



ICAO

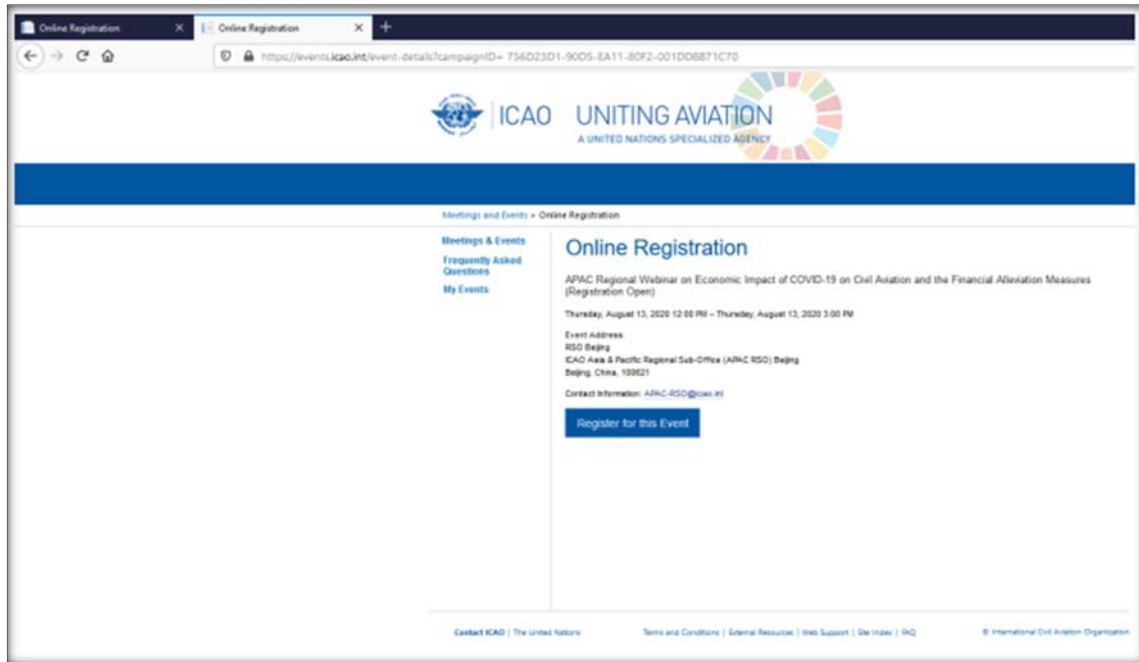
International Civil Aviation Organization

Fourth Meeting of the Bay of Bengal Traffic Flow Review Group (BOBTFRG/4)

Video Teleconference, 6 – 8 December 2022

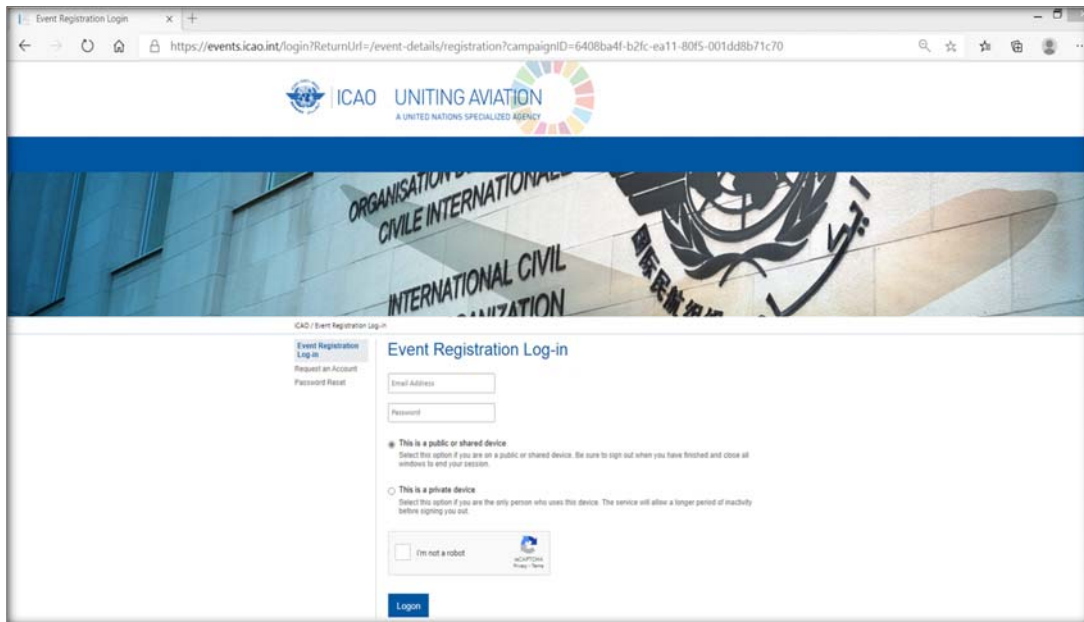
BOBTFRG/4 ONLINE REGISTRATION GUIDELINES

