



# 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

Notre réf.: LCP/CHy-15

GENÈVE, le 23 septembre 2016

Annexe: 1 (disponible en anglais seulement)

Objet: Inscription en ligne des participants pour la quinzième session de la Commission d'hydrologie (7-13 décembre 2016, Rome, Italie)

Suite à donner: Préinscrire votre délégation avant le **4 décembre 2016**

Madame, Monsieur,

Je tiens à vous informer que l'inscription en ligne des participants pour la session mentionnée en objet commencera le 26 septembre 2016.

Compte tenu du statut officiel dont vous jouissez auprès de l'OMM, vous êtes nommé(e) personne référente pour ladite inscription.

Le lien vers le système d'inscription (<https://eventregistration.wmo.int/register>) ainsi que l'identifiant et le mot de passe utilisés afin de préinscrire votre délégation pour d'autres réunions de l'OMM restent valides. Si vous avez oublié votre mot de passe, veuillez suivre les instructions données en annexe.

Afin d'éviter tout retard à votre arrivée sur le lieu de la session, vous voudrez bien préinscrire individuellement chaque membre de votre délégation. Une fois l'inscription validée, chaque participant recevra une confirmation par courriel. Pour obtenir un badge, les participants doivent se présenter au guichet d'enregistrement, munis d'une copie de la 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, munis d'une preuve officielle de leur statut de représentant, telle qu'une lettre délivrée par l'entité concernée.

Veuillez noter que la communication des renseignements demandés via le système d'enregistrement en ligne ne dispense pas les Membres de présenter les pouvoirs habilitant leurs délégations à participer à la session.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM (PR-6932)

cc: Conseillers en hydrologie auprès des représentants permanents )  
Chefs de secrétariat des organisations internationales ) (pour information)

Pour de plus amples renseignements, veuillez prendre contact avec le Secrétariat de l'OMM par courriel à l'adresse [registration@wmo.int](mailto:registration@wmo.int).

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



(P. Taalas)  
Secrétaire général

**GUIDELINES FOR PERMANENT REPRESENTATIVES**

**EVENT REGISTRATION SYSTEM  
(ERS)**

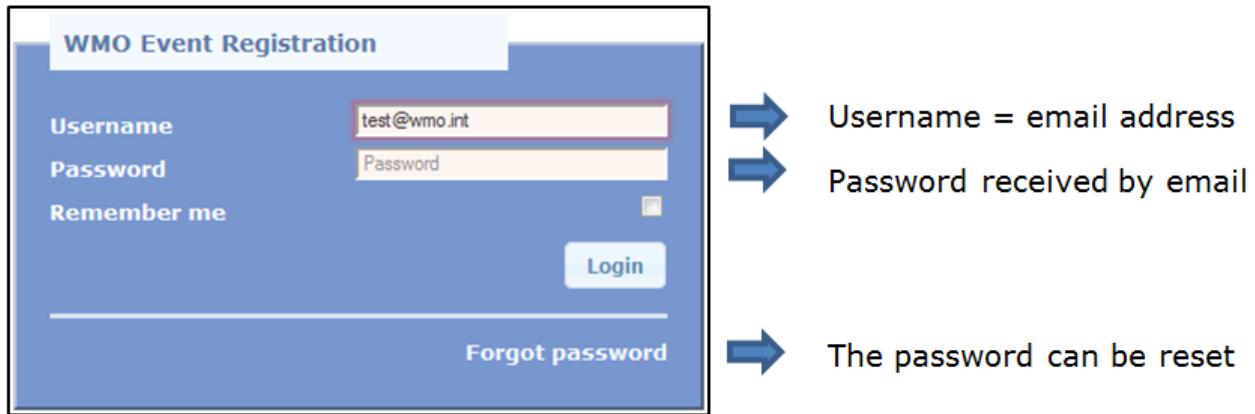
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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.



## RESETTING OF YOUR PASSWORD

The screenshot shows the WMO Event Registration login page. It has fields for 'Username' (test@wmo.int) and 'Password' (Password). There is a 'Remember me' checkbox and a 'Login' button. Below these, a horizontal line separates the login area from 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 fields for 'Username' (with a green background) and 'Captcha' (containing blue characters v, 9, b, u, 3). At the bottom are 'Reset Password' and 'Cancel' buttons, with 'Reset Password' highlighted by a red rectangular box.

→ 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 main menu with tabs for 'Attendance sheet', 'Registration', 'Change password' (highlighted with a red rectangular box), 'Help', and 'Logout'. Below the tabs is a form with fields for 'Current password', 'New password', and 'Confirm new password'. At the bottom right is a 'Change Password' button.

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

The screenshot shows the same 'Change password' screen after a successful password change. The 'Change password' tab is still selected. A red banner at the top of the form area displays the message "Password has been successfully changed". The input fields for 'Current password', 'New password', and 'Confirm new password' are visible below the banner.

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

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## 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.

### OPTION B

The participant has never attended a WMO event

→ the profile of the participant doesn't exist 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.

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.

The screenshot shows the 'WMO Event Registration' interface. At the top, there is a navigation bar with tabs: 'Attendance sheet', 'Registration' (which is highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the navigation bar, the title 'Existing Participants Profiles' is displayed. This section contains a table with two columns: 'Name' and 'Email'. The names listed are PEDRONI, Mario; PETERS, Johana; SMITH, John; and WHITE, Barbara. The email addresses correspond to their names: mpedroni@wmo.int, jpeters@wmo.int, jsmith@wmo.int, and bwhite@wmo.int respectively. The entry for 'WHITE, Barbara' has a red box around it, indicating it is the selected profile. At the bottom right of this section, there is a blue button labeled '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).

