

# FIRST INDICO WORKSHOP

27-29 MAY 2013 CERN

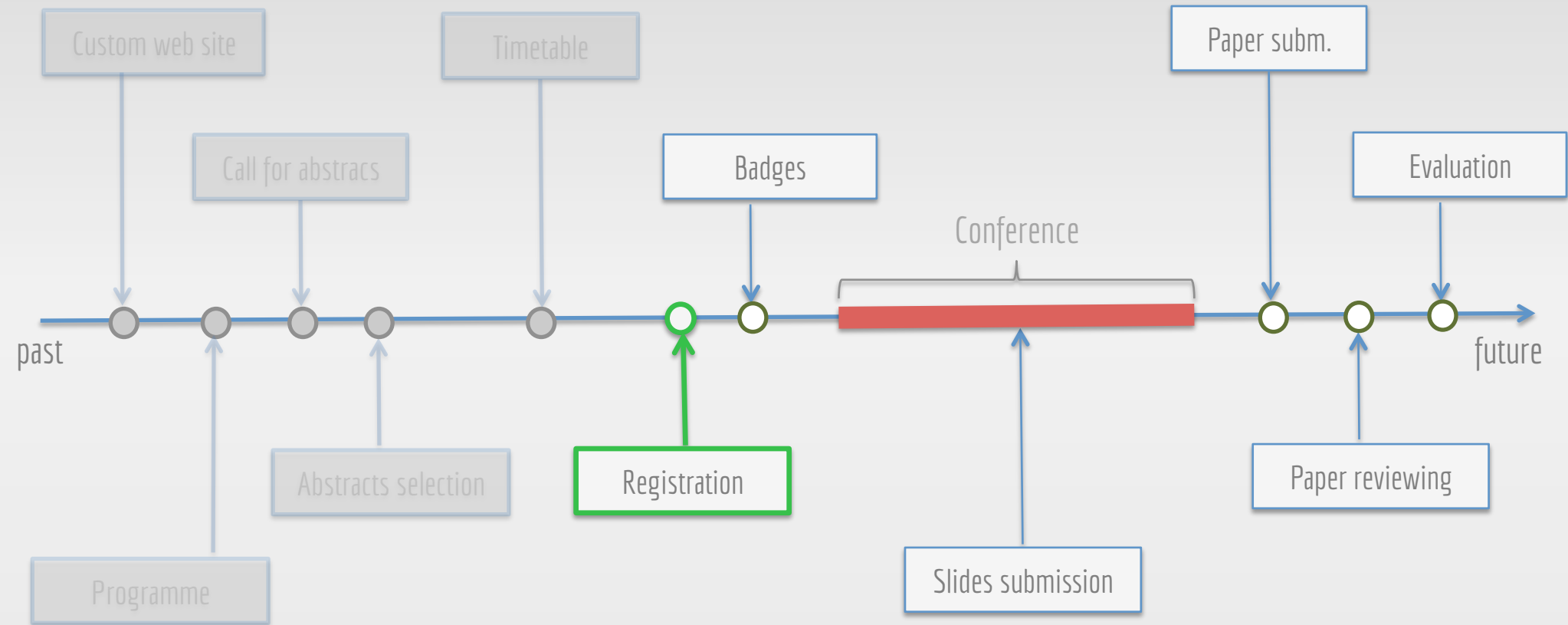


## Registration Form

Alberto Resco Pérez

# RECAP

## Conference lifecycle



# REGISTRATION

Why we need a registration

Organisers need to know who will attend

- How much to pay?
- Who is coming to the welcome dinner?
- Which are the accommodation options?
- Which sessions are you attending?
- etc.





