

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.

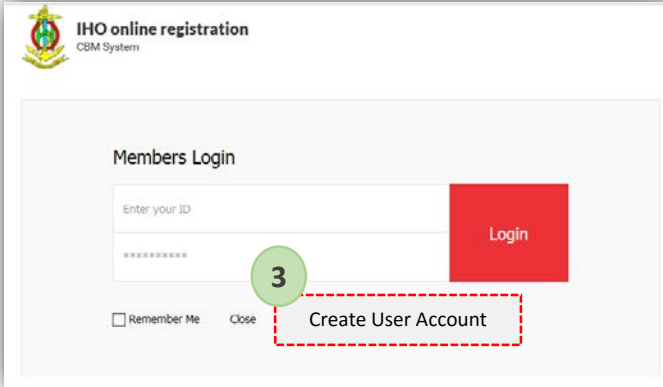
The screenshot shows the IHO online registration system interface. The page is titled "IHO online registration" and "CBM system". The navigation menu on the left includes "Home", "Letters & Documents", "Website Content Alert Service", "Upcoming Public Events/Événements publics à venir", "Upcoming Events/Événements", "Online Registration", and "Home". The "Online Registration" link is highlighted with a red dashed box and a green circle labeled "1".

The main content area displays a table of events with the following columns: No, Title, Registration Period, Event, Venue, and Register. The "Register" column contains red "Enroll" buttons, which are marked with a green circle labeled "2".

No	Title	Registration Period	Event	Venue	Register
2016-4	fdfd	2016-04-18 ~ 2016-04-29	2016-04-26 ~ 2016-04-29	fdf	Enroll
2016-3	NAUTICAL CARTOGRAPHY WORKING GROUP	2016-04-18 ~ 2016-04-20	2016-04-26 ~ 2016-04-29	IHB	Enroll
2016-2	TIDES, WATER LEVEL AND CURRENTS WORKING GROUP	2016-04-11 ~ 2016-04-22	2016-04-25 ~ 2016-04-29	H Niteroi Hote	Enroll
2016-1	addt_event	2016-04-01 ~ 2016-04-29	2016-04-01 ~ 2016-04-30	231231	Enroll

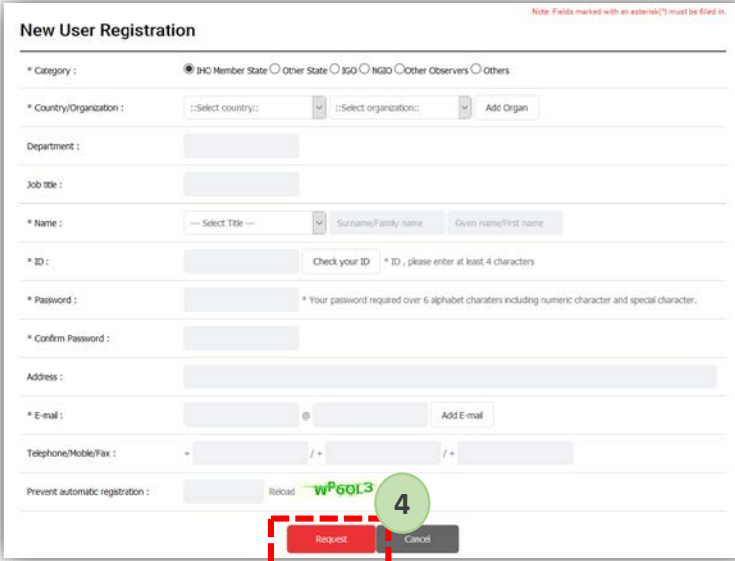
Step 2) Create User Account

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.



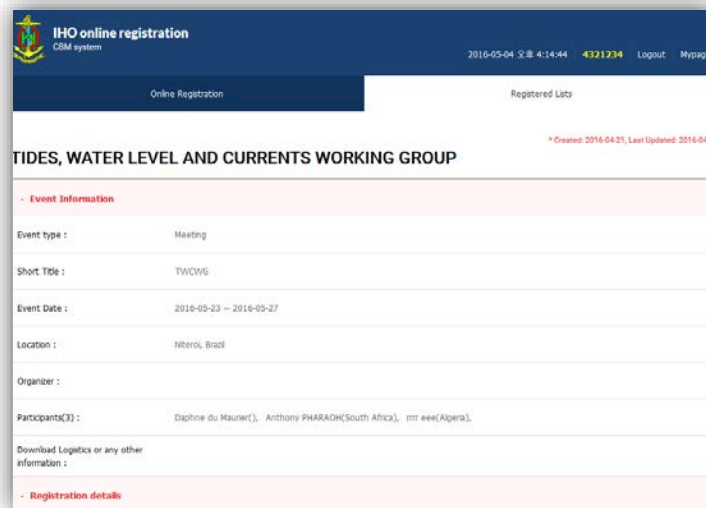
Step 3) Request user account and e-mail

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.



The screenshot displays the IHO online registration interface. At the top, the header includes the IHO logo, the text 'IHO online registration' and 'COM system', the date '2016-05-04', the time '13:44', the user ID '4321234', and links for 'Logout' and 'My page'. Below the header, there are two tabs: 'Online Registration' (active) and 'Registered Lists'. The main content area is titled 'TIDES, WATER LEVEL AND CURRENTS WORKING GROUP' with a creation and update timestamp: '* Created: 2016-04-21, Last Updated: 2016-04-21'. A section titled 'Event Information' contains the following details:

Event type :	Meeting
Short Title :	TWCVG
Event Date :	2016-05-23 - 2016-05-27
Location :	Niteroi, Brazil
Organizer :	
Participants(3) :	Daphne du Maurier(), Anthony PHARAOH(South Africa), mrr eee(Algeria).

Below the event information, there is a link to 'Download Logistics or any other information :'. At the bottom, there is a section titled 'Registration details'.

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