



MILSET registration system guide

Ver. 01/10/2016










General information	2
Connect to the system.....	3
Add an organisation.....	4
Recover a lost password.....	6
Summary page.....	7
Add a participant	8
Add a project	10
Add a schedule	11

General information

Remarks

- You can upload the information by part and come back later to complete it;
- If a field is empty and appear in red when saving, you will not be able to save till you complete it;
- Registration deadline is defined for each event. At least all mandatory information (marked by an *) shall be completed by this date. The edition of the data will not be possible without authorisation of the organising committee;
- Do not encode data in capital letters.

Legend

	Add a person, project or schedule
	Edit an organisation, person, project or schedule
	Delete a person, project or schedule
	Complete information
	Incomplete information
	Flightmapper – allow you to check the details correctness of a flight
	PDF
	Document
	Image



Connect to the system

<ul style="list-style-type: none">• Browse to the registration site	
<ul style="list-style-type: none">• Select your organisation• Type your password• Click Login	<p>Tip: Registration deadline is set on 1st May</p> <p>Sign up Add your organisation</p> <p>Sign in Organisation* <input type="text"/> Password <input type="password"/> <input type="button" value="Cancel"/> <input type="button" value="Login"/> Lost password Help</p>
<ul style="list-style-type: none">• Remark: if your organisation is not in the list, you need first to sign up your organisation	



Add an organisation

Please note, organisations and institutions not [affiliated to MILSET](#) are requested to get accredited by the MILSET regional office in charge. Individuals' registrations are not allowed.

The steps to follow are:

- Contact your MILSET regional office
 - For Europe: europa@milset.org
 - For Africa: africa@milset.org
 - For Latin America: amlat@milset.org
 - For North America: noram@milset.org
 - For Asia: asia@milset.org
 - For Vostok: vostok@milset.org
- Follow up with the MILSET regional office

Once you get the accreditation, you will be able to register the details of your delegation into the system

<ul style="list-style-type: none">• Browse to the registration site	
<ul style="list-style-type: none">• Click on Add your organisation	<p>Tip: Registration deadline is set on 1st May</p> <div data-bbox="791 1010 1449 1182"><p>Sign up</p><p>Add your organisation</p><p>Sign in</p><p>Organisation* <input type="text"/></p><p>Password <input type="password"/></p><p><input type="button" value="Cancel"/> <input type="button" value="Login"/></p><p>Lost password Help</p></div>







































<ul style="list-style-type: none">• Complete the form<ul style="list-style-type: none">○ Organisation name (mandatory)○ Acronym○ Password (mandatory)○ Email (mandatory)○ Email confirmation (mandatory)○ Website○ Country (mandatory)○ Regional office (mandatory)<ul style="list-style-type: none">▪ Africa▪ Amlat (Latin America)▪ Asia▪ Europe▪ Noram (North America)▪ Vostok○ Logo○ Address○ Short presentation○ Contact person (mandatory)○ Contact person email (mandatory)○ Contact person details	<p>Organisation* <input type="text"/></p> <p>Acronym <input type="text"/></p> <p>New password <input type="text"/></p> <p>Email* <input type="text"/></p> <p>Email (validation)* <input type="text"/></p> <p>Website <input type="text"/></p> <p>Country* <input type="text"/></p> <p>Region* <input type="radio"/> Africa <input type="radio"/> Amlat <input type="radio"/> Asia <input type="radio"/> Europe <input type="radio"/> Noram <input type="radio"/> Vostok</p> <p>Logo <input type="text" value="Choose File No file chosen"/></p> <p>Organisation address <input type="text"/></p> <p>Presentation (mission, vision, activities) <input type="text"/></p> <p>Contact person* <input type="text"/></p> <p>Contact email* <input type="text"/></p> <p>Contact details (phone, fax, address, etc.) <input type="text"/></p>
<ul style="list-style-type: none">• Click on Save	<p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>
<ul style="list-style-type: none">• To get your registration open<ul style="list-style-type: none">○ If you are an organisations affiliated to MILSET, wait two days or send an email to the organisers○ Otherwise, follow the instruction here over	<p>Test ▾</p> <p>Belgium Europe test@esi2015.be</p> <p> Edit</p> <p>Please note, organisations and institutions not affiliated to MILSET are requested to get accredited by the MILSET regional office in charge. Individuals' registrations are not allowed.</p> <p>The steps to follow are:</p> <ul style="list-style-type: none">• Contact your MILSET regional office with in Cc Carole.Charlebois@milset.org<ul style="list-style-type: none">○ For Europe: europe@milset.org○ For Africa: africa@milset.org○ For Latin America: amlat@milset.org○ For North America: noram@milset.org○ For Asia: asia@milset.org○ For Vostok: asia@milset.org• Follow up with the MILSET regional office <p>Once you get the accreditation, you will be able to register the details of your delegation into the system.</p> <p><input type="button" value="Validate"/> <input type="button" value="Logout"/></p>

