



Наш исх.: CNF/LCP

ЖЕНЕВА, 22 декабря 2016 г.

Приложение: 1 (имеется только на английском языке)

Вопрос: Онлайн-регистрация участников седьмой сессии Региональной конференции Региональной ассоциации II (10-11 февраля 2017 г.)

Предлагаемые меры: Предварительная регистрация вашей делегации в срок до **3 февраля 2017 г.**

Уважаемый господин/Уважаемая госпожа!

Хотела бы сослаться на седьмую сессию Региональной конференции Региональной ассоциации II (РЕКО-7 РА II), которая будет проходить с 10 по 11 февраля 2017 г. одновременно с шестнадцатой сессией РА II в Абу-Даби, ОАЭ, и сообщить Вам о том, что онлайн-регистрация участников РЕКО-7 РА II начнется 9 января 2017 г.

Учитывая Ваш статус постоянного представителя при ВМО, Вам любезно предлагается предварительно зарегистрировать всех членов своей делегации в индивидуальном порядке, с тем чтобы избежать задержек по прибытии на место проведения мероприятия. После подтверждения регистрации ВМО каждый участник получит по э-почте письмо-подтверждение. Участникам необходимо будет иметь при себе копию письма-подтверждения, которую необходимо будет представить на регистрационной стойке вместе с официальным документом, удостоверяющим личность, для получения бейджа.

Ссылка на онлайн-Систему регистрации мероприятий (CPM), имя пользователя и пароль, которые были направлены по э-почте до проведения 68-й сессии Исполнительного совета, остаются в силе для всех предстоящих совещаний ВМО (<https://eventregistration.wmo.int/register/>). Если Вы забыли свой пароль, следуйте инструкциям, приведенным в приложении I к настоящему письму.

Тем участникам, которые не прошли предварительную регистрацию, будет необходимо лично зарегистрироваться на стойке регистрации, представив удостоверение личности и официальное сообщение о своем участии в РЕКО.

Для получения дополнительной информации просьба обращаться в Секретариат ВМО по следующему адресу э-почты: registration@wmo.int.

С уважением,

(Е. Манаенкова)
за Генерального секретаря

Постоянным представителям (или директорам метеорологических или гидрометеорологических служб) Членов ВМО (PR-6943)

Копии: Советникам по гидрологии при постоянных представителях

**GUIDELINES FOR PERMANENT
REPRESENTATIVES
-
EVENT REGISTRATION
SYSTEM
(ERS)**

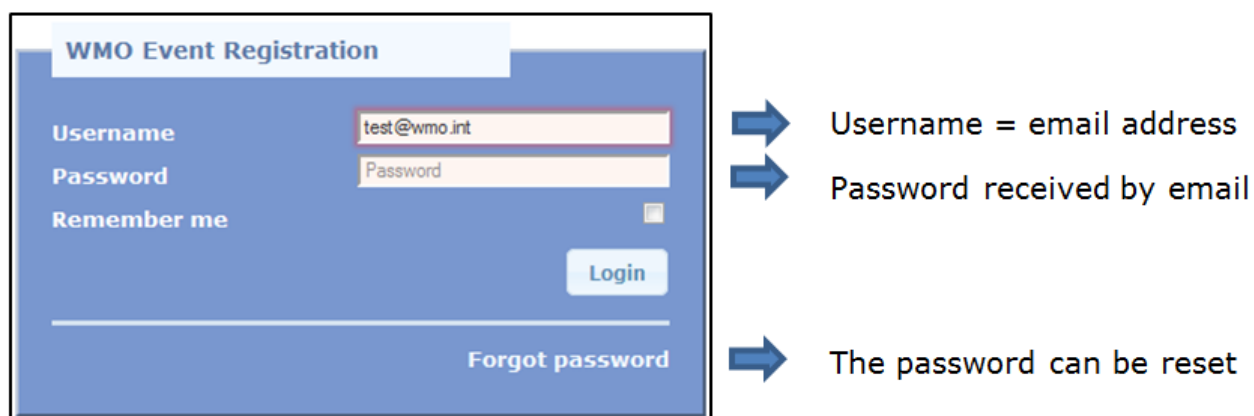
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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 is empty. 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'.