# FIRST INDICO WORKSHOP

27-29 MAY 2013 CERN

Overview

General Information

Timetable

Contribution List

Speakers

My conference

↳ My contributions

Registration

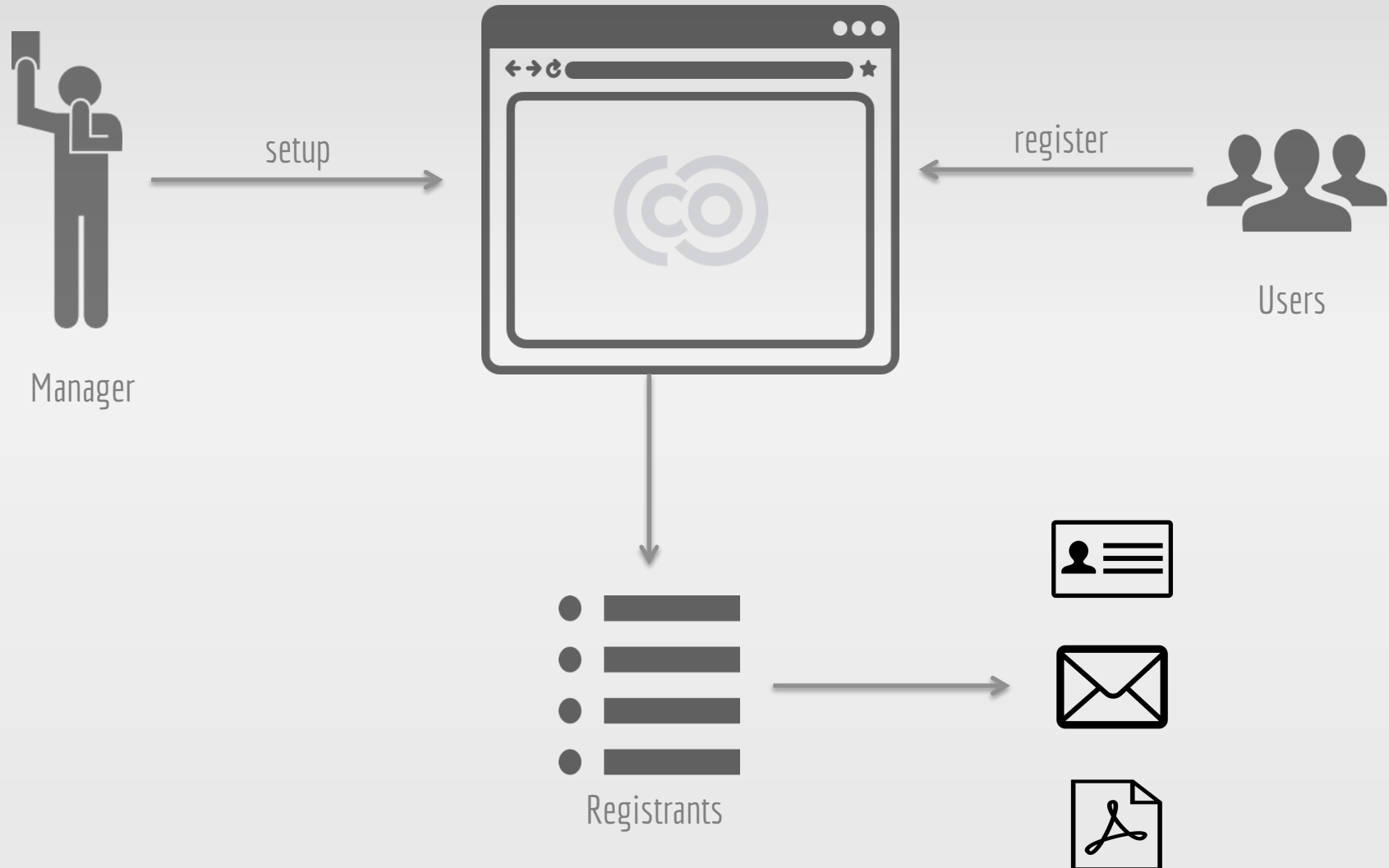
↳ Modify my registration

List of registrants

## Current registrants (22)

<a href="#">name</a>	<a href="#">Institution</a>	<a href="#">position</a>	<a href="#">city</a>	<a href="#">country/region</a>
Dr. ANDRIAN, Ivan	Elettra-Sincrotrone Trieste		Basovizza (Trieste)	ITALY
AVILÉS, Alejandro	CERN		Geneva	SWITZERLAND
Mr. BARON, Thomas	CERN		Geneva	SWITZERLAND
BOBE, Alexandru	Romanian Space Agency (ROSA)		Bucharest	ROMANIA
Mr. BOURILLOT, David	MCM-Services		Saint Jean de Gonville	FRANCE
FERREIRA, Pedro	CERN		Geneva	SWITZERLAND
Mr. FURNESS, Paul	SKA Organisation	IT Manager	Macclesfield	UNITED KINGDOM
Mr. GAUTHIER-LAFAYE, Mathieu	LAPTh - CNRS		Annecy-Le-Vieux	FRANCE
Mr. GONZALEZ LOPEZ, Jose Benito	CERN		Geneva	SWITZERLAND
HELFT, Christian	LAL		Orsay	FRANCE
HESELBACH, Stefan	GSI Helmholtzzentrum für Schwerionenforschung GmbH		64291 Darmstadt	GERMANY
Dr. HOFFMANN, Dirk	Centre de Physique des Particules de Marseille, CNRS/IN2P3		Marseille	FRANCE

# PROCESS



# SETUP REGISTRATION FORM

The conference manager enables the registration.

