

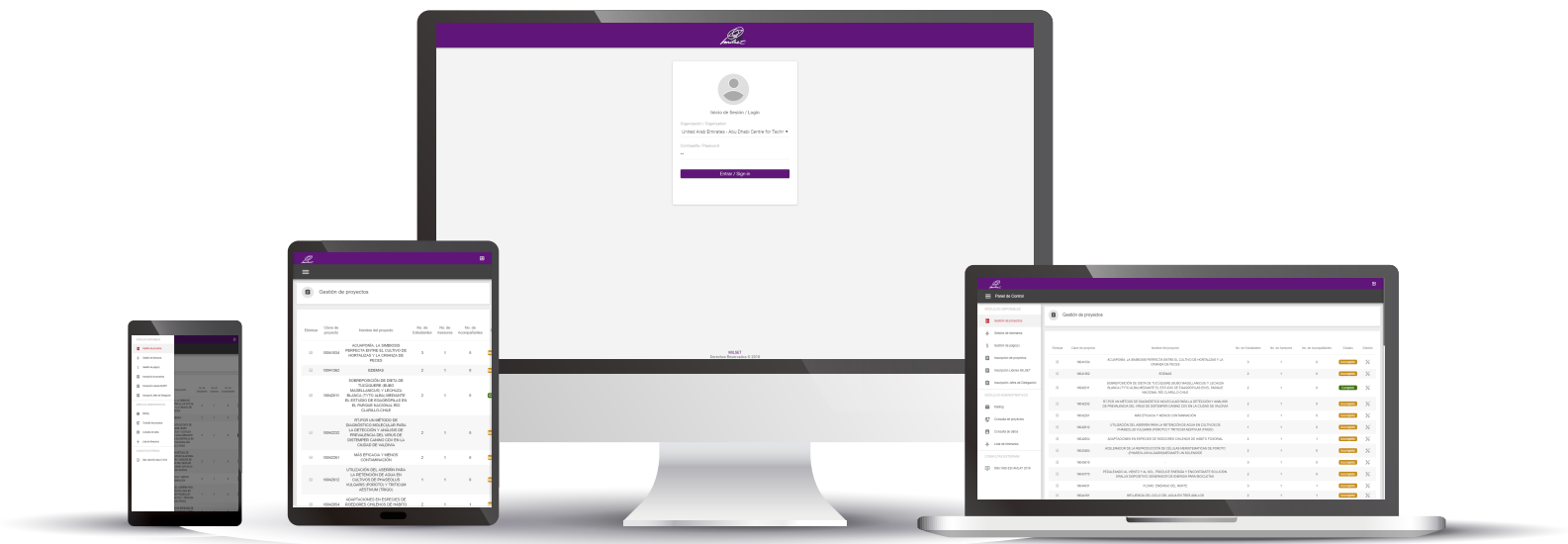


MILSET REGISTRATION SYSTEM USER MANUAL

Manual's latest update Jun 22th 2019

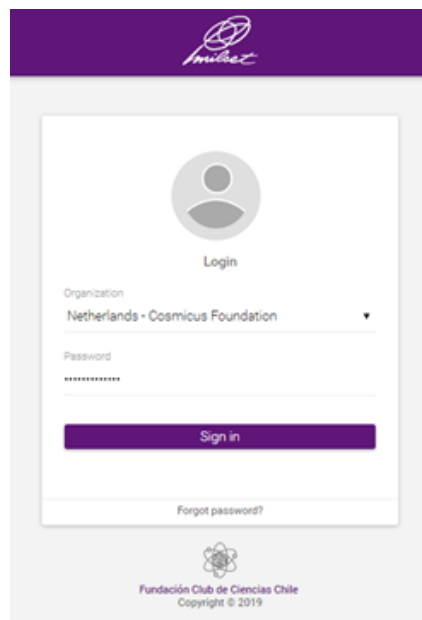


The International Movement for Leisure Activities in Science and Technology (MILSET) has got a new registration system optimized to offer MILSET member organisations an easy and fast way to register projects. The registration system will be continuously updated adding more and better features.



