

# 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



1.	Open the Management Centre	Open the Management by following the link Registering information.
2.	Get a BCH account	Sign-up for a BCH account by filling in the online form.
3.	Forgotten password	Re-set your password by following the instructions on the Management Centre home page.
4.	Sign-in to your account	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/



- 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

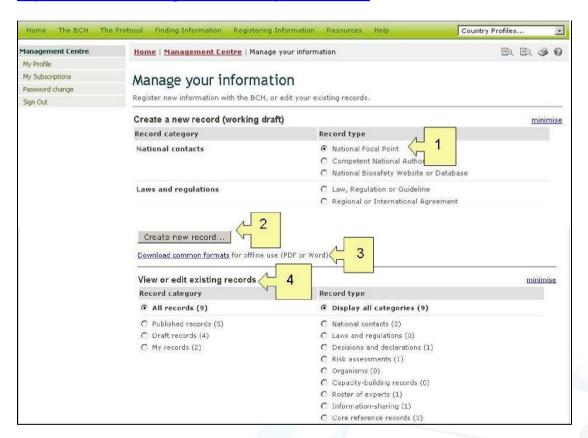
Access your draft records by clicking on the title of the record.

Creating new records; view or edit existing records



#### Web address:

#### https://bch.cbd.int/managementcentre/myrecords.shtml



- 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.