

User Manual for MUN-directors

Using THIMUN's new online registration application



Jochen Vermeulen, September 2012

tech@thimun.org

General information

This web application has been created as part of an effort by the THIMUN Foundation to streamline and digitalize the exchange of information between it and its customers. Broadly speaking, this application's function is twofold.

1. It replaces and enhances what used to be known as Form II and, where applicable, the Badge Form, thus providing you with a modern and more robust way to handle the application details. For some conferences, this also includes the possibility to register for THIMUN's visa application assistance service. These online forms are collectively referred to as 'form 2'.
2. It provides a way for THIMUN to report back to you, when and wherever you want, regarding a whole range of issues: from your personal details and those of your school(s) to information regarding the conference registration, such as participants and outstanding balance.

We hope you will find this application useful, and encourage you to make suggestions for its improvement.

Technical requirements

Since the online application functions exactly like a website, all you need is an internet connection and one of the major browsers (this application is tested on Firefox, Opera, Chrome, Safari and Internet Explorer). For the best result, you are strongly encouraged to have JavaScript enabled in your browser (which is the default setting in all of them).

First time login

The username and password for the online application remain valid for as long as your school is registered with THIMUN. To obtain a username or password, the login page contains a link titled 'first login'. After clicking on it, you will be asked to submit your email address. A username and password will be sent to that email address shortly containing a computer-generated username and password.



The email address that you provide needs to match your personal email address that we have on record. The system won't accept the school address or any alternative addresses you may have provided.

After receiving the email message with the new username and password, you can log onto the system using the regular login screen. Then you can change the username and password to your personal preference.



For security purposes, it is important that you change your username and password immediately (see *the main menu* below). You can choose any username you want of four letters or longer, provided that no other user has claimed it yet. Passwords need to be at least six characters long, and can't consist of only letters. Both username and password are case-sensitive.

The main menu

Once you are logged on, you will see the main menu on your left. All options are available through the items in that menu. On the right is where the content will be displayed. Some general options all the way at the bottom of the main menu are the following:

- *Home*. Brings you back to the page you see upon login.

- *Account settings*. Allows you to see the personal information that we have on file. Also this is the place to change your username and/or password.
- *Schools*. This link will list the school(s) for which you are the MUN-director. If any of this information is not right, we would really like to hear this from you.
- *Sign out*. Through this link you are able to safely leave the online application.

In addition to these general options, the main menu shows several options pertaining to your school's participation in our conferences. We will cover those in the following sections.

Conference participation

The bulk of the main menu is composed of links relating to a school's participation to a THIMUN-organized conference. There may be multiple conferences and, arranged underneath them, multiple schools, so it pays to double-check this information. For each participation, there are two links that always show up.

- *Account (financial)*. This links to a printable financial overview regarding that conference. Mostly, this comes in the form of a statement of account, for informational purposes only. However, if your submitted form 2 is accepted, and there is an outstanding balance, it will be an actual invoice requesting payment.
- *Form 2*. This will give you a printable overview of the current stages of the participation (see below), including information on all the participants.

The five stages of your participation

Your participation goes through 5 stages.

1. *Invited*. This means that a school is invited, either conditionally or unconditionally and the registration form with financial guarantee has been received. No delegations have been assigned yet.
2. *Form 1 received*. This means that the THIMUN office has received your form 1.
3. *Form 2 created*. This means that the school's attendance is confirmed, and there should be delegations assigned. During this stage you will fill out the form 2 and submit it.
4. *Form 2 submitted*. This stage is brief, it happens when you have submitted the form 2, but the THIMUN staff has not yet had the chance to look at it.
5. *Form 2 accepted*. This is the final stage. It means that the form 2 is accepted by the THIMUN staff. At this point the financial account link may show an invoice rather than a statement of account.

This is of course not the complete picture; there are many facets to participating at a large scale MUN conference like the ones that THIMUN organizes. But these are the five stages that are relevant to the registration application.

