



## 1. Course Registration Procedure

## Summary:

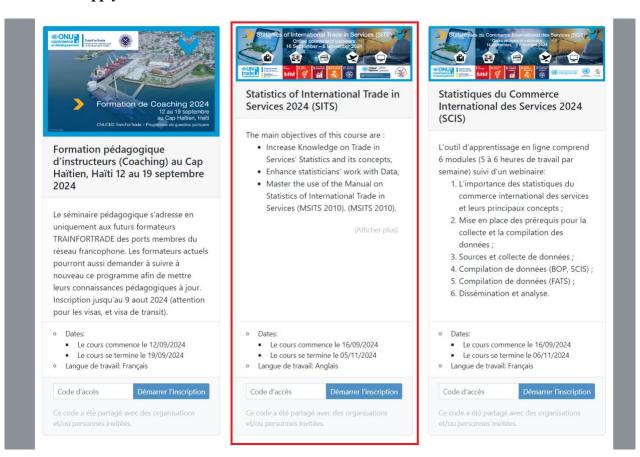
This document will explain participants how to register on the new registration platform.

## Platform address:

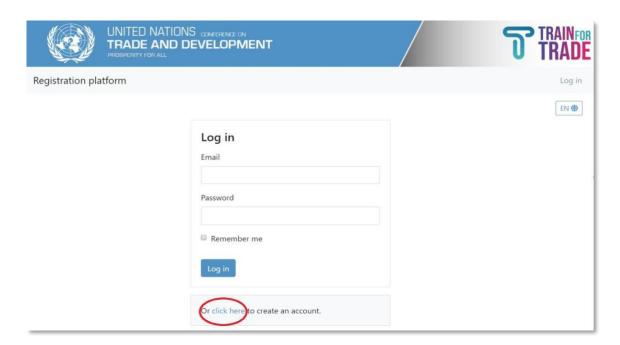
The website address for registration platform <a href="https://tft-reg.unctad.org/en/">https://tft-reg.unctad.org/en/</a>

## 2. Detailed Procedure

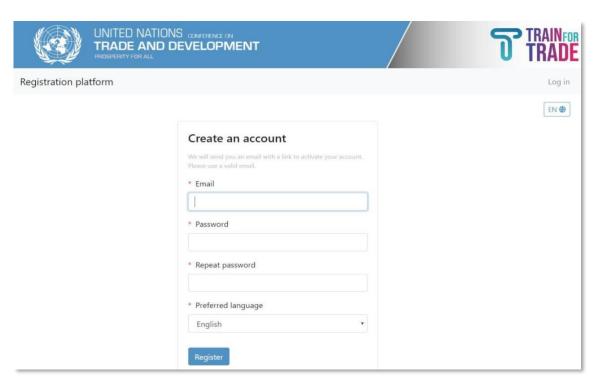
- Go to the above-mentioned internet address.
- Put the passcode SITS.2024 for the "Statistics of International Trade in Services 2024" and click "Apply".



• If you do not have an account on our site yet click on "Click here" button (in the red circle) to create an account.



• Fill out the required fields with your email address, password and preferred language.



It is important to enter a valid email address because an activation link will be sent to this email to finalize your application process. Please note that your email address will be your username.

• After entering the requested information in all the fields, click on the blue button "**Register**".

Success message should appear on your screen as shown below:

The user has been created successfully.

An email has been sent to your@email.com. It contains an activation link you must click to activate your account.

• Go to your email inbox, you should have received an activation email from "TrainForTrade" <u>tftregnoreply@unctad.org</u>, as shown below:

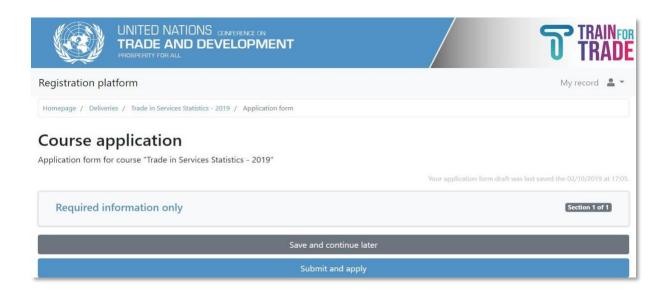
Hello your@email.com!

To finish activating your account – please visit <a href="https://tft-req.unctad.org/register/confirm/8LNHZFOr-WYWtN6HQS7">https://tft-req.unctad.org/register/confirm/8LNHZFOr-WYWtN6HQS7</a> ExmQwjS9AuheY

This link can only be used once to validate your account.

Regards, the Team.

• Click on the link inside the email to finalize your account creation. You'll be presented with the page asking the password of the course, and, your account creation is finished.



• Fill out all the sections of the registration form and click on the "Submit and apply".

• You will see following message:



Your application is successfully submitted.