

# REGISTRATION FLOW GUIDE

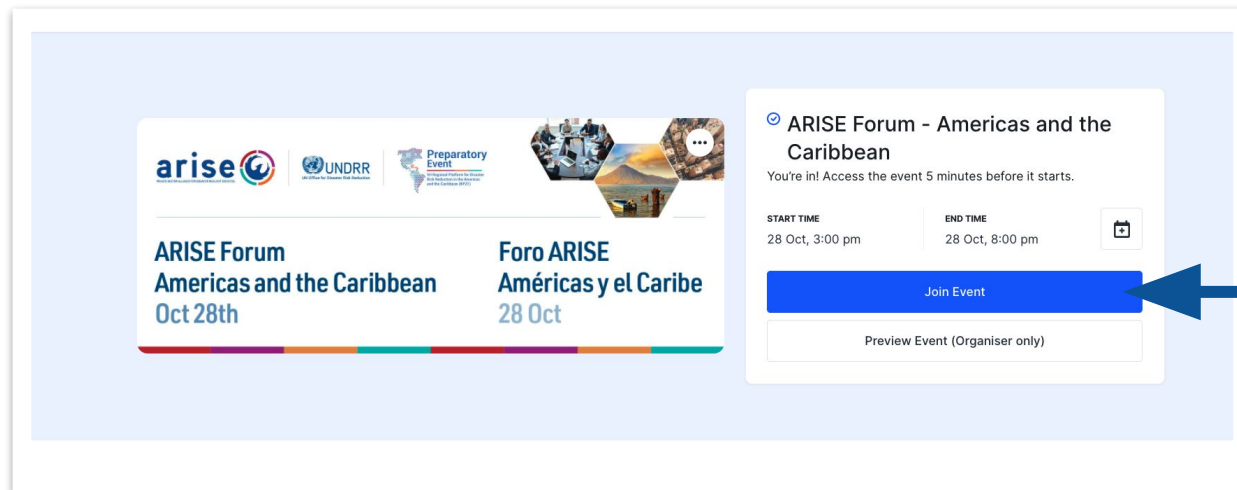


# REGISTRATION FLOW VIA EVENT REG PAGE.



1. Click on Event link
2. Click Join Event
3. Select Ticket Type
4. Set up account / Or log in
5. Email sent to Finalise Registration and Answer Additional Questions
6. Create Profile
7. 24 Hour Reminder
8. 1 Hour Out Reminder

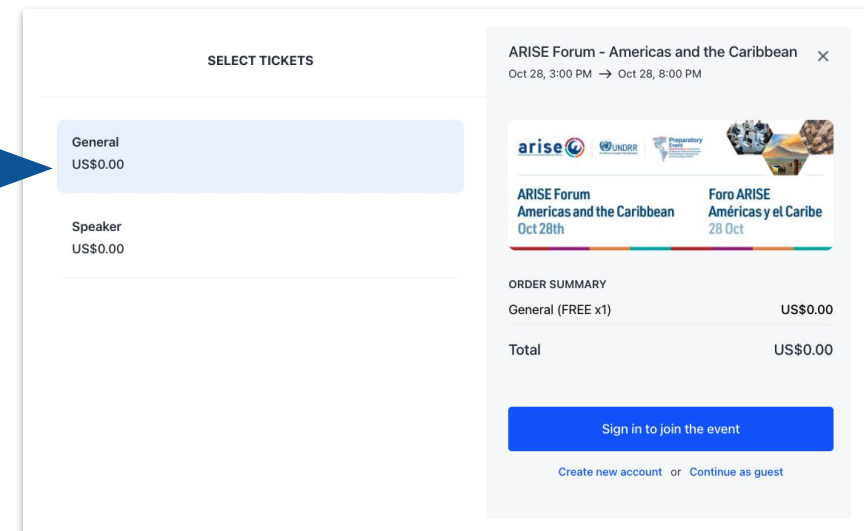
# REGISTRATION FLOW VIA EVENT REG PAGE.



Click on Join Event on the reg page

Choose your ticket & either sign into your Hopin account if you already have one or continue as a guest.

