

# Quick start manual for NC Admin on MRS

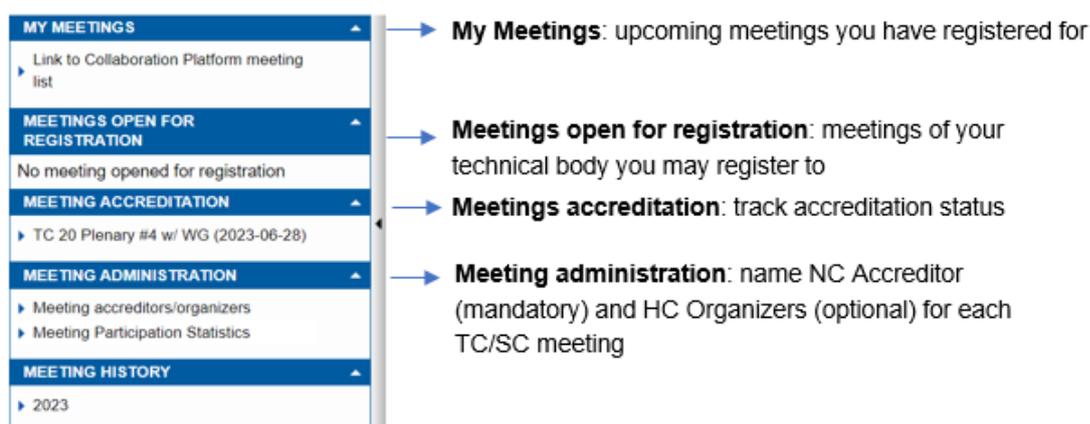
As a National Committee Administrator (NC Admin) in the CENELEC Meeting Registration System (MRS), your role involves appointing the NC Accreditor for each meeting within your National Committee.

The NC Accreditor is responsible for approving or disapproving delegates' registrations for TC/SC/BTTF meetings within the Meeting Registration System (MRS).

## 1. The MRS Main Menu

The main menu appears on the left-hand side once a user has signed onto MRS and displays available options which vary, depending on the user's profile.

### Main menu for the NC Admin



## 1. Assigning rights at TC/SC/BTTF Meetings

The National Committee Administrator names the NC Accreditor. Additionally, the NC Administrator also has the authority to appoint the HC Organizer when necessary.

Once a meeting is initiated in the system, the NC Administrator will receive a notification indicating the need to designate an NC Accreditor for that specific meeting.

To proceed, follow these steps:

1. Locate the 'Meeting Administration' menu on the side panel
2. Click on 'Meeting accreditors/ organizers' link within the menu
3. A list of meetings where you hold the NC Admin role will be displayed
4. Select the meeting for which you want to assign an accreditor

Home > List TC/SC meetings

Date	Meeting	Location
2023-08-01	TC 20	Copenhagen, Denmark
2023-08-02	TC 20	
2023-08-09	TC 20	Dublin, Ireland
2023-09-07	TC 20	Berlin, Germany
2023-09-14	TC 20	Lausanne, Switzerland
2023-09-14	TC 38	Salzburg, Austria

- Choose an NC Accreditor from your National Committee, regardless of their role. A successful assignment of rights using the Search function will automatically retrieve user details from the Expert Management System (EMS).

Home > List TC/SC meetings > Accreditors & Organizers

IEC TC 20 (2023-09-07)  
Face-to-face only

Done

NC Accreditors & HC Organizers already appointed for this meeting

Title	First Name	Last Name	Login	E-mail address	Accreditor
Mrs	Violet	NCAccreditor	be-violet-ncaccreditor	be-violet-ncaccreditor@cencenelec.eu	<input checked="" type="checkbox"/>

Add NC Accreditors & HC Organizers

Search persons (by last name)  Search

- The designated accreditor will be responsible for approving or disapproving participants. In case of disapproval, the NC Accreditor should provide an explanation.

In rare cases where the NC Accreditor is unable to accredit a participant, as the Administrator of the National Committee, you have the authority to accredit the pending delegates from your country.

Please note that this process specifically applies to TC/SC/BTTF plenary meetings. Registrations of expert attending Working Groups are automatically approved.

If you wish to participate in a meeting, you can register by selecting the relevant meeting from the 'Meetings open for registration' section.