WMO OMM



Secrétariat

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

GINEBRA, 9 de febrero de 2017

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes en la decimoséptima reunión de la Asociación Regional IV (27 a 31 de marzo de 2017)

Finalidad: Preinscripción de su delegación no más tarde del **13 marzo de 2017**

Estimado señor/Estimada señora:

Cúmpleme referirme a la decimoséptima reunión de la Asociación Regional IV, que tendrá lugar del 27 al 31 de marzo de 2017 en San José (Costa Rica), e informarle de que la inscripción en línea de los participantes en la reunión se abrirá el 10 de febrero de 2017.

Dada su condición de Representante Permanente ante la Organización Meteorológica Mundial (OMM), se le ruega que tenga a bien preinscribir, uno a uno, a todos los miembros de su delegación a fin de evitar retrasos 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. Para obtener una tarjeta de identificación, el participante deberá presentarse en el mostrador de inscripción con una copia de la carta de confirmación y un documento oficial de identidad.

El enlace al Sistema en línea de inscripción en eventos, el nombre de usuario y la contraseña que se le remitieron por correo electrónico el año pasado siguen siendo válidos para las próximas reuniones de la OMM (https://eventregistration.wmo.int/register/). Si ha olvidado su contraseña, siga las instrucciones al respecto que encontrará en el anexo a la presente carta.

Aquellos participantes que no hayan sido preinscriptos deberán inscribirse personalmente en el mostrador de inscripción, presentando un documento de identidad y una comunicación oficial que confirme su participación en la reunión del Comité de Huracanes.

Sírvase tener en cuenta que el hecho de registrarse en el Sistema en línea de inscripción en eventos no exime a los Miembros de la necesidad de acreditar debidamente a la delegación participante.

- A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM
- copias: Asesores hidrológicos de los Representantes Permanentes) Jefes de organizaciones internacionales) (pa

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

Le saluda atentamente.

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(P. Taalas) Secretario General

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 email 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.

WMO Event Regis	tration		
Username	test@wmo.int		Username = email address
Password	Password		Password received by email
Remember me			
	Login		
-	Forgot password	-	The password can be reset

RESETTING OF YOUR PASSWORD

Username Password Remember me	test@wmo.int Password		
	Login Forgot password] → If cli Th en	you can't remember your password, ck on "Forgot password" to reset it. ie new password will be sent to your nail address.
Reset Password Username Captcha <mark>Va9ub3</mark>	Username		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 Regi	istratio	n			Focal Point
Attendance sheet Rec	gistration	Change password	Help	Logout	
Current password New password Confirm new password	Current par New passw Confirm new	eword e jansaword			
					Change Password

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

WMO Event R	egistratio	n		Focal Point
Attendance sheet	Registration	Change password	Help	Logout
- Carterry Decamore	Contin	Pass	word has	i been successfully changed
New password	New pasts	ord		
Confirm new password	Contins ner	biowaseq y		

Change Password

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	Registratio	n	Focal Point
Attendance sheet	Registration	Change password Help Logout	
-Existing Participa	nts Profiles-		
Name		Ernall-	
PEDRONI, Mario		mpedroni@wmo.int	
PETERS, Johana		jpeters@wmo.int	
SMITH, John		tsmith@wmo.int	
			Add Profile

2. <u>Verify and update the participant's information</u>

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

Title •	Ms	
Last name +	WHITE	
First name •	Barbara	
Email address •	bwhite@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	
Mobile Required fields	Mobile number	

3. <u>Pre-register the participant to the event.</u>

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

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				

Confirmation	×
Delegate has been registered for the event. Please click on the 'Attendance Sh menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.	ieet'
	ок

OPTION B: The profile of the participant doesn't exist in the ERS.

1. <u>Create the participant's profile</u>

Click on the "Registration" tab and on the " Add Profile" Button.

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

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	
nstitution	Institution	
Work address	Work address	
Country	Select	•
Telephone	Telephone number	
Fax	Fax number	
Mobile	Mobile number	
Required fields		
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2. <u>Pre-register the participant to the event.</u>

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

Event *	Cg-18	•	
Delegation category *	Representatives of WMO M	lembers 🔹	
Delegation function *	Principal Delegate		
Representing country/organization *	Switzerland	•	
Arrival	yyyy-mm-dd Flight nu	ımber	
Departure	yyyy-mm-dd Flight nu	ımber	
Local address	Local address		
Comments	Comments		
Required fields			

Confirmation	×
Delegate has been registered for the event. Please click on the 'Attendance menu to make sure all the delegates appear in the list. You will also receive confirmation by email.	Sheet' a
	ОК

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.

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	WMO Event R	egistration						'	ocal Point
	Attendance sheet	Registration Chan	ge password	Help Logout	R.				
elect the 🖕	Cg-18 • 7								
	Participant	Delegation category	• 0	elegation function	• Telepho		Email address	e Status	
	TEST, registration	Representatives of WMO N	Members D	elegate			test@wmo.int	Pre-ing	atered.
	 Modifying registration det 	ails of participants whose sta	tus is Confirmed will	change their statu	back to Pre	-regis	stered		
Remove a part the dele	rticipant from agation.		You car each pa When r	follow up th rticipant. egistration de	e status tails hav	of th	ne registrati een checked	on of 🗲 I by	
The profile	will not be		WMO, t	he status cha	nges to	Con	firmed,		
deleted from	the system so								
that you can	pre-register								
45.1									



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