



Notre réf.: CNF/LCP

GENÈVE, le 22 décembre 2016

Annexe: 1 (disponible en anglais seulement)

Objet: Inscription en ligne des participants pour la septième session de la Conférence régionale du Conseil régional II (10-11 février 2017)

Suite à donner: Préinscrire votre délégation avant le **3 février 2017**

Madame, Monsieur,

J'appelle votre attention sur la septième session de la Conférence régionale du Conseil régional II (RECO-7), qui aura lieu à Abou Dhabi, aux Émirats arabes unis, les 10 et 11 février 2017, en marge de la seizième session du Conseil régional II, et je tiens à vous informer que l'inscription en ligne des participants pour la session mentionnée en objet commencera le 9 janvier 2017.

En tant que Représentant(e) permanent(e) auprès de l'OMM, 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.

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.

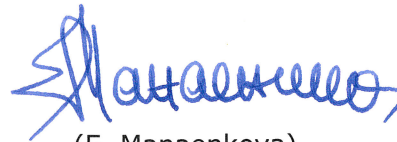
Les participants qui n'auront pas été préinscrits devront s'inscrire en personne au guichet d'enregistrement, munis d'une pièce d'identité et d'un courrier officiel concernant leur participation à la Conférence régionale.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM (PR-6943)

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

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

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

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized flourish on the left side.

(E. Manaenkova)
pour le 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.



The screenshot shows the 'WMO Event Registration' login page. 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 'Remember me' (with a checkbox). A 'Login' button is positioned to the right of 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'.