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.

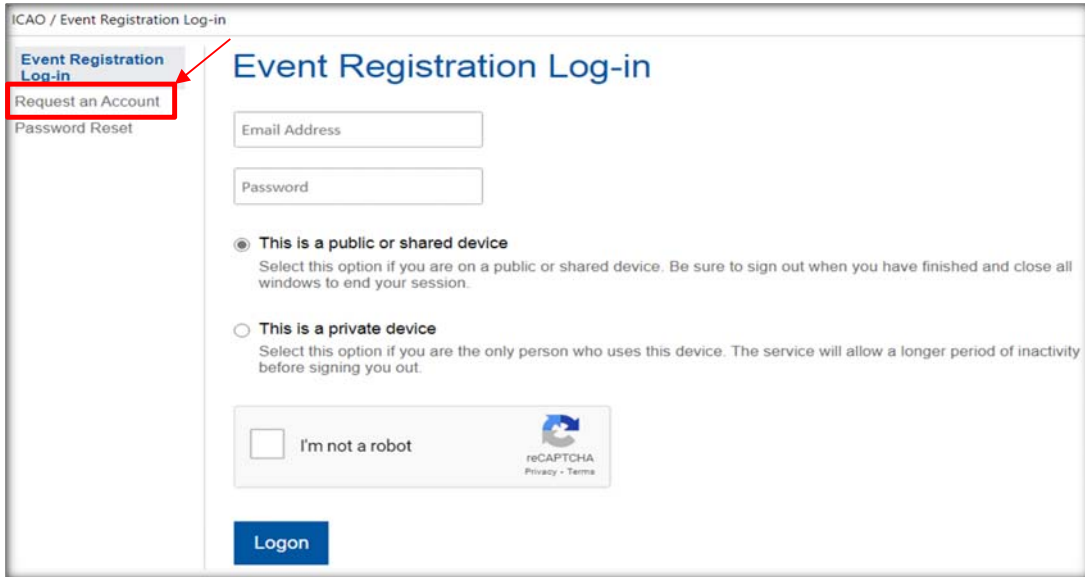
Step 2b: Complete the remaining required fields and click “Register Now”.

