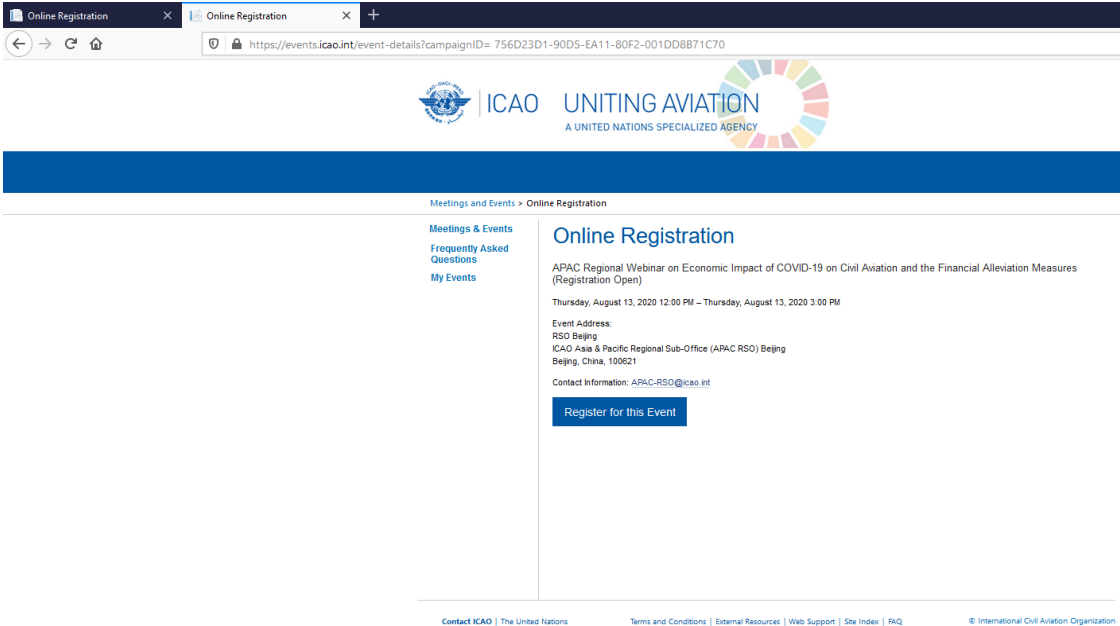
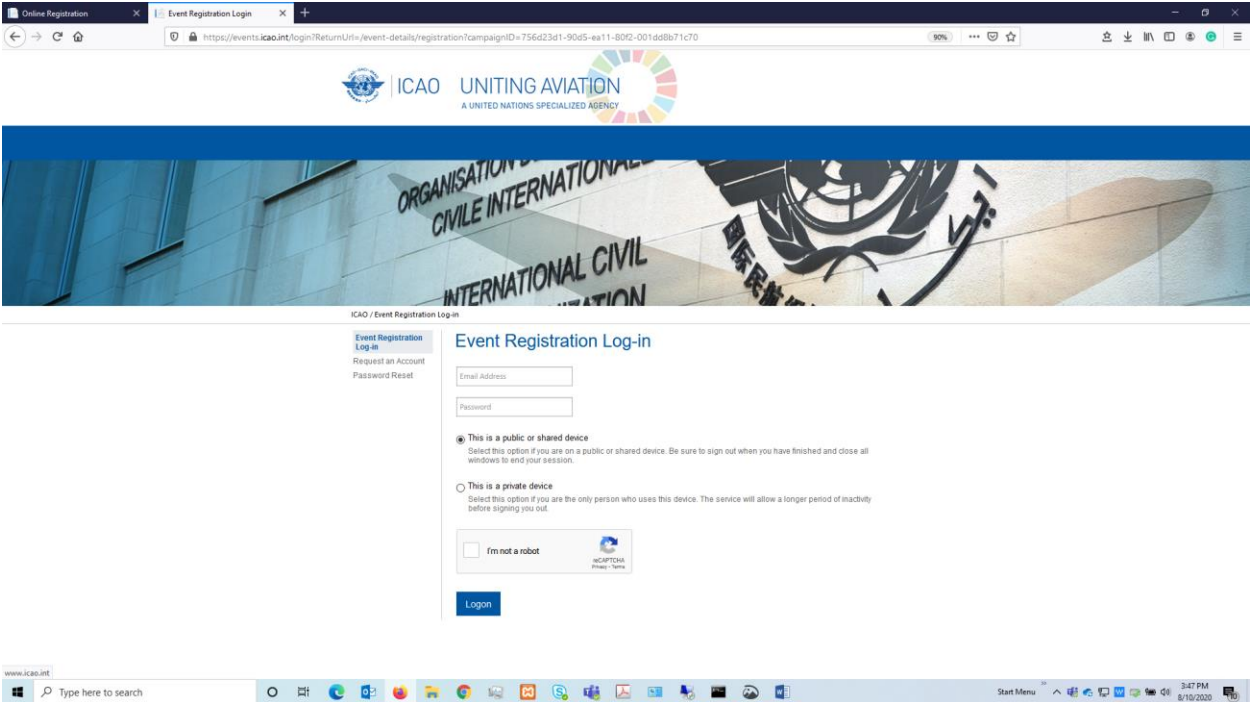


### GUIDELINES FOR ONLINE REGISTRATION

**Step 1: Open the link for the event you are registering for and select Register for this Event button**



**Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users**



If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

**Step 2a:** Once you login, the system will open a registration page with pre-populated information.

**Step 2b:** Complete the remaining required fields and click "Register Now".

**Step 2c:** Please check your email account for the event confirmation email.

**Step 2d:** If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

**Step 3:** For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

---

[Event Registration Log-in](#)

[Request an Account](#)

[Password Reset](#)


## Event Registration Log-in

Email Address

Password

**This is a public or shared device**  
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

**This is a private device**  
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot  [Privacy](#) - [Terms](#)

**Step 3a:** Input your email address, to check if you details are in the system.

Meetings and Events > Online Registration > Online Registration

---

[Meetings & Events](#)

[Frequently Asked Questions](#)

[My Events](#)

## Online Registration

Existing user? Please login [here](#).

**We would like to verify if your email address already exists in the system.**

**Step 3b:** Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. A modal window is displayed in the center with the following text: 'Information', 'We could not find your information with us.', 'Please click on "Proceed to a new registration" to continue the registration process.', and two buttons: 'Cancel' and 'Proceed to a new registration'. The background form is dimmed and shows fields for Personal Information: Salutation, Picture (with a 'Browse...' button), First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A note at the top of the form states 'Existing user? Please login here.' and 'Fields with an \* are mandatory'.

**Step 3c:** Complete the remaining required fields click Next and "Register Now".

The screenshot shows the 'Online Registration' page with all required fields filled. The 'Picture' field now shows 'No file selected.' instead of a 'Browse...' button. The 'Next' button is now visible at the bottom right of the form. The rest of the form fields (Salutation, First Name, Last Name, E-Mail, Phone, Organization, Job Title, Industry Type, and Area of activity) are filled with the same information as in the previous screenshot. The 'Existing user? Please login here.' and 'Fields with an \* are mandatory' notes are still present.

**Step 3d:** Please check your email account for the event confirmation email.

**Step 4:** You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login