WMO Event Registration

Username: test@wmo.int

Password:

Remember me: ☐

Login

Forgot password

Username = email address

Password received by email

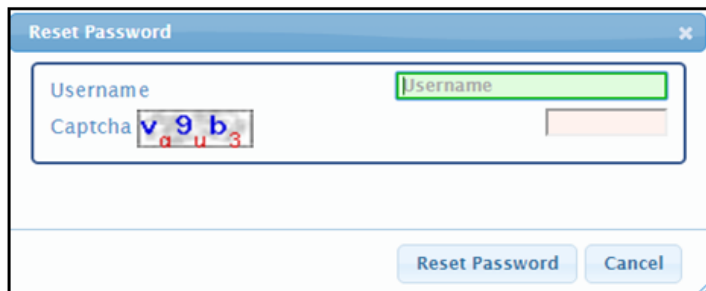
The password can be reset

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.

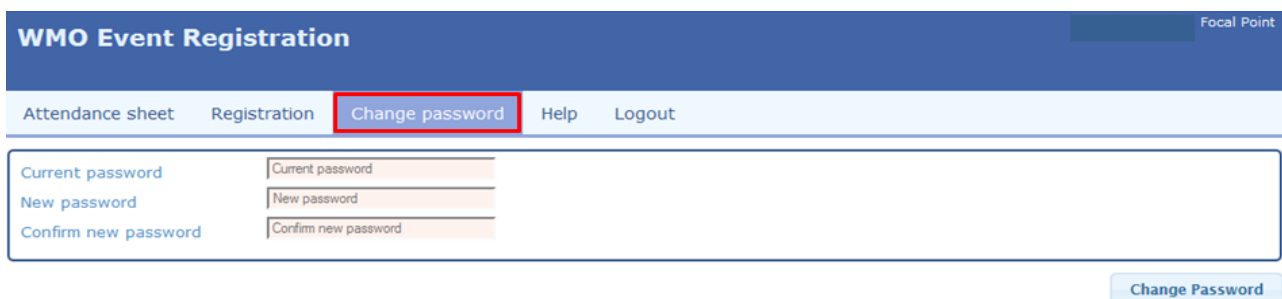


The image shows the 'Reset Password' form. It has a 'Username' field (highlighted in green) and a 'Captcha' field (containing blue characters 'v 9 b' and red characters 'a u 3'). There are 'Reset Password' and 'Cancel' buttons at the bottom.

→ Username = email address
→ Captcha = only blue characters

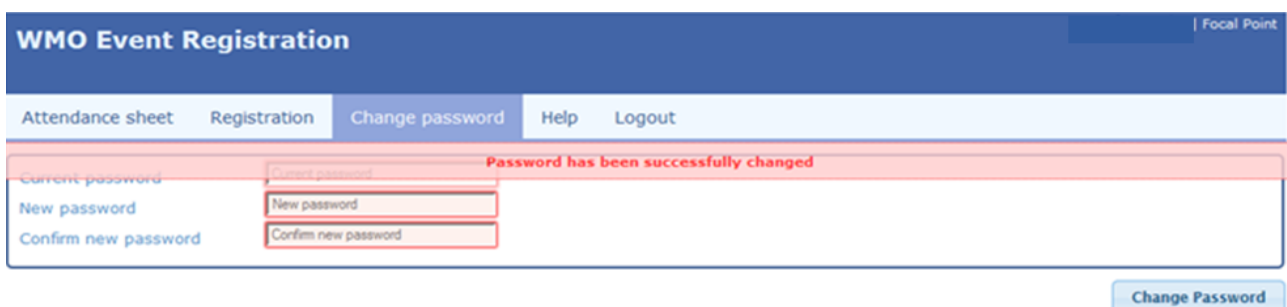
You can also decide to personalize your password.