If you are signing in you will see:  
If you forget your password please click on the 'Forgot your password?' icon & follow the steps to reset this.



# REGISTRATION FLOW VIA EVENT REG PAGE.



**Welcome back!**

Sign in to access your account.  
Not registered? [Create an account](#)

Facebook Google LinkedIn Apple SSO

Or

**arise** **UNDRR** **Preparatory Event**

**ARISE Forum Americas and the Caribbean Oct 28th** **Foro ARISE Américas y el Caribe 28 Oct**

**arise** **ARISE Forum - Americas and the Caribbean**  
Hosted by **UNDRR**

You're almost registered for this event, please login or signup for a Hopin account to attend.

Email address

Password

[Forgot your password?](#)

**Log in with email**

You can either login to your account if you already have one or click 'Create an account' at the top. Then you can Sign up.

**Sign up to get started**

Already registered? [Log in](#)

**arise** **UNDRR** **Preparatory Event**

**ARISE Forum Americas and the Caribbean Oct 28th** **Foro ARISE Américas y el Caribe 28 Oct**

**arise** **ARISE Forum - Americas and the Caribbean**  
Hosted by **UNDRR**

You're almost registered for this event, please login or signup for a Hopin account to attend.

Facebook Google LinkedIn Apple SSO

Or

**Sign up with email**

# REGISTRATION FLOW VIA EVENT REG PAGE.



**CHECKOUT**

ARISE Forum - Americas and the Caribbean ×  
Oct 28, 3:00 PM → Oct 28, 8:00 PM

**BASIC INFO**

Email

First name

Last name

**ADDITIONAL INFORMATION**

Género / Gender: (required)

Femenino/Female  
 Masculino/Male  
 Otro/Other

Tipo de Organización / Organization type: (required)

Publico/Public

**ORDER SUMMARY**

General (FREE x1)	US\$0.00
<b>Total</b>	<b>US\$0.00</b>

[Complete Order](#)

You will then be brought back to this page to fill in your registration details & click on Complete Order & go back to your email to verify your registration:

Hello Ellen 🧑 Please verify your email below to access  
ARISE Forum - Americas and the Caribbean

Order date: Sep 28, 2021

**ARISE Forum Americas and the Caribbean Oct 28th** **Foro ARISE Américas y el Caribe 28 Oct**

**ARISE Forum Americas and the Caribbean Oct 28th** **Foro ARISE Américas y el Caribe 28 Oct**

**se** Hosted by UN

<b>START TIME</b>	<b>END TIME</b>	<a href="#">Add to Calendar</a>
Oct 28, 9:00AM CDT	Oct 28, 2:00PM CDT	

1 x General	Free
<b>Total</b>	<b>Free</b>

[Verify and join event](#)

This is a unique link for you only. Please do not share with anybody else.

Powered by Hopin. Use of the service and website is subject to our [Terms of Use](#) and [Privacy Statement](#).  
If you have any question or need help, please contact us at [support@hopin.io](mailto:support@hopin.io)  
Copyright © 2021 Hopin. All rights reserved.

You will then get a confirmation email. Please click on 'Verify and join event' to fully confirm your registration.

# REGISTRATION FLOW VIA EVENT REG PAGE.



Event starting in 4 weeks 2 days  
In the meantime you can [create your profile](#).

**arise** **UNDRR** **Preparatory Event**

**ARISE Forum Americas and the Caribbean Oct 28th** **Foro ARISE Américas y el Caribe 28 Oct**

ARISE Forum - Americas and the Caribbean  
Oct 28, 2:55PM → Oct 28, 8:00PM (+01:00) [Add To Calendar](#)

Hosted by **se UNDRR**

Powered by [hopin](#)

Event chat interface with options: Chat, Polls, People, Q&A. Start Chatting button: Say hello and start the conversation!

You will be brought to the closed Reception page where you can 'create your profile' & fill in your information for the event to share with other attendees.

