

Application Guide 2026



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Application Guide 2026 v1.0

Editors

2024 created by	Mika J. Niederheide
2025 edited by	Jakob Jasper Eriksen, Sophia Patricia Bieling
2026 edited by	Mika J. Niederheide

Published by the Oldenburg Model United Nations e. V. (OLMUN 2026)

Mia Vocke Bettina-von-Arnim-Ring 27 26131 Oldenburg Germany eMail: secgen@olmun.org	Quinn Hendrik Kowars Narzissenweg 4 26209 Hatten Germany eMail: treasurer@olmun.org
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This document explains the application process of OLMUN 2026. If you have any further questions, please send an email to application@olmun.org.



Contents

Chapter I - General Process	5
1. School Application	5
2. MUN-Director Application	5
3. Delegate Application	5
4. Staff Application	6
5. Chair Application	6
6. Inner Circle and Student Officer Application	6
Chapter II - MUN-Director Application & School Management	7
1. General Info	7
2. Step-by-Step Guide - MUN-Director Application	7
3. Verifying Delegates, Staff and additional MUN-Directors	12
4. Final Information	14
5. Assigning Delegations	16
6. Staff	18
7. Bus Tickets	18
Chapter III - Delegate Application	19
1. Application via Your School	19
Chapter IV - Staff Application	21
1. Staff	21
2. Application via Your School	21

Dear Delegates, MUN-Directors and other participants,

Welcome to the Application Guide for Oldenburg Model United Nations (OLMUN). This guide is designed to help you to better understand our application process and the delegation assignment procedure.

To apply, please follow the steps outlined in this guide and complete them by the respective deadlines.

Please read this guide carefully, as there have been changes to the application procedure.

While the application system should work on mobile devices, we recommend using a desktop PC or laptop with a larger screen for the best experience.

We update this guide regularly. Please make sure you are using the most recent version. The version number can be found on page 2 and in the file name. The latest version is available at:

<https://www.olmun.org/Downloads/>.

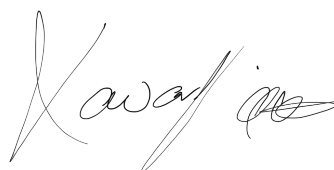
If you have any further questions or if anything in this guide is unclear, please email application@olmun.org and describe the issue. Your message helps us identify and resolve problems that others may be experiencing as well.

On behalf of the Secretariat,

Yours sincerely,



Mia Vocke
Secretary General



Quinn Hendrik Kowars
Treasurer

Chapter I - General Process

Please note that all user accounts are deleted after the conference and before applications for the next conference open.

1. School Application

There is no separate option to apply **as a school**. When applying as a **MUN-Director**, you can select **Add a new school** in the school selection menu (if your school is not listed).

2. MUN-Director Application

MUN-Director is our term for a teacher, group leader or other responsible person supervising a group of Delegates and / or Staff members. A school may have multiple MUN-Directors.

MUN-Directors:

1. Receive updates from us via email.
2. Can add a new school (if it has not been added yet).
3. Manage and verify Delegates and Staff members from their school.
4. Fill in the Final Information in which they provide delegation preferences and the final number of participants (MUN-Directors, Delegates and if enabled Staff members).
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

3. Delegate Application

Most participants attend as delegates. Delegates are assigned a country (or delegation) and a committee, and they represent that country in the assigned committee.

Delegates:

1. Apply after their MUN-Director has added their school.
2. Get verified by their MUN-Director.
3. Receive a delegation and committee assignment from their MUN-Director.
4. Receive further information by their Chairs or Presidents.
5. Prepare for the conference.

4. Staff Application

Before staff applications are possible, an MUN-Director must email application@olmun.org to enable staff applications for their school. Since most of our staff comes from schools in Oldenburg, staff applications are not enabled by default.

Staff members:

1. Apply after their MUN-Director has added their school and Staff applications have been enabled.
2. Get verified by their MUN-Director.
3. Receive further information from the Chief of Staff.

5. Chair Application

You apply by submitting the chair application form (uploaded via our website). You do not apply through the general registration system. More information is provided in the form.

To be notified when chair applications open, follow our Instagram account [@olmun_official](https://www.instagram.com/olmun_official).

Chairs must also register on our website to receive badges, certificates, etc. (see Inner Circle application).

Chair applications for OLMUN 2026 are closed.

6. Inner Circle and Student Officer Application

You cannot apply online as a member of the Inner Circle (IC) or for a Student Officer position. To join the Inner Circle, you must attend IC meetings in Oldenburg. Student Officers are elected from within the Inner Circle.

To be notified about the first and second IC meetings, follow our Instagram account [@olmun_official](https://www.instagram.com/olmun_official).

Inner Circle members and Student Officers must also register on our website to receive badges, certificates, etc.

