

GUIDE TO APPLY AND REGISTER FOR "THE CHURCH UP CLOSE"

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 (and request of Scholarship, if needed)
- 3) (Once accepted), Registration and Payment

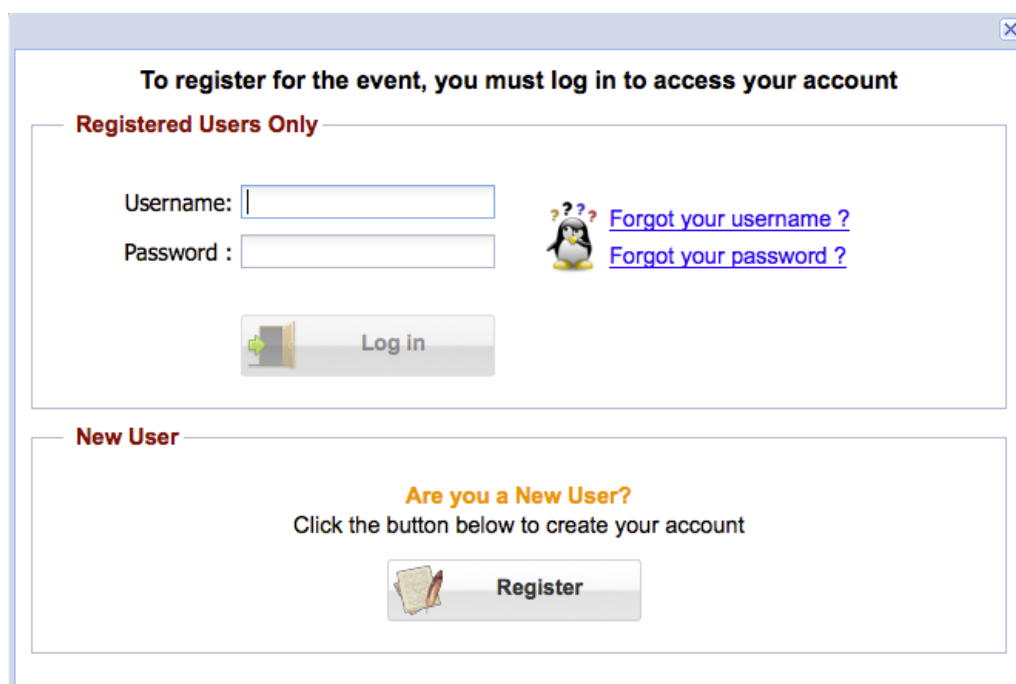
PHASE 1: CREATION OF A PERSONAL ACCOUNT

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

STEP 1.1: Click on "APPLY NOW"

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 title bar containing a close button (X). The main content area has a heading: "To register for the event, you must log in to access your account". Below this heading, there are two sections. The first section is titled "Registered Users Only" and 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 is titled "New User" and contains the text "Are you a New User?" in orange, followed by "Click the button below to create your account" and a "Register" button with a document 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 1.2: 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 (marked with red asterisk) 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

Pontificia Università della
SANTA CROCE

Hi!,
Jhon Dow
[Change account](#)

List of Events	Online Courses	Language Courses	External Events	History	Your Account	Exit
----------------	----------------	------------------	-----------------	---------	---------------------	------

Registration Date: _____ Last Update: _____

Personal Data

Title: First Name*: Last Name*: Sex: Man Woman

Citizenship*: Date of Birth*: City / Country of birth:

Address

Country*:

Address: Zip Code: City / State (if applicable)*:

Phone / Mobile: Fax: E-Mail*:

Profession

Profession: Position:

Institution/Organization:

Other Information

Spoken Language *

Student / Former Student of Holy Cross 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 *

