



Register for an Event and Manage your Registration

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REGISTER FOR AN EVENT

On the event page click **Apply now**.

 **Application**
Application for this event is currently open. **Apply now** >

If you are not already logged in, you will be prompted to do so.

 **Account required to apply**
In order to apply for this event you have to be logged in. **Log in to proceed** >


Proceed to complete the form in full and when finished, click **Apply**.

A message appears on-screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration whilst it is still pending approval.

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

WHAT IS PROFILE UPDATE?

Normally, if you are logged in to register, personal data will be pulled from your profile and added to the form automatically. If you update any of this data on the form at the time of registering, then at the bottom of the form in the **Profile update** section, if you toggle **Update profile** to YES, then whatever data you updated on the form will also be updated automatically on your profile. If you don't want this data updated on your profile, toggle the **Profile update** button to NO.

 **Profile update**
Update profile **YES**

WHAT IF THE EVENT REQUIRES YOU TO HAVE AN ACCOUNT BUT YOU DON'T HAVE TO BE LOGGED IN

On the event page click **Apply now**. The registration form will open immediately.

Proceed to complete the form in full.

When entering an email address, it must be the one that your account is registered to. It will be recognized as existing in the system and in that way, the registration will be associated with your account.

Email Address *	<input type="text" value="p-smith@mailinator.com"/>
The registration will be associated with the Indico account Peter Smith .	

When finished, click **Apply**. The button will be active since the email will be recognized as existing in the system.



WHAT IF A NON-USER TRIES TO REGISTER?

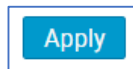
If the event **allows non-users to register**, when **Apply now** is clicked, the registration form will open immediately.

Proceed to complete the form in full.

When entering an email address, a message appears indicating that the registration will not be associated with an account. So, while the registration may be submitted, no user account is actually being created. (See ** below).

Email Address *	<input type="text" value="sarahgreene@mailinator.com"/>
The registration will not be associated with any Indico account.	

When finished, click **Apply**. The button will be active to permit the registration.



** Since a non-user does not have an account, in order to be able to access the registration to modify or withdraw it at a later date, the user should take note of the **registration URL** which is generated when the form is submitted. The registration URL is located at the bottom of the screen below the form.

<p>Use this link to come back to this page.</p> <p>Make sure to keep it private as you do not need to be logged in to access it.</p>	
<input type="text" value="https://rce-indico2-test.unog.un.org/event/1356/registrations/66/?token=74f7939a-fe6a-4cd8-9487-95303a0ad5d3"/>	

If the event **does not allow non-users to register**, then when entering an email address, a message indicating that there is no Indico user associated with this email address is displayed and the **Apply** button **will not** be active.

Email Address *	<input type="text" value="sarahgreene@mailinator.com"/>
⚠ There is no Indico user associated with this email address.	

Apply

EMAIL NOTIFICATIONS

Normally, registrants receive notifications automatically from Indico when they register to an event and when a decision has been made (i.e. it has been approved or rejected). Users should check their spam or junk folders if in doubt or contact the event organizer directly.

CHECK THE STATUS OF MY REGISTRATION

Log in to Indico and go to the page of the event you are registered to.

In the blue **Application** status bar, click **See details**.



The image shows a blue status bar with a ticket icon on the left. The text reads "Application" in bold, followed by "You are registered for this event." On the right side of the bar, there is a red-bordered button with the text "See details" and a right-pointing arrow.

The status of the registration is displayed either in:

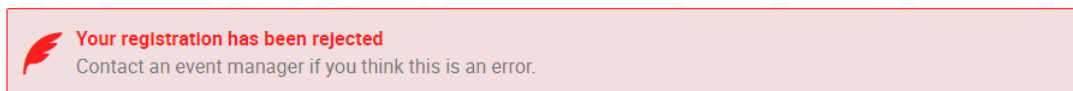
- an **orange** status bar (if it is still pending)
- a **green** status bar (if it has been approved) or
- a **red** status bar (if it has been rejected)



The image shows an orange status bar with a leaf icon on the left. The text reads "Your registration is awaiting approval" in bold, followed by "An event manager will manually validate it." On the right side, there are two buttons: "Modify" with a pencil icon and "Withdraw" with a door icon.



The image shows a green status bar with a leaf icon on the left. The text reads "Your registration has been completed" in bold. On the right side, there are two buttons: "Modify" with a pencil icon and "Withdraw" with a door icon.



The image shows a red status bar with a leaf icon on the left. The text reads "Your registration has been rejected" in bold, followed by "Contact an event manager if you think this is an error."

MODIFY MY REGISTRATION

You may modify your registration while it is pending approval and/or if the organizer permits it.

Log in to Indico. Go to the page of the event you have registered for. In the blue **Application** status bar, click **See details**.



A summary of your registration opens.

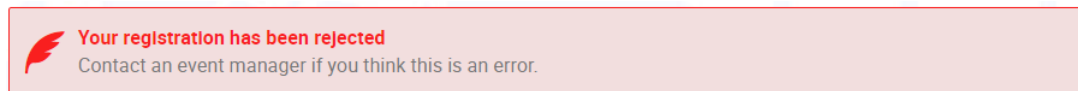
If the registration is pending and modifications are permitted, click **Modify**.



