User guide for the online application system

Registration process



Course feedback •Please click "My training" in "Profile" and check your certificates under "Certificates" after clicking on the course you have applied for. •You can upload your photos under "Site photos". •You can upload your summaries and reports under "Personal report". •You can fill in the questionnaires under

Register

"Questionnaire".

1. You can browse <u>http://registration.crihap.cn/</u>, or click "Online application" (Figure 1) on CRIHAP's home page or click "Apply" in the "Calendar of events" (Figure 2) to visit CRIHAP's online registration system. Please click "Register" at the upper right corner of the registration page (Figure 3).



Figure 1



Figure 2



Figure 3

2. Fill in all the required information and submit.

	· Login · Register · 中文
Under Nation Exactioner Steam Data States Exactioner Steam Data States Here The Ansems of UPERST	Online application system
联合国科教文组织亚大地区引物质文化遗产国际通道中心	Home Profile
Online application system > Register	
	A CONTRACT OF A
	Register
	I'm : « Trainee 🜼 Faciliator 🔹 Media
	(Some of your information will be made public!)
* Course verification	n code : (8 characters)
	* Mail :
	(Please choose your preferred email address. You cannot change your
	selection after registration.)
	Name : FAMILY NAME MIDDLE NAME GIVEN NAME
* pass	sword :
	(Your password should be more than 8 characters long and include numbers, case-sensitive letters and standard symbols.)
* Confirm the pass	
Committee pass	
	Register



Note:

- Choose your user type: trainee, facilitator or media. If you don't belong to one of these three user groups, please contact CRIHAP to open your account.
- Input your 8-character verification code to register your account. The code is invalid if the corresponding course is not available now.
- Use a valid email address to register your account. The system will send a verification message to your registered email address to recover your account, and will also send you other email notifications.
- Please input your real name.
- > Your password should be more than 8 characters long and include numbers, case-sensitive letters

and standard symbols.

If your email address has already been registered (Figure 5), please log in directly with your registered your email. If you forget your password, recover it by clicking "Forgot your password" (Figure 6).

CRIHAP Transaction of the second of the se	·Login ·Register ·中文 nline application system Home Profile
Online application system > Register	
and the second sec	and the second se
* Course verific This m	Register : • Traine • Faciliator • Media : • Some of www.information.will be made public!) Reminder wallbox has been registered iil address. You cannot change your selection after registration.)
* Name : * password : * Confirm the password :	(Your password should be more than 8 characters long and include numbers, case-sensitive letters and standard symbols.)

Figure 5

Login
email : 👤 Please input the registered c
password : 💼
Forgot your password?
Login Register

Figure 6

3. Verify your email address and activate your account

After you successfully register, you will receive an email from <u>admin@crihap.cn</u> (Figure 7). Please check your registered email inbox for the message to activate your account (Figure 8). You can log in to the registration system after you see "Your account is activated" (Figure 9).



Log in and verify your information

1. You can log in to the registration system with your registered email.

If you forget your password, you can click "Forgot your password" on the login page (Figure 10). You should input your registered email address and real name (Figure 11). An email from <u>admin@crihap.cn</u> will be sent to your registered email address (Figure 12). Please check your email for a link (Figure 13) to reset your password (Figure 14).

	Login
	email : 👤 Please input the registered c
pa	assword : 💼
	Forgot your password?
	Login Register

Figure 10

Annu Raman Annu Rama Annu Raman Annu	Online application system	∍Login ∍Register → 中文
Online application system > Recover password		
	-	
	Recover password	
	* Name : FAMILY NAME MIDDLE NAME Send verification	GIVEN NAME

Figure 11



Figure 12



Figure 13

Example Control	・Login ・Register ・中文 nline application system Home Profile
Online application system > Recover password	
* password :	Recover password
* Confirm the password :	and standard symbols.)

Figure 14 (Note: please input new password twice)

2. Please click "Profile" (Figure 15) after login, and fill in the required information under "Personal information" (Figure 16).