Filling out form 2

This is probably where you will spend the most time on the system. You fill out the form in small steps. This means that you don't have to do in one sitting. The system will remember everything you have done in previous settings, which means that it is perfectly feasible to leave the system and come back to it at a later stage. Just be sure to hit 'save' buttons wherever they are provided.

Preparing yourself

In order to fill out the form 2, you are going to need the following information.

1. Personal information regarding all the people (both students and adults) that are going to participate. You will need to know their names, nationalities and, in the case of students, dates of birth. There are two exceptions:
 - a. Students enrolled in individual assignments (not related to one of the delegations that you have been assigned) such as student officers, press members etc. Their information is already in the system because they applied earlier.
 - b. People (students and adults) who have already attended any THIMUN-organized conference on behalf of your school and who are therefore already in the system. You may need to consult your records from previous conferences in order to obtain the person's unique ID number.
2. For some conferences, badge photos are required. Generally, if they are available, photos in your school system are your best bet. Otherwise, you may invite everyone for a quick photo taking session.
3. For some conferences and nationalities, we assist with visa applications. For this, you need to upload a scan of the picture page of the person's passport.



The system currently contains no personal records of any conference held before the 2012-2013 academic year. You will have to enter the personal information of all people from scratch, even if you have used the system's trial version for THIMUN 2012.



If a person participates in a THIMUN-organized conference for the second time, it may be tempting to create a second record for this person, as opposed to having to go back to your school's administration to get the ID number of the student. We kindly ask you to put in the effort and help us maintain our data by avoiding the creation of double records. A complete personal history is important when THIMUN awards executive positions to students or invites schools to participate. You would be helping your school, your students and yourself.

Dealing with error messages

The system is fairly strict regarding the information that you submit. This is done to avoid having to contact you for clarification after submitting the form. However, it does mean that you may be facing quite a lot of error messages on the pages of the form. Some are syntactic errors regarding the information you provided in one of the form fields (e.g. leaving the family name blank) and they obviously have to be dealt with before data can be saved. But many are semantic, relating to the composition of the group of people attending the conference. It is important to remember the following.



Such semantic error messages don't always mean that you did something wrong. There is technically a lot wrong with an empty form, and you may feel overwhelmed by all the errors appearing as you start working on it. It is not a bad strategy to ignore them initially, and just fill in the different parts of the form. Once you are done, there should only be a few errors left, and they become easier to understand and to deal with.

Step-by-step guide to filling in form 2

The following sections attempt to guide you through it step by step. If we mention items in the main menu, we assume that they are sub-items of the item *Form 2*, which is itself ranked underneath the conference and school under consideration.



For the rules and regulations regarding composing the delegations that have been awarded to you, please consult the Administrative Handbook which is available on the THIMUN website.



Some conferences require you to provide badge photos. They have a maximal size of 0.5 Mb, so you may need to reduce their size before submitting them. Please help the THIMUN office by submitting cropped photos (no white edges around them) that show just the area of the face: it should look like a passport picture.

Step 1: Delegates

1. Click on the menu item named after a delegation you have been assigned (Spain, Interpol, etc.). You will see an empty table.
2. Click 'add existing student' if you want to link a student to this delegation who has participated in a THIMUN-organized conference before. Supply the student's ID number and choose the forum. Click 'save'. The student now appears in the table as a delegate.
3. You can click 'add new student' to create a delegate from scratch (if the student is new to the system). Choose the forum and fill in the personal details. If the system asks for a badge photo, you can leave it the badge photo blank if you don't have it yet, the system will remind you later. Click 'save'. The new student now appears in the table as a delegate.
4. In the table with delegates, you can change a student's position, personal information and/or badge photo by clicking 'edit'.
5. In the table you can remove a delegate from the system by clicking 'remove'. This doesn't remove the student if the student is registered for some other conference too.
6. Many delegations require that you appoint one of the delegates as head of the delegation (sometimes called 'ambassador'). Above the table, you can choose this delegate, and click 'go'. There may be some restrictions on which delegate can become head of delegation (see the administrative handbook).
7. When you are done, check beneath the table. If there are any errors left, you may need to move some delegates between forums or add some badge photos.

