



Наш исх.: CNF/LCP

ЖЕНЕВА, 22 декабря 2016 г.

Приложение: 1 (имеется только на английском языке)

Вопрос: Онлайновая регистрация участников шестнадцатой сессии Региональной ассоциации II (12-16 февраля 2017 г.)

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

Уважаемый господин/Уважаемая госпожа!

Хотела бы сослаться на шестнадцатую Региональной ассоциации II (РА II-16), которая будет проходить с 12 по 16 февраля 2017 г. в Абу-Даби, ОАЭ, и сообщить Вам о том, что онлайновая регистрация участников сессии 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 онлайновую 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 были предварительно зарегистрированы, будет необходимо лично зарегистрироваться на стойке регистрации, предъявив официальное подтверждение статуса представителя, каким может являться письмо от соответствующей организации.

Просьба обратить внимание на то, что представление информации через онлайновую систему регистрации на мероприятия не освобождает Членов от необходимости предоставления действительных полномочий для участвующей делегации.

Постоянным представителям (или директорам метеорологических или гидрометеорологических служб) Членов ВМО (PR-6944)

Копии: Советникам по гидрологии при постоянных представителях

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

С уважением,



(Е. Манаенкова)
за Генерального секретаря

GUIDELINES FOR PERMANENT REPRESENTATIVES - EVENT REGISTRATION SYSTEM (ERS)

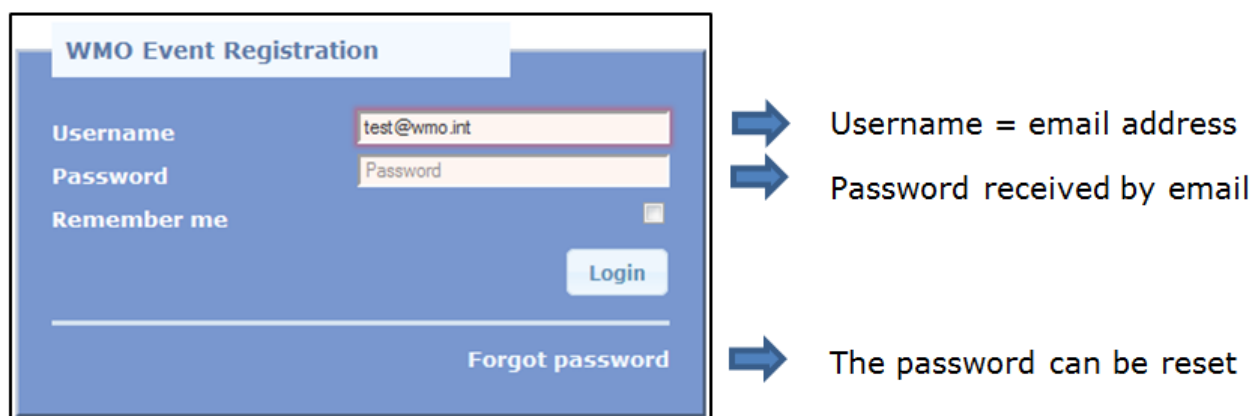
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

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 a light blue box containing the login form. The form includes labels for 'Username', 'Password', and 'Remember me'. The 'Username' field contains the text 'test@wmo.int'. Below the password field is a 'Login' button. At the bottom of the form is 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'.

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'). 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.

