

# Application Guide



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Dear MUN-Directors of OLMUN 2023,

This guide shall help you along the application process to OLMUN 2023.

In order to apply as a MUN-Director or a Delegation, please do the following steps explained on the next pages. Notice that website pictures are old, but the application progress is the same.

Please make sure that all information is entered correctly as we cannot not filter spelling mistakes for all about 500 participants of OLMUN 2023.

**ATTENTION: Our Housing-Programme is for international participants only!**

In case of any questions or errors, please contact [application@olmun.org](mailto:application@olmun.org).

Sincerely yours,



**Amélie Voche**  
Secretary General 2023

**How to apply as a MUN-  
Director?**

# Step 1

Open the URL <http://olmun.org>

Welcome

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OLMUN » Welcome

## Welcome

...to the Oldenburg Model United Nations official webpage!

Dear visitor and esteemed delegates,

It is a delight to announce and extend an invitation to the 16th annual session of Oldenburg Model United Nations, OLMUN 2016. More than 700 school delegates from Germany, Poland, USA, Turkey and other countries come to Oldenburg each summer to address and discuss global issues on eight selected committees of the United Nations in the context of worldwide challenges.

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The OLMUN philosophy therefore strongly focuses on current affairs and realism so that the conference itself presents an accurate reflection of the global situation which underlines the utmost urgency of resourceful solutions.

So if you are interested in the concept of a Model UN Conference and how we give the participating students a one of a kind life experience in diplomatic proceedings and an insight view into the UN, feel free to review this website, and contact us for further information.

We appreciate your time and attention and are looking forward to seeing you in June!

### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 15:12:32

### SOCIAL MEDIA



### VISITOR MAP

85,487 Visits  
0 Recent Hits

Supporter

GSG Oldenburg LBS CEWE

# Step 2

Check out the navigation point „Application“ on the left.

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OLMUN » Welcome

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### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 14:11:05

### SOCIAL MEDIA

  
  
  

Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

### VISITOR MAP

85,491 Visits  
1 Recent Hit



revolvermaps

### Supporter

LBS CEWE GSG Oldenburg

# Step 3

In order to apply your school and a MUN-Director, please choose „MUN-Director“.

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OLMUN » Application » MUN-Director

## MUN-Director

Apply as MUN-Director

|                       |  |
|-----------------------|--|
| First name:           | <input type="text"/>                                       |
| Last name:            | <input type="text"/>                                       |
| Gender:               | <input type="radio"/> Male<br><input type="radio"/> Female |
| Address:              | <input type="text"/>                                       |
| School:               | Please choose <input type="text"/>                         |
| Country of Residence: | <input type="text"/>                                       |
| Nationality:          | <input type="text"/>                                       |
| Phone:                | +49-123-4567890  |
| Mobile:               | +49-123-4567890  |
| E-Mail:               | <input type="text"/>                                       |
| E-Mail again:         | Repeat your E-Mail address                                 |
| Housing needed:       | <input type="checkbox"/>                                   |
| Visa needed:          | <input type="checkbox"/>                                   |

Submit

Submit:

### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 14:10:38

### SOCIAL MEDIA

  

 **OLMUN**  
Seite gefällt r

 **OLMUN**  
9. Januar um  
03:53 ·  
Oldenburg

Hello, my name is  
Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat.  
This year I will be

### VISITOR MAP

85,491 Visits  
1 Recent Hit



revolvermaps

Supporter

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# Step 4

Fill in the MUN-Directors form.

In case your school has not been registered yet, please choose „Add a new school“ (first red box).

**For all international participants: Do not forget to set „Housing needed“ or/and „Visa needed“.**

If you are ready (PAY ATTENTION TO THE SPELLING!) please press „Submit“ (bottom red box).

Please make sure that you enter valid data: phone numbers like +49-123-4567890 (the minus´ is absolutely necessary!)

