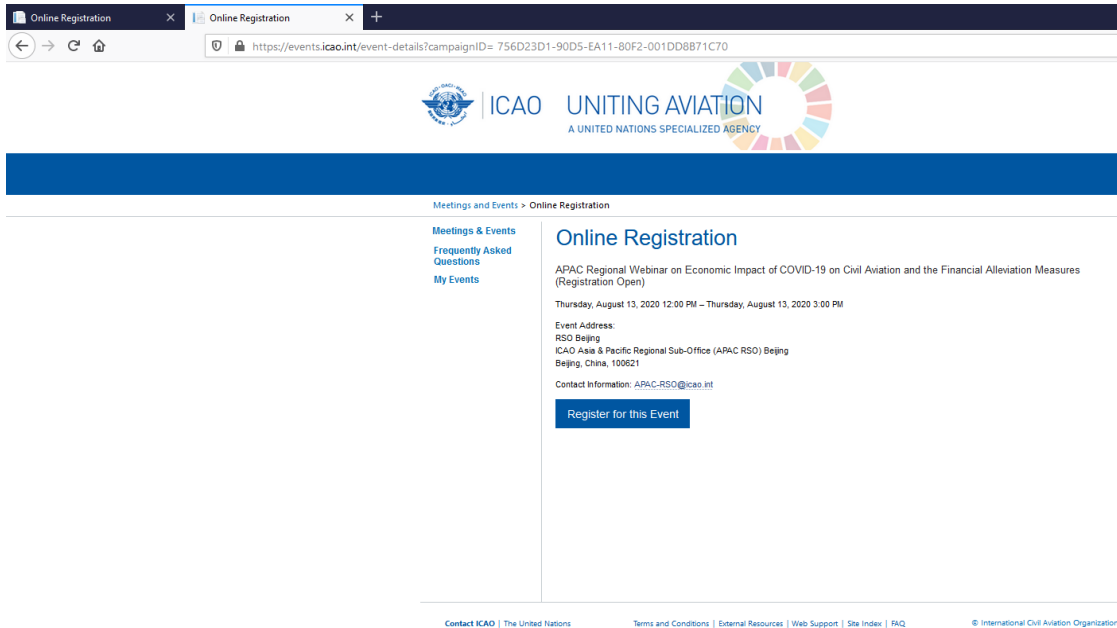
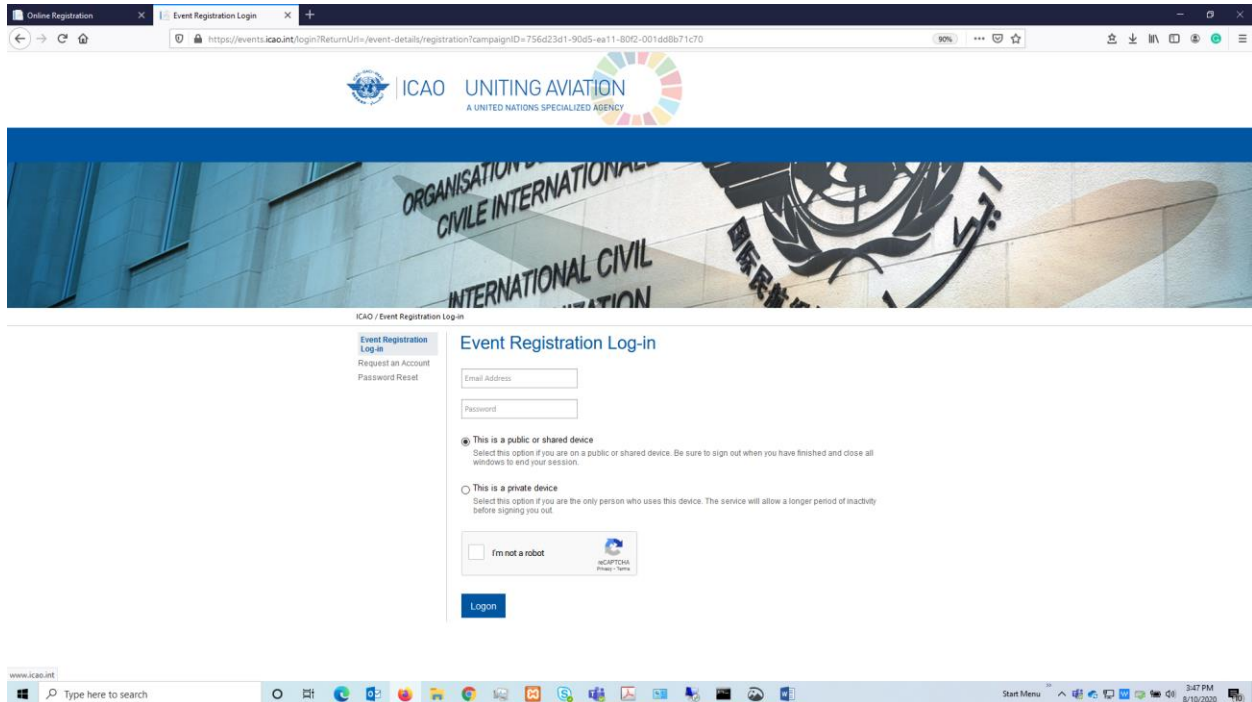


GUIDELINES FOR ONLINE REGISTRATION

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

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 

Logon

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

Meetings and Events > Online Registration > Online Registration

Online Registration

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

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

charles@caa.org

Verify email address

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. A modal dialog box titled 'Information' is displayed in the center, containing the message: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has two buttons: 'Cancel' and 'Proceed to a new registration'. The background form is dimmed and shows the 'Personal Information' section with fields for Salutation, Picture, First Name, Last Name, E-Mail, Phone, Organization, Job Title, and Industry Type. The E-Mail field contains 'charles@caa.org'.

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 'Personal Information' section includes: Salutation (dropdown), Picture (Browse... button, No file selected), First Name, Last Name, E-Mail (charles@caa.org), Phone, Organization, Job Title, Industry Type (dropdown), and Area of activity (dropdown). A blue 'Next' button is visible at the bottom right of the form.

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