Step 2: Individual participants

1. Click on the menu item *Individual participants*. You will see a table with all the students who have been awarded a position that they applied for. There may be student officers, press team members or members of other individually assigned forums (APQ, ICJ, etc.).
2. You can click 'edit' after each student to add or change the badge photo, if they are required.
3. When you are done, check beneath the table for errors.

Step 3: Attending adults

1. Click on the menu item *adults*. You will see an empty table.
2. Click 'add myself as MUN-director' or 'add myself as chaperone' if you will be attending the conference as MUN-director or chaperone respectively. The buttons will not be clickable if you are already registered for this conference.
3. Click 'add existing adult' if you want to link an adult to this conference who has participated in a THIMUN-organized conference before. Supply the adult's ID number and choose the forum. Click 'save'. The adult now appears in the table as an attending adult.
4. You can click 'add new adult' to create an adult from scratch (if the adult is new to the system). Choose the forum and fill in the personal details. If the system asks for a badge photo, you can leave the badge photo blank if you don't have it yet, the system will remind you later. Click 'save'. The new adult now appears in the table as an attending adult.
5. In the table with adults, you can change an adult's position, personal information and/or badge photo by clicking 'edit'.

6. In the table you can remove an adult from the system by clicking 'remove'. This doesn't remove the adult if the adult is registered for some other conference too.
7. The system requires that you appoint one of the adults as contact person during the conference. Above the table, you can choose this adult, and click 'go'.
8. When you are done, check beneath the table for errors.

Step 4: Accommodation

1. Click on the menu item *accommodation*. You will see an empty form.
2. Fill in the contact phone number. Ideally this is the mobile phone number of the person who was designated the contact person in step 3 item 7. Less ideally, this could be the telephone number of the hotel that the contact person is staying in, together with a room number if available.
3. Below that, select the best description for the accommodation situation.
4. If you specify that you are staying at home during the conference, you are done. Click 'save' at the bottom of the form.
5. If you chose one of the other two options, you need to specify the hotel where you will be staying. Under 'choose accommodation' you can select one of the commonly used hotels from the list. If your hotel is not in the list, select the 'hotel is not in list' option.
6. If your hotel was in the list, you are done. Click 'save' at the bottom of the form.
7. If your hotel was not in the list, you need to supply the details of the hotel under 'provide accommodation details'.
8. Click 'save' at the bottom of the form.

Step 5: Visa applications



This step only applies to those conferences that offer the online registration of visa applications. Currently, these consist only of Qatar based conferences. If the conference that you are registering for does not offer this service, please skip this section and continue with step 6: form submission.

1. Click on the menu item *visa applications*. You will see a table with all the people (students and adults) participating on behalf of this school. They are sorted alphabetically by last name.
2. In order to add a visa application for one of the people in the list, click the 'add' button next to the person in question. You will be able to upload a file that contains a scan of the passport page. The maximum size of this file is 0.5 Mb.
3. It is possible that the 'add' button from the previous step is made unavailable. This is the case when the nationality of the person in question is excluded from the visa application service. The most common cause is that people of that nationality are able to enter the country without a visa, or can get their visa on arrival at the airport. Please consult the administrative handbook for more information.

Step 6: Form submission

1. Click on the menu item *status and submission*. You will see a page with headers equal to the steps we just went through.
2. Below each header is specified whether there are any errors with the information you provided. If there are problems (in red), you can click 'click here' to jump to the page where the problem is.
3. If everything checks out (everything is green) the 'submit' button will become available.
4. If you are sure that you have everything right, click it. Congratulations: you have now submitted your form 2.