OLMUN » Application » MUN-Director

## MUN-Director

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Apply as MUN-Director

|                       |   |
|-----------------------|---|
| First name:           | Ban   |
| Last name:            | ki-Moon   |
| Gender:               | <input checked="" type="radio"/> Male<br><input type="radio"/> Female |
| Address:              | United Nations Street 1942<br>New York                                |
| School:               | Add a new school  |
| Country of Residence: | USA   |
| Nationality:          | American  |
| Phone:                | +49-123-4567890   |
| Mobile:               | +49-098-7654321   |
| E-Mail:               | [redacted]@olmun.org  |
| E-Mail again:         | [redacted]@olmun.org  |
| Housing needed:       | <input checked="" type="checkbox"/>                                   |
| Visa needed:          | <input checked="" type="checkbox"/>                                   |

School Data

|          |  |
|----------|--|
| Name:    | United Nations School                  |
| Address: | United Nations Street 1942<br>New York |
| Country: | USA                                    |

Submit

|         |        |
|---------|--------|
| Submit: | Submit |
|---------|--------|

|          |
|----------|
| Username |
| Password |
| Login    |

**NEXT OLMUN**

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 14:08:23

**SOCIAL MEDIA**

Facebook, Twitter, YouTube icons

**OLMUN**  
Seite gefällt mir

**OLMUN**  
9. Januar um 03:53 · Oldenburg

Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

**VISITOR MAP**

85,491 Visits  
1 Recent Hit

revolvermaps

Supporter

LBS CEWE GSG Oldenburg

# Step 5

Your application was successful. Please switch to your mail-account and have a look for the verification-mail.

Notice that you have to download the Terms of Conditions and send it to the OLMUN association! You can download them at Downloads -> This year's conference, later.



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OLMUN » Application » MUN-Director

## MUN-Director

Success

**Your application was successful, but is not completed!**

Please check your E-Mails. You should get an E-Mail with a verification link.

Download the [Terms and Conditions 2016](#) (for international participants) / [Teilnahmebedingungen 2016](#) (for german participants), fill out the form at page 5 and send it to the OLMUN association via mail no later than April 15th, 2016!

### Contact

#### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 13:44:55

#### SOCIAL MEDIA

**OLMUN**  
Seite gefällt r

**OLMUN**  
9. Januar um 03:53 · Oldenburg

Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

#### VISITOR MAP

85,495 Visits  
1 Recent Hit

revolvermaps

Supporter

CEWE LBS GSG Oldenburg

# Step 6

You have received a verification-mail. If not, please check your spam-inbox!

First, please click the verification-link (upper red box). Your browser will open the homepage again.

Then, as written in the mail, please log-in with your personal username and your password.

## OLMUN 2016 - Verify your registration



**OLMUN Application** application@olmun.org

an [REDACTED]

Dear Mr. ki-moon,

Thank you for your application for OLMUN 2016 as a MUN-Director.

In order to complete your application, please click the verification link below.

<http://www.olmun.org/@mailVerification/?uid=19&code=YQRPv1LiAv4u3StObFle8E0WeOsiQ2vz>

Then, please log-in to [www.olmun.org](http://www.olmun.org) to confirm your personal data.

Username: Mr. ki-moon

Password: [REDACTED]

In case you find any mistakes, please change your data as soon as possible.

Sincerely yours,

[REDACTED]  
President of the General Assembly of OLMUN [REDACTED]

[president@olmun.org](mailto:president@olmun.org)

# Step 7

Log in to the homepage with your data from the verification-mail.



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OLMUN » Welcome

## Welcome

...to the Oldenburg Model United Nations official webpage!

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**NEXT OLMUN**

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 13:42:43

**SOCIAL MEDIA**

  



**OLMUN**  
Seite gefällt m...

**OLMUN**  
9. Januar um  
03:53 ·  
Oldenburg

Hello, my name is  
Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat.  
This year I will be

**VISITOR MAP**

85,495 Visits  
1 Recent Hit



revolvermaps

Supporter

CEWE LBS GSG Oldenburg

# Step 8

You are now logged in to our homepage.

## Session

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Welcome back,  
Mr. ki-moon  
Logout

OLMUN » Welcome

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### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 13:36:40

### SOCIAL MEDIA



### VISITOR MAP

Supporter

CEWE LBS GSG Oldenburg

# Step 9

Discover the navigation-point „MUN-Portal“. Here you will manage all your students and will find all the information needed.



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- Delegates
- Verification
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- Final Information

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Welcome back,  
Mr. ki-moon  
Logout

OLMUN » Welcome

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**NEXT OLMUN**

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 13:33:33

**SOCIAL MEDIA**

**OLMUN**  
Seite gefällt r

**OLMUN**  
9. Januar um  
03:53 ·  
Oldenburg

Hello, my name is  
Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat.  
This year I will be

**VISITOR MAP**

85,496 Visits  
3 Recent Hits

revolvermaps

Supporter

GSG Oldenburg CEWE LBS

# Step 10

Check out „My Profile“ and confirm your personal data. In case there are any mistakes, please change it and press „Submit“.

