IHO On-line Registration System

Guidance Document

The IHO has implemented an on-line event registration system which has been designed to facilitate the registration participant to IHO events such as Committee, Working Group and Project Team meetings.

The system provides a simple and easy way to access information about upcoming events and allows registered users and IHB to keep informed of the most current status of event registrations and also enables the IHB to gather statistical information about event participation.

This document describes the steps to be carried out in order to create a user account and register for an event. Once a user has obtained a user account, as described in step 3 below, it is not necessary to repeat this step again.

Step 1) **Access to IHO on-line registration**

Click a link button on IHO website (www.iho.int > Home > Upcoming,Public Events > on-line registration) or event pages such as HSSC, IRCC and WGs meeting.
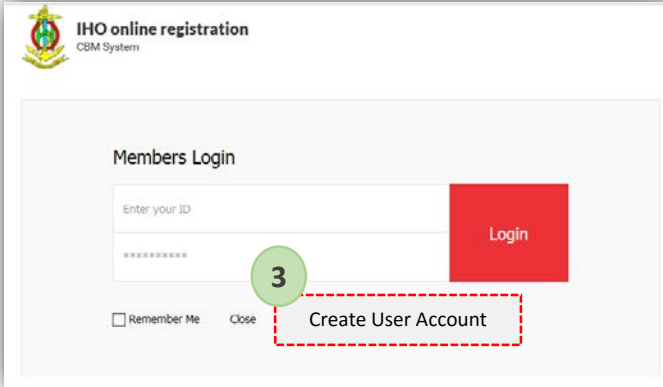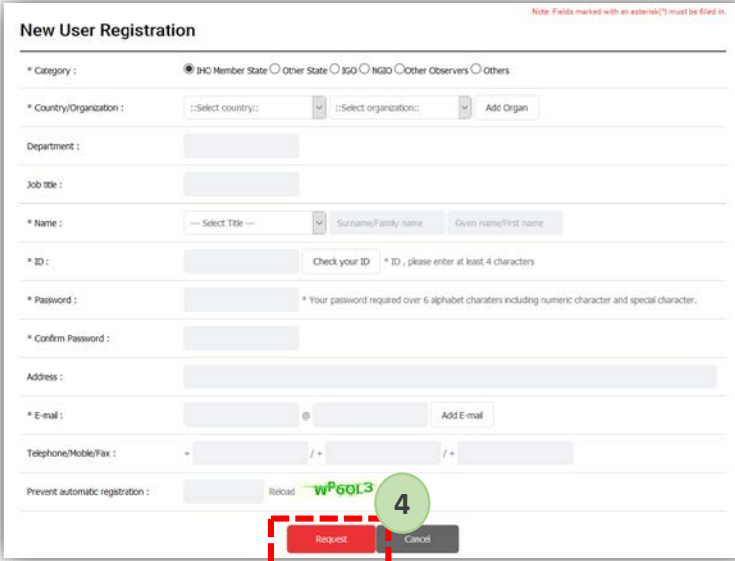
Step 2) **Create User Account**

You must have user account to login and register for IHO events. If you do not have a user account, you can create one using the "Create User Account" function **SELECTING ONE EVENT** you want to register above.
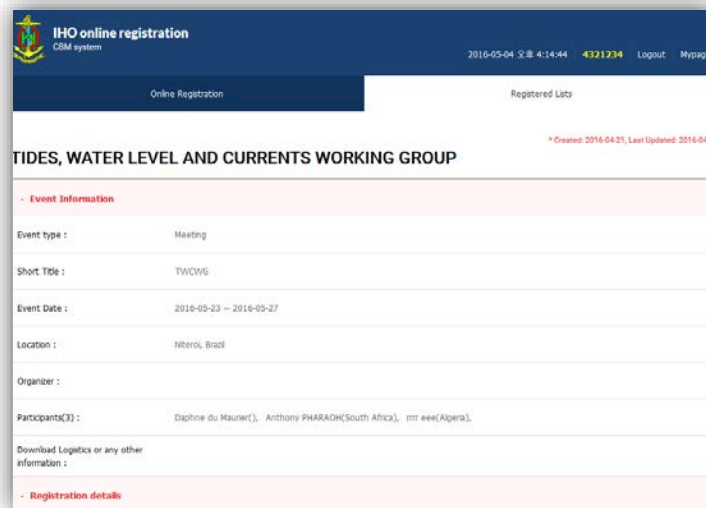

Step 3) **Request user account and e-mail**

In order to create user account, you must fill in the user information form and click the "Request" button. You will then receive an e-mail from the system in order to verify that your email address is correct. In order to prevent inappropriate registrations, your request will be reviewed by an IHO staff member and your account information will be provided with one or two working days.

Step 4) **Login and Register an Event**

Login with your ID/PW and select an event for which you want to register, using the online registration tab, and then fill in the requested form information. (Please note; all fields marked with an asterisk (*) must be completed). On completion of this step, your registration information will appear in the Registered List tab for that particular event.

Please contact the IHO staff (info@iho.int or pok@iho.int) if you need any help or supports.