



جنيف، 9 أيلول/ سبتمبر 2016

الرسالة رقم: 3405-16/LCP/CNF

عدد المرفقات: 1 (متوافر بالإنكليزية فقط)

الموضوع: التسجيل عبر الإنترنت للمشاركين في الدورة السادسة عشرة للجنة النظم الأساسية (CBS) (29-23 تشرين الثاني/ نوفمبر 2016)

الإجراء المطلوب: تسجيل وفدكم مسبقاً قبل 7 تشرين الثاني/ نوفمبر 2016

تحية طيبة وبعد،

أود الإشارة إلى الدورة السادسة عشرة للجنة النظم الأساسية (CBS) التي ستُعقد في الفترة من 23 إلى 29 تشرين الثاني/ نوفمبر 2016 في غوانتشنو، الصين، وأن أبلغكم بأن تسجيل المشاركين في الدورة عبر الإنترنت سيبدأ في 12 أيلول/ سبتمبر 2016.

ونظراً لصفحتكم الرسمية لدى المنظمة (WMO)، يُرجى منكم التكرم بالعمل كمنسقين لتسجيل وفدكم المشارك في هذا الاجتماع عبر الإنترنت.

ولاتزال وصلة الموقع الشبكي الخاصة بنظام التسجيل في الاجتماعات (ERS) عبر الإنترنت وكذلك اسم المستخدم وكلمة السر التي أرسلت إليكم بالبريد الإلكتروني قبل انعقاد الدورة الثامنة والستين للمجلس التنفيذي صالحة لجميع الاجتماعات المقبلة للمنظمة (WMO) (<https://eventregistration.wmo.int/register/>). وإذا كنتم قد نسيتم كلمة السر الخاصة بكم، يرجى اتباع التعليمات الواردة في مرفق هذه الرسالة.

ويُرجى منكم التكرم بتسجيل كل عضو من أعضاء وفدكم على حدة مسبقاً من أجل تفادي الانتظار عند الوصول إلى مقر انعقاد الدورة. وبعد تأكيد المنظمة (WMO) لعملية التسجيل، سيتلقى كل مشارك رسالة إلكترونية بتأكيد التسجيل. ويجب أن يُحضر المشارك صورة من رسالة التأكيد وأن يقدمها إلى مكتب التسجيل، بالإضافة إلى بطاقة هوية رسمية من أجل الحصول على شارة الهوية.

وسيُطلب من المشاركين الذين لم ينفذوا هذا التسجيل المسبق أن يسجلوا أنفسهم شخصياً لدى مكتب التسجيل بتقديم دليل رسمي بالتمثيل، من قبيل خطاب من الهيئة المعنية.

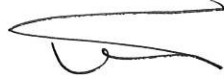
إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية التابعة لأعضاء المنظمة) (PR-6927)

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين

ويرجى ملاحظة أن تقديم المعلومات من خلال نظام التسجيل في الاجتماعات عبر الإنترنت لا يعفي الأعضاء من ضرورة تقديم أوراق اعتماد صالحة لمشاركة وفودهم.

ولمزيد من المعلومات، يُرجى عدم التردد في الاتصال بأمانة المنظمة (WMO) على البريد الإلكتروني: registration@wmo.int.

وتفضلوا بقبول فائق الاحترام،



(ب. تالاس)
الأمين العام

ANNEX

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

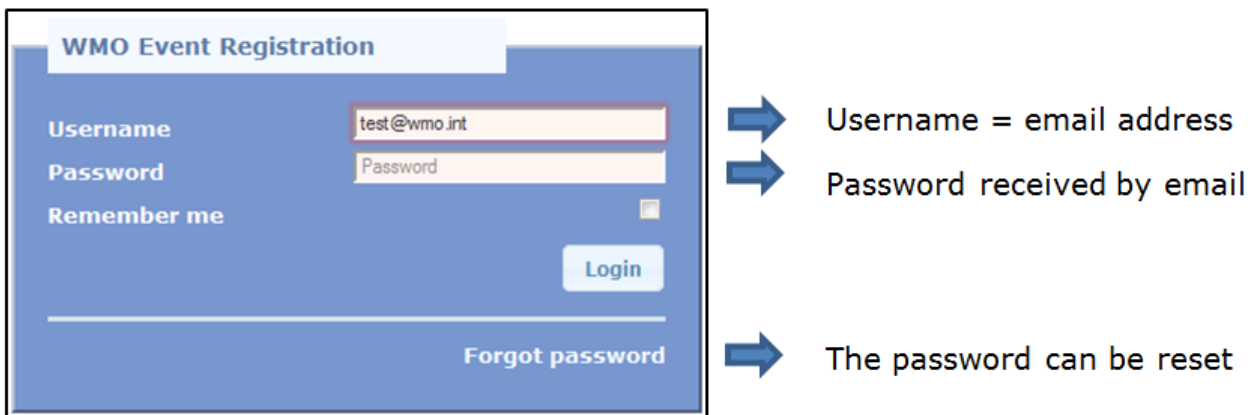
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

All connection details were sent directly to the PR at the email 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 is highlighted with a red box. The 'Password' field is empty. A 'Login' button is positioned below the fields. 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: 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 a 'Reset Password' dialog box. It has a 'Username' field (highlighted in green) and a 'Captcha' field (containing 'v 9 b' and 'a u 3'). At the bottom 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.

