

Bulletin #2023/1 (Indico.UN)

Registration tags functionality

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Introduction

The upgrade of Indico.UN to version 3 brings minimal changes to the Indico.UN interface. One change in version 3, is how registration tags are created. The registration tags feature existed in previous versions but with version 3, the page/screen in which they are created/edited has changed. This document will explain how registration tags used in the event registration module are created/edited and how they are assigned to registrants in Indico.UN version 3. Tags used in the Accreditation module are not affected by these changes.

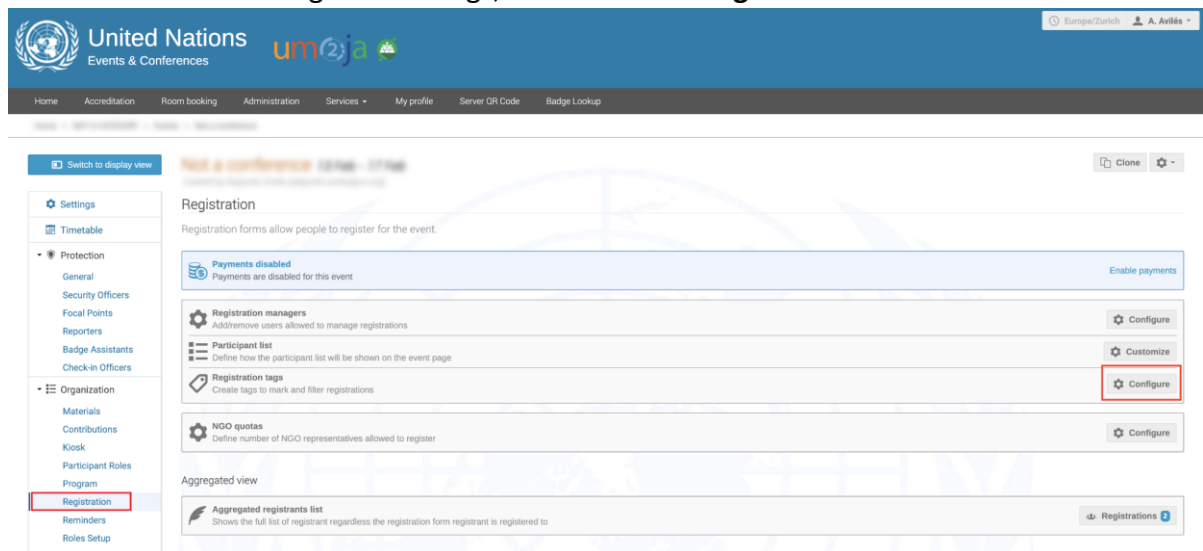
What are registration tags?

Registration tags allow meeting organizers to associate extra metadata with the registrant information for a meeting. A meeting registrant can be associated with several registration tags as the event manager has created for the event. The tags can be used to filter to find all registrants that have been associated with the corresponding registration tags.

Creating and editing/deleting a registration tag

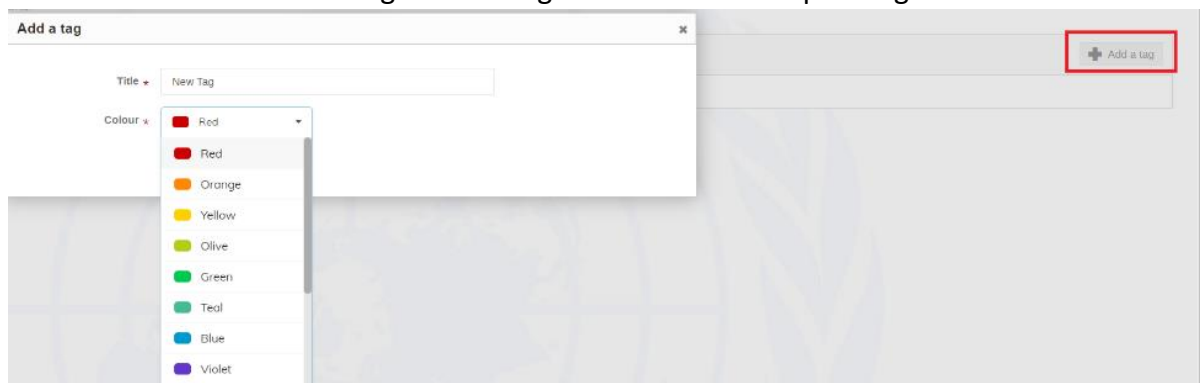
1. Registration tags are created under the **Registration** menu entry.

To create or edit the registration tags, click on the **Configure** button.



2. To add a registration tag, click on the **Add a tag** button.

Then enter the title of the registration tag and select a corresponding color.



