



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

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

Nuestra ref.: CNF/LCP

GINEBRA, 22 de diciembre de 2016

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes en la séptima reunión de la Conferencia Regional de la Asociación Regional II (10 y 11 de febrero de 2017)

Finalidad: Preinscripción de su delegación **antes del 3 de febrero de 2017**

Estimado señor/Estimada señora:

Cúpleme referirme a la séptima reunión de la Conferencia Regional de la Asociación Regional II (AR II), que se celebrará los días 10 y 11 de febrero de 2017 junto con la decimosexta reunión de esa Asociación Regional, en Abu Dabi (Emiratos Árabes Unidos), así como informarle de que la inscripción en línea de los participantes en la Conferencia Regional de la AR II comenzará el 9 de enero de 2017.

En su calidad de Representante Permanente ante la Organización Meteorológica Mundial (OMM), se le ruega que tenga a bien preinscribir, uno por uno, a todos los miembros de su delegación para evitar demoras al llegar al lugar de celebración de la reunión. Una vez validada la inscripción por la OMM, cada participante recibirá una carta de confirmación por correo electrónico. Sírvase tener en cuenta que, para obtener un pase, el participante deberá presentarse en el mostrador de inscripción con una copia de la carta de confirmación y con un documento oficial de identidad.

El enlace al sistema de inscripción en línea, así como el nombre de usuario y la contraseña que se le remitieron por correo electrónico antes de la celebración de la 68ª reunión del Consejo Ejecutivo, conservarán su validez para todas las reuniones venideras de la OMM (<https://eventregistration.wmo.int/register/>). Si se le ha olvidado la contraseña, siga las instrucciones al respecto que encontrará en el anexo I a la presente carta.

Los participantes que no hayan realizado la preinscripción deberán inscribirse personalmente en el mostrador de inscripción, para lo cual deberán presentar un documento de identificación y una comunicación oficial relativa a su participación en la Conferencia Regional.

Para obtener información adicional, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: registration@wmo.int.

Le saluda atentamente.

(E. Manaenkova)
por el Secretario General

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM (PR-6943)

copias: Asesores hidrológicos de los Representantes Permanentes)
Jefes de organizaciones internacionales) (para información)

GUIDELINES FOR PERMANENT REPRESENTATIVES - EVENT REGISTRATION SYSTEM (ERS)

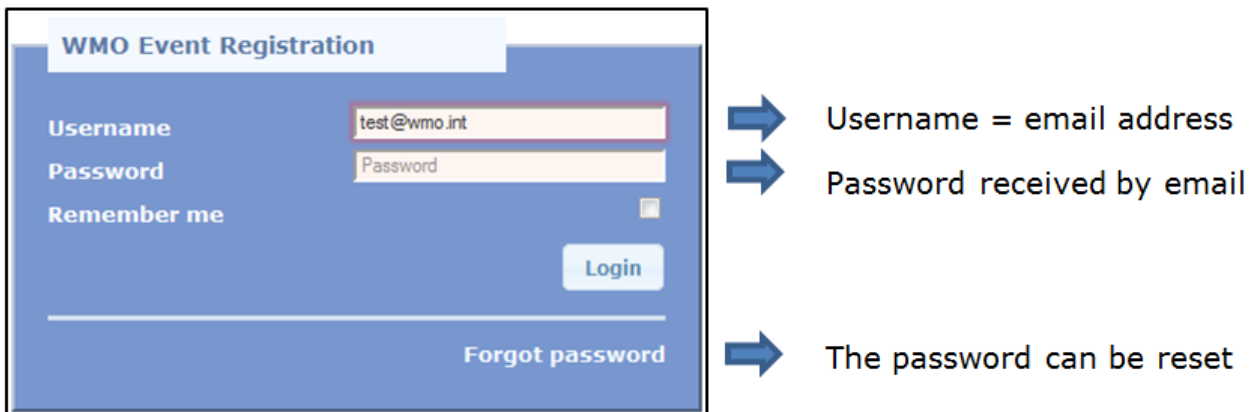
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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 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'.

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me

Login

Forgot password

Username = email address

Password received by email

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.

