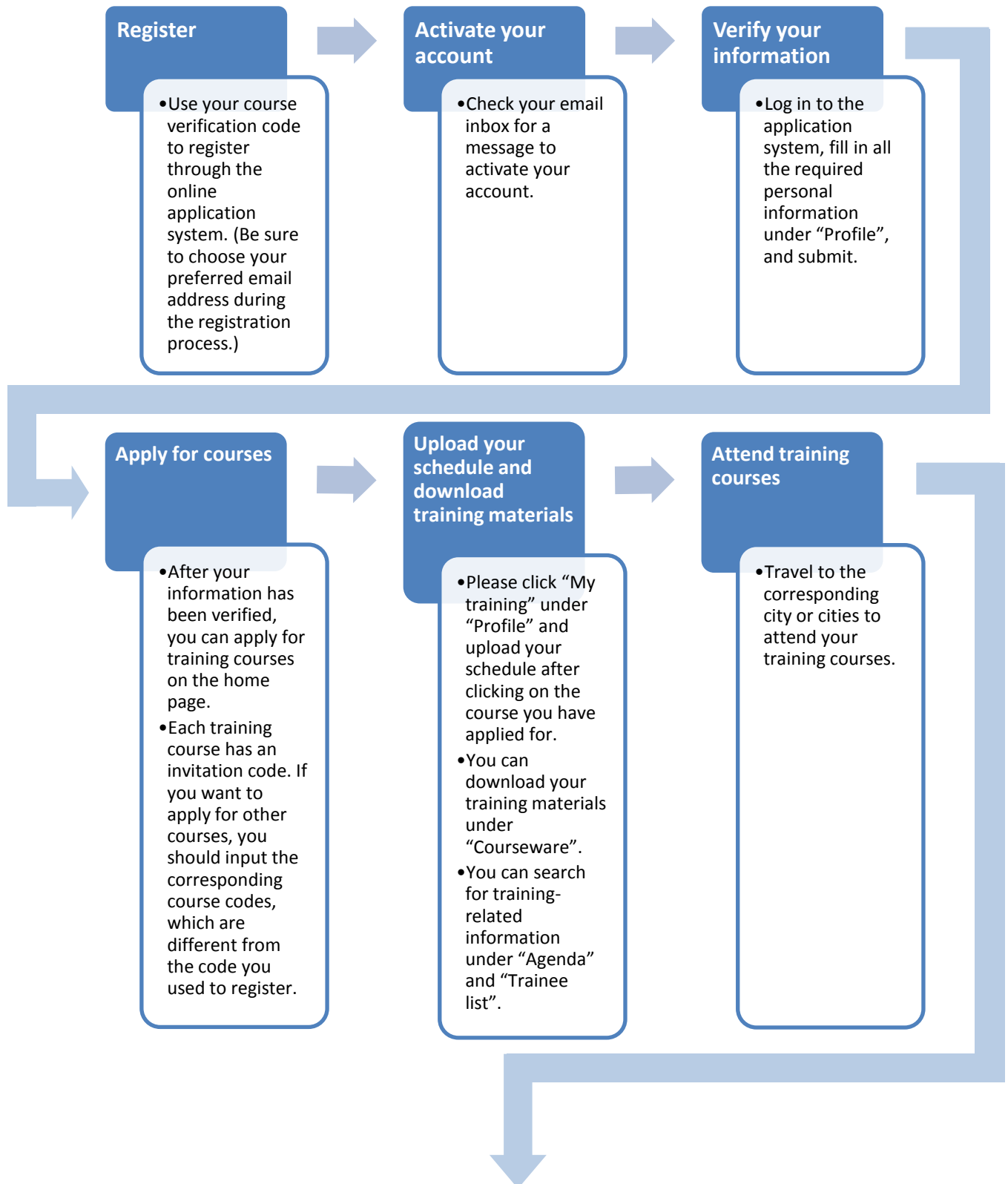


# User guide for the online application system

## 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 “Questionnaire”.

## Register

1. You can browse <http://registration.crihap.cn/>, 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).

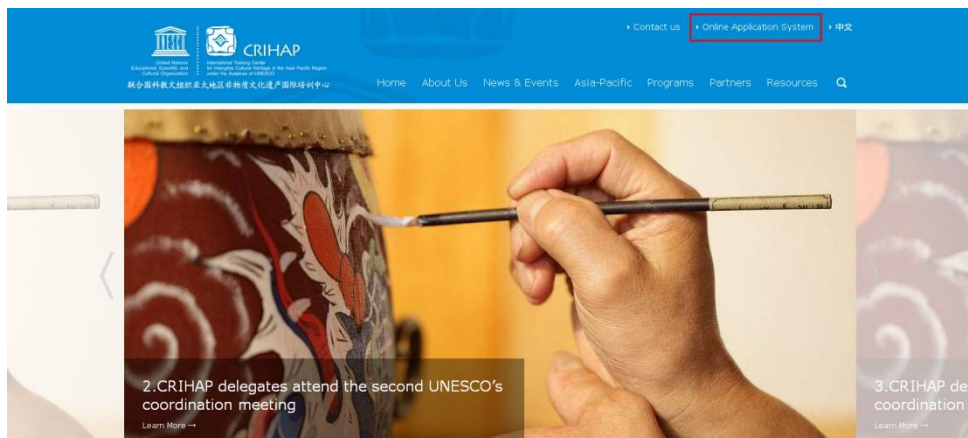


Figure 1

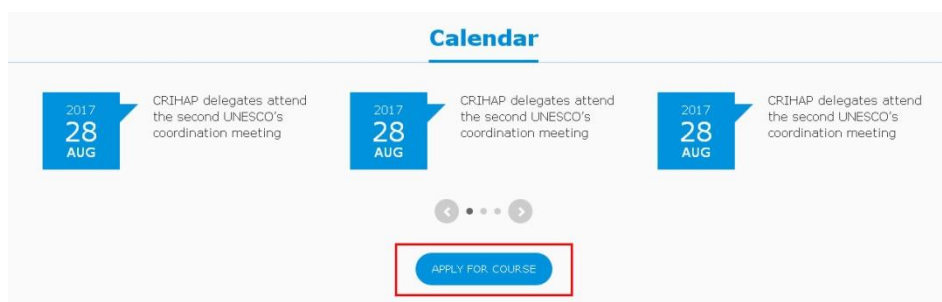


Figure 2



Figure 3

2. Fill in all the required information and submit.

The screenshot shows the registration form on the CRIHAP Online application system. The header is blue with the CRIHAP logo and navigation links for Login, Register, and 中文. Below the header, there's a breadcrumb trail: Online application system > Register. The form is titled 'Register' and has three radio buttons for user type: Trainee (selected), Facilitator, and Media. A note states: '( Some of your information will be made public! )'. The form fields include: \* Course verification code (8 characters), \* Mail (with a note: '( Please choose your preferred email address. You cannot change your selection after registration. )'), \* Name (with sub-fields for FAMILY NAME, MIDDLE NAME, and GIVEN NAME), \* password (with a note: '( Your password should be more than 8 characters long and include numbers, case-sensitive letters and standard symbols. )'), and \* Confirm the password. A blue 'Register' button is at the bottom.

Figure 4

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).

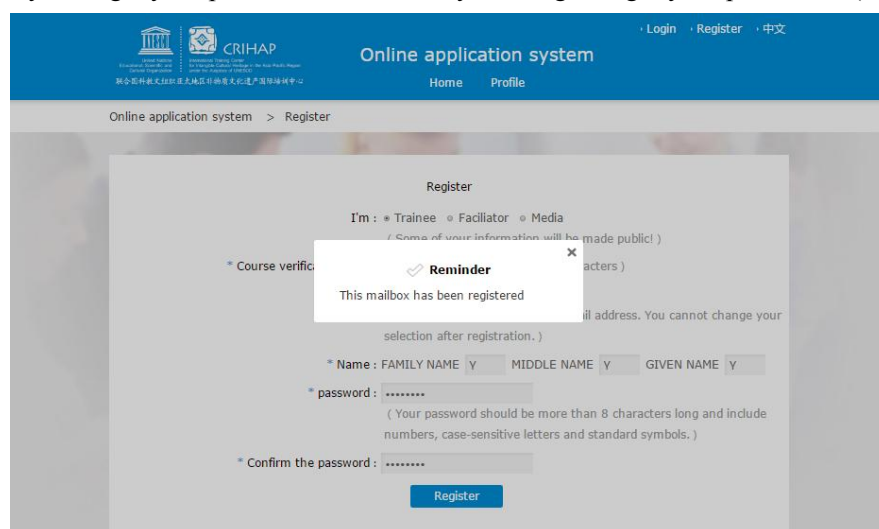
