



Pontificia
Università
della
**SANTA
CROCE**

Laboratorio di Ricerca

REGISTRATION INSTRUCTIONS FOR THE CONGRESS

Dear Guest,

In this document you will find the steps to follow to complete your registration for the Congress.

A) When you log in, the following box will appear (in the language you have chosen at the beginning):

Para inscribirse en el evento es necesario estar registrado

Solo los usuarios registrados

Nombre Usuario:

Password:

 [¿Olvidaste tu nombre de usuario?](#)

[¿Olvidaste tu contraseña?](#)

 Iniciar sesión

Nuevo usuario

[¿Eres un nuevo usuario?](#)

Regístrate gratuitamente para acceder a la inscripción online

 Registrar

If you have already registered in the past, you can log in with your username and password and follow the steps described in point **B)**.

If, on the other hand, you are accessing our platform for the first time, you will have to **REGISTER**.

A new page will open where you will have to fill in your details. As you will see, there are optional fields, and mandatory fields marked with a red asterisk.

At the end you will have to choose a **USERNAME** and a **PASSWORD**.

Please note that the **USERNAME** must contain at least **8 characters, including letters, numbers and special characters**.

Once all required fields are completed, the **CREATE ACCOUNT** button will be activated.

Once created, you will have to **LOG IN AGAIN** with the created user.



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B) Next, you will find the registration form (in the language you have chosen at the beginning).

Here you will have to select:

- the price to be paid (payment is not necessary to register, however, to receive the discount, you will need to pay before 30 June) **1**
- whether or not you want the certificate of attendance **2**
- the method of payment (this can be changed later) **3**

In case you wish to submit an abstract, please click on the corresponding box, and a space for the title and a space for the abstract will be displayed. **4**

Please note: the abstract must not exceed 500 characters and can be submitted until 30 June.

Once the three mandatory items are completed, the CONFIRM button will be activated.

The screenshot shows a registration form with the following sections:

- Navigation:** List of Events, Online Courses, Language Courses, External Events, History, Your Account, Exit.
- Event Title:** Purpose of the University: to inspire the governance, culture and people of the organization
- Subtitle:** Conference preceding the Jubilee of the World of Education
- Dates and Location:** 29/10/2025 - 31/10/2025 - Sant'Apollinare 49 Square, Rome
- 1 Select the price:** Radio buttons for € 290 (Early bird, Valid until 30/06/2025) and € 390 (Registration Fee).
- 2 Request for Certificate of Participation:** Radio buttons for "Send it to my email address" (selected) and "No thanks, not interested".
- 4 I wish to present a paper:** A checkbox (unchecked) with a note: "The deadline for the abstract submission is 30/07/2025".
- 3 Payment Method:** A dropdown menu.
- Buttons:** "Back" and "Confirm Registration".

WELLCOME! YOU ARE OFFICIALLY REGISTERED.