MEDIA REGISTRATION & ACCREDITATION USER GUIDELINE

*Update as on date 3rd December 2022
MEDIA ACCOUNT REGISTRATION
LET'S GET STARTED
MEDIA ACCOUNT REGISTRATION

Once the media advisory is out for the public, the media persons can logon to G20 portal to view for which events can they register.
Go to [https://g20.org](https://g20.org)

**Registration Page**

When Media Person clicks on the ‘Registration & Accreditation’ menu, it opens this Registration Page which will have these two Registration cards visible.
Media person click ‘As Media’ card, it redirected the registration form Page.
MEDIA ACCOUNT REGISTRATION

Information to be kept handy

These need to be kept handy before filling the media registration form.

1. To carry scanned copy of Passport/Aadhar card/PAN Card/Voter ID max 2MB in size and JPEG, JPG format.
2. Details of existing organization (Name, Address, Type, Position etc.)- (Not applicable for freelancer)
3. To carry scanned copy of Assignment letter from organization max 2MB in size and supported in JPEG, JPG format.
4. To carry scanned copy of your Photo max 1 MB in size, JPEG, JPG format and preferred 2in X 2in
5. To carry scanned copy of PIB registration card/State PRD letter/ Media Organization ID card max 2MB in size and JPEG, JPG, PNG format (Optional)
6. Links to your 3 recent works (Optional)

Media Person cannot move to the next page without filling all mandatory fields of Basic Details.

Click ‘Proceed to Next Step’ to progress further in form.
MEDIA ACCOUNT REGISTRATION

STEP 1 – Fill Registration form (Basic Details - 1)

Next, complete the form by filling in information on:

Basic Details

1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY) - MEDIA can even type in if they want to avoid scrolling.
7. Phone Number
8. Email ID
9. Are you Citizen of India? MEDIA can select if they are applicable either “YES” or “NO”
   If Media Person selected “NO”. The option change depending on their selection.
10. Nationality
11. Passport Number
12. Place of Issue
13. Passport Date of Expiry

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA ACCOUNT REGISTRATION

STEP 1 – Fill Registration form (Basic Details - 2)

Next, complete the form by filling in information on:

Basic Details

1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)- MEDIA can even type in if they want to avoid scrolling.
7. Phone Number
8. Email ID
9. Are you Citizen of India? MEDIA can select if they are applicable either “YES” or “NO” If Media Person selected “YES”

8. Identity type - Select any one and fill details (Passport/Aadhar/Voter ID/ Driving License)- Options change based on the user selections.

Click ‘Proceed to Next Step’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA ACCOUNT REGISTRATION

STEP 2 – Organizations Details - 1

Next, complete the form by filling in information on:

**Organization Details**

1. Are you freelancer?
   - MEDIA can select if they are applicable either “YES” or “NO”
   - If Media person selected “NO”
2. Role (Select from Dropdown)
3. Organization Name (Select from Dropdown)
4. Organization Type (Select from Radio Button)
5. Organization Category Select Check Box)
6. Organization Address
7. Organization Website
8. Beat (Optional)

Click ‘Proceed to Next Step’ to progress further in form.

*Each page has- ‘Back to Previous step’ to go back to previous page.*
Next, complete the form by filling in information on:

**Organization Details**

1. Are you freelancer?  
   *MEDIA can select if they are applicable either “YES” or “NO”*
   
   **If Media person selected “YES”**
   A. Role (Select from Dropdown)
   B. Beat (Optional)

   *Click ‘Proceed to Next Step’ to progress further in form.*

   *Each page has- ‘Back to Previous step’ to go back to previous page.*
MEDIA ACCOUNT REGISTRATION

STEP 3 – Upload Documents

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

Upload Documents

1. Passport/Aadhar/Voter ID/Driving Licence photo (Max 2 MB)
2. Photo (Max 1 MB, Dimensions: Width x Height: 2in x 2in (192x192 px)
3. Supporting Credentials (PIB registration card/State PRD letter/Organisation ID)- Optional
4. Your 3 recent work (Optional)
   If enter link and click add, it show below the text box.
   Click ‘Proceed to Next Step’ to progress further in form.
   Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA ACCOUNT REGISTRATION

STEP 4 - Create Password

You will be directed to this form after you click “Proceed to Next Step”.

Create Password
1. Enter Password
2. Confirm Password
3. Enter Captcha Character (For Security)

System to display password guidelines (1 small, 1 cap, 1 number & 1 special character) min length 8, max 14)

Click ‘Submit’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Submit”. Pop up window will appear with message

“Are you sure you want to proceed with the registration?”

You will be click “Confirm Go Ahead” Another popup window will appear with message

“Verify Email
Enter the 6-digit code WE SEND you in email to continue

a******6@abc.com
Code expire in :15:00

_____ _____ _____ _____ _____”
MEDIA ACCOUNT REGISTRATION
Confirm Info Pop-up

Registration Successful
Your Media Account is registered successfully!

