



JMMUN 2022

How to Register

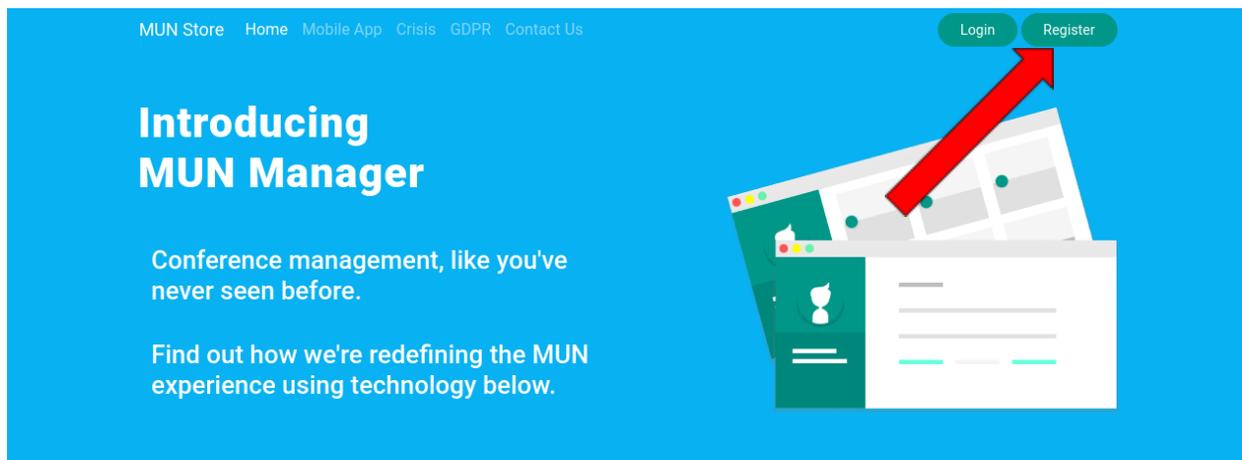
JMMUN 2022 uses [MUN Manager](#) to organize and facilitate applications and other official documents.

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.

Welcome to MUN Manager

The conference management system by [MUN Store](#).

Our platform allows organisers to easily manage their conference and advisors to register for conferences without any hassle.

Register for MUN Manager


New School, University, or Organisation
Click here if this is the first time your school, university or organisation is signing up for MUN Manager.


New Staff Account for Existing Institution
Click here if your school, university or organisation is already signed up to MUN Manager.

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

Register a New School/Institution

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](#).

Your Personal Information

Username:

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

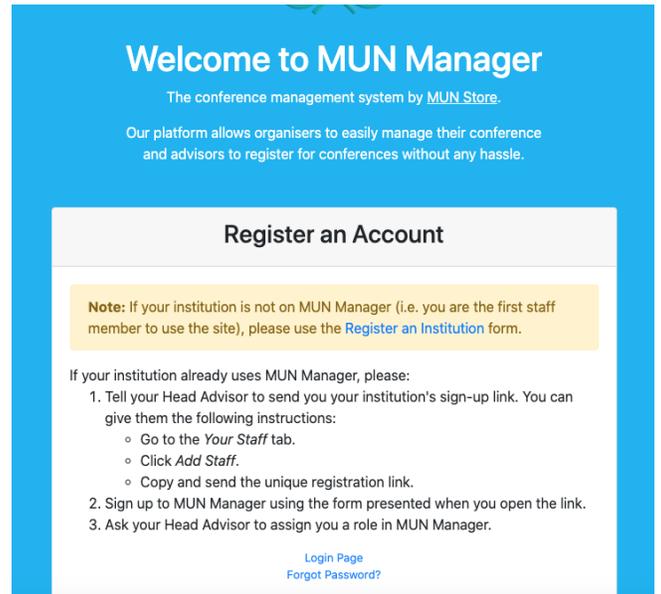
First name:

Last name:

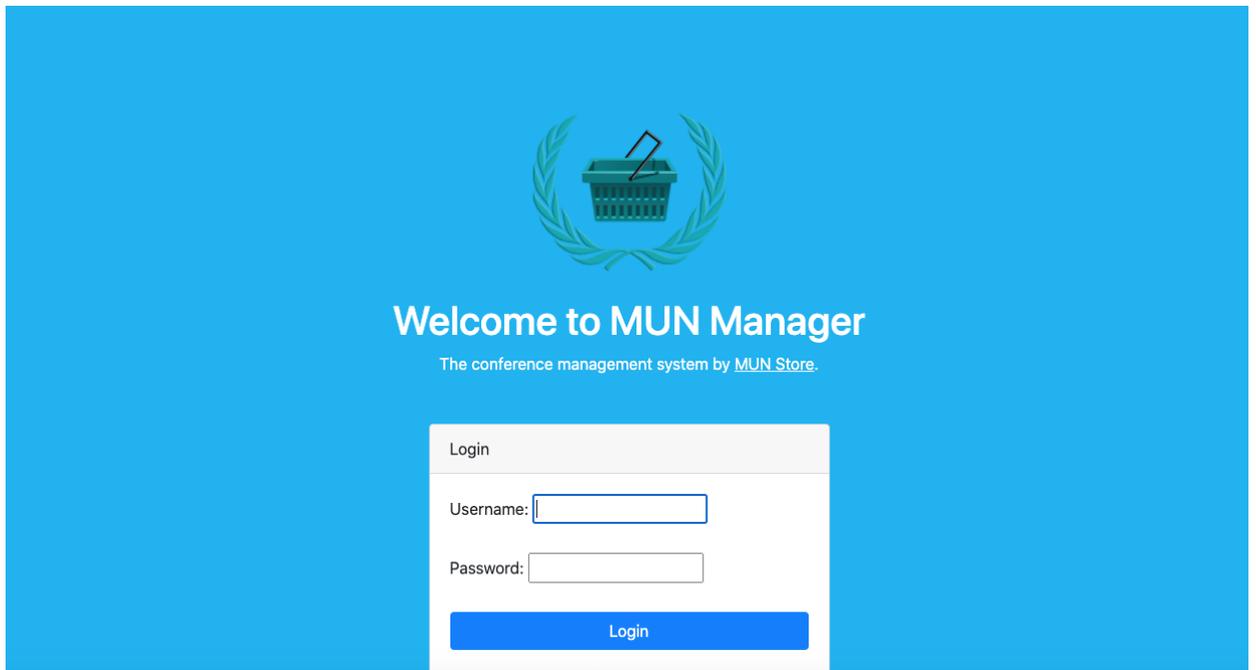
Email:

Password:

