G20 LEADERS’ SUMMIT DAO ACCOUNT REGISTRATION

LET’S GET STARTED
G20 LEADERS’ SUMMIT DAO REGISTRATION

Once the admin circular is uploaded for the event and DAO details are added by Nodal Officer as received from Country/IOs, the DAO will receive an email and can begin with Registration and Accreditation on the portal www.g20.org
Go to https://g20.org and click on Registration and Accreditation
Click on ‘Registration & Accreditation’ button on ‘Official Delegation’ card

Registration Page

Upon clicking on the ‘Registration & Accreditation’ menu, the DAO will be directed to the Registration Page displaying Five Registration cards.
DAO must register with registered Email ID

DAO must enter registered Email ID in the Email Verification form Page and then click on “Request OTP”.

After clicking on “Request OTP” another popup window would appear with a message. If OTP isn’t 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’ user can progress further upon entering the correct OTP.
Create Password

You will be directed to this form for creating ‘password’ after you click “Verify Email”

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 the form.

If User clicks on ‘Home’ they will be redirected to the Homepage of G20 website.
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 a message. If OTP not received then click on 'Resend OTP’ option. The OTP code will expire in 15 mins.

After clicking “Verify Email”, DAO can create Password in the pop-up window and click “Confirm Password”. “Password change successful” message will appear.

Click ‘Login’ to progress further in form.
Use login credentials which were set at the time of registration i.e. Email ID and Password, and the Captcha as Displayed.

Click ‘Login’ to progress further in form and Verify OTP as received on Email and Mobile Number.
My Dashboard- First time Login

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”. Complete the form by filling the following 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 reviewing the filled 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 your Indian Nodal Officer for swift resolution.
You will be directed to DAO dashboard as displayed after you click “Go to dashboard”.
“ADDING DELEGATES”
Select meeting after logging onto the Dashboard

View event i.e. G20 Leaders’ Summit

Click on the kebab menu (Three vertical Dots on event card) in top left corner of event card, select “View delegates”, “Attend this Event” or “Download Admin Circular” (if admin circular has been uploaded)

Click on “Invite Delegates” to invite delegate and clicking on “Register & Accredit Invited delegate” to view invited delegate for the event.
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 want to 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 clicking “Send Invite”, a 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.
ADDING DELEGATES
View Delegates for G20 Leaders’ Summit

You will be directed to this form after you click “Register & Accredit 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 delegates for that event by using drop down.

Delegate email ID can be used to search the form.

You can also view the date when the invitation was sent.

The latest available list of invited, registered and accredited delegates could be downloaded from the Download Delegation Details button on the page.
DELEGATE REGISTRATION AND ACCREDITATION
Select “Register & Accredit 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 invitations are sent out.
REGISTRATION AND ACCREDITATION OF DELEGATES

View Delegates for G20 Leaders’ Summit

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 menu.

The invited delegates list appears when DAO selects “invited” from dropdown list. DAO will be able to register Delegate by clicking “Register” button.

Once the DAO registers the delegate, the delegate card will move to the “Registered” tab, which is shown when DAO selects “Registered” from dropdown list.

All Registered delegates list will appear when DAO selects “Registered” from dropdown list. DAO will be able to accredit Delegate by clicking “Accredit” button.

All accredited delegates list will appear when DAO selects “Accredited” from dropdown list. DAO will be able to edit accreditation details for Delegate by clicking “Edit Detail” button.
DELEGATE ACCOUNT REGISTRATION

Form to fill Delegate Profile Information
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 and organization
10. Current Designation and 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
1. Passport photo (Max 200 KB)
2. Photo (Max 1 MB)
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.
Registration confirmation Pop up window will appear after clicking on “Proceed to Next Step”.
Select “Confirm, Go Ahead” for final submission.
Select “No, Take me Back” to review the filled information.

Successful registration Pop up window will appear after selecting “Confirm, Go Ahead”.
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 your Indian Nodal Officer for swift resolution.
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.
DELEGATE ACCREDITATION

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.
DELEGATE ACCREDITATION
Complete the form by filling in information for Arrival Details:
- Details of Arrival to India (Optional, but preferred)
  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 (Optional, but preferred)
  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 Details

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 emailed 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 will be able to view the Accreditation Letter for the event in their dashboard.
You will be directed to this tab when you select “Accredit” from dropdown list.

DAO will be able to Edit accreditation details by clicking on “Edit Details” button on Card.

Edit process will offer complete accreditation form again to make required changes.
DAO SELF ACCREDITATION
You will be directed to this form after you select the event from the Dashboard.

On clicking the kebab menu 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).

Click 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 with the following prompt: “Additional Information required”

Click “Continue” for filling the remaining registration field.

Click “Go Back” for going back to the Event card of dashboard.
DELEGATE ACCOUNT REGISTRATION
Profile with full Information- DAO registering Delegate
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 and organization
10. Current Designation and 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
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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.
DAO ACCOUNT REGISTRATION

After selecting “Proceed to Next Step” the popup window will appear.
Select “Confirm, Go Ahead” for final submission.
Or select “No, Take me Back” for reviewing the filled information.

After clicking “Confirm, Go Ahead”, a pop-up window reflecting “successful registration” 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.

Select the kebab menu (three dots in top left corner) of event cards, to: “View delegates”, “Attend this Event” and “Download Admin Circular”.

Select “Attend this Event” to accredit self for the respective event.
DELEGATE ACCREDITATION
- DAO Add/Edit Accreditation Details

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. Thank you 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 window after you click on “Go To Dashboard”.

DAO DASHBOARD

2 Registration Invites Sent
1 Registered Delegates

Invite Delegates for Meetings

G20 Leaders Summit

My Events

Upcoming Events (1)  Completed Events

Summit
G20 Leaders Summit

September 9 - 10, 2023
New Delhi

Edit Details
Accreditation Letter
THANK YOU

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