

VIP Registration by the Designated Focal Point (DFP)

Guidelines

The Designated Focal Point (DFP) may register their VIP delegates on their behalf using the <u>Registration Management</u> <u>Page</u>. This option will appear available in the Registration Management Page only if the selected event offers it.



This procedure is reserved strictly for Ministers and their close security Protection. It may consider other specific categories of VIPs whose definition may vary from an event to the other.

REGISTERING A VIP ON THEIR BEHALF

		Welcome To Event Registration Sign in with your TIES or ITU user account
1.	Log on to the <u>Registration Management</u> <u>Page</u> with your ITU User Account credentials	i i i i i i i i i i i i i i i i i i i
2. 3.	Select the event from the box "Register High Level Delegates". Click on "Register High-Level Delegates…".	Register High Level Delegates for RA-23/WRC-23 Select Event RA-23/WRC-23 Register High-Level Delegates for RA-23/WRC-23 Manage Registrations To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below. Select Sector Select Event All Sectors Select Event Select Registration Status Select Event
		Search Delegate
4. 5.	Search the VIP delegate by any of the search criteria "Last name", "First Name" OR "Email", and Click on "Search"	Country
		5 Search
6.	 From the search results, identify the VIP delegate and click on "Register". – The registration form will appear for the selected VIP. a) If the contact person's record is not found in the list, you have the option to create it. 	Entity Email Action Register Register If the high level delegate you want to register is not listed above, click HERE to create a new VIP profile 6.a
7. 8.	Complete the registration details and click on "Submit Registration"	The registration will be automatically approved. A confirmation of registration email will be sent to the VIP.