Guide for pace-apps users – Secretariats

REGISTRATION LISTS

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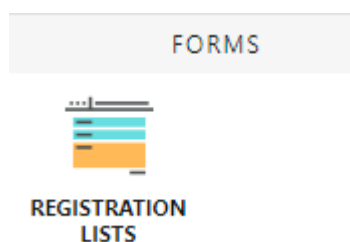---

Application "Registration Lists "

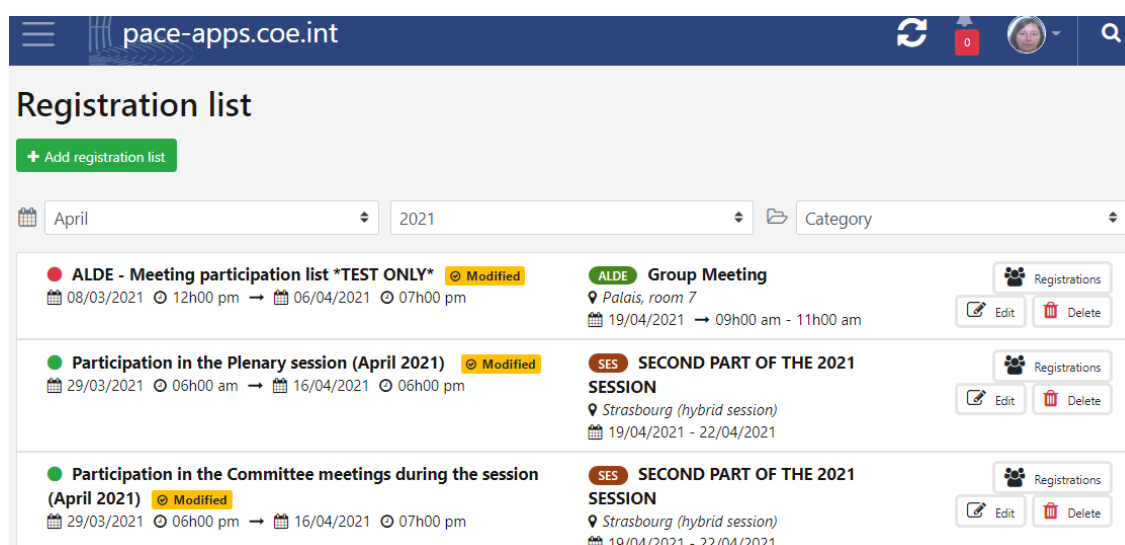
https://pace.coe.int/en/pages/online-registration-FAQ

A. Introduction

Click on the *Registration Lists* application

Existing lists for all event categories present in the diary are shown for the current month by default. To filter this "list of lists" use the drop-down menu fields.
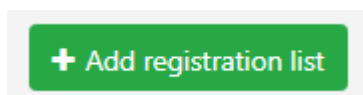

For each list, the opening date for registration and the associated event are shown (with date and venue). If the dot on the left is red, the list is either not open or already closed, and if it is green, it is open.

An open list will be shown on the home page of the users concerned.

B. Creating a registration list

Use the "Add a registration list" button.

Creation takes place in two steps:

1. Input list information

1.1. Title EN/FR: type the desired text.

For the sake of standardisation, please respect the following guidelines for the Title of the registration list::

Type of event	Example of an EN Title	Example of an FR Title
Bureau meeting :	BUR - Participation in the Bureau meeting	BUR - Participation à la réunion du Bureau
Committee meeting :	MIG - Participation in the committee meeting	CULT - Participation à la réunion de la commission
Political Group meeting :	GUE - Participation in the group meeting	GUE - Participation à la réunion du groupe

1.2. Dates and times of opening and closing: select a date and adjust the time.

1.3. Event to which the list corresponds: placing the cursor in the Event field will show all future meetings found in the diary. It is also possible to type some letters in the field, which will filter the display. Select the desired event.