Endem Range Market Standard Operation Appendix A Lagrand A Lagr	Online applic	ation system	→Current user: 🚺 → Logout	▶ 中文
Online application system > Home				
	-			
1 Capacity Building Wor Safeguarding of the Ir Convention)" (Accepti Time: 2018-05-01~2018-05-06 City:	ntangible Cultural I ng applications) Kathmandu, Nepal Applicatio	Heritage 2003 (20		
Faciliator : Richenel Crispo Ansano, S Registered trainees : 9 Registered		ки	Apply now	
Under the framework of "2003 Convent spirit and values of the convention, as heritage. The courses will be conducted	tion", the workshop will be held well as enhance Nepal's capacity	of safeguarding intangible cul	tural	
	Figure 1	5		

tinute co 政会項	Line holes Market and States Constants Co	the Assa Pacific Region	nline application	+Current user trainee1 → Logou	t → p x
Online	application system > Pro	file			
		1 K			
_	Personal information	User type : 1	Rease input in Chinese or English. Frainee Current status : To be	submitted	
Ν	My training	Registered mailbox :	(Public inform	ation)	
			FAMILY NAME MIDDLE (Public information)	NAME GIVEN NAME	
		* Gender :	male female (Public information)	mation)	
		* Nationality :	٠	(Public information)	
		* Passport No. :			
		* Passport photo : *	Leolqu	ormat that are no larger than 10MB()	
			upload (Flease upload pictures in jpg/pdf fo	rmat that are no larger than 10MBF)	
		* Company/organization :		(Public information)	
		* Job title : * Address :		(Public information)	
		* Contact number :			
		* Educational			
		background : (Within 1,000 characters)			
		* Working experience : (Within 1,000 characters)			
		* UNESCO training experience :			
		(Within 1,000 characters)	Save	Submit	
	Copyright © CRIHAP (Inte	rnational Training Centre for Intang R	pible Cultural Heritage in the Asia-Pacific R egistration Number: Beijing 07504941-2 Presented by Chinadaily.com.cn	egion under the auspices of UNESCO), all rights reserved.	

Figure 16

Note:

- > Items marked with "public information" will be open to all registered users.
- > You must fill in all items marked with "*".
- > We recommend upload scanned copies of passports and your photo in jpg format.
- You can click "Save" to temporarily save your personal information, but your information will be verified after you finish editing and click "Submit".

3. Your information will be verified within 1 to 5 working days after submitting it. Once your information is verified, you can apply for training courses (Figure 17). If your information cannot be verified, your submission may have errors. The system will provide hints if you click the question mark icon beside "Verification failed" (Figure 18). You can click "Revise" to change your information and resubmit after finish editing (Figure 19).

Use	r type : Trainee Current status : Ve	rified
Registered m	ailbox : (Public inf	ormation)
	Name : (Public information)	
	Figure 17	
User type : Trainee	Current status : Verification failed 📀	The following information you entered is incorrect. Please revise the item and submit your information again:
Registered mailbox :	(Public information)	Photo Contact number
Name :	(Public information)	
	Figure 18	
Company/organization :	(Public information)	
Job title :	(Public information)	
Address :		
Contact number :		
Educational background :		
Working experience :		
UNESCO training		
experience :		
	Revise	
	Figure 19	

Apply for courses

You can search for training courses you want to join on the home page and click "Apply now" (Figure 20). The system will remind you to log in first. You can apply for any course with the corresponding registration code (Figure 21). If the registration code does not match the course you want to apply for, the system will remind you to input the corresponding code to apply (Figure 22). If you do not have the code, please contact relevant person for the training course.

Example A Constant A Cons	Online application system	→Current user: ▲ → Logout → 中文
Online application system > Home		
	and the second se	
(2003 Convention	he Intangible Cultural Heritage 2003)" (Accepting applications) 106 City : Kathmandu, Nepal Application deadline : 2018-03-30 16:	:44:37
Faciliator : Richenel Crispo An	sano, Sipiriano Dominiko Nemani Ranuku	
Registered trainees : 9 Regi	stered media : 2	Apply now
spirit and values of the convent	Convention", the workshop will be held to fully implement and prom ion, as well as enhance Nepal's capacity of safeguarding intangible o nducted through lectures, group discussions, fieldwork and interact	cultural
CRIHAP : Zhang San 12345678 Cooperative Party : Li Si 132450		

