

## How do I register for an ISO working group online?

Working Group (WG) meetings are held either via conference call or in person at a member location. All participants are required by ISO to a) be a member of the WG and b) to register online in order to participate or attend a WG meeting.

If you are not properly registered you may be denied entry or participation. The ASABE Administrator can help you through the process.

The [document here](#) will provide step by step directions on registering for an ISO WG meeting or follow the directions below.

## Register for an ISO Working Group Meeting

To register for an ISO Working Group meeting go to <https://login.iso.org/portal/>.

Sign in using your ISO assigned login information.



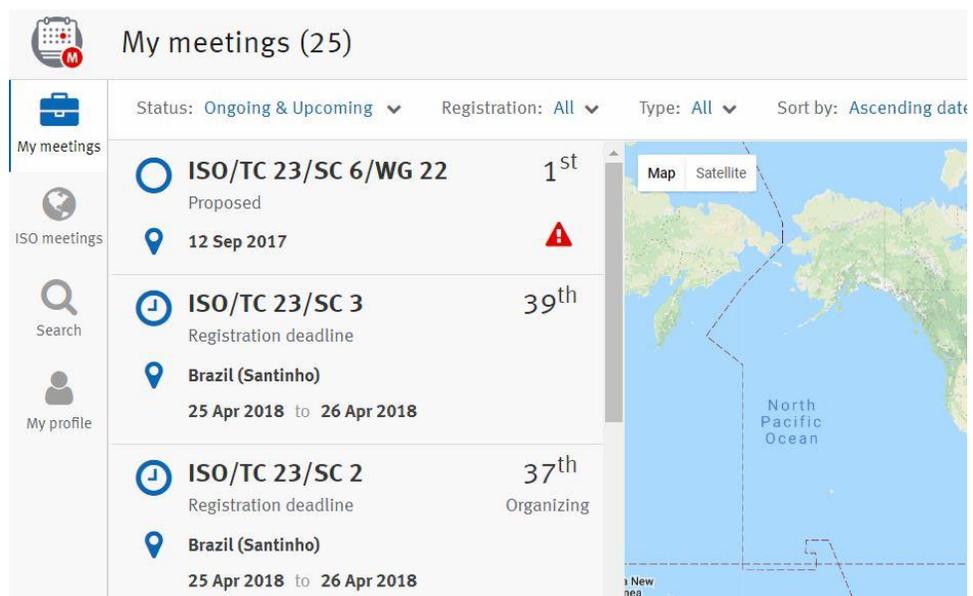
The screenshot shows two main menu items:

- Ballots**: Support of consensus feedback processes in ISO standardization. Committee officers, Voters.
- Meetings**: Support ISO committees meetings organization. Committee members, Committee officers.

### 1. Select Meetings

You will only see available meetings if you are currently registered as a Working Group Expert.

All relevant meetings posted will show.



The screenshot shows the 'My meetings (25)' page with the following details:

- Status:** Ongoing & Upcoming
- Registration:** All
- Type:** All
- Sort by:** Ascending date

| Meeting ID           | Status                | Registration Deadline | Location          | Start/End Dates            | Order            |
|----------------------|-----------------------|-----------------------|-------------------|----------------------------|------------------|
| ISO/TC 23/SC 6/WG 22 | Proposed              | 12 Sep 2017           |                   |                            | 1 <sup>st</sup>  |
| ISO/TC 23/SC 3       | Registration deadline |                       | Brazil (Santinho) | 25 Apr 2018 to 26 Apr 2018 | 39 <sup>th</sup> |
| ISO/TC 23/SC 2       | Registration deadline |                       | Brazil (Santinho) | 25 Apr 2018 to 26 Apr 2018 | 37 <sup>th</sup> |

A map on the right side of the page shows the location of the meetings in Brazil (Santinho).

2. Select your meeting, open it.



3. Select Register at the upper right corner.

You can always return to cancel your registration prior to the meeting if needed.

The registration form for Meeting ISO/TC 23/SC 6/WG 21 3rd (25 Jun 2018 to 29 Jun 2018) includes the following fields and options:

- Registration status:** Registration open, Registration deadline (2018-06-11).
- Cancel my registration:** Button in the top right.
- Representing:** Dropdown menu with 'ANSI' selected.
- Invitation letter for visa application required:** Dropdown menu with 'Don't know' selected.
- Arrival date:** Date field with '2018-06-24' and a calendar icon.
- Departure date:** Date field with '2018-06-29' and a calendar icon.
- Comment:** Text input field.
- Buttons:** 'Cancel' and 'Save' (with a download icon) at the bottom.

Once you select Register, you will need to fill in your arrival and departure times, do you need a visa letter? Enter any comments such as special accommodations.

Then select Save.

If you are attending another working group meeting, go back to your meeting list and repeat.

You must register for each separate working group meeting.