



JMMUN 2022

How to Register

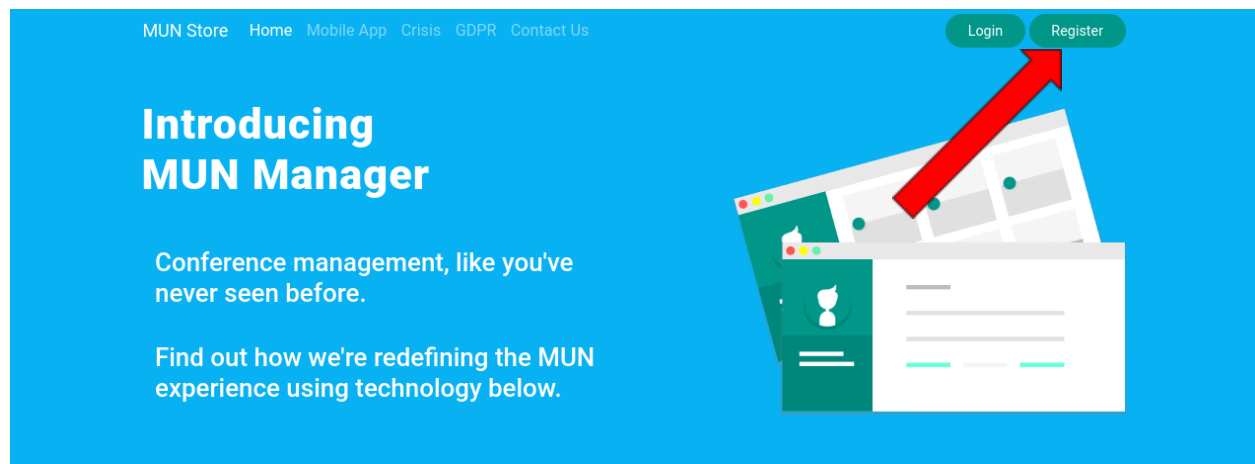
JMMUN 2022 uses [MUN Manager](#) to organize and facilitate applications and other official documents.

Due to privacy and security reasons, delegates must first register through their school's advisors on MUN Manager in order to participate.

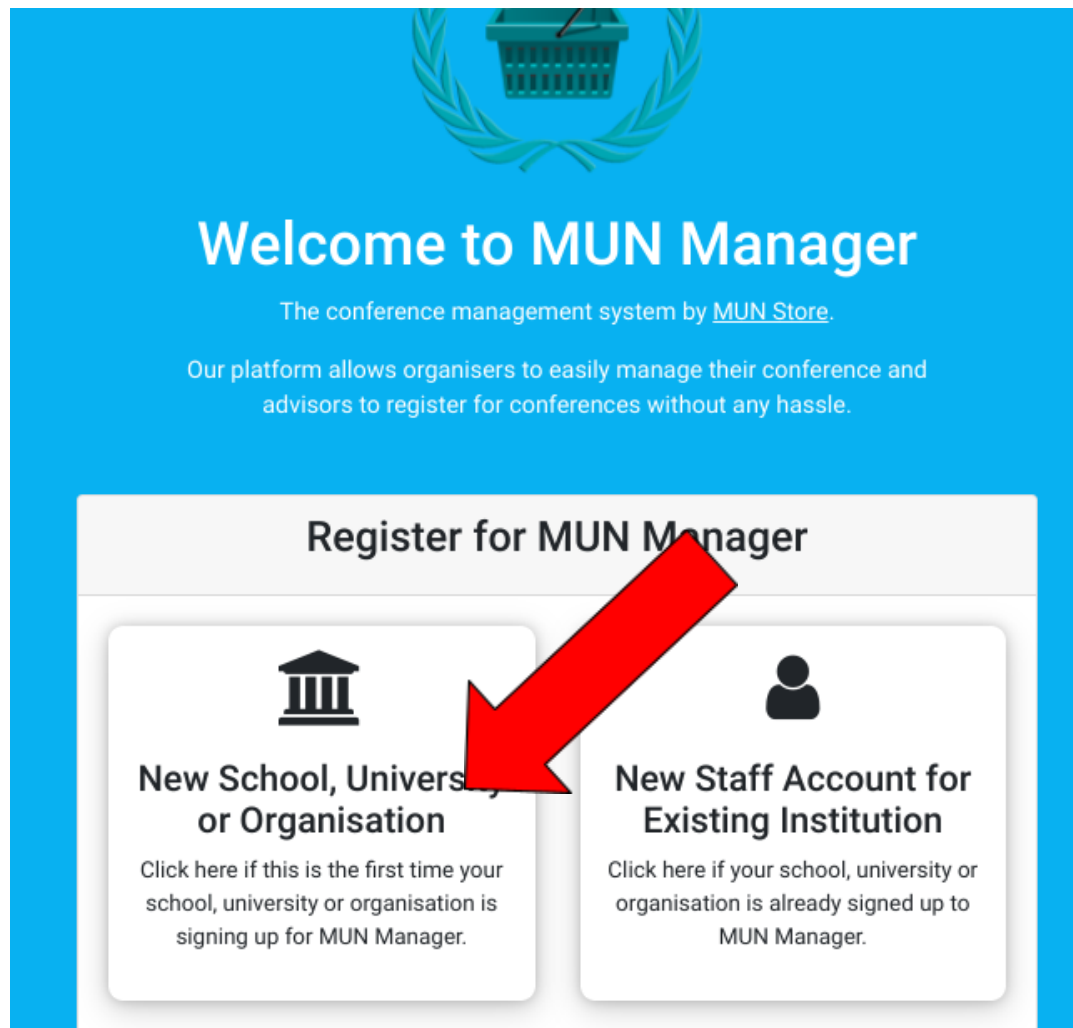
If you are an unsupervised student delegate, please contact us via email (jmmunadmin@senzoku.ac.jp).