■ PROJECT REGISTRATION STEP BY STEP

- 1** If you are a MILSET member organisation or a non-member organisation guest (officially invited by MILSET), you will receive via email (from esi@milset.org) a letter with the password to access the registration system. Your user name will be the name of the organisation you represent.
Check Annex A “HOW TO PARTICIPATE”
- 2** To access the registration system enter <https://registration.milset.org>, find your organisation, type your password and sign in.



The screenshot shows the login interface of the MILSET registration system. At the top is a purple header with the MILSET logo. Below it is a white login box with a grey user icon and the word "Login". There are two input fields: "Organization" with a dropdown menu showing "Netherlands - Cosmic Foundation" and a downward arrow, and "Password" with masked characters. A purple "Sign in" button is below the password field. At the bottom of the login box is a link for "Forgot password?". Below the login box, the text "Fundación Club de Ciencias Chile" and "Copyright © 2019" is displayed.



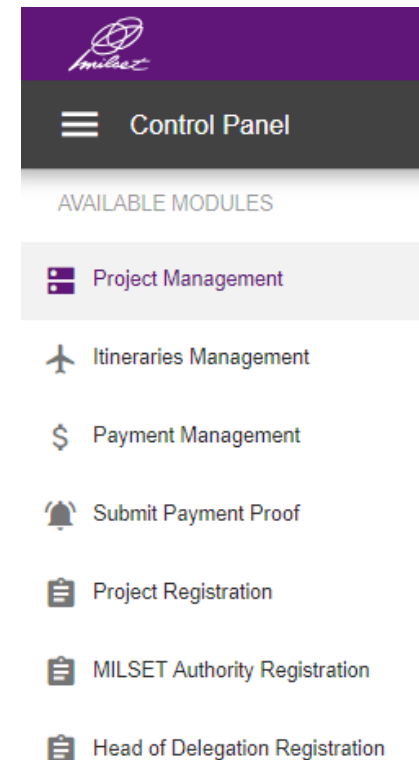
■ PROJECT REGISTRATION STEP BY STEP

- 3** You always can recover your password just by clicking on “Forgot password?”.

It is essential to consider that the new password will be sent to the email of the organisation or the representative of the organisation which has been reported to MILSET since you are a member.

If there has been a change on the primary contact email, you have to report it to MILSET office at esi2019@milset.org.

- 4** Once you are in the system, you will see the following panel



■ PROJECT REGISTRATION STEP BY STEP

- 5** It is recommendable that you add the data of the Head of Delegation or the Organisation's representative who will receive all the information about the event through emails sent by the system.

The Head of Delegation or the Organisation's Representative will be the one in charge of gathering the information of projects and participants of the delegation's organisation and add them to the system. It is essential that the access to the system is limited to the representative and/or Head of Delegation. Please don't share the password with participants.

To add the information of the Head of Delegation;

- Go to the HEAD OF DELEGATION REGISTRATION module
- Type the required info
- Check the Privacy Policy
- Accept the terms
- Save

You can add the basic information and get back later to add

- Passport Number
- Visa info
- Flight Itinerary

Check Annex B "REGISTRATION DUE DATES" for ESI 2019



■ PROJECT REGISTRATION STEP BY STEP

Once you have completed the necessary HD registration data, the system will send a welcome letter (to the email you registered) accrediting your participation to ESI 2019 – Abu Dhabi.

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Once you gather the information of your Delegation, you can add

- Projects
- Supervisors
- Participants
- Visitors (suggested only for underage chaperones or an organisation authority if required)

Check Annex C “PARTICIPATION RATIO” for ESI 2019

To add the information related to each project

- Go to the PROJECT REGISTRATION module
- Type the required info of the project, supervisor and participants
- Check the Privacy Policy
- Accept the terms
- Save

If you want to add another participant, click the icon  after the first participant's info block



■ PROJECT REGISTRATION STEP BY STEP

You can add the basic information and get back later to add

- Passport Number
- Visa info
- Flight Itinerary

Check Annex B “REGISTRATION DUE DATES” for ESI 2019

As soon as you add the email address of participants, supervisors or visitors, they will receive an accreditation letter. When you save the first project, the system will take you to

- The **PROJECT MANAGEMENT** module where you will be able to check, update and add information later

If you want to add another project, you have to

- Get back to the **PROJECT REGISTRATION** module and follow the previous steps.