1.4. Notes EN/FR: type the introductory text for the list. You can format the text with bold, italics, lists etc., and add a link (URL address).

This text will be displayed when participants register and is intended to give general information about the event to which the list is attached.

1.5. Comments: this field is particular for two reasons.

   - A single box for both English and French, therefore the text entered must be bilingual.
   - A modifiable version of the text will be copied into the registration form of future users, allowing them to respond freely to a question.

Save the information by clicking on the button at the bottom of the page. You can also cancel (note, all the information already typed will be lost).

Following registration, adding a questionnaire to the list is suggested automatically. If not required, click on the button "Return to the list".
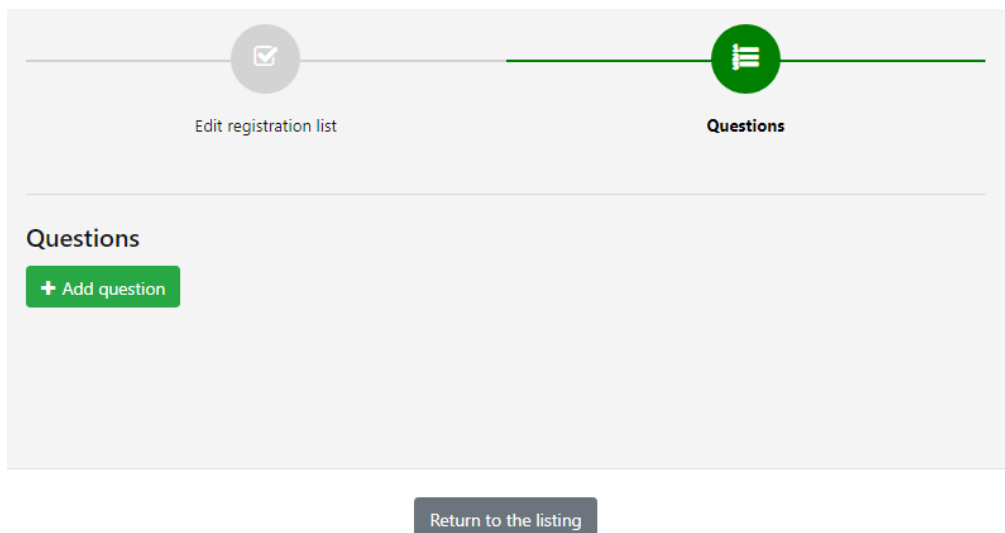
2. Adding the questionnaire

Click on the "Add a question" button. It is possible to use a template, chosen via the drop-down menu field, or to enter a question EN/FR directly. Using a template will automatically propose "Question EN/FR" and suggested responses (to be ticked), but it is still possible to change the EN/FR phrasing.

If more than one question is attached to the list, the "Order" field will determine the order of presentation to the users.

By default, opening and closing dates of the questionnaire are the same as those for the list, but it is possible to modify them.


Save by clicking on "OK". You will then go back to the previous page allowing addition of a questionnaire, and upon which the saved questionnaire is available for modification or deletion.

The "Return to the list" button will return to the main screen of the *Registration List* application.

C. Registration in a list

A delegation secretary can register <u>themselves</u> and <u>members</u> from their own national delegation.

A political group or committee secretary can register <u>themselves,</u> <u>any Member</u> and <u>secretaries</u> and register <u>someone in free text</u> (expert, collaborator, etc.)
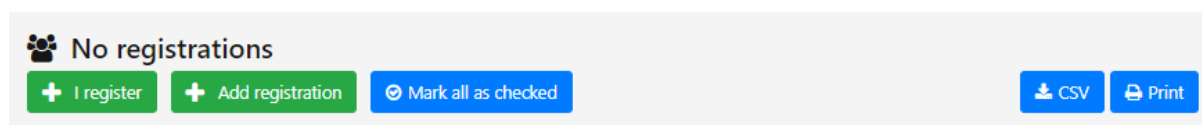
The "I register" button allows someone to register themselves. The system should know your name and you will be asked to respond to any attached questionnaire.

The "Add a registration" button allows you to register a parliamentary Member or anyone else. The first screen displays a "Name" field to be filled in.

To register parliamentary Members or secretariat staff:

- Enter **a few letters of the MP or secretary's last name** (<u>letters without accents</u>; in lower or upper case). A list proposing all the persons registered in the directory of the Assembly (members and staff) will be appear. **Click** on the appropriate name on the list.

- If the list does not contain the person you are looking for, check that you have not typed a space or an accented letter in the field.

To register people from outside the Assembly: experts, guests or staff from an outside organization (cannot be used by secretaries of delegations):

- It is possible to enter free text to register people not registered in the PACE directory (who are neither parliamentary member nor member of a secretariat). This method can, for example, be used to register an invited expert.

- To facilitate the management of the list of people registered in free text, please enter the last name and first name, then a comma "," then the name of your organization, association, company or any other appropriate element. For example: "DUPOND Marcel, Expert".

D. Consultation of a registration list

The main screen of the Registration Lists application presents a "list of lists" of all the registration lists created, open or not.

To the right of each list's name, three buttons appear:
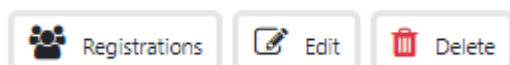
Edit: allows modification of the list or its attached questionnaires
Please avoid editing lists of colleagues from other services.

Delete: allows deletion of the list, the associated questionnaires and all registrations already made.
In case of accidental deletion, contact it.unit@coe.int in order to request that the deletion be undone.

Registrations: shows a detailed view of the list, registrations already made and responses to associated questionnaires.

A delegation secretary will only see registrations concerning their national delegation; a committee or political group secretary will see all registrations.

Authorised secretariats can change any registration already made by members or by colleagues (comments and questionnaire responses).

Filtering results

In the detailed view of registrations made in a list, it is possible to filter registrations according to responses given in an associated questionnaire. Click on the response (blue or empty bar): the bar will be framed in red and "FILTERED" will appear in a red box. Only those registered having given that response will be shown. To return to all the registrations, click on the blue/empty bar again.
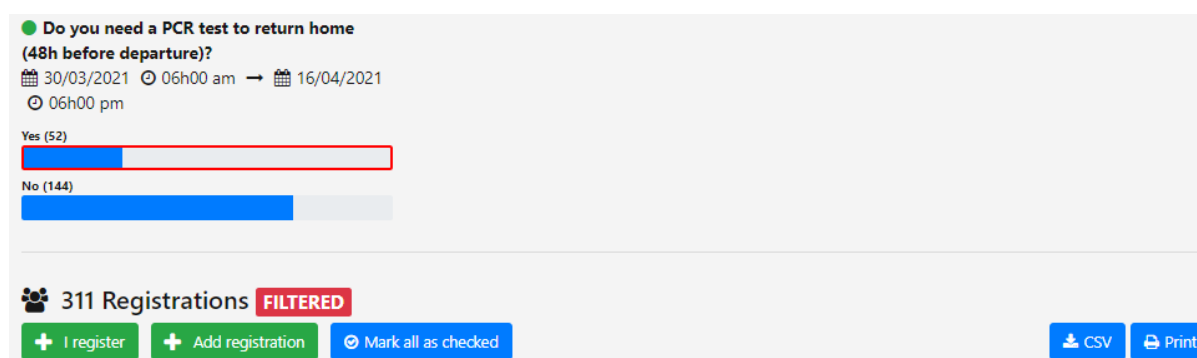
Results downloads

"CSV" and "Print" buttons allow downloading or presentation of a printable view of the results. If a filter is active, only those members concerned will appear in the results.

The "CSV" button produces an Excel readable file and showing data in the format:

Given name / Family name / Country / Political group / Email / MP identifier / Secretariat identifier / Last modified date.

The "Print" button will give all the data entered for a registration: comments and responses to the questionnaire.