



Notre réf.: 3405-16/LCP/CNF

GENÈVE, le 9 septembre 2016

Annexe: 1 (disponible en anglais seulement)

Objet: Inscription en ligne des participants à la seizième session de la Commission des systèmes de base (23-29 novembre 2016).

Suite à donner: Pré-inscription de votre délégation **avant le 7 novembre 2016**

Madame, Monsieur,

J'ai l'honneur de me référer à la seizième session de la Commission des systèmes de base (CBS-16) qui se tiendra du 23 au 29 novembre 2016 à Guangzhou, Chine, et de vous informer que l'inscription en ligne des participants débutera le 12 septembre 2016.

Compte tenu du statut officiel dont vous jouissez auprès de l'OMM, nous vous saurions gré de bien vouloir prendre en charge l'inscription en ligne des membres de la délégation de votre pays qui participeront à cette réunion.

Le lien vers le système d'inscription en ligne, le nom d'utilisateur et le mot de passe qui vous ont été envoyés par courriel avant la soixante-huitième session du Conseil exécutif sont valides pour toutes les réunions de l'OMM à venir (<https://eventregistration.wmo.int/register/>). Si vous avez oublié votre mot de passe, nous vous invitons à suivre les instructions figurant à l'annexe de la présente lettre.

Vous êtes invité(e) à procéder à la préinscription individuelle de chaque membre de votre délégation afin d'éviter toute attente à l'arrivée sur place de ces derniers. Une fois que l'OMM aura validé l'inscription, chaque participant recevra une confirmation par courriel. Pour obtenir un badge, les participants doivent se présenter au guichet d'enregistrement, munis d'une copie du courriel de confirmation, ainsi que d'une pièce d'identité officielle.

Les participants qui n'auront pas été préinscrits devront s'inscrire en personne au guichet d'enregistrement, où il leur sera demandé de présenter une preuve officielle de leur statut de représentant, telle qu'une lettre délivrée par l'entité pertinente.

Veuillez noter que la communication des renseignements voulus par le biais du système d'enregistrement en ligne ne dispense pas les Membres de présenter des lettres de créance valides pour les membres de la délégation.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM (PR-6927)

cc: Conseillers en hydrologie auprès des représentants permanents

Pour de plus amples renseignements, n'hésitez pas à contacter le Secrétariat de l'OMM par courriel à l'adresse suivante: registration@wmo.int.

Veuillez agréer, Madame, Monsieur, l'expression de ma considération distinguée,

A handwritten signature in black ink, consisting of a series of fluid, overlapping loops and strokes.

(P. Taalas)
Secrétaire général

ANNEX

**GUIDELINES FOR
PERMANENT
REPRESENTATIVES**

-

**EVENT REGISTRATION
SYSTEM
(ERS)**

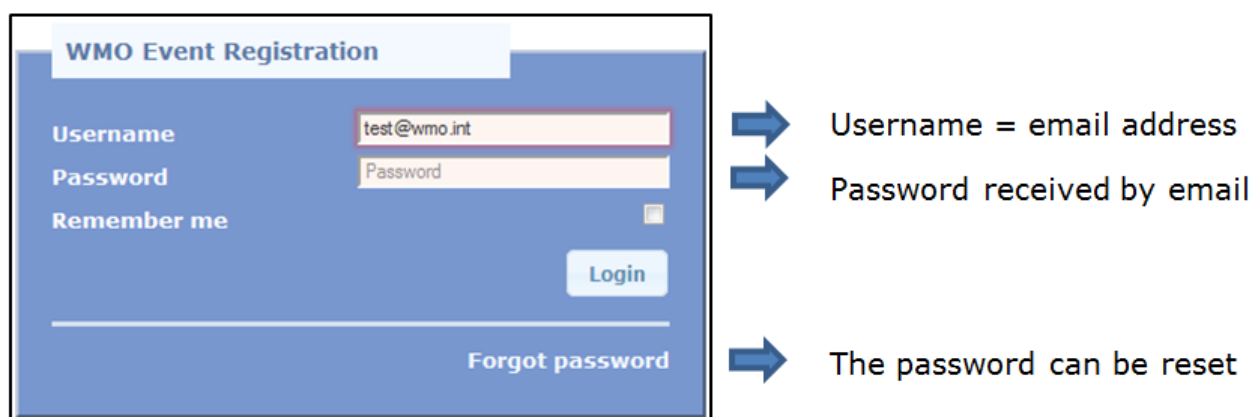
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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.



