



# 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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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 decimosexta reunión de la Asociación Regional II (12 a 16 de febrero de 2017)

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

Estimado señor/Estimada señora:

Cúmpleme referirme a la decimosexta reunión de la Asociación Regional II (AR II), que se celebrará del 12 al 16 de febrero de 2017 en Abu Dabi (Emiratos Árabes Unidos), así como informarle de que la inscripción en línea de los participantes en la reunión 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 68<sup>a</sup> 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 una prueba oficial de representación, como una carta de la entidad pertinente.

Sírvase tomar nota de que la presentación de la información pertinente a través del sistema de inscripción en línea no exime a los Miembros de tener que presentar credenciales válidas para la delegación participante.

Para obtener información adicional, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: [registration@wmo.int](mailto: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-6944)  
copias: Asesores hidrológicos de los Representantes Permanentes )  
Jefes de organizaciones internacionales ) (para información)

# **GUIDELINES FOR PERMANENT REPRESENTATIVES**

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## **EVENT REGISTRATION SYSTEM (ERS)**

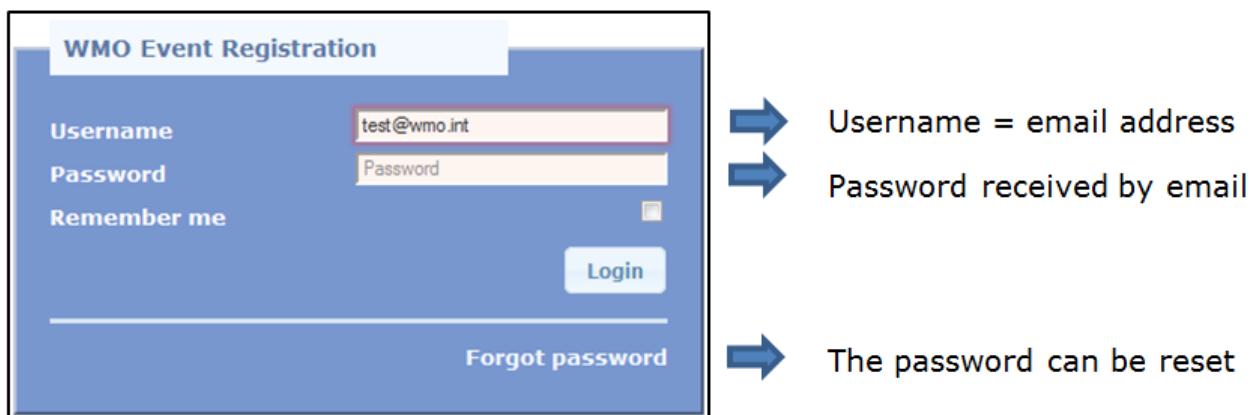
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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.



## RESETTING OF YOUR PASSWORD

The screenshot shows the WMO Event Registration login interface. It has fields for 'Username' (test@wmo.int) and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below these is a 'Forgot password' link, which is highlighted with a red rectangular box.

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 screenshot shows a 'Reset Password' dialog box. It contains a 'Username' field (with the placeholder 'Username') and a 'Captcha' field containing the characters 'v a b 3'. At the bottom are 'Reset Password' and 'Cancel' buttons.

→ 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 screenshot shows the WMO Event Registration interface with a 'Change password' tab highlighted by a red box. Below it, there are fields for 'Current password', 'New password', and 'Confirm new password', each with its own input field. At the bottom right is a 'Change Password' button.

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

The screenshot shows the WMO Event Registration interface after changing the password. A red banner at the top displays the message "Password has been successfully changed". Below it, the 'Change password' tab is still highlighted, and the input fields for 'Current password', 'New password', and 'Confirm new password' are visible. At the bottom right is a 'Change Password' button.

**If you experience any technical problem or haven't received your password, please contact [registration@wmo.int](mailto:registration@wmo.int).**

## STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT

### OPTION A

I have already pre-registered the participant to a previous WMO event

→ the profile of the participant exists in the ERS.

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

2. Verify and update the participant's information

3. Pre-register the participant to the event.

### OPTION B

The participant has never attended a WMO event

→ the profile of the participant doesn't exist in the ERS.

1. Create the participant's profile

2. Pre-register the participant to the event.

***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**

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   |
| <b>WHITE, Barbara</b> | 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 | <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 **Proceed** Cancel

Upload the participant's photo

3. Pre-register the participant to the event

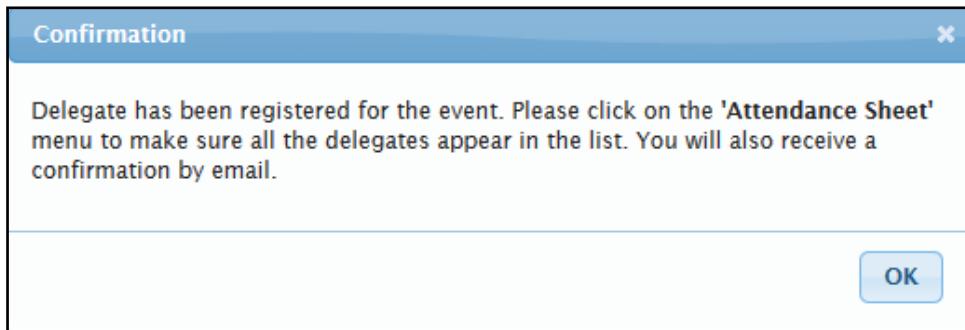
Fill in the fields with the participant's registration information.