Chapter II - MUN-Director Application & School Management

1. General Info

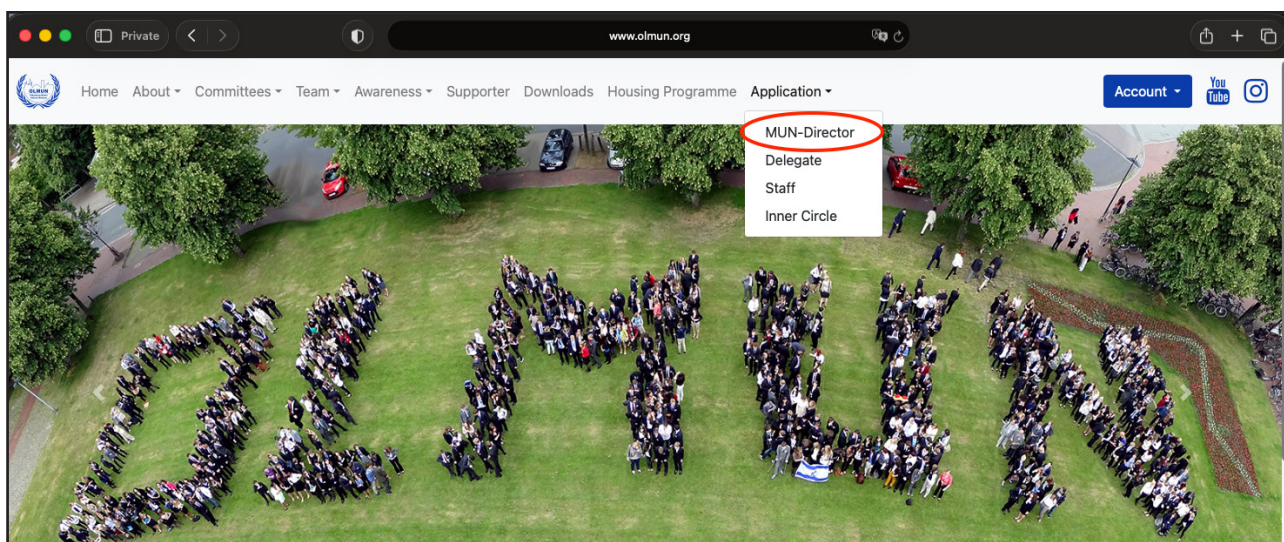
MUN-Director is our term for a teacher, group leader or other responsible person supervising a group of Delegates and / or Staff members. A school may have multiple MUN-Directors.

MUN-Directors:

1. Receive updates from us via email.
2. Can add a new school (if it has not been added yet).
3. Manage and verify Delegates and Staff members from their school.
4. Fill in the Final Information in which they provide delegation preferences and the final number of participants (MUN-Directors, Delegates and if enabled Staff members).
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

2. Step-by-Step Guide - MUN-Director Application

1. Open www.olmun.org.
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as MUN-Director, please choose 'MUN-Director' or click [here](#).



II MUN-Director Application & School Management

Apply as MUN-Director

Applications are open from **January 1st 2026** to **March 15th 2026**.

First name	Last name
<input type="text"/>	<input type="text"/>
Gender	
<input type="radio"/> Male	
<input type="radio"/> Female	
<input type="radio"/> Other	
Address	
<input type="text"/>	
School	
<input type="text" value="Please choose"/>	
Country of Residence	Nationality
<input type="text" value="Please choose"/>	<input type="text" value="Please choose"/>
Phone	Mobile
<input type="text" value="+49-123-4567890"/>	<input type="text" value="+49-123-4567890"/>
E-Mail	Verification code
<input type="text" value="example@example.com"/>	<input type="text" value="6-digit code"/> <input type="button" value="Send Code"/>
<input type="radio"/> Housing needed	
<input type="radio"/> Visa needed	
<input type="button" value="Submit"/>	

4. Fill in the MUN-Director application form.

a) Select your school

Choose your school from the dropdown menu. If your school is not listed, select 'Add a new school' under School -> 'Please choose' -> 'Add a new school'

- Additional 'School Data' fields appear below the form.
- Enter the correct information for your school.
- The school address will be used as the billing address.
- After registration, your school will appear as an option for future applicants under the name you entered.
- Changes to your school's data will not be possible after the application period.