The image shows the 'Register' page of the 'Online application system'. At the top, there is a blue header with the CRIHAP logo and navigation links for 'Login', 'Register', and '中文'. Below the header, the page title is 'Online application system > Register'. A modal window titled 'Reminder' is centered on the screen, with a close button (X) in the top right corner. The message inside the modal says 'This mailbox has been registered'. Behind the modal, the registration form is visible. It includes a 'Register' title, a role selection dropdown (I'm: Trainee, Facilitator, Media), a course verification field, and name fields (FAMILY NAME, MIDDLE NAME, GIVEN NAME). There are also password fields (password and confirm the password) with a note that the password should be more than 8 characters long and include numbers, case-sensitive letters, and standard symbols. A blue 'Register' button is at the bottom of the form.

Figure 5

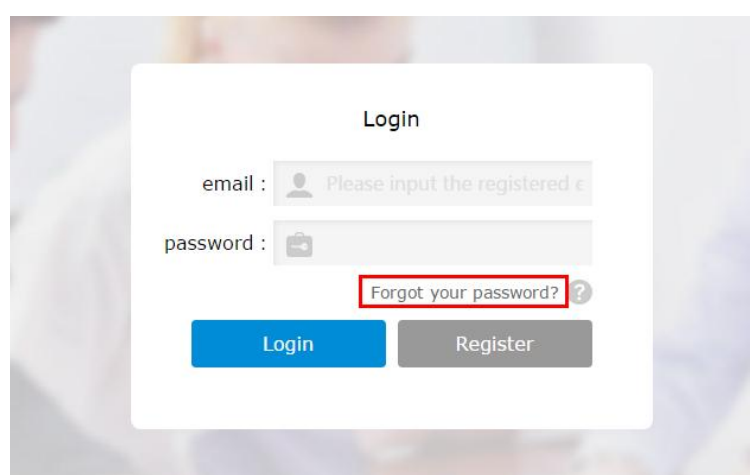
The image shows the 'Login' page of the 'Online application system'. It features a white modal window with a 'Login' title. Inside the modal, there are two input fields: 'email' and 'password'. The email field has a placeholder text 'Please input the registered email'. The password field has a placeholder text 'Please input the password'. Below the password field, there is a link 'Forgot your password?' with a question mark icon. At the bottom of the modal, there are two buttons: a blue 'Login' button and a grey 'Register' button.