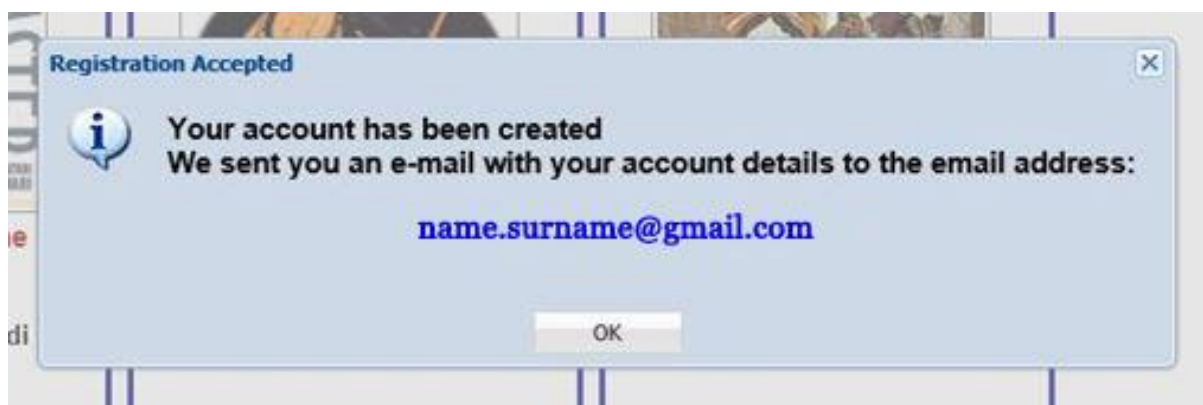
 Type the text in the image *

- “Spoken language” determines the language in which you want to receive any communication from us (three options).
- The “Student / Former Student of the Holy Cross” box is only for alumni of the University.
- In the last part of the file, ‘Access Data for Your Account’, you need to choose a username and password that you will use to access your account from now on. For the username, we suggest writing your own name and last name together. The password needs to be at least 8 characters long.

Once you have completed the section “Username + Password + Password verification + Security Code” (text in the image), 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 go on to 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 JUNE 20**. 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 2.1: COMPLETION OF THE APPLICATION PROCESS

To complete the application process, please go to the University events page, <http://eventi.pusc.it/iscrizione/?lan=Uk>, and select the box of The Church Up Close seminar (as indicated in Figure 4).

Figure 4

The screenshot displays a grid of event cards on a website. The navigation bar at the top includes: List of Events, Online Courses, Language Courses, External Events, History, Your Account, and Exit. The grid contains eight event cards:

- Card 1:** "Il corso di formazione multimediale". Description: "Comunicazione è missione". Dates: 16/10/2021 - 16/05/2022. Status: Registrations closed.
- Card 2:** "Workshops della Facoltà di Filosofia". Description: "Cultivare il bene dell'intelligenza. Dall'epistemologia". Dates: 17/02/2022 - 24/05/2022. Status: Click here to subscribe.
- Card 3:** "Corso d'aggiornamento". Description: "IX Corso per formatori di Seminari". Dates: 17/02/2022 - 19/01/2023. Status: Registrations closed.
- Card 4:** "Giornata di Studio sui Movimenti, Nuove comunità, Associazioni e Aaareazioni". Description: "Il tempo di raccogliere i frutti dello Spirito". Date: 27/04/2022. Status: Click here to subscribe.
- Card 5:** "Giornata di Studio sui Movimenti, Nuove comunità, Associazioni e Aaareazioni". Description: "Il tempo di raccogliere i frutti dello Spirito". Date: 27/04/2022. Status: Click here to subscribe.
- Card 6:** "Giornata di studio CSI-P&C". Description: "Pandemia e narrazione. La risposta dell'arte alla fragilità umana". Date: 29/04/2022. Status: Registrations closed.
- Card 7:** "A Professional Seminar for journalists". Description: "The Church Up Close 2022: Covering Catholicism in the Age of Francis". Dates: 12/09/2022 - 17/09/2022. Status: Click here to subscribe. This card is circled in red.
- Card 8:** "Diritto matrimoniale e processuale canonico". Description: "Programma di formazione permanente per operatori dei Tribunali Ecclesiastici". Dates: 19/09/2022 - 23/09/2022. Status: Click here to subscribe.

You will be asked two things: to provide a **curriculum vitae** (CV) and whether you want to request a **scholarship** (Figure 5).

Figure 5

List of Events Online Courses Language Courses External Events History Your Account Exit

A Professional Seminar for journalists
The Church Up Close 2022: Covering Catholicism in the Age of Francis
12/09/2022 - 17/09/2022 - Rome, Italy

Documents required

Attach your Curriculum Vitae

I request a Scholarship Explain your need for Scholarship (max 300 chars)

Notes (max 300 chars)

How did you find out about the program ?

Back Send Application

1) **CURRICULUM VITAE** (*mandatory*): 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)
- Languages spoken
- Recent photograph attached to the cv (optional)
- If relevant, the CV can also include: Other Employment; Selected Newspaper Article Titles (Also, Books, Journal Articles, Lectures Given, etc.); Affiliated Memberships; Awards; References; and Other Activities.