The following procedures should be followed by teachers. (One per school delegation)

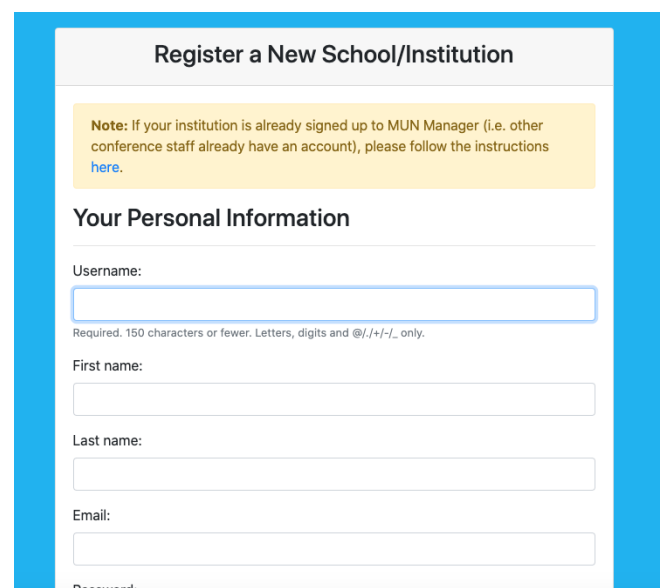
0. Please go to [MUN Manager](#) and click “Register” at the top right of your screen.



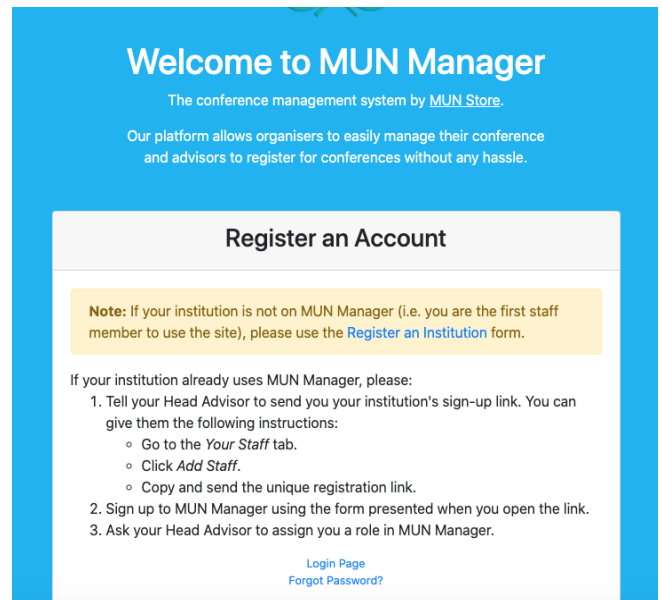
Click "New School, University, or Organization" to your left.



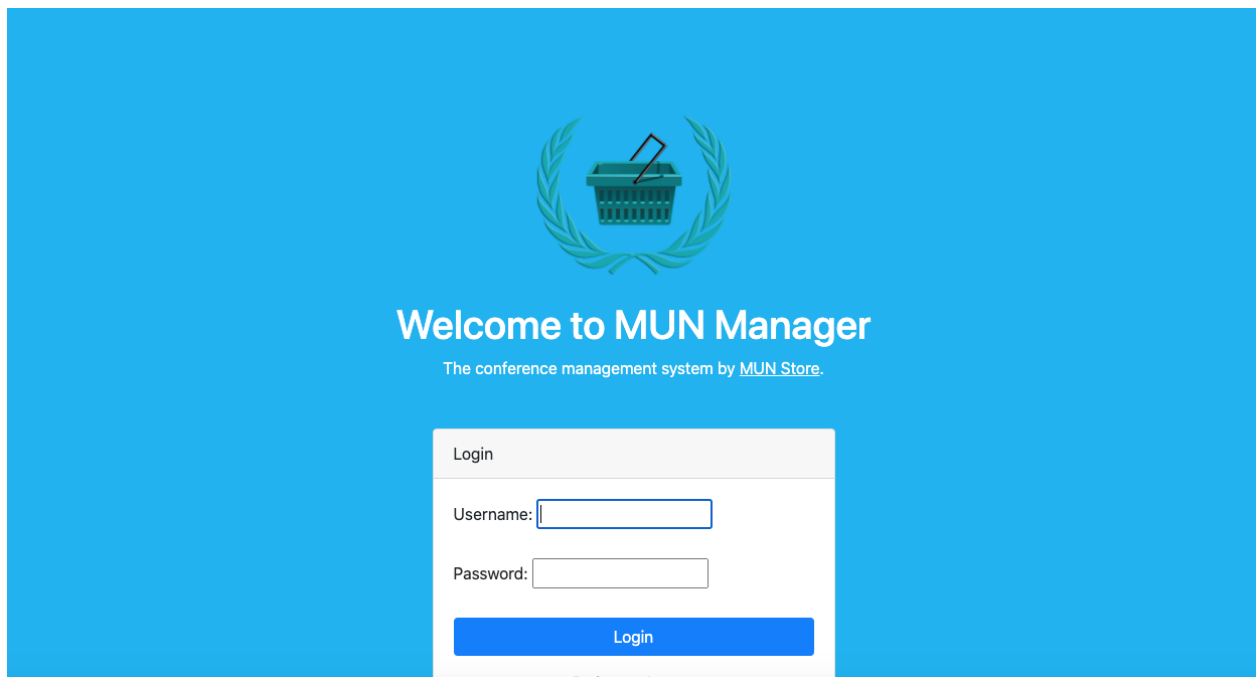
1. [Register](#) your school/institution on MUN Manager

The image shows a registration form titled 'Register a New School/Institution'. At the top, there is a yellow note box that says: 'Note: If your institution is already signed up to MUN Manager (i.e. other conference staff already have an account), please follow the instructions [here](#).' Below the note, the section 'Your Personal Information' contains several input fields: 'Username:' with a required field of 150 characters or fewer; 'First name:'; 'Last name:'; 'Email:'; and 'Password:'. The form is set against a blue background.

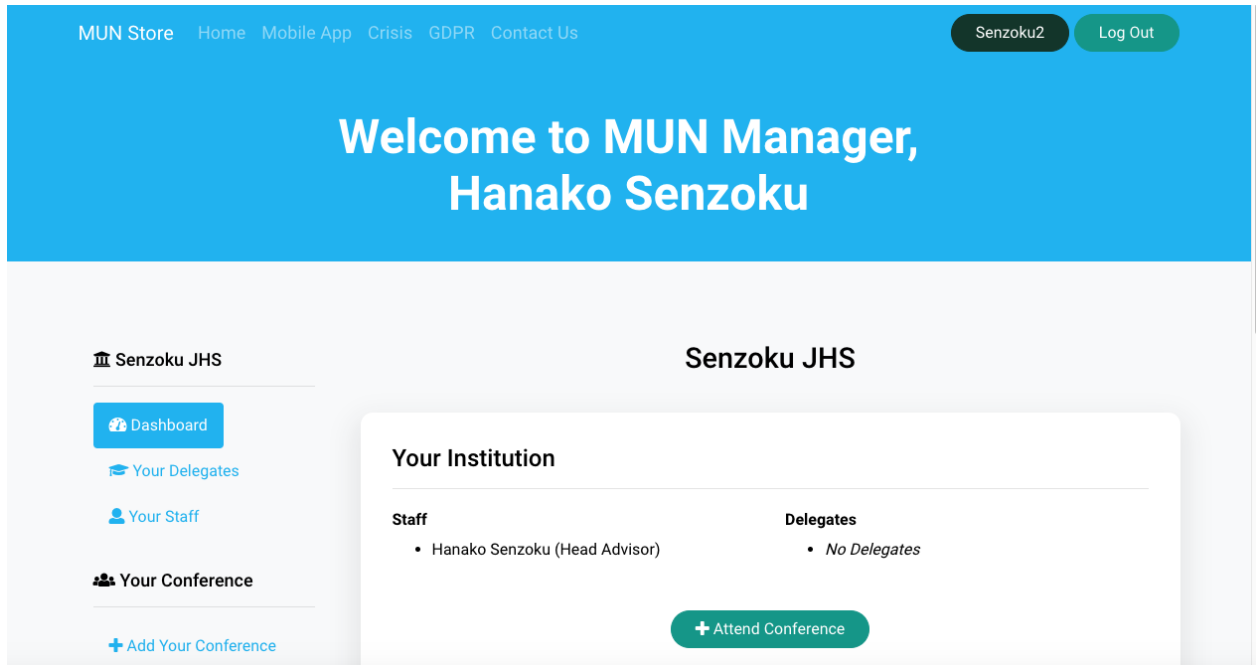
You can also increase the number of advisors:
(Available after signing up to MUN Manager)



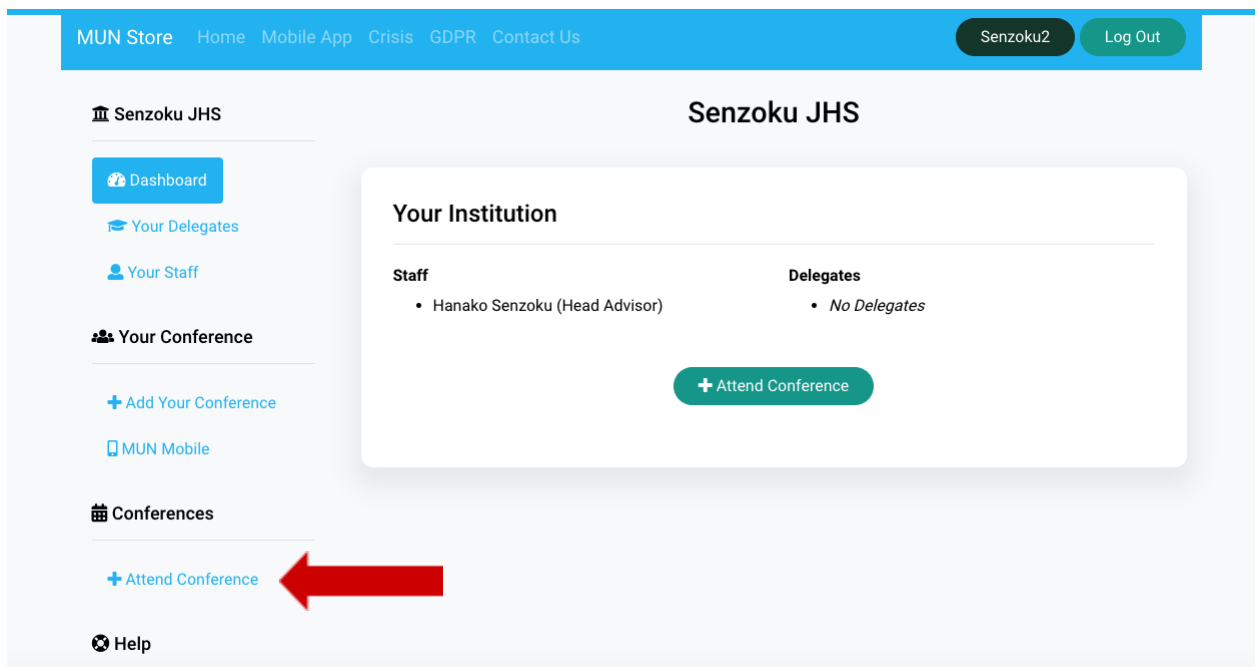
2. Log in to your account



Your dashboard should look like this:



3. Scroll down to find “Attend Conference” on the left sidebar



It should look like this:

MUN Store
Home
Mobile App
Crisis
GDPR
Contact Us

Senzoku2Log Out

Senzoku JHS

Dashboard
Your Delegates
Your Staff

Your Conference

Add Your Conference
MUN Mobile

Conferences

Attend Conference

Help

Attend Conference

Conferences

Show 10 entries

Search:

Name	Date	Location	Contact	Register
Japan Metropolitan Model United Nations (JMMUN)	26 March - 27 March 2022	Kawasaki, Kanagawa, Japan		
Haberdashers' Aske's Boys' School Model MUN (HabsMUN)	11 March - 13 March 2022	Elstree, United Kingdom		
VolIMUN	18 February - 20 February 2022	Knoxville, TN, United States of America		
Southeastern High School MUN	20 November - 22 November 2021	Chattanooga, TN, United States of America		

- Click "Register" (Please make sure you are looking at "Japan Metropolitan Model United Nations (JMMUN) " before pressing the button!)

MUN Store
Home
Mobile App
Crisis
GDPR
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Senzoku2Log Out

Your Delegates
Your Staff

Your Conference

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Help

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VolIMUN	18 February - 20 February 2022	Knoxville, TN, United States of America		
Southeastern High School MUN (SHSMUN)	20 November - 22 November 2021	Chattanooga, TN, United States of America		
The Brown University Simulation of the United Nations (BUSUN)	05 November - 07 November 2021	Providence, United States of America		

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5. Fill out the registration form

The screenshot shows the JMMUN 2022 registration form on the Senzoku JHS website. The top navigation bar includes links for MUN Store, Home, Mobile App, Crisis, GDPR, and Contact Us, along with Senzoku2 and Log Out buttons. The left sidebar contains links for Dashboard, Your Delegates, Your Staff, Your Conference, Add Your Conference, MUN Mobile, Conferences, Attend Conference, and Help. The main content area features the JMMUN 2022 logo and the title 'Register for JMMUN'. The form fields include: Main advisor (dropdown menu), Privacy policy (checkbox), Approximate Number of Delegates (text input), School Name / 学校名 (text input), 会議に参加するデリゲーションの人数 (text input), Total Number of Students / 参加する生徒の合計 (text input), and Total Number of Delegations/ 参加するデリゲーションの合計 (text input). A blue Submit button is located at the bottom right of the form.

MUN Store Home Mobile App Crisis GDPR Contact Us Senzoku2 Log Out

Senzoku JHS

Dashboard

Your Delegates

Your Staff

Your Conference

+ Add Your Conference

MUN Mobile

Conferences

+ Attend Conference

Help

JMMUN 2022

Register for JMMUN

Main advisor:

Privacy policy: ☐

By ticking this box, you consent to this data, contact details and any subsequent data being provided to the conference that you are signing up to.

Approximate Number of Delegates:

School Name / 学校名:

会議に参加するデリゲーションの人数:

Total Number of Students / 参加する生徒の合計:

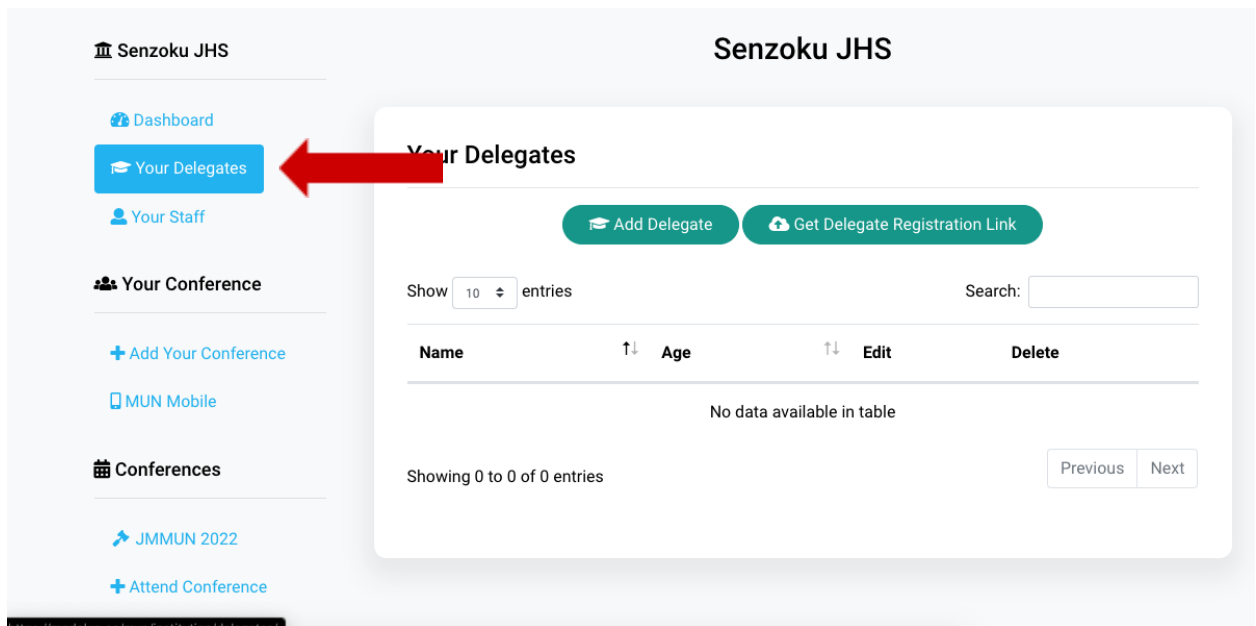
Total Number of Delegations/ 参加するデリゲーションの合計:

Submit

6. Register your students' names

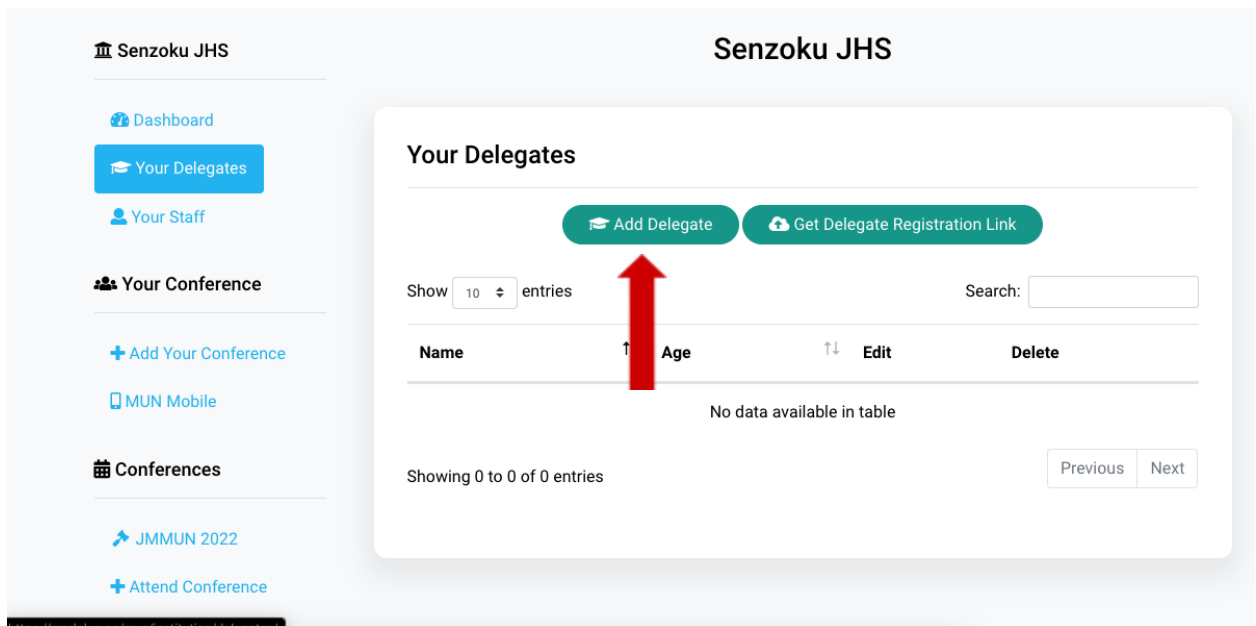
If it is a double delegation, it is not necessary to register both students. Please choose one representative per team.

Go to “Your Delegates”



The screenshot shows the Sensoku JHS interface. On the left is a sidebar with a menu. The 'Your Delegates' item is highlighted in blue, and a red arrow points to it from the right. The main content area is titled 'Your Delegates' and contains two buttons: 'Add Delegate' and 'Get Delegate Registration Link'. Below these buttons is a search bar and a table header with columns: Name, Age, Edit, and Delete. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right of the table area.

Choose “Add Delegate”



This screenshot shows the same 'Your Delegates' page as the previous one, but with a red arrow pointing to the 'Add Delegate' button. The sidebar menu remains the same, and the main content area shows the same search bar, table header, and empty table state.

Insert delegate information and click “Submit”

The screenshot shows the 'Add Delegate' form in the Sensoku JHS system. The form is located on the right side of the page, with a sidebar on the left containing navigation links: Dashboard, Your Delegates (highlighted), Your Staff, Your Conference, Add Your Conference, MUN Mobile, Conferences, and JMMUN 2022. The form has three input fields: 'First name:' with the value 'Hanako', 'Last name:' with the value 'Senzoku', and 'Age:' with the value '17'. A 'Submit' button is at the bottom right of the form.

MUN Store Home Mobile App Crisis GDPR Contact Us Sensoku2 Log Out

Senzoku JHS

Add Delegate

First name:
Hanako

Last name:
Senzoku

Age:
17

Submit

After registering your students, your screen should look like this:

The screenshot shows the 'Your Delegates' table in the Sensoku JHS system. The table is located on the right side of the page, with a sidebar on the left containing navigation links: Dashboard, Your Delegates (highlighted), Your Staff, Your Conference, Add Your Conference, MUN Mobile, Conferences, JMMUN 2022, and Attend Conference. The table has five columns: Name, Age, Edit, and Delete. There are four rows of delegates: Hanako Senzoku (Age 17), Jane Senzoku (Age 16), John Senzoku (Age 15), and Taro Senzoku (Age 16). Above the table, there are two buttons: 'Add Delegate' and 'Get Delegate Registration Link'. Below the table, there is a 'Show 10 entries' dropdown and a 'Search:' input field.

MUN Store Home Mobile App Crisis GDPR Contact Us Sensoku2 Log Out

Senzoku JHS

Your Delegates

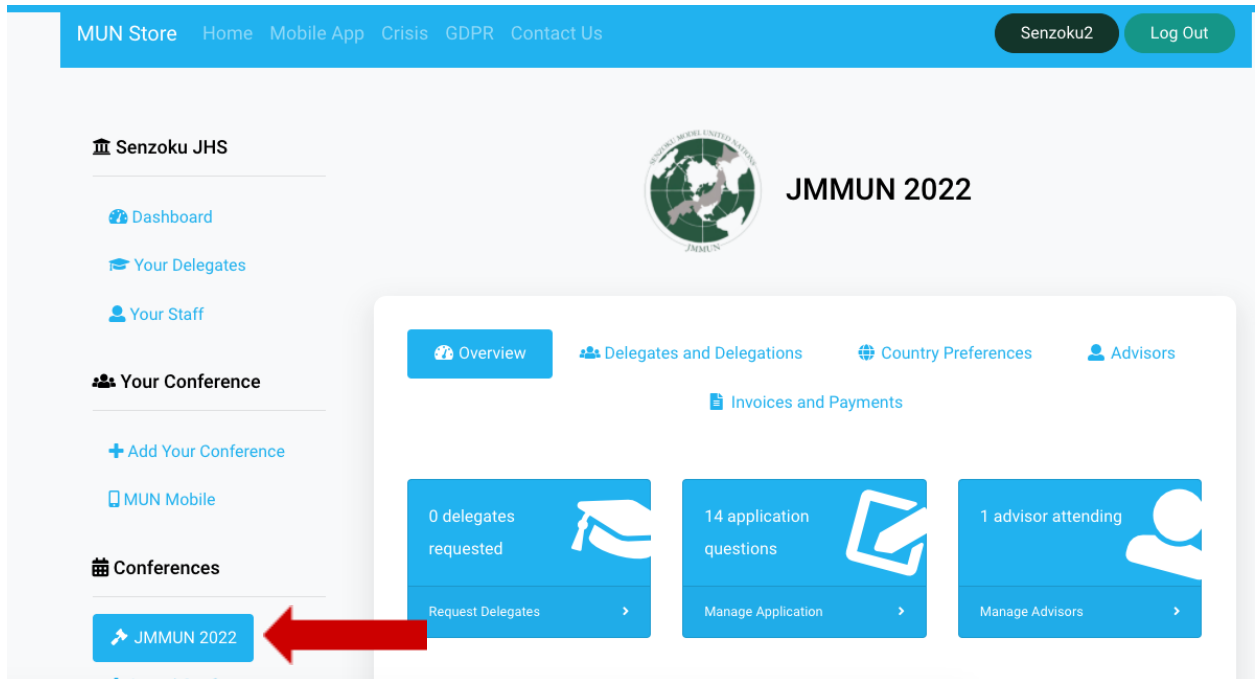
Add Delegate Get Delegate Registration Link

