



MUN Manager

How to register for a conference using MUN Manager.

by MUN Store

Last updated: 24/09/2018 v2

Summary

1. Visit our website.
2. Make an account with us.
3. Register for a conference.

Step 1 - Go to the MUN Store website

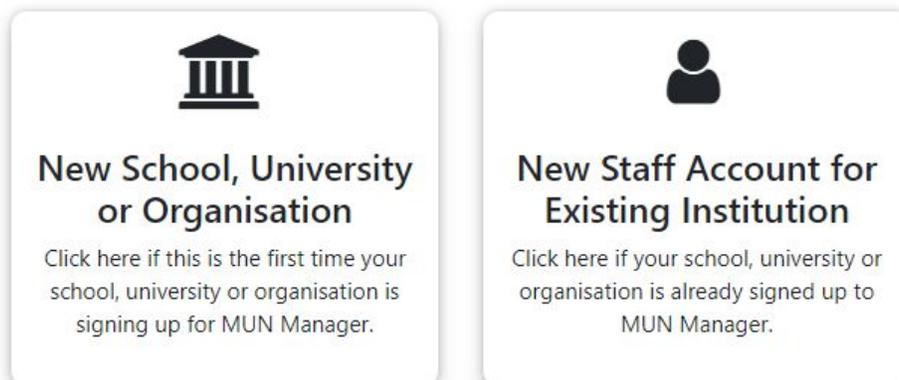
1. Go to [our website](https://www.modelun.co) (https://www.modelun.co).
2. If you are new to the site, click the register button in the top right hand corner.



Top Tip: Some conferences will have login and register buttons on their own website. You can use these instead of the buttons on our website (they all link to the same pages).

Step 2 - Register for MUN Manager

1. Select the appropriate registration form from the options presented to you.



Important Note: You will need your institution's sign-up code if you are creating a new account for an existing institution. Your Head Advisor will have access to this.

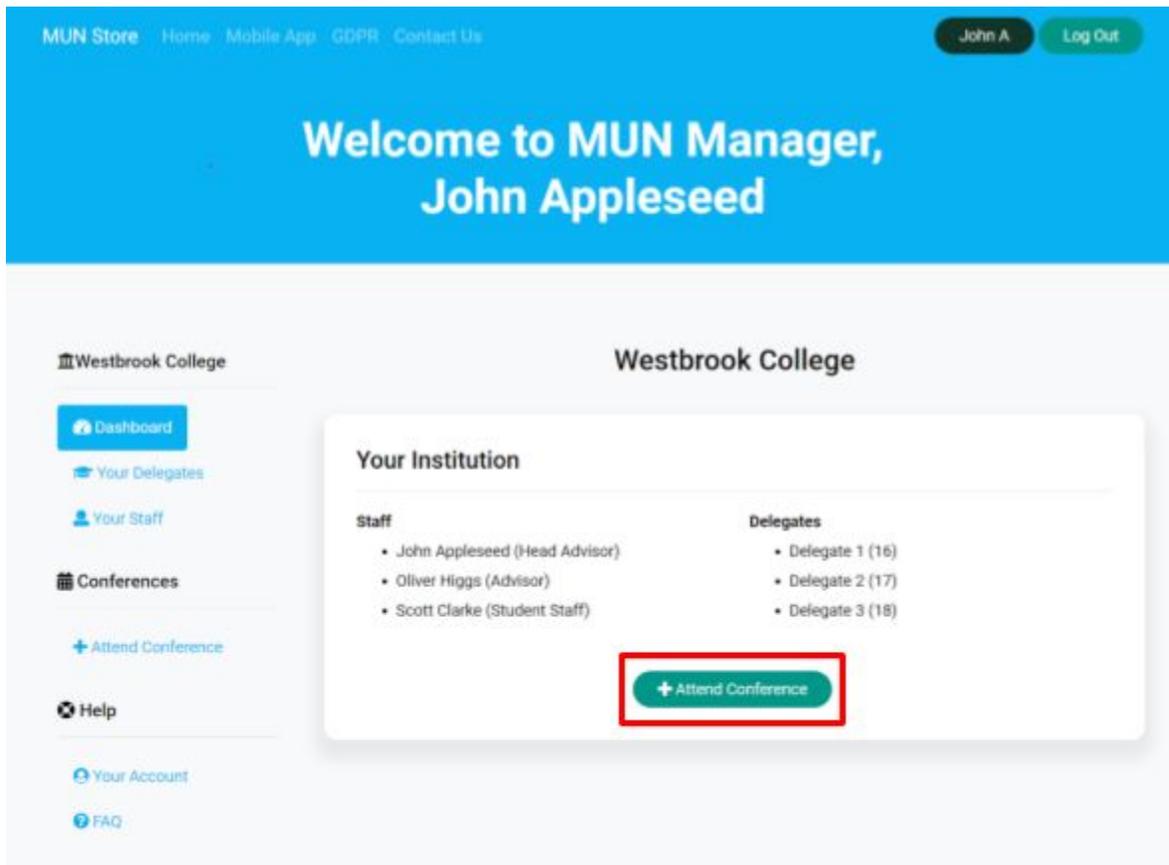
2. Fill out the "Your Personal Information" section, which relates to your account.
3. If you are registering your institution, fill out your institution details. Otherwise, enter the sign up code for your institution.

Top Tip: If registering your institution, try to use an institution email address (e.g. @westbookcollege.org). This will help with the verification process.

4. Press the “Submit” button. If you are signing up your institution for the first time, you will need to wait for us to approve your institution. If you have set up a new account for your institution, your head advisor will need to assign you a role.

Step 3 - Sign up for a Conference

1. You can sign up for a conference by clicking the  button.



2. Find the conference you would like to attend and click register.

Important Note: If the register button is grey, it means the conference organisers have either not yet opened registration or have closed registration.

The screenshot shows the 'Attend Conference' page for Westbrook College. The page features a sidebar with navigation options: Dashboard, Your Delegates, Your Staff, Conferences, Help, Your Account, and FAQ. The main content area is titled 'Attend Conference' and contains a 'Conferences' section. This section includes a search bar and a table of conferences. The table has columns for Name, Date, Location, Contact, and Register. Two conferences are listed: 'StoreMUN 2018' and 'New York MUN (NYMUN)'. The 'Register' button for 'New York MUN (NYMUN)' is circled in red, indicating it is the target for registration. The page also shows a pagination control at the bottom right with 'Previous', '1', and 'Next' buttons.

Name	Date	Location	Contact	Register
StoreMUN 2018	16 December - 19 December 2018	London, United Kingdom		
New York MUN (NYMUN)	24 January - 27 January 2019	New York, United States of America		

3. Fill out the registration form for the conference and submit. If the conference has a sign-up code, you will need this to register.

Important Note: This registration is not final and the conference organisers may decline your registration.