



ICAO

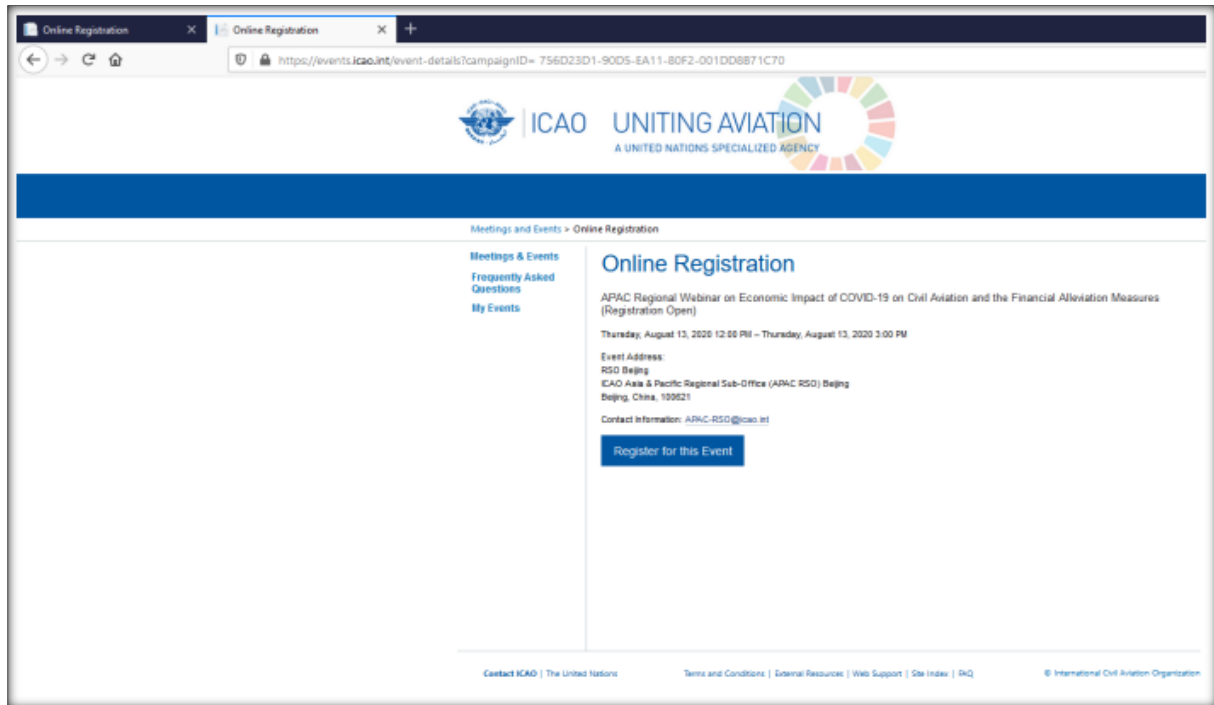
International Civil Aviation Organization

Ninth Meeting of the South China Sea Traffic Flow Review Group (SCSTFRG/9)