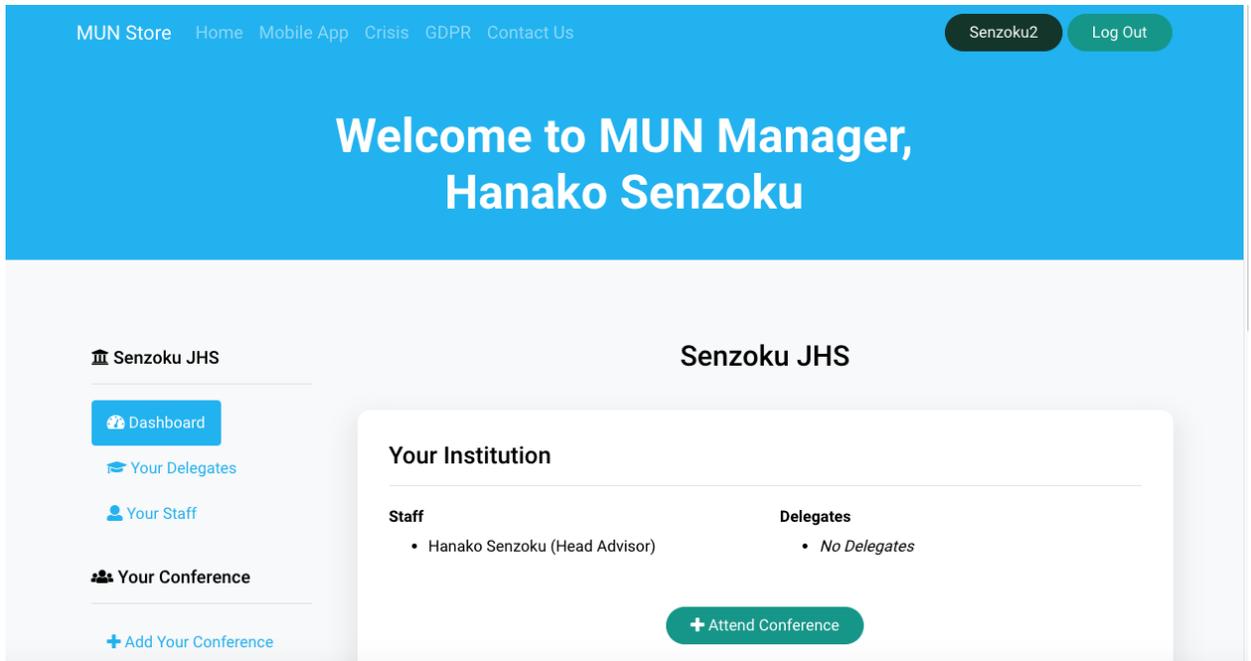
You can also increase the number of advisors:
(Available after signing up to MUN Manager)



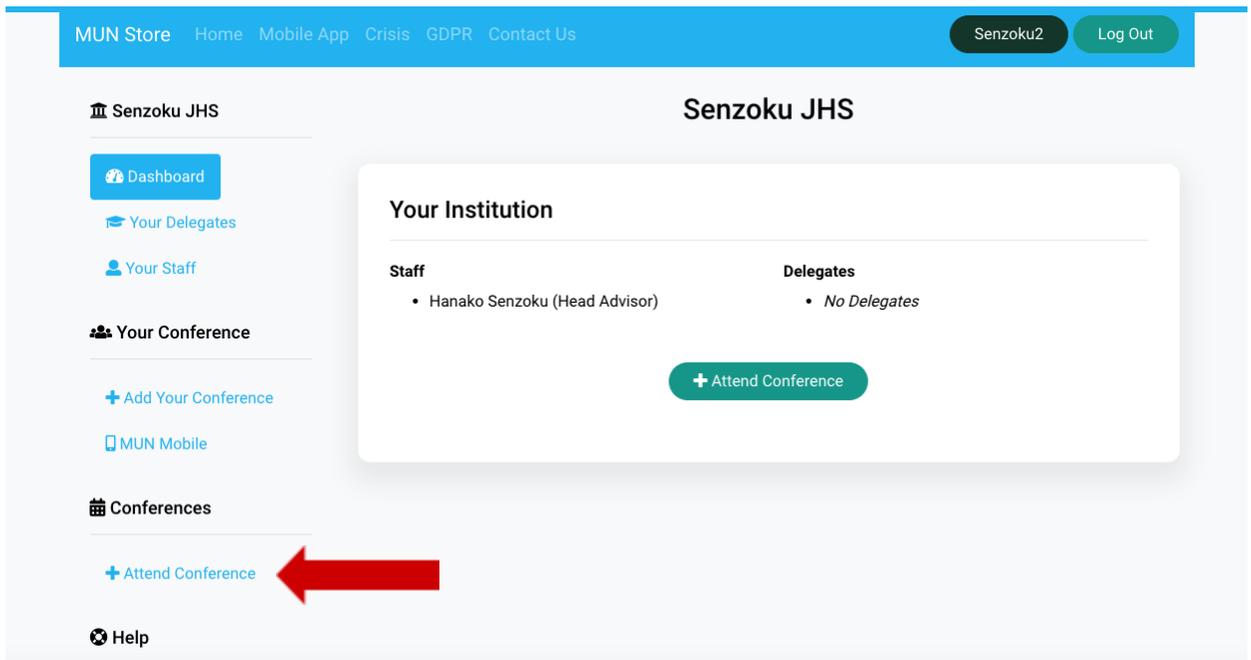
2. Log in to your account



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 Senzoku2 Log 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	✉	➔
VolMUN	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!)

