G20 LEADERS’ SUMMIT DAO ACCOUNT REGISTRATION

LET’S GET STARTED
Once the admin circular is uploaded for the event and DAO details are added by Nodal Officers as received by Country/IOs. The DAO receives an email and can then come to the portal and begin with Registration and Accreditation.
Go to https://g20.org and click on Registration and Accreditation

DAO clicks on ‘Registration & Accreditation’ button on ‘Official Delegation’ card

Registration Page

When DAO clicks on the ‘Registration & Accreditation’ menu, it opens this Registration Page which will have these Five Registration cards visible.
DAO 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 would appear with message, If OTP not received then click on ‘Resend OTP’ option. The OTP code will expire in 15 mins. The OTP will be received on both Email and Mobile Number.

On Clicking ‘Verify Email’ the OTP will be matched and if correct, user can progress further.
Create Password

Enter Password

- Should contain 8-14 characters
- At least one Uppercase
- At least one Lowercase
- At least one Number
- At least one special character e.g. '@#$'

Confirm Password

You will be directed to this form after you click “Verify Email”. After that DAO Create Password System to display password guidelines (At least 1 lowercase, 1 uppercase, 1 number & 1 special character) min length 8, max 14)

Registration Successful message popup window will appear after you click “Confirm Password”.

Click ‘Login’ to progress further in form.

If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
Login page also has a Forgot Password option in case user wants to reset/forgot their password.

DAO 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 would appear with message, If OTP not received then click on ‘Resend OTP’ option. The OTP code will expire in 15 mins.

After click “Verify Email”, DAO Create Password in appear window and click “Confirm Password”. Password change Successful message popup window will appear.

Click ‘Login’ to progress further in form. If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
Once the User sets his password, User to click on ‘My Dashboard’. i.e

*Use Login credentials which were set at the time registration i.e. Email ID, Password and Captcha as Displayed.*

*Click ‘Login’. Click ‘Login’ to progress further in form and Verify OTP as received on Email and Mobile Number*
After clicking on ‘Login’- the Welcome message will appear for the DAO:

“Hi ______ (Name)!
“Please complete your profile information to attend event & invite delegates”

Click ‘Get started’ to progress further in form.

Filling personal profile details will be a mandatory step for DAO
You will be directed to this form after you click “Get Started”. Next, complete the form by filling in information on:
Profile Details
1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)- DAO can even type in if they want to avoid scrolling.
7. Phone Number
8. Registered Email ID Will be auto-populated

You will be directed to this form after you click “Submit”. Pop up window will appear with message 
“Confirm Profile Submission”
* Click “Yes” for final submission, pop up will appear with message.
“You have successfully submitted your Profile updates.”
Click “Go back to dashboard”
* Click “No,” for review the filling information

Please Note- The information submitted for the registration cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and CC to your Indian Nodal Officer for faster resolutions.
G20 LEADERS’ SUMMIT DAO PROFILE REGISTRATION

DAO Dashboard

You will be directed to DAO dashboard as displayed after you click “Go to dashboard”.
G20 LEADERS’ SUMMIT ADDING DELEGATES
Adding Delegate for G20 Leaders’ Summit Event

You select meeting after logging to the Dashboard

View event i.e. G20 Leaders’ Summit Meeting

On clicking three dot in top left corner of event card, you can select “View delegates”, “Attend this Event” and “Download Admin Circular (if admin circular has been uploaded)”

You will be clicking on “Invite Delegates” to invite delegate and clicking on “Register Invited delegate” to view invited delegate for the event.
G20 LEADERS’ SUMMIT DAO DASHBOARD

Invite Delegate for G20 Leaders’ Summit

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

Add/Invite Delegates for G20 Leaders’ Summit Event with “First Name”, “Middle Name (optional)”, “Last Name (optional)” and “Email ID” and “Mobile number (Optional)"

If you add multiple Delegates, please click on “+Add More Delegates”.

The Delegate will get an email stating that the Registration and accreditation for the G20 Leader’ Summit Event would be handled by their DAO and both the DAO and Delegate would receive copy of Accreditation Letter on their registered email.

After click “Send Invite”. Confirmation Pop-up window will appear with message

Delegate(s) Nominated Successfully

Thankyou for providing necessary details. Your invite has been successfully sent to Delegate

Go back to Dashboard

A mail will go to the Delegates who were invited.
You will be directed to this form after you click “Registered Invited Delegate” button or “View Delegate” from kebab menu(Three vertical Dots on event card).

You can view the total list of Invited, Registered and Accredited for that event by using drop down.

Also search invited delegate by their full email Id.