Red box: In case your school data fields are empty, please fill them in once again. Otherwise please check it on any mistakes.

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Welcome back,  
Mr. ki-moon  
Logout

OLMUN » MUN Portal » My Profile

## My Profile

Apply as MUN-Director

First name:

Last name:

Gender:  Male  
 Female

Address:

Country of Residence:

Nationality:

Phone:

Mobile:

E-Mail:

E-Mail again:

Housing needed:

Visa needed:

School Data

Name:

Address:

Country:

Change Password

Old Password:

New Password:

New Password again:

Submit

Submit:

NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 13:31:44

SOCIAL MEDIA

OLMUN  
Seite gefällt r

OLMUN  
9. Januar um  
03:53 ·  
Oldenburg

Hello, my name is  
Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat.  
This year I will be

VISITOR MAP

85,496 Visits  
3 Recent Hits

revolvermaps

Supporter

GSG Oldenburg CEWE LBS

# How to apply as a Delegate?

# Step 1

## Apply a Delegate

This step can be done by a) the MUN-Director or b) by the student himself.

**ATTENTION:** Be sure that nobody is logged in when you apply as a Delegate!

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OLMUN » Application » Delegate

## Delegate

Apply as Delegate

Name:

School:

E-Mail:

E-Mail again:

Gender:  Male  
 Female

Birthday:

Nationality:

Vegetarian:

Smoker:

Allergies:

MUN-Experience:

Housing needed:

Visa needed:

Submit

Submit:

**NEXT OLMUN**

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 12:54:39

**SOCIAL MEDIA**

**VISITOR MAP**

85,501 Visits1 Recent Hit

revolvermaps

Supporter

CEWE   LBS   GSG Oldenburg

# Step 2

Fill in the Delegate form. Choose your school and do not forget about the „Housing needed“ and „Visa needed“ checkbox.

Be careful with the spelling of your name and other input - this is what will be printed on your Badges and Certificates later!

Please make sure that you enter valid data. If you are ready, press „Submit“.

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Username

Password

Login

OLMUN » Application » Delegate

## Delegate

Apply as Delegate

Name:

School:

E-Mail:

E-Mail again:

Gender:  Male  
 Female

Birthday:

Nationality:

Vegetarian:

Smoker:

Allergies:

MUN-Experience:

**Housing needed:**

Visa needed:

Submit

Submit:

NEXT OLMUN

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148 days, 12:53:02

SOCIAL MEDIA

VISITOR MAP

85,501 Visits

1. Recent Hits

revolvermaps

Supporter

CEWE LBS GSG Oldenburg

# Step 3

Your application was successful. Please switch to your mail-account and have a look for the verification-mail.

Notice that you have to download the Terms of Conditions and send it to the OLMUN association! You can download them at Downloads -> This year's conference, later.



OLMUN » Application » Delegate

## Delegate

Success

**Your application was successful, but is not completed!**

Please check your E-Mails. You should get an E-Mail with a verification link.

Download the [Terms and Conditions 2016](#) (for international participants) / [Teilnahmebedingungen 2016](#) (for german participants), fill out the form at page 5 and send it to the OLMUN association via mail no later than April 15th, 2016!

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14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 12:52:12

**SOCIAL MEDIA**

f t b

**OLMUN**  
Seite gefällt m

**OLMUN**  
9. Januar um 03:53 · Oldenburg

Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

**VISITOR MAP**

85,501 Visits  
in Recent Hits  
in Niedersachsen

revolvermaps

Supporter

LBS CEWE GSG Oldenburg

# Step 4

You have received the verification-mail. If not, please check your spam-inbox!

Similar to the application of a MUN-Director, please click the verification-link (first red box). Your browser will now open the homepage again.

## OLMUN 2016 - Verify your registration

---



**OLMUN Application** application@olmun.org  
an [REDACTED]

Dear Erika Mustermann,

Thank you for your application for OLMUN 2016 as a Delegate.

In order to complete your application, please click the verification link below.

<http://www.olmun.org/@mailVerification/?uid=20&code=b17SCo9Z0fTlol5qx98DqKv0CBdUkVmg>

Then, please log-in to [www.olmun.org](http://www.olmun.org) to confirm your personal data.

