



Nuestra ref.: LCP/CHy-15

GINEBRA, 23 de septiembre de 2016

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes de la decimoquinta reunión de la Comisión de Hidrología (7 a 13 de diciembre de 2016, Roma, Italia)

Finalidad: Preinscripción de la delegación de su país antes del **4 de diciembre de 2016**

Estimado señor/Estimada señora:

Deseo informarle de que la inscripción en línea de los participantes a la reunión arriba mencionada se iniciará el 26 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 la delegación de su país en esta reunión.

El enlace al sistema de inscripción en línea a la reunión (<https://eventregistration.wmo.int/register>), así como el nombre de usuario y la contraseña que utilizó para preinscribir a los miembros de la delegación de su país en otras reuniones de la OMM siguen siendo válidos. Si ha olvidado su contraseña, sírvase seguir las instrucciones que figuran en el anexo.

Sírvase preinscribir a cada miembro de la delegación por separado para evitar retrasos en la llegada al lugar de celebración de la reunión. Una vez validada la inscripción, cada participante recibirá una carta de confirmación por correo electrónico en la que se facilitará más información acerca de la inscripción. Sírvase tener en cuenta que 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.

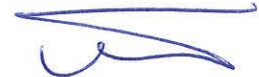
Sírvase tomar nota de que la presentación de la información pertinente a través del sistema de inscripción en línea al evento no exime de la obligación de presentar credenciales válidas para la delegación que participa en la reunión.

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM (PR-6932)

copias: Asesores hidrológicos de los Representantes Permanentes)
Responsables ejecutivos de los organismos internacionales) (para información)

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

Le saluda atentamente.

A handwritten signature in blue ink, consisting of a long horizontal stroke followed by a loop and a final flourish.

(P. Taalas)
Secretario General

GUIDELINES FOR PERMANENT REPRESENTATIVES
EVENT REGISTRATION SYSTEM
(ERS)

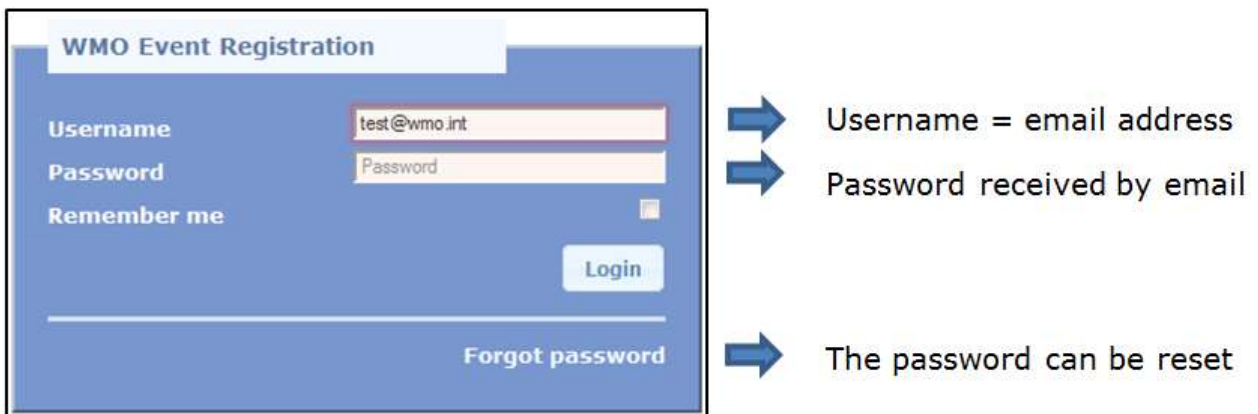
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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 'WMO Event Registration'. Below the header, there are three input fields: 'Username' (containing 'test@wmo.int'), 'Password' (containing 'Password'), and a 'Remember me' checkbox. A 'Login' button is positioned below the password field. At the bottom of the form, there is a 'Forgot password' link. To the right of the form, three blue arrows point to explanatory text: the first arrow points to the 'Username' field with the text 'Username = email address'; the second arrow points to the 'Password' field with the text 'Password received by email'; and the third arrow points to the 'Forgot password' link with the text '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