The screenshot shows the 'WMO Event Registration' login interface. It features a blue header with the title 'WMO Event Registration'. Below the header, there are three input fields: 'Username' (containing 'test@wmo.int'), 'Password' (containing 'Password'), and a 'Remember me' checkbox. A 'Login' button is positioned below the password field. At the bottom of the form, there is a 'Forgot password' link. To the right of the form, three blue arrows point to explanatory text: the first arrow points to 'Username = email address', the second arrow points to 'Password received by email', and the third arrow points 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 contains a 'Username' field (highlighted in green) and a 'Captcha' field (containing 'v9b3' with blue characters). Below the fields are 'Reset Password' and 'Cancel' buttons. To the right of the dialog, two arrows point to the following instructions:

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.

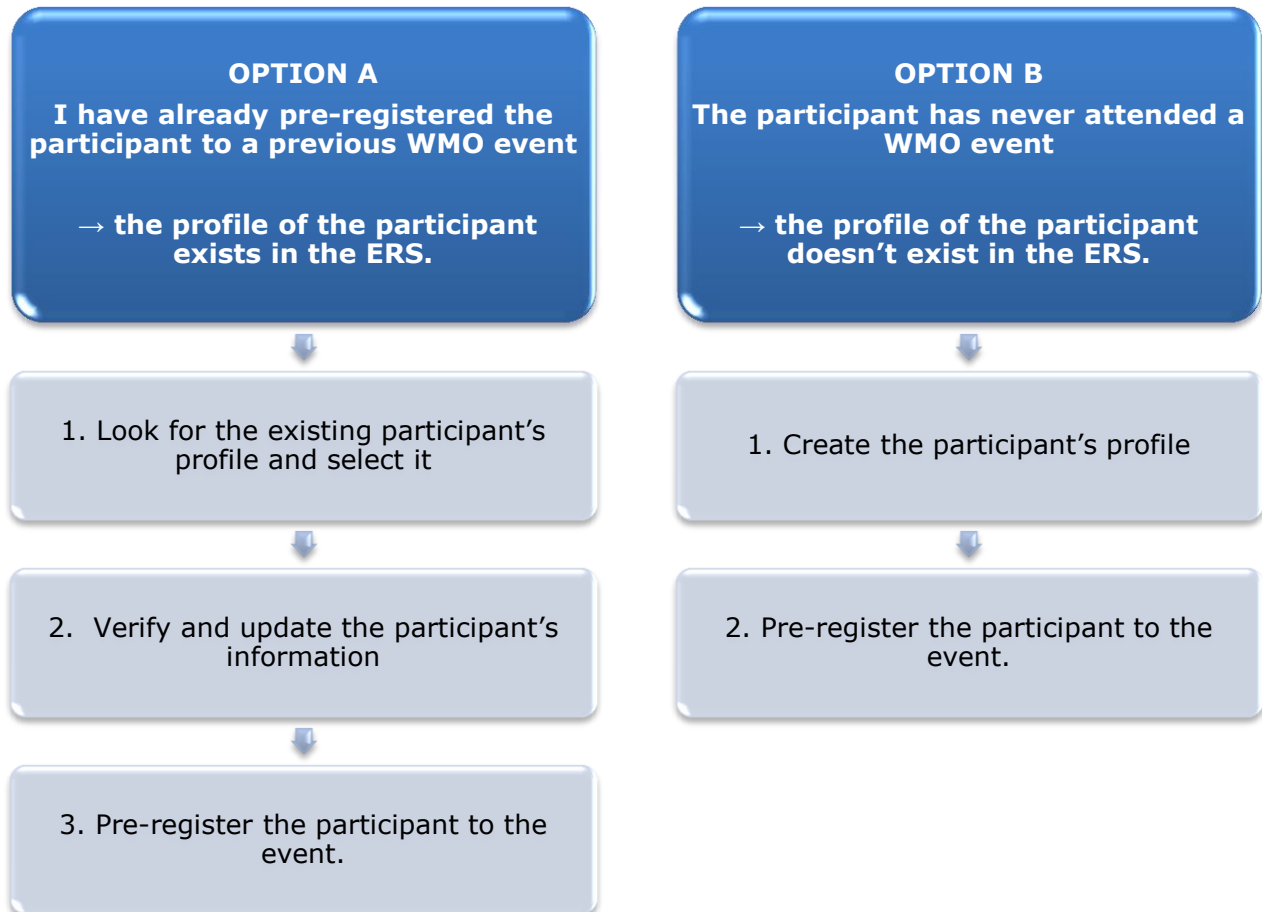
The image shows the 'WMO Event Registration' interface with the 'Change password' tab selected. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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