If the registration is approved and modifications are still permitted, click **Modify**.



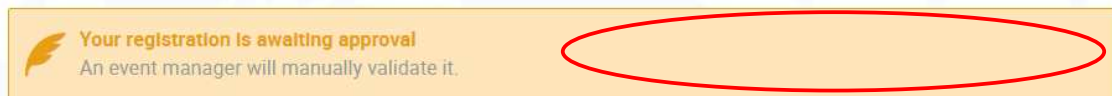
If the registration is rejected, you may no longer modify it.



Once you have modified the form, to save the changes click **Modify** located at the bottom of the form.

THERE IS NO MODIFY BUTTON!

Contact the organizer. It has not permitted modifications.



WITHDRAW MY REGISTRATION

You may withdraw your registration while it is pending approval and/or if the organizer permits it.

Log in to Indico. Go to the page of the event you have registered for. In the blue **Application** status bar, click **See details**.



A summary of your registration opens.

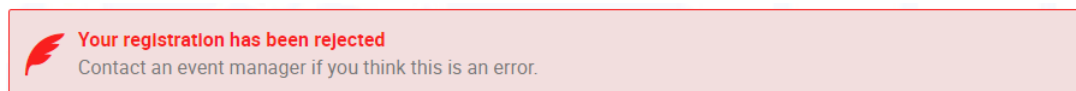
If the registration is pending, click **Withdraw**.



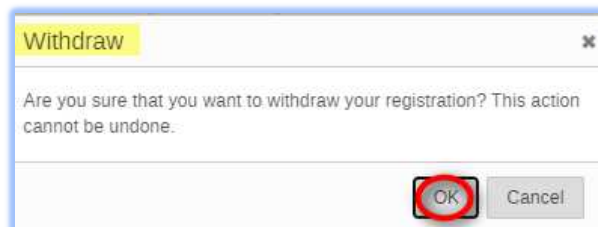
If the registration is approved, click **Withdraw**.



If the registration is rejected, you may no longer withdraw it.

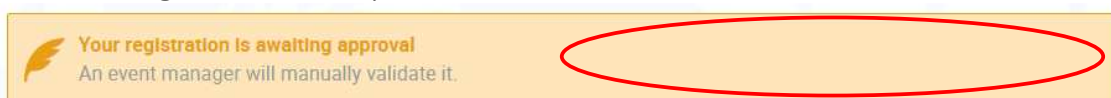


A message appears on-screen. Confirm the withdrawal by clicking **OK**.



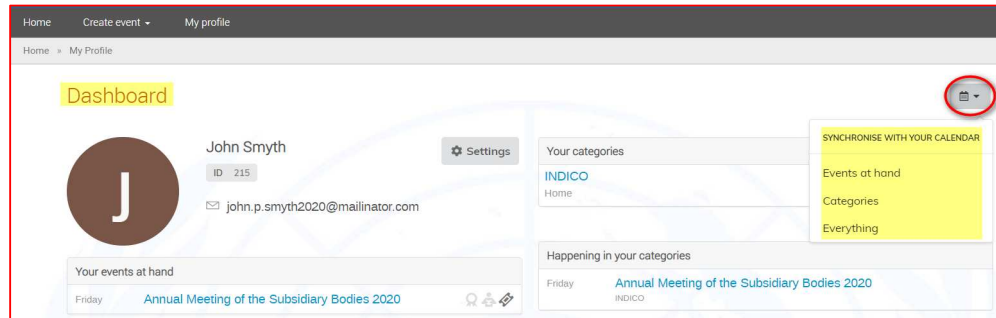
THERE IS NO WITHDRAW BUTTON!

Contact the organizer. It has not permitted modifications.



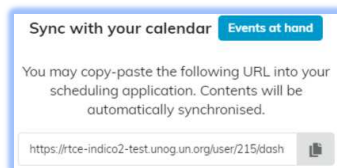
SYNC EVENTS TO MY CALENDAR

It is possible to synchronize events you are registered to and/or events in your favourite categories with your own personal calendar from your dashboard. Any updates that are made, will automatically be reflected in your calendar.

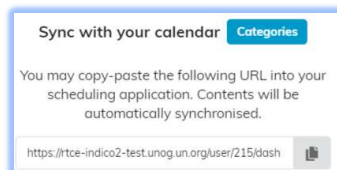


In your dashboard, click the calendar icon on the right of the screen. The options are:

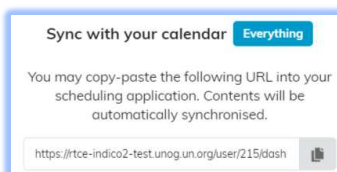
Events at hand – sync events you are registered to with your calendar.



Categories – sync events in your favourite categories with your calendar.



Everything – sync events you are registered to and events in your favourite categories with your calendar.



Click  and a URL is copied for you to paste in your scheduling application.