DELEGATES
REGISTRATION & ACCREDITATION
USER GUIDELINE

MINISTRY OF COMMUNICATION AND INFORMATICS REPUBLIC OF INDONESIA
GET STARTED
ACCOUNT REGISTRATION
Go to https://g20.org/registration/

Click “Register Here” on the “For Delegates” section.
These are the steps to start your registration:

1. After clicking “Register Here” from previous page, you will land on a page as shown on the picture to your left.
2. Start registering your account by clicking “Sign Up”.

Click Sign Up Button
ACCOUNT REGISTRATION

STEP 2 - Personal DAO Data Form

You will be directed to this form after you click “Sign Up”. Next, complete the form by filling in information on:

1. Required personal data
   a. Full Name
   b. Email
   c. Organization (Choose One); then if you choose a Ministry / Central Bank you will need to choose a Country that you are represent
   d. Phone Number
   e. Password
   f. Confirm Password

2. Pay attention to the color of the lines in the form
   a. The lines will turn green when you have entered a correct form of data.
   b. Correct your data if the lines are red.

Kindly recheck all the data and click “Next”.

Please be informed that you cannot edit your Country, Organization and email after registered.

Click “Yes” if all the data already correct.
Your registration process will be completed upon filling in the form. Proceed to next step:

1. Click "Ok" on the pop-up box containing a message that your account has been successfully registered.

2. You will receive a notification email stating that your account has been successfully created. (example shown on the next page)

3. You may log in using your email and password you have previously filled in.
ACCOUNT REGISTRATION

STEP 4 – Email Confirmation

Example of email confirmation notifying that your account has been successfully created.

The email also says that you may register other member delegates using your registered account.

This means that other members are not required to sign up, since DAO will register other delegate members.
GET STARTED
EVENT
REGISTRATION
Once you have logged in, you can choose the events you will participate in.

Please note that:
1. You will need to choose one particular event to start registering
2. If you wish to register to other event, you can select other event, after you finished with the previous chosen event (for example: You register for the main event first and continue to the side events)
3. Check this page regularly to be updated with the latest choice of events.
After choosing one particular event to participate in, a "home" page will appear as shown on the image to your left.

This page contains the following information:

1. On box no. 1 you will see the event you will participate in and your role as DAO in the respective event.

2. The blue circle on top right corner (box no. 2) is your profile. You may edit your profile at anytime. You can also change events registration process within this section.

3. On the bottom of the page is a member button (box no. 3) where you may see the list of members registered for events.
This is the appearance of your profile. You may edit your profile at anytime.

You can also change events registration process within this section by clicking “Change Events (Events Name)”.
This is the appearance after you click the "Member" button.

To participate in an event, register first by clicking the “I’m Part of Delegations” button, followed by filling in a number of required forms on the next steps.
EVENT REGISTRATION
STEP BY STEP

DAO - IN PERSON PARTICIPANT
This is the appearance for “Invitation Type” page after clicking “I’m Part of Delegations” button on the previous page.

The “Invitation Type” page comes with two choices of in person and virtual participations.

Note: This page and next several pages will discuss steps of registration for in person participation.
This is the required personal data.

Please input the data correctly.

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This is your travel information data.

All passport data must be completed in this step. For local delegates, please input your ID number in the Passport number field.

To ease the process of accreditation, you are advised to fill and complete your flight and accommodation information.

Should you haven’t book and secure your travel itinerary, you can pass this section and complete the registration later.

Please note that incomplete registration will not be processed.
**EVENT REGISTRATION**

Step 3/5 – Form B2 (Travel Information)

This is the flight information form you must fill in.

The forms for departure and return flights are the same format.

If you have connecting flights, please input all your flight schedule information.
This is the form to upload ID and other supporting letters.

The required documents include:

1. Color Photograph (1:1); white background
2. Photo of Passport/ID Card

Note: Maximum 1MB
This is the IMEI Registration form. Please fill it in if you wish to use Indonesian number during your stay.

1. This is the initial appearance for IMEI Registration page. To start register your device IMEI, click the "add" button.