Figure 20

<u>man</u>	CRIHAP	Online application system	›Current user:YYY › Logout › 中文
United Nations ducational, Scientific and Cultural Organization 长合国科教文组织	to interaction interaction contents for interaction contents in the Asia Pacific Region under the Asiapcess of UNESCO 这太地区非物质文化遗产国际培训中心	Home Profile	
ine applicatio	n system > Home		
			Andrew Street
		×	
1	Capacity Building	· · · ·	
	Safeguarding of t Convention)" (Ac	Application completed	2003
		City : Kathmandu, Nepal Application deadline : 2018-03-30 1	6:44:37
		ano, Sipiriano Dominiko Nemani Ranuku	Apply now
	Registered trainees : 9 Regist	tered media : 1	Арру ном
	spirit and values of the convention	onvention", the workshop will be held to fully implement and pror on, as well as enhance Nepal's capacity of safeguarding intangibl nducted through lectures, group discussions, fieldwork and intera	le cultural
	CRIHAP : Zhang San 123456789 Cooperative Party : Li Si 1324569		
		Figure 21	
		orkshop: on the Role of Media f	
I	mplementation of t	Yorkshop: on the Role of Media f the UNESCO 2003 Convection fo	r the
II S	mplementation of t afeguarding of I	the UNESCO 2003 Convection fo	
II Sa aj	mplementation of 1 afeguarding of I pplications)		r the X
II Si aj Tir	mplementation of t afeguarding of I	the UNESCO 2003 Convection fo	r the ×
II Sa aj Til 29	mplementation of 1 afeguarding of I pplications) me : 2018-09-01~2018-09-	the UNESCO 2003 Convection fo	r the X
In Si ap Tin 29 Fa	mplementation of t afeguarding of I pplications) me: 2018-09-01~2018-09- 09:28:45	the UNESCO 2003 Convection fo	r the ×
It Si aj Tir 29 Fa Re	mplementation of f afeguarding of I pplications) me: 2018-09-01~2018-09- 109:28:45 iciliator : Mr. Rahul Goswar egistered trainees : 2 Re	the UNESCO 2003 Convection fo	r the × 2018-08- Apply now
It Si aj Tir 29 Fa Re	mplementation of f afeguarding of I pplications) me: 2018-09-01~2018-09- 09:28:45 udiliator: Mr. Rahul Goswar	the UNESCO 2003 Convection fo	r the × 2018-08- Apply now
II Si CP Fa Re en CR	mplementation of f afeguarding of I pplications) me: 2018-09-01~2018-09- 109:28:45 iciliator : Mr. Rahul Goswar egistered trainees : 2 Re	the UNESCO 2003 Convection fo	r the ×



Note:

The status of a training course can be "Accepting applications", "Closed for applications" or "Training complete". Please pay attention to application deadlines and training times.

Accepting applications: You may apply for the training course.

Closed for applications: The training course is no longer accepting applications, but it has not yet

started. Training complete: The training course is finished, so you cannot participate.

Upload your schedule and download training materials

1. Please click "My training" under "Profile" (Figure 23) and check the related information after clicking any training course on the list of applied courses.

Construction of the second sec	IAP Online application system	Current user: YYY → Logout → 中文
Online application system > Pro	file	Sec. 83
Personal information	Courses applied for	Time
New password My training	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible Cultural Heritage 2003 (2003 Convention)"	2018-05-01~2018-05-06

Figure 23

2. If your user type is trainee or facilitator and you need CRIHAP to book your tickets, fill in departure time, departure city/port, return time and return city/port in "My schedule", then click "Save" (Figure 24).

Personal information	Capacity Building	Workshop on the "Convention for	the Safeguarding of the Intangible	2018-05-01~2018-05-06
New password	Cultural Heritage 20	103 (2003 Convention)"		2010 00 01 2010 00 00
My training				
	My schedule	Departure	Departure	
	Agreement	time :	city/port :	
	Certificates	Return time :	Return city/port :	
	Agenda			
	Trainee list		Save	
	Courseware			
	Field investigation			

Figure 24

3. You can check or download a detailed agenda after clicking "View" under "Agenda" (Figure 25).

ie application system > Pi					
Personal information	Capacity Building Wor	kshop on the "Convention for the Safeguarding of the Int	angible	2018-05-01	2018-05-06
New password	Cultural Heritage 2003 (2	2003 Convention)"		2010 00 01	2010 05 00
My training					
	My schedule	title		time	
	Agreement	尼泊尔《保护非物质文化遗产公约》能力建设培训班日程	2018-0	3-08 14:14:12	view
	Certificates				
	Agenda				
	Trainee list				
	Courseware				

Figure 25

Personal information Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible 2018-05-01~2018-05-06 Cultural Heritage 2003 (2003 Convention)" New password My schedule Name Gender email Company/organization Agreement Certificates 101 Agenda Courseware





