# Guidelines for submitting Form II

1) Navigate to the URL: http://apps.thimun.org/registration/entrance and login to the system.

2) Look for the title of the relevant conference in the left menu (**in orange**) and then notice the section **"Form 2"** as shown in the screenshot below. (*Please note: if you are invited to attend multiple TTHIMUN conferences, you must look at the relevant conference menu*)



3) Observe the country names listed below "Form 2". These are the countries assigned to your school. Click on the country name to start filling in student names for that particular delegation. You should then see a form that looks like the below screenshot.

**4)** To add a delegate, click "Add new student" as shown circled in the below screenshot.



**5)** Start filling in the form with the details of the concerned student. Please remember to select the specific committee/forum (see below) that the student will participate in.



**6)** Click "Save" to continue adding students to the Form. *Please note: The error messages (in red) suggest the minimum requirements for your delegation. The form will not be valid until the minimum numbers required are met. Be sure to read the errors carefully and fill up committees accordingly.*

7) You will not be able to complete this section until all the validations below (*in green*) have been completed. For specific information, please read the error messages *(in red)* for information.

8) Once you complete all the student information and it meets the requirements, the validation messages below (*in green*) will confirm that the Form II is ready for submission.

9) After completing the delegations, please click on "Individual Participants" to see if your school has been assigned any student officers. These names (if any) would have already been entered by the Conference Manager. If no student officers are assigned, it's perfectly fine to leave this page empty.



10) The next step in this Form II is to add the attending adults, including, MUN-Director. To add a new adult (Co-director or chaperone), click "Add new attending adult" as shown below and enter the details requested. To add yourself as MUN-Director, please click "Add myself as MUN-Director".

*Note:* Please be sure to select a contact person from the list of entered adults so that this can be used as a reference during the conference. This is a mandatory step in the Form II submission process.



11) Accommodation information is vital for logistical purposes. Please click the "Accommodation" tab in the left menu. Please provide the Contact Phone Number requested. If you are a local school, please select the first option under "Accommodation Situation" which reads "*Everyone will stay at home during the conference.*" If you are an International School, please select the second option, "*Everyone will stay in a hotel during the conference.*" Please select the hotel from the list as shown below as well. If the hotel is not in the list, please fill in the hotel information as well.

**12)** For schools wishing to apply for visas, please click the "Visa Applications" button from the left menu. Some nationalities are exempted from the visa requirement (please see handbook for details). For all others wishing to apply for visas, please click "Add" to select a clear **scan** (not photo) of the passport page and upload it. **Do not forget to hit "Save" after the flies have been uploaded.**

**13)** Form II Submission:

Click "Status and Submission" from the left menu. If you have completed the earlier sections of the form as explained above, you should ideally see the messages in green. Currently, the screenshot below shows the messages in red only because the student names and other information were not appropriately completed since it is for demo purposes only. Please make sure to click the "Submit Form 2" button at the very bottom of the page. *If you fail to click this button, the Form II may be marked as incomplete and can lead to delays in announcement of delegations, visa processing etc.*



**14)** Submission of Form II is complete after the "Submit Form 2" button has been clicked and a confirmation message is displayed.