You will be directed to this form after you click “Verify Email”.
Popup window will appear with message “Registration Successful
Your Media Account is registered successfully!
Login”
MEDIA PERSON ACCREDITATION
After completing registration, the media persons can click on ‘My Dashboard’ to login with their email id and set Password.
Registered media goes to ‘My Dashboard’ can login with registered email and password and click the blue button “Login”.

Forgot Password-
- Click "forgot your password" below the login tab.
- Enter your registered email ID. You will receive OTP in your registered email.
- Users enter email OTP in appeared Popup.
- Enter a new password and confirm Password in appeared window and click “Submit button”
- After resetting password, you will be redirected to login window, user has to login with email ID, New Password and Captcha displayed.
MEDIA ACCOUNT REGISTRATION

Forgot Password

Login page also has a Forgot Password option in case use wants to re-set their password.

Media enters registered E-mail ID in the Email Verification form Page and then clicks on “Request OTP”
After clicking on “Request OTP” another popup window will appear with message

Verify Email
“Enter the 6-digit code we send you in email to continue”

Code expire in : 15:00

Page has - a ‘Resend OTP’ option to send new OTP if user has not received any OTP.
If an OTP is not entered in 15 mins, then the code will expire.
On clicking ‘Verify Email’ the OTP will be matched and if correct, user can progress further.
You will be directed to this form after you click “Verify Email”.

Create Password
1. Enter Password
2. Confirm Password
3. Enter Captcha Character (For Security)

System to display password guidelines (1 small, 1 cap, 1 number & 1 special character) min length 8, max 14)

Once the two passwords are matched in system, user

clicks on ‘Confirm Password’ to progress further
You will be directed to this form after you click “Confirm Password”. Pop up window will appear with message

“Password Change Successfully
Your password has bee reset successfully!”

Click ‘Login’ to progress further in form.
If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
Registered media can login and using dashboard

- Media person can view the calendar with event details.
- Media person can apply for accreditation.
- User can view all his/her pending Accreditation applications.
- Registered Media persons can download Accreditation letter once accreditation request has been approved.
- User can also see the upcoming events on their dashboard.
Registered Media person will be able to-
View the calendar, find
the event they want to
attend and accredit
themselves for those
events one by one.
MEDIA ACCREDITATION

Event Selection

Find the event from calendar they want to attend and accredit themselves for those events, and click “Accredit”
You will be directed to this form after you click “Accredit”.

Are you based in India? (Select Either “Yes” or “No”)

1. If media person selected “YES”
   • Current Residing address
   • State
   • City
   • Pin code

2. Will you be attending this event as a group? (Select either “Yes” or “No”)
   If Media Person selected “NO”

Click ‘Processed to Next Step’ to progress further in form.
MEDIA ACCREDITATION

Event Accreditation-1

You will be directed to this form after you click “Accredit”.

Are you based in India? (Select Either “Yes” or “No”)

1. If media person selected “YES”
   • Current Residing address
   • State
   • City
   • Pin code

2. Will you be attending this event as a group? (Select either “Yes” or “No”)
   If Media Person selected “YES”

3. Are you the team leader for your group? (Select either “Yes” or “No”)
   If Media Person selected “NO”

Click ‘Processed to Next Step’ to progress further in form.
You will be directed to this form after you click “Accredit”.

Are you based in India? (Select Either “Yes” or “No”)

1. If media person selected “YES”
   - Current Residing address
   - State
   - City
   - Pin code

2. Will you be attending this event as a group? (Select either “Yes” or “No”)
   - If Media Person selected “YES”

3. Are you the team leader for your group? (Select either “Yes” or “No”)
   - If Media Person selected “YES”

4. If Select “Yes” then, Please enter the Email ID of your group-mates.

Click ‘Processed to Next Step’ to progress further in form.

Note: Please ensure one of you registers as team leader of the group. Also, before you add them below, please make sure your team is already registered and self-accredited in the portal for that event.
You will be directed to this form after you click “Proceed to Next Step”.

Upload your Assignment letter from Organization (Optional but Recommended)
Note: Document should be less than 2MB in size

Click ‘Processed to Next Step’ to progress further in form.
Each page has ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Details of equipment
1. Are you carrying any equipment? (Select Either “Yes” or “No”) IF MEDIA selects ‘Yes’ then below fields will appear
2. Equipment Type
3. Equipment Brand
4. Equipment Name
5. Equipment Serial Number

Note:- Enter details of the devices you would like to carry at the event. You can register & carry up to 15 Equipment’s

Click ‘Processed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA ACCREDITATION
Event Accreditation-6

You will be directed to this form after you click “Accredit”.