5. You can check and download training materials under "Courseware" (Figure 27).

Personal information	Capacity Building Wo	2018-05-01~2018-05-0			
New password	Cultural Heritage 2003 (2003 Convention)"			
My training					
	My schedule	title		time	
	Agreement	Training materials	2018-0	1-15 16:17:18	view
	Certificates				
	Agenda				
	Trainee list				
	Courseware				
	Field investigation				
	Site photos				
	Personal report				



6. You can check the field investigation programs under "Field investigation" (Figure 28).

Personal information	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible				2018-05-01~2018-05-06	
New password	Cultural Heritage 2003 (:	Cultural Heritage 2003 (2003 Convention)"				
My training						
	My schedule		title		time	
	Agreement	Field visit		2018-0	1-26 14:13:42 <u>view</u>	
	Certificates					
	Agenda					
	Trainee list					
	Courseware					
	Field investigation					
	Site photos					
	Personal report					
	E-journal					
	Media report					
	Questionnaire					



Course feedback

1. You can click "My training" under "Profile" and check the training courses you have applied for. Please click on a training course and upload your feedback (Figure 29).

Leader to find a constraint of the constr	HAP Online application system	Current user:YYY → Logout → 年	文
Online application system > Pro	file	Control 1	
Personal information	Courses applied for	Time	
New password My training	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible Cultural Heritage 2003 (2003 Convention)"	2018-05-01~2018-05-06	

Figure 29

2. You can check and download your digital certificates under "Certificates" (Figure 30).

Personal information	Capacity Building Wo	2018-05-01~	-01~2018-05-06				
New password	Cultural Heritage 2003 (Cultural Heritage 2003 (2003 Convention)"					
My training							
	My schedule	title		time			
	Agreement	Certificate of Ann - Capacity Building Workshop in					
	Certificates	Nepal	2018-01	1-29 14:48:26	view		
	Agenda	Certificate of John - Capacity Building Workshop in					
	Trainee list	Nepal	2018-01-29 14:49:15		view		
	Courseware	Contificate of Miles - Conseilty Duilding Workshap in					
	Field investigation	Certificate of Mike - Capacity Building Workshop in Nepal	2018-03-08 14:13:35		view		
	Site photos	. ropor					
	Personal report						

Figure 30

3. You can view photos uploaded by others under "Site photos" (Figure 31) and upload photos you have taken by clicking "add". The user interface for uploading photos is similar to software typically used for editing articles. Please fill in title (indicating your name is preferable), then insert photos and captions, and click "Save" after you finish editing (Figure 32). You can still revise and delete your work.

Personal information	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible					2018-05-06
New password	Cultural Heritage 2003 (2003 Convention)"				
My training						
	My schedule	title			time	
	Agreement	小组讨论		2018-03-	-08 14:22:35	view
	Certificates					+add
	Agenda					
	Trainee list					
	Courseware					
	Field investigation					
	Site photos 🔷 🔪					
	Personal report					
	E-journal					
	Media report					
	Questionnaire					



New password	Cultural Heritage 2003 i	(2003 Convention)"		2018-05-01~2018-05-06			
My training	My schedule	title	tim	e			
	Agreement	小组讨论	2018-03-08	14:22:35 <u>view</u>			
	Certificates			+ac			
	Agenda						
	Trainee list	title : Please insert title h	ere				
	Courseware	🤟 (* B I U 🛲 🧷 🛷 🖓 - 🛅	A • 🐠 • = • = • (a) 📄 🛓				
	Field investigation	CustomSt • Paragrapl • Arial • 16p		<i>⊵</i> ∞ <i>k</i> _A ∂ ≡ ≡			
	Site photos						
	Personal report	insert photo or group photo					
	E-journal						
	Media report You can edit photos and captions here						
	Questionnaire	Path: body > p > br) characters entered,10000 left.			
		ran. <u>bouy 2 p 2 m</u>		characters entered, 10000 feit.			
			Save				

Figure 32

4. You can upload your summaries and reports under "Personal report". Please click "add" to edit (Figure 33). The user interface for uploading summaries and reports is similar to software typically used for editing articles. Please fill in your title (indicating your name is preferable), then insert your text or copy and paste the text in the text field. You can also insert photos and attachments (Figure 34).

