

IAG

Registration Notes

This document is intended to be a short guide to filling in the on-line registration form. Registration is intended to be done centrally by each participating Agency (in other words there will not be registration by individuals).

A username and password and the address of the registration site will be issued by the IAG Organizing Committee to a nominated individual from each participating organization.

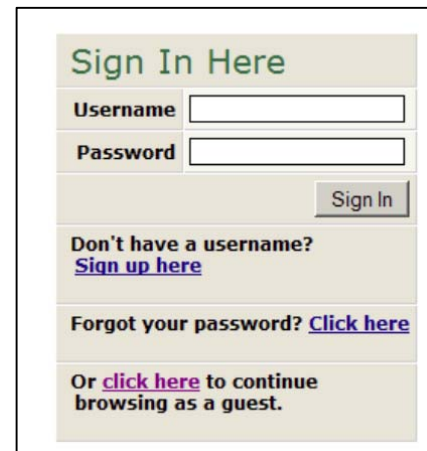
This individual will be also responsible for obtaining the authorization document from the Human Resources department (the IAG Organizing Committee will provide a tool to create the list) and for transferring the participation fees to the organisers.

Logon

When you connect to the Registration site you will see the login screen (see the picture to the right).

Enter your username and password and click on the 'Sign In' button.

You have one extra step and that is to click on the text 'IAG Participants' on the next screen (see below).



IAG Registration Notes

The Full Screen (Table and Details)

Signed in as 'iaeax'. [Sign Out](#)

IAG Participants

Quick Search

IAG #	Agency	Family Name	First Name(s)	Playing Status	Sport	Working Team Name	Room Type	Share with	Arrival Date	Depart Date	Amount Due
9	IAEA	Jones	John	Player	*error		Twin (...	Smith, John	2009-10-01	2009-10-05	495.00
3	IAEA	Rowley	Bennie	Supporter	Darts		Double ...	White, Sarah	2009-10-01	2009-10-05	495.00
8	IAEA	Smith	John	Player	*error		Twin (...		2009-10-01	2009-10-05	495.00
1	IAEA	White	David	None	*None		Single		2009-10-01	2009-10-05	615.00
2	IAEA	White	Sarah	Supporter	Darts		Double ...	Rowley, Bennie	2009-10-01	2009-10-05	495.00
5	MONUC	White	Lily	Player	Darts	Monuc 1	Twin (...	White, Lilette	2009-10-01	2009-10-05	495.00
6	MONUC	White	Lilette	Supporter	Darts		Child ...	White, Lily	2009-10-01	2009-10-05	0.00
7	MONUC	White	Ploppette	Supporter	Darts		Child ...	White, Lily	2009-10-01	2009-10-05	247.50

Records 1 to 8 of 8

Detail View

* Agency	*error	<input type="button" value="SAVE NEW"/>
Duty Station	<input type="text"/>	
Personnel Number	<input type="text"/>	
* Family Name	<input type="text"/>	
* First Name(s)	<input type="text"/>	
* Country of Nationality	*error	
Visa Needed	<input type="checkbox"/>	
T-shirt size	*error	
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> *error	
Participant Status	<input checked="" type="radio"/> Staff Member <input type="radio"/> Retiree <input type="radio"/> Other Adult <input type="radio"/> Child	

Internet | Protected Mode: On 100%

IAG Registration Notes

The picture on the previous page shows the full screen divided into two parts — a table showing the participants registered (in groups of 10 — use the 'previous' and 'next' buttons to page through this table).

The second half of the screen shows the detail form for either one existing participant for editing, or an empty form ready to receive data for a new participant.

The Table

The table can be sorted by clicking on the header of each column (the default is to show the entries in alphabetic order of Family Name).