Username: Erika Mustermann  
Password: [REDACTED]

In case you find any mistakes, please change your data as soon as possible.

Sincerely yours,

[REDACTED]

President of the General Assembly of OLMUN [REDACTED]

[president@olmun.org](mailto:president@olmun.org)

# Step 5

Log in to our homepage.

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OLMUN » Welcome

## Welcome

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### NEXT OLMUN

14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 12:45:13

### SOCIAL MEDIA

  
  


Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

### VISITOR MAP

85,502 Visits  
1 Recent Hit



revolvermaps

  
  

Supporter

LBS CEWE GSG Oldenburg

# Step 6

Please check your personal data in your MUN-Portal.

In case of any correction, please click the „Submit“-button at the end.

Now you have finally applied. The next steps will be done by your MUN-Director.

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Erika Mustermann  
[Logout](#)

OLMUN » MUN Portal » My Profile

## My Profile

Apply as Delegate

|                 |   |
|-----------------|---|
| Name:           | <input type="text" value="Erika Mustermann"/>   |
| School:         | <input type="text" value="United Nations School"/>                                    |
| E-Mail:         | <input type="text" value="██████████@olmun.org"/>                                     |
| E-Mail again:   | <input type="text" value="██████████@olmun.org"/>                                     |
| Gender:         | <input type="radio"/> Male<br><input checked="" type="radio"/> Female                 |
| Birthday:       | <input type="text" value="01.01.1990"/>   |
| Nationality:    | <input type="text" value="German"/>   |
| Vegetarian:     | <input checked="" type="checkbox"/>   |
| Smoker:         | <input checked="" type="checkbox"/>   |
| Allergies:      | <input type="text" value="No"/>   |
| MUN-Experience: | <input type="text" value="Staff 2014"/><br><input type="text" value="Delegate 2015"/> |
| Housing needed: | <input type="checkbox"/>  |
| Visa needed:    | <input type="checkbox"/>  |

Change Password

|                     |   |
|---------------------|---|
| Old Password:       | <input type="text" value="Leave empty for no change."/> |
| New Password:       | <input type="text"/>                                    |
| New Password again: | <input type="text"/>                                    |

Submit

|         |                                       |
|---------|---------------------------------------|
| Submit: | <input type="button" value="Submit"/> |
|---------|---------------------------------------|

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148 days, 12:43:28

SOCIAL MEDIA

VISITOR MAP

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**Verify your students!**

# Step 1

The MUN-Director has logged in again. Now that Erika Mustermann has applied as a sample Delegate for your school, you have to verify the applied delegates (red box).

In case the applied delegate is not part of your delegation, please press the red x, otherwise verify the student.

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Mr. ki-moon  
Logout

OLMUN » MUN Portal » Verification

## Verification

Delegates

| Name  |
|---|
| Erika Mustermann   |

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14<sup>th</sup> June 2016 – 17<sup>th</sup> June 2016  
148 days, 12:41:58

**SOCIAL MEDIA**

  

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 **OLMUN**  
9. Januar um  
03:53 ·  
Oldenburg

Hello, my name is  
Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat.  
This year I will be

**VISITOR MAP**

85,502 Visits  
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# Step 2

You have verified all your students.

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Mr. ki-moon

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## Verification

There are currently no unverified participants.

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148 days, 12:41:19

### SOCIAL MEDIA



### VISITOR MAP

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# Fill in Final Information

(later - date will be announced)

*so we can allocate the countries to the schools*

# Step 1

In your MUN-Portal navigation-point „Final Information“ you can fill in the preferred delegations and the final numbers of students and teachers.

THE FINAL INFORMATION MUST BE SUBMITTED LATER - DATE WILL BE ANNOUNCED



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OLMUN » MUN Portal » Final Information

## Final Information

|   |                                     |
|---|-------------------------------------|
| Final numbers of students and teachers        |                                     |
| Final number of students:                     | <input type="text" value="0"/>      |
| Final number of teachers:                     | <input type="text" value="0"/>      |
| Your preferred delegations                    |                                     |
| 1.  | <input type="text" value="----"/> ▼ |
| 2.  | <input type="text" value="----"/> ▼ |
| 3.  | <input type="text" value="----"/> ▼ |
| 4.  | <input type="text" value="----"/> ▼ |
| 5.  | <input type="text" value="----"/> ▼ |
| 6.  | <input type="text" value="----"/> ▼ |
| 7.  | <input type="text" value="----"/> ▼ |
| 8.  | <input type="text" value="----"/> ▼ |
| 9.  | <input type="text" value="----"/> ▼ |
| 10.   | <input type="text" value="----"/> ▼ |
| Finally Submit                                |                                     |
| WARNING! There's no return.                   |                                     |
| <input type="button" value="Finally Submit"/> |                                     |

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# Step 2

If the information has been entered, press the Finally Submit-Button!