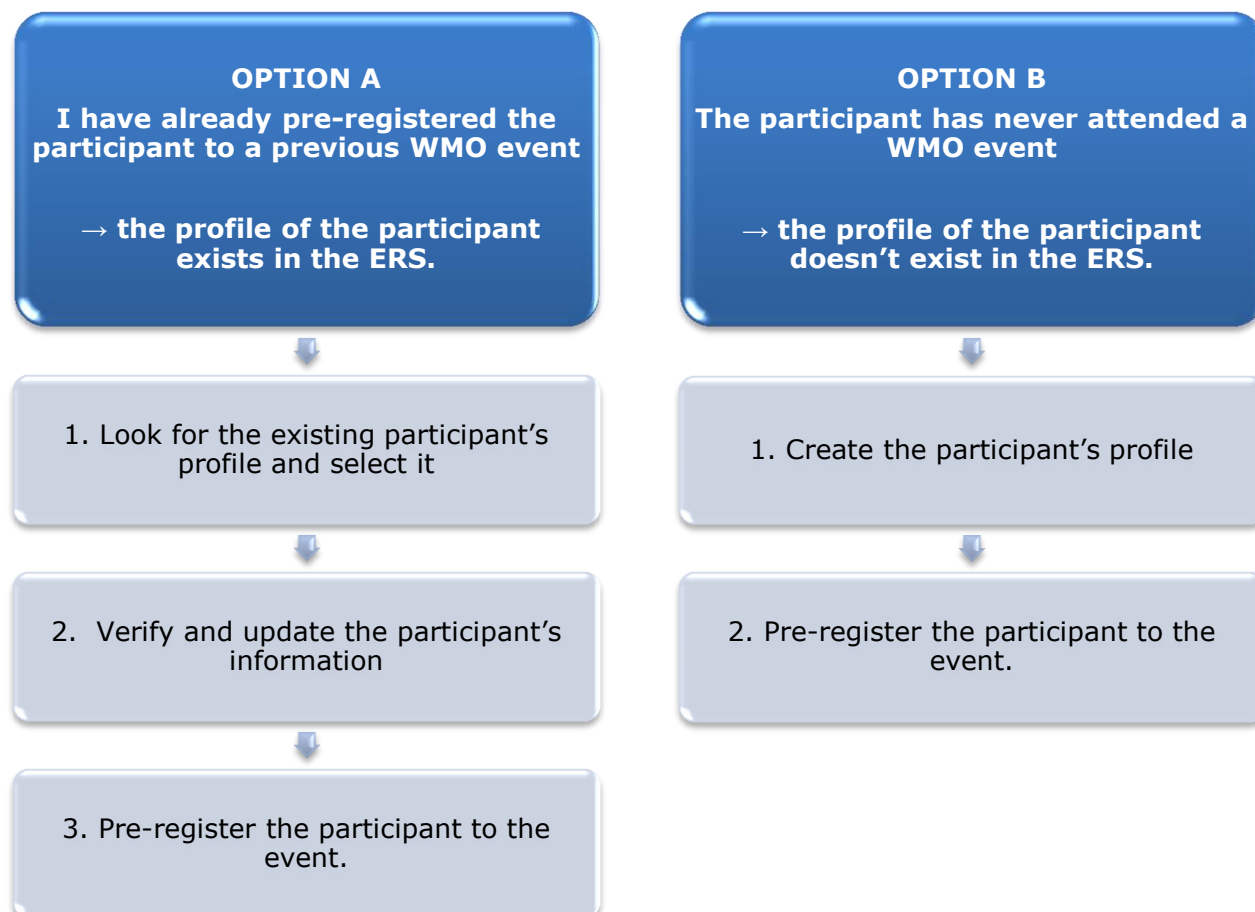
The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. It has three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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

The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. A red banner at the top of the form area says "Password has been successfully changed". The form fields and the 'Change Password' button are still visible.