- 7** If somebody of your delegation is part of MILSET Board of Directors, MILSET Executive Committee or MILSET Regional Executive Committee, you have to write the information in the MILSET AUTHORITY REGISTRATION module.



■ PROJECT REGISTRATION STEP BY STEP

You can add the necessary information and get back later to add

- Passport Number
- Visa info
- Flight Itinerary

Check Annex B “REGISTRATION DUE DATES” for ESI 2019

As soon as you add the email address, the MILSET Authority will receive an **accreditation letter**.

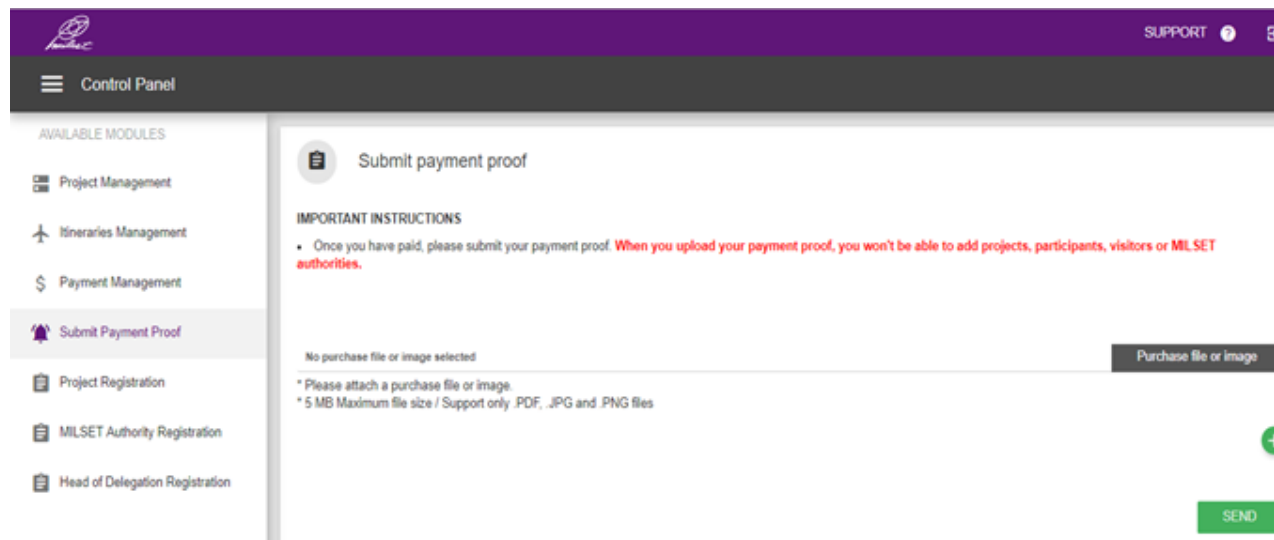
- 8** When you complete the necessary information of your delegation, you can check and download the receipt of payment from the **PAYMENT MANAGEMENT** module where you will also find the overall participation numbers of your delegation. Check Annex C “PARTICIPATION RATIO” and D “PARTICIPATION FEES AND BANK ACCOUNT”