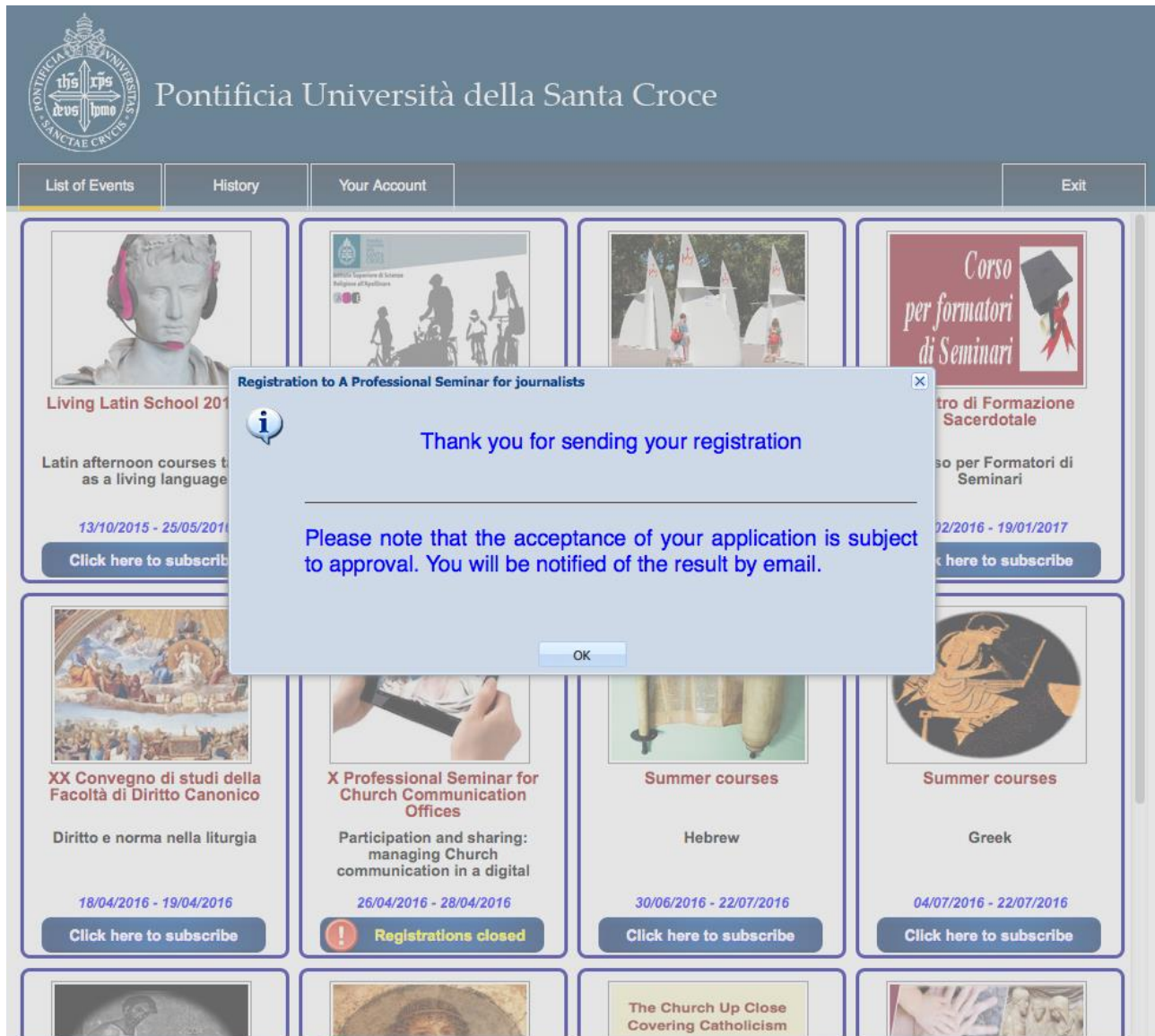
2) **SCHOLARSHIP**: If you wish to ask for a **scholarship**, please click on the box "I request a Scholarship" and offer some explanation of the circumstances.

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

Once completed, please click "Send Application" (Figure 5)

Congratulations! Your **application process is complete** (Figure 6).

Figure 6



Now, simply wait for a response from the organizing committee. **Responses** (positive or negative) will be given **on or before June 20**.

Phase 3 (Registration and Payment) The instructions for completing these will be sent only to those accepted to the Seminar.

END