How to nominate participants for Ozone Secretariat Events

1. Log into the nomination system using the unique link you have received in your email.

2. To begin, click on

   ![Add new nomination button](image)

   **Add new nomination**

   **Please type first and last name then click Next**

   ![Input field for first and last name](image)

   **Select the participant you want to nominate from the 2 participants found**

   ![List of participants](image)

   **Name / Email**
   - Firstname Lastname
   - Firstname2 Lastname2

   **Job Title / Department / Organization**
   - New Job Title - Ozone Secretariat
   - Ozone Secretariat

   **Action**
   - Select
   - Nominated

3. You can search for a participant form your organization by using “*” or by “firstname” “lastname” combination to see the names of all those who have represented your organization in previous Ozone Secretariat events since 2016 onwards.

4. Select the name of the participant **[Select]** want to nominate and proceed to step 6 below.

   ![Select participant button](image)

   **Create new participant to Nominate**

5. Fill in the fields to create a new participant and follow the steps. Please provide all the details as this is the information that will appear in the list of participants.
6. Please verify the essential contact information. This information will appear on the list of participants.
7. Review the participant’s information and confirm the meetings you are nominating him/her for by selecting from the dropdown menu. This information will appear on the list of participants. When done, click on Confirm Nomination.

8. You can track the status of the nomination from the main screen. The status will change from “Pending Accreditation” to “Accredited” once the Secretariat has reviewed and confirmed your nomination. All “Accredited” participants will receive the both the login information for the online forum and the priority pass a few weeks before the meeting.