

WMO OMM

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU



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

Secrétariat
7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

Our ref.: 00957/2017/LCP-CNF/Online-reg-RAIV-17

GENEVA, 9 February 2017

Annex: 1 (available in English only)

Subject: Online registration of participants for the seventeenth session of Regional Association IV (27-31 March 2017)

Action required: Pre-registration of your delegation before **13 March 2017**

Dear Sir/Madam,

I wish to refer to the seventeenth session of Regional Association IV (RA IV-17) which will be held from 27 to 31 March 2017 in San José, Costa Rica and to inform you that the online registration of participants to the session will open on 10 February 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 last year 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 have not been 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.

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,

(P. Taalas)
Secretary-General

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

cc: Hydrological Advisers to Permanent Representatives)
Heads 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 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

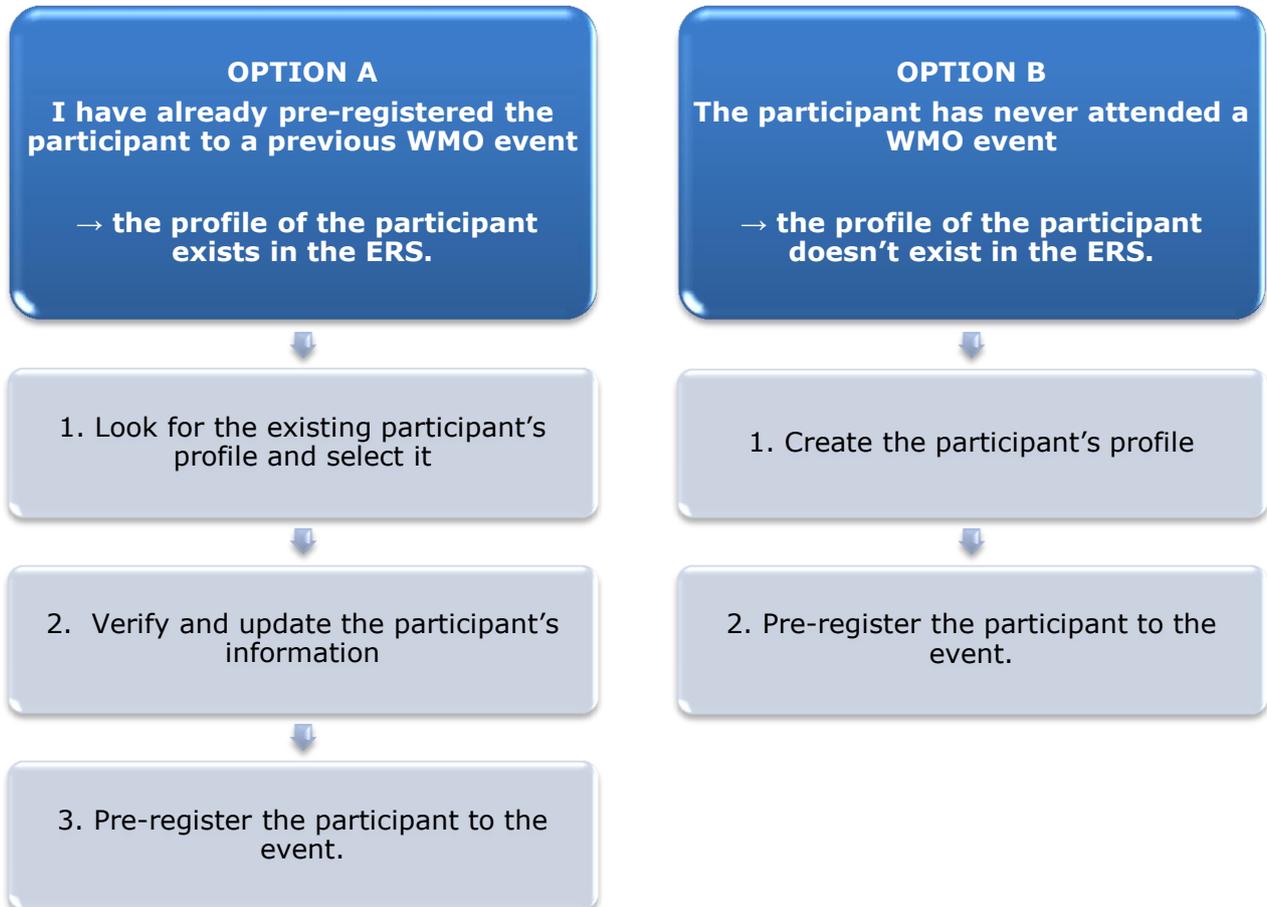
Change Password

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

Doc. ID: 04135/2017, ver. 1.1, dep. LCP



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.

The screenshot shows the 'WMO Event Registration' interface. At the top, there is a navigation bar with tabs: 'Attendance sheet', 'Registration' (highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the navigation bar, the section 'Existing Participants Profiles' contains a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario; PETERS, Johana; SMITH, John; and WHITE, Barbara. The row for 'WHITE, Barbara' is highlighted with a red box. At the bottom right of the table area, there is an 'Add Profile' button.

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

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).

The screenshot shows the 'Participant Information' form. The form contains several fields: Title (Ms), Last name (WHITE), First name (Barbara), Email address (bwhite@wmo.int), Delegate's photo (Browse... button highlighted with a red box, with 'No file selected.' text), Official title, Institution, Work address, Country (Select... dropdown), Telephone, Fax, and Mobile. A blue arrow points from the 'Browse...' button to the text 'Upload the participant's photo'. At the bottom of the form, there are three buttons: 'Save', 'Proceed' (highlighted with a red box), and 'Cancel'. A legend at the bottom left indicates that fields with a red asterisk are required.

3. Pre-register the participant to the event

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

Doc. ID: 04135/2017, ver. 1.1, dep. LCP

Participant Registration

Event * Cg-18

Delegation category * Representatives of WMO Members

Delegation function * Principal Delegate

Representing country/organization * Switzerland

Arrival
yyyymmdd Flight number

Departure
yyyymmdd Flight number

Local address
Local address

Comments
Comments...

* Required fields

Register 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.

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

Doc. ID: 04135/2017, ver. 1.1, dep. LCP

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. ?	
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

Upload the participant's photo

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.

Doc. ID: 04135/2017, ver. 1.1, dep. LCP

Participant Registration [X]

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

* Required fields

Register Cancel

Confirmation [X]

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. The "Attendance sheet" tab is highlighted with a red box. Below the navigation bar, a dropdown menu shows "Cg-18" selected. A table of participants is displayed below, with the "Pre-registered" status highlighted in red. A red 'X' icon is visible in the first column of the table.

Participant	Delegation category	Delegation function	Telephone	Email address	Status
✘ TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	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*.