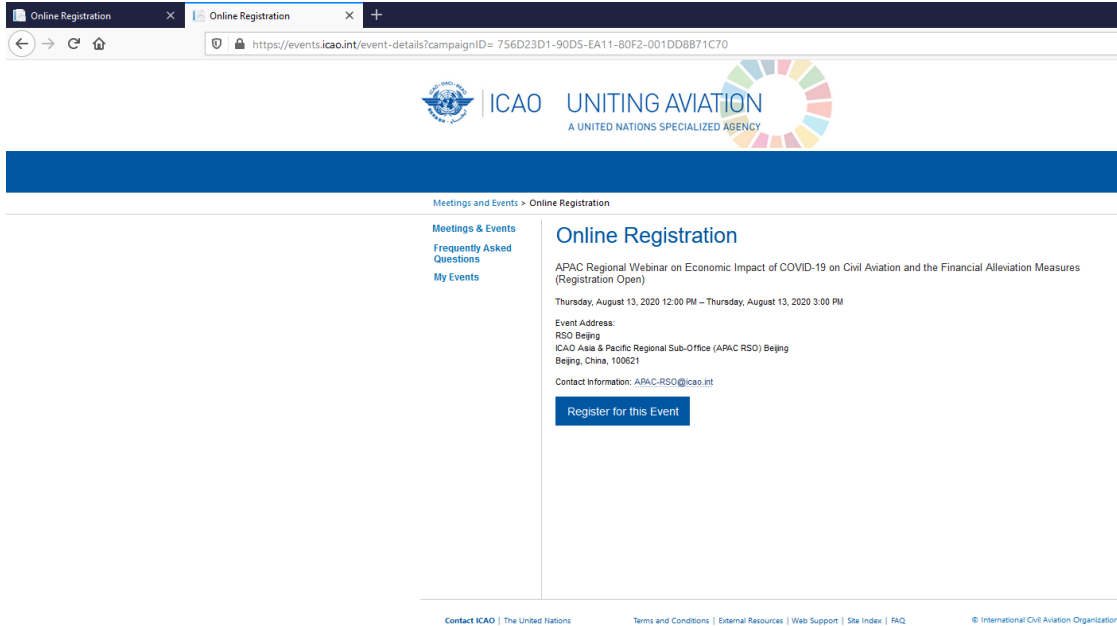
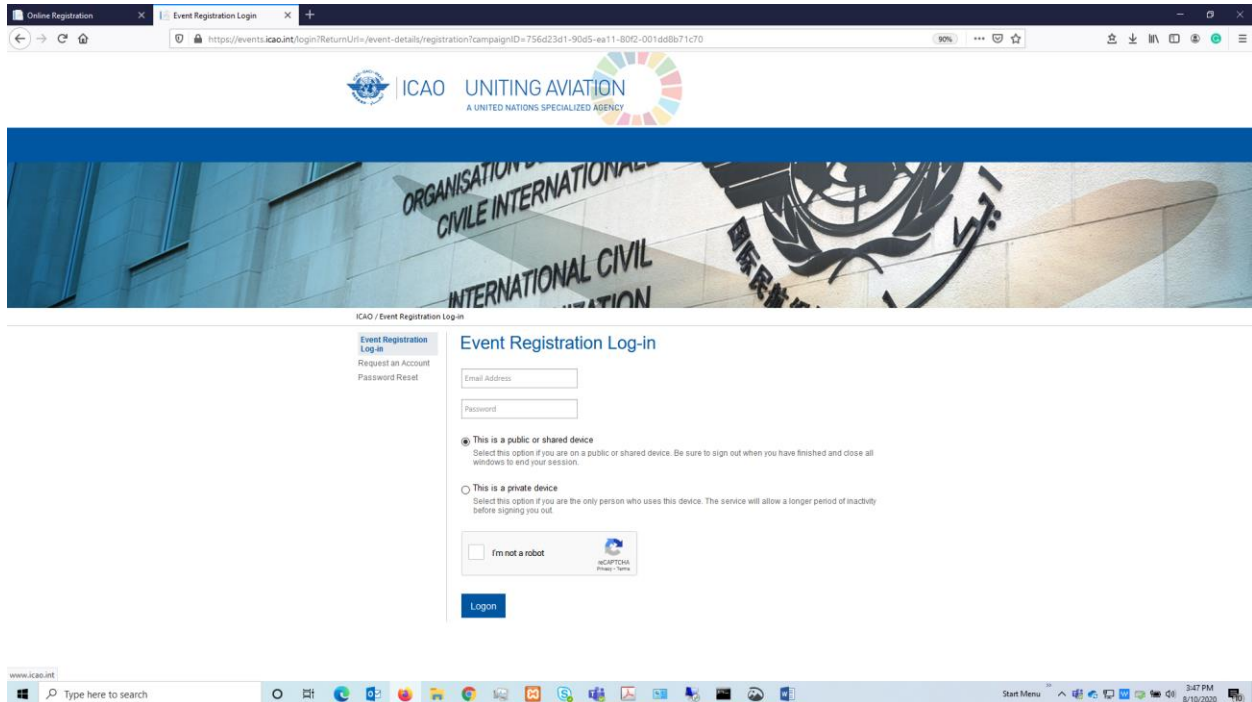


GUIDELINES FOR ONLINE REGISTRATION

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 

reCAPTCHA
Privacy - Terms

Logon

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.

charles@caa.org

Verify email address

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. On the left is a sidebar with navigation links: 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. Below these are details for an 'APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures' held on Thursday, August 13, 2020. The main content area is titled 'Online Registration' and includes a login link for existing users. A note states 'Fields with an * are mandatory'. Under the 'Personal Information' section, there are input fields for Salutation, Picture, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A modal dialog box is overlaid on the form, titled 'Information', with 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 'Cancel' and 'Proceed to a new registration' buttons.

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

This screenshot shows the 'Online Registration' form with all required fields completed. 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 located 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