

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

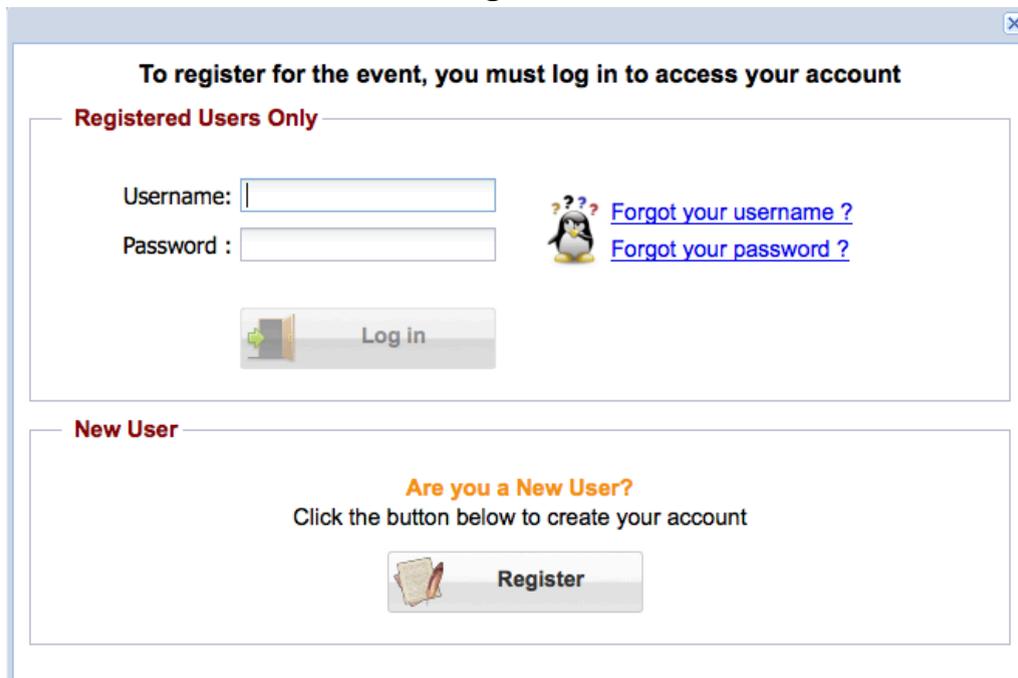
PHASE 1: CREATION OF A PERSONAL ACCOUNT

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 light blue border. At the top, it says "To register for the event, you must log in to access your account". Below this, there are two sections. The first section is titled "Registered Users Only" and contains a "Username:" field, a "Password:" field, a "Log in" button with a door icon, and two links: "Forgot your username?" and "Forgot your password?" with a penguin icon. The second section is titled "New User" and contains the text "Are you a New User?" and "Click the button below to create your account", followed by 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 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

The screenshot shows the 'Personal Data' registration form on the website of Pontificia Università della Santa Croce. The page header includes the university name and a user greeting: 'Hi!, Jhon Dow' with a 'Change account' link. A navigation menu contains 'List of Events', 'Online Courses', 'Language Courses', 'External Events', 'History', 'Your Account' (highlighted), and 'Exit'. The form is divided into several sections: 'Registration Date' and 'Last Update' at the top; 'Personal Data' with fields for Title, First Name*, Last Name*, Sex (Man/Woman), Citizenship*, Date of Birth*, and City/Country of birth; 'Address' with fields for Country*, Address, Zip Code, City/State*, Phone/Mobile, Fax, and E-Mail*; and 'Profession' with fields for Profession, Position, and 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), **click** on “**Create Account**”.

A pop-up with an 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 17**. Applying does NOT guarantee acceptance. Applicants admitted to the program will be directly notified by email 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

| List of Events | Online Courses | Language Courses | External Events | History | Your Account | Exit |
|--|---|---|-----------------|---------|--------------|------|
| <p>La prevenzione degli abusi nella Chiesa. Accompagnare, curare, gestire.</p> <p>22/02/2024 - 07/03/2024</p> <p>Click here to subscribe</p> | <p>Antropologia della famiglia e del lavoro: dalla ricerca dell'equilibrio ...</p> <p>14/03/2024</p> <p>Click here to subscribe</p> | <p>Antropologia della famiglia e del lavoro: dalla ricerca dell'equilibrio ...</p> <p>14/03/2024</p> <p>Click here to subscribe</p> | | | | |
|  <p>XXVIII Convegno di studi</p> <p>La Giustizia penale nella Chiesa: tutela della vittima e garanzie dell'i...</p> <p>10/04/2024 - 11/04/2024</p> <p>Click here to subscribe</p> |  <p>A Professional Seminar for Journalists</p> <p>The Church Up Close 2024: Covering Catholicism in the Age of Francis</p> <p>09/09/2024 - 14/09/2024</p> <p>Click here to subscribe</p> | | | | | |

