

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)



THIMUN Database System

Welcome To The MUNIS.

On your left you will see all your options in a convenient menu. This menu provides your best way of navigating through the website.

Please feel free to consult the user manual to help you get started. You may download the document [here](#). You will need a PDF reader to open the file. Hint: if you would like to download the manual, but the browser doesn't let you, you could try to hit the right mouse button on the link above. One of the choices on offer will be that of saving/downloading this link to your computer.

If you have any questions, please send the webmaster an email. If you experience technical problems that seem to be due to the system's malfunctioning, we strongly urge you to notify the webmaster, as this may save other users from a similar experience.

You may reach the webmaster at the following address: tech@thimun.org. If you do write, please be sure to mention your school and the conference in which you are participating, so that we may be better able to assist.

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- 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.



THIMUN Database System

Delegation Of Angola

Validation of this delegation did not succeed. There are issues that prevent the submission of this form. For details see below.

Delegation Rules

Delegation kind:	Standard Delegation
Minimum number of delegates:	6
Maximum number of delegates:	11

For the precise rules regarding the composition of a delegation, please consult the **administrative handbook**. It is also available on our website.

Delegates

The Ambassador is currently **not selected**. Change to

<input type="button" value="Assignment"/>	<input type="button" value="Delegate Name"/>	<input type="button" value="Sex"/>	<input type="button" value="Birth Date"/>	<input type="button" value="Nationality"/>	<input type="button" value="Badge Photo"/>
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Validation

Validation of this delegation did not succeed. The following issues need to be resolved before this form can be submitted.

- This delegation needs to have at least 4 delegate(s) in the General Assembly forums. Currently, it has 0.
- This delegation needs to have at least 2 delegate(s) in the COMMISSIONS forums. Currently, it has 0.
- This delegation needs to have at least 6 delegate(s). Currently, it has 0.
- The Ambassador of this delegation has not yet been selected.

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THIMUN Qatar IV (2015)
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4) To add a delegate, click “Add new student” as shown circled in the below screenshot.

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Delegation Of Angola

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Delegation Rules

Delegation kind: Standard Delegation
Minimum number of delegates: 6
Maximum number of delegates: 11

For the precise rules regarding the composition of a delegation, please consult the **administrative handbook**. It is also available on our website.

Delegates

The Ambassador is currently **not selected**. Change to

Assignment	Delegate Name	Sex	Birth Date	Nationality	Badge Photo
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Validation

Validation of this delegation did not succeed. The following issues need to be resolved before this form can be submitted.

- This delegation needs to have at least 4 delegate(s) in the General Assembly forums. Currently, it has 0.
- This delegation needs to have at least 2 delegate(s) in the COMMISSIONS forums. Currently, it has 0.
- This delegation needs to have at least 6 delegate(s). Currently, it has 0.
- The Ambassador of this delegation has not yet been selected.

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.

THIMUN Database System

Student Participant Info

Please provide the following information on the delegate.

Forum:

Given Names:

Family Name:

Sex: Female Male

Date of Birth: (DD-MM-YYYY)

Nationality:

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.



THIMUN Database System

Individual Participants

Validation of the list of individual participants succeeded. There are no issues with the information that was provided here.

Assignment	Delegate Name	Sex	Birth Date	Nationality	Badge Photo	
Student Officer	Ahmad, Adeeba	F	04 Feb 1998	Bangladesh	Not needed	Edit
Student Officer	Al Shamlan, Dana	F	10 Jul 1998	Qatar	Not needed	Edit
Student Officer	Mahmoud, Salah	M	01 Jan 1900	Qatar	Not needed	Edit

Validation

Validation of the list of individual participants succeeded. There are no issues with the information that was provided here.

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- 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”.



THIMUN Database System

Attending Adults

Validation of the list of attending adults did not succeed. There are issues that prevent the submission of this form. For details see below.

The contact person is currently **not selected**. Change to -- Select contact person -- [Go](#)

Assignment	Delegate Name	Sex	Nationality	Badge Photo
Add new attending adult	Add existing adult	Add myself as MUN-Director	Add myself as Chaperone	

Validation

Validation of the list of attending adults did not succeed. The following issues need to be resolved before this form can be submitted.

- Each school needs to bring at least one attending adult to the conference.

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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.



THIMUN Database System

Attending Adults

Validation of the list of attending adults did not succeed. There are issues that prevent the submission of this form. For details see below.

The contact person is currently **not selected**. Change to --- Select contact person --- Go

AssignmentDelegate NameSexNationalityBadge Photo

Add new attending adultAdd existing adultAdd myself as MUN-DirectorAdd myself as Chaperone

Validation

Validation of the list of attending adults did not succeed. The following issues need to be resolved before this form can be submitted.

- Each school needs to bring at least one attending adult to the conference.

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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.



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Accommodation Information

Please specify how the students and their accompanying adults will be housed during the conference.

Contact Phone Number

Please provide a contact phone number for during the conference.

Accommodation Situation

Please choose the description that best fits your situation.

- Everyone will stay at home during the conference. No hotel details will need to be provided.
- Everyone will stay in a hotel during the conference. Please provide the details of the hotel.
- The school has been accepted for the community housing program. The adults will stay in a hotel during the conference. Please provide the details of the hotel where the adults will be staying.

Choose Accommodation

If the group is not staying home during the conference, please make a selection from the hotels. If your hotel is not in the list, please select that option and provide the hotel's details below.

--- Hotel is not in this list ---

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- 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 files have been uploaded.**

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Visa Applications

Validation succeeded: there are no issues with the information that was provided here.

Person	Nationality	Visa application		
Ahmad, Adeeba	Bangladesh	Submitted	Add	Remove
Al Shamlan, Dana	Bangladesh	Not submitted	Add	Remove
Mahmoud, Salah	Qatar	Not submitted (Nationality excluded)	Add	Remove

Validation

Validation succeeded: there are no issues with the information that was provided here.

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.*

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THIMUN Qatar IV (2015)
Qatar Academy
Form 2
Account (financial)

THIMUN Singapore 11 (2015)
Qatar Academy
Form 2
Account (financial)

THIMUN Qatar III (2014)
Qatar Academy
Form 2
Czech Republic

Status Of This Form 2

Accommodation

The accommodation details have not been provided yet.

To change the accommodation settings, [click here](#) .

Delegation Of Angola

This delegation has 4 issue(s) that need to be addressed.

For more information, or to see the delegates, [click here](#) .

Delegation Of Azerbaijan

This delegation has 4 issue(s) that need to be addressed.

For more information, or to see the delegates, [click here](#) .

Individual Participants

The list of individual participants is ready to be submitted.

For more information, or to see the individual participants, [click here](#) .

Attending Adults

The list of attending adults has 1 issue(s) that need to be addressed.

For more information, or to see the attending adults, [click here](#) .

Form Submission

If everything checks out, you may submit this form 2 here. Please note that after submitting the form, you can no longer change it. Please check the whole form before submitting it.

Remarks (optional, max. 250 characters):

[Submit Form 2](#)

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