To edit an entry click on the row in the table and the data will be filled into the detail area. You can then make changes and click on the 'Save Changes' button

IAG Participants

Quick Search

IAG #	Agency	Family Name	First Name(s)	Playing Status	Sport	Working Team Name
9	IAEA	Jones	John	Player	*error	
3	IAEA	Rowley	Bennie	Supporter	Darts	
8	IAEA	Smith	John	Player	*error	
⇒ 1	IAEA	White	David	None	*None	
2	IAEA	White	Sarah	Supporter	Darts	
5	MONUC	White	Lily	Player	Darts	Monuc 1
6	MONUC	White	Lilette	Supporter	Darts	
7	MONUC	White	Ploppette	Supporter	Darts	

Records 1 to 8 of

Detail View

* Agency	IAEA	<input type="button" value="SAVE CHANGES"/>
Duty Station	Vienna	<input type="button" value="DELETE"/>
Personnel Number	024837	<input type="button" value="DESELECT"/>
* Family Name	White	<input type="button" value="SAVE NEW"/>
* First Name(s)	David	
* Country of Nationality	Austria	
Visa Needed	<input type="checkbox"/>	
T-shirt size	S	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> *error	

Warning: The 'Save New' button is a little strange — it adds a new record with all (or almost all — you must have a different name) the same data as the record that was selected. This might be useful for adding a whole team whose details only differ slightly, but you might find it safer to confine yourself to adding new records from a completely empty form (use the 'Deselect' button to clear the form) and editing existing ones.

To Print: You can use the 'Print Preview' button and then print the resulting screen.

To Download Your Data: This will be explained in a further documentation guide, but you can 'dump' your data into a file that can be opened in Excel (choose 'Save CSV'. But note that you will get a lot of extra fields that are currently unused by the registration system. At a later date the IAG Organizing Committee will be providing tools that will produce more helpful reports.

IAG Registration Notes

The detail form is long and has been split up into sections for the remaining documentation.

Details, Section 1 — Personal details

Detail View	
* Agency	<input type="text" value="*error"/>
Duty Station	<input type="text"/>
Personnel Number	<input type="text"/>
* Family Name	<input type="text"/>
* First Name(s)	<input type="text"/>
* Country of Nationality	<input type="text" value="*error"/>
Visa Needed	<input type="checkbox"/>
T-shirt size	<input type="text" value="*error"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> *error
Participant Status	<input checked="" type="radio"/> Staff Member <input type="radio"/> Retiree <input type="radio"/> Other Adult <input type="radio"/> Child
Date of Birth (yyyy-mm-dd)	<input type="text"/>
Parent's Name	<input type="text"/>

Agency: This is a drop down list. Select the appropriate entry. If your organization is not listed then choose '*other' and let the IAG Organizing Committee know.

Duty Station: Where you are based — essentially where you are coming from.

Personnel Number: This is only needed for playing participants — not for supporters or children

Family and First Names: Make sure these correspond to your passport and your UN identification card. Do not enter family names in all capitals (so 'Smith' and **not** 'SMITH').

Visa needed: Check this if you know you need a visa for Austria — this will just keep the IAG Organizing Committee informed in case there are visa problems

Participant Status: Only active staff members and retirees can actually play in the Games. If you are a supporter such as a spouse of a staff member then you would choose 'Other Adult'.

Children: Children must be accompanied by a responsible adult whose name must be specified in 'Parent's Name'. The 'Date of Birth' field is only needed for children. Note there are two special entries for the Room Type (see section 4 below) for children. If these are not correctly chosen then the registration system will not calculate the price discount for children.

IAG Registration Notes

Details, Section 2 — Administrative Roles

This section is concerned with participants who have an administrative role. For smaller organizations these roles might all be covered by one person, in larger organizations they might be filled by a number of people.

The IAG Organizing Committee will need to contact these people during the run up to the Games (and even at the Games) and so it is important that we know who these people are and how to contact them.

Control Commission	<input type="checkbox"/>
Sport Coordinator	<input type="checkbox"/>
Organiser (other)	<input type="checkbox"/>
Email	<input type="text"/>
Mobile Phone No.	<input type="text"/>

If any (or all) of the three check boxes are selected then you should also enter an email address and a mobile phone number. The mobile phone number would be for use at the Games — specify it in the form '+43 664 123456'. Note: an email address and mobile phone number should also be entered if the participant is a team captain (see the section below)

Details, Section 3 — the Sport

This section covers sporting participants.