Figure 6

### 3. Verify your email address and activate your account

After you successfully register, you will receive an email from [admin@crihap.cn](mailto:admin@crihap.cn) (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).

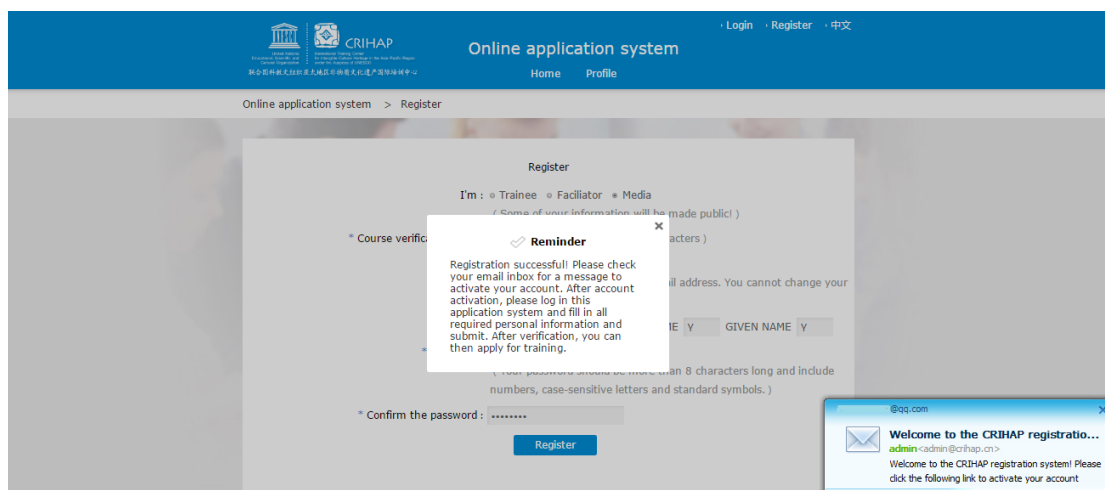


Figure 7

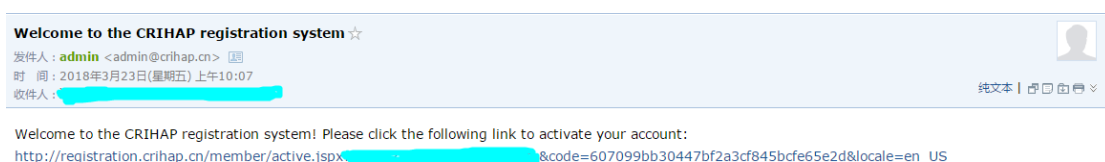


Figure 8

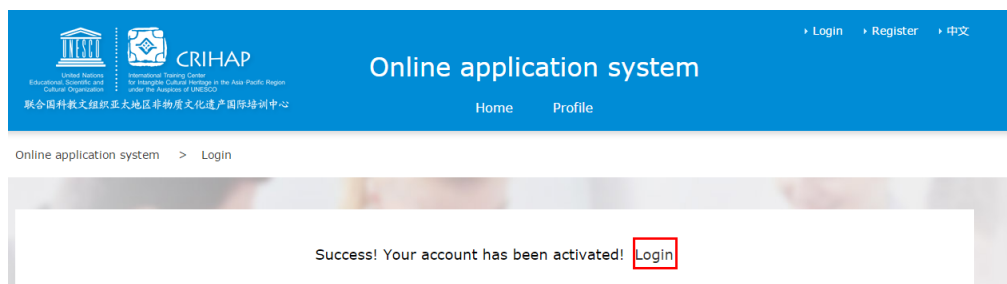


Figure 9

## 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 [admin@crihap.cn](mailto:admin@crihap.cn) 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).

