



Notre réf.: CNF/LCP

GENÈVE, le 22 décembre 2016

Annexe: 1 (disponible en anglais seulement)

Objet: Inscription en ligne des participants pour la seizième session du Conseil régional II (12-16 février 2017)

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

Madame, Monsieur,

J'appelle votre attention sur la seizième session du Conseil régional II qui aura lieu à Abou Dhabi, aux Émirats arabes unis, du 12 au 16 février 2017, et je tiens à vous informer que l'inscription en ligne des participants pour la session 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, où il leur sera demandé de présenter une preuve officielle de leur statut de représentant, telle qu'une lettre délivrée par l'entité concernée.

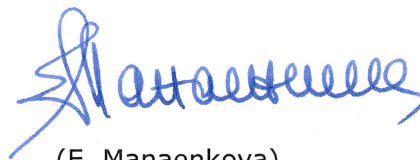
Veuillez noter que la communication des renseignements demandés via le système d'enregistrement en ligne ne dispense pas les Membres de présenter les pouvoirs habilitant leurs délégations à participer à la session.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM (PR-6944)

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.



(E. Manaenkova)
pour le Secrétaire général

GUIDELINES FOR PERMANENT REPRESENTATIVES - EVENT REGISTRATION SYSTEM (ERS)

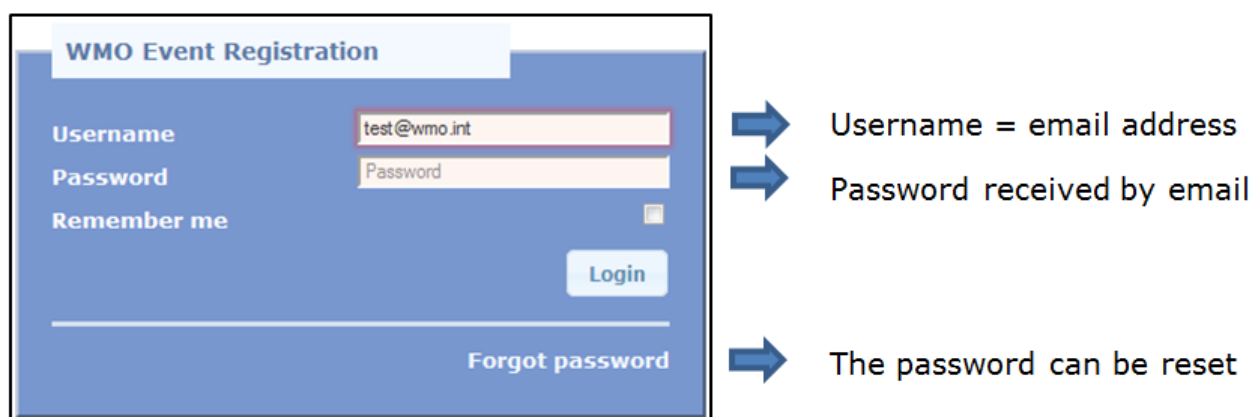
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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 interface. It features a blue header with the title, followed by labels for 'Username', 'Password', and 'Remember me'. The 'Username' field contains 'test@wmo.int', and the 'Password' field contains 'Password'. A 'Login' button is positioned below the password field. At the bottom, there is a 'Forgot password' link. Three blue arrows point from the interface to explanatory text on the right: one from the 'Username' field to 'Username = email address', one from the 'Password' field to 'Password received by email', and one from the 'Forgot password' link to 'The password can be reset'.

