

Tutorial for registration in the Events Management System

In order to submit your abstracts and communications, as well as to sign up to participate in the congress, you should start by register yourself in the Events Management System, clicking in “Register”:



The screenshot shows the 'User registration' page of the 'Sistema de Gestão de Eventos'. It features the University of Évora logo and a form with the following fields: Language (English), Email, Password, Password confirmation, Name, Lastname, Title (Prof.), Institution, Address, Phone, and Fax. A 'Register' button is at the bottom, along with links for 'Go to login' and 'Recover password'. The footer includes the date '2016-09-19 09:23:45 Europe/Lisbon', language options (Português, Español, English, Français), and the copyright notice 'Copyright © 2016 Universidade de Évora'.

Once the data is inserted in the required fields, click the “Register” button. After clicking you will receive a notification statement informing that you have been successfully registered:



The screenshot shows the 'Authentication' page of the 'Sistema de Gestão de Eventos'. At the top, a green notification box with a checkmark icon states: 'Successful registration. Check your e-mail to validate it. (aaa@gmail.com)'. Below this is the University of Évora logo and a form with 'Email' and 'Password' fields, and a 'Login' button. Links for 'Register' and 'Recover password' are also present. The footer includes the date '2016-09-19 09:25:32 Europe/Lisbon', language options (Português, Español, English, Français), and the copyright notice 'Copyright © 2016 Universidade de Évora'.

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In order to complete the process you need to check the e-mail you have used in the registration and click the validation address that appears in the message sent by the system.

A new window will be opened in your default browser with the Authentication page, where you will have access to the event:

 **Registration activated successfully**



Sistema de Gestão de Eventos

Authentication

Email:

Password:








[Register](#)
[Recover password](#)

2016-09-19 09:26:49 Europe/Lisbon

Português  | Español  | English  | Français 

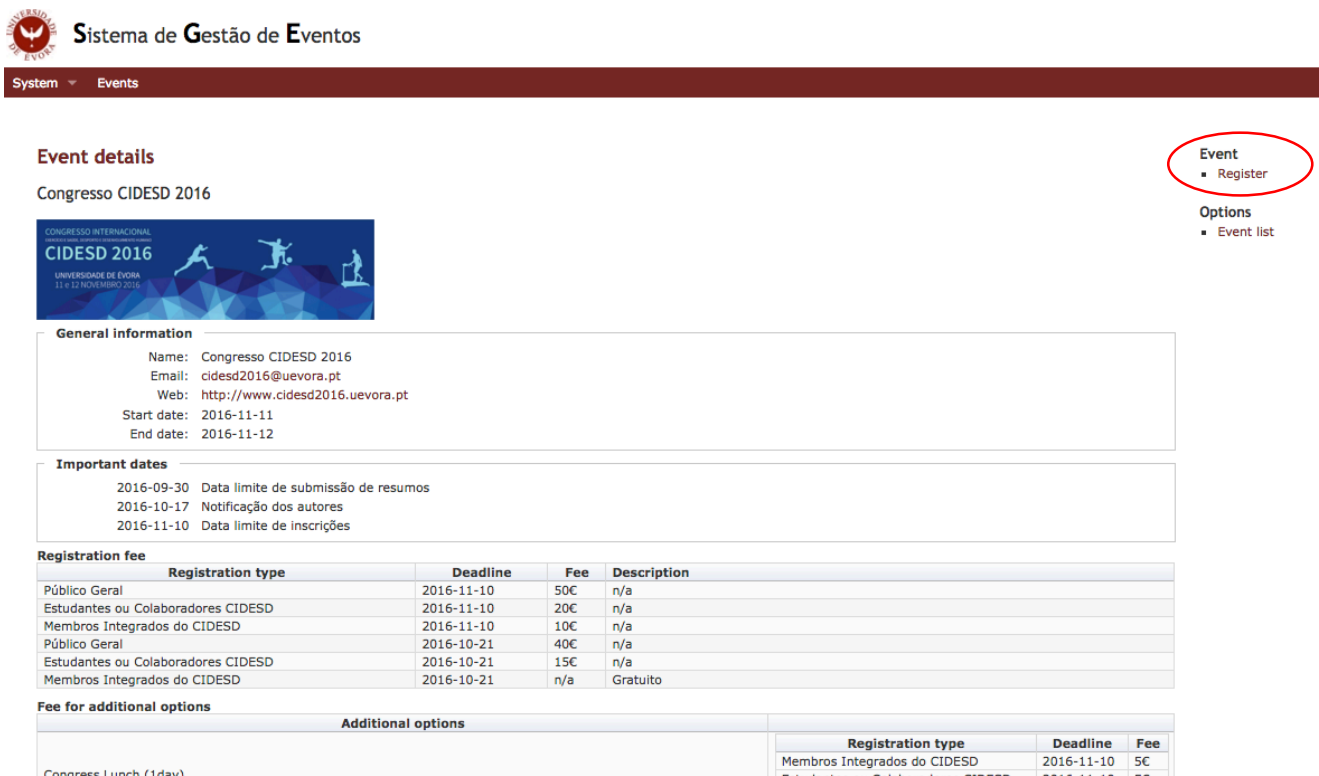
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When in the system, you will see a list of active events. In order to have access to the event details you should look for the event “Congresso CIDESD 2016” and click in the title or in the picture:

I Encontro de Estudantes de Doutoramento em Ambiente e Agricultura (2016-10-20 - 2016-10-21)	
Congresso CIDESD 2016 (2016-11-11 - 2016-11-12)	
Encontro Internacional "Comunicação política e diplomacia no final da Idade Média" (2016-11-17 - 2016-11-18)	
Cidades Desaparecidas e Transformadas: uma perspetiva digital (2016-11-17 - 2016-11-18)	
Cursos activos	
Primeiros Socorros [1º/2016] (2016-09-30 - 2016-09-30)	
Suporte Básico de Vida - Adultos [1º/2016] (2016-09-30 - 2016-09-30)	
Primeiros Socorros para Funcionários de Escolas, Jardins de Infância e Campos de Férias [1º/2016] (2016-10-01 - 2016-10-07)	

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Once in the details page, on the right side of the window, you must click “**Register**”:




Sistema de Gestão de Eventos

System ▾ Events

Event details

Congresso CIDESD 2016



General information

Name: Congresso CIDESD 2016
Email: cidesd2016@uevora.pt
Web: <http://www.cidesd2016.uevora.pt>
Start date: 2016-11-11
End date: 2016-11-12

Important dates

2016-09-30 Data limite de submissão de resumos
2016-10-17 Notificação dos autores
2016-11-10 Data limite de inscrições

Registration fee

Registration type	Deadline	Fee	Description
Público Geral	2016-11-10	50€	n/a
Estudantes ou Colaboradores CIDESD	2016-11-10	20€	n/a
Membros Integrados do CIDESD	2016-11-10	10€	n/a
Público Geral	2016-10-21	40€	n/a
Estudantes ou Colaboradores CIDESD	2016-10-21	15€	n/a
Membros Integrados do CIDESD	2016-10-21	n/a	Gratuito

Fee for additional options

Additional options	Registration type	Deadline	Fee
Congress Lunch (1day)	Membros Integrados do CIDESD	2016-11-10	5€