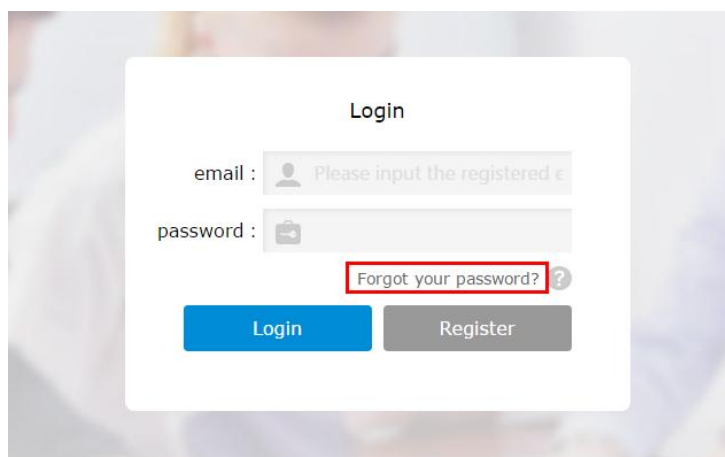


Figure 10

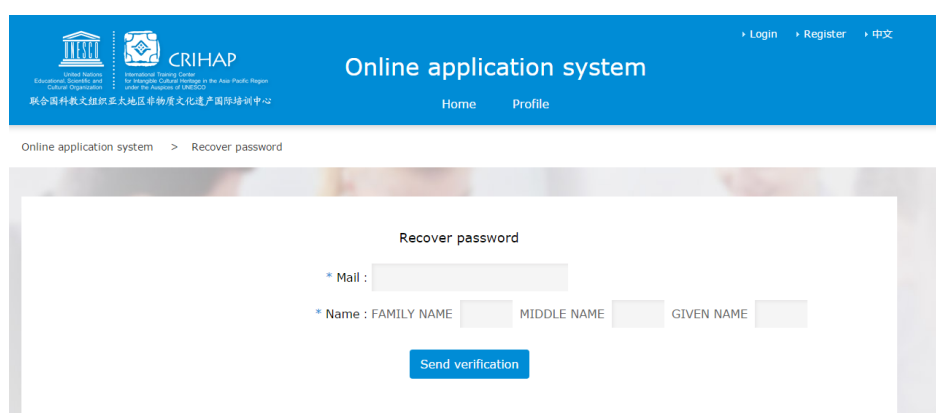


Figure 11

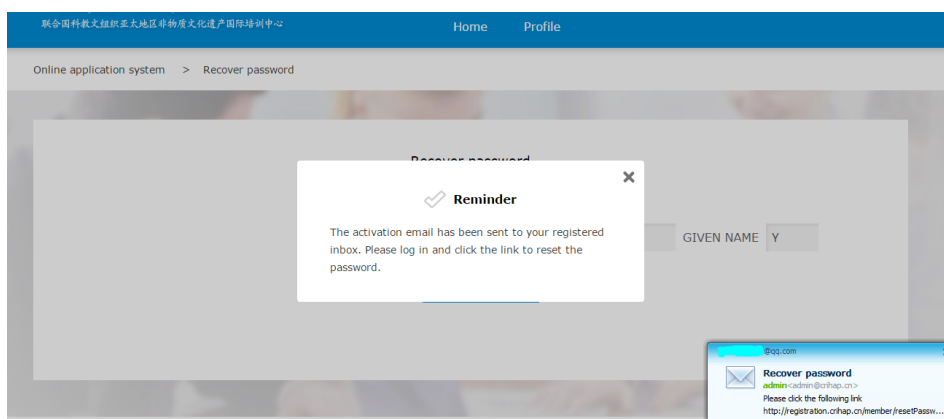


Figure 12



Figure 13

Online application system > Recover password

### Recover password

\* password :

( Your password should be more than 8 characters long and include numbers, case-sensitive letters and standard symbols. )

\* Confirm the password :

[Edit password](#)

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).

Online application system > Home

Current user: [user] Logout 中文

## Online application system

[Home](#) [Profile](#)

1 **Capacity Building Workshop on the “Convention for the Safeguarding of the Intangible Cultural Heritage 2003 (2003 Convention)” ( Accepting applications )**

**Time :** 2018-05-01~2018-05-06 **City :** Kathmandu, Nepal **Application deadline :** 2018-03-30 16:44:37



**Faciliator :** Richenel Crispo Ansano, Sipiriano Dominiko Nemanli Ranuku

**Registered trainees :** 9 **Registered media :** 1

[Apply now](#)

Under the framework of “2003 Convention”, the workshop will be held to fully implement and promote the spirit and values of the convention, as well as enhance Nepal’s capacity of safeguarding intangible cultural heritage. The courses will be conducted through lectures, group discussions, fieldwork and interaction.

Figure 15

**CRIHAP**  
International Training Centre  
for Intangible Cultural Heritage in the Asia-Pacific Region  
under the Auspices of UNESCO  
联合国教科文组织亚太地区非物质文化遗产国际培训中心

Current user: trainee1    Logout    中文

**Online application system**  
 Home    Profile

Online application system > Profile

Personal information  
 New password  
 My training

Please input in Chinese or English.

User type : Trainee    Current status : To be submitted


Registered mailbox : (Public information)

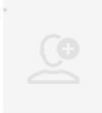
\* Name : FAMILY NAME    MIDDLE NAME    GIVEN NAME  
(Public information)

\* Gender : ☐ male    ☐ female    (Public information)

\* Nationality :    (Public information)

\* Passport No. :

\* Passport photo : \*  

  
( Please upload pictures in jpg/pdf format that are no larger than 10MB! )

\* Photo : \*  

  
( Please upload pictures in jpg/pdf format that are no larger than 10MB! )

\* Company/organization :    (Public information)

\* Job title :    (Public information)

\* Address :

\* Contact number :

\* Educational background :  
(Within 1,000 characters)

\* Working experience :  
(Within 1,000 characters)

\* UNESCO training experience :  
(Within 1,000 characters)

Copyright © CRIHAP (International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO ), all rights reserved.  
 Registration Number: Beijing 07504941-2  
 Presented by Chinadaily.com.cn

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).

User type : Trainee      Current status : **Verified**

Registered mailbox : [redacted] (Public information)

Name : [redacted] (Public information)

Figure 17

User type : Trainee      Current status : **Verification failed** ?

Registered mailbox : [redacted] (Public information)

Name : [redacted] (Public information)

The following information you entered is incorrect. Please revise the item and submit your information again;

Photo    Contact number

Figure 18

Company/organization : [redacted] (Public information)

Job title : [redacted] (Public information)

Address : [redacted]

Contact number : [redacted]

Educational background : [redacted]

Working experience : [redacted]

UNESCO training experience : [redacted]

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.