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[Your Delegates](#)

[Your Staff](#)

Your Conference

- Add Your Conference
- MUN Mobile

Conferences

[+ Attend Conference](#)

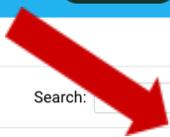
Help

- Your Account
- Guides
- FAQ

Conferences

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VolMUN	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	✉	➔



5. Fill out the registration form

The screenshot shows the 'Register for JMMUN' form on the Sensoku JHS website. The top navigation bar includes 'MUN Store', 'Home', 'Mobile App', 'Crisis', 'GDPR', 'Contact Us', 'Senzoku2', and 'Log Out'. The left sidebar contains navigation links for 'Senzoku JHS', '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 following registration fields:

- Register for JMMUN**
- Main advisor:** A dropdown menu.
- Privacy policy:** A checkbox with the text: "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:** A text input field.
- School Name / 学校名:** A text input field.
- 会議に参加するデリゲーションの人数:** A text input field.
- Total Number of Students / 参加する生徒の合計:** A text input field.
- Total Number of Delegations/ 参加するデリゲーションの合計:** A text input field.
- Submit** button.

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 Senszoku JHS interface. On the left sidebar, the 'Your Delegates' menu item is highlighted in blue, with a red arrow pointing 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 with columns for Name, Age, Edit, and Delete. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' navigation buttons at the bottom right of the table area.

Choose “Add Delegate”

This screenshot is identical to the one above, but with a red arrow pointing to the 'Add Delegate' button in the main content area. The rest of the interface, including the sidebar and the empty table, remains the same.

Insert delegate information and click “Submit”

The screenshot shows the 'Add Delegate' form in the Senszoku JHS system. The form is located in the main content area, and the left sidebar contains navigation options. The form fields are as follows:

- First name:** Hanako
- Last name:** Senszoku
- Age:** 17

A blue 'Submit' button is located at the bottom right of the form.

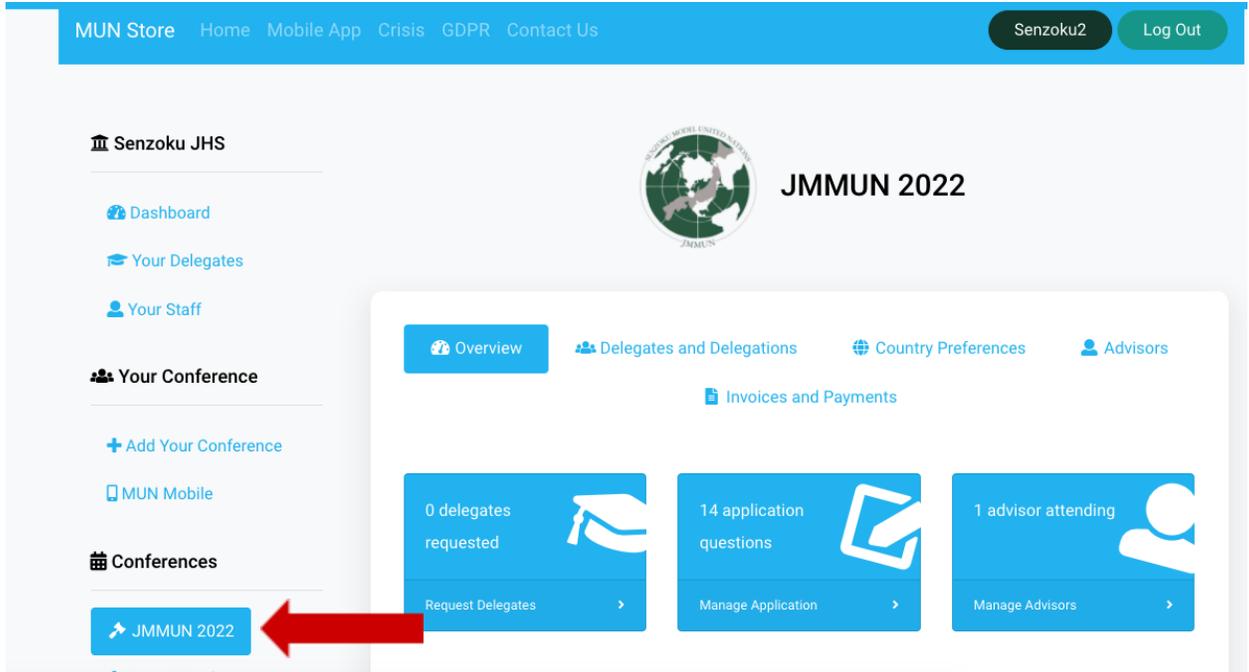
After registering your students, your screen should look like this:

The screenshot shows the 'Your Delegates' list in the Senszoku JHS system. The list is located in the main content area, and the left sidebar contains navigation options. The list is titled 'Your Delegates' and has two buttons: 'Add Delegate' and 'Get Delegate Registration Link'. Below the buttons, there is a search bar and a 'Show 10 entries' dropdown. The list contains four entries:

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

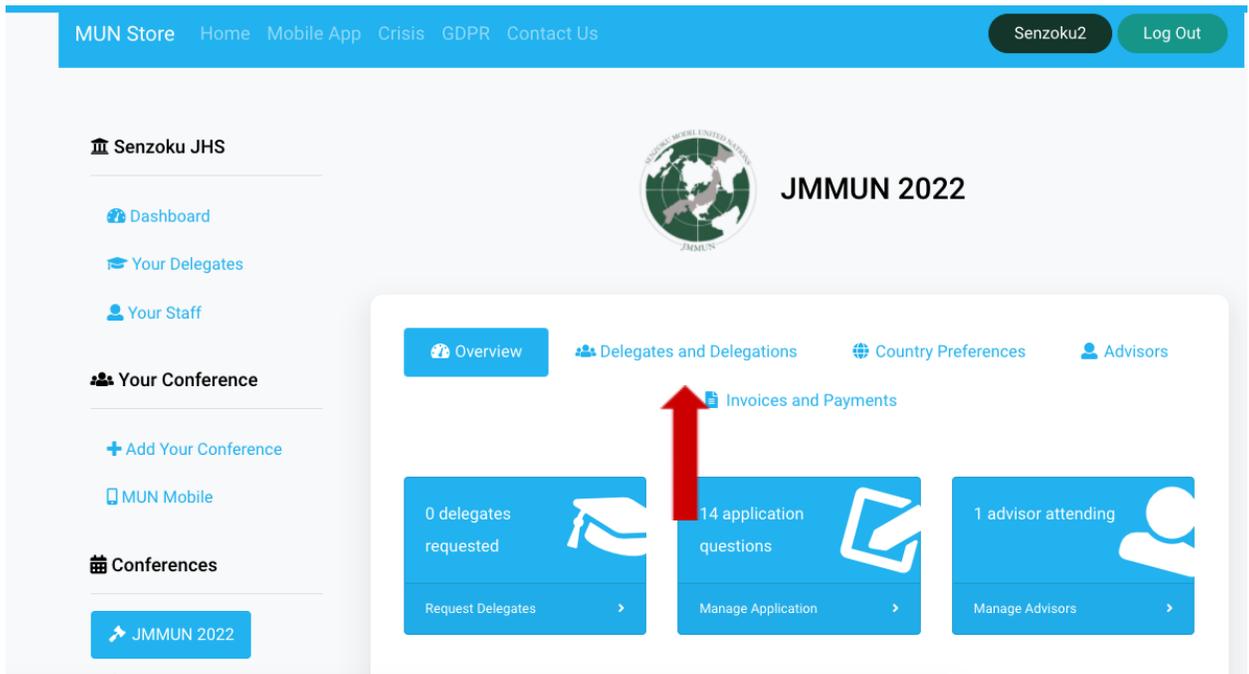
7. Request delegations

Go to the main page for JMMUN 2022



The screenshot shows the JMMUN 2022 dashboard. At the top, there is a navigation bar with links for MUN Store, Home, Mobile App, Crisis, GDPR, and Contact Us, along with user options for Senszoku2 and Log Out. The main content area features a sidebar on the left with sections for Senszoku JHS, Your Conference, and Conferences. A red arrow points to the 'JMMUN 2022' button in the Conferences section. The main dashboard area displays the JMMUN 2022 logo and a navigation menu with options: Overview, Delegates and Delegations, Country Preferences, Advisors, and Invoices and Payments. Below this, there are three summary cards: '0 delegates requested' with a 'Request Delegates' button, '14 application questions' with a 'Manage Application' button, and '1 advisor attending' with a 'Manage Advisors' button.

Go to “Delegates and Delegations”



This screenshot shows the same JMMUN 2022 dashboard as above, but with a red arrow pointing to the 'Delegates and Delegations' button in the navigation menu. The sidebar and summary cards remain the same, but the 'Delegates and Delegations' button is highlighted as the next step in the process.

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.

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

+ Add Your Conference

MUN Mobile

📅 Conferences

JMMUN 2022

+ Attend Conference

🛠 Help

Your Account

📖 Guides 📖 FAQ

Request Delegation

← Back

Request Type:
Countries

Country:
1 No Preference / 国の希望はありません

Committees:

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

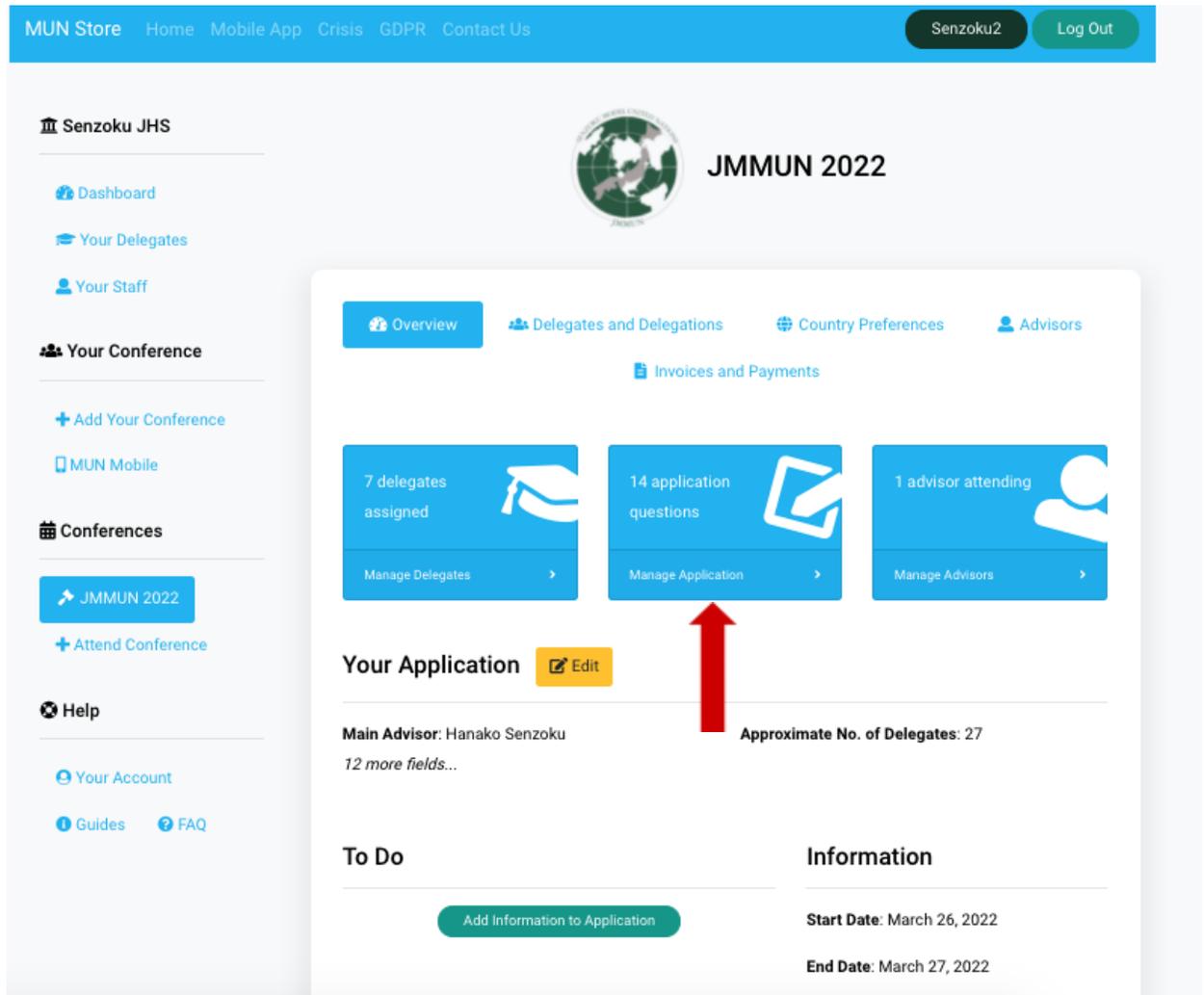
Submit

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:

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

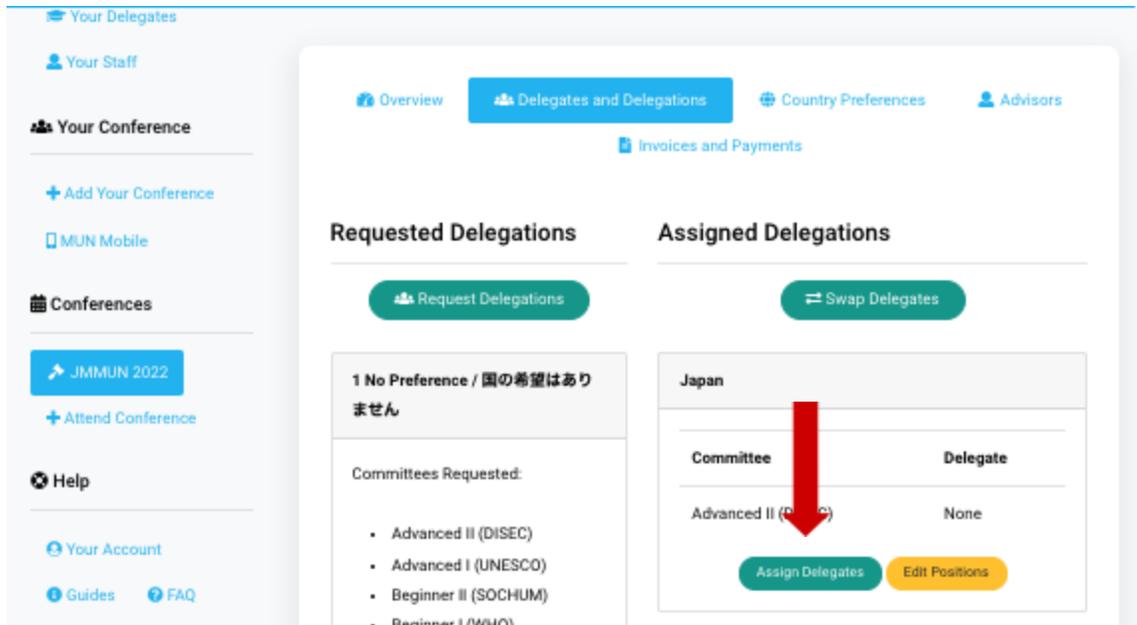
Assign Delegates Edit Positions

United States of America

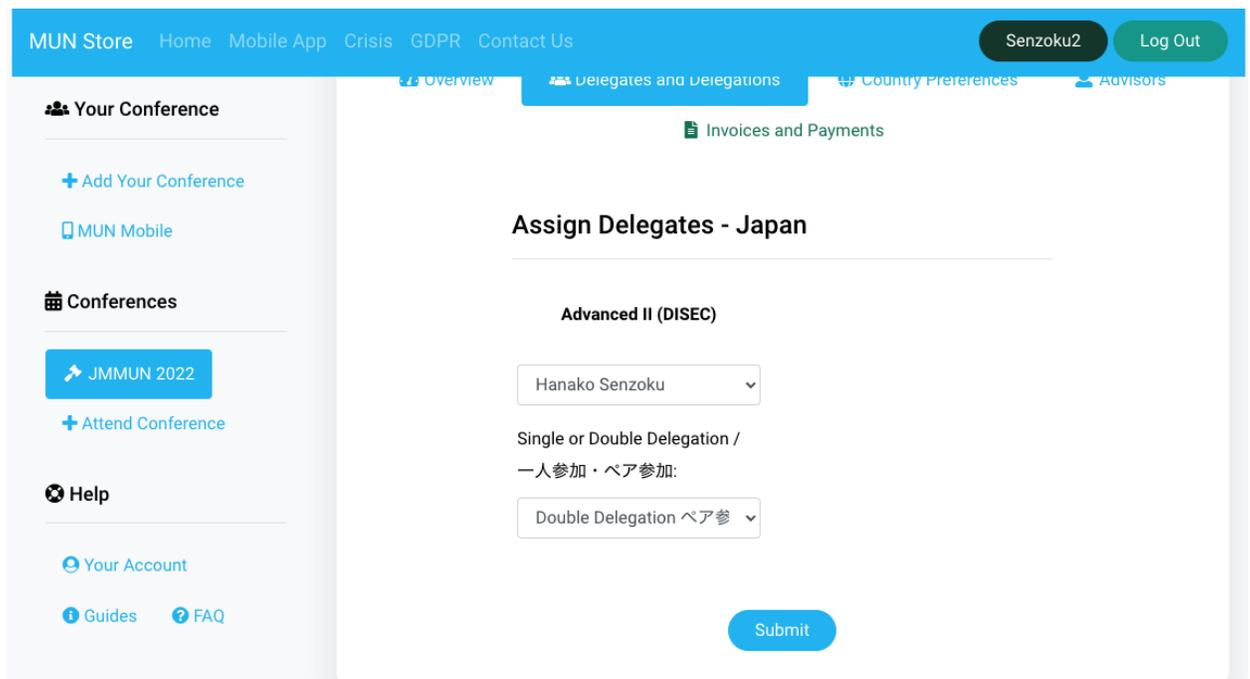
Committee	Delegate
Beginner I (WHO)	None

Assign Delegates Edit Positions

Click “Assign Delegates”



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.

Your Conference

- + Add Your Conference
- MUN Mobile

Conferences

- JMMUN 2022
- + Attend Conference

Help

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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)

Assigned Delegations

Swap Delegates

Japan

Committee	Delegate
Advanced II (DISEC)	Hanako Senzoku

Assign Delegates | Edit Positions

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

jmmunadmin@senzoku.ac.jp