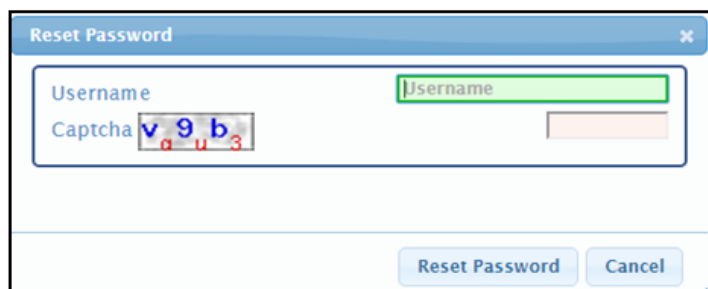
Username	test@wmo.int	⇒	Username = email address
Password	Password	⇒	Password received by email
Remember me	☐		
Login			
Forgot password		⇒	The password can be reset

RESETTING OF YOUR PASSWORD



The login form for WMO Event Registration includes fields for Username (containing 'test@wmo.int'), Password, and a 'Remember me' checkbox. A 'Login' button is located below the password field. A red box highlights the 'Forgot password' link at the bottom right of the form.

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

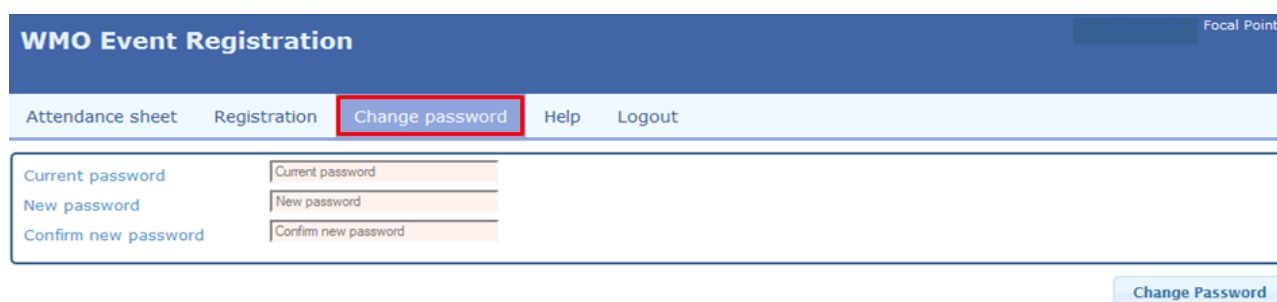


The 'Reset Password' dialog box contains a 'Username' field (highlighted in green) and a 'Captcha' field (containing 'v 9 b' and 'a u 3'). Below the fields are 'Reset Password' and 'Cancel' buttons.

→ Username = email address
→ Captcha = only blue characters

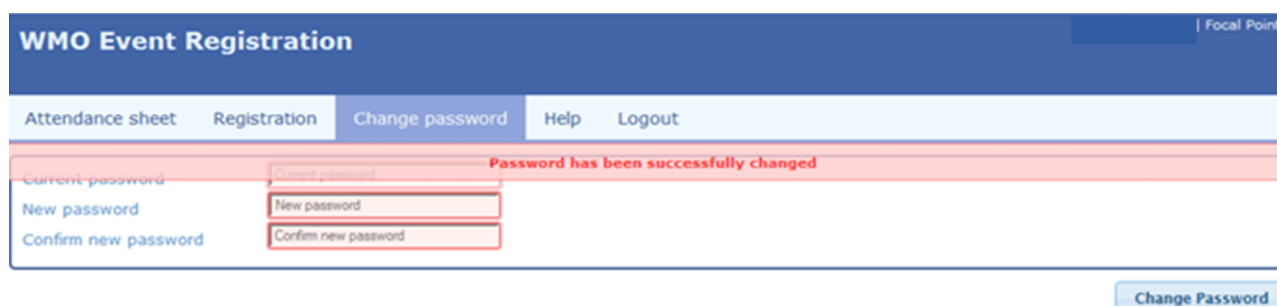
You can also decide to personalize your password.

When logged in, click on the "Change password" tab, enter the current password and the new one.



The 'Change password' form is part of the WMO Event Registration interface. It features a navigation bar with 'Attendance sheet', 'Registration', 'Change password' (highlighted in red), 'Help', and 'Logout'. The form includes three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is located at the bottom right.

