



## Ready Reference Management Centre Quick Start RR6

### Practice with the BCH Training Site

Use your existing BCH account to practice registering record on the BCH Training site.

Web address:

<https://bchtraining.cbd.int/member/training-signin.aspx>

### Access the Management Centre

Web address:

<https://bch.cbd.int/user/signin.shtml>

The screenshot shows the 'Sign In to the Management Centre' page. At the top, a navigation bar includes links: Home, The BCH, The Protocol, Finding Information, Registering Information (highlighted with a yellow box and arrow labeled '1'), and Help. Below the navigation bar, the page title is 'Sign In to the Management Centre'. A paragraph explains the purpose of the Management Centre. A section titled 'If you have a BCH account and would like to use the Management Centre, please sign in now:' contains a form with fields for 'Registered email address' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button (labeled with a yellow box and arrow '4'). To the right of the form, there are two links: 'Sign Up for a BCH Account' (labeled with a yellow box and arrow '2') and 'Forgot your password?' (labeled with a yellow box and arrow '3'). Below the form, there is an 'Important Remarks' section with text about confidentiality, validation, and security.

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|--------------------------------------|--|
| <b>1. Open the Management Centre</b> | Open the Management by following the link Registering information.                     |
| <b>2. Get a BCH account</b>          | Sign-up for a BCH account by filling in the online form.                               |
| <b>3. Forgotten password</b>         | Re-set your password by following the instructions on the Management Centre home page. |
| <b>4. Sign-in to your account</b>    | Enter your email address and password and click the "sign-in" button.                  |



## Navigating the Management Centre Home Page

Web address:

<https://bch.cbd.int/managementcentre/>

**Biosafety Clearing-House** Convention on Biological Diversity

Training Site of the BCH Account ID: GELSALVADOR6.NAU1 Government: SV Database: ELSALVADOR\_TRAIN

Home The BCH The Protocol Finding Information Registering Information Resources Help Country Profiles...

**Management Centre**

My Profile  
My Subscriptions  
Password change  
Sign Out

**Management Centre**

Welcome to the Management Centre of the Biosafety Clearing-House. You have successfully signed on as user GELSALVADOR6.NAU1.

[Module 3 of the Tool Kit \(Registering Information with the BCH\).](#)

[Create and Manage your information.](#) Use the BCH Management Center to submit information required by Cartagena Protocol and manage information you have previously submitted.

**Items requiring your attention**

The list is empty.

**My drafts**

ID	Description	Status	By	Last edited
[new]	<a href="#">Risk Assessment</a> Risiko sobre papa modificada	Under Editing	GELSALVADOR6.NAU1	2008-06-26
[new]	<a href="#">Decision on LMO under Advance Informed Agreement</a> BCS1111 - Algodon	Changes requested	GELSALVADOR6.NAU1	2008-06-26

1. **Create and manage your information**
2. **Draft records**

Use the BCH Management Center by following the link to submit new information or to manage information you have previously submitted  
Access your draft records by clicking on the title of the record.

## Creating new records; view or edit existing records



Web address:

<https://bch.cbd.int/managementcentre/myrecords.shtml>

The screenshot shows the 'Manage your information' page. At the top is a navigation bar with links: Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and a dropdown for 'Country Profiles...'. Below this is a sidebar with 'Management Centre' and links for 'My Profile', 'My Subscriptions', 'Password change', and 'Sign Out'. The main content area is titled 'Manage your information' and includes the instruction 'Register new information with the BCH, or edit your existing records.'.

There are two main sections: 'Create a new record (working draft)' and 'View or edit existing records'. The first section has a 'Record category' dropdown set to 'National contacts' and a 'Record type' list with radio buttons. A yellow callout '1' points to the 'National Focal Point' option. Below this is a 'Create new record...' button with a yellow callout '2'. A link for 'Download common formats for offline use (PDF or Word)' has a yellow callout '3'. The second section, 'View or edit existing records', has a 'Record category' dropdown set to 'All records (9)' and a 'Record type' list. A yellow callout '4' points to the 'All records (9)' option.

1. **Choose a record type** Choose a record type from the list
2. **Create a new BCH record** After selecting record type click on the “**create new record**” button to open appropriate form page, then fill in the form and submit information for publishing.
3. **Get form for offline use** Download a copy of the common format for registering information to enter information off-line.
4. **Existing records** View and edit your existing records.