The screenshot displays the 'Control Panel' of the MILSET Registration System. On the left, a sidebar lists 'AVAILABLE MODULES': Project Management, Itineraries Management, **Payment Management** (highlighted), Submit Payment Proof, Project Registration, MILSET Authority Registration, and Head of Delegation Registration. The main content area shows a summary of fees: 'Head of Delegation' at € 450 Euro and 'MILSET Authority' at € 450 Euro. A note states: '* THE PAYMENT INCLUDES: Internal transportation, Meals, Participants Kit, Accommodation and Official activities of ESI 2019 from September 22 to 28, 2019 in Abu Dhabi UAE.' Below this is a table with columns: ORGANISATION, PROJECTS (S), PARTICIPANT (S), SUPERVISOR (S), VISITOR (S), HEAD OF DELEGATION, and MILSET AUTHORITY. The row for 'MILSET Staff' shows zeros for all categories. Another table shows fee details: TYPE OF FEE (Member), ADULTS PERMITTED BY MILSET RULE (0), REGISTERED ADULTS (0), NO EXTRA ADULTS (0), MILSET RULE (Fulfilled), and EXTRA FEE (0.00). At the bottom right, a 'Total to pay' of 0.00 is shown, with a red box highlighting the 'Download receipt of payment' button.



PROJECT REGISTRATION STEP BY STEP

- 9 After you download your receipt of payment and pay, you have to upload your payment proof into the SUBMIT PAYMENT PROOF module and send it
Check Annex B “PAYMENT DUE DATES” for ESI 2019



The screenshot displays the MILSET Control Panel interface. The top navigation bar is purple with the MILSET logo on the left and 'SUPPORT' with a help icon on the right. Below this is a dark grey 'Control Panel' header. A sidebar on the left lists 'AVAILABLE MODULES': Project Management, Itineraries Management, Payment Management, Submit Payment Proof (highlighted with a purple background), Project Registration, MILSET Authority Registration, and Head of Delegation Registration. The main content area is titled 'Submit payment proof' and contains 'IMPORTANT INSTRUCTIONS' stating that once payment proof is uploaded, users cannot add projects, participants, visitors, or MILSET authorities. Below the instructions, a message indicates 'No purchase file or image selected' next to a 'Purchase file or image' button. A green plus icon is also visible. At the bottom right of the main area is a green 'SEND' button. Footer text at the bottom of the page reads: '* Please attach a purchase file or image.' and '* 5 MB Maximum file size / Support only .PDF, .JPG and .PNG files'.

Remember that the receipt will display the amount to pay of the entire delegation. It is highly recommendable that you make only one payment to avoid unnecessary transfer fees.



■ PROJECT REGISTRATION STEP BY STEP

The transfer fees imposed by the banks of your country have to be paid apart from the total amount to pay displayed in the receipt of payment.

In case you need to do more than one payment you can add more than one payment proof just by clicking 

It is crucial to CONSIDER that once you upload your payment proof(s), you won't be able to add projects, participants, visitors or MILSET authorities but you still can add or update information.

- 10** Your delegation flight information is essential for the Host Committee to plan the pick-ups from the airport when you arrive and to the airport when you leave.

To add the flight information first, you have to add and upload the flight itineraries in the ITINERARIES MANAGEMENT module. After that, you can go back to the PROJECT MANAGEMENT module and select the corresponding itineraries for each of the delegation members.

- 11** Finally, when you complete all the steps of the registration, the system will tag your delegation as COMPLETED.



▪ PROJECT REGISTRATION STEP BY STEP



NOTES:

- Be careful with the spelling of Names and Surnames, they will appear in Badges and Certificates.
- Starting the visa process according to your country is essential. As soon as you complete the primary information in the system, it will generate a supporting letter.
- If you have any question write an email to **esi2019@milset.org**
- Find more info about the event at **www.esi2019.milset.org**



■ STEPS TO DELETE A PARTICIPANT, SUPERVISOR OR VISITOR

D 1.- Go to the PROJECT MANAGEMENT section

2.-Select the project you want to edit and click over the EDIT ICON

GENERAL MODULES							
Project Management							
Project Management							
Itineraries Management							
Payment Management							
Submit Payment Proof							
Room List							
Remove	Project code	Project's name	No. of Participants	No. of Supervisors	No. of Visitors	Status	Edit
	19041649	COMPARATIVE EFFECT OF ABSTRACT INHIBITION OF BUDDLEJA GLOBOSA V S TRADITIONAL TYPE ANTIBIOTICS	2	0	0	Incomplete	

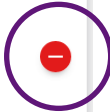
3.-Identify the user (participant, supervisor or visitor) you want to delete



■ STEPS TO DELETE A PARTICIPANT, SUPERVISOR OR VISITOR

4.- At the end of the info section of the user to remove, you can find a  . Just click it, and a confirmation box will appear.