You can also see the date when the invitation was sent.
G20 LEADERS’ SUMMIT
DELEGATE REGISTRATION AND ACCREDITATION
REGISTRATION AND ACCREDITATION DELEGATES
View Delegates for an G20 Leaders’ Summit

You will be clicking on click “Registered Invited Delegate” button or “View Delegate” from kebab menu(Three vertical Dots on event card) of event card for viewing list of invited delegates of that event.

Counter of invites sent will increase as per invitations sent out.
You will be directed to this page after you click “Registered Invited Delegate” button or “View Delegate” from kebab menu (Three vertical Dots on event card).

You can view the total list of Invited, Registered and Accredited Delegate for that event by using drop down.

All Invited delegate list show when DAO select “Invited” from dropdown list. DAO will be able to register Delegate by clicking “Register” button.

Once Delegate registered by DAO, Delegate card move to the “Registered” tab, which is shown when DAO select “Registered” from dropdown list

All Registered delegate list show when DAO select “Registered” from dropdown list. DAO will be able to accredit Delegate by clicking “Accredit” button.

All accredited delegate list show when DAO select “Accredited” from dropdown list. DAO will be able to edit accreditation details for Delegate by clicking “Edit Detail” button.
Complete the 1st 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)- DAO can even type in if they want to avoid scrolling.
  7. Phone Number
  8. Registered Email ID
  9. Current Designation in organization
  10. Current Designation in organization Held since (Optional)
  11. Country/International Organization Represented
  12. Blood Group (Optional)
  13. Medical Conditions, if any (optional)
  14. Please enter your dietary preference and food allergies, if any (optional)
  15. Accessibility issues/Any other Special Requirements, if any (Optional)

Complete the 2nd form by filling in information on:
- Passport Details
  1. Passport Type
  2. Passport Number
  3. Place of Issue
  4. Passport Expiry Date
- Citizenship Details
  1. Country/Region
  2. Current Citizenship
- Are you an Overseas Citizen of India [OCI] card holder?
  DAO can select if they are applicable either “YES” or “NO”
  If DAO person selected “YES”
  1. Name on Card
  2. OCI Card Number
  3. Date of issue
  4. Place of Issue

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

Upload Documents
- Passport photo (Max 200 KB)
- Photo (Max 1 MB)
- OCI Card (Optional) – Max 200 KB

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

Each page has- ‘Back to Previous step’ to go back to previous page.
G20 LEADERS’ SUMMIT DELEGATE ACCOUNT REGISTRATION

Confirm Info Pop-up- DAO registering Delegate

After click “Proceed to Next Step”. Confirm Pop up window will appear.
Click “Confirm, Go Ahead” for final submission.
Click “No, Take me Back” for review the filling information.

After click “Confirm, Go Ahead”. Successful registration Pop up window will appear.
Click “View Delegates”.

Please Note- The information submitted for the registration cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and CC to your Indian Nodal Officer for faster resolutions.
G20 LEADERS’ SUMMIT DELEGATES ACCREDITATION

View Delegates for an G20 Leaders’ Summit

You will be directed to this tab when you select “Registered” from dropdown list.
 DAO will be able to accredit delegate by clicking “Accredit” button.
G20 LEADERS’ SUMMIT DELEGATE ACCREDITATION
DAO Accrediting registered Delegates

Select Delegate Status from dropdown list-
Delegate status list:
1. Head of Delegate/Head of State/ Head of Government
2. Delegate in Summit Hall
3. Delegate in Country/IO Room
4. Interpreter- Simultaneous
5. Security Officer
6. Delegate – Other
7. Official Media

Each page has- ‘Back to Previous step’ to go back to previous page.
G20 LEADERS’ SUMMIT DELEGATE ACCREDITATION
DAO Accreditating registered Delegates
Complete the form by filling in information for Arrival Details:

Details of Arrival to India
1. Which country are you travelling from?
2. Port of Entry to India
3. Flight Details
4. Arrival Date
5. Arrival Time

Details of Arrival to the nearest airport
1. Flight Number
2. Arrival Date
3. Arrival Time
4. Upload Tickets

Hotel Details
1. Hotel Name (Drop down)
2. Hotel Address

These are all optional fields—but if left blank, a reminder email will go to update those details daily. And DAO can come back and update those details.

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

Complete the form by filling in information for Departure Details:

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date
3. Departure Time

Details of Departure From India
1. Port of Exit from India
2. Flight Details
3. Departure Date
4. Departure Time
5. Upload Tickets

These are all optional fields—but if left blank, an email will go to update those details daily and DAO can come back to update those details.

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, DAO can edit his/her accreditation details before final submission.

• Delegation status
• Arrival Details
• Departure Detail

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

Once Submitted- The accreditation letter will be generated.

Any edits here can be made again and will be saved, and the accreditation letter will be re-generated.

