

WMO OMM

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU

World Meteorological Organization
 Organisation météorologique mondiale
 Organización Meteorológica Mundial
 Всемирная метеорологическая организация
 المنظمة العالمية للأرصاد الجوية
 世界气象组织

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Notre réf.: 00957/2017/LCP-CNF/Online-reg-RAIV-17

GENÈVE, le 9 février 2017

Annexe: 1 (disponible en anglais seulement)

Objet: Inscription en ligne des participants à la dix-septième session du Conseil régional IV (27-31 mars 2017)

Suite à donner: Inscription préliminaire de votre délégation avant le **13 mars 2017**

Madame, Monsieur,

Par la présente, je souhaite appeler votre attention sur la dix-septième session du Conseil régional IV qui aura lieu à San José, au Costa Rica, du 27 au 31 mars 2017, et je tiens à vous informer que l'inscription en ligne des participants à la session commence le 10 février.

En tant que Représentant(e) permanent(e) auprès de l'OMM, vous êtes prié(e) de 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 l'année dernière restent valables pour toutes les réunions de l'OMM à venir (<https://eventregistration.wmo.int/register/>). Si vous avez oublié votre mot de passe, veuillez suivre les instructions figurant dans l'annexe ci-jointe.

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

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

Pour de plus amples informations, n'hésitez pas à prendre contact avec le Secrétariat de l'OMM par courriel à l'adresse registration@wmo.int.

Veillez 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.



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 Focal Point

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 Focal Point

Attendance sheet Registration Change password Help Logout

Current password: Current password

New password: New password

Confirm new password: Confirm new password

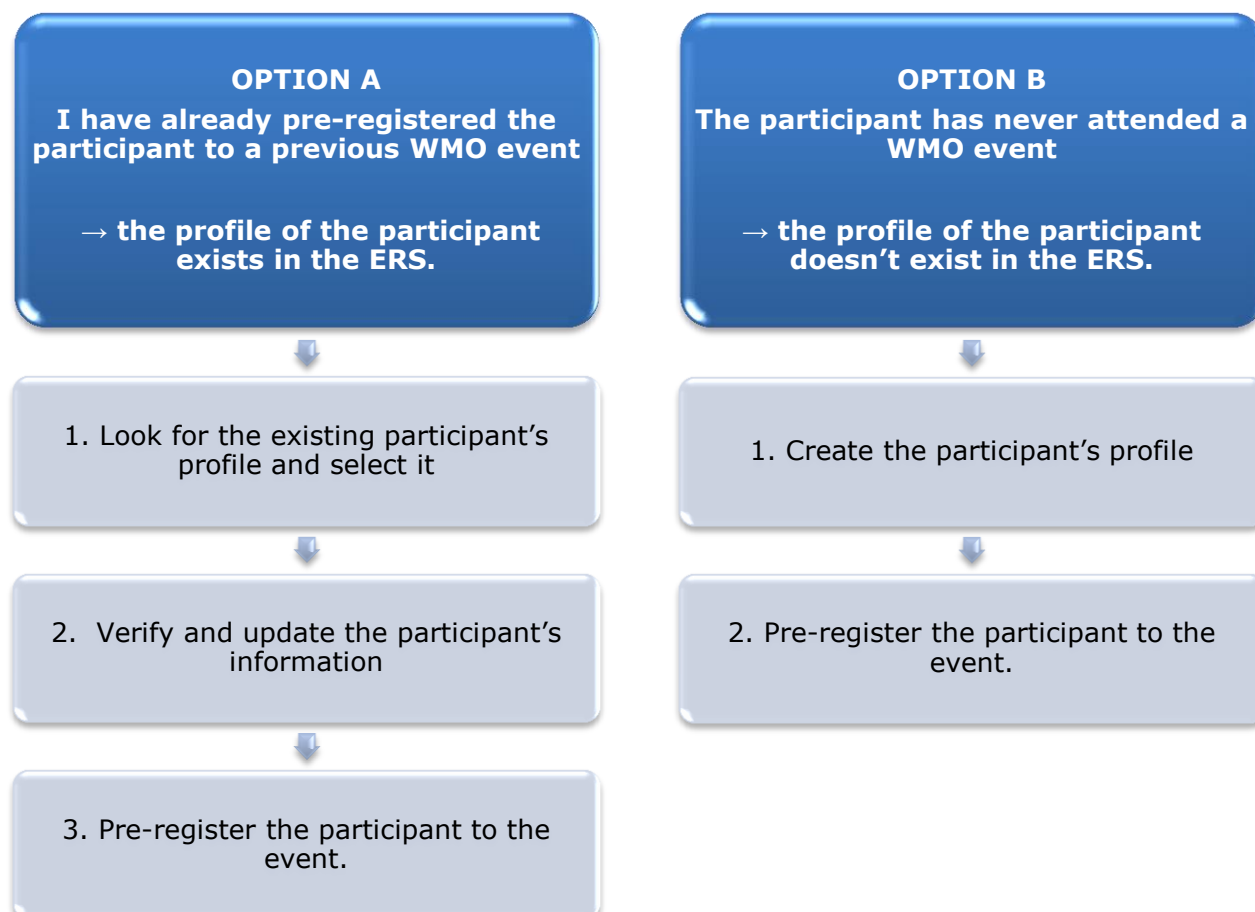
Change Password

Password has been successfully changed

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

Doc. ID: 04135/2017, ver. 1.1, dep. LCP



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.

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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.

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

Confirmation

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

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 ✕

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

* 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.

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

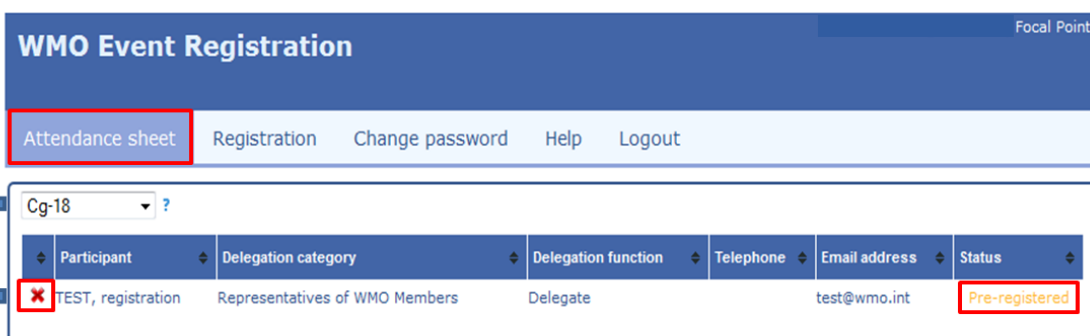
Confirmation

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. A table lists participants with columns: Participant, Delegation category, Delegation function, Telephone, Email address, and Status. The first row shows "TEST, registration" with status "Pre-registered", both highlighted with red boxes. A red 'X' icon is next to the participant name. Below the table, a note states: "* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered".

Select the event

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*.