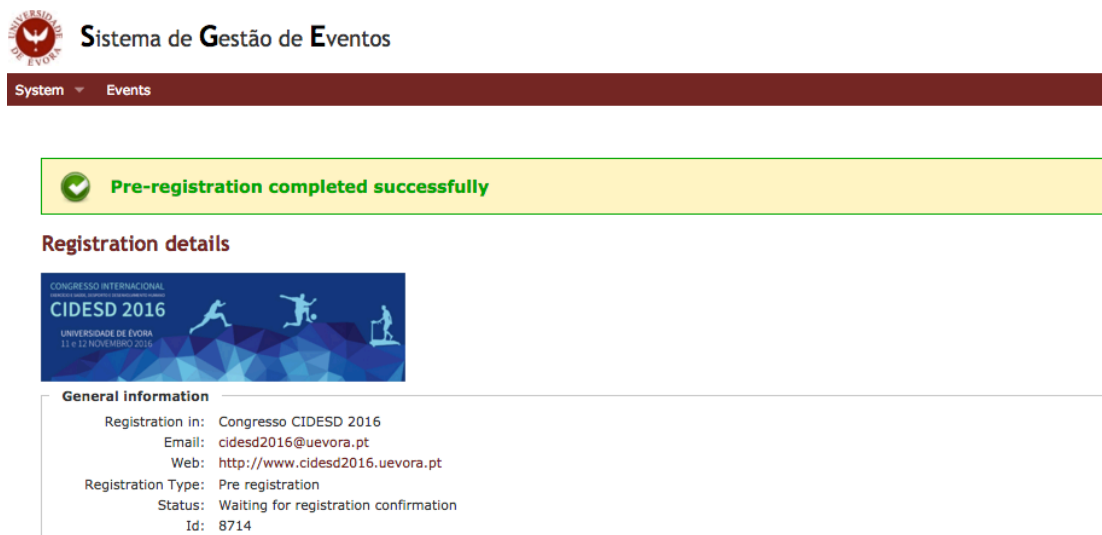
Event

- Register

Options

- Event list

A notification will appear confirming your pre-registration, and presenting some details:




Sistema de Gestão de Eventos

System ▾ Events

Pre-registration completed successfully

Registration details



General information

Registration in: Congresso CIDESD 2016
Email: cidesd2016@uevora.pt
Web: <http://www.cidesd2016.uevora.pt>
Registration Type: Pre registration
Status: Waiting for registration confirmation
Id: 8714

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When you click in the menu “Confirming registration” you will be redirected to a webpage where you can indicate the type of registration you are making. Besides, you can also select the workshop and the number of meals in the Congress that you wish to attend:



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Registration

Congresso CIDESD 2016



Workshops : Workshops: Seleccione apenas um Workshop. Os workshops têm um número de vagas limitados, que serão preenchidas por ordem de inscrição. / Select one of the Workshop sessions. The workshops have a limited number of places, which will be filled by registration order.

Número TPDT e/ou TPTEF: A creditação para efeitos de renovação dos Títulos Profissionais será exclusiva para os participantes que apresentem o seu número de TPDT e/ou TPTEF, no final deste formulário.

Registration

Type: Membros Integrados do CIDESD
 Público Geral
 Estudantes ou Colaboradores CIDESD

Additional options

Congress Lunch (1day)

Congress Lunches (2days)

Congress Dinner

Workshop - Knee injury prevention, readaptation and training

Workshop - Dynamical full muscle electrostimulation as the exercise of the future

Workshop - Neuromuscular and virtual technology applied to exercise clinics

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Please note that, for creditation purposes, those who have the “Título Profissional de Treinador Desportivo” and/or the “Título Profissional de Técnicos de Exercício Físico” should present the number TPTD and/or TPEF in the end of this form:

Workshop - Dynamical full muscle electrostimulation as the exercise of the future

Workshop - Neuromuscular and virtual technology applied to exercise clinics

Workshop - Multimodal exercise programs for older adults

Workshop - How to produce interactive visualizations with your "sport performance data" in open access tools

Workshop - Small-sided games monitoring during football training - A behavioral approach

Comments

Comments

After selecting the type of registration, the workshop that you wish to attend, the number of meals, and the TPPTD and/or TPEF number (if it applicable), click “Continue”, in order to finish your registration. The file with the proof of payment should be sent to the link indicated bellow:



Your registration was successful. It will be validated after the submission of the payment proof

Registration details



General information

Registration in: Congresso CIDESD 2016
Email: cidesd2016@uevora.pt
Web: http://www.cidesd2016.uevora.pt
Registration Type: Público Geral
Status: Waiting payment proof