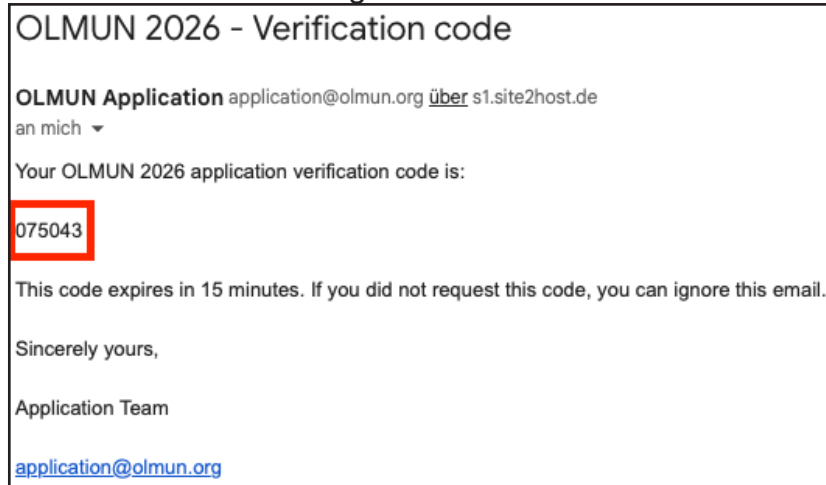
b) Phone and mobile numbers

- Use exactly the following format +49-123-4567890
- The plus (+) sign and hyphens (-) are required!

II MUN-Director Application & School Management

c) E-Mail

- i. Enter a your E-Mail.
- ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.



- iii. Enter the code in verification field.
- iv. The code is valid for 15 minutes. Submit the form within this time. If the code expires, request a new one.
- v. If you do not receive the email within a few minutes, please check your spam / junk folder.

d) International Participants: Housing and Visa Information

- i. 'Housing needed': Choose this option if you need assistance with accommodation. Our Housing Coordinator will review your request and contact you with further details. Please note that we cannot guarantee housing for every international participant.
- ii. 'Visa needed': Select this if you require an official invitation letter for your visa application. Our Secretary General will use the information you provide to prepare and send the letter to you (or if needed to the embassy).

e) Review and submit

Check all information carefully and click 'Submit'. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

II MUN-Director Application & School Management

f) Example:

Apply as MUN-Director

Applications are open from **January 1st 2026** to **March 15th 2026**.

First name	Last name	
<input type="text" value="Demo"/>	<input type="text" value="MUN-Director"/>	
Gender		
<input type="radio"/> Male		
<input type="radio"/> Female		
<input checked="" type="radio"/> Other		
Address		
<input type="text" value="Demo MUN-Director"/> <input type="text" value="Demo Street 1"/> <input type="text" value="26122 Oldenburg"/> <input type="text" value="GERMANY"/>		
School		
<input type="text" value="Add a new school"/>		
Country of Residence	Nationality	
<input type="text" value="Germany"/>	<input type="text" value="Germany"/>	
Phone	Mobile	
<input type="text" value="+49-123-4567890"/>	<input type="text" value="+49-123-4567890"/>	
E-Mail	Verification code	
<input type="text" value="demo.mun-director@olmun.org"/>	<input type="text" value="075043"/>	<input type="button" value="Send Code"/>
A 6-digit code has been sent to your email address.		
<input type="checkbox"/> Housing needed		
<input type="checkbox"/> Visa needed		

School Data

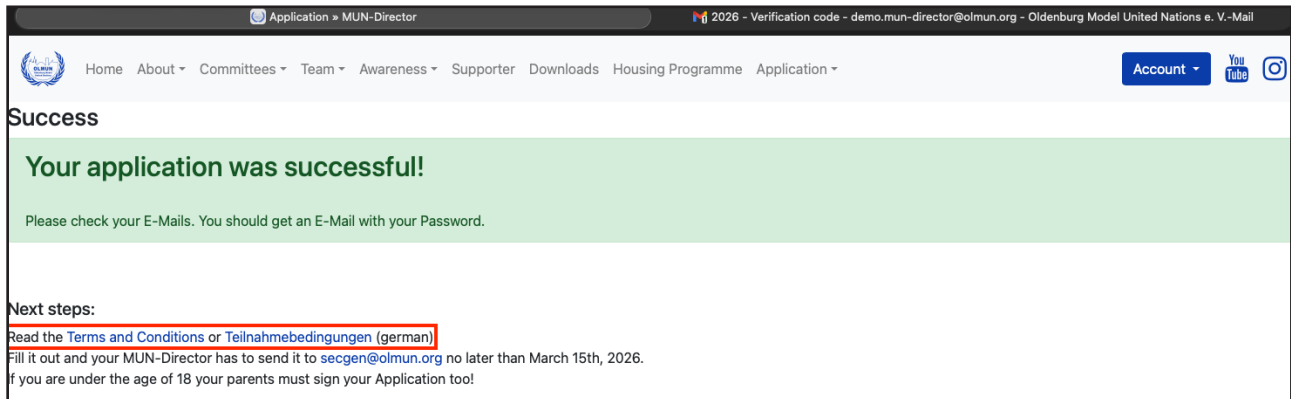
Name
<input type="text" value="Demo School"/>
Address
<input type="text" value="Demo School"/> <input type="text" value="Demo Street 2"/> <input type="text" value="26122 Oldenburg"/> <input type="text" value="GERMANY"/>
Country
<input type="text" value="Germany"/>

Note: The school name will be used to generate certificates and badges.