Estimado Ellen  
Nos complace confirmar su registro para el Foro ARISE de las Américas y el Caribe, que se celebrará virtualmente el 28 de octubre de 2021.  
Saludos cordiales,  
La Secretaría

Dear Ellen  
We are pleased to confirm your registration for the ARISE Forum Americas and the Caribbean, virtually convening on October 28th 2021.  
Kind Regards,  
The Secretariat

[Añadir al Calendario / Add to Calendar](#)

You will then get a confirmation email & you can add the event to your calendar.

# REGISTRATION FLOW VIA EVENT REG PAGE.



Hi Conor 🙌

ARISE Forum - Americas and the Caribbean will begin in less than 24 hours. Get ready!  
When it's time, you can join the event by going to the event page.

[Add to Calendar](#)

This event and invitation are hosted and managed by UNDRR and powered on [Hopin](#). To opt-out of further notifications around this event, please [click here](#).

Use of the Hopin service and website is subject to the [Hopin Terms & Conditions](#), [Platform Terms & Conditions](#) and [Privacy Policy](#).

The attendee will receive two reminder emails & can enter the event via the blue button in these emails

- 24h Out Email

- 1h Out Email



Hi Conor 🙌

ARISE Forum - Americas and the Caribbean will begin in less than 60 minutes. Get ready!  
When it's time, you can join the event by going to the event page.

[Add to Calendar](#)

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# REGISTRATION FLOW VIA MAGIC LINK V1.



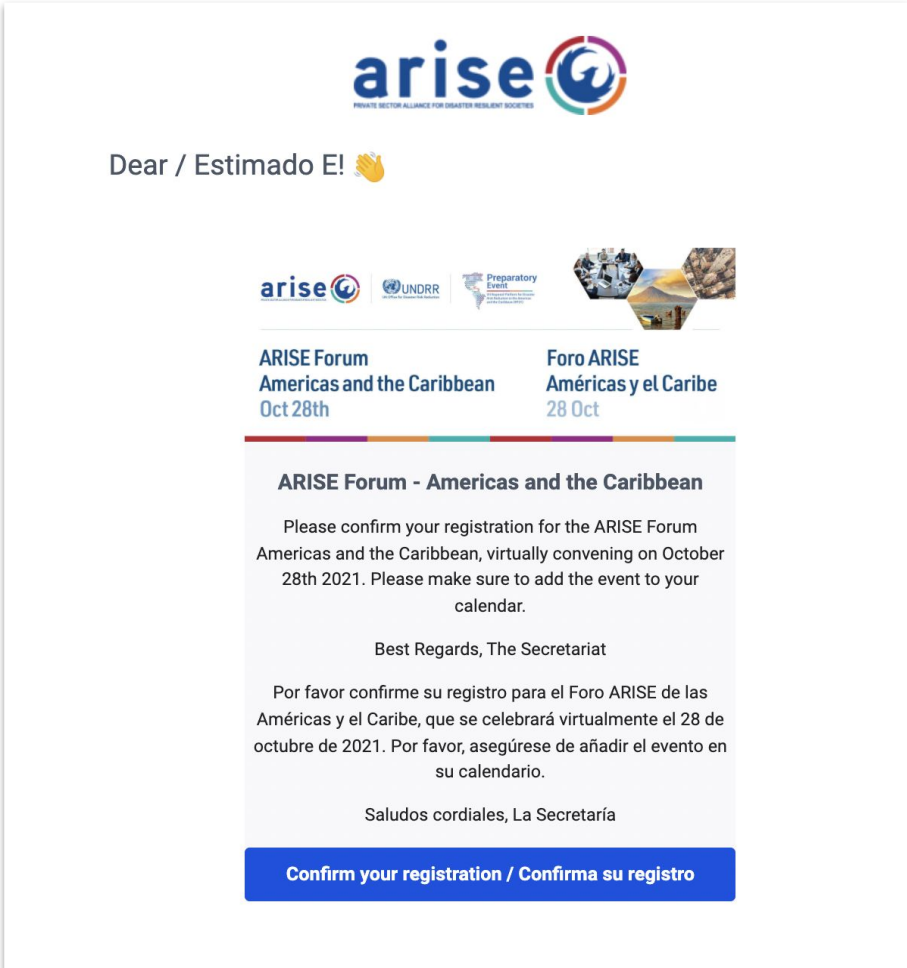
1. They receive magic link invite via email
2. They click on the blue 'Confirm your registration'
3. Create profile
4. 24h email
5. 1h email
6. Enter event on day via the blue button in any email they received from Hopin.



