

GUIDE TO APPLY AND REGISTER FOR "THE CHURCH UP CLOSE 2018" (Updated March 2018)

IMPORTANT NOTE:

Please, keep in mind that the following process involves THREE different phases:

- 1) Creation of a Personal Account
- 2) Application for the Seminar
- 3) (Once admitted), Registration and Payment

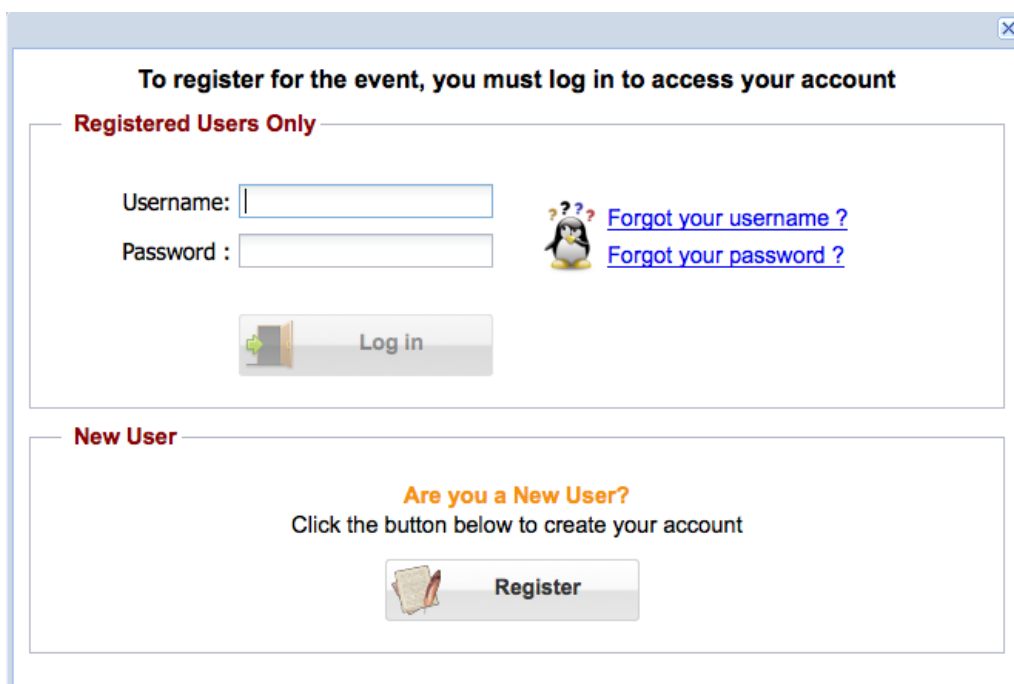
PHASE 1: CREATION OF A PERSONAL ACCOUNT

Before applying for the Seminar, you need to create a personal account in the system database. Please follow the steps below:

STEP 1: Click on "CLICK HERE TO START THE APPLICATION PROCESS".

A pop-up such as the one below (Figure 1) should appear on the screen.

Figure 1



The screenshot shows a web browser window with a light blue border and a close button in the top right corner. The main heading reads "To register for the event, you must log in to access your account". Below this, there are two sections. The first section, titled "Registered Users Only" in red, contains a "Username:" label followed by a text input field, a "Password:" label followed by a text input field, and a "Log in" button with a door icon. To the right of the password field is a penguin icon with three question marks and two blue links: "Forgot your username?" and "Forgot your password?". The second section, titled "New User" in red, contains the text "Are you a New User?" in orange, followed by "Click the button below to create your account" in black, and a "Register" button with a notepad icon.

If this is your first visit, you need **to create a personal account** by clicking on "Register" (bottom part of Figure 1, within the 'New User' section). You will thus be redirected to a page in which you will be asked to register your personal data.

If you have already created your account in previous years, **just enter** your Username and Password to access your data (up part of Figure 1, under 'Registered Users Only' section). If you do not remember your Username or Password, follow the indications "Forgot your username?" or "Forgot your password?".

STEP 2: PERSONAL DATA and ACCOUNT INITIATION

After clicking on "Register", you will be redirected to a new page and asked for your **personal data** (Figure 2). You may need to scroll down to complete all the information.

Some fields are mandatory and the system will indicate at the end if there is any field that you have not filled in correctly.

Please write your phone number in international format: [E.g. (+39) 3378890022]

Figure 2

The screenshot shows a web interface with a dark blue navigation bar at the top containing four tabs: "List of Events", "History", "Your Account" (which is highlighted with a yellow underline), and "Exit". Below the navigation bar is a registration form divided into four color-coded sections:

- Personal Data (Red border):** Includes fields for Title (dropdown), First Name *, Last Name *, Sex (radio buttons for Man and Women), Nationality * (dropdown with "Italy" selected), Date of Birth, and City / Country of birth.
- Address (Blue border):** Includes Country * (dropdown with "Italy" selected), Address *, Zip Code, City / State (if applicable) *, Provincia (dropdown), Phone / Mobile, Fax, and E-Mail *.
- Profession (Green border):** Includes Profession (dropdown) and Position.
- Other Information (Orange border):** Includes Institution.