Important: If your school data does not equal your billing address, please notify our Treasurer (treasurer@olmun.org).

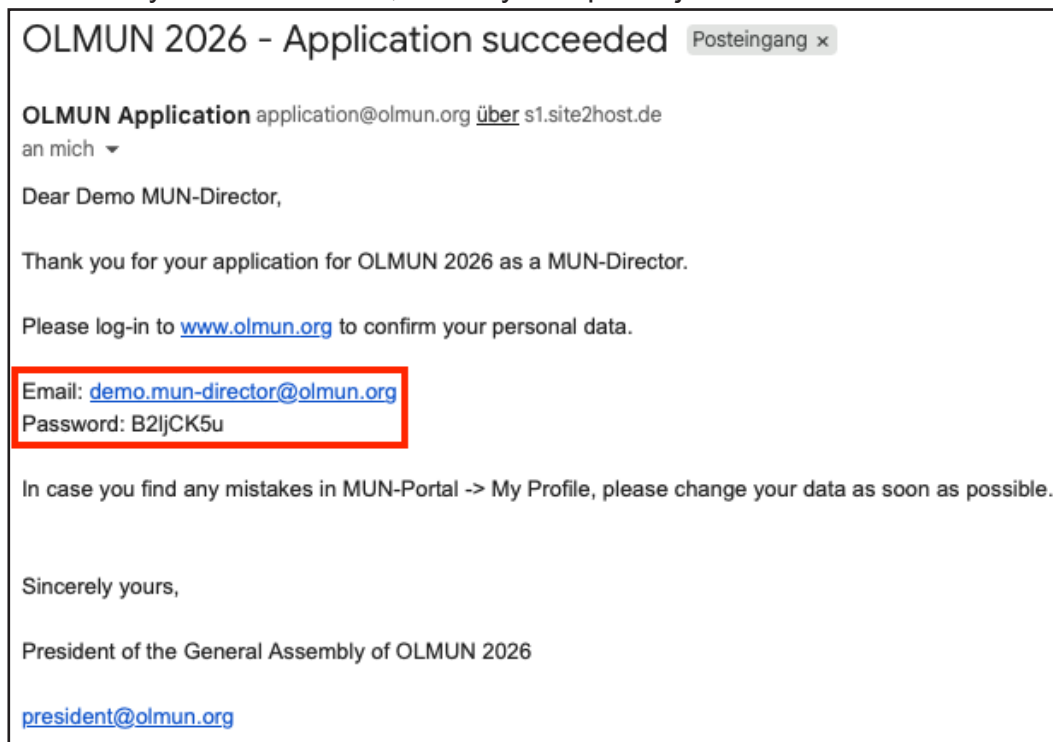
II MUN-Director Application & School Management

5. After you submit the form, a new page will appear. Your application as a MUN-Director was successful.



The screenshot shows the 'Success' page of the OLMUN 2026 application portal. The header includes the OLMUN logo, navigation links (Home, About, Committees, Team, Awareness, Supporter, Downloads, Housing Programme, Application), and an 'Account' button. The main content area has a green banner stating 'Your application was successful!' and a message to check email for a password. Below this, 'Next steps' are listed: reading the Terms and Conditions (German version), filling out the form, and sending it to secgen@olmun.org by March 15th, 2026. A red box highlights the link to the Terms and Conditions.

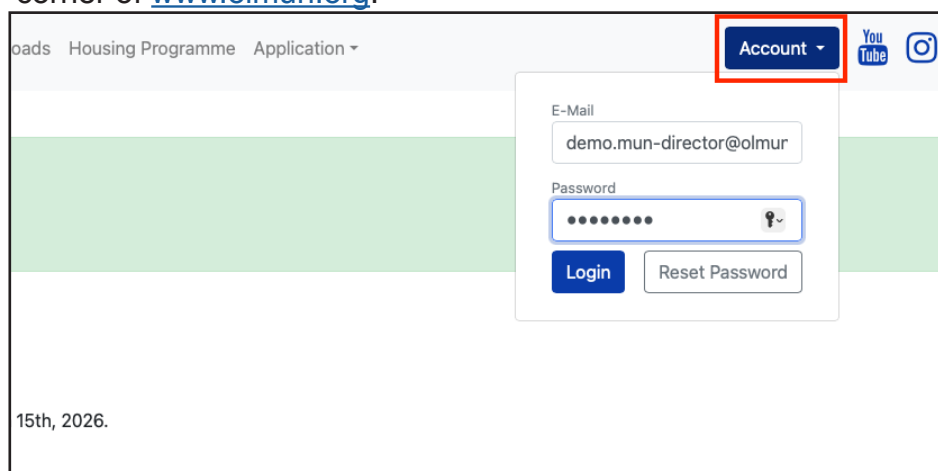
6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).
- Please print and sign the last page (Application Form).
 - Collect the signed Terms and Conditions from all participants of your school.
 - Scan the full terms and conditions once at the beginning.
 - Add the signed pages in alphabetical order by participants' last names.
 - Combine all pages into one single PDF.
 - Send them to secgen@olmun.org no later than March 15th, 2026.**
 - You can download the Terms and Conditions [here](#) later as well.
7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.



