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.
• 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 “Register now”, kindly click on it.

• Select the form corresponding to your participation mode preference (In-person participation or On-line participation), by clicking on the corresponding button Apply.

• 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 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:
  o Current events at hand
  o Categories (or organizations) you bookmarked
  o 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)