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**

   Use the BCH Management Center to submit information required by Cartagena Protocol or to manage information you have previously submitted by following the link

2. **Draft records**

   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**	Choose a record from the list
2.	**Create a new BCH record**	Click on the "**create new record**" button, then fill in the form and submit for publishing.
3.	**Get form for offline use**	Download a copy of the common format for registering information off line.
4.	**Existing records**	View and edit your existing records.