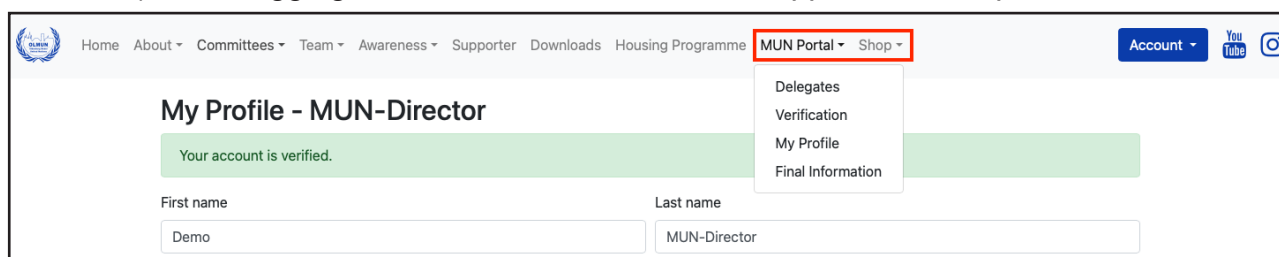
The screenshot shows an email titled 'OLMUN 2026 - Application succeeded' from application@olmun.org. The email body thanks the recipient for their application and provides login instructions. A red box highlights the email address demo.mun-director@olmun.org and the password [B2ljCK5u](#). The email also includes a note about updating profile data and a signature from the President of the General Assembly of OLMUN 2026.

II MUN-Director Application & School Management

- a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.



- b) After logging in, additional menu items will appear in the top menu bar.



- c) You will be redirected to your profile page automatically.
- d) Check your details and click Submit at the bottom of the page to save any changes. You may also change your password if you wish. For security reasons, we cannot access/view your password.
8. Your MUN-Director application is now complete.

3. Verifying Delegates, Staff and additional MUN-Directors

Delegates, Staff members, and additional MUN-Directors must be verified by a MUN-Director before they appear in the relevant lists and before delegations and committees can be assigned.

To verify Delegates, Staff and additional MUN-Directors please follow these steps:

1. Log into your account.
2. In the navigation go to 'MUN Portal' -> '[Verification](#)'.
3. Once your Delegates, Staff or additional MUN-Directors applied as their position for your school they will appear in your verification menu. The 'Staff' field in 'MUN Portal' will only appear if Staff is enabled for your school.

II MUN-Director Application & School Management

www.olmun.org/MUN+Portal/Verification/

Awareness ▾ Supporter Downloads Housing Programme MUN Portal ▾ Shop ▾

Verification is currently open.
The regular verification period runs from **January 1st, 2026 to March 15th, 2026**.
During this time, you can verify your Students through this portal.
If you have questions about the application process, please contact us at application@olmun.org.

MUN-Directors

Name	Actions
MUN-Director 2, Demo	Verify Remove

Delegates

Name	Actions
Demo Delegate	Verify Remove

Staff

Name	Staff Type	Actions
Demo Staff	Administrative Staff	Verify Remove

4. Verifying an additional MUN-Director makes him/her an admin of your school. You cannot manually revoke the verification. Send an email to application@olmun.org to revoke the rights of accidentally verified MUN-Directors. He/she will be able to:
 - a) Verify new Delegates, Staff and MUN-Directors.
 - b) Remove/edit verified Delegates and Staff.
 - c) Change your schools data (name, address, ...).
 - d) Change the delegation assignment.
 - e) Order bus tickets.
 - f) Receive email communication between your school and the organisers.
 - g) Communicate with full authority.
5. Verifying a Delegate will enable you to assign delegations this Delegate later. He/she will appear in your Delegate list explained below (see 'Assigning Delegations').
6. Verifying Staff will list him/her in your Staff list. They will also be listed for our Chief of Staff who will contact your Staff prior to the conference.
7. If the applicant is not from your school you may remove the applicant from your verification view.
 - a) After removing an applicant their school entry will be reset.
 - b) Their account will not be deleted, please do not ask your students to create a second account in case you accidentally removed them.
 - c) **If this action was unintended**, please ask the applicant to log into their account

II MUN-Director Application & School Management

and change their school entry to your school once again. The applicant will reappear on your verification page. In case any issues occur, please send an email to application@olmun.org and provide the Delegates' names you wish to restore as well as your school's name.