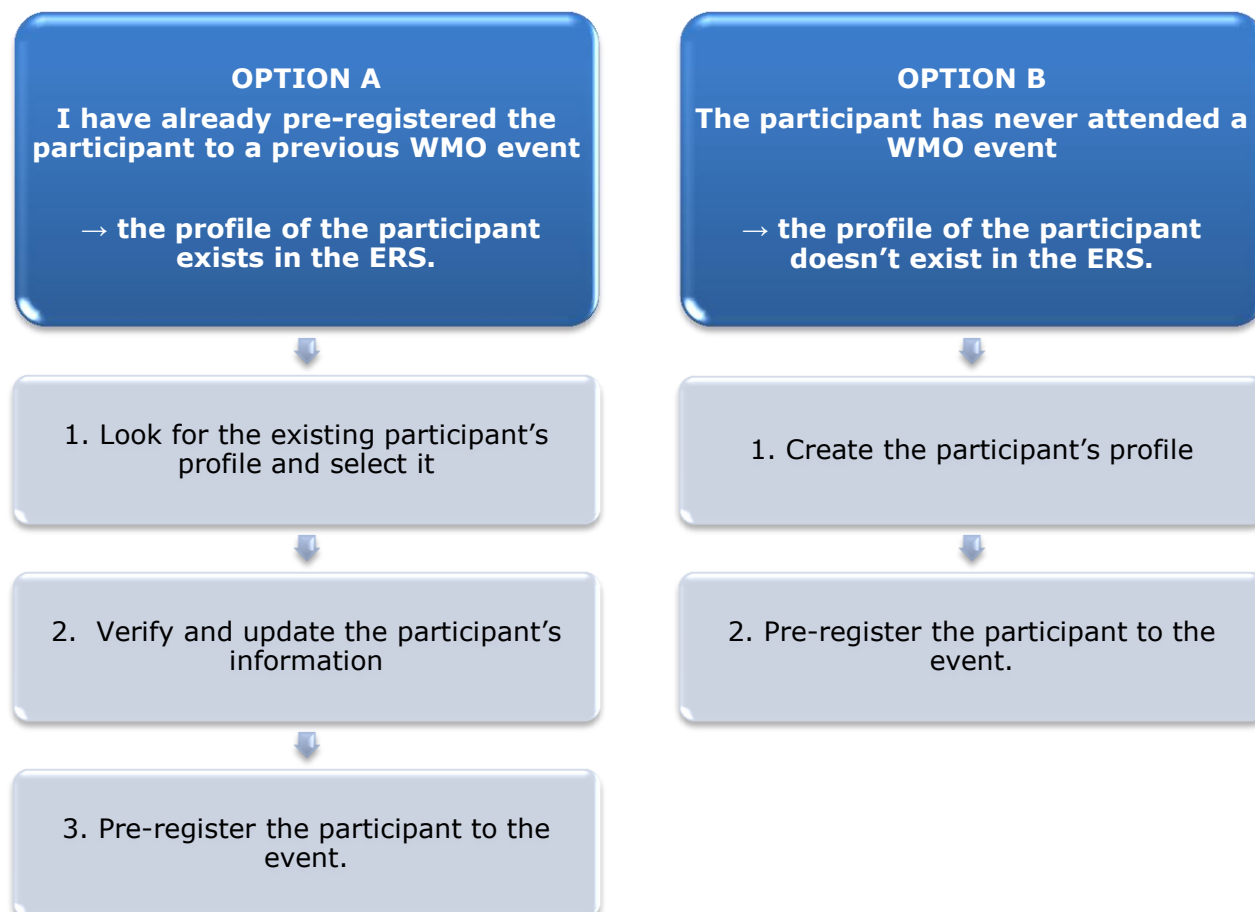
A confirmation message "Password has been successfully changed" will appear.