Show 10 entries Search:

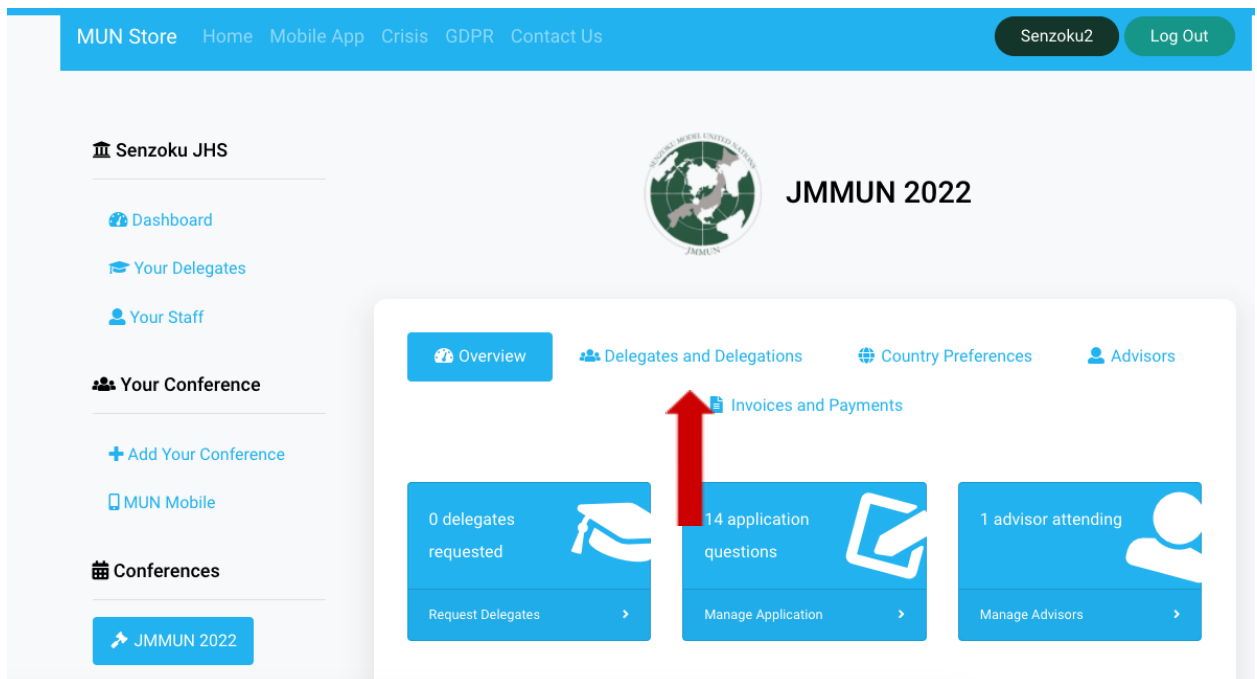
Name	Age	Edit	Delete
Hanako Senzoku	17		
Jane Senzoku	16		
John Senzoku	15		
Taro Senzoku	16		

7. Request delegations

Go to the main page for JMMUN 2022



Go to “Delegates and Delegations”



Choose “Countries” for “Request Type.” This is where you can let us know if you have country preferences. If not, please choose option 1 (No Preference.)

Please put checks in boxes where you would like to request your delegates.