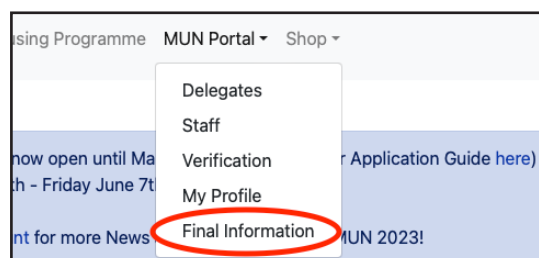
8. **If your applicants are not displayed** on the verification page when you reload the page, please log out and log back in. Your applicants should now be listed in the verification page.

4. Final Information

The 'Final Information' represents the last step to complete your schools application. You will need to provide the final number of Delegates, MUN-Directors and Staff members (if enabled) your school will participate with as well as 10 country preferences based on our Delegation Overview.

To submit the Final Information got to olmun.org -> log into an MUN-Director account -> 'MUN Portal' -> '[Final Information](#)'.

The 'Final Information' needs to be submitted **by March 15th, 2026**. You will be prompted with different types of information requests we need to complete your school's application:

A screenshot of the 'Final Information' form on the MUN Portal. The form is titled 'www.olmun.org/MUN+Portal/Final+Information/'. It contains several input fields: 'Final number of delegates' (8), 'Final number of teachers' (1), and 'Final number of staff' (5). Below these is a section titled 'Your preferred delegations' with a list of 10 countries: Afghanistan, Albania, Algeria, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, and Austria. At the bottom, there is a yellow warning box that says 'WARNING: There's no return!' and a green button labeled 'Finally Submit'.

II MUN-Director Application & School Management

1. *Final number of Delegates*

Please enter the final number of Delegates your school will participate with. You cannot change the amount of Delegates afterwards.

2. *Final Number of teachers*

Please enter the final number of teachers, also known as MUN-Directors, your school will participate with. You cannot change the amount of MUN-Directors afterwards.

3. *Final Number of Staff*

Please enter the final number of Staff members your school will participate with. You cannot change the amount of Staff members afterwards.

4. *Your preferred delegations*

- a) Available delegations (countries and all of their seats in the committees) are listed in our [Delegation Overview](#). Please choose ten countries listed that you and your students would like to represent during the conference. All options you are able to choose in the drop-down-menu are available.
 - b) You need to choose ten countries ranked from highest (1.) to lowest priority (10.) - you will not be able to submit the form with less than 10 chosen countries.
 - c) We try to assign full delegations to schools, but for reasons like delegation sizes and Delegate numbers of schools not matching or some countries like the USA listed in almost every preference list, this will not always be possible.
 - d) Delegations and seats will be assigned after the deadline for the 'Final Information'. Submitting the 'Final Information' will not be possible after the deadline.
5. All verified MUN-Directors will receive a verification email confirming the submitted data. If you notice any mistakes, please contact application@olmun.org. The submitted data can also be found in your profile.
6. What happens next?
- a) **Any changes after submitting the 'Final Information' need to be requested by sending an email to application@olmun.org and cannot be guaranteed.**
 - b) We will charge you based on your provided numbers, after your school's application has been accepted and only the provided amount of applicants we will be granted access to the conference after the bill has been paid.
 - c) Do not forget to provide signed Terms and Conditions via email by the given deadline.
 - d) Make sure that all of your delegates are registered on our website and that they are verified by you.
 - e) Your school will receive delegations/seats after your school's application has been accepted. See the next chapter.

II MUN-Director Application & School Management

5. Assigning Delegations

After submitting the Final Information and after the given deadline we will assign delegations to your school which you need to assign to your Delegates.

You should have received an email by the Presidency stating assigned countries and assigned committees.

Please go to olmun.org -> log into your account -> go to 'MUN-Portal' -> '[Delegates](#)'.

You will be presented a view similar to this one. Your list should contain all verified Delegates.

The screenshot shows the OLMUN MUN Portal interface. At the top, there's a navigation bar with links like Awareness, Supporter, Downloads, Housing Programme, MUN Portal, and Shop. Below this, the page title is 'Unassigned Delegations and/or Committees'. It features a table with two columns: 'Delegation' and 'Committee'. The table lists several countries and their corresponding committees. Below this table is a 'Delegate Overview' section with a table that includes columns for Name, Delegation, Committee, Housing, Visa, and Actions. The 'Demo Delegate' row shows a 'Click here to select' link for the delegation, checkboxes for housing and visa, and buttons for 'Reset', 'Remove from School', and 'Safe'. A note below the table explains how to change the assignment. At the bottom, there's a section for 'International Participants: Housing and Visa Information' with instructions on how to use the housing and visa checkboxes.

Delegation	Committee
Afghanistan	GA 1st
Afghanistan	GA 3rd
Afghanistan	UN Women
Afghanistan	UNEP
Albania	GA 1st
Algeria	GA 1st
Andorra	GA 1st
Angola	GA 1st
Antigua and Barbuda	GA 1st

Name	Delegation	Committee	Housing	Visa	Actions
Demo Delegate	Click here to select		<input type="checkbox"/>	<input type="checkbox"/>	<button>Reset</button> <button>Remove from School</button> <button>Safe</button>

Note:
Click on the delegation or committee name next to a delegates name to change the assignment.

