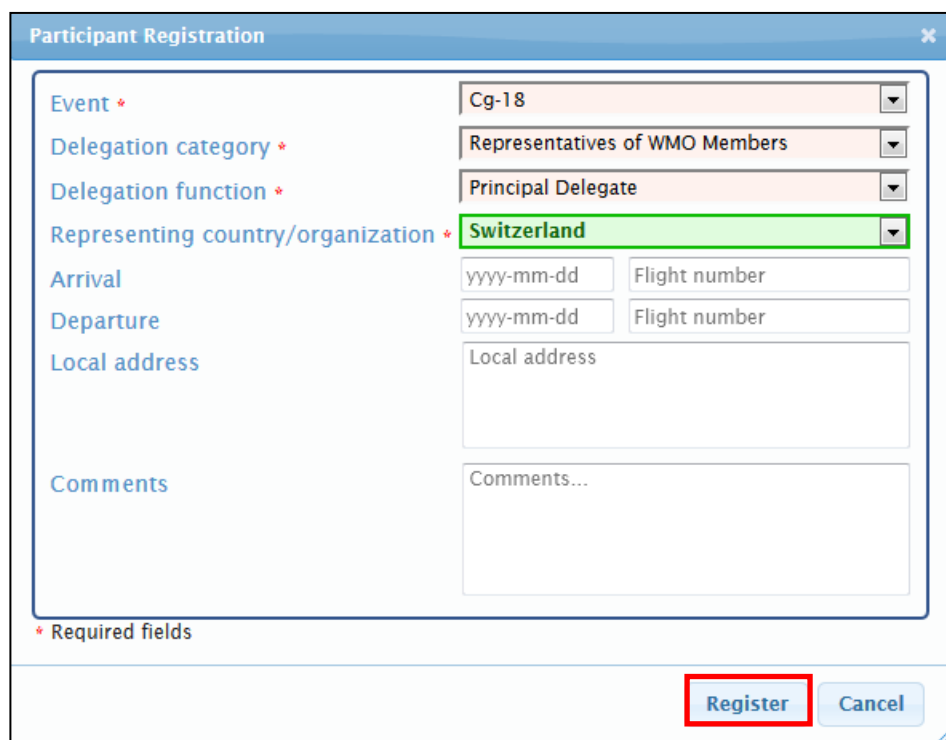
* Required fields

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.

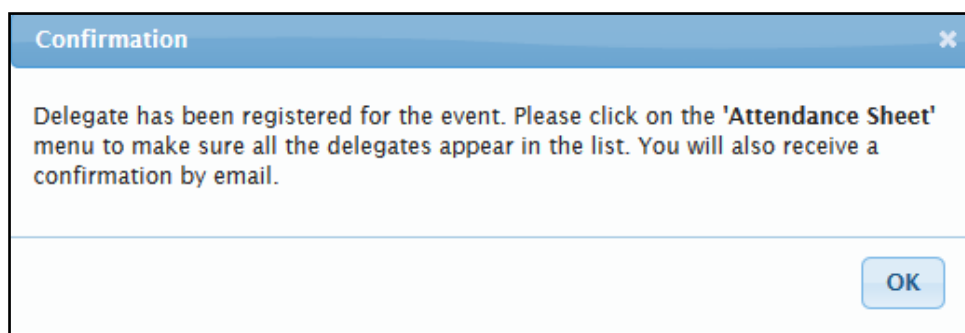


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: Register, Cancel



The 'Confirmation' dialog 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

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: Participant (TEST, registration, with a red 'X' icon), Delegation category (Representatives of WMO Members), Delegation function (Delegate), Telephone (empty), Email address (test@wmo.int), and Status (Pre-registered, 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'. To the left of the table, there is a blue arrow pointing to the 'Select the event' dropdown with the text 'Select the event'. To the right of the table, there is a blue arrow pointing to the 'Status' column with the text '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.' Below the table, there is a blue arrow pointing to the 'Remove a participant from the delegation.' text with the text 'The profile will not be deleted from the system so that you can pre-register this person to another 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*.