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

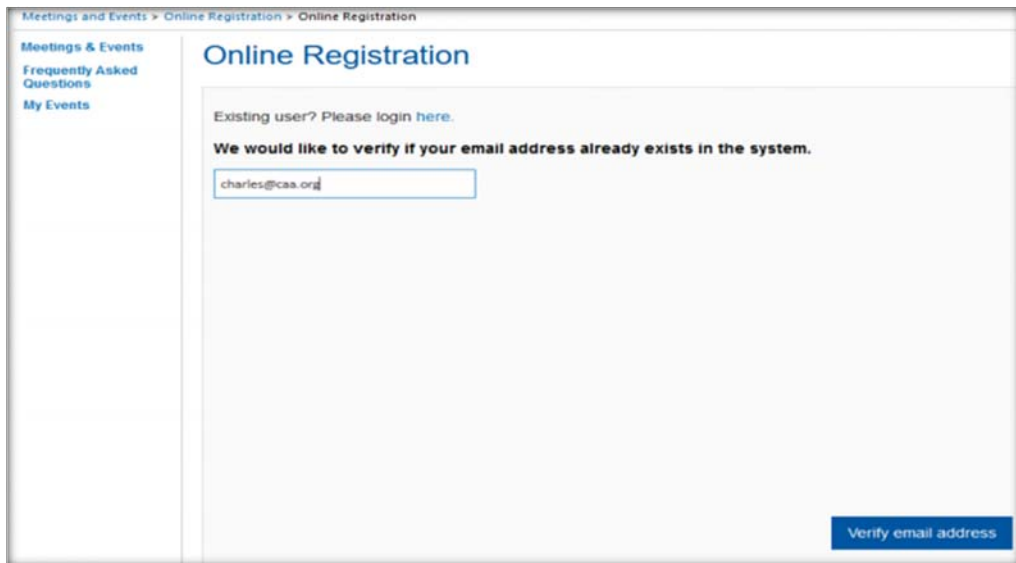
Step 2d: If you forgot your password for the Events Registration portal, please click on “Password Reset” to reset your password.

New Users of ICAO Event Registration

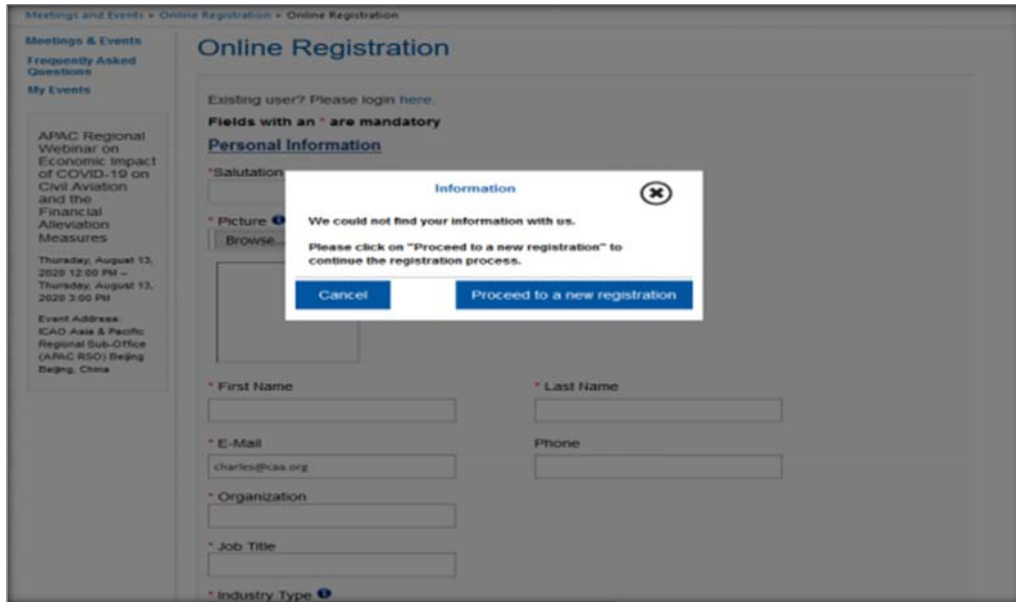
Step 3: For a new user, click on “Request an Account”, which can be found on the left-hand menu of this page, as seen below



