COVID-19 Test – Registration Manual
IPU World Conference Vienna 2021

Requirements

- Mobile phone and a pc/laptop/tablet with working internet connection
- Current version of Google Chrome, Mozilla Firefox, Edge, Opera or Safari web browser
  PLEASE NOTE: Internet Explorer is NOT supported.
- E-mail address and mobile phone number to receive digital confirmation of registration.

If you do not find an e-mail in your inbox folder after registration, please check the spam folder – sender is NoReply@app.wien.gv.at.

1 Registration

PLEASE NOTE: All persons to be tested must be registered once in the system. It takes only two minutes to register.

Click on the link below to start the registration process for the IPU World Conference in Vienna:
https://app.wien.gv.at/covidtestanmeldung/a1cc0849-c03b-44af-345e-08d94b614884

1.1 Information

Select your preferred language. For technical reasons, only English, German, Bosnian/Croatian/Serbian and Turkish are available.
1.2 Person to register
Select who you want to register – yourself or someone else

1.3 Personal information
Please enter the personal information – fields marked with an asterisk * are mandatory.

**PLEASE NOTE:** Your social security number is NOT mandatory.

Please select both (Delivery by SMS & Delivery by e-mail):
After choosing both choices please press the buttons below the checkboxes to verify your mobile phone number respectively e-mail address.

**PLEASE NOTE:** You can download your test results only if you choose delivery by SMS. However as a fallback in case of technical difficulties, we recommend choosing both e-mail and SMS.

- After clicking on the first button (for delivery by SMS) you will receive a text message (SMS) in German with a code to enter in this form and confirm your mobile phone number.

  Guten Tag!
  Bitte geben Sie den folgenden Code zur Bestätigung Ihrer Mobiltelefonnummer ein:
  Ihre Stadt Wien

  Translation:
  Hello!
  Please enter the following code to confirm your mobile phone number:
  City of Vienna

- After pressing the second button (for delivery by e-mail) you will receive an e-mail in German with a PIN to enter in this form and validate your e-mail account.

**PLEASE NOTE:** If you register someone else, you do not need to verify your e-mail address and mobile phone number later in the process.
1.4 Address

Please enter your home address

1.5 Role

Please choose the “role/type” “visitor”

1.6 Symptoms

If you have symptoms at the time of registration, please state them in the form field and how long you have been suffering from them.

**PLEASE NOTE:** If you have symptoms, depending on the date of the registration, this might have impact on your travel to Vienna and participation in the IPU World Conference.
1.7 Check

Please check your entries before completing the registration.

1.8 Completion

When choosing “Delivery by e-mail” you receive the following e-mail message after successful registration:

```
Von: *EXTE*@stadt Wien Digital* <infoapp@wiener-wiener.at>
Gesendet: [Date]
Datum: [Date]
Betreff: Registrierung COVID-19 Test / Registrierung COVID-19 Test

Guten Tag!

Ihr Registrierung zur COVID-19 Testung wurde erfolgreich durchgeführt.

Sie erhalten Ihren persönlichen QR-Code untere untere in der E-Mail oder unter dem folgenden Link: [QR-Code]
Bitte fahren Sie mit der Testung fort, ich habe Sie nun vollständig registriert.

Name: [Name]
Datum: [Datum]

Mit freundlichen Grüßen,
[Name]
[Stadt]

Hinweis:

Ihr Registrierung für den COVID-19 Test wurde erfolgreich durchgeführt.

Sie erhalten Ihren persönlichen QR-Code untere untere in der E-Mail oder unter dem folgenden Link: [QR-Code]
Bitte fahren Sie mit der Testung fort, ich habe Sie nun vollständig registriert.

Name: [Name]
Datum: [Datum]

Beste Grüße,
[Stadt]
```

When choosing “Delivery by SMS” you receive a confirmation of your successful registration by SMS in German with a link to access your QR-code:

![Image](image1.png)

**Translation:**

Hello
Date of birth: Your QR-code:
Please photograph the QR-code and keep it ready for each test. 
City of Vienna

**PLEASE NOTE:** You will have to **show your QR-code** on site at the ACV and Palais Epstein for the COVID-test. Please bring the (printed) e-mail or the SMS as proof of your successful registration.

### 2 Support

- **Technical support:** In case of technical problems, please contact: [covid-itserviceline@ma01.wien.gv.at](mailto:covid-itserviceline@ma01.wien.gv.at)