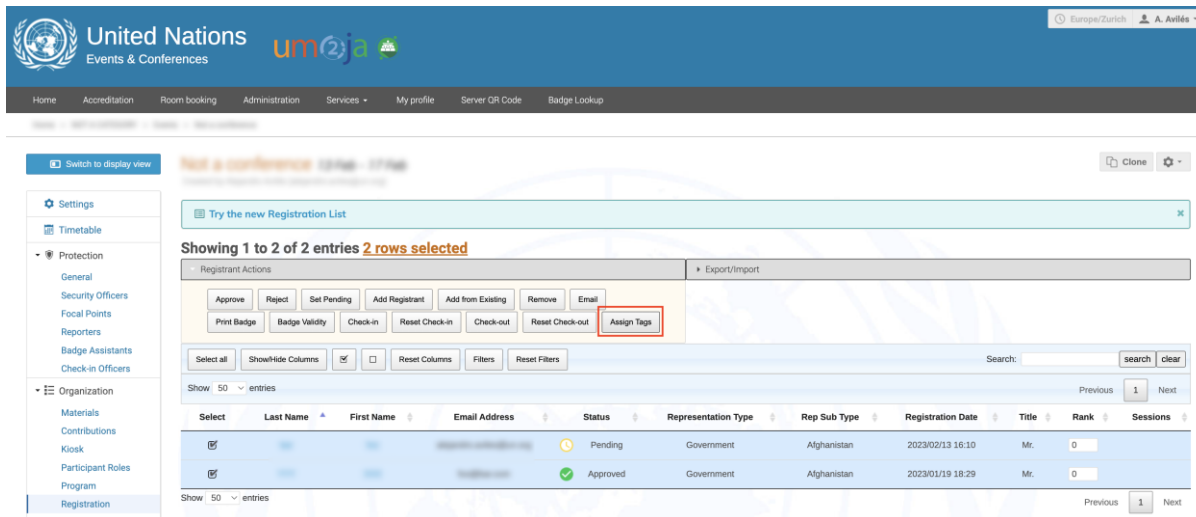
Once the registration tags are created, they can be associated with a user.

3. To edit a registration tag, click on the edit button (✎) that is next to the registration tag.
4. To delete a registration tag, click on the delete button (🗑) that is next to the registration tag.

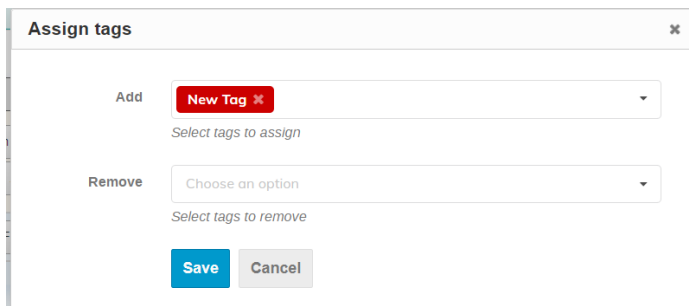
Associating a registration tag with a registrant

1. From the overview page of all registrants

Select the users that you wish to assign a registration tag to and then click on the **Assign Tags** button.



You will then be able to add or remove a registration tag from the selected users.



2. In the registration detail of the registrant.

a. Adding a registration tag.

Once the registrant profile is open, use the Tags selection to add a new tag to the registrant.

The screenshot shows the 'Registration' details for a user named 'foo bar' in a registration titled 'reg'. The registration status is 'Pending'. The interface includes a left-hand navigation menu with categories like Protection, Organization, Workflows, and Reports. The main content area contains several sections: a warning that the registrant is not allowed in premises, a section for manager approval with 'Approve' and 'Reject' buttons, a 'Withdraw registration' section, a 'Tags' section with 'ADD TAGS' and 'Add' buttons, a 'Registration changelog' section with a 'Delete registration' button, a 'Contact user' section with a 'Send email' button, a 'User is not watchlisted' section with an 'Add to watchlist' button, and a 'User registrations' section with a 'Navigate to registration...' dropdown. At the bottom, there is a 'Summary' section with 'Personal Data' fields for Title (Mr.) and Gender (Female).

b. Removing an existing registration tag.

A registration tag is removed by clicking on the **x** next to the name of the registration tag associated with the registrant profile.

The screenshot shows the 'Registration' details for a user named 'Vasant Vohra' in a registration titled 'Registration Form'. The registration status is 'complete', submitted on 17 Oct 2022. The interface includes a left-hand navigation menu with categories like Protection, Organisation, and Roles Setup. The main content area contains several sections: a warning that the registrant is not allowed in premises because they are in the watchlist, a 'This registration is complete' section with a 'Reset approval' button, a 'Not checked in' section with a 'Check-in' button, an 'Access dates' section with 'Edit' and 'Reset' buttons, a 'Registrant badge' section with 'Preview badge' and 'Print badge' buttons, a 'Withdraw registration' section with a 'Withdraw' button, and a 'Tags' section with a 'New Tag' button and an 'Add' button.