Username = email address

Password received by email

The password can be reset

RESETTING OF YOUR PASSWORD

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me: ☐

Login

Forgot password

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

Reset Password

Username: Username

Captcha: v 9 b 3

Reset Password Cancel

→ 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 Registration

Attendance sheet Registration **Change password** Help Logout

Current password: Current password

New password: New password

Confirm new password: Confirm new password

Change Password

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

WMO Event Registration

Attendance sheet Registration **Change password** Help Logout

Current password: Current password

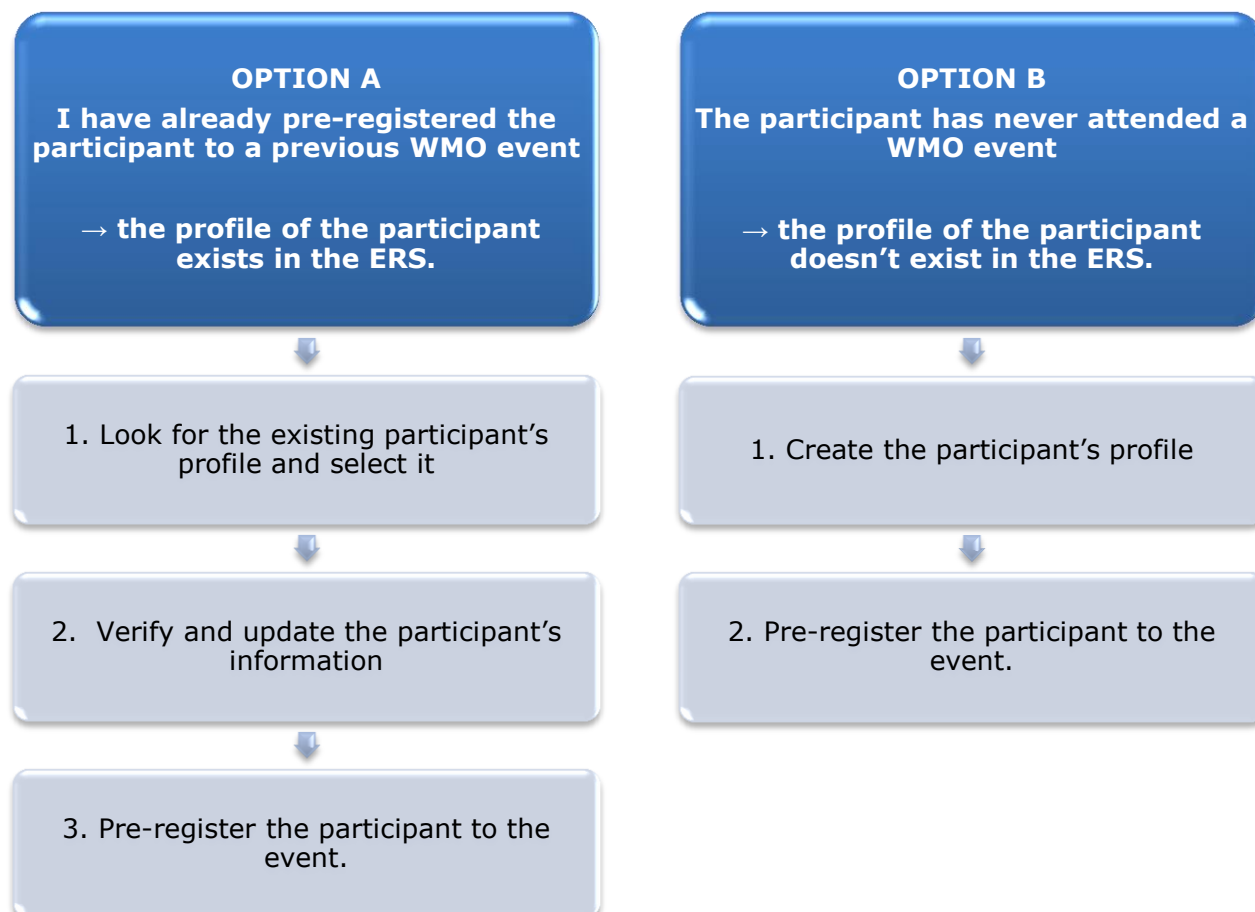
New password: New password

Confirm new password: Confirm new password

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 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
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

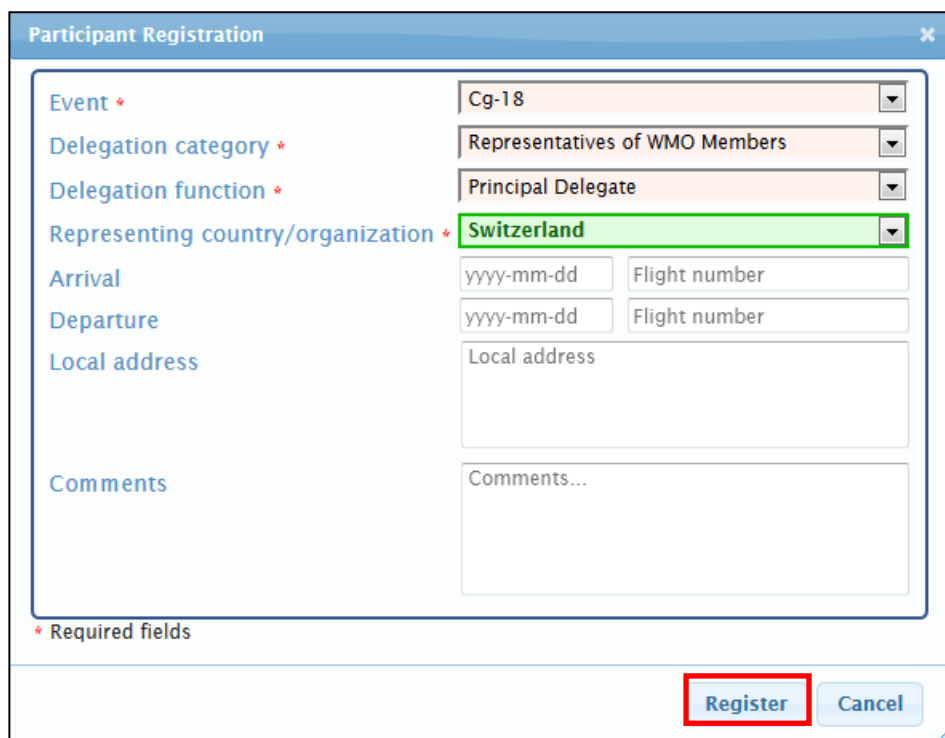
* Required fields

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.

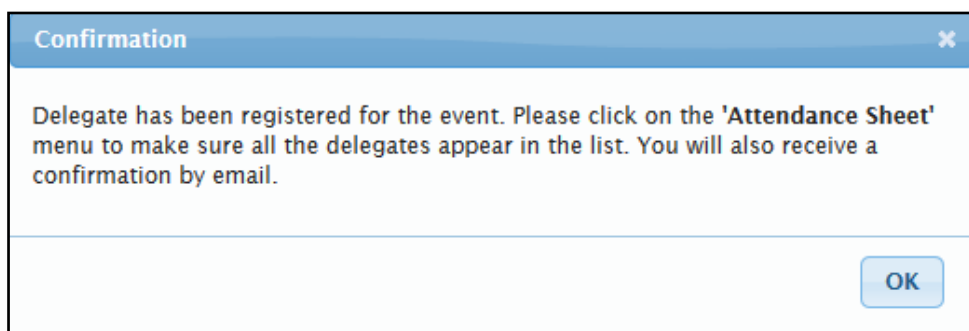


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: Register (highlighted with a red box), 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

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. ?	
Official title		
Institution		
Work address		
Country	Select... ▼	
Telephone		
Fax		
Mobile		