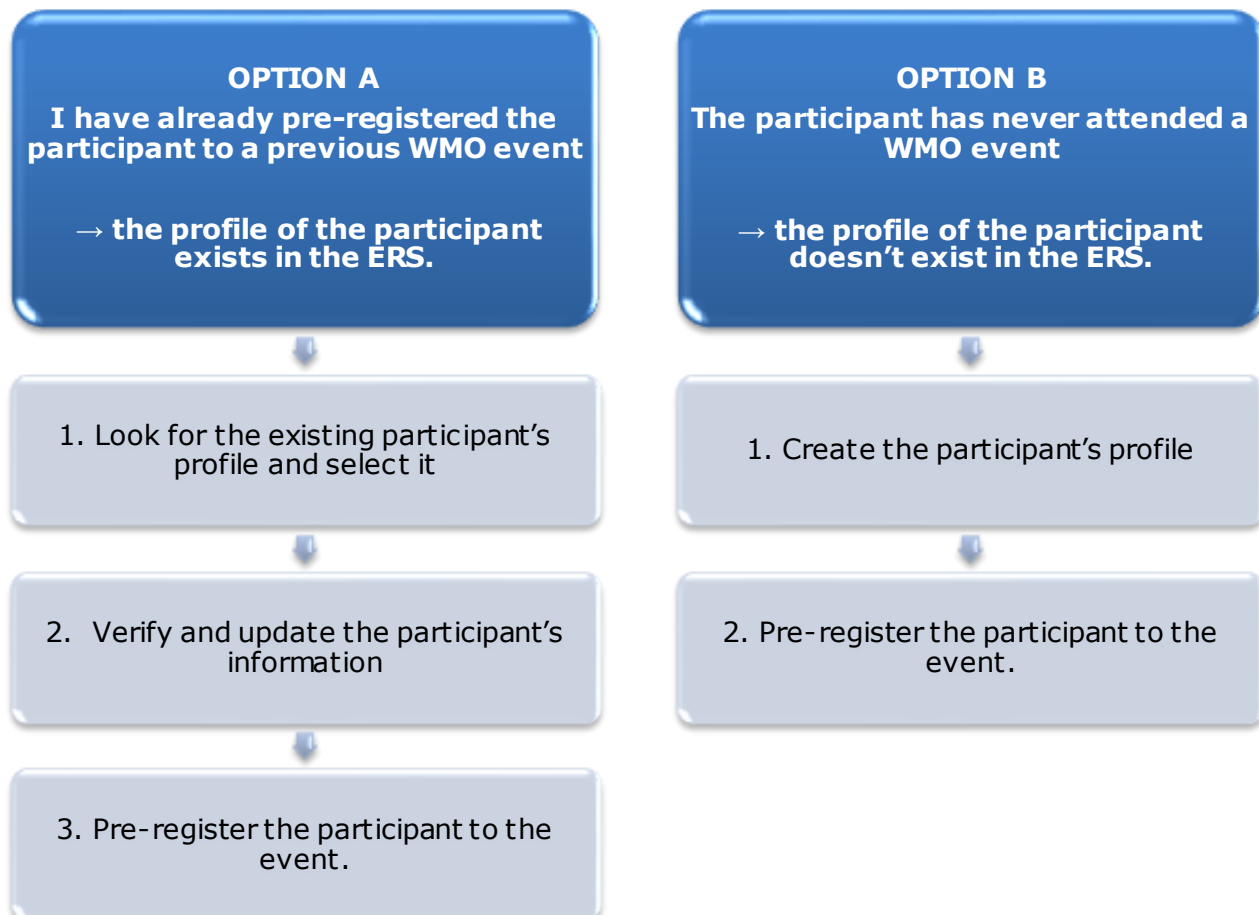
The image shows the 'WMO Event Registration' interface with the 'Change password' tab selected. It has fields for 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

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

The image shows the 'WMO Event Registration' interface 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 | 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

Fax

Mobile

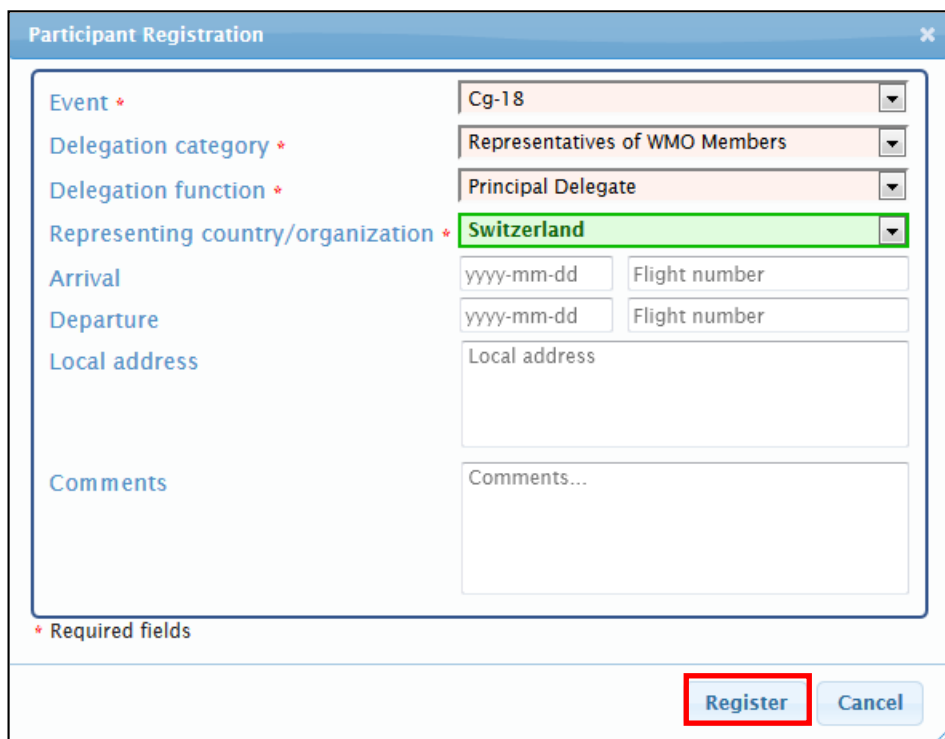
* Required fields

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.

