



Nuestra ref.: 3405-16/LCP/CNF

GINEBRA, 9 de septiembre de 2016

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes en la decimosexta reunión de la Comisión de Sistemas Básicos (23 a 29 de noviembre de 2016)

Finalidad: Preinscripción de su delegación **no más tarde del 7 de noviembre de 2016**

Estimado señor/Estimada señora:

Cúpleme hacer referencia a la decimosexta reunión de la Comisión de Sistemas Básicos (CSB), que se celebrará del 23 al 29 de noviembre de 2016 en Guangzhou (China), para informarle de que la inscripción en línea de los participantes en la reunión comenzará el 12 de septiembre de 2016.

En vista de su condición oficial ante la Organización Meteorológica Mundial (OMM), se le ruega que tenga a bien coordinar la inscripción en línea de su delegación en esta reunión.

El enlace al sistema de inscripción en línea en el evento (ERS), así como el nombre de usuario y la contraseña que se le remitieron por correo electrónico antes de la celebración de la 68ª reunión del Consejo Ejecutivo, conservarán su validez para las próximas reuniones de la OMM (<https://eventregistration.wmo.int/register/>). Si ha olvidado la contraseña, siga las instrucciones al respecto que encontrará en el anexo a la presente carta.

Se le ruega que tenga a bien preinscribir, uno por uno, a todos los miembros de su delegación para evitar demoras al llegar al lugar de celebración de la reunión. Una vez validada la inscripción por la OMM, cada participante recibirá una carta de confirmación por correo electrónico. Para obtener un pase, el participante deberá presentarse en el mostrador de inscripción con una copia de la carta de confirmación, además de con un documento oficial de identidad.

Los participantes que no estén preinscritos deberán inscribirse personalmente en el mostrador de inscripción, para lo cual deberán presentar una prueba oficial de representación, como una carta de la entidad pertinente.

Sírvase tomar nota de que la presentación de información por medio del sistema de inscripción en línea en el evento no exime a los Miembros de la obligación de facilitar credenciales válidas para la delegación participante.

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM (PR-6927)

copias: Asesores hidrológicos de los Representantes Permanentes

Para obtener información adicional, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: registration@wmo.int.

Le saluda atentamente.

A handwritten signature in black ink, consisting of a series of fluid, connected strokes that form a stylized representation of the name P. Taalas.

(P. Taalas)
Secretario General

ANNEX I

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 a light blue background for the login form. The form includes labels for 'Username', 'Password', and 'Remember me'. The 'Username' field contains the text 'test@wmo.int', and the 'Password' field contains the text 'Password'. A 'Login' button is positioned to the right of the password field. Below the login fields is a horizontal line and 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
a u 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

