



Delegate Registration Guide





Choose delegate registration

1

Select "I am a delegate."

CHOOSE YOUR ROLE

Who are you registering as?

Start with your role. Delegates will choose how they are joining in the next step.

I am an advisor

Register an institution, add fellow advisors, and manage a school delegation.

Continue as advisor

I am a delegate

Join a school delegation with your advisor's code, or register independently.

Continue as delegate



Choose how you are joining

[← Back to role selection](#)

DELEGATE REGISTRATION

How are you joining?

Choose the option that matches whether your school already has a registered advisor.

Join my school's delegation Your advisor already registered the school and sent you a link or delegation code. Join with a code	Register independently You are attending without joining a school delegation managed by an advisor. Continue independently
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1

Use the advisor code or link to join a delegation.

2

Register independently only if attending alone.



Enter your personal details

Personal details

First name *

Last name *

Father's first name *

First name only

Date of birth *

dd/mm/yyyy

Email address *

Phone number

 +961 ▾

Phone number

Gender *

Male

Female

- 1 Enter your personal details.
- 2 Use an email you can access.
- 3 Select gender and enter your phone number.



Add education and residence

Education

I currently attend *

Middle school

High school

University

Class *

Select your class



School *

Where you live

Region *

Mount Lebanon



District *

Baabda



1

Choose your study level and class or year.

2

Enter your institution.

3

Choose your Region and District.





Add an emergency contact

Emergency contact

Contact name *

Relationship *

Other

Please specify *

Family friend

Contact phone *

 +961

Phone number

- 1 Enter the emergency contact's name.
- 2 Select the relationship.
- 3 If Other, specify it. Add the contact phone number.



Review and submit



- 1 Check all information.
- 2 Independent fee: USD 90.
- 3 Delegation members wait for advisor approval.



Confirm your email

A verification link and code were sent to **rami@example.com**. Check your inbox and spam folder.

Verification code *

Enter the six digits from the email.

[Start over](#)[Verify email](#)

1

Enter the six-digit email code.

2

Check spam or junk if needed.

3

Delegation members wait for advisor approval.

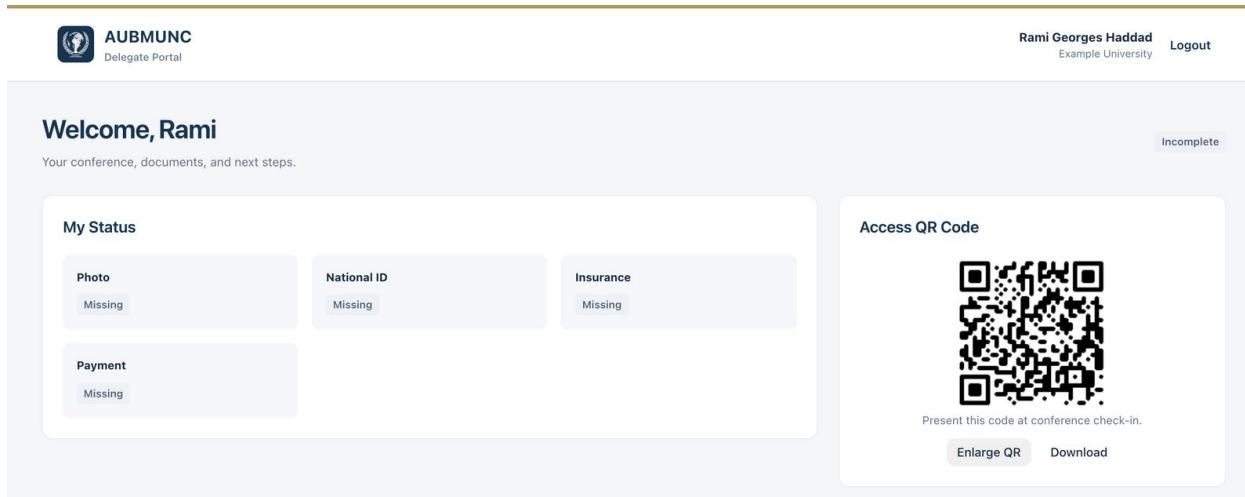


Complete the correct final step



- 1 Independent delegates pay USD 90.
- 2 Delegation members wait for advisor approval.
- 3 Credentials arrive after payment or approval.

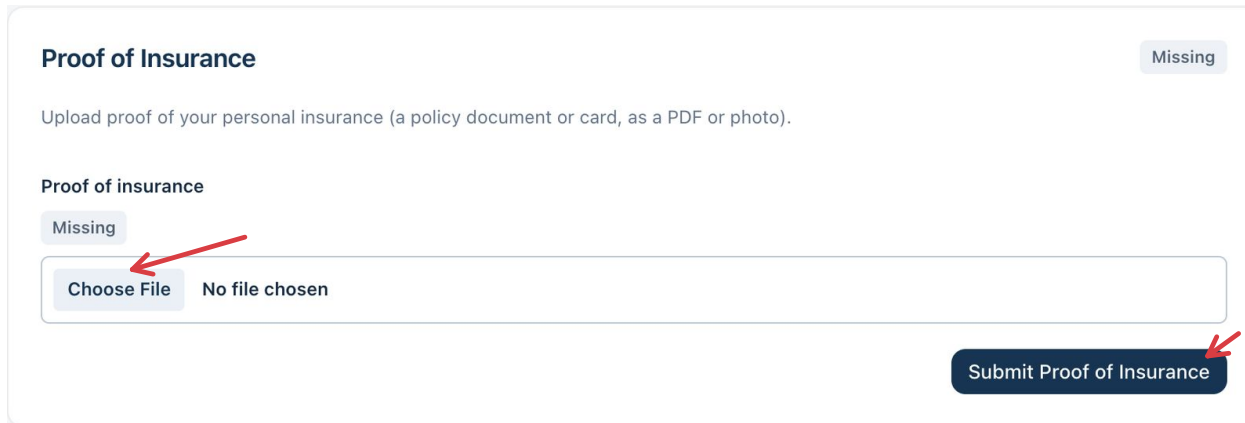
Use the delegate portal



- 1 Log in with the emailed credentials.
- 2 Upload your photo and required IDs.
- 3 Check insurance, payments, allocations and announcements.

Submit proof of insurance

Required for registrations from 2027 onward.



Proof of Insurance Missing

Upload proof of your personal insurance (a policy document or card, as a PDF or photo).

Proof of insurance Missing

Choose File No file chosen

Submit Proof of Insurance

- 1 Independent delegates upload their own policy or insurance card (PDF or photo).
- 2 Choose the file, then select "Submit Proof of Insurance."
- 3 If your school covers you, your advisor uploads the policy.
- 4 If insurance is not set up, ask your advisor to choose a mode.
- 5 Insurance must be approved. If rejected, read the feedback and replace the proof.

Final checklist

- 1 Use the advisor code or link when joining a delegation.
- 2 Verify your email and wait for advisor approval if required.
- 3 Independent delegates pay USD 90.
- 4 Your photo and required identity documents are approved.
- 5 Insurance is approved where required (2027 onward).
- 6 Check the portal for updates and deadlines.

Need help?

Use our support page: <https://mun.org.lb/support>