

Introduction to the new
**Focal Point Registrations
Management Platform**



Focal Point Registrations Management Platform

Focal Point Action via Email:

Click “[Manage This Request](#)” or “[Manage All Requests](#)” from the email received by the Focal Point.

Login to [Registrations Management](#) with your **ITU User account** credentials



Click on “[Forgot my password](#)” if needed, or ITU User Account needs to be created “[click here](#)”.

Need some help contact support servicedesk@itu.int.



Login Required

You must log in with your ITU User Account to access this page.

[Login with ITU User Account](#)



Log in

eventregistration@me.com

.....|

Show Password

[Log in](#)

[Forgot my password?](#)

No ITU User Account yet? [Click here](#) to create one.

Need some help? [Contact Service Desk](#).

1

Registrations Management

The Registration Management landing page provides per default

a) centralized view of all “Open” registration requests across ITU Sectors events

The screenshot displays the 'Registration Management' interface. At the top right, there is a '+ Register a VIP' button. Below it, there are filters for 'Sector' (Set to 'Select Sector'), 'Event' (Set to 'Select Event'), and 'Status' (Set to 'Open', highlighted with a red box). A search bar and a 'Clear all' button are also present. Below the filters, there are buttons for 'Bulk Approve (0)' and 'Bulk Reject (0)', and a 'Total: 9 Registrations' indicator. The main content is a table with columns: Full Name, Email, Organization, Event, and Status. The table lists 9 registration requests, all with a status of 'Open'. Each row includes a checkbox, the registrant's name, a redacted email address, the organization 'International Telecommunication Union', the event 'WTPF26 (Test for new reg. form)', and a status of 'Open' with 'Reject' and 'Approve' buttons. The 'Open' status in the first row is also highlighted with a red box.

<input type="checkbox"/>	Full Name	Email	Organization	Event	Status
<input type="checkbox"/>	Mr. Jie HUANG	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Mr. NEELESH KULKARNI	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Mr. Ewenor Arturo VALDIVIA ZELU	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Mr. NEELESH KULKARNI	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Mr. Mohammad FARKHANI	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Ms. Maria Dolores DE LA ROSA TRIVINO	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Ms. Roseline JONGOU SUNGKU	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Mr. Mohammad FARKHANI	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input type="checkbox"/>	Ms. Maite COMAS BARNES	[Redacted]	International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve

2 Search Registration Requests

Search Registrations for specific events
in 3 simple step



- a) **Select ITU Sector**
- b) **Event** of the Sector
- c) **Status** of the requests

The screenshot shows the 'Registration Management' interface with the following elements:

- Header:** 'Registration Management' and a '+ Register a VIP' button.
- Sector Filter (a):** A dropdown menu with options: 'Select Sector', 'ITU General Secretariat', 'ITU Radiocommunication Sector (ITU-R)', 'ITU Development Sector (ITU-D)', and 'ITU Standardization Sector (ITU-T)'. A red 'Bulk' button is visible next to the 'ITU Radiocommunication Sector (ITU-R)' option.
- Event Filter (b):** A dropdown menu with options: 'Select Event', 'SG Conference (unit tests) (28/01/2024 - 01/02/2099)', and 'WTPF26 (Test for new reg. form) (01/01/2026 - 06/06/2026)'. A red 'Bulk' button is visible next to the 'SG Conference' option.
- Status Filter (c):** A dropdown menu with options: 'Open', 'All Status', 'Open', 'Registered', 'Rejected', and 'Cancelled'. The 'Open' option is currently selected.
- Search:** A search input field with a magnifying glass icon and a 'Clear all' button.
- Summary:** 'Total: 9 Registrations'.

View Registration Request Details

Under Focal Point Registrations Management:

a) Select **registration request status** for Event

b) **Enlarge** < | to view registration request details for the event

a)

Event	Status	Search
2022 Plenipotentiary Conference	Registered	<input type="text"/> Clear all

Full Name	Email	Organization	Event	Status
Ms. Julia DOE	reg.testuser8@yopmail.com	Ministère de la Poste et des Télécommunications	2022 Plenipotentiary Conference	Registered 
				Reject

b)

Event	Status	Search
2022 Plenipotentiary Conference	Registered	<input type="text"/> Clear all

Full Name	Email	Organization	Event	Status
Ms. Julia DOE	reg.testuser8@yopmail.com	Ministère de la Poste et des Télécommunications	2022 Plenipotentiary Conference	Registered 
				Reject

Selected meeting(s)	Registration code
2022 Plenipotentiary Conference Meeting Function Head of Delegation	95015824-10-ZXQR
	Submitted on 3 February, 2026
	Last changed by Julia DOE
	Changed on 3 February, 2026

3 New: Approve or Reject Requests in Bulk

Option a: Select multiple registration requests to **Bulk Approve (2)** or **Bulk Reject (3)**



Registration Management + Register a VIP

Sector: ITU General Secretariat | Event: WTPF26 (Test for new reg. form) | Status: Open | Search: | Clear all

Bulk Approve (2) **Bulk Reject (2)** Total: 9 Registrations

<input type="checkbox"/>	Full Name	Email	Organization	Event	Status
<input type="checkbox"/>	Mr. Jie HUANG		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input checked="" type="checkbox"/>	Mr. NEELESH KULKARNI		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input checked="" type="checkbox"/>	Mr. Evenor Arturo VALDIVIA ZELAYA		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve

Option b: **Tick the check box** to select all registration requests to **Bulk Approve (2)** or **Bulk Reject (3)**



Registration Management + Register a VIP

Sector: ITU General Secretariat | Event: WTPF26 (Test for new reg. form) | Status: Open | Search: | Clear all

Bulk Approve (9) **Bulk Reject (9)** Total: 9 Registrations

<input checked="" type="checkbox"/>	Full Name	Email	Organization	Event	Status
<input checked="" type="checkbox"/>	Mr. Jie HUANG		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input checked="" type="checkbox"/>	Mr. NEELESH KULKARNI		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve
<input checked="" type="checkbox"/>	Mr. Evenor Arturo VALDIVIA ZELAYA		International Telecommunication Union	WTPF26 (Test for new reg. form)	Open Reject Approve



Need Assistance?

Contact us at servicedesk@itu.int