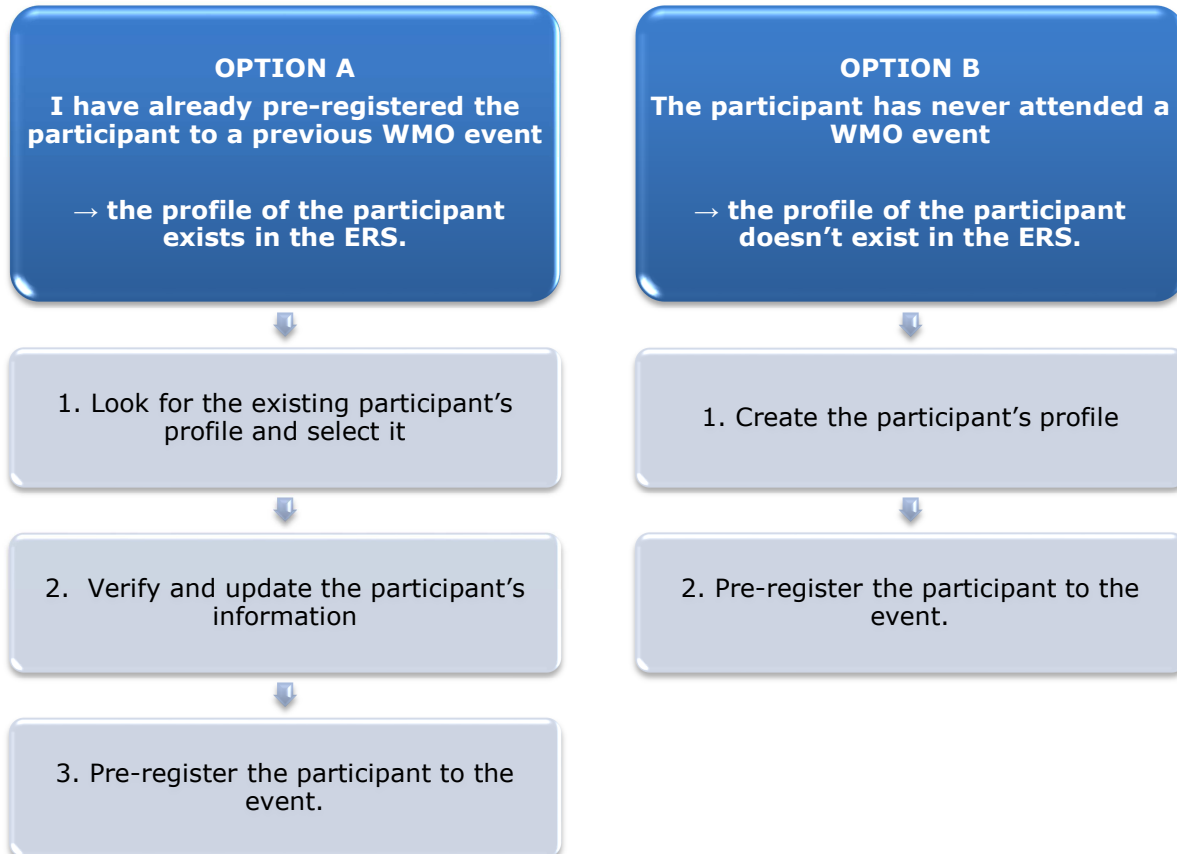
Confirm new password: Confirm new password

Password has been successfully changed

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.

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
WHITE, Barbara	bwhite@wmo.int

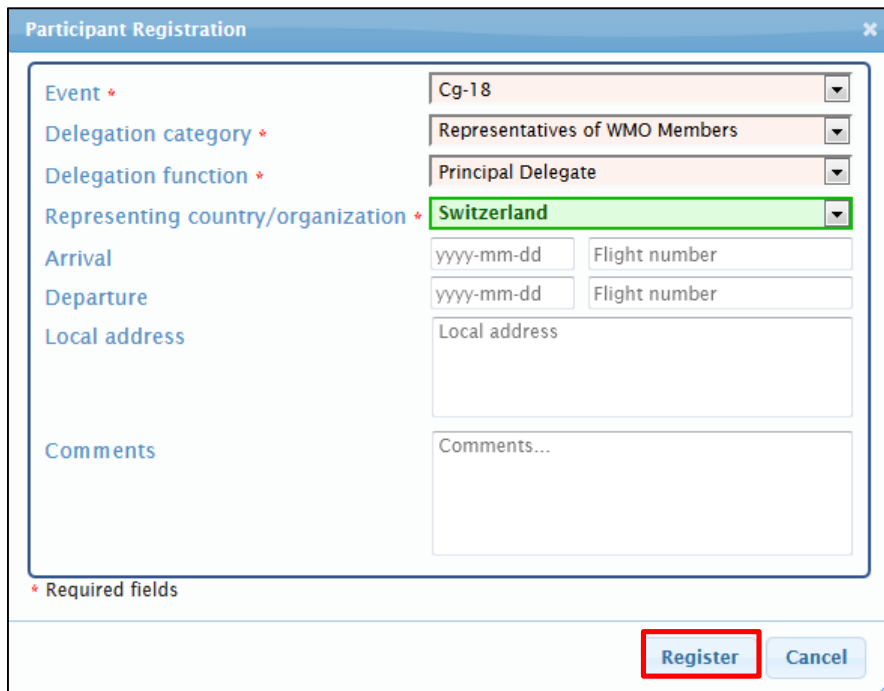
2. Verify and update the participant's information

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing).

