#### 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.

Home Create event -	Administration Services -	My profile
ECT* events > Event template	s (restricted access) » Workshop templa	te
Switch to display view	Workshop temr	ate 30 Mar - 3 Apr
	Created by Daniele Binosi (bind	isi@fbk.eu)
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Advanced options	Contact tit	le Contact
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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.

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

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

<ul> <li>to insert a title of a talk, please click on New Contribution</li> </ul>
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lanage the contributions of the event from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the list below or configure the <b>contribution types</b> and <b>custom fields</b> from the custom types and <b>custom fields</b> from the custom types and <b>custom fields</b> from the custom types and <b>custom types</b> and <b>custom fields</b> from types and <b>custom types</b> and <b>custom fields</b> from types and <b>custom types</b> a
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<ul> <li>to upload the file of the presentation, click on the paper clip</li> <li>Contributions Settings - Published</li> <li>Manage the contributions of the event from the list below or configure the contribution types and custom fields from the settings menu above.</li> <li>Meterial package Export - Import Assign programme codes</li> <li>121/21 10 10h 15m Filters P Letter #id or search string</li> </ul>
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# TIMETABLE

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Go to the settings page and click on Timetable

Nuclear structure 📰 11/04/2022, 14:30 🕓 30m

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

Workshop Created by Daniele B Timetable	template 30 Mar - 3 Apr Binosi (binosi@fbk.eu)	
Contribution While in draft	ns are in draft mode It mode, regular users cannot see the contributions and timetable	Publish contributions
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