

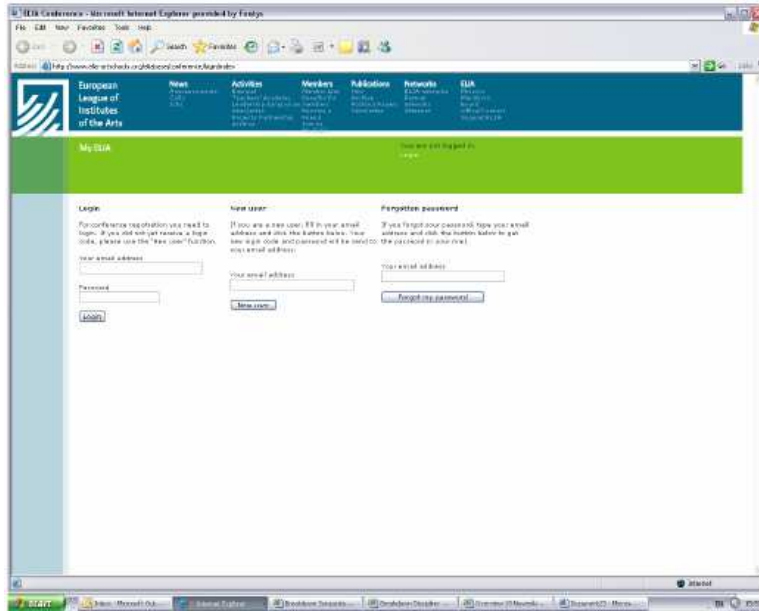
# HOW TO REGISTER FOR AN EVENT IN THE ELIA DATABASE

## 1. Login

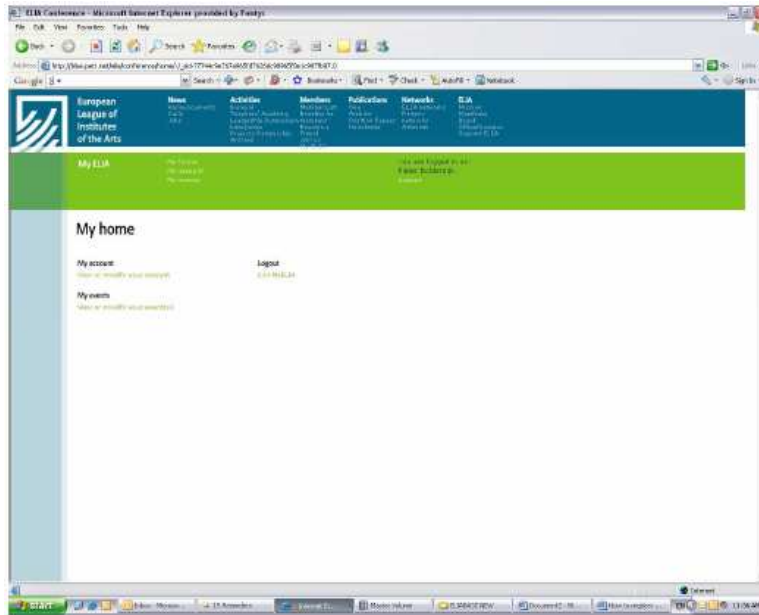
Click on the link under “Registration”. Or open the

URL <http://www.elia-artschools.org/eliabase/conference/login/index>

You will see the following screen:



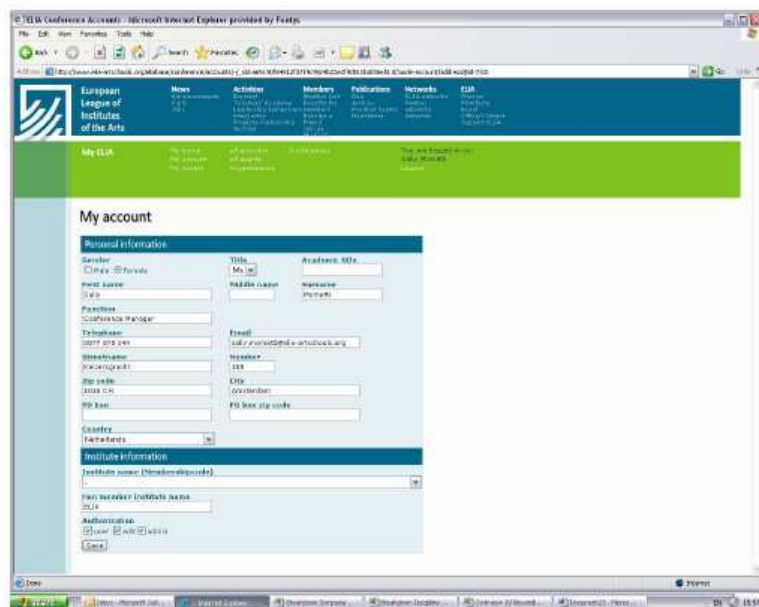
If you have already registered for an ELIA event in our database before, please use your email address and password to log in on the left side of the screen. If it is the first time you register for an ELIA event got to the middle section of the screen where it says “New User” Enter the email address you wish to use and click the button that says New User. Your password for login will immediately be sent to email address you have provided. When you login you will see the following screen:



If you already have created an account in this ELIA database you can go to step 3, My Events.  
If you still have to create an account in the ELIA database, please proceed to step 2, My Account.

## 2. My account

'My account' contains your personal data.



Academic title: if your title is highly country specific, please fill in its nearest international equivalent.

Middle name: can be a second proper name or a prefix ('de', 'le', 'van', etc.)

Function: is a job title, such as Dean, Ceramics Teacher, International Relations Officer etc.

The address you fill in here is the address that will be used on the invoice and for mailings. The database first looks if there is a PO Box address, if not it uses the other address. The institutes in the scroll-down-list are our members who paid their fee for the current year. If you do not choose a school from the list, you be invoiced for the non-member rate!

Please fill in your details. After completing this form, press the save button on the bottom of the page. Proceed to Step 3, My Events.

### 3. My Events

Here you will find the current events for which you can register. Please choose the option, Teachers' Academy Registration. Click the "subscribe here" button. You will then see this screen, which we call the registration form:

The screenshot shows a web browser window with the URL [http://bluepear.me/MemberForm/teachers-academy-registration\\_form?schoolcode=1700\\_sch=1004124624\\_1007201072020388906\\_schcode=0373address=0373](http://bluepear.me/MemberForm/teachers-academy-registration_form?schoolcode=1700_sch=1004124624_1007201072020388906_schcode=0373address=0373). The page title is "My events". The main heading is "Teachers' Academy | Registration". Below this, there are sections for "Workshop and presentation", "Academy fee", and "Special requirements".

**Workshop and presentation:** This section allows users to select a workshop and a presentation. The first row shows "Workshop 1" and "Presentation of 1". The second row shows "Workshop 2" and "Presentation of 2".

**Academy fee:** This section has a heading "Please tick one of the boxes below" and three radio button options: "I do not participate for the academy and neither teacher (0,00 €)", "I do not participate for the academy but register before 20 April", and "I do not participate for the academy but register after 20 April and before 10 June".

**Special requirements:** This section has a heading "Please tick one of the boxes below" and several checkboxes: "Vegetarian", "Leprosy", "Other special diet", "Other, please specify", and "No food, historical wheel".

**Visa:** This section has a heading "Please tick one of the boxes below" and three radio button options: "Yes, I do require a visa", "No, I do not require a visa", and "I do not require a visa".

**Academy fee:** choose the option that applies to you. Please be aware that registration details are verified before you receive your invoice. So if you are a non member and you still choose the option "member fee", you will not receive an invoice with the member fee amount but with the non member fee amount.

**Special requirements:** these can be dietary requirements for example Fill in the fields according to your situation and preferences. When you are done please click the save button at the bottom of the registration form.

Once you have pressed save, your registration is completed. You will immediately receive a confirmation email with your details. Changing your details after submitting your registration is only possible by sending an email to Lotte Wennink at [lotte.wennink@elia-artschools.org](mailto:lotte.wennink@elia-artschools.org).