The screenshot shows the 'Participant Information' form. On the left, there is a list of fields with required fields marked with a red asterisk: Title (Ms), Last name (WHITE), First name (Barbara), Email address (bwhite@wmo.int), Delegate's photo, Official title, Institution, Work address, Country, Telephone, Fax, and Mobile. The 'Delegate's photo' field has a 'Browse...' button and a placeholder 'No file selected.' To the right of this field is a placeholder image of a person. A blue arrow points from this image to the text 'Upload the participant's photo'. At the bottom of the form, there are three buttons: 'Save', 'Proceed' (which is highlighted with a red box), and 'Cancel'.

3. Pre-register the participant to the event.

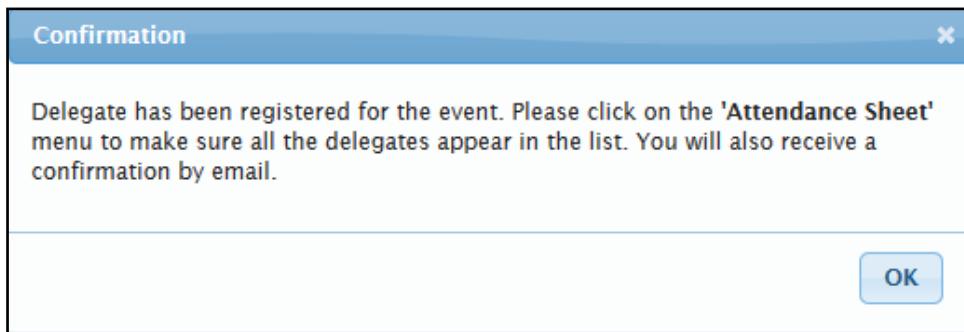
Populate the fields with the participant's registration information.

**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.

Populate 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. <a href="#">?</a>
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.

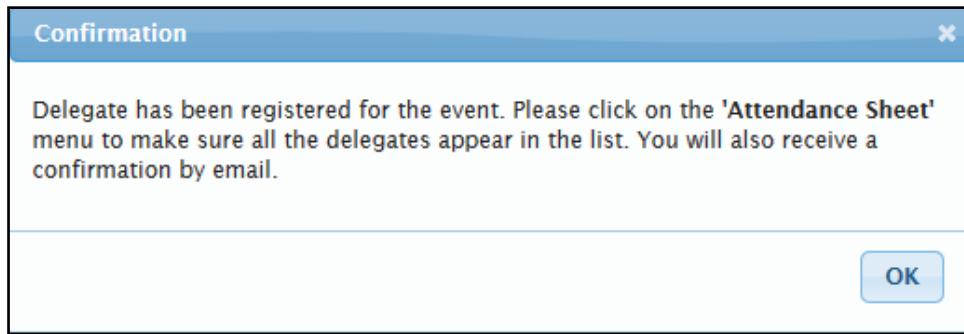
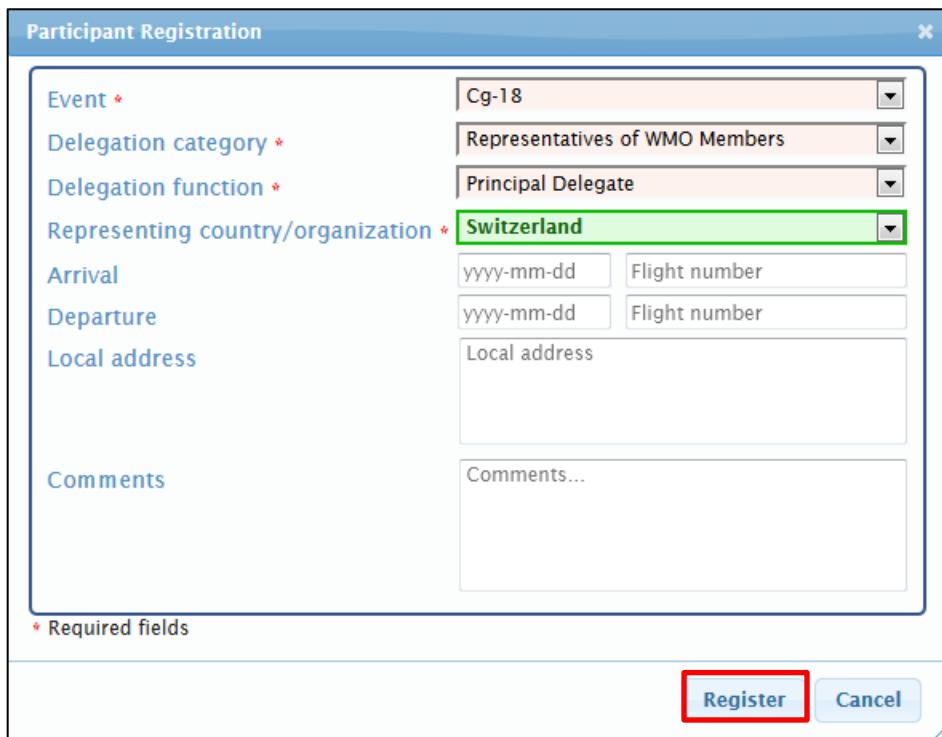
Populate the fields with the participant's registration information.

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**



## 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**

Focal Point

Attendance sheet    Registration    Change password    Help    Logout

Select the event    **Cg-18**

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.

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

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*.