2. Device options include: mobile phone, tablet and cellular modem.

3. Image 3 is the appearance of successful IMEI Registration.
EVENT REGISTRATION
Final Step

This is the appearance after you are registered as Delegate. You may check your status regularly. After the accreditation is approved, the status will be changed as “Approved”.

After this, you may register your delegates member by clicking “Add member +” at the top right button.

Then you will need to fill the form and other requirements above for all delegate members.
This is the page that will appear when you click "Add Member" button.

A message box pops up, containing a question "Add From Existing Member" with choice "No" dan "Yes"

Choose "No" if the added member's data is never filled in the registration forms.

Choose "yes" if the added member has been fully registered in other events. This will provide ease in event registration as you don’t need to fill in the registration form from scratch.
EVENT REGISTRATION
STEP BY STEP
VIRTUAL PARTICIPANT
This is the appearance of “Invitation Type” page which appear after you click "I’m Part of Delegation" button on the previous page.

The "Invitation Type" comes with two options, in person and virtual participations.

Note:
This and several next pages will discuss registration steps for online (virtual) participations.
EVENT REGISTRATION
Step 2/3 Form A (Personal Information)

This is the required personal data.
Please input the data correctly.
This is the form to your Color Photograph (1:1).
This is the appearance after you are registered as Delegate. You may check your status regularly. After the accreditation is approved, the status will be changed as “Approved”.

After this, you may register your delegates member by clicking “Add member +” at the top right button.

Then you will need to fill the form and other requirements above for all delegate members.
This is the page that will appear when you click “Add Member” button.

A message box pops up, containing a question “Add From Existing Member” with choice “No” and “Yes”.

Choose “No” if the added member’s data is never filled in the registration forms.

Choose “yes” if the added member has been fully registered in other events. This will provide ease in event registration as you don’t need to fill in the registration form from scratch.
These images are the appearances of the “member” page when number of team members have been registered.

The information displayed are as follow:

1. “Pending Approval” status which is red
2. “Approved” status which is green
3. For the “Approved” status, an email confirmation will be sent to registered email. Please refer to the next slides for more information regarding to this.
EVENT REGISTRATION
Email Confirmation
IN PERSON

Dear Mr. Tony Stark,

You have been registered for the 2nd Infrastructure Working Group in Jakarta from 16 March to 18 March 2023. You can access your delegate account as follows:
URL: https://registration-g20-indonesia.id
Username: tony.stark@nationalg20indyid.com
Password: 5TS8HPME3P6GF08G

You will find your Accreditation Confirmation attached to this email. Should you apply for a visa to Indonesia, please be advised that the attached letter could facilitate your visa application. We recommend you match the data stated with your personal documentation. Please be in contact with your Delegation Accreditation Officer if you need to revise your Accreditation Confirmation.

Please also be informed that to travel to Indonesia, you will need to comply with the current health protocol and regulations of Covid-19 prevention, please check administrative circular in https://registration-g20-indonesia.id

See you in Indonesia.

Sincerely,

Secretariat of the G20 Presidency of Indonesia

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This is the confirmation email along with 2 attachments you will receive after your registration for an in person participation is approved.

NOTE:

This is your Accreditation Confirmation Letter and draft of Letter of Compliance.

Please complete the Letter of Compliance and bring both documents for your visa application process along with other visa requirements.
This is a confirmation email you will receive after your registration to virtual participation is approved.

NOTE:

Accreditation confirmation emails for all accredited delegate members will be sent to DAO's email.
EVENT REGISTRATION

QR CODE
For delegates who wish to come in person, your account comes with a QR Code (no. 1).

Please do not share your QR Code to anyone other than the officials and/or committee of G20 Presidency of Indonesia, it includes your personal data and information.

You will need the QR Code for validating your access to pick up your ID Badge and/or Official Pin.

Please also note that there are several section open:
No 2 – Agenda which contains the Meeting schedule
No 3 – Bilateral Meeting, which delegates are able to book meeting rooms and scheduled for bilateral meetings.
THANK YOU