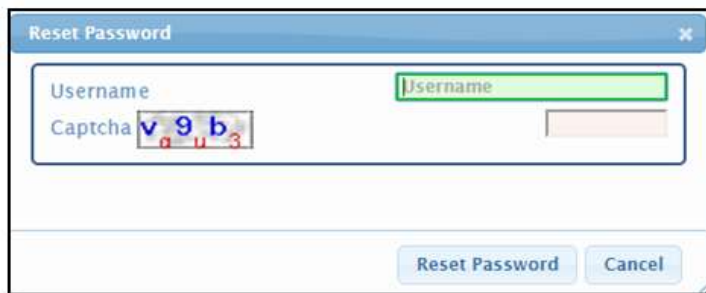
The password can be reset

RESETTING OF YOUR PASSWORD



The image shows the 'WMO Event Registration' login page. It has a blue header with the title. Below the header, there are three input fields: 'Username' with the text 'test@wmo.int', 'Password' with the placeholder 'Password', and a 'Remember me' checkbox. A 'Login' button is to the right of the password field. At the bottom right, there is a red-bordered button labeled '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.

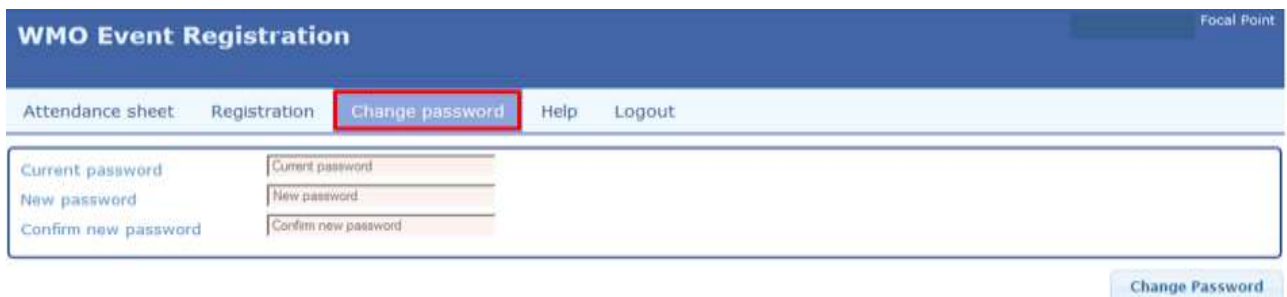


The image shows a 'Reset Password' dialog box. It has a title bar with a close button. Inside, there are two input fields: 'Username' and 'Captcha'. The 'Username' field has a green border and the text 'Username'. The 'Captcha' field has a blue border and contains a captcha image with the characters 'v 9 b' and 'a u 3'. Below the input fields are two buttons: 'Reset Password' and 'Cancel'.

→ Username = email address
→ Captcha = only blue characters

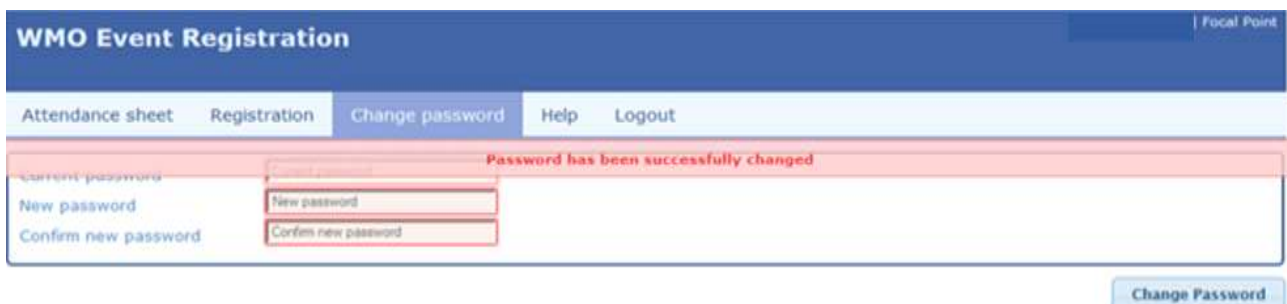
You can also decide to personalize your password.