F18869180	04/12/2022
No Passport image file selected	No Face image file selected
Click here to see currently loaded image	Click here to see currently loaded image
* Please attach photograph or scan of passport identification sheet * 5 MB Maximum file size / Support only .JPG and .PNG files	* Please attach formal face photography. * 5 MB Maximum file size / Support only .JPG and .PNG files
No	No VISA image file selected
	* Please attach a visa photography or a scanned image of it only if you require visa. * 5 MB Maximum file size / Support only .JPG and .PNG files
Arrival itinerary *	Departure itinerary *
* To view the itineraries in this list, you must upload the itinerary information in the itinerary management module, and have an active status.	* To view the itineraries in this list, you must upload the itinerary information in the itinerary management module, and have an active status.
Download invitation letter	



Consider that once you accept to delete you can't recover the information.



■ ANNEX A

HOW TO PARTICIPATE

The projects showcased at ESI 2019 are selected by MILSET Member Organisations.

If you are:

- 1** A MILSET member:
You will receive an email of esi2019@milset.org with your invitation and password to register your delegation.
- 2** Non-MILSET member:
Please send your request to esi2019@milset.org and the corresponding MILSET Regional Office email. Don't forget to add the name of your organisation, country, contact name and email address.

MILSET AFRICA	africa@milset.org
MILSET ASIA	asia@milset.org
MILSET AMLAT	amlat@milset.org
MILSET EUROPE	eruope@milset.org
MILSET NORAM	noram@milset.org
MILSET VOSTOK	vostok@milset.org

The corresponding office will analyze your request. If the Regional Office authorizes your participation you will receive a welcome letter with your access code to register on ESI 2019 registration system.



■ ANNEX A

HOW TO PARTICIPATE

3 Outstanding Projects:

In case you have a Project and are interested to participate in ESI 2019, please follow the next steps:

- Contact a MILSET member organisation from your country <https://milset.org/milset/web/members>
- Ask if you can be part of its delegation and follow the process that the organisation indicates.

Note: It is not mandatory that organisations accept individual projects.



■ ANNEX B REGISTRATION & PAYMENT DUE DATES

- 1 ESI 2019 Registration System will close on July 20, 2019.

■ ANNEX C PARTICIPATION RATIO

- 1 Do not forget to consider MILSET participation rule; a maximum of one (1) adult supervisor for every three (3) young participants plus one (1) delegation leader when the delegation is more than three (3) young participants. If your delegation is out of this ratio, the extra supervisor(s) will be charged with a full rate fee.

Example:

Participants	1 to 2	3 to 4	5 to 8	9 to 11	12 to 14	15 to 17	18 to 20	21 to 23	...	48 to 50	...	60 to 62
Adults (Including Advisors and Head of delegation)	1	2	3	4	5	6	7	8		17		21



■ ANNEX D

PARTICIPATION FEES AND BANK ACCOUNT

1 BANK TRANSFER DATA

Account Name: ACTVET

Bank: First Abu Dhabi Bank

Branch: Transactional Banking

Account Number: 4021003845224078

IBAN Number: AE070354021003845224078

Account Type: Current Account

BIC / Swift Code: NBADAEAXXX

MILSET MEMBER		MILSET NOT MEMBER	
Participant	€ 350 Euro	Participant	€ 450 Euro
Supervisor	€ 450 Euro	Supervisor	€ 550 Euro
Visitor	€ 650 Euro	Visitor	€ 650 Euro
Head of Delegation	€ 450 Euro	Head of Delegation	€ 550 Euro
MILSET Authority	€ 450 Euro		

* THE PAYMENT INCLUDES: Internal transportation, Meals, Participants Kit, Accommodation and Official activities of ESI 2019 from September 22 to 28, 2019 in Abu Dhabi UAE.



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