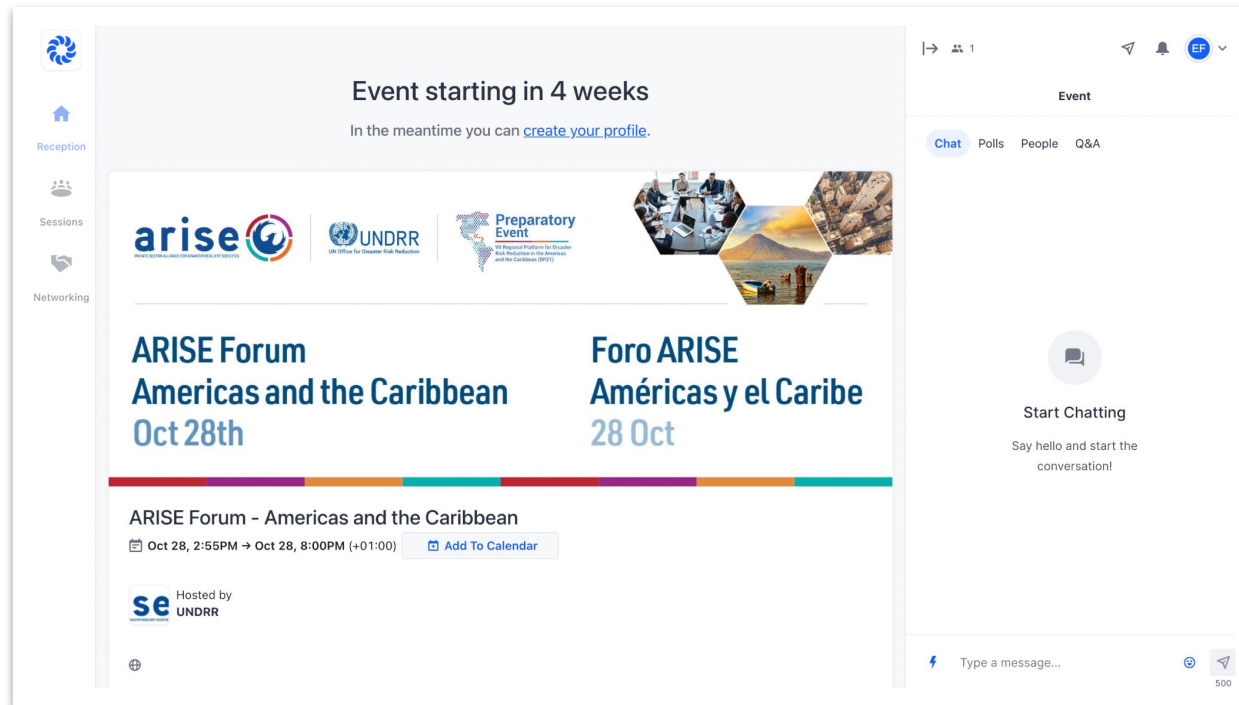
# REGISTRATION FLOW VIA MAGIC LINK V1.



1. They receive the magic link email invite.
2. They click on the blue 'Confirm your registration' within the email invite.
3. The attendee is then brought to the event "waiting" page. The guest can edit their profile in Hopin (avatar, name, headline, and social media handles).



# REGISTRATION FLOW VIA MAGIC LINK V1.



After confirming their invite attendees will be brought to the closed Reception page where they can begin to Create their profile.