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

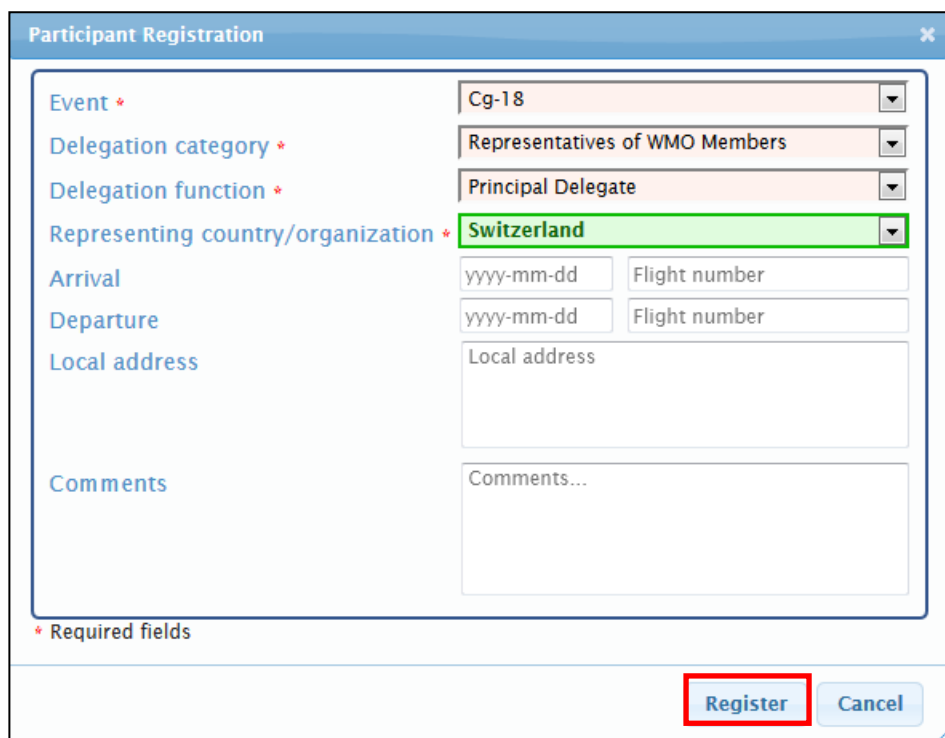
* Required fields

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.

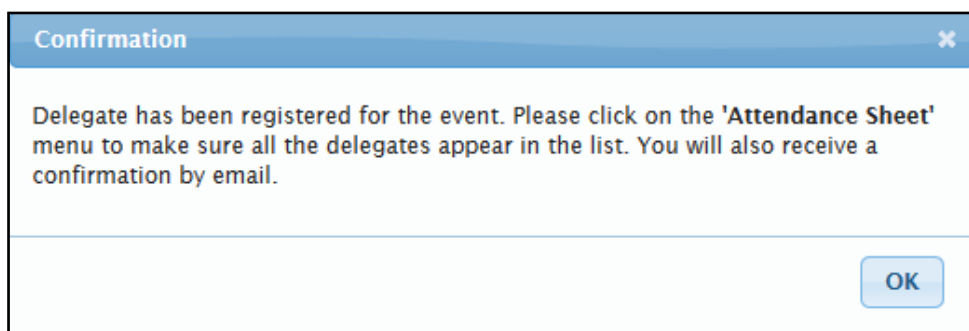


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: Register, 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.

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. ?	➡ 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	