Personal information	Capacity Building Workshop on t	Intangible 2018-05-01~2018-05-06	
New password	Cultural Heritage 2003 (2003 Conve	ention)"	
My training			
A. 199	My schedule	title	time
	Agreement		+add
	Certificates		
	Agenda		
	Trainee list		
	Courseware		
	Field investigation		
	Site photos		
	Personal report		
	E-journal		
	Media report		
	Questionnaire		

Figure 33

New password	Cultural Heritage 2003 (2003 Convention)"	2018-05-01~	2018-05-06
My training	My schedule	title	time	
	Agreement			
	Certificates			
	Agenda	title: Please insert title here		
	Trainee list	*) (* B I U ABC 🖉 🛷 🎲 - 🛅 A - 🐲 - 📴 - 🗮		
	Courseware	CustomSt • Paragrapi • Arial • 16px • ▶ ¶ ¶4		88 2
	Field investigation		on you can insert arra	chments
	Site photos	These the bulk	in you can inservaria	ennenes
	Personal report			
	E-journal	You can edit photo and text I	here	
	Media report	Path: <u>body</u> > <u>p</u> > <u>br</u>	0 characters enter	red,10000 left.
	Questionnaire			
		Save		

Figure 34

5. You can check and download publications under "E-journal" (Figure 35).

Personal information	Capacity Building Wo	rkshop on the "Convention for the Safeguarding of the Int	angible		
New password	Cultural Heritage 2003 (2003 Convention)"		2018-05-01	2018-05-06
My training					
	My schedule	title		time	
	Agreement	E-journal for Capacity Building Workshop in Nepal	2018-0	3-08 14:20:22	view
	Certificates				
	Agenda				
	Trainee list				
	Courseware				
	Field investigation				
	Site photos				
	Personal report				
	E-journal				
	Media report				
	Questionnaire				

Figure 35

6. You can view reports about CRIHAP or training courses under "Media report" (Figure 36).

Personal information	Capacity Building Wor Cultural Heritage 2003 (3	2018-05-01~2018-05-06			
My training					
	My schedule	title		time	
	Agreement	Capacity building workshop on 2003 Convention held			
	Certificates	in Nepal		3-20 14:55:24	view
	Agenda				
	Trainee list				
	Courseware				
	Field investigation				
	Site photos				
	Personal report				
	E-journal				
	Media report				
	Questionnaire				

Figure 36

If you are a media user, you can upload reports under "Media report". Please click "add" to edit (Figure 37). The user interface for uploading reports is similar to software typically used for editing articles. Please fill in your title, then insert your text or copy and paste the text in the text field. You can also insert photos and attachments (Figure 38).

Personal information New password	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible Cultural Heritage 2003 (2003 Convention)"			2018-05-01~2018-05-06		
My training	Agreement	title		time		
	Certificates Agenda	Capacity building workshop on 2003 Convention held in Nepal		2018-03-20 14:55:24 <u>vie</u>		
	Trainee list				+add	
	Courseware					
	Field investigation					
	Site photos					
	E-journal					
	Media report					
	Questionnaire					
Personal information	Canacity Building We	Figure 37	ngible			
New password	Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible 2018-05-01~2018-05-06 Cultural Heritage 2003 (2003 Convention)"					
My training		na n				
My danning	Agreement	title	time			
	Certificates	Capacity building workshop on 2003 Convention held 2018 in Nepal		8-03-20 14:55:24 <u>view</u>		
	Agenda					
	Trainee list				+add	
	Courseware					
	Field investigation	uue: Please insert title here				
	Site photos	① ○ B J U @ @ ク ダン 簡 A・W・E・E・E・0 ○ 書・モ・語・ CustomSt, Paragraph, Anal ・ 16px ● ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○				
	E-journal					
	Media report					
	Questionnaire					
		You can edit your report text and photos here				
		$Path: body \ge p \ge br$	0 0	characters entered,10	000 left.	
		Save				

Figure 38

7. You can fill in the questionnaires under "Questionnaire" (Figure 39).

Personal information		Capacity Building Workshop on the "Convention for the Safeguarding of the Intangible Cultural Heritage 2003 (2003 Convention)"				
My training	Agreement	title	time			
	Certificates	Questionnaire for the capacity building workshop on the "2003 Convention" in Nepal				
	Agenda		2018-03-20 15:00:24	view		
	Trainee list					
	Courseware					
	Field investigation					
	Site photos					
	E-journal					
	Media report					
	Questionnaire					

Figure 39