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

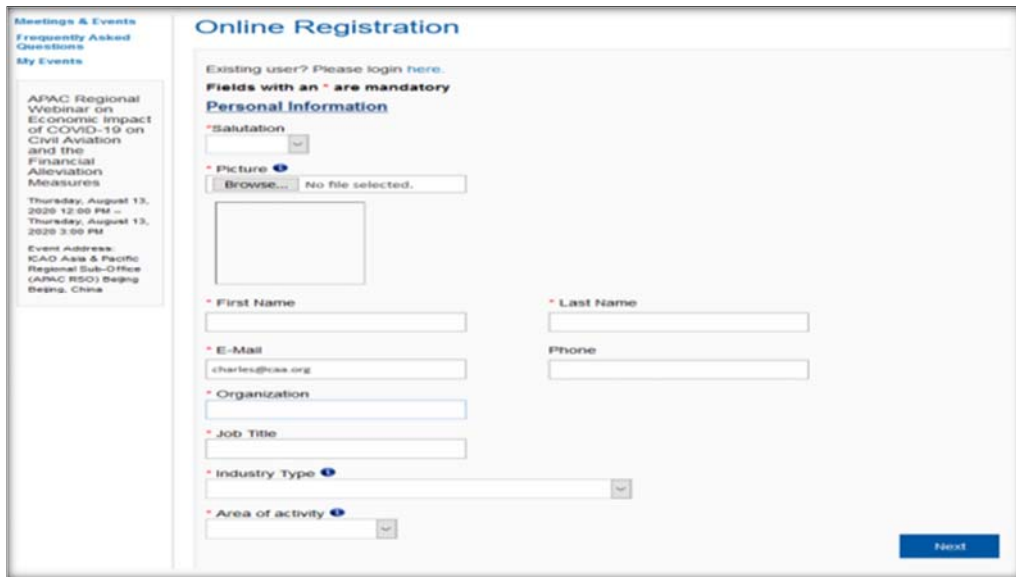


Step 3b: Select “Proceed to a new registration”



The screenshot shows the 'Online Registration' page. A modal dialog box is open in the center, titled 'Information', with a close button (X) in the top right corner. The dialog contains the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' There are two buttons at the bottom of the dialog: 'Cancel' and 'Proceed to a new registration'. The background form is partially visible, showing 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'. The 'Industry Type' field has a dropdown arrow.

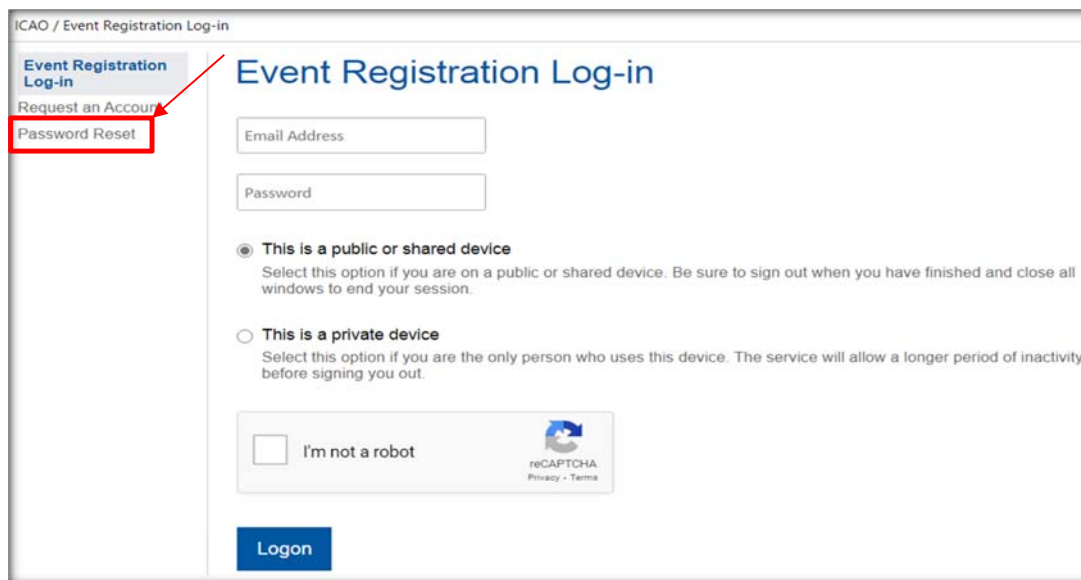
Step 3c: Complete the remaining required field, and click “Next” and “Register Now”



The screenshot shows the 'Online Registration' page with the modal dialog box closed. The form is now fully visible. The 'Industry Type' field is a dropdown menu. The 'Area of activity' field is a dropdown menu. The 'Next' button is highlighted in blue at the bottom right of the form. The 'E-Mail' field still contains 'charles@caa.org'. The 'Industry Type' field has a dropdown arrow. The 'Area of activity' field has a dropdown arrow.

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

Forgot your password?



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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