Welcome to the online registration for 41st International Physics Olympiad in Croatia. To login, enter username and password you received by e-mail. After login you will be redirected to the page where you can view and add members of your delegation.



To add a member of your delegation, click one of the Add buttons and on the next page input all required information. Fields marked with are mandatory. Please note that you have to upload three pictures for each participant. First and last page scans of the passport and the participant's photo. If you try to submit a page without filling all the mandatory fields, you will have to upload those pictures again. Pictures must be in JPEG format, otherwise they will be discarded.

Some fields have underlined labels. (\* Date of expiry\*) You can click on those labels to get some information about that field.

All dates must be in DD.MM.YYYY format. You can enter the date manually, or choose it from a calendar by clicking on calendar icon .

After inserting members of your delegation, click on the travel tab Travel to add some information about your traveling arrangements.

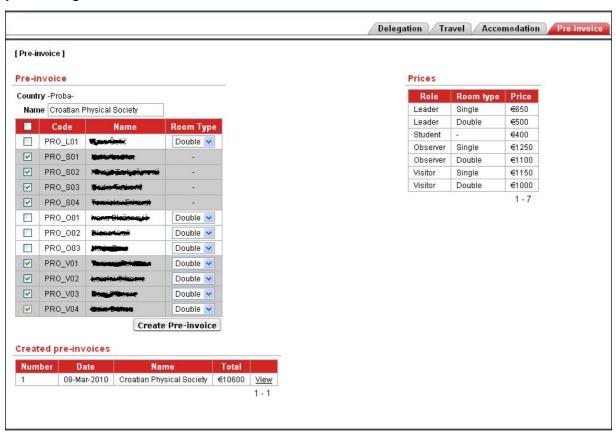


First insert information about your arrivals and departures by clicking on Create Arrival or Create Departure. If all members of your delegation are not traveling together you can create multiple arrivals and departures. Then associate participants with correct arrivals and departures.

**Important!** Don't forget to click **Apply Changes** after associating participants with travel information.

After organizers decide about accommodation, you will be able to see where your delegation is allocated by clicking on the accommodation tab <u>Accomodation</u>.

By clicking on pre-invoice tab Pre-invoice you can create and print pre-invoices for your delegation.



To create a pre-invoice, write the name of the person or organization paying for your delegation, select participants you want to pay for and room type organizers allocated them in and then click on <a href="Create Pre-invoice">Create Pre-invoice</a>. On the next page you can see total amount you will have to pay. By clicking on <a href="Print pre-invoice to Microsoft Word">Print pre-invoice to Microsoft Word</a> you will get the Microsoft Word file containing pre-invoice that you can print.

You can also view your previously created pre-invoices and print them again.