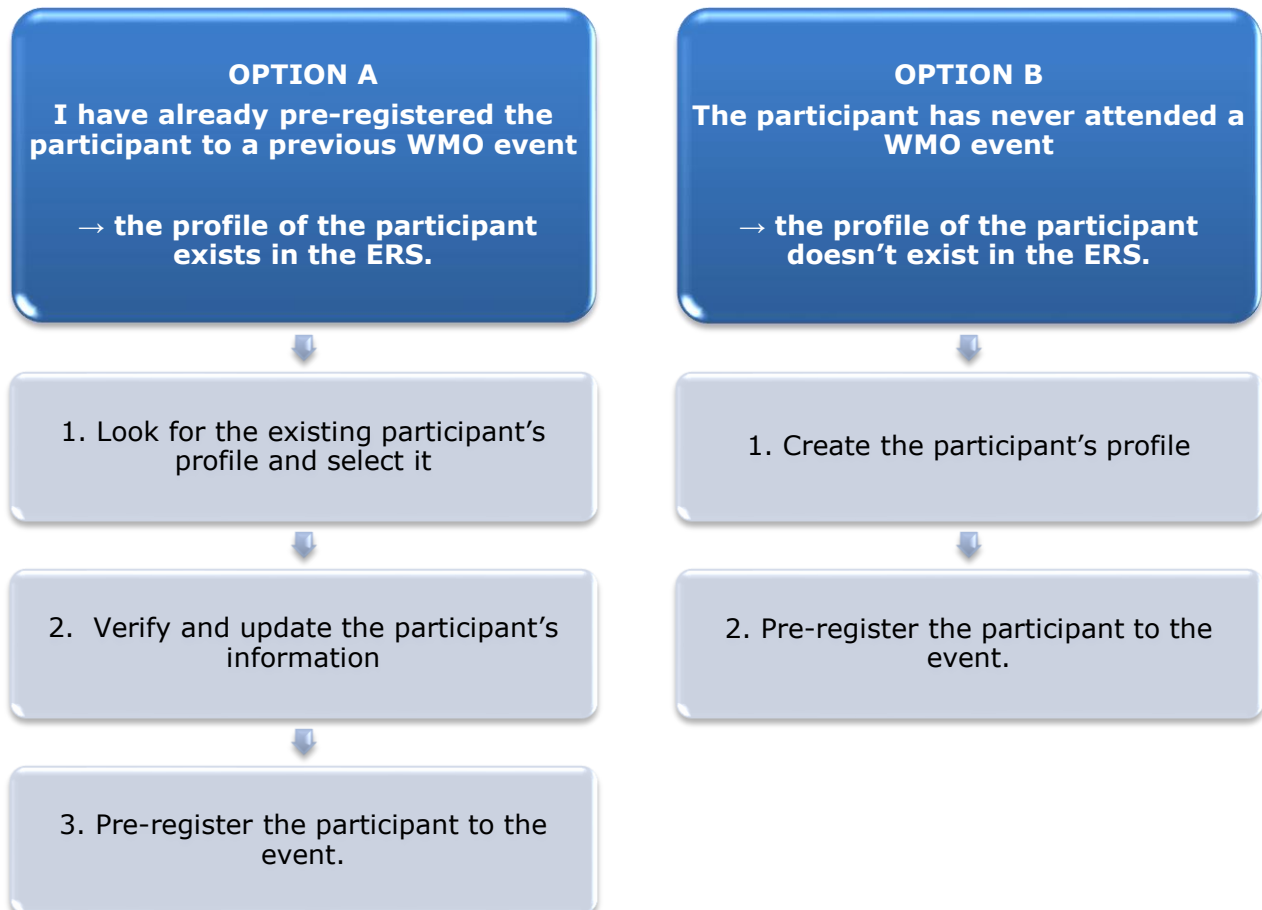
The image shows the 'WMO Event Registration' page with the 'Change password' tab selected and highlighted with a red box. The page has a navigation bar with 'Attendance sheet', 'Registration', 'Change password', 'Help', and 'Logout'. Below the navigation bar are three input fields: 'Current password', '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 of the form area displays the message '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

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

Fax

Mobile

* Required fields

Save **Proceed** Cancel

➡ Upload the participant's photo

3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.