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



The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. It has fields for 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

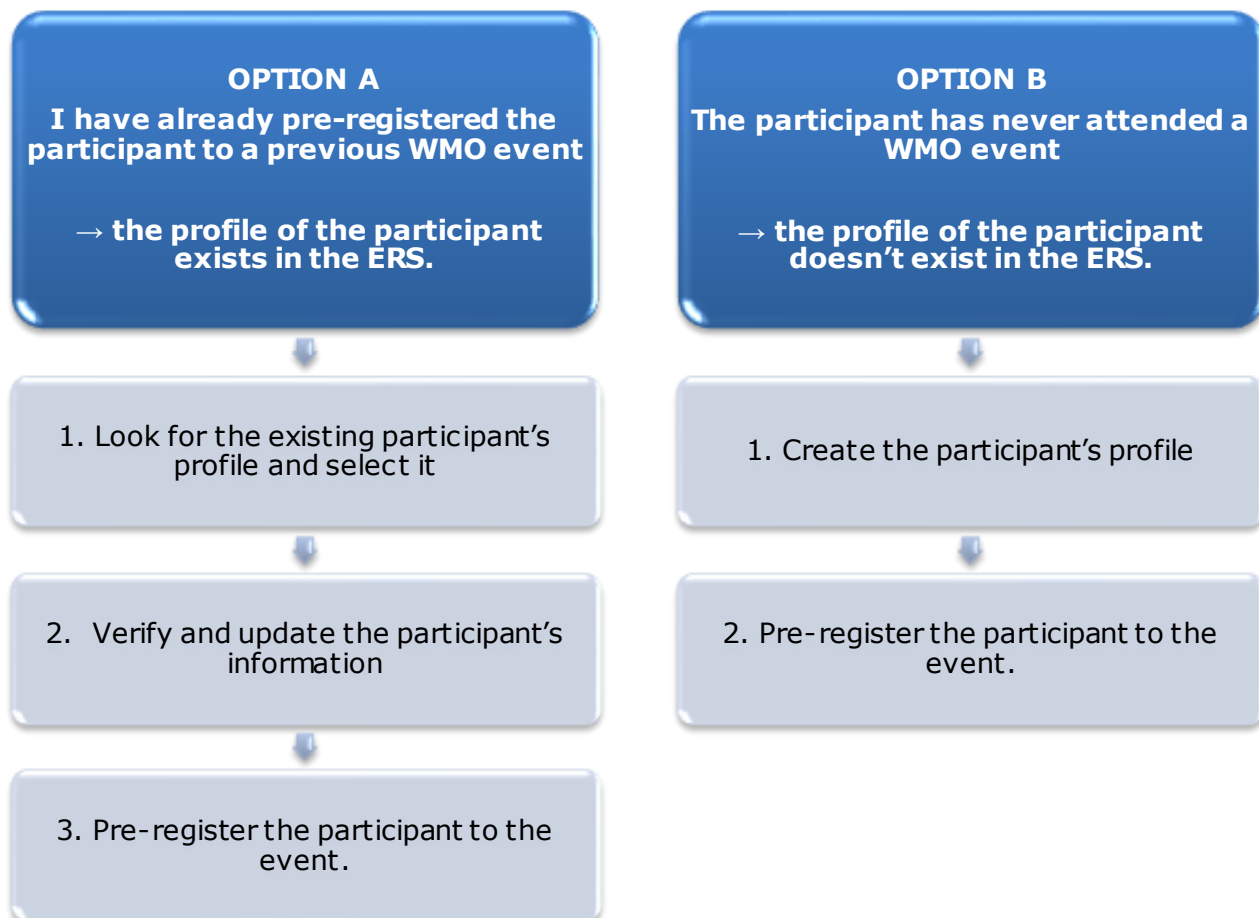
A confirmation message "Password has been successfully changed" will appear.



The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. A red banner at the top says "Password has been successfully changed". The form fields and the 'Change Password' button are still visible.