➡ Upload the participant's photo

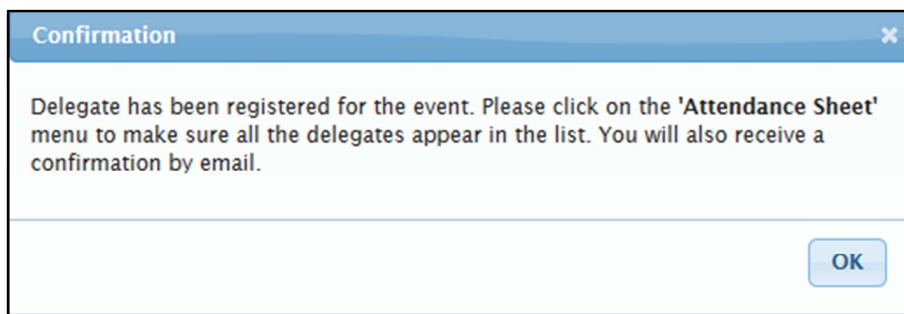
3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.



The 'Participant Registration' 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.

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

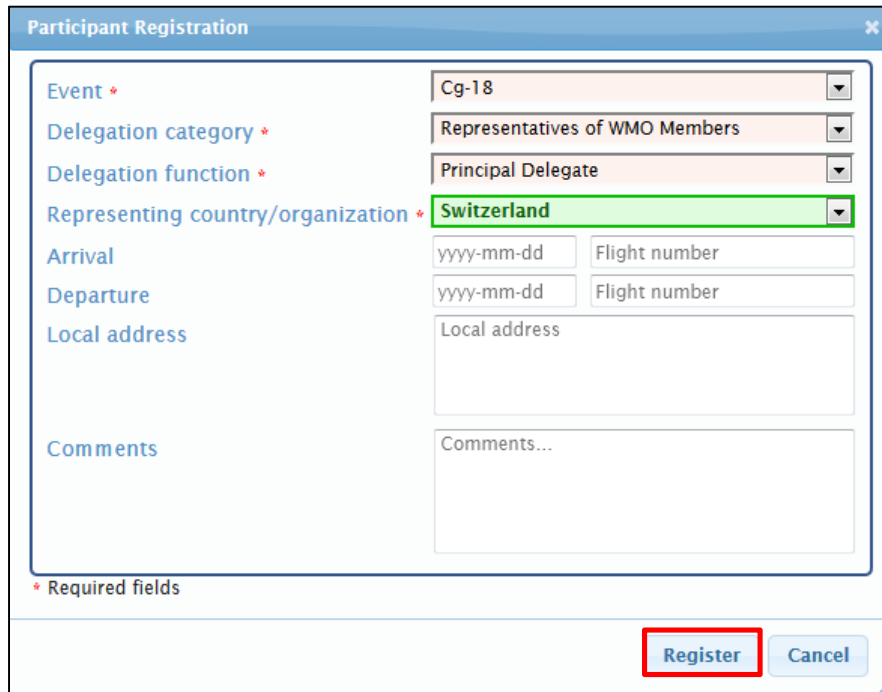
* Required fields

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

↙ Save the profile & proceed with pre-registration

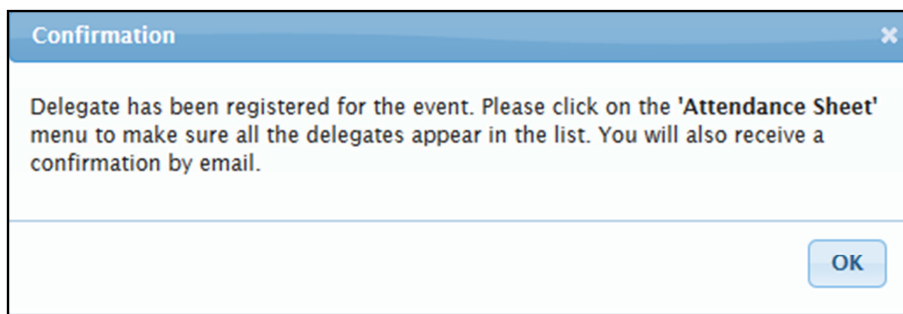
2. Pre-register the participant to the event.

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 with a green border).
- Arrival**: Two input fields, 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields, 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A large text area.
- Comments**: A large text area.
- * Required fields**: A legend at the bottom left.
- Buttons**: 'Register' (highlighted with a red border) and 'Cancel' at the bottom right.



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.

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
X 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*.