WARNING! There's no return.



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Welcome back,  
Mr. ki-moon  
Logout

OLMUN » MUN Portal » Final Information

## Final Information

|  |                     |
|--|---------------------|
| Final numbers of students and teachers |                     |
| Final number of students:              | 10                  |
| Final number of teachers:              | 2                   |
| Your preferred delegations             |                     |
| 1.                                     | Australia ▼         |
| 2.                                     | Greece ▼            |
| 3.                                     | Hungary ▼           |
| 4.                                     | Equatorial Guinea ▼ |
| 5.                                     | Belarus ▼           |
| 6.                                     | Netherlands ▼       |
| 7.                                     | Croatia ▼           |
| 8.                                     | ----- ▼             |
| 9.                                     | ----- ▼             |
| 10.                                    | ----- ▼             |
| Finally Submit                         |                     |
| WARNING! There's no return             |                     |
| Finally Submit                         |                     |

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148 days, 12:26:39

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**VISITOR MAP**

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# Allocate your students!

*available as soon as the countries are allocated*

# Step 1

In your MUN-Portal navigation-point „Delegates“ you will find a list of verified delegates.

AS SOON AS THE COUNTRIES ARE ASSIGNED TO THE SCHOOLS, YOU CAN ALLOCATE YOUR STUDENTS TO THE ASSIGNED DELEGATIONS HERE.

If your student can not participate anymore, please delete by pressing the red x.

Your student has forgotten about the housing-checkbox/visa-checkbox? No problem, you can change the housing-status/visa-status for your delegate. (possible later) (He can change it at MUN Portal -> MyProfile)

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Welcome back,  
Mr. ki-moon  
[Logout](#)

OLMUN » MUN Portal » Delegates

## Delegates

| Name             | Delegation                           | Committee | H                        | V  |
|------------------|--------------------------------------|-----------|--------------------------|--|
| Erika Mustermann | <a href="#">Click here to select</a> |           | <input type="checkbox"/> | <input type="checkbox"/> <span style="color: red; font-weight: bold;">X</span> |

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9. Januar um 03:53 · Oldenburg

Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will be

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# Step 2

In the column 'Delegation' you will see the text 'Click here to select'. By doing so, a drop-down list will appear where you can choose between all the delegations your school has been assigned. Choose the right one for the respective delegate by clicking on it

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Welcome back,  
**Mr. ki-moon**  
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OLMUN » MUN Portal » Delegates

### Delegates

| Name             | Delegation | Committee | H                        | V                        |
|------------------|------------|-----------|--------------------------|--------------------------|
| Erika Mustermann | ----- ▾    |           | <input type="checkbox"/> | <input type="checkbox"/> |

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9. Januar um 03:53 · Oldenburg

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# Step 3

Immediately after choosing the delegation you will need to choose the committee the delegate shall be in. You need to choose both Delegation and Committee at a time, otherwise it will not be saved. I.e. if you try to only allocate the delegation to a delegate, but without a committee, the drop-down list will always turn back to blank.

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## Delegates

| Name             | Delegation | Committee | H                        | V                        |
|------------------|------------|-----------|--------------------------|--------------------------|
| Erika Mustermann | Germany ▼  | ----- ▼   | <input type="checkbox"/> | <input type="checkbox"/> |

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Esther Marie Eriksen,  
I am 19 years old  
and also a member  
of the secretariat

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# Step 4

Your student has been allocated. In case you want to correct your settings, just edit the dropdown menu.

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Welcome back,  
**Mr. ki-moon**  
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OLMUN » MUN Portal » Delegates

## Delegates

| Name             | Delegation | Committee | H                        | V                        |                                     |                                     |
|------------------|------------|-----------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Erika Mustermann | Germany    | GA 3rd    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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