International Participants: Housing and Visa Information

Housing needed:
Choose this option if you need assistance with accommodation. Our Housing Coordinator will review your request and contact you with further details. Please note that we cannot guarantee housing for every international participant.

Visa needed:
Select this if you require an official invitation letter for your visa application. Our Secretary General will use the information you provide to prepare and send the letter to you (or if needed to the embassy).

Click on the housing or visa checkbox to toggle the need for housing or visa.

Unfortunately 'Unassigned Delegations and/or Committees' does not live update at the moment. If you refresh the page, the table will be updated.

Do not forget to click safe after changing a Delegate's data. Clicking 'Reset' will reset the Delegate's assignment.

II MUN-Director Application & School Management

5.1. Assigning Delegations

Click on 'Click here to select'. A selection listing the countries assigned appears. **Please note that your school may not have been assigned all seats of these countries.** It is possible that your school has been assigned the USA and their seats in committees A and B whereas another school has been assigned the USA with committees C and D. Please check this before telling your Delegates you have been assigned the USA and allowing them to choose from committees A-D and noticing afterwards you cannot assign committees C and D.

After selecting the Delegation of a Delegate, a new selection option in the 'Committee' column appears:

Delegate Overview						
Name	Delegation	Committee	Housing	Visa	Actions	
Demo Delegate	✓ ----- Afghanistan Albania Algeria Andorra		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<button>Reset</button>	<button>Remove from School</button> <button>Safe</button>

Note: Click on the delegation name to change the assignment.

If you click on the selection you will be shown a list of all the committees still available for the selected Delegation and your school:

Delegate Overview						
Name	Delegation	Committee	Housing	Visa	Actions	
Demo Delegate	Afghanistan	✓ ----- GA 1st GA 3rd UN Women	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<button>Reset</button>	<button>Remove from School</button> <button>Safe</button>

Note:

Do not forget to click safe. If you reload the page and your entry is still there, everything has been updated properly.

Delegate Overview						
Name	Delegation	Committee	Housing	Visa	Actions	
Demo Delegate	Afghanistan	GA 1st	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<button>Reset</button>	<button>Remove from School</button> <button>Safe</button>

Please note that fully assigned delegations will not be shown in the delegation selection. Assigned combinations of delegations and committees will not be shown in the committee selection with the corresponding delegation selected.

There will be a deadline set for the assignment. Afterwards delegations and committees will be assigned randomly and cannot be changed.

Once the assignment is complete, our Chairs will send introductory emails to the Delegates of their committees. The committee guides will be uploaded on our website (download section),

6. Staff

For younger and inexperienced students (or those interested in the positions) OLMUN offers Staff positions. There are various types of Staff. For more information on the specifics of each Staff type, please contact our [Chief of Staff](#). Staff applications are disabled by default. Our Staff is involved in the setting up of our locations. Therefore we prefer local students. Please send an email to application@olmun.org to activate Staff applications for your school. We will activate Staff applications for schools located in Oldenburg as soon as we see their application. You need to verify your Staff after which they will be contacted by our Chief of Staff.

7. Bus Tickets

For participants living outside of Oldenburg: Oldenburg offers a good bus transportation system. OLMUN offers to buy tickets on requests. You can order bus tickets via olmun.org -> log into a MUN-Director account -> 'Shop' -> '[Bus-Tickets](#)'. Please enter the needed amount. Ticket prices will be added to your school's invoice.

Chapter III - Delegate Application

1. Application via Your School

1. Open www.olmun.org.
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as Delegate, please choose 'Delegate' or click [here](#).
4. Fill in the Delegate application form:
 - a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.
 - b) Phone and mobile numbers
 - i. Use exactly the following format +49-123-4567890
 - ii. The plus (+) sign and hyphens (-) are required!
 - c) E-Mail
 - i. Enter a your E-Mail.
 - ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.
 - iii. Enter the code in verification field.
 - iv. The code is valid for 15 minutes. Submit the form within this time. If the code expires, request a new one.
 - v. If you do not receive the email within a few minutes, please check your spam / junk folder.
 - d) International Participants: Housing and Visa Information
 - i. 'Housing needed': Choose this option if you need assistance with accommodation. Our Housing Coordinator will review your request and contact you with further details. Please note that we cannot guarantee housing for every international participant.
 - ii. 'Visa needed': Select this if you require an official invitation letter for your visa application. Our Secretary General will use the information you provide to prepare and send the letter to you (or if needed to the embassy).
 - e) Review and submit

Check all information carefully and then click Submit. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

 5. After submitting your data a new page appears. Your application as Delegate was successful, but is not complete yet.
 6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

III Delegate Application

- a) Please print and sign the last page (Application Form).
 - i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.
 - ii. Please ask your MUN-Director about the specifics of how to provide the document and the deadline.
- b) You can download the Terms and Conditions [here](#) later as well.
- 7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.
 - a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.
 - b) After logging in, additional menu items will appear in the top menu bar.
 - c) You will be redirected to your profile page automatically.
 - d) Check your details and click Submit at the bottom of the page to save any changes. You may also change your password if you wish. For security reasons, we cannot view your password.
- 8. Your application is complete - for now.
- 9. Warnings

My Profile - Delegate

Your account is **not yet verified**.
Please **request verification from your MUN-Directors** to proceed.
If you continue to experience issues, contact a system administrator at application@olmun.org.