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



The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. The page has a blue header with the title and a 'Focal Point' link. Below the header, there are five tabs: 'Attendance sheet', 'Registration', 'Change password', 'Help', and 'Logout'. The 'Change password' tab is highlighted with a red border. Below the tabs, there are three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

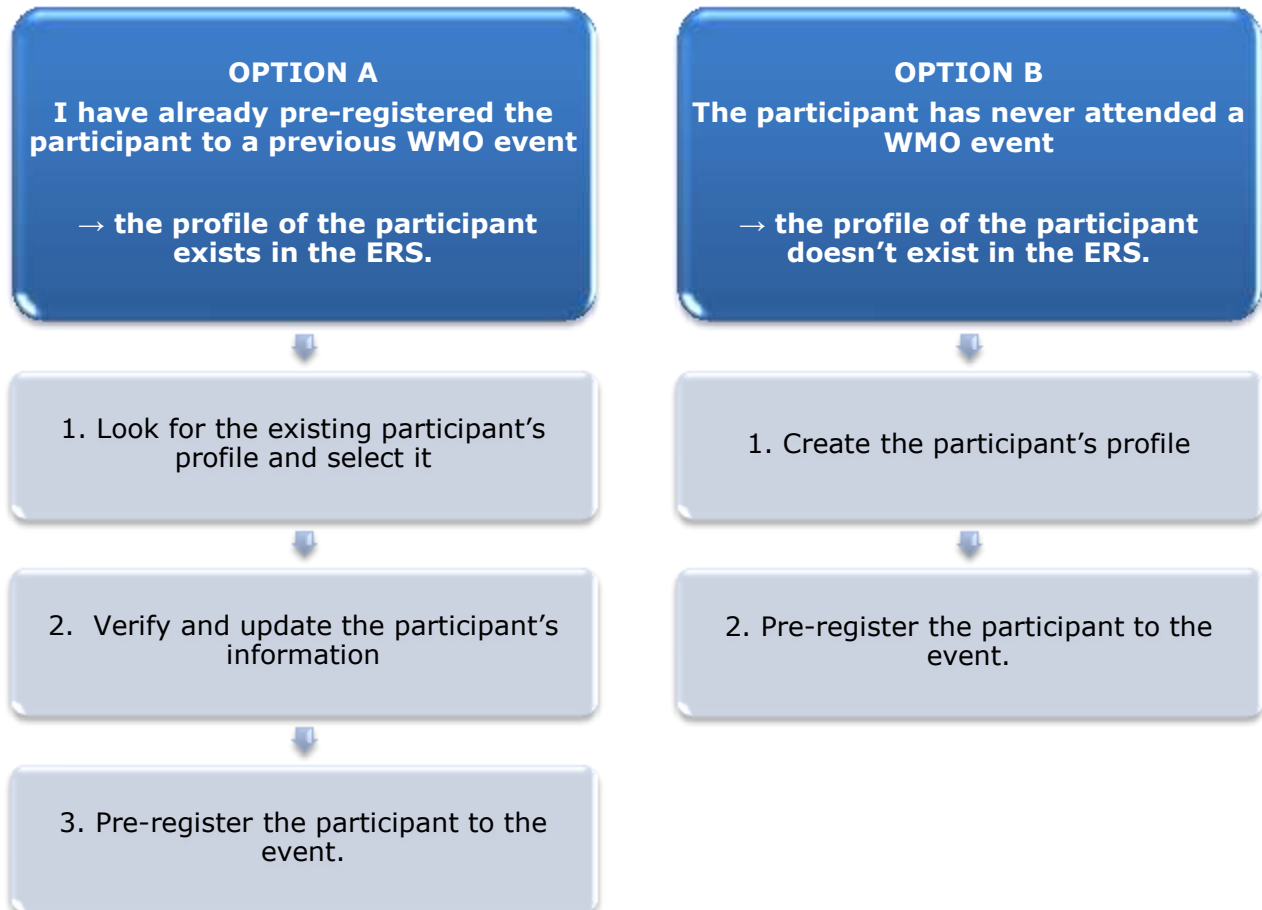
A confirmation message " Password has been successfully changed" will appear.



The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. The page has a blue header with the title and a 'Focal Point' link. Below the header, there are five tabs: 'Attendance sheet', 'Registration', 'Change password', 'Help', and 'Logout'. The 'Change password' tab is highlighted with a red border. Below the tabs, there is a red banner with the text 'Password has been successfully changed'. Below the banner, there are three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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.