Video Teleconference, 01 – 03 June 2021

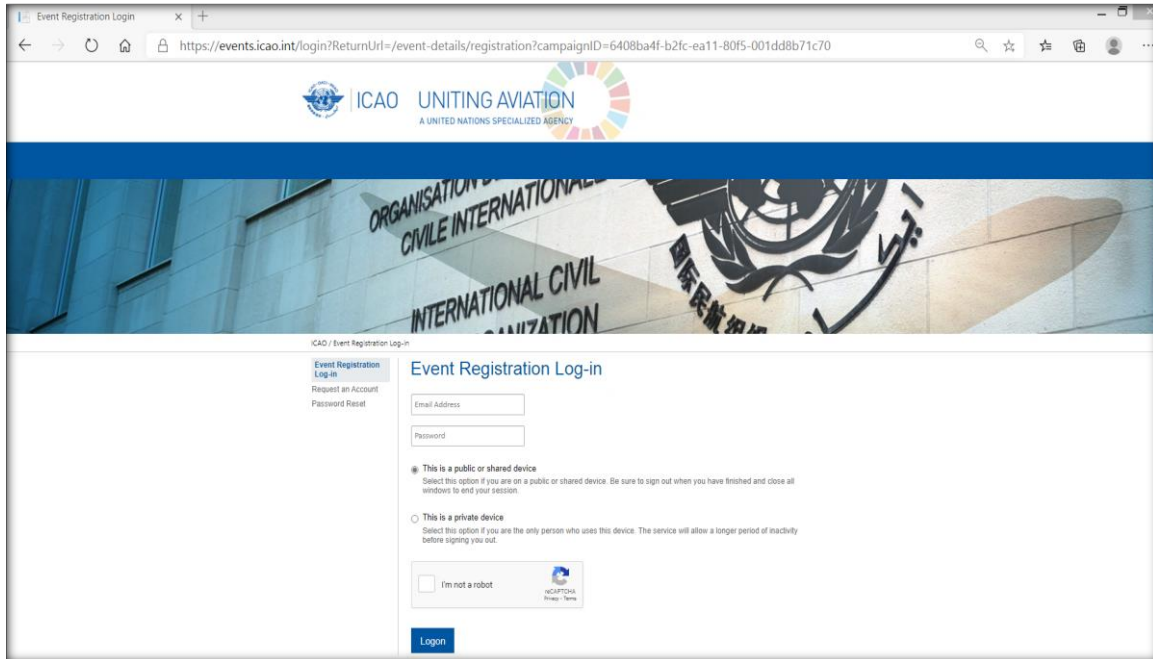
SCSTFRG/9 ONLINE REGISTRATION GUIDELINES

Step 1: Open the link for the event you are registering for, and click on “Register for this Event”



Existing Users of ICAO Event Registration

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 your email address and password. Select the Captcha and finally click “Logon” to open the next page, and complete the registration.

Step 2a: Once you have 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.

New Users of ICAO Event Registration

Step 3: For a new user, click on “Request an Account”, which can be found on the left-hand menu of this page, as seen below

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 
reCAPTCHA
Privacy - Terms

Logon

Step 3a: Input your email address, and click on “Verify email address” to check if your details are in the system

Meetings and Events > Online Registration > Online Registration

Online Registration

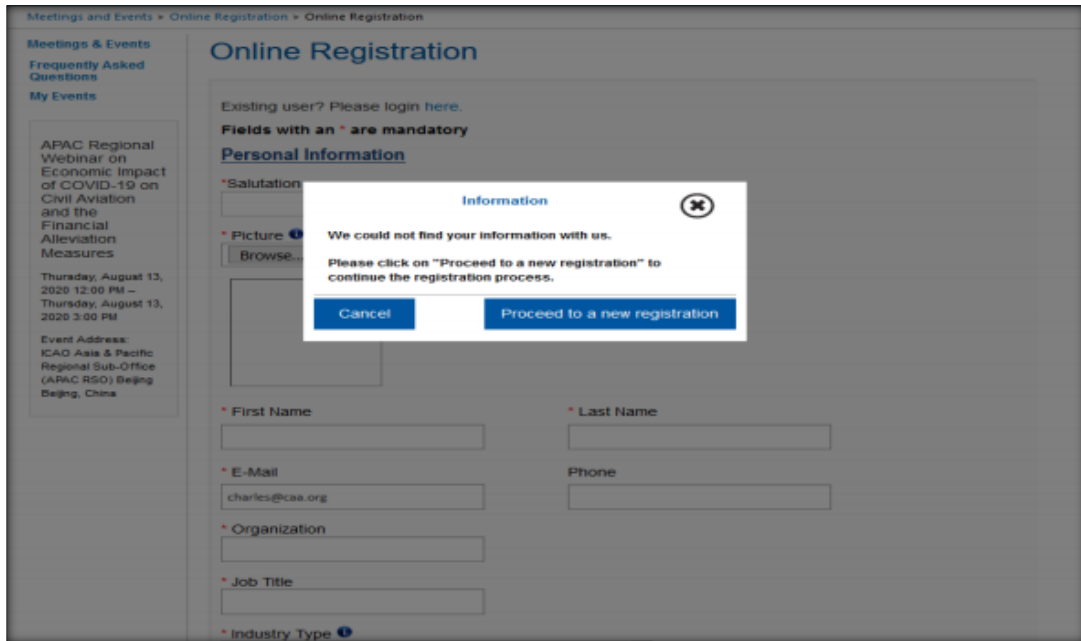
Existing user? Please login [here](#).

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

charles@caa.org

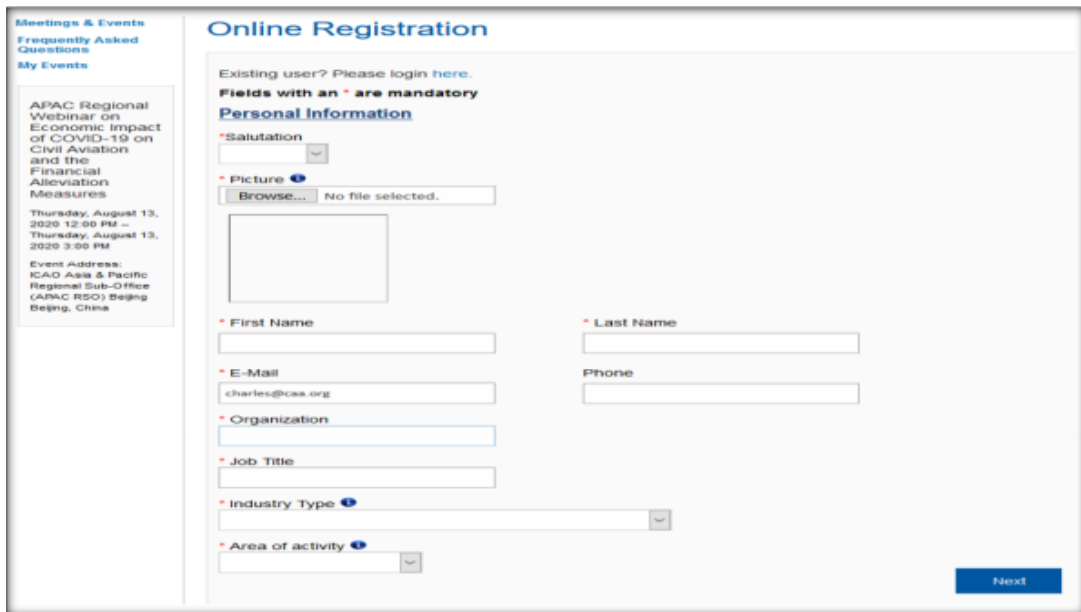
Verify email address

Step 3b: Select “Proceed to a new registration”



The screenshot shows the 'Online Registration' page. On the left, there is a sidebar with 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. The main content area is titled 'Online Registration' and includes a link for existing users to login. Below this, it states 'Fields with an * are mandatory' and 'Personal Information'. The form fields include 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. An error message box is overlaid on the form, stating: 'Information We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The error box has 'Cancel' and 'Proceed to a new registration' buttons.

Step 3c: Complete the remaining required field, and click “Next” and “Register Now”



This screenshot shows the same 'Online Registration' page as in Step 3b, but with the error message removed. The 'Picture' field now shows 'No file selected.' The 'Industry Type' field is a dropdown menu, and the 'Area of activity' field is also a dropdown menu. The 'Next' button at the bottom right is highlighted in blue, indicating it is the next step in the process.

Step 3d: Please check your email account for the event confirmation email, showing you have successfully registered

Forgot your password?

ICAO / Event Registration Log-in

Event Registration Log-in

Request an Account

Password Reset

Email Address

Password

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This is a private device
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I'm not a robot

reCAPTCHA
Privacy - Terms

Logon

You can reset your password by clicking on “Password Reset”.

If you forgot your password, click on the “Password Reset” which can be found on the left-hand menu of this page, then input your email address and click “Reset”. A link with a new password will be sent to your email account, which you can use to login ICAO Event Registration.

To change your password, please login ICAO Event Registration, then click the drop down menu next to your profile picture on the top right-hand corner of the page, and select “Profile”, then click “Change Password” to change your preferred password.

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