Assignment Status

You are currently **not assigned** to a committee or delegation. Please ask your MUN-Directors to assign you to a committee and delegation.

Your profile will show two warnings:

- i. Not verified: Your MUN-Director needs to verify that you belong to his / her school. Please ask your MUN-Director to verify your account.
 - ii. Not assigned: You are currently no assigned to a delegation or committee. Please ask your MUN-Director to assign you to a seat (delegation + committee). Your assignment will appear here, once you have been assigned a seat.
10. Your application is complete once both warnings disappeared and you send your signed Terms and Conditions to your MUN-Director.

Chapter IV - Staff Application

1. Staff

OLMUN offers staff positions for participants who are newer to MUN or interested in supporting the conference behind the scenes. There are different staff roles. For details on specific positions, please contact our Chief of Staff via staff@olmun.org.

Staff applications are disabled by default. Since staff members are involved in setting up conference locations, we generally prioritise local students.

To enable staff applications for your school, please email application@olmun.org. We will activate staff applications for schools located in Oldenburg as soon as we receive the request.

After you apply, your MUN Director must verify your application. You will then be contacted by our Chief of Staff with further information.

Please do not apply as staff until your school has been enabled for staff applications.

If your school is not located in Oldenburg, staff applications may be limited depending on availability.

2. Application via Your School

1. Open www.olmun.org.
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as Staff, please choose 'Staff' or click [here](#).
4. Fill in the Staff application form:
 - a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.
 - b) Phone and mobile numbers
 - i. Use exactly the following format +49-123-4567890
 - ii. The plus (+) sign and hyphens (-) are required!
 - c) E-Mail
 - i. Enter a your E-Mail.
 - ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.
 - iii. Enter the code in verification field.
 - iv. The code is valid for 15 minutes. Submit the form within this time. If the code

IV Staff Application

expires, request a new one.

- v. If you do not receive the email within a few minutes, please check your spam / junk folder.

d) Apply as

Please be aware that staff assignments are subject to conference requirements and may differ from your selected preference.

- i. Administrative Staff: assist Chairs (e.g. in voting procedure) and handle note passing.
- ii. Press Staff: keep everyone informed by composing the daily OLMUN newsletter, the Daily Diplomat.
- iii. TV Staff: work with the Chiefs of TV to produce OLMUN TV productions, such as the OLMUN morning show.
- iv. Photography Staff: capture the highlights of the conference for everyone to enjoy.
- v. Technical Staff: support the Technical Coordinator to provide technical support and keep sessions running smoothly.

e) Review and submit

Check all information carefully and then click Submit. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

5. After submitting your data a new page appears. Your application as Staff was successful, but is not complete yet.
6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).
 - a) Please print and sign the last page (Application Form).
 - i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.
 - ii. Please ask your MUN-Director about the specifics of how to provide the document and the deadline.
 - b) You can download the Terms and Conditions [here](#) later as well.
7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.
 - a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.
 - b) After logging in, additional menu items will appear in the top menu bar.
 - c) You will be redirected to your profile page automatically.
 - d) Check your details and click Submit at the bottom of the page to save any chang-

- es. You may also change your password if you wish. For security reasons, we cannot view your password.
- e) Your application is complete - for now. If you have questions regarding the tasks of a specific Staff type, please reach out to our [Chief of Staff](#) or ask your MUN-Director. Please note that we can not guarantee you the Staff position your applied for and you may be assigned another Staff position.
8. After submitting your data a new page appears. Your application as Staff was successful, but is not complete yet.
9. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).
- a) Please print and sign the last page (Application Form).
- i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.
- ii. Please ask your MUN-Director about the specifics on how to provide the document and the deadline.
- b) You can download the Terms and Conditions [here](#) later as well.
10. Warning

My Profile - Staff

Your Staff account is **not yet verified**.
Please **request verification from your MUN-Directors** to proceed.
If you continue to experience issues, contact a system administrator at application@olmun.org.

Full Name (First & Last)	School
<input type="text" value="Demo Staff"/>	<input type="text" value="Demo School"/>

Your profile will show a warning:

- i. Not verified: Your MUN-Director needs to verify that you belong to his / her school. Please ask your MUN-Director to verify your account.
11. Your application is complete once both warnings disappeared and you send your signed Terms and Conditions to your MUN-Director.