The screenshot shows the 'WMO Event Registration' web interface. At the top, there is a navigation bar with tabs: 'Attendance sheet', 'Registration' (highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the navigation bar, the section 'Existing Participants Profiles' contains a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario (mpedroni@wmo.int), PETERS, Johana (jpeters@wmo.int), SMITH, John (jsmith@wmo.int), and WHITE, Barbara (bwhite@wmo.int). The name 'WHITE, Barbara' is highlighted with a red box. At the bottom right of the table, there is an 'Add Profile' button.

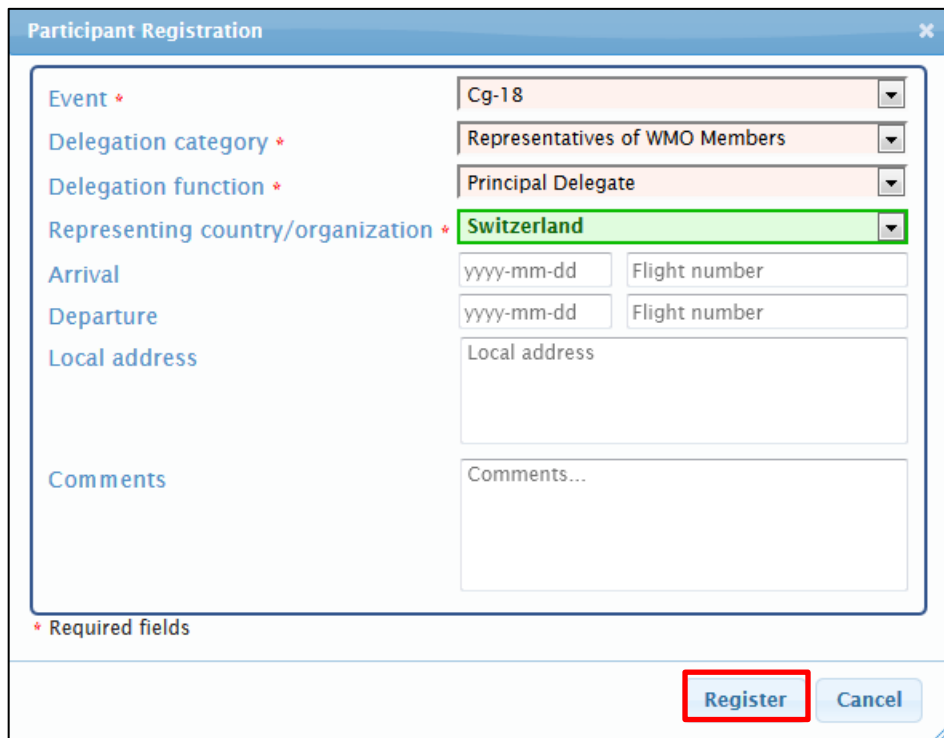
2. Verify and update the participant's information

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

The screenshot shows the 'Participant Information' form. The form contains several fields: 'Title' (Ms), 'Last name' (WHITE), 'First name' (Barbara), 'Email address' (bwhite@wmo.int), 'Delegate's photo' (with a 'Browse...' button highlighted by a red box and the text 'No file selected.'), 'Official title', 'Institution', 'Work address', 'Country' (Select...), 'Telephone number', 'Fax number', and 'Mobile number'. A blue arrow points from the 'Browse...' button to the text 'Upload the participant's photo'. At the bottom of the form, there are three buttons: 'Save', 'Proceed' (highlighted with a red box), and 'Cancel'. A legend at the bottom left indicates that fields with an asterisk (*) are required.

3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.

