Step-by-Step Guide

Indico.UN profile creation

& how to register for an event
Contents
Indico.UN profile creation ........................................................................................................... 3
Profile creation .............................................................................................................................. 4
REGISTER FOR AN EVENT ........................................................................................................... 9
How to synchronize your Indico.UN events with your calendar .................................................. 12
Indico.UN Profile Creation
Profile creation

First, follow the below steps to verify and validate your email.

- From the event registration page. Click on the Register now.
• Select the form, based on your event participation preference.

• If you are not logged-in, the system will prompt you to log-in.

• If you do not have an Indico account yet, please click on the link "create one here" to start the account creation process.
Enter a valid e-mail address, then click on Send me a verification email.
You should have received the email verification link. Note that the link will be valid for one hour.

- Go to your e-mail inbox and click on the verification link.

Dear user,

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

http://v2-reg-demo.unog.ch/register/?token=Im5JaWxwYmFrY2tAbWFpbGluYXRvci5jb20uX41d3gVFvBHPQ1UF...3y6AvXIfuRMfhJj

Indico :: Email Notifier
http://v2-reg-demo.unog.ch/
• The link directs you to the page **Create a new Indico profile**. An on-screen message informs you that your email address has been successfully validated.

• Fill out the Indico profile basic information form

• Click on **Create my Indico profile** button.

**Note:** Normally, once you click on **Create my Indico profile**, the system will log you in.
REGISTER FOR AN EVENT
• From the event registration page, you should see the button “Apply/Register now”, kindly click on it.

• If you are already logged in, some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)

• In the form, all fields marked with * are mandatory.

• Once you have completed the form, click on the Apply button to submit your registration.

Do not forget to attach note verbal / Official communication with your registration.
• Once registered, the system will display a message that your registration is awaiting approval.

• At the same time, you will receive an e-mail notification acknowledging receipt of your registration.

• Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.
How to synchronize your Indico.UN events with your calendar
• Go to **My Profile**, by clicking on your name (in the top-right corner of your window).

• On your **Dashboard**, in the right-hand side, there is a small calendar icon.

  Click on the calendar icon and you will be presented with three synchronization options:
  - Current events at hand
  - Categories (or organizations) you bookmarked
  - Everything (all events in Indico.UN)

• Select **Events at hand** and copy the link generated.

• Go to your Calendar and create a new calendar from URL (Google and other calendar clients).

Now all the events you registered for will be automatically reflected on your calendar.

To synchronize **all** SBG events on Indico.UN with your calendar, refer to our [YouTube video tutorial](type in the YouTube search box: Indico UN Support)