

FABuLious

The European 3DP Accelerator



Future Internet Business Acceleration Programme for 3D Printing Services in Europe EMS Manual for Experts Registration

VERSION HISTORY

VERSION	DATE	NOTES AND COMMENTS
1.0	27/10/2014	First version on EMS manual for Experts registration

Step 1. Personal Data

As a first step, after you have entered the EMS platform, you will be asked to fill in the form with your personal data as illustrated in Picture 1 below.

The screenshot shows the 'Expert registration' form. At the top, there is a navigation bar with the FABULOUS logo, 'Help desk', 'Calls', 'Login', and 'Register'. The form itself is titled 'Expert registration' and contains the following fields:

- Title (*): Select a title (dropdown menu)
- First Name(s) (*): First Name(s) (text input)
- Family Name(s) (*): Family Name(s) (text input)
- Gender (*): Radio buttons for Female and Male
- Email (*): Email (text input) with a 'Verify email' link below it
- Confirm email (*): Confirm email (text input)
- Password (*): Password (text input)
- Confirm password (*): Confirm password (text input)
- Country (*): Select country (dropdown menu)

Picture 1: Registration of Personal Data

Step 2. CV and experience

As a second step, you will be asked to attach your CV and indicate the years of your experience; please note that you may only upload your CV in a PDF format. In case you have previous experience in evaluation, please make sure you tick that option as illustrated in Picture 2 below. You may as well describe briefly how you acquired that experience in the area appeared once you have ticked the box.

The screenshot shows the 'CV and experience' form. It includes the following elements:

- 'Attach Curriculum Vitae (*):' with a 'Choose file' button and 'No file chosen' text. A red arrow points to this field.
- 'How long have you worked in your specialist and/or related fields? (*):' with radio buttons for '< 5 years', '5 to 9 years', '10 to 15 years', '> 15 years', and 'N/A'.
- 'I have experience in peer review or evaluation' with a checked checkbox. A red arrow points to this checkbox.
- 'Please specify the context (e.g. European Commission, FP7, NMP) [Open text, max 100 characters] (*):' with a text area and a 'characters: 100/100' indicator. A red arrow points to this text area.

Picture 2: CV and experience

Step 3. Expertise

As a third step, you will be asked to indicate the areas in which you are a specialist, have good and some knowledge. Please note that in the third level it is mandatory to indicate two areas in which you have some knowledge. In case you have expertise in an area not included in the given list, you may indicate it in the last line, as presented in Picture 3 below.

Select keywords from the lists below

Please select maximum two areas in which you are specialised:

I am a specialist in the field (*):

I am a specialist in the field:

Please select maximum two areas in which you have good knowledge:

I have good knowledge in the field (*):

I have good knowledge in the field:

Please select two areas in which you have some knowledge:

I have some knowledge in the field (*):

I have some knowledge in the field (*):

Please add other keywords related to your expertise, that you consider relevant to FABulous Open Calls:

Add new keyword:

Picture 3: Indication of expertise

Step 4. Finalisation of first stage of registration

In the fourth step, you will have to finalise the first stage of your registration. Please make sure you read the Privacy policy, terms and conditions before submitting your application.

Please enter the characters shown in the image to verify your registration (*):

yn15ewr4

By registering as an expert for FABulous calls:

- You certify that the information provided in your application is true
- You accept the [Privacy policy, terms and conditions](#)
- You accept that your name and area of expertise might be published on FABulous website.

I have read and agree with the aforementioned conditions

Step 5. Confirmation of registration

Once you have submitted your application, you will receive an email as depicted in Picture 4 below. In order to confirm your registration you will have to click on the link provided in the email.

Dear [redacted],

Thank you for registering in the Evaluation Management System (EMS). This message is sent to ensure that you are aware of this action and that it was initiated by yourself. If this is not the case, please contact our help desk without delay.

Please confirm your EMS account by clicking on this [link](#)



Once confirmed, you will be asked to complete the second step of the registration process. After that, you will have access to EMS and future notifications will be sent to this email address.

Your login credentials are:

Email: [redacted]

Password: [redacted]

Kind regards,

The EMS Administration

Picture 4: Confirmation email

Step 6. Working status

Once clicking on the link provided in the email, this automatically means the confirmation of your account. You will be directed to the form as depicted in Picture 5 below for the second stage of your registration where you will have to provide information on your working status. Two choices are provided: working for an organisation or working as a self-employed entrepreneur. In both cases you will have to introduce the VAT / Registration number.