The letter will be E-mailed to both the DAO as well as the Delegate as many times it is re-generated.
You will be directed to this form after you click “Submit”.
Confirmation Pop-up window will appear with message
Accreditation Successful
Thankyou for providing necessary details.

Accreditation Letter

You will be directed to this form after you click “Go to Dashboard”.
Both DAO and Delegate will receive the Accreditation Letter on email. The Delegate in their dashboard will be able to view the Accreditation Letter for the event.
You will be directed to this tab when you select “Accredit” from dropdown list.
DAO will be able to Edit accreditation details by clicking “Edit Details” button on Card.
Edit process will offer complete accreditation form again to make change as might be applicable.
G20 LEADERS’ SUMMIT DAO SELF ACCREDITATION
You will be directed to this form after you select the event from the Dashboard.

On clicking the three dot in top left corner of event cards, user can select “View delegates”, “Attend this Event” and “Download Admin Circular” – (only when it has been updated)

You will be clicking on “Attend this event” to self accredit for the event.

You will be directed to this form after you click “Attend this event”. Pop up window will appear “Additional Information required”

Click “Continue” for filling rest registration field.

Click “Go Back” for go to the Event card of dashboard.
G20 LEADERS’ SUMMIT DELEGATE ACCOUNT REGISTRATION
Profile with full Information- DAO registering Delegate
Complete the First 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)- DAO can even type in if they want to avoid scrolling.
7. Phone Number
8. Registered Email ID
9. Current Designation in organization
10. Current Designation in organization Held since (Optional)
11. Country/International Organization Represented
12. Blood Group (Optional)
13. Medical Conditions, if any (optional)
14. Please enter your dietary preference and food allergies, if any (optional)
15. Accessibility issues/Any other Special Requirements, if any (Optional)

Complete the 2nd form by filling in information on:
Passport Details
1. Passport Type
2. Passport Number
3. Place of Issue
4. Passport Expiry Date
Citizenship Details
1. Country/Region
2. Current Citizenship

Are you an Overseas Citizen of India [OCI] card holder?
DAO can select if they are applicable either “YES” or “NO”
If DAO person selected “YES”
1. Name on Card
2. OCI Card Number
3. Date of Issue
4. Place of Issue

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 photo (Max 200 KB)
2. Photo (Max 1MB)
3. OCI Card (Optional) – Max 200 KB

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
G20 LEADERS’ SUMMIT DAO ACCOUNT REGISTRATION

Confirm Info Pop-up

After click “Proceed to Next Step”. Confirm Pop up window will appear.
Click “Confirm, Go Ahead” for final submission.
Click “No, Take me Back” for review the filling information

After click “Confirm, Go Ahead”. Successful registration Pop up window will appear.
Click “Go back to dashboard”

Please Note- The information submitted for the registration cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and CC to your Indian Nodal Officer for faster resolutions.
You will be directed to this form after you select event to the Dashboard.

You will be clicking on three dot in top left corner of event cards, and you can select “View delegates”, “Attend this Event” and “Download Admin Circular”.

You will be clicking on “Attend this Event” to accredited himself for that event.
G20 LEADERS’ SUMMIT DELEGATE ACCREDITATION
DAO Accrediting registered Delegates
Complete the form by filling in information for Arrival Details -

Details of Arrival to India
1. Which country are you travelling from?
2. Port of Entry to India
3. Flight Details
4. Arrival Date
5. Arrival Time

Details of Arrival to the nearest airport
1. Flight Number
2. Arrival date
3. Arrival Time
4. Upload Tickets

Hotel Details
1. Hotel Name (Drop down)
2. Hotel Address

These are all optional fields - but if left blank, a reminder email will go to update those details daily. And DAO can come back and update those details.

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

Complete the form by filling in information for Departure Details.

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date
3. Departure Time

Details of Departure From India
1. Port of Exit from India
2. Flight Details
3. Departure Date
4. Departure Time
5. Upload Tickets

These are all optional fields - but if left, an email will go to update those details daily and DAO can come back to update those details.

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, DAO can edit his/her accreditation details before final submission.

• Delegation status
• Arrival Details
• Departure Detail

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

Once Submitted - The accreditation letter will be generated.

Any edits here can be made again and will be saved, and the accreditation letter will be re-generated.

The letter will be E-mailed to both the DAO as well as the Delegate as many times it is re-generated.
G20 LEADERS’ SUMMIT DELEGATE ACCREDITATION

You will be directed to this form after you click “Submit”. Confirmation Pop-up window will appear with message Accreditation Successful. Thankyou for providing necessary details.

Accreditation Letter

You will be directed to this form after you click “Go to Dashboard”. DAO will receive the Accreditation Letter on email. The DAO in their dashboard will be able to view the Accreditation Letter for the event.
You will be directed to this after you click “Go To Dashboard”
THANK YOU

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