Recover a lost password

<ul style="list-style-type: none"> Browse to the registration system 	
<ul style="list-style-type: none"> Click on Lost password 	<p>Tip: The registration deadline is set on 1st May</p> <p>Organisation* <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Login"/></p> <p><input type="button" value="Sign up your organisation"/> <input type="button" value="Lost password"/></p>
<ul style="list-style-type: none"> Select your organisation Click on Send 	<p>Organisation* <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Send"/></p>
<ul style="list-style-type: none"> Check the email address Click on OK 	<div data-bbox="794 779 1455 1048" style="border: 1px solid #ccc; padding: 10px;"> <p>The page at www.milset.org says: ✕</p> <p>The password will be sent to: test@esi2015.be</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div>
<ul style="list-style-type: none"> You will receive an email with your password 	



Summary page

Tip area	Tip: Do not encode data in capital letters
Organisation area The invitation and invoice will only be available once the information are complete	Test ▾ Belgium Europe test@esi2015.be   Invitation  Invoice  Edit
Persons area	Persons (3) ▾    Participant Test, Test    Participant Test 2, Test 2    Supervisor Test 1, Test 1  Add
Projects area	Projects (2) ▾    Test 2 (0 Persons)    Test project (1 Persons)  Add
Schedules area	Schedules (2) ▾    19/07/2015 07:45 - Air UA60 (1 Arrival)     25/07/2015 09:45 - Air US7423 (1 Departure)   Add
Action area	<input type="button" value="Validate"/> <input type="button" value="Logout"/>
Legend	 Add  Edit  Delete  Complete  Incomplete  FlightMapper




Add a participant

<ul style="list-style-type: none"> • On the summary page • In the persons section • Click on Add 	<p>Persons (0) ▾</p> <p> Add</p>
<ul style="list-style-type: none"> • Complete the form <ul style="list-style-type: none"> ○ Category (mandatory) <ul style="list-style-type: none"> ▪ Participants (with project) ▪ Little scientists (under 14 without project) ▪ Supervisor ▪ Head of delegation (one maximum per delegation) ▪ Press ○ Gender (mandatory) <ul style="list-style-type: none"> ▪ M/F ○ Firstname (mandatory) ○ Lastname (mandatory) ○ Email ○ Birthday (mandatory) ○ T-shirt size (mandatory) <ul style="list-style-type: none"> ▪ 7/8 years / 9/11 years S/M/L/XL/XXL ○ Project (mandatory for participants) <ul style="list-style-type: none"> ▪ Select a schedule in the list of those you have created ○ Arrival (mandatory) <ul style="list-style-type: none"> ▪ Select a schedule in the list of those you have created ○ Departure (mandatory) <ul style="list-style-type: none"> ▪ Select a schedule in the list of those you have created ○ Nationality (mandatory) ○ Document type (mandatory) <ul style="list-style-type: none"> ▪ National ID or passport ○ Document number (mandatory) ○ Document validity date (mandatory) ○ Passport copy (only if passport) ○ Need visa invitation (only if passport) <ul style="list-style-type: none"> ▪ Yes/No ○ School/university (only if participant) ○ Grade (only if participant) ○ Food type (mandatory) 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Category* <input type="text" value="Participant"/></p> <p>Gender* <input type="radio"/> M <input type="radio"/> F</p> <p>Firstname* <input type="text"/></p> <p>Lastname* <input type="text"/></p> <p>Email <input type="text"/></p> <p>Birthdate* <input type="text" value="dd/mm/yyyy"/></p> <p>T-shirt* <input type="text"/></p> <p>Project <input type="text"/></p> <p>Arrival* <input type="text"/></p> <p>Departure* <input type="text"/></p> <p>Nationality* <input type="text"/></p> <p>Document* <input type="text" value="Passport"/></p> <p>Document number* <input type="text"/></p> <p>Document validity* <input type="text" value="dd/mm/yyyy"/></p> <p>Need visa invitation <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Passport copy <input type="text" value="Choose File No file chosen"/></p> <p>School/University <input type="text"/></p> <p>Grade <input type="text"/></p> <p>Food* <input type="text"/></p> <p>Personal photo (max 5MB) <input type="text" value="Choose File No file chosen"/></p> <p>Medical information <input type="text"/></p> <p>Address <input type="text"/></p> <p><input type="text" value="number"/></p> </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 10px;"> <p><input type="text" value="Participant"/></p> <p><input type="radio"/> M <input type="radio"/> F</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="dd/mm/yyyy"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="Passport"/></p> <p><input type="text"/></p> <p><input type="text" value="dd/mm/yyyy"/></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="text" value="Choose File No file chosen"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="Choose File No file chosen"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="number"/></p> </div> </div>