# REGISTRATION FLOW VIA MAGIC LINK V1.



The screenshot shows an email invitation from Arise. At the top left is the Arise logo, which includes the word "arise" in blue and a circular icon with a globe. Below the logo is the text "PRIVATE SECTOR ALLIANCE FOR DISASTER RESILIENT SOCIETIES". The main body of the email starts with "Hi Conor 🙌". The next paragraph says "ARISE Forum - Americas and the Caribbean will begin in less than 24 hours. Get ready! When it's time, you can join the event by going to the event page." Below this is a prominent blue button with the text "Add to Calendar". At the bottom, there is a horizontal line, followed by a paragraph: "This event and invitation are hosted and managed by UNDRR and powered on Hopin. To opt-out of further notifications around this event, please [click here](#)." Below that is another paragraph: "Use of the Hopin service and website is subject to the [Hopin Terms & Conditions](#), [Platform Terms & Conditions](#) and [Privacy Policy](#)."

The attendee will receive two reminder emails & can enter the event via the blue button in these emails

- 24h Out Email
- 1h Out Email

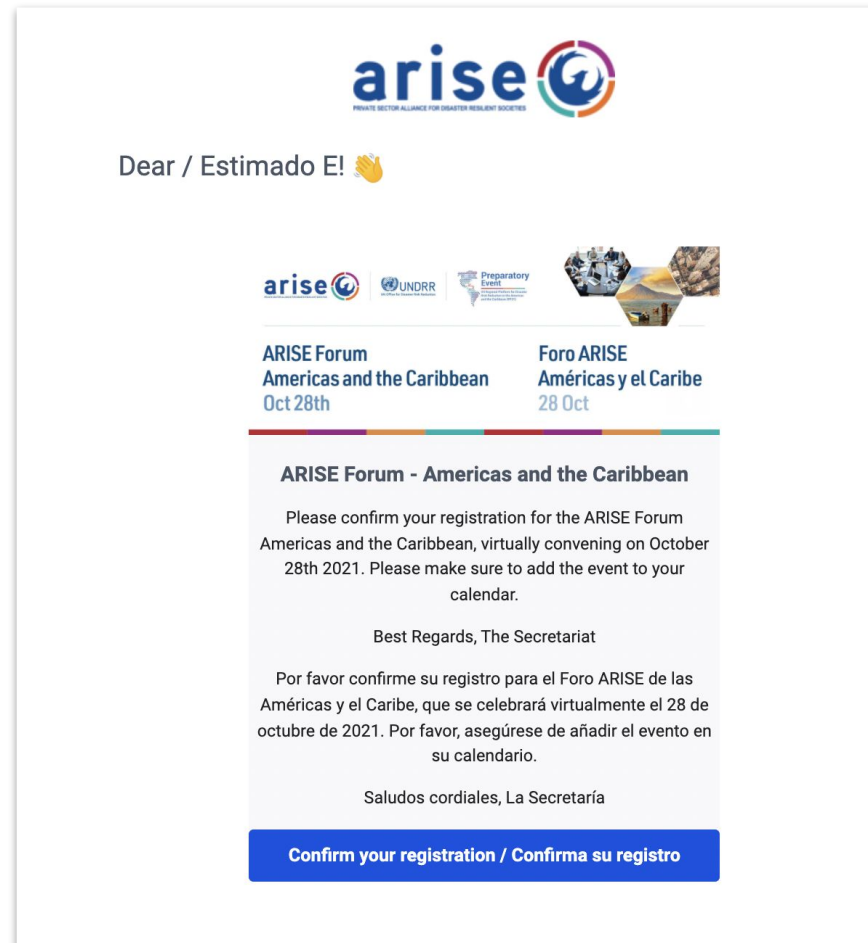
This screenshot is identical to the one on the left, showing an email invitation from Arise. It includes the Arise logo, a personalized greeting "Hi Conor 🙌", the event details "ARISE Forum - Americas and the Caribbean will begin in less than 60 minutes. Get ready! When it's time, you can join the event by going to the event page.", a blue "Add to Calendar" button, and the footer text regarding the event being hosted by UNDRR on Hopin, with links to terms and conditions and privacy policy.

# REGISTRATION FLOW VIA MAGIC LINK V2.



1. They receive magic link invite via email
2. They click on the blue 'Confirm your registration'
3. They must do a 2 step authentication process to confirm their registration
4. Create profile
5. 24h email
6. 1h email
7. Enter event on day via the blue button in any email they received from Hopin.