**Setup** Registrants Preview e-payment

Current status **DISABLED**

Registration start date

Registration end date

Modification end date

Title

Contact info

Announcement

Max No. of registrants

Email notification sender address

Email notification (on new registrations)

Email registrant

Must have account

Sections of the form

☒ Enabled section

☐ Disabled section

1

2

3

4

5

6

Personal Data

Reason for participation

Sessions

Accommodation

Social Events

Further information

Custom statuses

• No statuses defined yet.

You can use this option in order to create general statuses you will be able to use afterwards in the list of registrants. For instance, you can create a status "paid" in order to check if someone has paid or not.

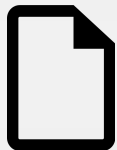
# REG. FORM



Checkbox



Date



File



Text

## Registration Form

### Personal Data

Title	<input type="text"/>
First Name *	<input type="text" value="Alberto"/>
Surname *	<input type="text" value="Resco Perez"/>
Position	<input type="text"/>
Institution *	<input type="text" value="Ministerio de Ciencia e Innovacion MICINN"/>
Address	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="-- Select a country --"/>
Phone	<input type="text" value="+41227662611"/> (+) 999 99 99 99
Fax	<input type="text" value="+41227668091"/> (+) 999 99 99 99
Email *	<input type="text" value="alberto.resco.perez@cern.ch"/>
Personal homepage	<input type="text"/>

### Accommodation

Arrival date *	<input type="text" value="--select a date--"/>
Departure date *	<input type="text" value="--select a date--"/>

#### Select your accommodation \*

- ☐ CERN Hostel
- ☐ I prefer to book a room in a Geneva hotel
- ☐ I will arrange my own accommodation

### Restaurant

Having dinner *	<input type="text" value="-- Choose a value --"/>	20 CHF
-----------------	---	--------

(All the fields marked with \* are mandantory)

Register



# SECTIONS: GENERAL SECTION

From the button New sect., you can create a customizable section for your form

Registration form Section

## Miscellaneous information 1

Go back to: [Registration form setup](#)

Main

Title Miscellaneous information 1

Description

modify

General  
Fields

remove

add

5

Social Events

6

Further information

Custom statuses

add status

• No statuses defined yet.

remove status

You can use this option in order to create general statuses you will be able to use afterwards in the list of registrants. For instance, you can create a status "paid" in order to check if someone has paid or not.



# SECTIONS: GENERAL FIELD

In the general section you can create any number of fields of different kinds: text, text-area, checkbox, etc.

*Registration form Section*

## Miscellaneous information 1

Go back to: [Registration form setup](#)

Main

### Modify general field

Caption

Type of  
field

Text

Description

Mandatory  
field

☐ ( uncheck if it is not a mandatory field)

Size in  
chars

save

cancel

# SETUP TAB: CUSTOM STATUS

The last part of the setup tab is custom status. This is the status of the registrant; you can add and delete them

Custom statuses

add status

- No statuses defined yet.

remove status

You can use this option in order to create general statuses you will be able to use afterwards in the list of registrants. For instance, you can create a status "paid" in order to check if someone has paid or not.

Custom statuses

add status

☐ Attended

remove status

# E-PAYMENT: SETUP

From this tab, you can customize the text to display in the payment page, the payment conditions, the epayment-related email bodies and the currency

### Configuration of pay later

Currency	CHF
Detail of payment	
Enable conditions	<input type="checkbox"/> Check the box to activate the conditions
Mandatory Conditions	Conference Secretary as soon as possible. The Conference committee reserves the right to refuse reimbursement of part or all of the fee in the case of late cancellation. However, each case of cancellation would be considered individually.
Conditions	
Payment Summary Email Message	Currently this email is <b>DISABLED</b> (You can change this in the registration form setup) Please, see the summary of your order:
Success Email Message	Currently this email is <b>DISABLED</b> (You can change this in the registration form setup) Congratulations, your payment was successful.

OKcancel

# E-PAYMENT: SETUP #2

You can activate payment methods that the registrant can use to pay

Mod of Payments	
<input type="checkbox"/>	Enabled section
<input type="checkbox"/>	Disabled section
<input type="checkbox"/>	skipjack
<input type="checkbox"/>	YellowPay
<input type="checkbox"/>	paypal ←
<input type="checkbox"/>	worldpay
<input type="checkbox"/>	CERN Epayment

# REGISTRATION AREA

The Registration Area shows you the dates in which you are able to register, the maximum number of registrants allowed and any contact information.