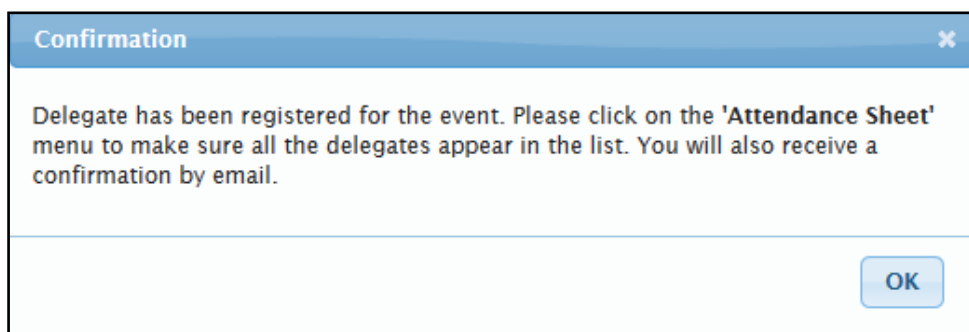


The 'Participant Registration' form contains the following fields and options:

- 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 (highlighted with a red box), Cancel



The 'Confirmation' dialog displays 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.

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	

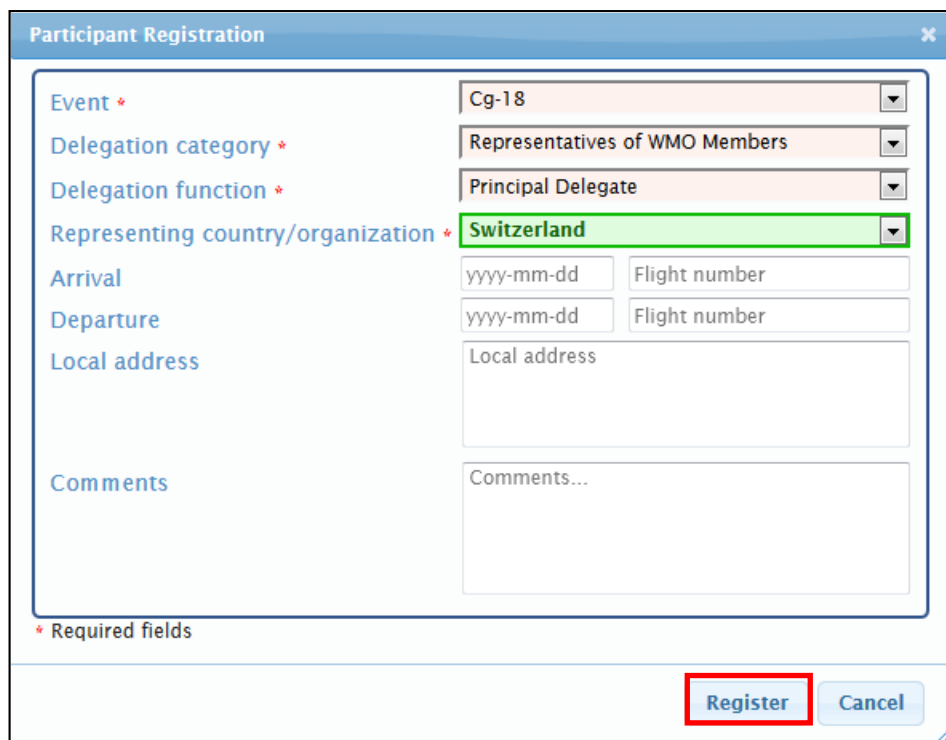
* Required fields

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.

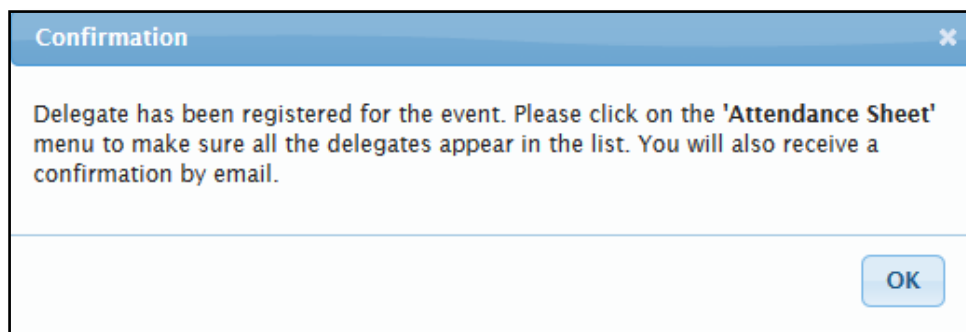


The 'Participant Registration' form contains the following fields and options:

- 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 displays 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

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. The 'Attendance sheet' tab is selected and highlighted with a red box. Below the tabs, a dropdown menu shows 'Cg-18' with a question mark icon. Below this is a table with the following columns: Participant, Delegation category, Delegation function, Telephone, Email address, and Status. The first row of data shows a participant with a red 'X' icon in the Participant column, 'TEST, registration' as the name, 'Representatives of WMO Members' as the category, 'Delegate' as the function, 'test@wmo.int' as the email address, and 'Pre-registered' as the status. The status 'Pre-registered' is also highlighted with a red box. Below the table, a note states: '* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered'. Blue arrows point from the 'X' icon to the text 'Remove a participant from the delegation.' and from the 'Pre-registered' status to 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.'

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*.