The screenshot shows the top navigation bar with the FABULOUS logo, a 'Help desk' link, and 'Login' and 'Register' buttons. Below this is a message box stating 'Your account has been confirmed. Please complete the registration process with details of your working status.' The form contains two radio button options for 'Working Status (*)': 'Organisation' (selected) and 'Self-employed entrepreneur'. Below these is a text input field for 'VAT / Registration number:' with a 'Search' button. A 'Save' button is located at the bottom right of the form.

Picture 5: Second stage of registration - indication of working status

Step 7. Registration of organisation

In case you work for an organisation, you will be asked to fill in basic information about your organisation as presented in Picture 6 below.

Picture 6: Registration of organisation

Step 8. Registration of self-employed entrepreneur

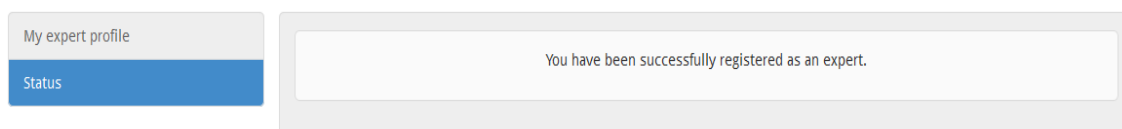
In case you are a self-employed entrepreneur you will have to provide information as depicted in Picture 7 below.

Picture 7: Registration of self-employed entrepreneur

Once inserted all required information you may click on "Save".

Step 9. Finalisation of registration

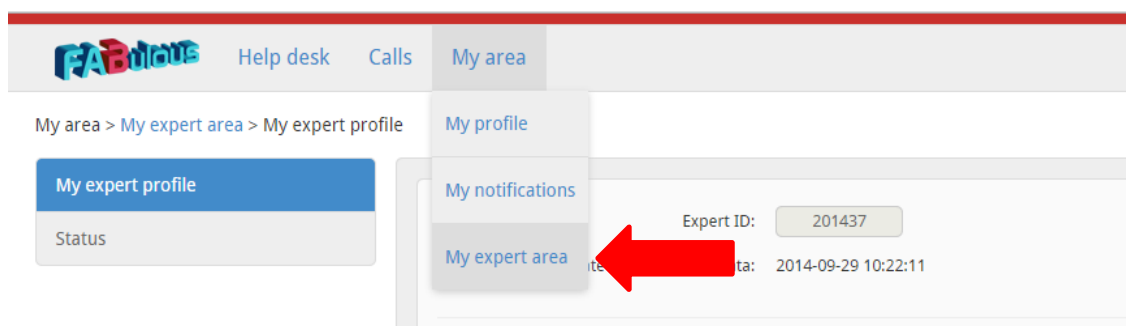
Once provided all relevant information on your working status, a message will appear as depicted in Picture 8 below. This will mean that you have officially been registered as an expert. Afterwards you will have access to your profile.



Picture 8: Finalisation of registration

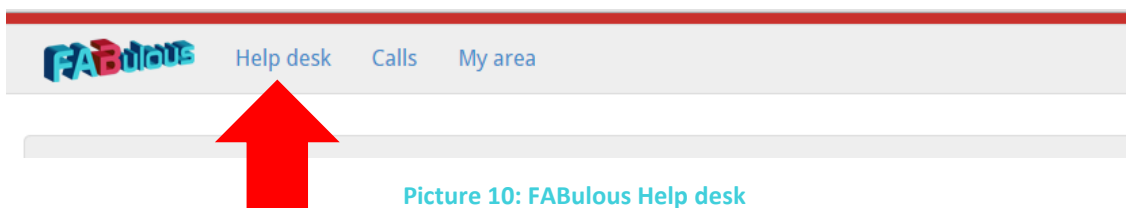
Practical information

In case you wish to modify any information related to your expert profile, you click on "My area > My expert area" as depicted in Picture 9 below.



Picture 9: Modifying information on expert profile

In general, should you encounter any problems with your registration you may contact FABulous Help desk by clicking on the Help desk link as depicted in Picture 10 below.



Picture 10: FABulous Help desk

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