Overview

Scientific Programme

Timetable

Contribution List

Author index

My conference

Registration

Registration Form 

## Registration

**Registration opening day:** 19 May 2013

**Registration deadline:** 27 May 2013

**Max No. of registrants:** 10

# NEW REGISTRANT

## Personal Data

Title	<input type="text"/>
First Name *	<input type="text" value="Alberto"/>
Surname *	<input type="text" value="Resco Perez"/>
Position	<input type="text"/>
Institution *	<input type="text" value="Ministerio de Ciencia e Innovacion MICINN"/>
Address	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="-- Select a country --"/>
Phone	<input type="text" value="+41227662611"/> (+) 999 99 99 99
Fax	<input type="text" value="+41227668091"/> (+) 999 99 99 99
Email *	<input type="text" value="alberto.resco.perez@cern.ch"/>
Personal homepage	<input type="text"/>

# DEMO





# REGISTRANTS LIST

Select all | Unselect all

## Personal Data

- ☐ Id
- ☐ Surname
- ☐ First name
- ☒ Email

## Your role

- ☐ Service administrator
- ☐ Service manager
- ☐ Decision maker
- ☐ User

## Your sessions

- ☐ Day 1: Using Indico
- ☐ Day 2: Administering Indico
- ☐ Day 3: Developing for Indico

## Accommodation ☒ ☐

- ☒ --not set--
- ☒ CERN Hostel (58 CHF per night)
- ☒ I will arrange my own accommodation

## Social Events ☒ ☐

- ☒ --not set--
- ☒ Monday social evening - Restaurant in Geneva

## Sessions ☒ ☐

- ☒ --not set--
- ☒ Using Indico
- ☒ Developing for Indico
- ☒ Administering Indico Servers

Apply filter

- ☐ Accommodation
- ☐ Arrival Date
- ☐ Departure Date

## Further Information

- ☐ Please let us know what are your interests in participating in this workshop
- ☐ Other comments

## Social Events

- ☐ Social Events

- ☐ Do you want to participate in the CERN visit?
- ☐ If you wish, you can stay around and ask questions or do some hands-on work with our Indico experts instead

## Sessions (disabled)

- ☐ Sessions

## General info

- ☐ Registration date (Europe/Zurich)

- ☐ Here is the URL of my Indico instance.