Other Information

Spoken Language *

Alumno Holy Cross University Department matriculation number

I wish to receive information on the activities promoted by the University


User notes

Access Data for Your Account

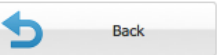
Username *

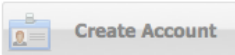
Password *

Password Verification *



Type the text in the image *

 Back

 Create Account

“Spoken language” determines the language in which you want to receive any communication from us (four options);

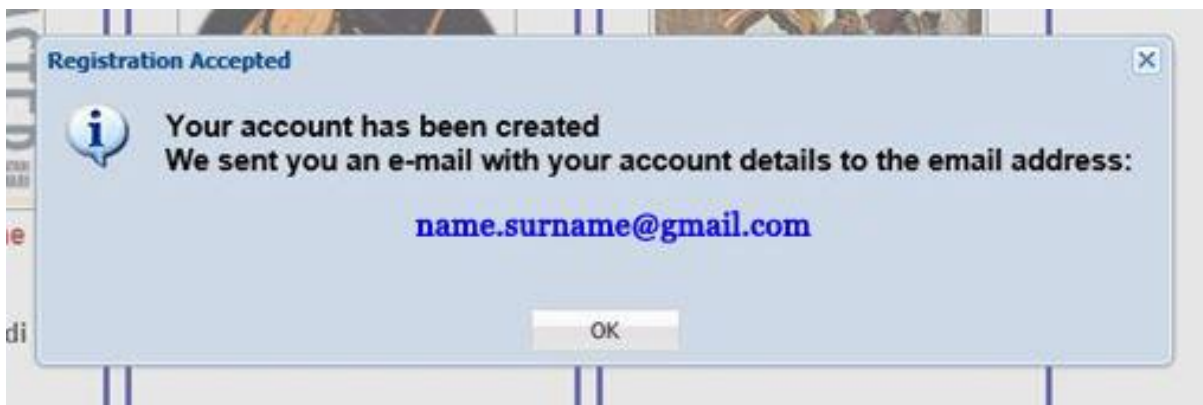
The “Alumnus Holy Cross Student” box is only for alumni of the University.

In the last part of the file, ‘Access Data for Your Account’, you have to introduce the words you want to use from now on. For the username, we suggest writing your own name and last name together.

Once you have completed the section “Username + Password + Password verification + Security Code”, then **click** “Create Account”.

A pop-up with and automatic response (Figure 3) will appear on the screen confirming that your account has been successfully created and you have been sent an email with your account information.

Figure 3



Click “OK” and you can do complete your application process.

PHASE 2: APPLICATION PROCESS

Please follow the application process as indicated below. At the completion of the application, the organizing committee will evaluate the applications and respond to the applicants **on or before May 31, 2018**. Applying does NOT guarantee acceptance. Applicants admitted to the program will be directly notified of their acceptance and will be given instructions for effective registration and payment procedures.

STEP 1: COMPLETION OF THE APPLICATION PROCESS

You will see the last screen (Figure 4) for the application process to "A Professional Seminar for Journalists, The Church Up Close 2018: Covering Catholicism in the Age of Francis". You will be asked two things:

1) (**Mandatory**) To upload/attach a **curriculum vitae** (CV) in a digital format (word, pdf, rtf, etc.) by clicking the "Browse" button. Please ensure that the CV includes the following information (the length of the CV should be no more than 8,000 characters):

- Date
- Name
- Position
- Company
- Office (Address and contact data)
- Home (Address and contact data)
- Fields of Specialization
- Education
- Journalistic Employment (List all)
- Other Employment (If relevant)
- Selected Newspaper Article Titles (Also, Books, Journal Articles, Lectures Given, etc. if relevant)
- Affiliated Memberships (If relevant)
- Other Activities (If relevant)
- Awards (If relevant)
- Languages spoken
- References (If relevant)
- Recent photograph attached to the cv (optional)

You can include other brief comments that you consider important for the organization in the box "Notes" (disabilities, diet restrictions, etc.)

Figure 4

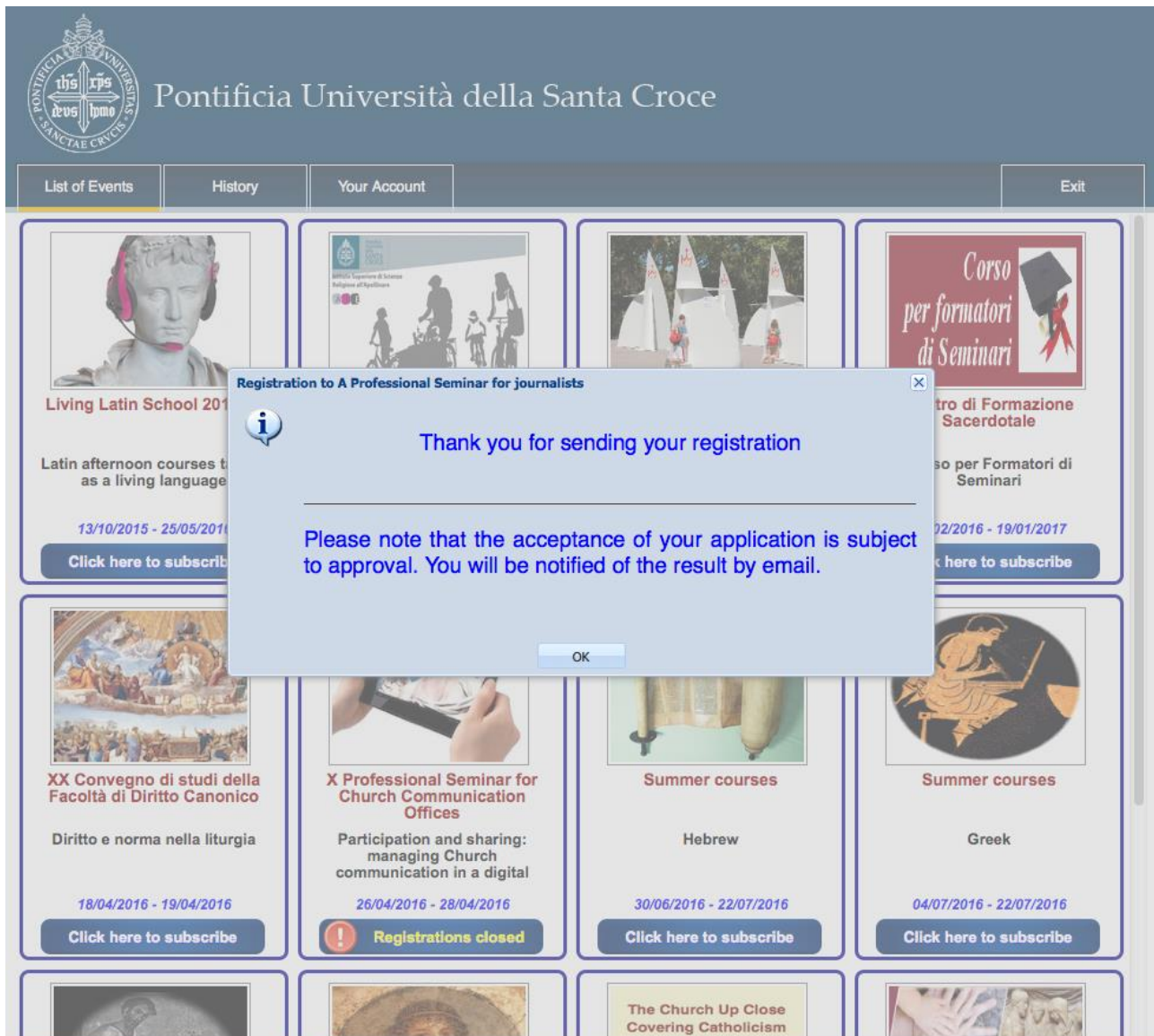
The screenshot shows the application form for a seminar. At the top, the Pontificia Università della Santa Croce logo and name are displayed. Below this is a navigation bar with buttons for 'List of Events', 'History', 'Your Account', and 'Exit'. The main content area features a yellow box on the left with event details: 'The Church Up Close Covering Catholicism in the Age of Francis', 'Roma', and '5-11 September 2016'. The center of the page has the title 'A Professional Seminar for journalists' and subtitle 'The Church Up Close 2016: Covering the Church in the Age of Francis', with dates '05/09/2016 - 11/09/2016 - Rome'. The form includes a 'Documents required' section with a file upload field for a Curriculum Vitae. There is a checkbox for 'I request a Scholarship' followed by a text area to 'Explain your need for Scholarship (max 300 chars)'. Below this is a 'Notes (max 300 chars)' text area and a dropdown menu for 'How did you find out about the program?'. At the bottom, there are 'Back' and 'Send Application' buttons.

2) If you wish to ask for a **scholarship**, please click on the box “I request a Scholarship” (remember to read the conditions regarding the scholarship in the event website) and explain your request.

Once completed, please click “Send Application” (Figure 4)

Congratulations! Your **application process is complete** (Figure 5).

Figure 5



Now, simply wait for a response from the organizing committee. **Responses** (positive or negative) will be given **on or before May 31, 2018.**

END