1. Are you based in India? (Select Either “Yes” or “No”)
   
   *If media person selected “NO”*

2. Will you be attending this event as a group? (Select either “Yes” or “No”)
   
   *If Media Person selected “YES”*

3. Are you the team leader for your group? (Select either “Yes” or “No”)
   
   *If Media Person selected “YES”*

4. If Select “Yes” then, Please enter the Email ID of your group-mates.

   *Click ‘Processed to Next Step’ to progress further in form.*

Note: Please ensure one of you registers as team leader of the group. Also, before you add them below, please make sure your team is already registered and self-accredited in the portal for that event.
MEDIA ACCREDITATION

STEP 1 - Upload Assignment Letter

You will be directed to this form after you click “Proceed to Next Step”.

Upload your Assignment letter from Organization (Optional but Recommended)
Note: Document should be less than 2MB in size

Click ‘Processed to Next Step’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information on:

**Arrival Details**

1. **Flight Details**
2. **Arrival date** - *Media can even type in if they want to avoid scrolling*
3. **Arrival Time** - *Media can even type in if they want to avoid scrolling*
4. **Upload Tickets**

**Hotel Details**

1. **Hotel Name**
2. **Hotel Address**

*Click ‘Processed to Next Step’ to progress further in form.*

*Each page has- ‘Back to Previous step’ to go back to previous page.*
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information for Departure Details.

**If media person is foreigner or selected “NO” when asking are you based in India**

**Details of Departure from the nearest airport**
1. Flight Number
2. Departure Date - Media can even type in if they want to avoid scrolling
3. Departure Time - Media can even type in if they want to avoid scrolling

**Details of Departure From India**
1. Port of Exit from India
2. Flight Details
3. Departure Date - Media can even type in if they want to avoid scrolling

**Hotel Details**
1. Hotel Name
2. Hotel Address

*Each page has- ‘Back to Previous step’ to go back to previous page.*
MEDIA ACCREDITATION

STEP 4 - Equipment Details- OPTIONAL

You will be directed to this form after you click “Proceed to Next Step”.

Details of equipment
1. Are you carrying any equipment? (Select Either “Yes” or “No”) IF MEDIA selects ‘Yes’ then below fields will appear
   1. Equipment Type
   2. Equipment Brand
   3. Equipment Name
   4. Equipment Serial Number

Note:– Enter details of the devices you would like to carry at the event. You can register & carry up to 15 Equipment’s

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, Media person can edit his/her accreditation details before final submission.

- Assignment Letter
- Arrival Details
- Departure Details
- Equipment details

Each page has ‘Back to Previous step’ to go back to previous page.
MEDIA ACCREDITATION

Confirm Info Pop-up

You will be directed to this form after you click “Submit”.

Confirmation Pop-up window will appear with message:

Accreditation Successful
Thank you for providing necessary details.

You can download your Accreditation Letter once your request has been approved.
You will be directed to this form after you click “Go to Dashboard”.

In Media Dashboard- Media see calendar, his/her pending and approval status of accreditation, download approved accreditation letter of accredit event. Media also view Upcoming and completed Event.
Media can click on three dots in top left corner of event card and select either “View Travel Detail” or “Cancel Accreditation”.

They can only cancel accreditation till its not approved.
You will be directed to this form after you click “View Travel Detail”.

Here media person can view his/her accreditation details i.e.

1. Assignment Letter
2. Arrival Details
3. Departure Details
4. Equipment Details

Also view status and cancel the accreditation after you click “Cancel Accreditation”
Media can click on three dots in top left corner of My Event card under Upcoming Events and select "View Travel Detail" or click "Accreditation Letter" for download approved Accreditation Letter.
Media Accreditation Letter

Dear Ms. Suresh,

G20 Secretariat, Government of India is pleased to cover the meeting for the 1st Sherpa Meeting to be held in Udaipur from 04/12/2022 to 05/12/2022.

Title: Ms.
First Name: Suresh
Middle Name: 
Last Name: 
Gender: Male
Phone number: +91 1234567890
Email: s.suresh@india.com
Date of Birth: 01/01/1990
Country:
Organisation Name:
Organisation Type:
Organisation Category:
Role:
Auditor:
Citizenship:
Meeting to cover: 1st Sherpa Meeting
Barcode:

Foreign Nationals (including OCI card holders) are advised to contact the local Indian mission to apply for the relevant visa to travel. All regulations and guidelines issued by Ministry of Home Affairs, Government of India will apply.

______________________________
G20 Secretariat, Ministry of External Affairs, Government of India
Sushma Swaraj Bhawan, 85-A, Hind Marg, Chanakyapuri, New Delhi-110021

Media can click “Accreditation Letter” for download approved Accreditation Letter
THANK YOU

For any technical queries-
please contact-
techsupport@g20.in