# REGISTRATION FLOW VIA MAGIC LINK V2.



1. The Attendee is sent a direct invite from Hopin.
2. They click on the blue 'Confirm your registration' within the email invite.
3. The attendee then must do a 2 step authentication process to confirm.


# REGISTRATION FLOW VIA MAGIC LINK V2.



**se** UN

Hello Ellen 🙌 Please verify your email below to access  
ARISE Forum - Americas and the Caribbean

Order date: Sep 22, 2021



**ARISE Forum**  
Americas and the Caribbean  
Oct 28th

**Foro ARISE**  
Américas y el Caribe  
28 Oct

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ARISE Forum - Americas and the Caribbean

**se** Hosted by UN

<b>START TIME</b>	<b>END TIME</b>	<input type="button" value="Add to Calendar"/>
Oct 28, 9:00AM CDT	Oct 28, 2:00PM CDT	

1 x General Free

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Total Free

This is a unique link for you only. Please do not share with anybody else.


Step 1 Authentication

Attendee must click on 'Verify and join event'. This is their unique link.

## ARISE Forum - Americas and the Caribbean

by UN

Thank you. We need to verify your identity.

 **Verification required. Event link emailed!**

To protect your identity, we have sent you a confirmation link that will take you to the event.

We have sent the email to el\*\*\*\*\*@\*\*\*\*\*om

Didn't receive the email? Check your Spam folder. If you are still experiencing issues, please contact UN

The Attendee will see the above image. They must go back to their email to click on their confirmation link.

# REGISTRATION FLOW VIA MAGIC LINK V2.



## ARISE Forum - Americas and the Caribbean

by UNDRR

Just one final step to complete your registration - please click the button below to reserve your ticket.

Until you click the button (or access the link) below, you will not be fully registered for this event.

Please note that your unique link in the button below **will expire in 10 minutes**. Upon expiry, you can click the same button again to send a new verification email with the new link.

When the event starts, you can use this same link to join the event, going through the same verification process.

Please note that this link is unique to you and should not be shared with anyone for your own security.

Confirm & Join Event

+ Add to Calendar

If you are experiencing issues in joining the event by clicking the button above, please copy and paste the following URL directly into a browser tab.

[https://hopin.com/magic\\_links/134d0c73-6293-40ee-80a0-712f87b148ef/accept](https://hopin.com/magic_links/134d0c73-6293-40ee-80a0-712f87b148ef/accept)

### Event Date & Time

Thursday, 28th Oct 2021 09:00 CDT → 14:00 CDT

### Step 2 Authentication

Attendee must click on 'Confirm & Join Event'. This link expires after 10 minutes so must be done straight away.

The screenshot displays the event registration page for the ARISE Forum. The top section indicates the event starts in 4 weeks and provides a link to create a profile. Below this, there are logos for 'arise', 'UNDRR', and 'Preparatory Event'. The main title is 'ARISE Forum Americas and the Caribbean Oct 28th' with a Spanish translation 'Foro ARISE Américas y el Caribe 28 Oct'. The event details show it is on Oct 28, 2:55PM to 8:00PM (+01:00) and includes an 'Add To Calendar' button. The page is hosted by UNDRR. On the right, a chat interface is visible with options for 'Chat', 'Polls', 'People', and 'Q&A'. A 'Start Chatting' button is present with the instruction 'Say hello and start the conversation!'.

After confirming their invite attendees will be brought to the closed Reception page where they can begin to Create their profile.

# REGISTRATION FLOW VIA MAGIC LINK V2.



Hi Conor 🙌

ARISE Forum - Americas and the Caribbean will begin in less than 24 hours. Get ready!  
When it's time, you can join the event by going to the event page.

[Add to Calendar](#)

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The attendee will receive two reminder emails & can enter the event via the blue button in these emails

- 24h Out Email

- 1h Out Email



Hi Conor 🙌

ARISE Forum - Americas and the Caribbean will begin in less than 60 minutes. Get ready!  
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**THANK  
YOU!**

