Below please find step-by-step instructions on how to create a user profile and sign up for an event. The print screens should help you familiarize yourself with the system. Please note that the information visible on the print screens is indicatory and might be subject to change.

**STEP 1 - ACCOUNT REGISTRATION**

You should start by registering an account at [https://meetings.odihr.pl/registration](https://meetings.odihr.pl/registration). The first step is to provide an e-mail address and password for your new account, as in the print screen below:

![Registration form](image)

Please note that your consent to the terms of use is required in order to use the system.

After providing all the required information, confirm by clicking the “Next Step” button:
When the system successfully saves the information, it will display the following notification at the top of the page:

![Notification](image)

To confirm your e-mail address, the system will send an e-mail with an activation link:

![Activation Link](image)

After clicking the “Activate profile” button, you will be redirected to the next step of the registration process and asked to enter personal information for the purpose of setting up your profile (please see the next page):
After entering the required information at each step of the registration process, please make sure that the information you provided is correct before clicking on the “Next step” button at the bottom of the page. After completing all the steps, press “Finish registration” to complete the process:

![Finish Registration Button](image)

The system will redirect you to your profile page and display a confirmation notification at the top of the page:

![Registration Completed](image)

Additionally, the system will send an e-mail with information that the registration has been completed:
**STEP 2 - EVENT SIGNUP**

You should select the “Conference” tab at the top right corner to open the active conference/event list:

Press the “Signup” button, next to the event you wish to participate in, in order to ask ODIHR to join the event.

You will also be asked to provide information about your desired dates of participation:

Please note that confirmed participants will receive a confirmation e-mail within two working days. Only confirmed participants will be able to enter the conference/event venue.