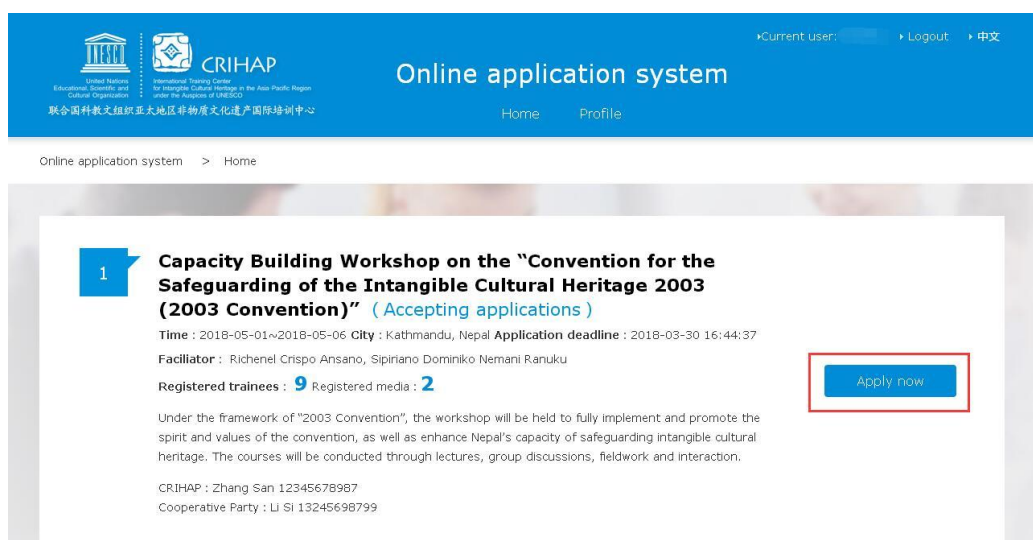


Figure 20

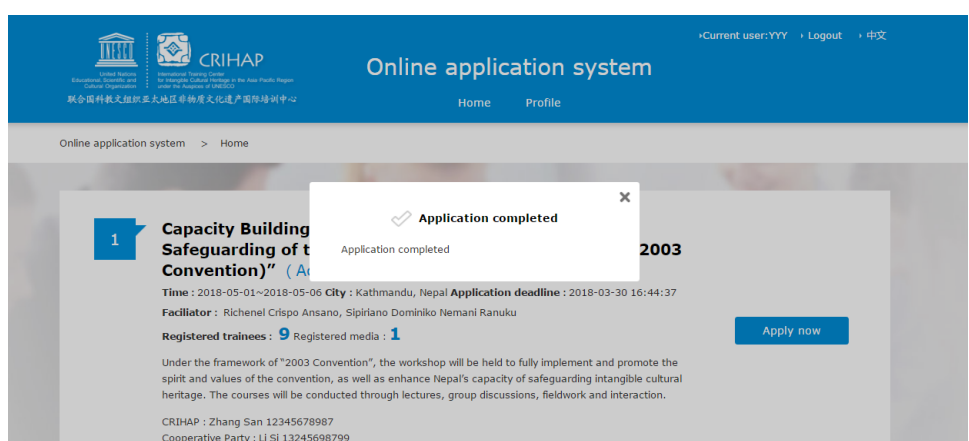


Figure 21

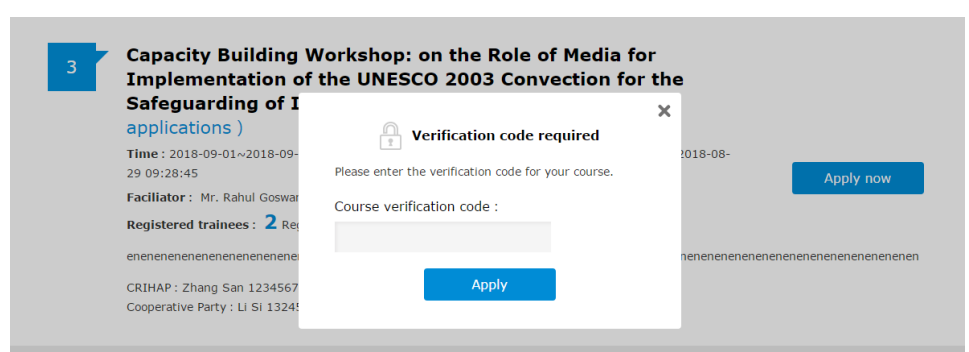


Figure 22

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.

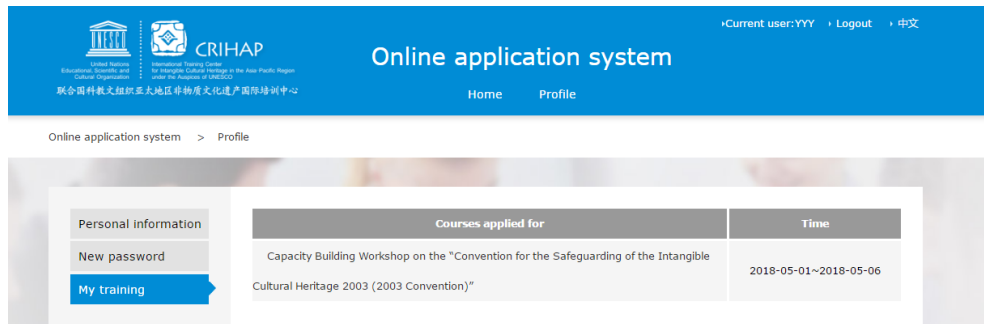


Figure 23

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).

