



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 European 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**;

The screenshot shows the user's profile page on the European 13 website. The user is identified as Jeff Goldblum. The page includes a navigation menu with options like 'TOPIC', 'SITES', 'RULES', 'REGISTRATION', 'ENTRY', 'CALENDAR', 'JURIES', 'QUESTIONS', 'CONTACTS', and 'NATIONAL WEBSITES'. A 'SIGN OUT' button is also visible. The main content area is titled 'Hello Jeff Goldblum!' and features a 'PLEASE NOTE' section with instructions regarding the team representative's qualifications. On the left, there is a 'ADD A TEAM MEMBER' form with fields for 'FIRST NAME', 'NAME', 'SELECT FUNCTION', 'DATE OF BIRTH', 'SELECT COUNTRY', and 'SELECT MEMBER'S STATUS'. Below the form are buttons for 'CONFIRM', 'CHANGE THE TEAM ADDRESS', and 'REGISTER FOR AN ADDITIONAL SITE'. On the right, a 'YOUR REGISTRATION' section displays the user's team information, including the author's name and role, and a list of sites.

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

The screenshot shows the user interface for the European Europe website. The user is logged in as Jeff Goldblum. The navigation bar includes 'EUROPAN 13', 'TOPIC', 'SITES', 'RULES', 'REGISTRATION', 'ENTRY', 'CALENDAR', 'JURIES', 'QUESTIONS', 'CONTACTS', 'NATIONAL WEBSITES', and 'SIGN OUT'. The main content area is titled 'Hello Jeff Goldblum!'. On the left, there are several buttons: 'ADD A TEAM MEMBER +', 'CHANGE THE TEAM ADDRESS -' (highlighted with a red border), 'CONFIRM', and 'REGISTER FOR AN ADDITIONAL SITE +'. The 'CHANGE THE TEAM ADDRESS' button is linked to a form with the following fields: '955 S. Carrillo Drive', 'Los Angeles', 'CA 90048', 'United States', and '098765679'. To the right, there is a 'PLEASE NOTE' section with text regarding the team email address and the team representative. Further right, there is a 'YOUR REGISTRATION' section with 'TEAM +' and 'SITES +' buttons.

4. Register on **additional sites**;

The screenshot shows the user interface for the European Europe website. The user is logged in as Jeff Goldblum. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Hello Jeff Goldblum!'. On the left, there are several buttons: 'ADD A TEAM MEMBER +', 'CHANGE THE TEAM ADDRESS +', 'REGISTER FOR AN ADDITIONAL SITE -' (highlighted with a red border), and 'CONFIRM'. The 'REGISTER FOR AN ADDITIONAL SITE' button is linked to a dropdown menu with the following options: 'Bergen, NO (E13)', 'Bergen, NO (E13)', 'Charleroi Gilly, BE (E13)', and 'Paris, FR (E13)'. To the right, there is a 'PLEASE NOTE' section with text regarding the team email address and the team representative. Further right, there is a 'YOUR REGISTRATION' section with 'TEAM +' and 'SITES -' buttons. The 'SITES -' button is highlighted with a red border, and the 'AARAU DE LA SELVA, CH / ES (E13)' option is visible in the dropdown menu.

DOWNLOAD THE COMPLETE SITE FOLDER

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

- 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!
- Log in via the [Entry](#) section;
 - Select the site on which you would like to submit your project;
 - Give your project a title;
 - 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)
 - 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 / recognize having read and accepted the European 13 rules.

EUROPAN 13 TOPIC SITES RULES REGISTRATION ENTRY CALENDAR JURIES QUESTIONS CONTACTS NATIONAL WEBSITES SIGN OUT

Are you ready Jean-Jacques goldman?

PLEASE NOTE

The Entry section allows you to submit your project on the site you registered for. Your entry can be modified until the closing date of submission, i.e. June 30th, 2015. Before submitting your entry, please make sure your documents correspond to the standards required in the rules. Click here for the Users' Guide for participation to the competition

INFORMATION

Aarau de la Selva, CH / ES (E13)

Aarau Project

DOCUMENTS

The personal documents need to be .jpg (300 dpi) or .pdf (max. 3 Mo)
Each member provides 2 documents: 1 copy of ID + 1 copy of degree(s)

ID CARDS

acquies_goldman_8_id_card.jpg DELETE

lauper_9_id_card.jpg DELETE

Choisissez un fichier Aucun fichier choisi

Choisissez un fichier Aucun fichier choisi

CERTIFICATE

Choisissez un fichier Aucun fichier choisi

DECLARATION OF AUTHORSHIP AND PARTNERSHIP (PDF)

ed_document.pdf DELETE

NEED TO DOWNLOAD THE DECLARATION AGAIN?

ENTRY

The 3 boards must be vertical A1 .pdf. Each board must not exceed 20Mb
The document must be a horizontal A3 PDF of 7 pages max. of max. 15Mb

YOUR 3 BOARDS

Choisissez un fichier Aucun fichier choisi

Choisissez un fichier Aucun fichier choisi

Choisissez un fichier Aucun fichier choisi

YOUR 7-PAGE FILE

Choisissez un fichier Aucun fichier choisi

YOUR COMMUNICATION IMAGES

Choisissez un fichier Aucun fichier choisi

Choisissez un fichier Aucun fichier choisi

Choisissez un fichier Aucun fichier choisi

YOUR COMMUNICATION TEXT (MAX. 1,500 SIGNS)

TERMS AND CONDITIONS

I recognize having read and accepted the European 13 Rules

YOUR REGISTRATION

TEAM +

CHOSEN SITE +

CHECK THE RECEPTION OF YOUR FILES

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**.

EUROPAN EUROPE PROJETS THÉMATISÉS | PROCESSUS DE RÉALISATION | ÉCHANGES | PUBLICATIONS | INFO SESSIONS | À PROPOS | CRÉDITS | FR EN | FR

EUROPAN 13 THÈME SITES RÈGLEMENT INSCRIPTION RENDU CALENDRIER JURYS QUESTIONS CONTACTS SITES WEB NATIONAUX SE DÉCONNECTER

AARAU DE LA SELVA, CH / ES (E13) - MOURIR D'AMOUR

RETOUR AU RENDU

Votre rendu pour ce projet est **incomplet**. Vous devez encore rendre les documents suivants :

- Image de communication 1
- Image de communication 2
- Image de communication 3
- Texte de communication

| | | | |
|--|----|------|-----------|
| ✓ BOARD 1 - MOURIR_D_AMOUR_20141215_1545_BOARD_1.PDF | OK | VOIR | EFFACER |
| ✓ BOARD 2 - MOURIR_D_AMOUR_20141215_1546_BOARD_2.PDF | OK | VOIR | EFFACER |
| ✓ BOARD 3 - MOURIR_D_AMOUR_20141215_1546_BOARD_3.PDF | OK | VOIR | EFFACER |
| ✓ DOCUMENT - MOURIR_D_AMOUR_20141215_1546_DOCUMENT.PDF | OK | VOIR | EFFACER |
| ✗ IMAGE DE COMMUNICATION 1 - | | | SOUMETTRE |
| ✗ IMAGE DE COMMUNICATION 2 - | | | SOUMETTRE |
| ✗ IMAGE DE COMMUNICATION 3 - | | | SOUMETTRE |
| ✗ TEXTE DE COMMUNICATION - | | | |

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.**