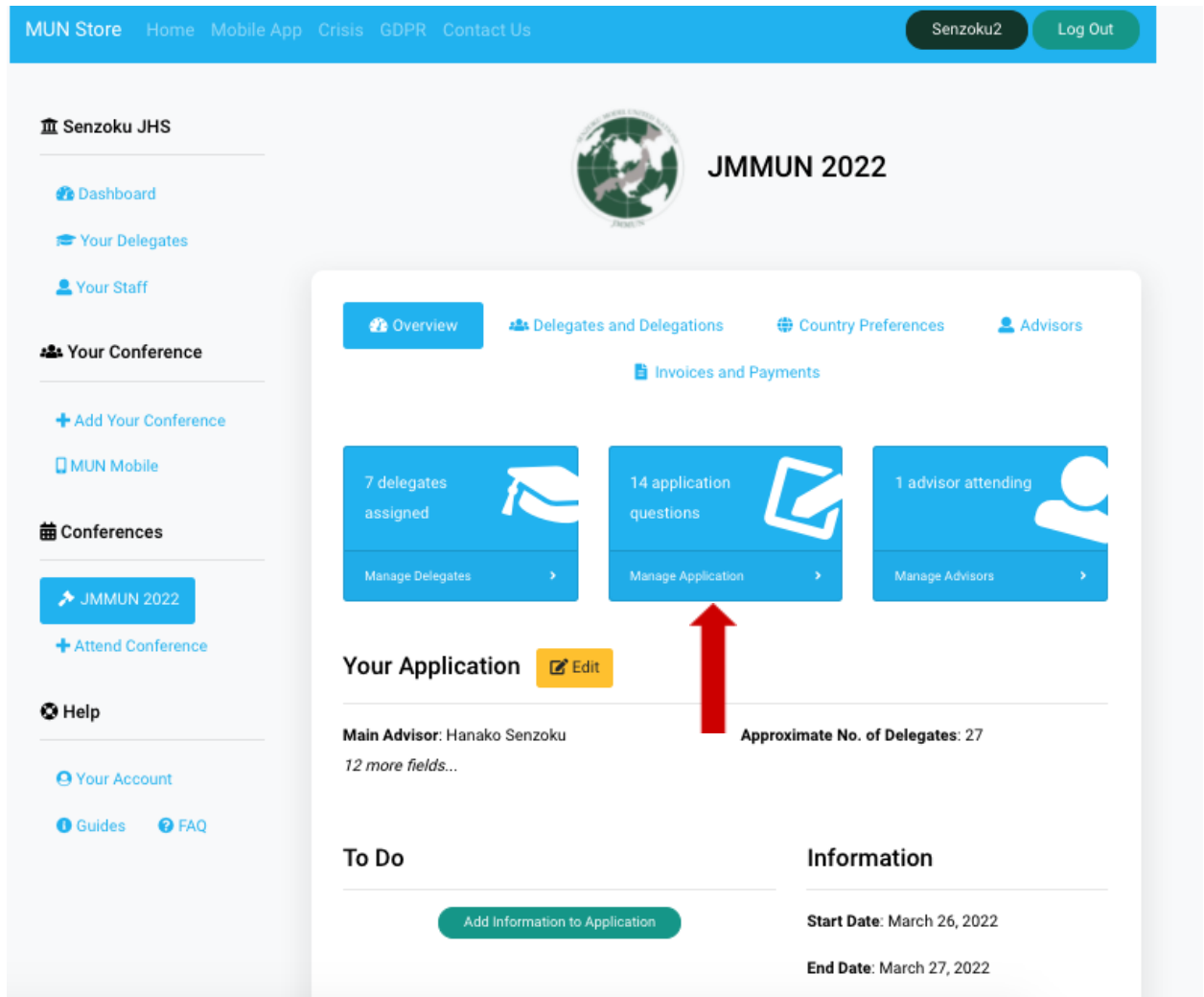
The screenshot shows the 'Request Delegation' page on the MUN Store website. The page has a blue header with navigation links: MUN Store, Home, Mobile App, Crisis, GDPR, and Contact Us. On the right side of the header are buttons for 'Senzoku2' and 'Log Out'. The left sidebar contains links for '+ Add Your Conference', 'MUN Mobile', 'Conferences' (with a calendar icon), 'JMMUN 2022' (with a flag icon), '+ Attend Conference', 'Help' (with a question mark icon), 'Your Account' (with a person icon), 'Guides' (with an information icon), and 'FAQ' (with a question mark icon). The main content area is titled 'Request Delegation' and includes a '← Back' button. Below this, there are two dropdown menus: 'Request Type:' set to 'Countries' and 'Country:' set to '1 No Preference / 国の希望はありません'. A section titled 'Committees:' contains a list of checkboxes for different committee levels: Advanced II (DISEC), Advanced I (UNESCO), Beginner II (SOCHUM), Beginner I (WHO), Intermediate II (ITU), and Intermediate I (UNOOSA). All these checkboxes are currently checked. At the bottom right of the form is a blue 'Submit' button.

For example, if you have students participating in Advanced I and Beginner I, your checkboxes should look like this:

Committees:

- ☐ Advanced II (DISEC)
- ☒ Advanced I (UNESCO)
- ☐ Beginner II (SOCHUM)
- ☒ Beginner I (WHO)
- ☐ Intermediate II (ITU)
- ☐ Intermediate I (UNOOSA)

8. The JMMUN staff will allocate spots for your students. Please assign your students to delegations. Furthermore, please be reminded that we will be assigning countries based on the registration information you submitted at first. If you would like to change the number of participants, you can do that via “Manage Application” on the JMMUN page of MUN Manager.



Once you receive country allocations, your “Delegates and Delegations” page will look like this:

🏠 Your Delegates

👤 Your Staff

👥 Your Conference

+ Add Your Conference

📱 MUN Mobile

📅 Conferences

JMMUN 2022

+ Attend Conference

🔗 Help

👤 Your Account

📖 Guides

🔗 FAQ

🏠 Overview

👥 Delegates and Delegations

🌐 Country Preferences

👤 Advisors

📄 Invoices and Payments

Requested Delegations

👥 Request Delegations

1 No Preference / 国の希望はありません

Committees Requested:

- Advanced II (DISEC)
- Advanced I (UNESCO)
- Beginner II (SOCHUM)
- Beginner I (WHO)
- Intermediate II (ITU)
- Intermediate I (UNOOSA)