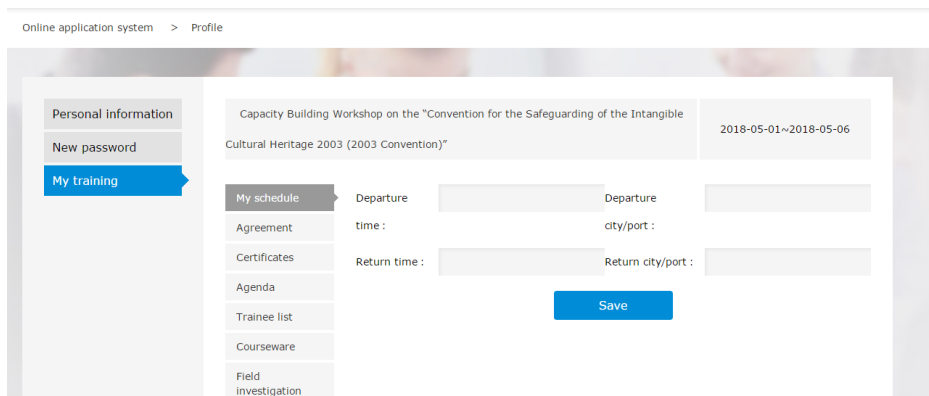


Figure 24

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



Figure 25

4. You can check to see the trainees who have applied under “Trainee list” (Figure 26).

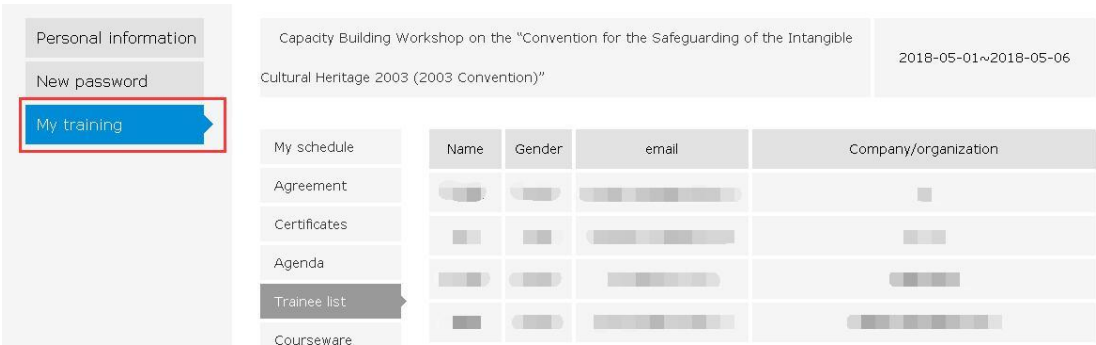


Figure 26

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

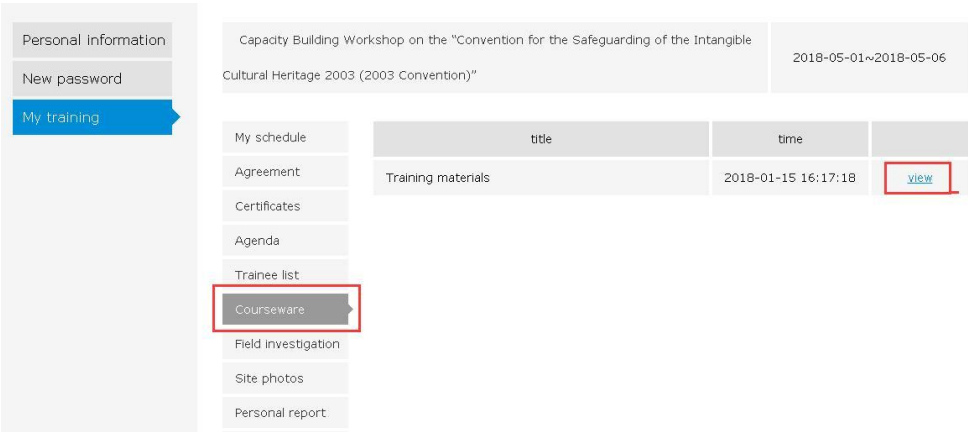


Figure 27

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

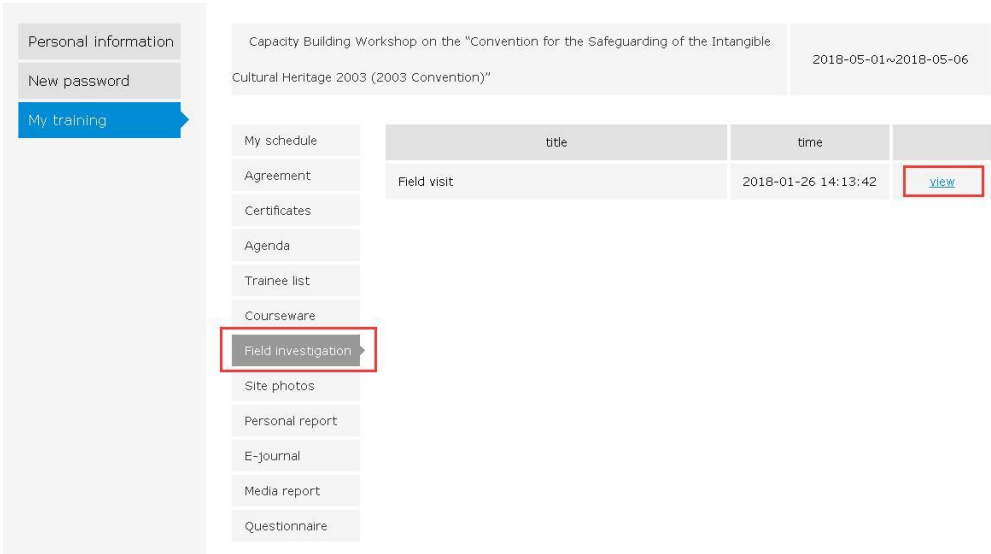


Figure 28

