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BEFORE YOU START...

This document is a short guide for Registrar users in INDICO. It describes what is Registrar role and responsibility, what Registrars can do and how.

Please note that the UNOG accreditation and online registration system works better with the following browser: Edge, Firefox, Chrome, Safari or Opera

USER ROLES AND PERMISSIONS

The role of the Registrar is to assist the Conference Manager in managing the list of Registrants (users who registered for a conference).

The UNOG Indico version allows Category and Conference Managers to grant certain rights and criteria to a Registrar.

RIGHTS

- **View the list of participants**: By default, Registrars can see the list of participants.
- **Approve**: If the Conference or Category Manager gives a Registrar this right, he/she will be able to Approve or Reject participants.
- **Log**: With this right, a Registrar can see the audit logs of the conference. Thus, he/she will be able to see both actions and communications related to a participant.
- **Import**: This right will allow the Registrar to import a list of participants from an Excel file based on the import template provided by UNOG Indico.

CRITERIA

The Rights to Approve, see the audit log and import the list of participants can be framed by certain criteria such as participants’ country, representation type or the conference meetings.

- By default, Registrars may exercise their rights over the entire list of participants when there is no defined criteria by the Category or Conference Manager.
- Criteria restrict the list of registrants visible to the Registrar. For example, you will able to see only registrants from a specific country or specific NGO, etc.
- The different criteria are:
  - **Representation type**: The Registrar will be able to see only registrants of a designated representation type: Press, IGO, NGO, UN, etc
  - **Session**: View only participants who registered for a specific session
  - **Country represented**: Congo, France, Switzerland, …
This is an example of e-ticket that participants receive via email or can download from the page of the conference they have registered for.

1- **Go to the conference overview page**

2- **Log in**: Click on the button Login in the top right menu.

3- You will land on the registrant list
   
   a. Check registrant’s information
   
   b. Approve or Reject registrants

4- Other actions
   
   a. Send emails to certain participants, if needed
   
   b. Use the tag system to group your participants
   
   c. Export the list of participants: Excel, Word template or CSV
   
   d. Check the logs to see what were the actions taken and the emails sent to participants and by who.
   
   e. Import list of participants from an Excel sheet

**HOW TO APPROVE OR REJECT PARTICIPANTS**

There are two ways to approve a participant.
1- Directly from the Registrants list

- Browser to your conference overview page

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**Launching of the IFPRI’s flagship report 2017**

31 March 2017
Palais des Nations
Geneva, Switzerland

Starts 31 Mar 2017 10:00
Ends 31 Mar 2017 13:00

Registration for this event is now open
Deadline: 31 Mar 2017

Register now

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- **Log in:** Click on the button **Login** on the top right of the screen
In the administration area, you land on the list of participants.

- **Approve/Reject**: Click on checkbox, in the columns Approve or Reject to approve or reject a participant.
  
  If you reject a participant, you will be asked to provide a short comment.

  If these columns are not displayed on your screen, here is how you can add more columns to the already displayed ones:

  - Click on the link Columns to display.
- Check the Approve checkbox, then Reject to add them to the list of displayed columns

- Click on **Apply**

### 2- From the registrant's detail page

- From the registrant list, click on the name of the participant you would like to approve or reject
• You will land on the participant’s detail page

• Click on the button **Approve** or **Reject** in the **Registrant Actions** box.