Step-by-Step Guide

Indico.UN profile creation

& how to register for an event
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Profile creation

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

- From the [event registration page](#). Click on the **Register now** button.
• Select the form, based on your event participation preference.

• If you are not logged-in, the system will prompt you to log-in.

• If you do not have an Indico account yet, please click on the link “create one here” to start the account creation process.
- Enter a valid e-mail address, then click on **Send me a verification email**.
You should have received the email verification link.
Note that the link will be valid for **one hour**.

- 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:

http://v2-reg-demo.unog.ch/register/?token=Im5JaWwtYnJvY2tAbWFPbGtinYXRqc5jb20i_X4id3g_VFwBHPQjUFz3y6AhXIfuRMthJIDE

**Indico :: Email Notifier**
http://v2-reg-demo.unog.ch/
• 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.

**Please pay attention to the password**
REGISTER FOR AN EVENT
• From the event registration page, you should see the button "Apply/Register", kindly click on it.

• If you are already logged, in some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)

• 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.

• 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.