## 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).

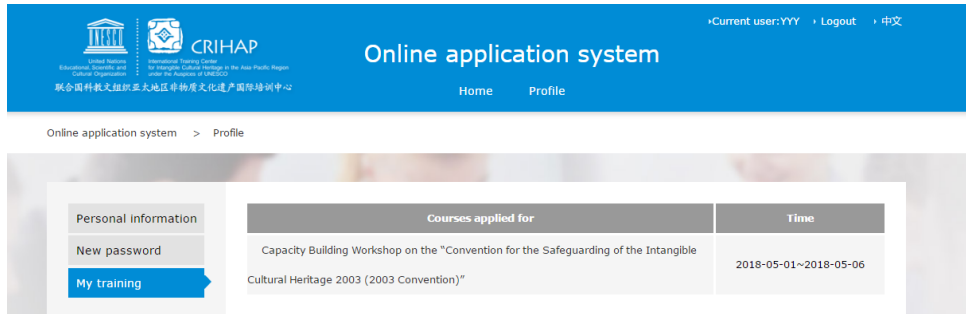


Figure 29

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

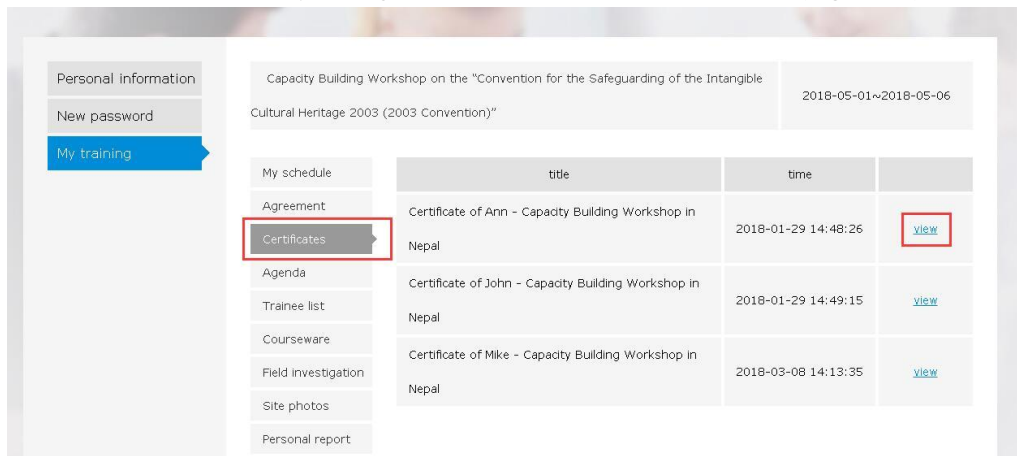


Figure 30

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.

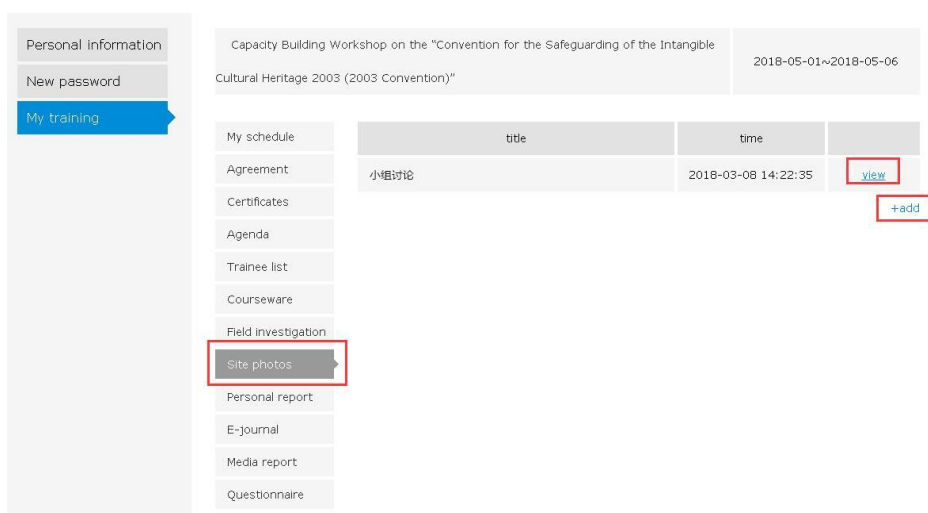


Figure 31

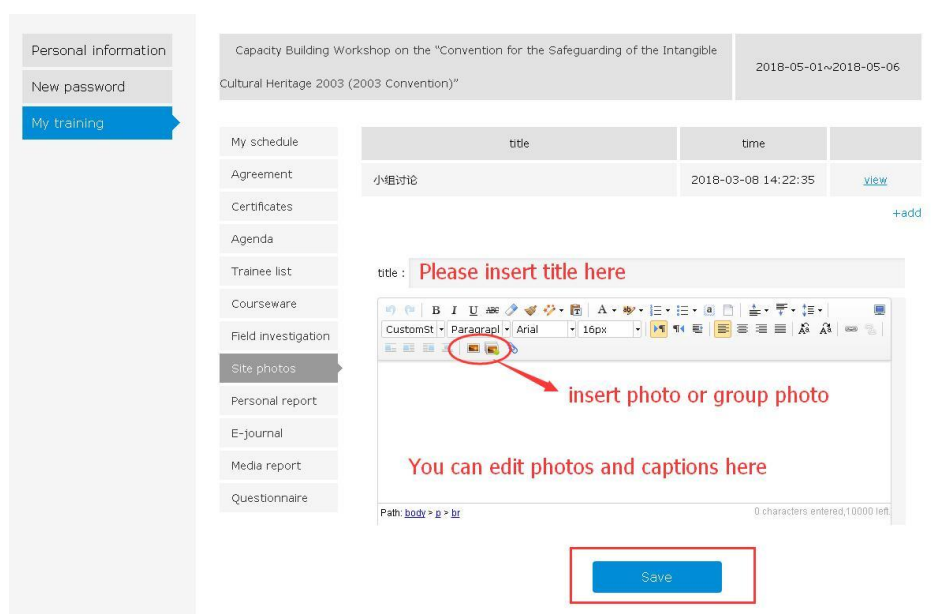


Figure 32

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
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