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

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

Fax

Mobile

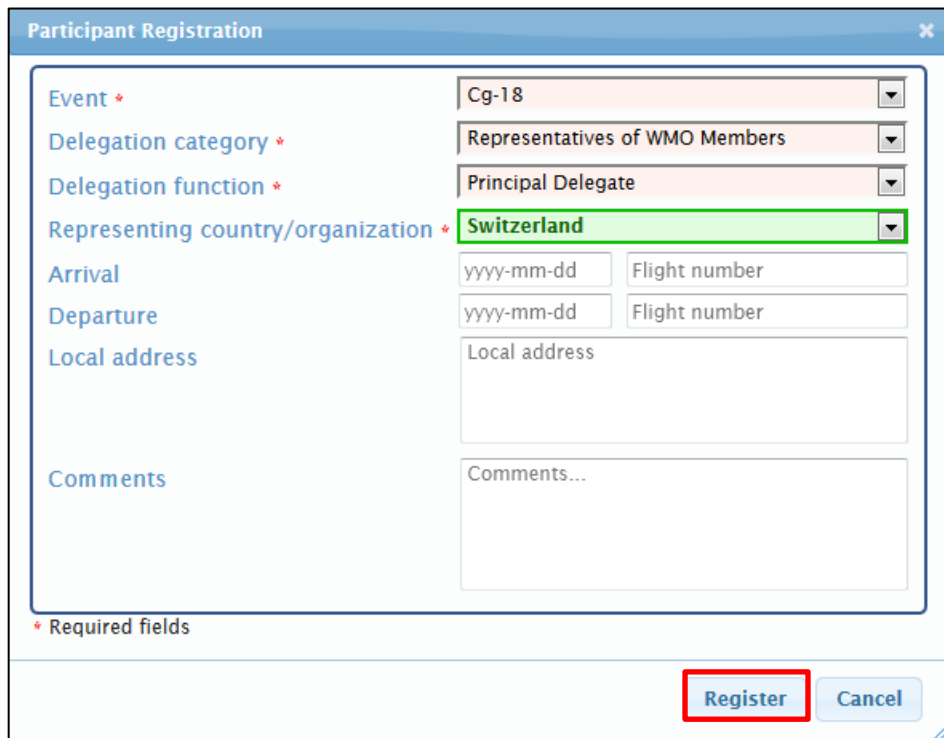
* Required fields

Save **Proceed** Cancel

➔ Upload the participant's photo

3. Pre-register the participant to the event.

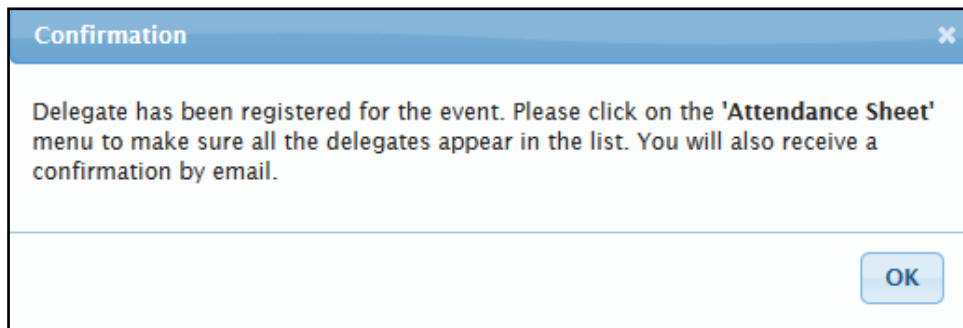
Populate the fields with the participant's registration information.



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**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A text input field.
- Comments**: A text input field.

A legend at the bottom left indicates that fields marked with a red asterisk (*) are required. At the bottom right, there are 'Register' and 'Cancel' buttons, with the 'Register' button highlighted by a red rectangle.