You will be asked two things: to provide a **curriculum vitae** (CV) and whether you want to request a **scholarship** (Figure 5). You may need to scroll down to complete all the information.

Figure 5

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

A Professional Seminar for Journalists
The Church Up Close 2024: Covering Catholicism in the Age of Francis
09/09/2024 - 14/09/2024 - Rome, Italy

Documents required

Attach your Curriculum Vitae

I request a Scholarship

Explain your need for Scholarship (max 300 chars)

Notes (max 300 chars)

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.

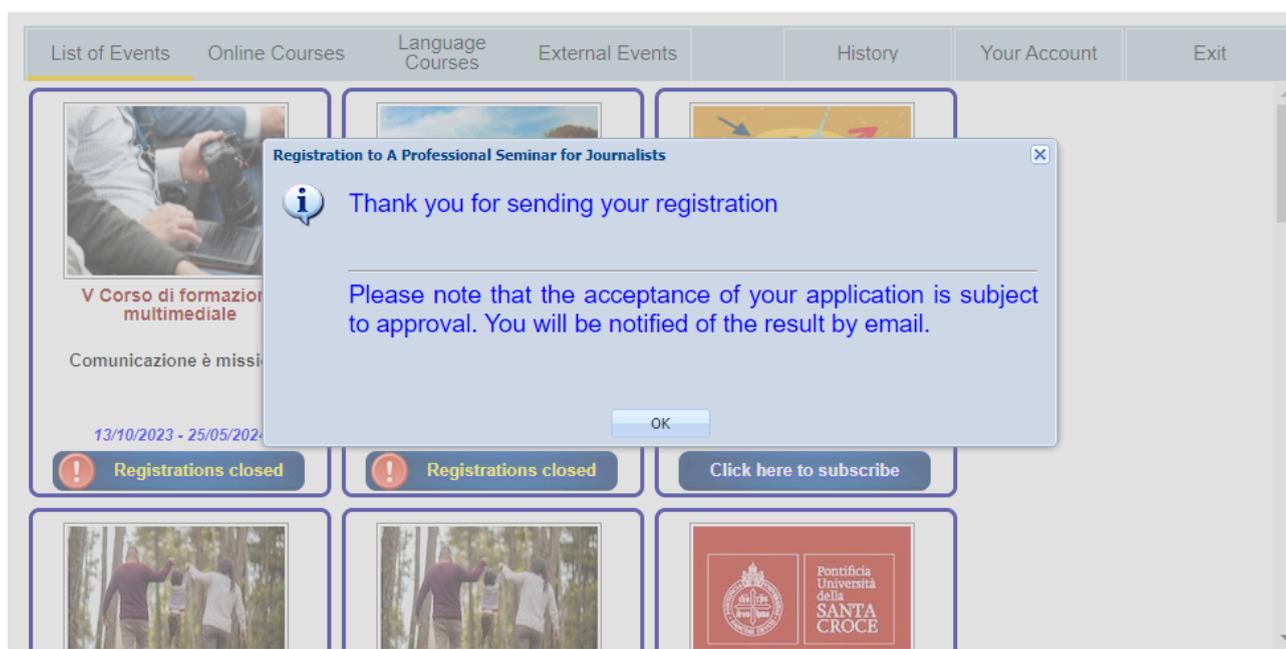
2) **SCHOLARSHIP**: If you wish to ask for a **scholarship**, please click on the box "I request a Scholarship" and offer some explanation of the circumstances.

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



After sending your application, you will receive an email with a PDF copy of your pre-registration.

Now, simply wait for a response from the organizing committee. **Responses** (positive or negative) will be given **on or before June 17**.

PHASE 3: REGISTRATION AND PAYMENT

The instructions for completing these will be sent only to those accepted to the Seminar.

END