Delete

Assigned Delegations

⇄ Swap Delegates

Japan

Committee	Delegate
Advanced II (DISEC)	None

Assign Delegates

Edit Positions

United Kingdom of Great Britain and Northern Ireland

Committee	Delegate
Intermediate I (UNOOSA)	None

Assign Delegates

Edit Positions

United States of America

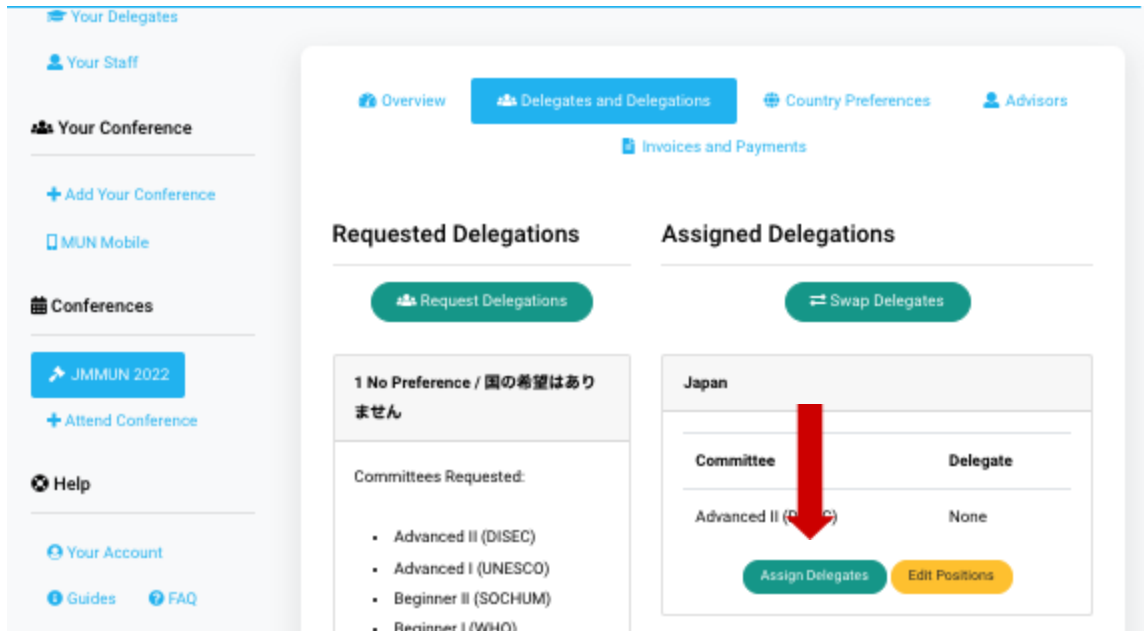
Committee	Delegate
Beginner I (WHO)	None

Assign Delegates

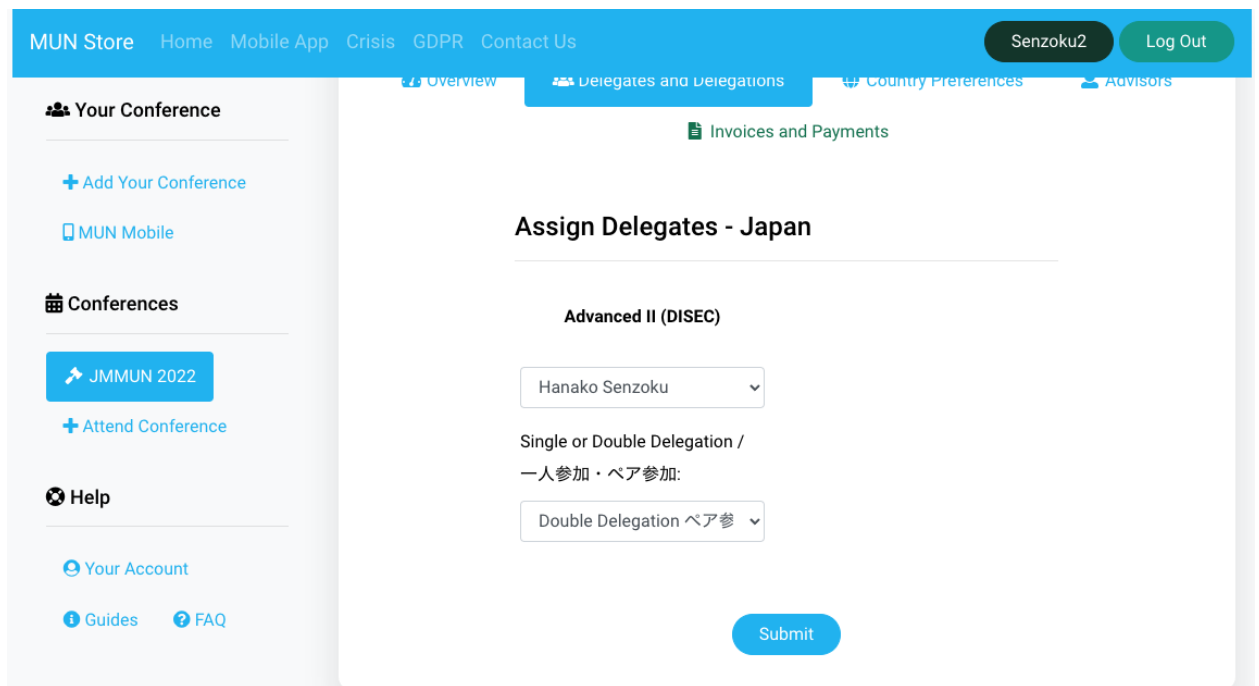
Edit Positions

Click “Assign Delegates”

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Assign your student and choose whether this is a single or a double delegation



When your student has been assigned a country, your page will look like this. Please repeat the process for the rest of your students.

The screenshot displays the JMMUN 2022 Delegates and Delegations page. The sidebar on the left includes links for 'Your Conference', 'Add Your Conference', 'MUN Mobile', 'Conferences', 'JMMUN 2022', 'Attend Conference', 'Help', 'Your Account', 'Guides', and 'FAQ'. The top navigation bar features 'Overview', 'Delegates and Delegations' (active), 'Country Preferences', and 'Advisors'. Below the navigation bar, there is a link for 'Invoices and Payments'.

The main content area is divided into two sections: 'Requested Delegations' and 'Assigned Delegations'.

Requested Delegations: This section has a 'Request Delegations' button. Below it, a message states '1 No Preference / 国の希望はありません' (1 No Preference / No country preference). Underneath, a list of committees requested is shown:

- Advanced II (DISEC)
- Advanced I (UNESCO)
- Beginner II (SOCHUM)
- Beginner I (WHO)

Assigned Delegations: This section has a 'Swap Delegates' button. Below it, a table shows the assigned delegate for Japan:

Committee	Delegate
Advanced II (DISEC)	Hanako Sensoku

Below the table, there are two buttons: 'Assign Delegates' and 'Edit Positions'.

If you have any questions, please do not hesitate to contact us at:

jmmunadmin@senzoku.ac.jp

