

INDICO GUIDELINES FOR ORGANIZERS

First step:

If you do not have an ECT* Indico account, please create one using the following URL:

<https://indico.ectstar.eu/register/?next=%2Fevent%2F145%2Fmanage%2F>

In case you already have an ECT* Indico account, for the first access, please reset your password:

- 1) click on the following Indico URL: “<https://indico.ectstar.eu/reset-password>”
- 2) fill in your e-mail address (the same as the one used on the ECT* Website)
- 3) follow the instructions

As organizer of the workshop, you can edit the Indico page of your workshop. You can, for example, compile the timetable, insert the titles of the presentations, upload the files of the presentations, download the list of participants, etc.

Below you will find some instructions.

SETTINGS

First, you have to go to the settings page by clicking on the “little pencil” circled in red.

CONTRIBUTION PAGE (to upload titles and files of the talks):

Go to the **settings page** and click on **Contributions**

- to insert a title of a talk, please click on **New Contribution**

Workshop template 30 Mar - 3 Apr

Created by Daniele Binosi (binosi@fbk.eu)

Contributions Settings

Manage the contributions of the event from the list below or configure the **contribution types** and **custom fields** from the settings menu above.

+ New contribution Remove Author list Material package Export Import Assign programme codes

i There are no contributions yet.

- to upload the file of the presentation, click on the paper clip

Contributions Settings Published

Manage the contributions of the event from the list below or configure the **contribution types** and **custom fields** from the settings menu above.

+ New contribution Remove Author list Material package Export Import Assign programme codes

21 / 21 10h 15m Filters Enter #id or search string

ID	Title	Time	Duration	Presenters	Subcontribu...	Session	Track	Material
<input type="checkbox"/> 1	Nuclear structur	14:30	30m		Subcontribut	No se...	No track	<input type="checkbox"/> 1 file

TIMETABLE

Go to the **settings page** and click on **Timetable**

Add a contribution or a break and select the talk you have added before in the Contribution page

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Timetable

Contributions are in draft mode
While in draft mode, regular users cannot see the contributions and timetable. Publish contributions

< Mon 30/03 Tue 31/03 Wed 01/04 Thu 02/04 Fri 03/04

Add Contribution

You may choose to:

- Create a new one
- Choose one (or more) unscheduled

Sort by: ID, Title Select: All, None

1 - test 123

Add selected Close

07:00

08:00

09:00

10:00

11:00