



WMO OMM

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

Secrétariat

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Nuestra ref.: 00956/2017/LCP-CNF/Online-reg-39-HC

GINEBRA, 9 de febrero de 2017

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes en la trigésima novena reunión del Comité de Huracanes (23 a 26 de marzo de 2017)

Finalidad: Preinscripción de su delegación no más tarde del **13 marzo de 2017**

Estimado señor/Estimada señora:

Cúmpleme referirme a la trigésima novena reunión del Comité de Huracanes, que tendrá lugar del 23 al 26 marzo de 2017, junto con la decimoséptima reunión de la Asociación Regional IV, en San José (Costa Rica), e informarle de que la inscripción en línea de los participantes en la reunión del Comité de Huracanes se abrirá el 10 de febrero de 2017.

Dada su condición de Representante Permanente ante la Organización Meteorológica Mundial (OMM), se le ruega que tenga a bien preinscribir, uno a uno, a todos los miembros de su delegación a fin de evitar retrasos 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 una tarjeta de identificación, el participante deberá presentarse en el mostrador de inscripción con una copia de la carta de confirmación y un documento oficial de identidad.

El enlace al Sistema en línea de inscripción en eventos, el nombre de usuario y la contraseña que se le remitieron por correo electrónico el año pasado siguen siendo válidos para las próximas reuniones de la OMM (<https://eventregistration.wmo.int/register/>). Si ha olvidado su contraseña, siga las instrucciones al respecto que encontrará en el anexo a la presente carta.

Aquellos participantes que no hayan sido preinscriptos deberán inscribirse personalmente en el mostrador de inscripción, presentando un documento de identidad y una comunicación oficial que confirme su participación en la reunión del Comité de Huracanes.

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

Le saluda atentamente.

(P. Taalas)
Secretario General

A los Representantes Permanentes de los Miembros de la Asociación Regional IV
(distribución limitada)

copias: Presidente de la AR IV)
Presidente del Comité de Huracanes de la AR IV) (para información)

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 bar with the text "WMO Event Registration". Below this is a form with three input fields: "Username" containing "test@wmo.int", "Password" (which is obscured by dots), and "Remember me" (with a checked checkbox). To the right of the "Username" field is a blue arrow pointing right, followed by the text "Username = email address". To the right of the "Password" field is another blue arrow pointing right, followed by the text "Password received by email". At the bottom of the form is a "Forgot password" link, which is also preceded by a blue arrow pointing right, followed by the text "The password can be reset".

RESETTING OF YOUR PASSWORD

Ref.: 03821/2017-2.4 LCP

WMO Event Registration

Username: test@wmo.int
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
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:
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:
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

I have already pre-registered the participant to a previous WMO event

→ the profile of the participant exists in the ERS.

OPTION B

The participant has never attended a WMO event

→ the profile of the participant doesn't exist in the ERS.

1. Look for the existing participant's profile and select it

2. Verify and update the participant's information

3. Pre-register the participant to the event.

1. Create the participant's profile

2. Pre-register the participant to the event.

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' interface. At the top, there are tabs for 'Attendance sheet', 'Registration' (which is highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the tabs, a section titled 'Existing Participants Profiles' lists participants with their names and emails. The participant 'WHITE, Barbara' is highlighted with a red box. At the bottom right of the interface, there is a blue button labeled '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).

The screenshot shows the 'Participant Information' dialog box. It includes fields for Title (Ms), Last name (WHITE), First name (Barbara), Email address (bwhite@wmo.int), Delegate's photo (with a 'Browse...' button highlighted with a red box), Official title, Institution, Work address, Country, Telephone, Fax, and Mobile. At the bottom, there are 'Save', 'Proceed' (highlighted with a red box), and 'Cancel' buttons. A blue arrow points to the 'Browse...' button with the text 'Upload the participant's photo'.

3. Pre-register the participant to the event.

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

Ref.: 03821/2017-2.4 LCP

Participant Registration

Event *	Cg-18
Delegation category *	Representatives of WMO Members
Delegation function *	Principal Delegate
Representing country/organization *	Switzerland
Arrival	yyyy-mm-dd
Departure	yyyy-mm-dd
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

Ref.: 03821/2017-2.4 LCP

Click on the "Registration" tab and on the "Add Profile" Button.

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

WMO Event Registration

Participant Information

Title *	Mr	
Last name *	Mohamed	
First name *	Karim	
Email address *	amohamed@wmo.int	
Delegate's photo	<input type="button" value="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   

 Upload the participant's photo

 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.

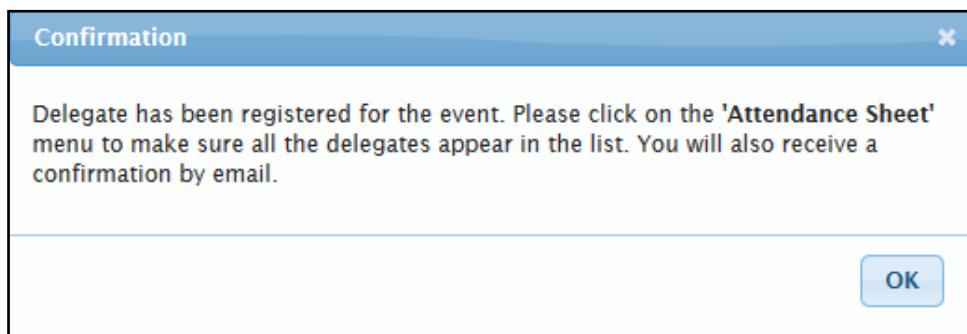
Ref.: 03821/2017-2.4 LCP

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**



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*.