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.

An 'OK' button is located at the bottom right of the dialog.

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.

Populate 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		
Institution		
Work address		
Country	Select...	
Telephone		
Fax		
Mobile		

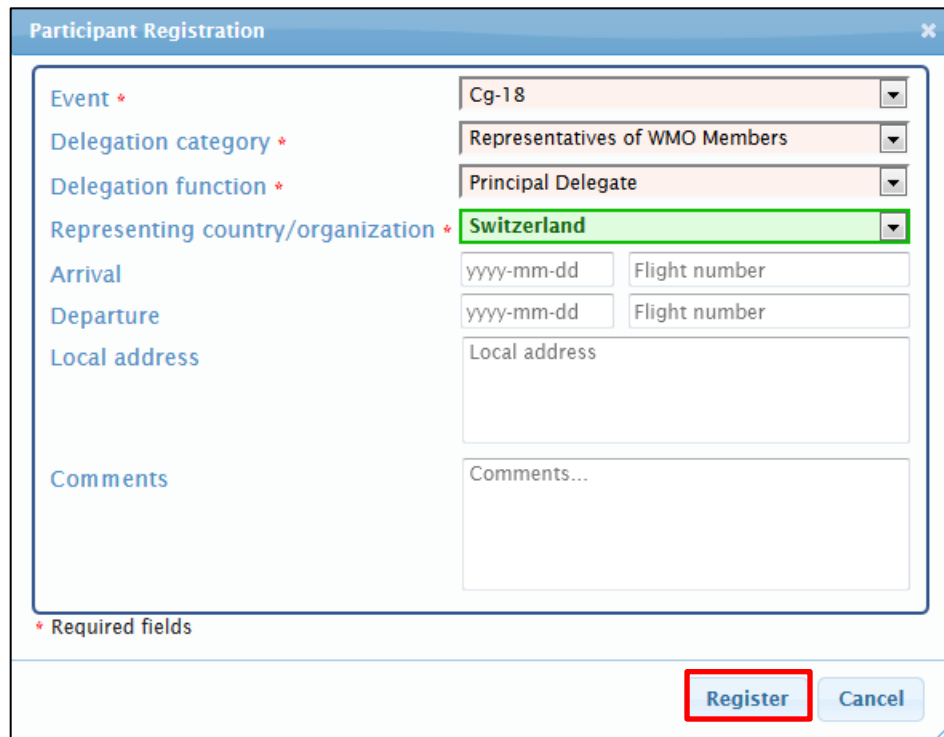
* Required fields

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.

Populate the fields with the participant's registration information.

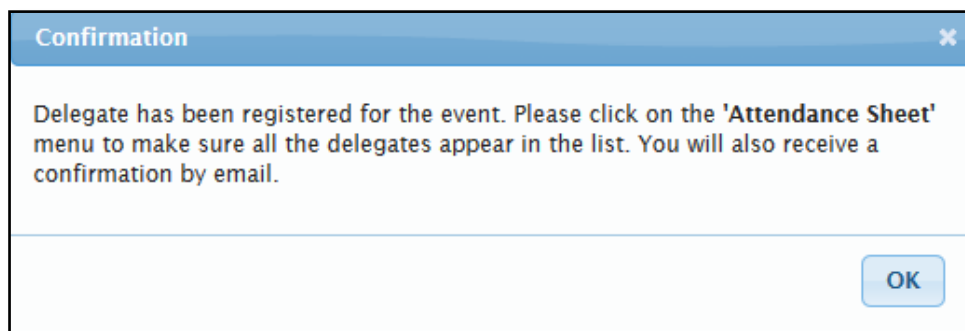


The 'Participant Registration' form contains the following fields and options:

- 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 message:

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 with a dropdown menu set to 'Cg-18' and a question mark icon. Below the form 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: 'TEST, registration' (with a red 'X' icon next to it), 'Representatives of WMO Members', 'Delegate', an empty cell, 'test@wmo.int', and 'Pre-registered' (highlighted with a red box). Below the table 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 'Cg-18' dropdown with the text 'Select the event'. Below the table, there are two blue arrows pointing to the 'Pre-registered' status and the 'TEST, registration' row. The arrow pointing to the 'Pre-registered' status has 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.' The arrow pointing to the 'TEST, registration' row has 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.'

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*.