MEDIA REGISTRATION & ACCREDITATION

USER GUIDELINE

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

Click “Register Here” and please note to choose “For Media” 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”.
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. Company
   d. Country (choose one)
   e. Type (choose one)
   f. Phone Number
   g. Password
   h. 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.

Read the next page for more detail information on this part
ATTENTION!

When filling in personal data, multiple choices of category will appear on “Type” part. If you choose the category “Media”, the following additional information form will appear for you to complete.

1. Type “Media”
2. Office Address
3. Website

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
</tr>
</tbody>
</table>

| Office Address |

| Website     |


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.

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

1. You may log in using your email and password you have entered in the previous personal data form.

1. You may choose various events to participate in and register after you log in.
Example of email confirmation notifying that your account has been successfully created.

The email also says that you may register other team members using your registered account.

This means that other team members are not required to sign up. One team coordinator may register their members.
GET STARTED
EVENT
REGISTRATION
Once your account is registered, you may log in and choose the events you wish to participate.

This is the appearance of choices of events, please note that:

1. The events appear here are only those open for media.
2. The event options will be updated regularly according to latest events.
3. Check this page regularly to be updated with the latest choice of events.
After choosing one event to participate, 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 and your role as media 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.
This is the appearance after you click the “member” button. To participate in an event, register first by clicking the “I’m Part of Participant” button, followed by filling in a number of required forms on the next steps.
EVENT
REGISTRATION
STEP BY STEP
IN PERSON PARTICIPANT
EVENT REGISTRATION
Step 1/6

This is the appearance for “Invitation Type” page after clicking “I’m Part of Participant” button on the previous page.

The "Invitation Type" page comes with two choices of in person and online (virtual) participations.

Note:
This page and next several pages will discuss steps of registration for in person participation.
EVENT REGISTRATION
Step 2/6 – Form A (Personal Information)

This is the required personal data.

If you are domiciled in Indonesia, check “Residency in Indonesia” box.

If you are not domiciled in Indonesia, ignore the “Residency in Indonesia” box and leave it unchecked. (as shown in the image, circled in red)
This is the form to fill in next if you are domiciled in Indonesia.

All address data must be filled in completely in this step.
This is the form to fill in if you are not domiciled in Indonesia.

All passport data must be completed in this step.

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 3/6 – Form D2 (Travel Information)**

<table>
<thead>
<tr>
<th>Flight Information</th>
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</thead>
<tbody>
<tr>
<td>Flight Number</td>
</tr>
<tr>
<td>Seat Number</td>
</tr>
<tr>
<td>Origh Airport</td>
</tr>
<tr>
<td>Departure Time</td>
</tr>
</tbody>
</table>

This is the flight information form you must fill in.

The forms for departure and return flights are the same format.
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 ID Card
3. Media ID
4. Work Assignment from Company Letter
5. Invitation from Government Letter

To continue registration progress, documents (4) and (5) may be uploaded later when available.
This is the IMEI Registration form. In this form:

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

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

1. Image 3 is the appearance of successful IMEI Registration.
EVENT REGISTRATION
Step 6/6 – Form C2 (List of Equipment)

This is the List of Equipment form:

1. Image (1) is the initial appearance of the “Equipment” page. You may add (more than one) equipment information by clicking “add” button.

2. Image (2) is the form that must be filled in according to the equipment to be brought.
EVENT REGISTRATION
STEP BY STEP
VIRTUAL PARTICIPANT
This is the appearance of “Invitation Type” page which appear after you click “I’m Part of Participant” 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 Personal Information page which must be completed.

<table>
<thead>
<tr>
<th>Step 2 of 3</th>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
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<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
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<tr>
<td>Job</td>
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<tr>
<td>ID Number (Passport / KITAS / KTP)</td>
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<tr>
<td>Date of Birth</td>
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<td>Company</td>
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<td>Country</td>
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<td>Country Residency</td>
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<td>Position</td>
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<td>Office Address</td>
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<tr>
<td>Website</td>
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<td>Phone number</td>
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<tr>
<td>Email</td>
<td></td>
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</tbody>
</table>
This is the form to upload ID and other supporting documents.

Documents to be uploaded include:
1. Color Photograph (1:1) white background
2. Photo of ID Card
3. Media ID
4. Work Assignment from Company Letter
5. Invitation from Government Letter

To proceed with the registration process, documents number (4) and (5) may be uploaded later when available.
Follow these steps to add member (team):
1. Click “add member” button (circled in red)
2. You will be directed to page “Invitation Type” with two options “In Person” and “Virtual”
3. After choosing, you find next steps which are similar to those “In Person” and “Virtual” registration steps explained in previous pages.
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 has not competed the event registration process, both in person or virtual.

Choose “yes” if the added member has been registered in other events. This will provide ease in event registration for you are not required to start event registration from the beginning.
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, the explanation of which will be given in next page.
EVENT
REGISTRATION
EMAIL
CONFIRMATION
Dear Ms. Michael Jackson,

We are pleased to inform you that you have been registered for the 1st FWG in from 13 January to 14 March 2022.

For further registration process, please access the registration portal by using your user login:

Username: michaeljackson@gmail.com
Password: 02YH3MPYMAW7
URL: https://g20-multievent.uniclave.com/deo-login

We also attach of the Accreditation Confirmation.

To be eligible to travel to Indonesia, you also must present Covid-19 complete dose vaccination certificate and fill in Statement Letter of Compliance with the Covid-19 health protocol that the Indonesian government has determined.

Please also bring the accreditation confirmation and this invitation for your Press ID Badge pick up at the venue. If the information needs to be updated, you can access and edit your profile data in the registration portal.

See you in.

Sincerely,

The G20 Presidency of Indonesia
Communications and Media Committee

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

Please note that the documents does not guarantee your visa approval.
This is a confirmation email you will receive after your registration to participate an event virtually is approved.

NOTE:

For participants who add member, confirmation emails on member approval will also be sent to your email.
EVENT REGISTRATION
QR CODE
For participants who wish to come in person, your account comes with a QR Code.

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 for your Press ID Badge Pick Up.
THANK YOU