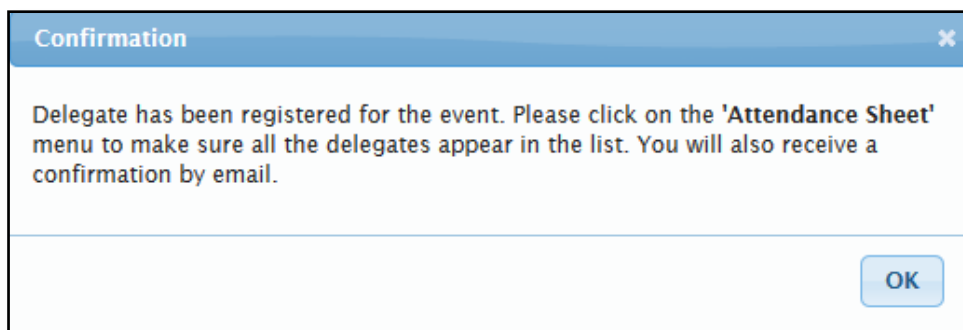


The 'Participant Registration' form contains the following fields and options:

- 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, 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.

Populate 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	

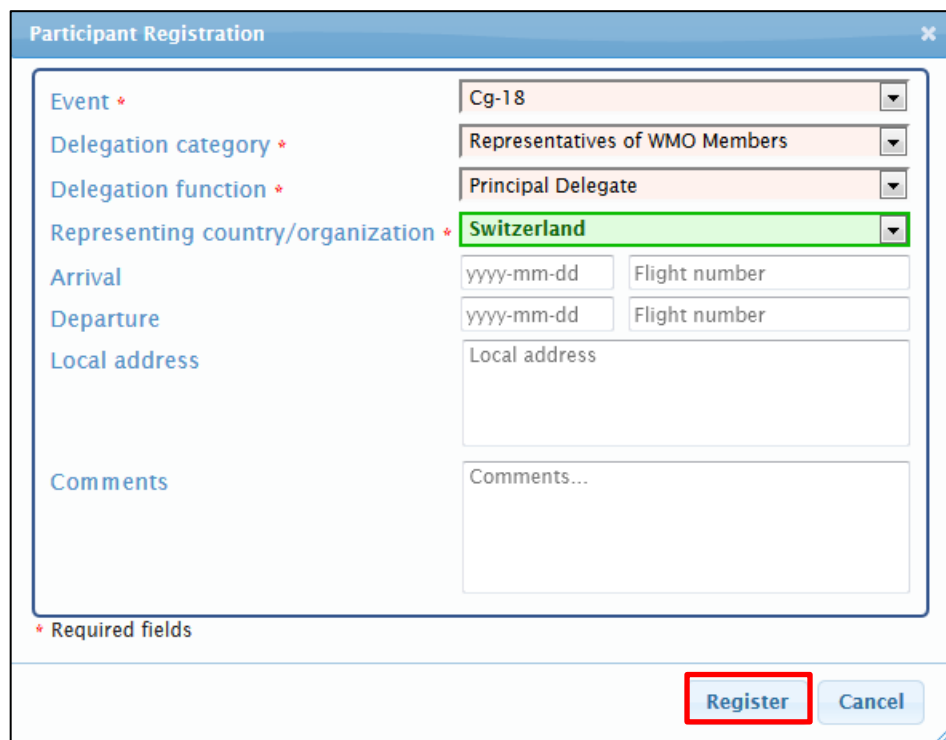
* Required fields

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

➡ Save the profile & proceed with pre-registration

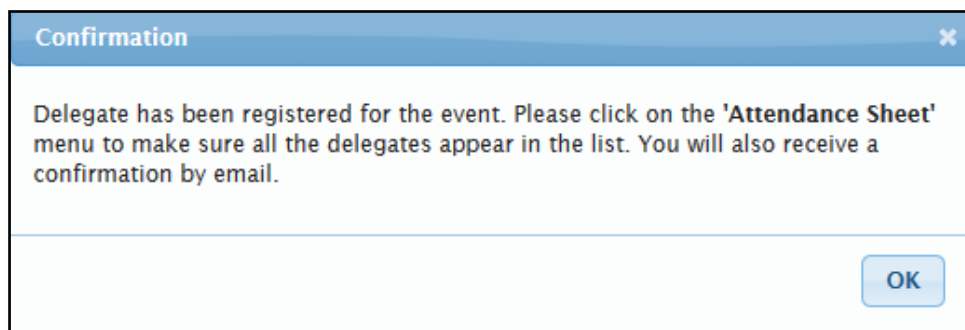
2. Pre-register the participant to the event.

Populate 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 text input field.
- Comments**: A text area with the placeholder 'Comments...'.
- Legend**: A note at the bottom left states '* Required fields'.
- Buttons**: 'Register' and 'Cancel' buttons at the bottom right. The 'Register' button is highlighted with a red rectangle.



The 'Confirmation' dialog box 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.

An 'OK' button is located at the bottom right of the dialog.

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 ?

Participant	Delegation category	Delegation function	Telephone	Email address	Status
TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

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

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*.