<ul style="list-style-type: none">▪ Standard▪ Vegetarian▪ Vegan▪ Halal▪ Kosher▪ Daire-Free/Lactose intolerant▪ Celiac○ Personal photo○ Medical information○ Address○ Phone number○ Activities (mandatory when available)	
<ul style="list-style-type: none">• Click on Save	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Add a project

<ul style="list-style-type: none"> On the summary page In the projects section Click on Add 	<p style="text-align: right;">Projects (0) ▾</p> <p style="text-align: right;"> Add</p>				
<ul style="list-style-type: none"> Complete the form <ul style="list-style-type: none"> Title of the project (mandatory) Title of the project in English (mandatory) Category (mandatory) Type (mandatory) <ul style="list-style-type: none"> Research (develop a known concept) Innovation (include a new dimension) Science communication Stand type (mandatory) <ul style="list-style-type: none"> Posters only Models, experiences, etc. Partner stand Presentation paper Abstract in English (mandatory, up to 250 words) Requirements (electricity, water, etc.) Persons (mandatory) <ul style="list-style-type: none"> Left column: not selected Right column: selected 	<p>Title* <input type="text"/></p> <p>Title (English)* <input type="text"/></p> <p>Category* <input type="text"/></p> <p>Type* <input type="radio"/> Research <input type="radio"/> Innovation <input type="radio"/> Science communication</p> <p>Stand type* <input type="radio"/> Posters only <input type="radio"/> Models, experiments, etc. <input type="radio"/> Partner stand</p> <p>Paper (max 5 pages) <input type="button" value="Choose File"/> No file chosen</p> <p>Abstract (in English)* <input type="text"/></p> <p>Stand requirements [?] <input type="text"/></p> <p>Person(s)*</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Unselected</th> <th style="width: 50%;">Selected</th> </tr> </thead> <tbody> <tr> <td>participant, test van Ruymbeke, Antoine</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Unselect"/> <input type="button" value="Select"/></p>	Unselected	Selected	participant, test van Ruymbeke, Antoine	
Unselected	Selected				
participant, test van Ruymbeke, Antoine					
<ul style="list-style-type: none"> Click on Save 	<p style="text-align: right;"><input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Save"/></p>				

Add a schedule

<ul style="list-style-type: none"> On the summary page In the schedules section Click on Add 	<p style="text-align: right;">Schedules (0) ▾</p> <p> Add</p>
<ul style="list-style-type: none"> Complete the form <ul style="list-style-type: none"> Journey (mandatory) <ul style="list-style-type: none"> Arrival: to the event Departure: from the event Pre-encoded data (when available) <ul style="list-style-type: none"> If your flight is in the list, all information will be automatically set Date at the event location (mandatory) Time at the event location (mandatory) Mean of transport (mandatory) <ul style="list-style-type: none"> Air/Train/Bus/Own (car, etc.) Company (mandatory) <ul style="list-style-type: none"> sorted by mean Transport number (mandatory) <ul style="list-style-type: none"> 4 digits Origin (mandatory) <ul style="list-style-type: none"> if not in the list, select other and an extra field will appear Destination (mandatory) <ul style="list-style-type: none"> if not in the list, select other and an extra field will appear Persons (mandatory) <ul style="list-style-type: none"> Left column: not selected Right column: selected 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Journey*</p> <p>Date (in Fortaleza)* <input type="text" value="dd/mm/yyyy"/></p> <p>Time (in Fortaleza)* <input type="text" value="--:--"/></p> <p>Mean* <input type="radio"/> Air <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Own</p> <p>Company* <input type="text"/></p> <p>Transport number (1234)* <input type="text"/></p> <p>Origin* <input type="text"/></p> <p>Destination* <input type="text"/></p> <p>Person(s)*</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Unselected</p> <p>participant, test van Ruymbeke, Antoine</p> </div> <div style="width: 45%;"> <p>Selected</p> </div> </div> <p style="text-align: center;"><input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value=" << Unselect "/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value=" Select >> "/></p> </div> <div style="width: 45%;"> <p><input type="radio"/> Arrival <input type="radio"/> Departure</p> <p><input type="text" value="dd/mm/yyyy"/></p> <p><input type="text" value="--:--"/></p> <p><input type="radio"/> Air <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Own</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Unselected</p> <p>participant, test van Ruymbeke, Antoine</p> <p>Selected</p> <p style="text-align: center;"><input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value=" << Unselect "/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value=" Select >> "/></p> </div> </div>
<ul style="list-style-type: none"> Click on Save 	<p style="text-align: right;"><input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Save"/></p>