Payment

- Confirm payment

Registration

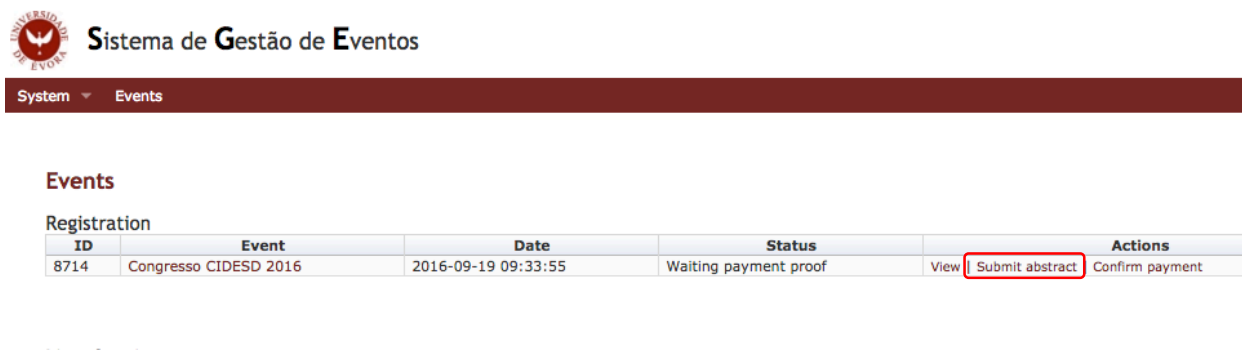
- Change registration


Abstract

- Submit abstract

Abstract Submission Tutorial

Once you are registered, in order to proceed to the submission of an abstract, you should go to the “Events Management System”. The pre-registration in the Congress will appear at the top of the window. Click on the right side, in the column “Actions” and then “Submit Abstract”:



 Sistema de Gestão de Eventos

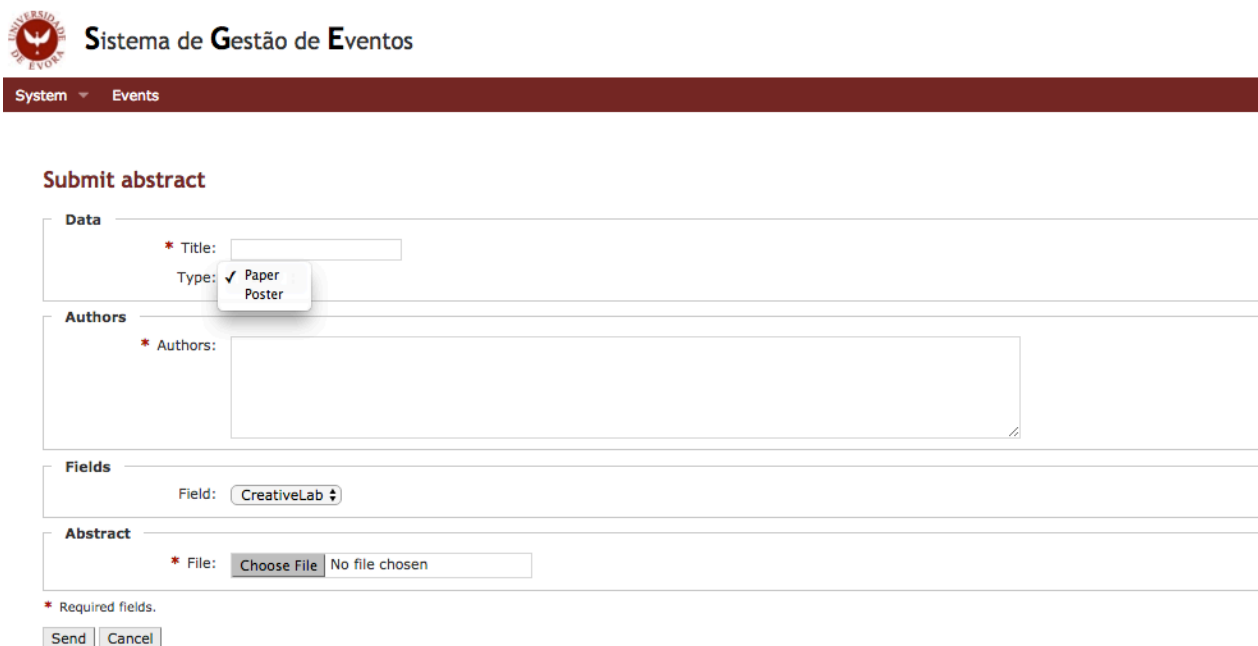
System ▾ Events


Events

Registration

ID	Event	Date	Status	Actions
8714	Congresso CIDESD 2016	2016-09-19 09:33:55	Waiting payment proof	View Submit abstract Confirm payment

In the “submit abstract” window you must enter the required information, such as title, author (s) – we recommend to separate multiple authors by using ";" – and select the type of document (oral presentation or poster) and the topic (CreativeLab, Geron ou Strong) which you choose to submit your



 Sistema de Gestão de Eventos

System ▾ Events

Submit abstract

Data

* Title:

Type: Paper Poster

Authors

* Authors:

Fields

Field:

Abstract

* File: No file chosen

* Required fields.

work: