

## Guidance on Registration of the First Session of 2022 UCLG ASPAC Executive Bureau

### For members who already have an account

1. Visit [www.uclgaspac-connect.org](http://www.uclgaspac-connect.org)
2. Click Login.
3. Input your email and password. If you forget your password, please click reset password and then check your email to create the new one.
4. Please click login again with your new password and you will be directed to the list of the session; Please choose the sessions that your delegate wishes to attend and click OK.
5. You will be successfully login.
6. Please visit the programme and click the session that your delegate wishes to attend to get a zoom link and related information.
7. Don't forget to add the session schedule to your calendar.

### For members who have not yet had an account

1. Visit [www.uclgaspac-connect.org](http://www.uclgaspac-connect.org)
2. Click Register.
3. Please be patient as our administrator needs to approve your registration.
4. If your registration is approved, you will get a verification email. If not, please contact [secretariat@uclg-aspac.org](mailto:secretariat@uclg-aspac.org) with a copy to [member.services@uclg-aspac.org](mailto:member.services@uclg-aspac.org) for more information.
5. After being verified, please login and visit the programme and session that your delegate wishes to attend to get a zoom link and related information.
6. Don't forget to add the session schedule to your calendar.

Thank you. We look forward to seeing you all virtually on 9<sup>th</sup> and 10<sup>th</sup> June 2022.

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