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.