The 'Change password' form is shown again, but with a red banner at the top displaying the message "Password has been successfully changed". The form fields and buttons remain the same.

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 Telephone number

Fax Fax number

Mobile Mobile number

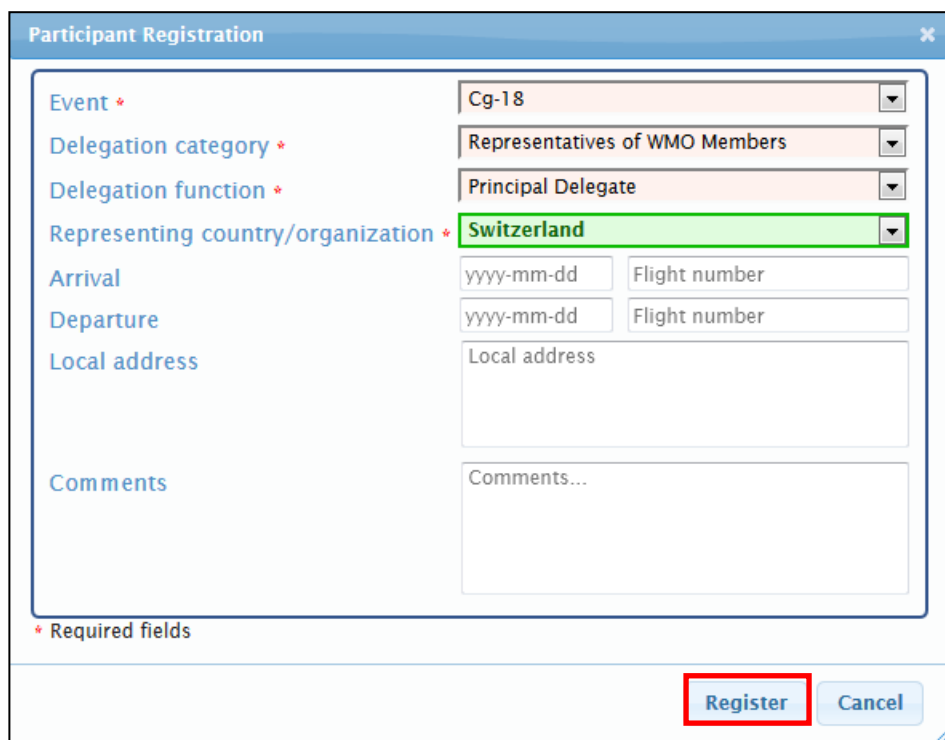
* Required fields

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.

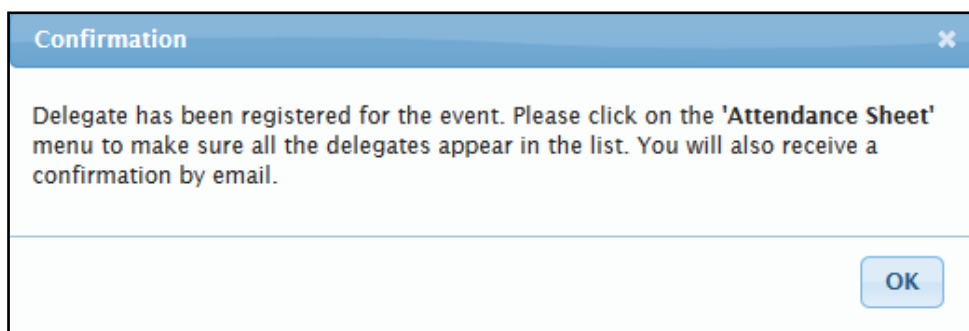


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

Buttons: Register (highlighted with a red box), Cancel



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.