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

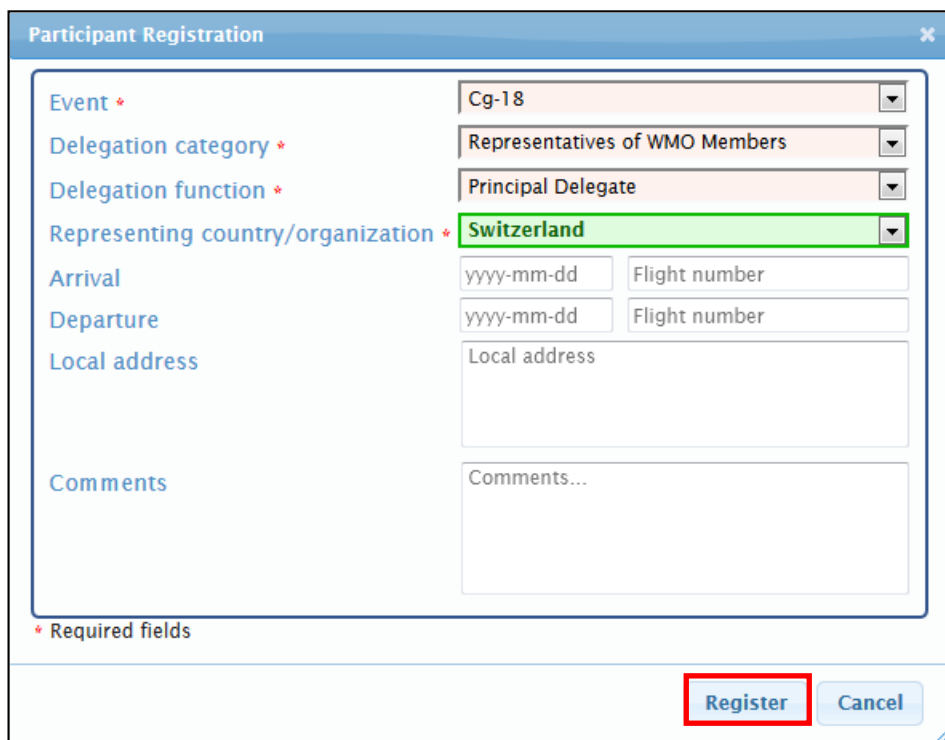
* Required fields

Save **Proceed** Cancel

➡ Upload the participant's photo

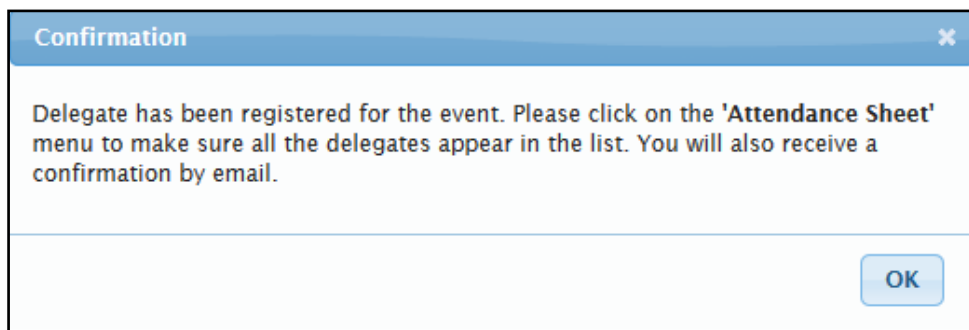
3. Pre-register the participant to the event

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



The 'Participant Registration' 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 (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


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. ?	➡ 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

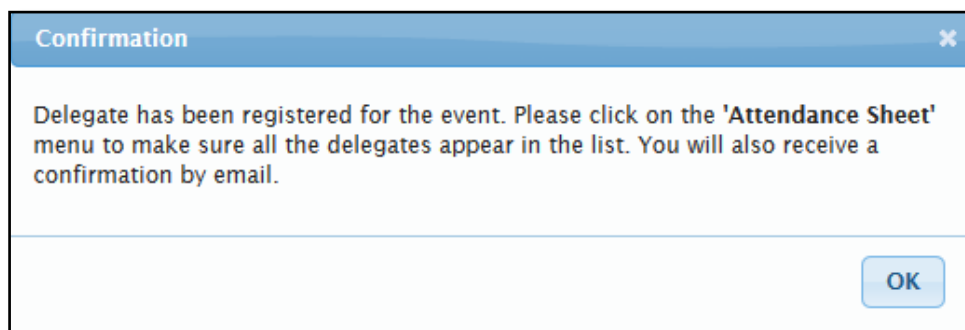
2. Pre-register the participant to the event

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



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. At the top, there is a blue header with the title 'WMO Event Registration' and a 'Focal Point' link. 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'. 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.' 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.'



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