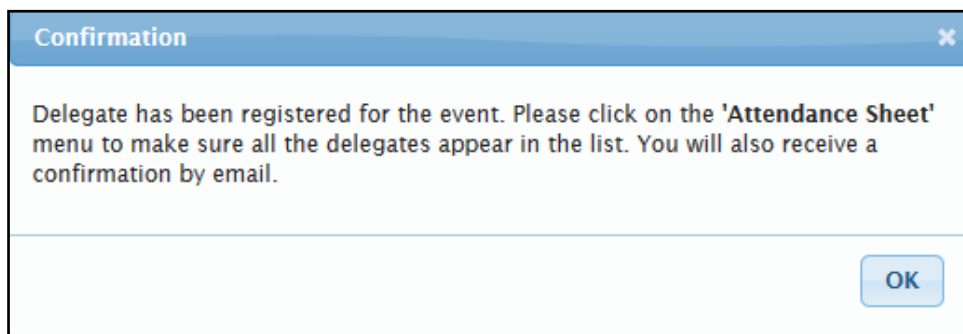


The 'Participant Registration' form contains the following fields and options:

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

* Required fields

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



The 'Confirmation' dialog 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.

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

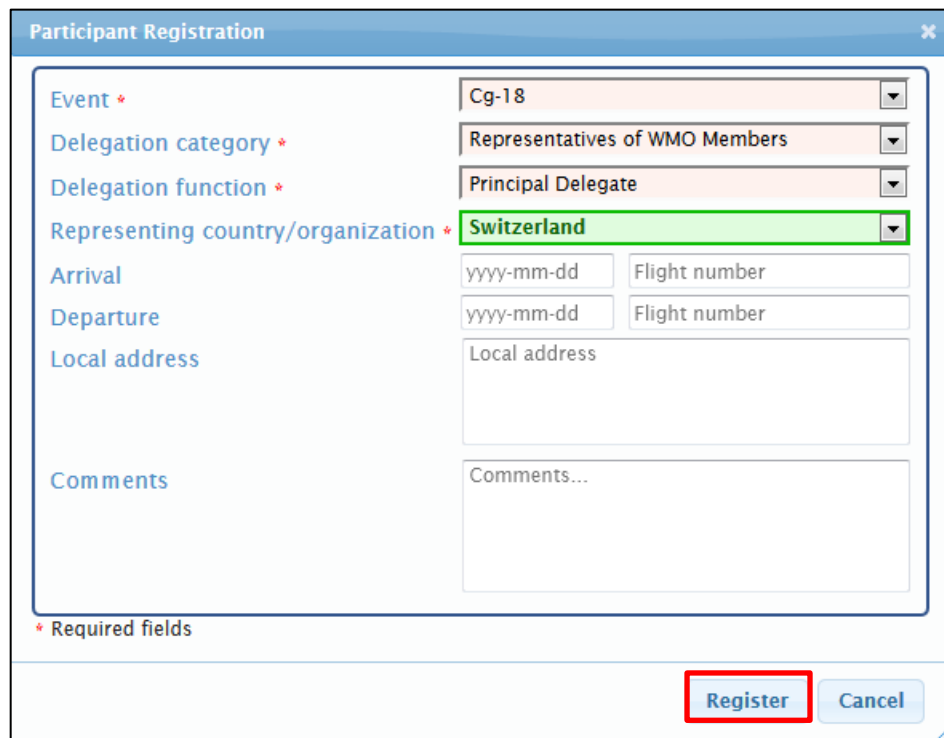
* Required fields

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

↓ Save the profile & proceed with pre-registration

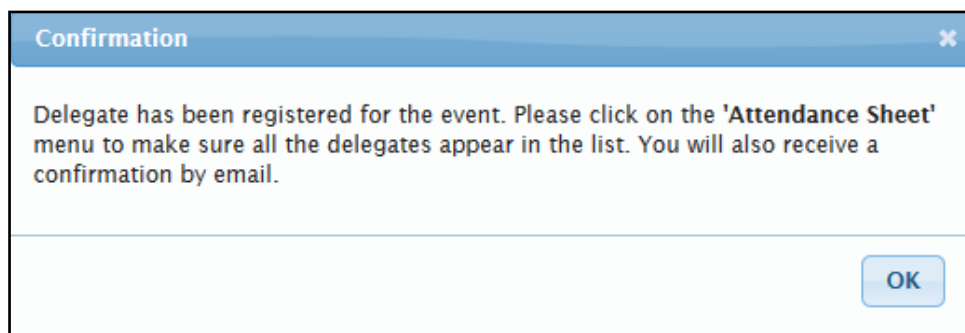
2. Pre-register the participant to the event.

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 and highlighted in green.
- 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 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.

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*.