







## Step-by-Step Guide

## Indico.UN profile creation & how to register for an event









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### Indico.UN Profile Creation









#### Profile creation

First, follow the below steps to verify and validate your email.

• From the <u>event registration page</u>. Click on the **Register now**.

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	Search for Events  Search
THE REGISTR	ATION WILL BE OPEN AS OF xx NOVEMBER 2021 AND CLOSE ON xx DECEMBER 2021.
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Secretariat to the Governing Bodies	Europe/Vienna     Vienna International Centre Go to map       Image: Contract of the second se
✓ unodc-sgb@un.org	SGB Participants Guide to interprefy me         If you would also like to attend the Reconvened Thirtieth session of the Commission on Crime Prevention and Criminal Justice, please click HERE         How to create your Indico. UN profile ?         Image: Commission on Crime Requirements         Current Membership CND
	Application Application for this event is currently open.





























You should have received the email verification link. Note that the link will be valid for <b>one hour</b> .	Create a new Indico profile  We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.  Cancel
Go to your e-mail inbox and click on the verification link.	Dear user, You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process: <u>http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWFpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF- t3r6AvXibtRMhJjE</u>  Indico :: Email Notifier <u>http://v2-reg-demo.unog.ch/</u>









- The link directs you to the page **Create a new Indico profile**. An on-screen message informs you that your email address has been successfully validated.
- Fill out the Indico profile basic information form
- Click on **Create my Indico profile** button.

Note: Normally, once you click on Create my Indico profile, the system will log you in.

Vou have successf	ully validated your email address and	d can now proceed with the registration.	
User information			
Email address	neil.brock@mailinator.com		
First name *			
Family name *			
Affiliation			
Login details			
Username *	neil.brock@mailinator.com		
Password *			
Confirm password *			
	The password must:		
	<ul> <li>Be at least 12 characters long</li> <li>Contain uppercase and lowercase letter</li> </ul>	rs	
	X Contain numbers	Please pay attention to the password	
	<ul> <li>Not contain spaces</li> <li>Not contain common password words</li> </ul>		
	<ul> <li>Match confirm password</li> </ul>		
	Cancel Create my Indico profile		









#### REGISTER FOR AN EVENT









- From the <u>event registration page</u>, you should see the button "Apply/Register now", kindly click on it.
- If you are already logged, in some elements of your personal data will be prefilled. (<u>If you are not already logged in, system will ask you to</u> <u>login</u>.)
- In the form, all fields marked with \* are mandatory.
- Once you have completed the form, click on the **Apply** button to submit your registration.



Do not forget to attach note verbal / Official communication with your registration.











• Once registered, the system will display a message that your registration is awaiting approval.

**Your registration is awaiting approval** An event manager will manually validate it.

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- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.
- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

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# How to synchronize your Indico.UN events with your calendar









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• Go to **My Profile**, by clicking on your name (in the top-right corner of your window).

- On your **Dashboard**, in the right-hand side, there is a small calendar icon.
- Click on the calendar icon and you will be presented with three synchronization options:
  - o Current events at hand
  - o Categories (or organizations) you bookmarked
  - Everything (all events in Indico.UN)
- Select Events at hand and copy the link generated.
- Go to your Calendar and create a new calendar from URL (Google and other calendar clients).

Now all the events you registered for will be automatically reflected on your calendar.

To synchronize **all** SBG events on Indico.UN with your calendar, refer to our <u>YouTube video tutorial</u> (type in the YouTube search box: Indico UN Support)

Neil Brock	Settings	Your categories	SYNCHRONISE WITH YOUR CALEN
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Neil Brock neil.brock@mailinator.com

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Logout

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