My schedule

Agreement

Certificates

Agenda

Trainee list

Courseware

Field investigation

Site photos

Personal report

E-journal

Media report

Questionnaire

title	time	
		+add

Figure 33

Personal information
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

My schedule

Agreement

Certificates

Agenda

Trainee list

Courseware

Field investigation

Site photos

Personal report

E-journal

Media report

Questionnaire

title	time	
		+add

title : Please insert title here

CustomSt
Paragraph
Arial
16px

Press the button you can insert attachments

You can edit photo and text here

Path: body > p > br
0 characters entered,10000 left

Save

Figure 34

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

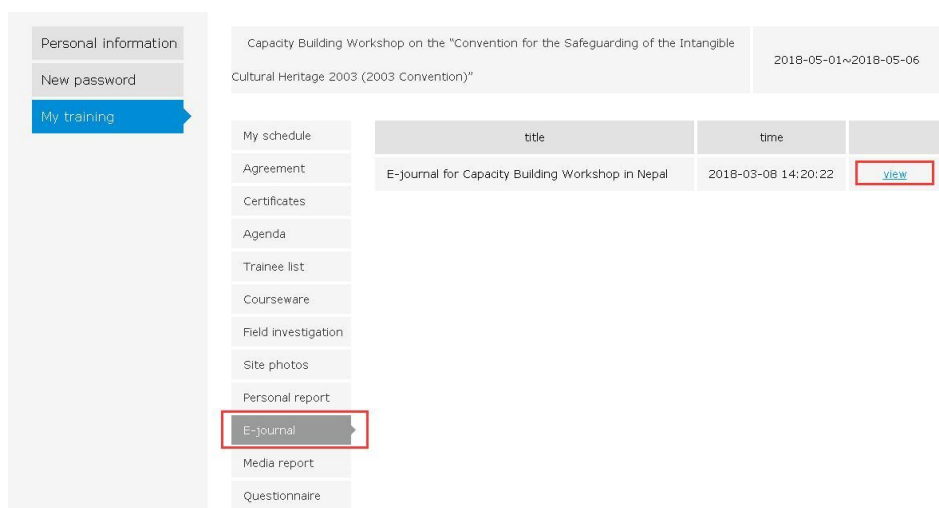


Figure 35

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

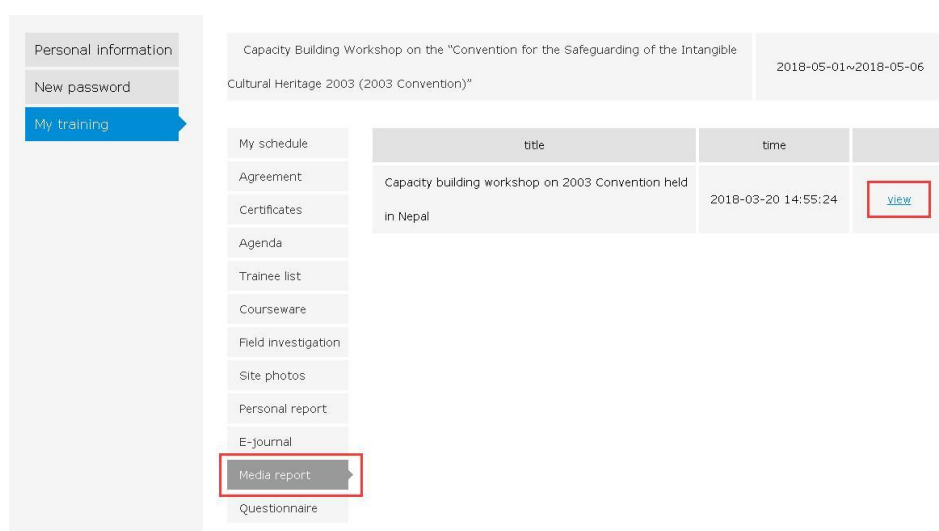


Figure 36

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
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

Agreement
Certificates
Agenda
Trainee list
Courseware
Field investigation
Site photos
E-journal
Media report
Questionnaire

title	time	
Capacity building workshop on 2003 Convention held in Nepal	2018-03-20 14:55:24	<a href="#">view</a>

+add

Figure 37

Personal information
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

Agreement
Certificates
Agenda
Trainee list
Courseware
Field investigation
Site photos
E-journal
Media report
Questionnaire

title	time	
Capacity building workshop on 2003 Convention held in Nepal	2018-03-20 14:55:24	<a href="#">view</a>

+add

title : Please insert title here

CustomSt Paragraph Arial 16px

You can edit your report text and photos here

0 characters entered, 10000 left

Save

Figure 38

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

Personal information
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

Agreement
Certificates
Agenda
Trainee list
Courseware
Field investigation
Site photos
E-journal
Media report
Questionnaire

title	time	
Questionnaire for the capacity building workshop on the "2003 Convention" in Nepal	2018-03-20 15:00:24	<a href="#">view</a>

Figure 39