EUROPAN 13
USERS' GUIDE FOR PARTICIPATION

PLEASE DO NOT FORGET
TO FIRST READ THE COMPETITION RULES!

CHOOSING YOUR SITE
You will find on the map of sites the different sites proposed to the competition. Synthetic information on the sites is presented in Short Site Files (4-page PDF) on each site individual webpage to help you chose one or more site to participate on.

REGISTRATION
Registration is done through the Registration section.
Registration on one site costs 150€ all tax incl., to pay via Paypal only. Registration on additional sites costs 50€ all tax incl. per additional site.
Attention: Thank you for using the same email address for any communication with the Europan secretariats; this email has to remain valid for the whole competition and cannot be changed after registration (you preferably should not create a specific email address for the competition.)

CONNECTION TO PERSONAL SPACE
Connection to the team personal space can be done via the Entry or Registration sections, depending on your needs:

- **ENTRY SECTION**: submit your project (see detail hereafter)

- **REGISTRATION SECTION:**
  1. Download the **Complete Site Folder** (see detail hereafter);

  2. Check or modify the **team composition;**

3. Check or change the **team postal address;**

4. Register on **additional sites;**

DOWNLOAD THE COMPLETE SITE FOLDER
1. Log in via the [Entry](#) section;
2. Go to the webpage of the site you registered on;

3. Click on **Complete Site Folder** (left column); you can then download the elements of the folder either **individually** (blue arrows on the visual hereafter) or **per sub-folder** (zip folders, red frame on the visual hereafter)

ENTRY

Remarks and advice:

- **First make sure your Internet connection is good!**
- If you are not secure on this point, do not send your project all at once, as your connection will not appreciate. In this case, upload your project document by document.
- If possible, do not submit your project at the last moment!

1. Log in via the Entry section;
2. Select the site on which you would like to submit your project;
3. Give your project a title;
4. Upload the **identification documents** (ID, degree, declaration of author- & partnership) – each team member provides 2 documents: 1 copy of the ID + 1 copy of degree(s)
5. Upload the **panels**, the **document** and the **images for communication** and type the small **communication text** in the box > upload documents one by one

6. Before clicking on *Submit* to upload the document, don't forget to tick the box *I recognize having read and accepted the Europan 13 rules.*

7. You should check the reception of your project clicking on *Check the reception of your files* (bottom of the right column).
The reception of your documents is then specified document by document with an V or an X.

In case of problem during submission, please send an email to
contact@europan-europe.eu

QUESTIONS

You can submit questions via the Questions section until May 15th, 2015. Answers will be given until May 31st, 2015 at last. No further question will be answered after this date.

Before submitting a question on a site or on the rules, please select the concerned site or point.

Attention: Some frequently asked questions or questions asked by participants are already online; before asking your question, please make sure it is not online yet.