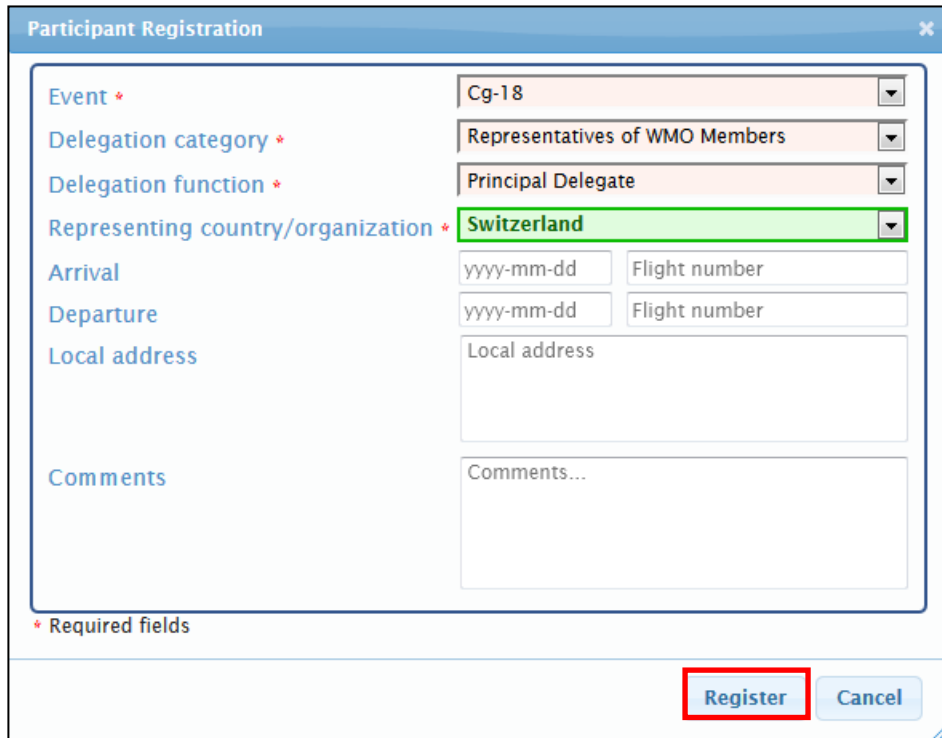
* Required fields

Save the profile & pre-register the participant later ➡ Save Proceed Cancel

➡ Save the profile & proceed with pre-registration

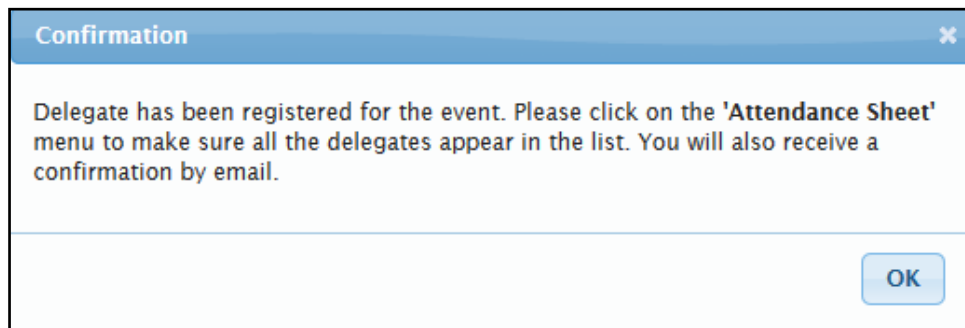
2. Pre-register the participant to the event

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



The 'Participant Registration' 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 area for the local address.
- Comments**: A large text area for comments.
- Required fields**: A legend indicating that fields with an asterisk are required.
- Buttons**: 'Register' (highlighted with a red border) and 'Cancel'.



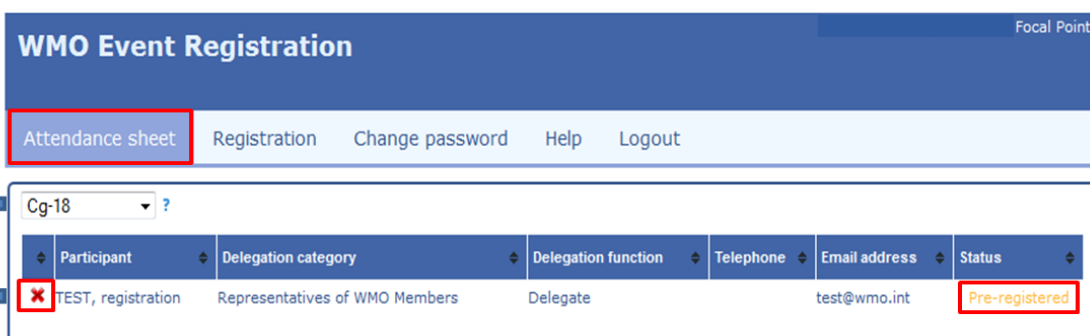
The 'Confirmation' dialog box contains the following text and controls:

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 to "Select the event" with a dropdown menu showing "Cg-18" and a question mark icon. Below the form is a table of participants:

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

Below the table, there is a note: "* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered".

Annotations on the screenshot:

- An arrow points from the "Attendance sheet" tab to the text: "Select the event".
- An arrow points from the red X icon in the "Participant" column to the text: "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."
- An arrow points from the "Pre-registered" status to 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."



Modifying registration details for participants whose status is already *Confirmed* will change their status back to *Pre-registered*.