Playing Status	<input checked="" type="radio"/> Player <input type="radio"/> Supporter <input type="radio"/> None
* Sport	<input type="text" value="*error"/>
Captain	<input type="checkbox"/>
Working Team Name	<input type="text"/>
Assign me to a Team please	<input type="checkbox"/>
Official Team Name	*not assigned yet
Sport Notes	<input type="text"/>

If you are a supporter then the IAG Organizing Committee will attempt to put you in the same hotel as the players of the sport that you specify. If you are not a player and are only at the Games in an administrative capacity (for instance as a Control Commission representative) then choose 'None'

Captain: If you are a team captain then make sure that your contact details are entered in section 2

Working Team Name: At the Games teams have official names built up from the names of the organizations to which the team members belong (in 2007 one team had an official name of 'ITU/FAO/UNESCO/UNHCR/WTO/UNOG/UNICC/UNMIS'). These long names are difficult to type and easy to misspell. They will be generated automatically when the teams are finalised. Instead you

IAG Registration Notes

should use short and easy to identify team names when registering (for example: 'IAEA-1', 'UNDP Kosovo' or even 'Blazing Arrows').

Assign Me to a Team: If you have a complete team, then there will be little further that the IAG Organizing Committee will need to do. If however you have only a part team, then complete teams will be created when registration closes. If you have a part team then just register the names of those people you have. If you have individuals who wish to play but who have no team then check this 'Assign me to a team' box and the IAG Organizing Committee will assign the participant concerned to one of the part teams (after consultation with the team captain concerned).

Sport Notes: Use this box to let the IAG Organizing Committee know of any special sporting needs you have.

Details, Section 4 — Accommodation

* Room Type	Twin (2 beds) ▼
Share with	▼
Accommodation Notes	<input type="text"/>
Hotel Name	*not assigned yet

Room Type: The standard accommodation is in Twin Rooms (two separate beds in one room). Alter this if you want a room with a double bed (one bed for two people) or a single room. There are two special room options for children.

Smoking: **All the rooms are non-smoking.**

Share with: If you have specified a twin bedded or double bedded room, then you can choose who you share with. It is your responsibility to ensure that that person agrees to share with you and that their registration also indicates them sharing with you.

Note: The computer will not show share partners until they have been registered. This means that when the first person of a pair is registered a share cannot be recorded. Only after the second of the pair is registered can the first registration be edited to make the share complete and 'bi-directional'.

Accommodation Notes: Use this to make clear any special needs or wishes you have. If you are planning on sharing with someone from another organization (who might not yet be registered) then it would be a good idea to mention this here.

Hotel Name: This will be assigned in the week or two before the Games and the organizations and participants informed of their hotel details.

Details, Section 5 — Travel

It is most likely that this part of the registration form will have to be filled in at a later date — but the intended arrival and departure dates should be made (the values are preset to the expected values for most participants) as soon as possible.

The IAG Organizing Committee is planning to provide a tool to allow registrars to add arrival details in some form of 'bulk method' rather than entering the same data over and over again for many individuals. This tool will not be available until about 4 weeks before registration closes.

IAG Registration Notes

Arrival Date	2009-10-01 ▾
* Pickup Required	*error ▾
Arrival Time (hh:mm)	<input type="text"/>
Arrival Flight No.	<input type="text"/>
Arrival From (airport code)	<input type="text"/>
Depart Date	2009-10-05 ▾
* Dropoff Required	*error ▾
Depart Time (hh:mm)	<input type="text"/>
Departure Flight No.	<input type="text"/>
Depart To (airport code)	<input type="text"/>
Arrival & Departure Notes	<input type="text"/>

Pickup Required: Here you can specify if you need to be collected from one of the three pickup points. If you do, then eventually we will require the arrival time and also the flight number if you are arriving by plane.

Departure: This is similar to the information required for arrival.

Details, Section 6 — the amount

This part can be ignored in principle (until it is time to pay!).

Amount Due	495.00
-------------------	--------