* Required fields

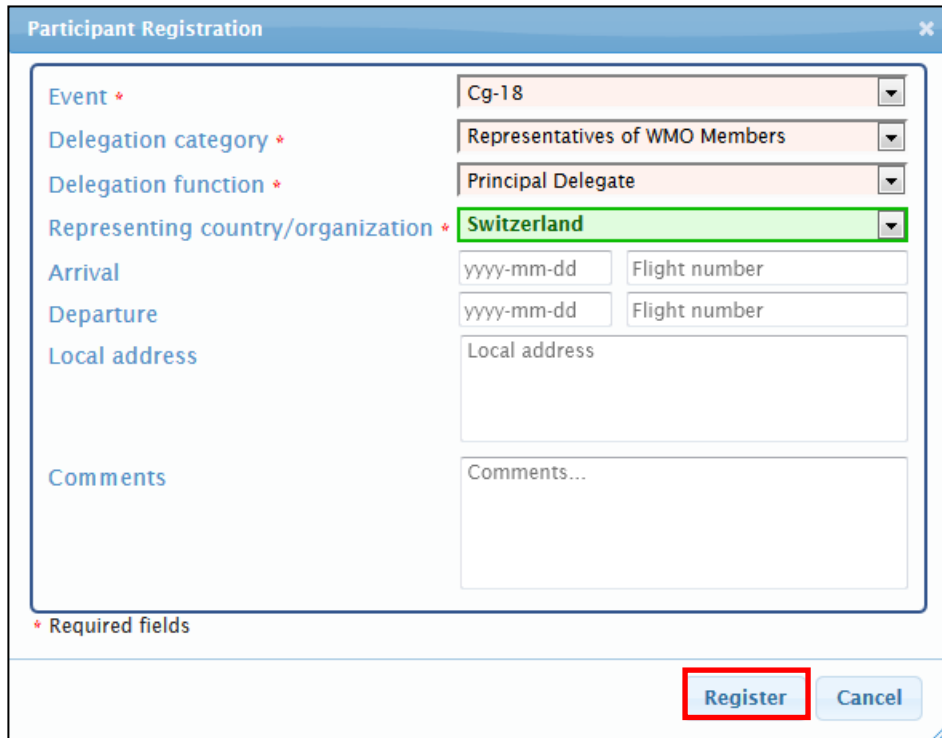
Save the profile & pre-register the participant later ← Save Proceed Cancel

↓ Save the profile & proceed with pre-registration

→ Upload the participant's photo

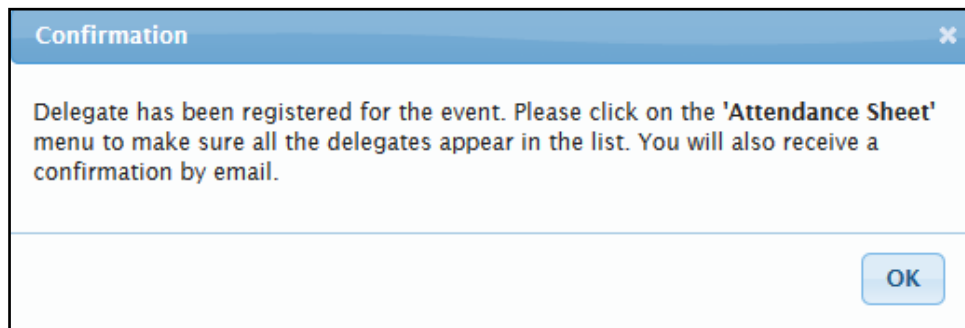
2. Pre-register the participant to the event

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'.



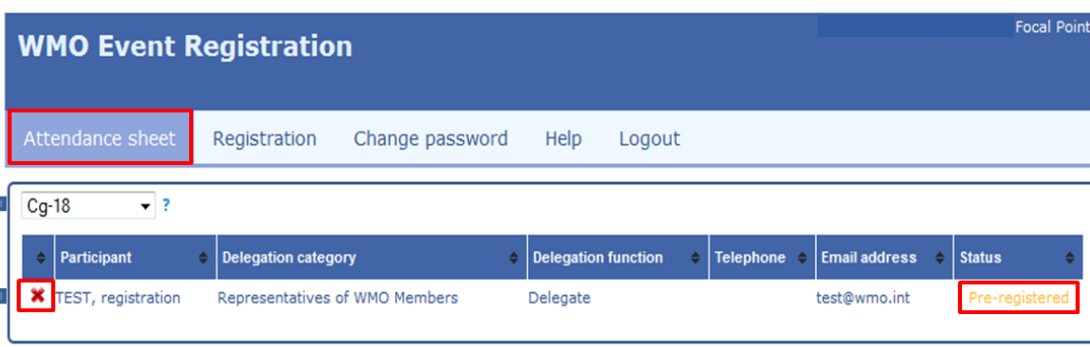
The 'Confirmation' dialog box contains the following text and controls:

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. The "Attendance sheet" tab is selected and highlighted with a red box. Below the tabs, a dropdown menu shows "Cg-18" with a question mark icon. Below this 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, a note states: "* 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*.