Participant Registration

|                                     |                                |
|-------------------------------------|--------------------------------|
| 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**



**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**

**Participant Information**

Required fields

|                  |   |
|------------------|---|
| Title *          | Mr  |
| Last name *      | Mohamed   |
| First name *     | Karim   |
| Email address *  | amohamed@wmo.int  |
| Delegate's photo | <input type="button" value="Browse..."/> No file selected. <input type="button" value="?"/>  |
| Official title   | Official title  |
| Institution      | Institution   |
| Work address     | Work address  |
| Country          | Select...   |
| Telephone        | Telephone number  |
| Fax              | Fax number  |
| Mobile           | Mobile number   |

Upload the participant's photo

Save the profile & pre-register the participant later      

Save the profile & proceed with pre-registration    

2. Pre-register the participant to the event

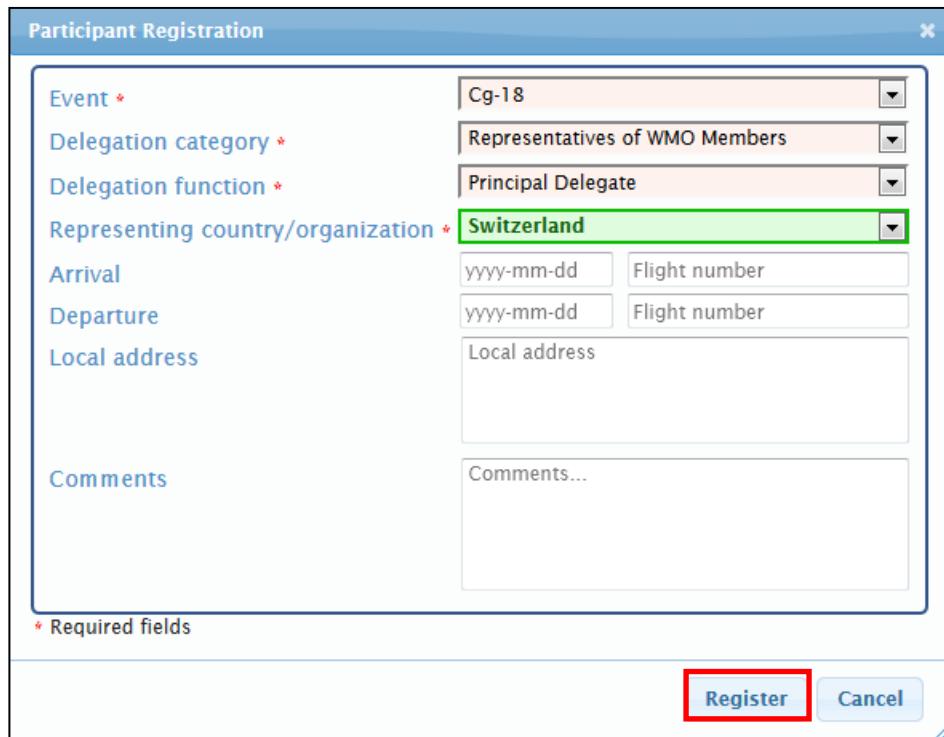
Fill in the fields with the participant's registration information.

Participant Registration

|                                     |                                |
|-------------------------------------|--------------------------------|
| 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

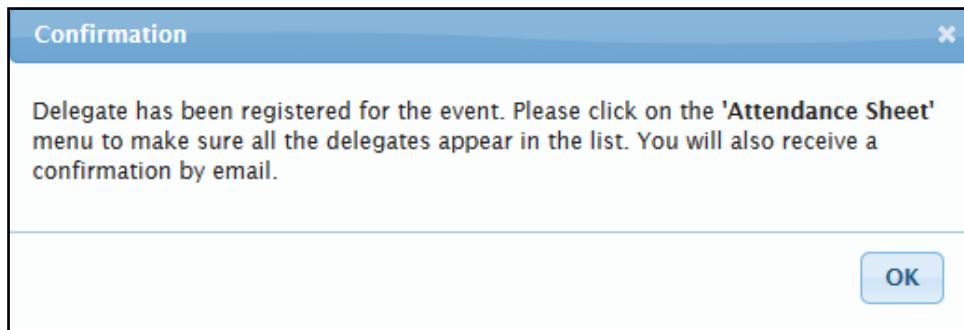
**Register** **Cancel**



Confirmation

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.

**WMO Event Registration**

Attendance sheet

Registration   Change password   Help   Logout

Select the event    ?

| Participant | Delegation category                                 | Delegation function | Telephone | Email address | Status   |
|-------------|---|---------------------|-----------|---------------|--|
|             | TEST, registration   Representatives of WMO Members | Delegate            |           | test@wmo.int  | <span style="border: 1px solid red; padding: 2px;">Pre-registered</span> |

\* 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*.