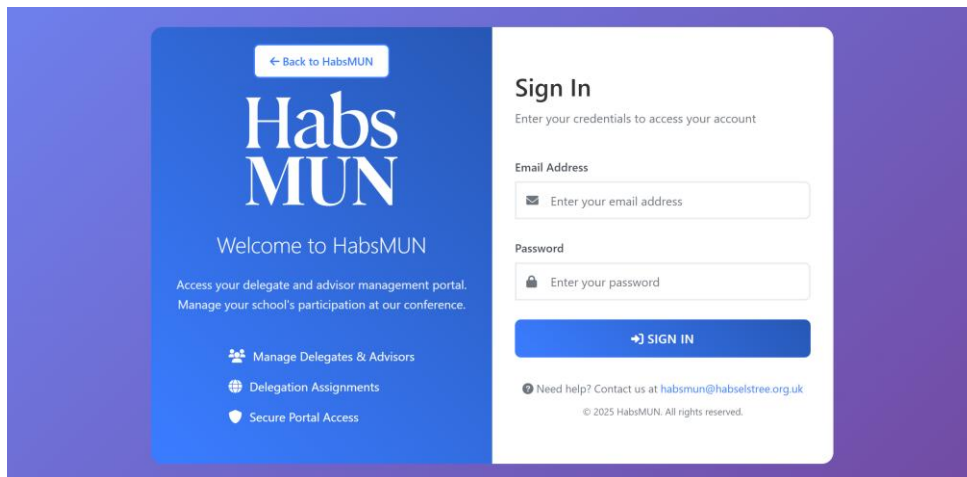


## HabsMUN 2026 Advisor Portal Guide

### Purpose

The main purpose of this portal is to make it easier for organisers to provide us with all the information we need about delegates and advisors to run a successful conference. It allows all information to be stored in one place, and changes to be made as required.



By submitting delegate or advisor information, you confirm that you have obtained the necessary consent from each individual - and, where a delegate is under 18, from their parent or guardian - to provide their personal and any medical/dietary information to HabsMUN for event administration, welfare, and safeguarding purposes.


### Logging-In

In the initial email sent to you, the email address and password the account is linked to will be stated. Once you have logged in, you will be prompted to change the password.

Please ensure that you save this password as it will provide access to the portal for this year's conference. If you need to change your password, please email us so that we can reset it.

**Once you are done with using our portal, please ensure you click logout in the top right corner to help maintain a secure portal.**



 **Test**

Manage your delegates and advisors for HabsMUN

2  
Delegate Slots

0  
Completed Delegates

2  
Incomplete Delegates

0  
Completed Advisors

**⚠ No Delegations Available**  
Your school has not been assigned any delegations yet. You can still enter all other necessary information.


[Export My School Data](#)


## Adding Delegate Details


The number of delegates that you have paid for will be visible within your portal. Each delegate will have a dropdown, which will allow you to add the following details for them:


- First Name
- Last Name
- Dietary Requirements (dropdown)
- Other Dietary – please specify any allergies or anything else we should note
- Other Information – this is for anything that we may need to know to improve someone’s time at HabsMUN (e.g. necessary medical details)
- Committee & Country Assignment – will be available only once we load it onto the system


Ensure you click “Save Delegates” in order to save the information added.

 **Delegates (2 allowed)**


 All (2)


 Completed (0)

 Incomplete (2)

 Delegate 1 - A A
▼

<small>First Name *</small>	<small>Last Name *</small>	<small>Dietary Requirements *</small>	<small>Other Dietary</small>
<input type="text" value="A"/>	<input type="text" value="A"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="None"/>	<input type="text"/>
<small>Other Information</small>		<small>Committee &amp; Country *</small>	
<input type="text"/>		<input style="border-bottom: 1px solid #ccc;" type="text" value="No countries assigned"/>	

 Delegate 2 - B B
▶

 **SAVE DELEGATES**

Once the underlined fields have been completed, the box will turn green and be marked as completed, to indicate that all necessary fields are filled in. You can filter between completed and incomplete delegates to make navigation easier. You can still edit any information as necessary until the deadline when the portal closes.



## Delegates (2 allowed)

All (2)

Completed (1)

Incomplete (1)

Delegate 1 - A A Security Council - United Kingdom Complete

First Name *	Last Name *	Dietary Requirements *	Other Dietary
<input type="text" value="A"/>	<input type="text" value="A"/>	<input type="text" value="None"/>	<input type="text"/>
Other Information		Committee & Country *	
<input type="text"/>		<input type="text" value="Security Council - United Kingdom"/>	

Delegate 2 - B B

SAVE DELEGATES

### Committee & Country Assignment

We will email you once we have added the delegations for you to choose from. You can then select which delegate should be assigned to which delegation.

**The only exceptions are if a delegate has been successful in a Security Council or Guest Chair application, we request that you assign these delegates their roles.** We will inform you if anyone has been successful before or within your delegation assignment email.

If you would like to make any changes to the delegations assigned to you, please email us. We cannot guarantee any changes, as many delegations will already be assigned and our committees have a maximum number of delegates to be able to have fruitful debate, but we will try our best to accommodate.

🇬🇧 Your Assigned Countries (1)

🇬🇧 United Kingdom

## Adding Advisor Details

You are allowed to add as many advisors as you would like to attend HabsMUN. If you will be attending HabsMUN, please add yourself as an advisor as well. The following details will be needed:

- First Name
- Last Name
- Email – so that we can contact advisors before the event with final details
- Phone Number – we recommend this for at least 1 advisor, just in case of any emergencies within the conference
- Dietary Requirements (dropdown)
- Other Dietary – please specify any allergies or anything else we should note
- Other Information – One important thing to enter here is if an advisor is not attending all 3 days, please add which days they will be attending

Ensure you click “Save Advisors” in order to save the information added.



### Advisors

All (0)

Completed (0)

Incomplete (0)

+ Add New Advisor

First Name \*

C

Last Name \*

C

Email \*

test@test

Phone Number

0777777777

Dietary Requirements \*

Other

Other Dietary

Allergic to All Nuts

Other Information

SAVE ADVISORS

Once the underlined fields have been completed, the box will turn green and be marked as completed, to indicate that all necessary fields are filled in. You can filter between completed and incomplete advisors to make navigation easier. You can still edit any information as necessary until the deadline when the portal closes. You can also delete advisors if they will no longer be attending.



## Advisors

All (1)

Completed (1)

Incomplete (0)

Advisor 1 - C C Complete

First Name *	Last Name *	Email *	Phone Number
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="test@test"/>	<input type="text" value="0777777777"/>
Dietary Requirements *	Other Dietary	Other Information	
<input type="text" value="Other"/>	<input type="text" value="Allergic to All Nuts"/>	<input type="text"/>	

Delete Advisor

+ Add New Advisor ▶

SAVE ADVISORS

### Other Information

After the portal closes, we will save all of the information as necessary. If any further changes need to be made, please email us and we will try to accommodate.

You can also export your data as you wish for your records. We recommend you do this before the conference, so you have receipt of the information you have submitted to us.

For the easiest experience managing your account, we suggest accessing this portal from a computer.

If you have any further queries or problems, please email us at [habsmun@habselstree.org.uk](mailto:habsmun@habselstree.org.uk).

Please see our Privacy Notice on this portal on our website, [habsmun.com](http://habsmun.com).