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		

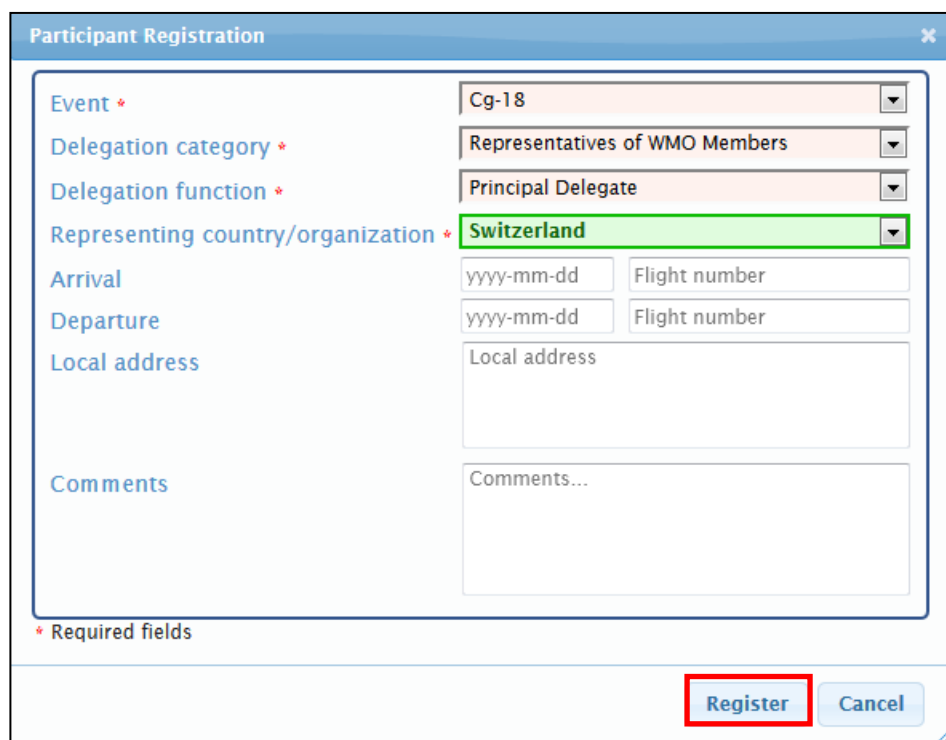
* Required fields

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

↓ Save the profile & proceed with pre-registration

2. Pre-register the participant to the event

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

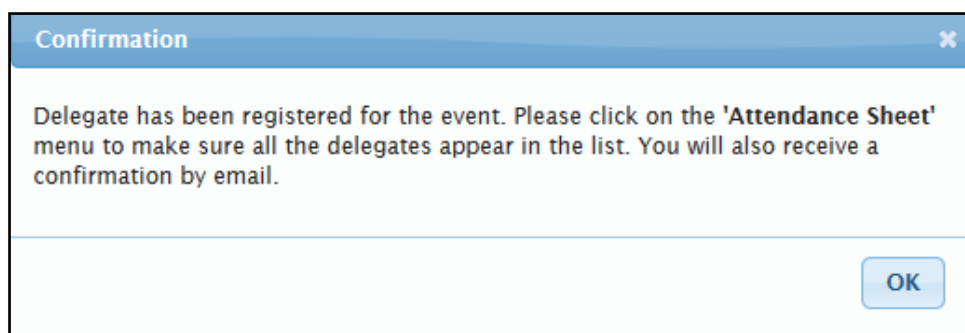


The 'Participant Registration' form contains the following fields and options:

- 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

Register (highlighted with a red box) **Cancel**



The 'Confirmation' dialog 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.

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 to 'Select the event' with a dropdown menu showing 'Cg-18' and a question mark icon. Below the form 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, there 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 'Select the event' dropdown with the text 'Select the event'. Below the table, there is a blue arrow pointing to the 'Remove a participant from the delegation.' text with the text 'The profile will not be deleted from the system so that you can pre-register this person to another event.' To the right of the table, there is a blue arrow pointing to the 'Status' column with 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*.