- ☐ I will be happy to present it to the participants

## Reason for participation (disabled)

- ☐ Reason for participation

apply

# REGISTRANTS LIST: ACTIONS

You can perform several actions

23 May 2013, 12:24

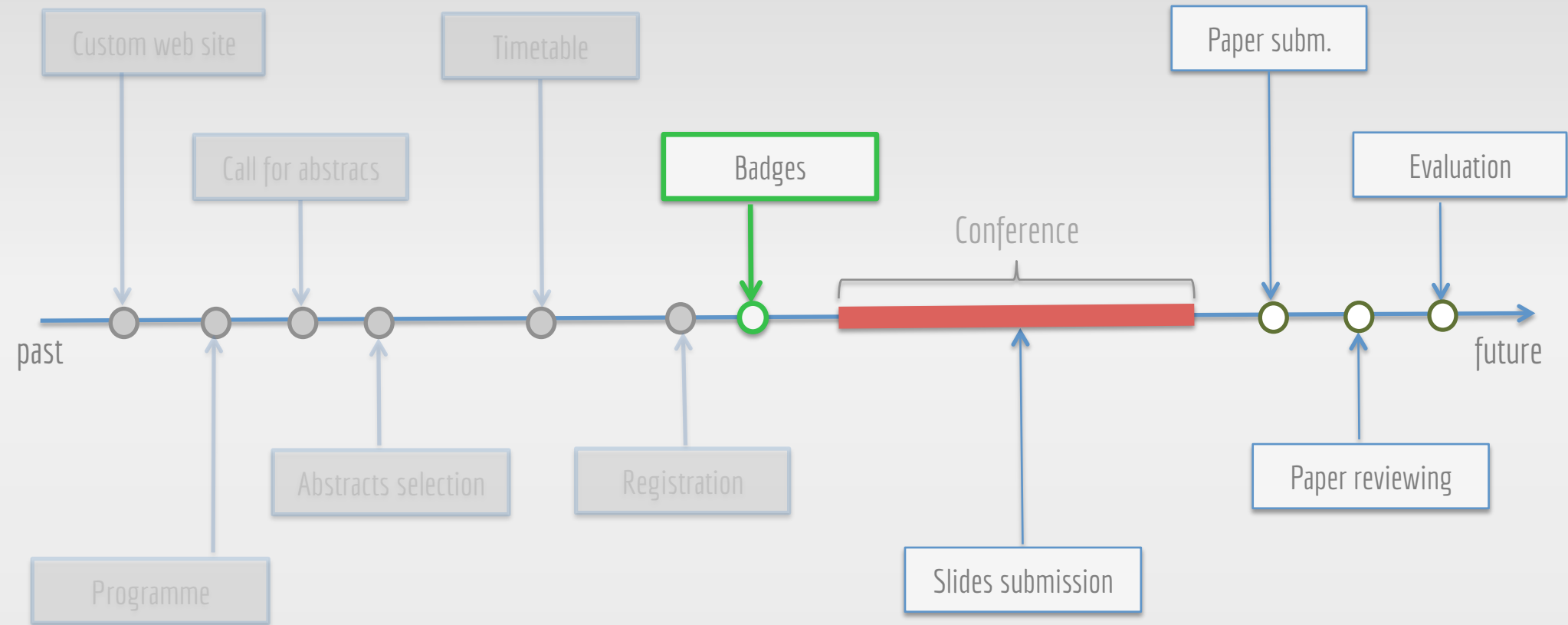
## First Indico Workshop

### List of registrants

Name	Email	Institution	Phone	City	Country	Paid	Payment ID	Amount
Dr. ANDRIAN, Ivan	ivan.andrian@elettra.eu	Elettra-Sincrotrone Trieste	+390403758353	Basovizza (Trieste)	ITALY	-	c235520r18	0.00 not selected
AVILÉS, Alejandro	alejandro.aviles@cern.ch	CERN		Geneva	SWITZERLAND	-	c235520r22	0.00 not selected
Mr. BARON, Thomas	thomas.baron@cern.ch	CERN		Geneva	SWITZERLAND	-	c235520r0	0.00 not selected
BOBE, Alexandru	alexandru.bobe@rosa.ro	Romanian Space Agency (ROSA)		Bucharest	ROMANIA	-	c235520r2	0.00 not selected
Mr. BOURILLOT, David	david.bourillot@mcm-services.com	MCM-Services	+33972360430	Saint Jean de Gonville	FRANCE	-	c235520r11	0.00 not selected
FERREIRA, Pedro	pedro.ferreira@cern.ch	CERN	+41227677159	Geneva	SWITZERLAND	-	c235520r6	0.00 not selected
Mr. FURNESS, Paul	p.furness@skatelescope.org	SKA Organisation	+441613069618	Macclesfield	UNITED KINGDOM	-	c235520r10	0.00 not selected
Mr. GAUTHIER-LAFAYE, Mathieu	mathieu.gauthier-lafaye@lapth.cnrs.fr	LAPTh - CNRS		Annecy-Le-Vieux	FRANCE	-	c235520r7	0.00 not selected
Mr. GONZALEZ LOPEZ, Jose Benito	jose.benito.gonzalez@cern.ch	CERN	+41227674345	Geneva	SWITZERLAND	-	c235520r1	0.00 not selected
HELFT, Christian	helft@lal.in2p3.fr	LAL		Orsay	FRANCE	-	c235520r3	0.00 not selected

# RECAP

## Conference lifecycle



# BADGES

You may then select which template you which to use for your PDF by selecting the radio button to the left of it and then clicking ‘Print Badges’

## Badge Printing

Print Badges

### List of available templates:

☒ CERN Badge template

Badge template design

☐ Keep these values for next time [?](#)

☒ Draw a dashed rectangle around each badge

Page size: A4

# BADGES DESIGN

You can design the badges, adding different fields (Name, affiliation, etc.)

## Editing badge template

Once you have finished designing, you may either save or discard your changes here.

**Save Template** **Cancel**

General Settings & Layout

Element Formatting

T

Times New Rom

gray

Normal

medium

Left

Width 8

Positioning

Top

Left

Center

Right

Bottom

Insert Elements

Title

+

Selected Element

Country

🗑

1

2

3

4

5

6

7

8

9

1

2

3


4

5

6

1st Indico Workshop

CERN 27 - 29 May 2013



Full Name B (w/o title)

Institution

Country

1st Indico Workshop

CEPNI 27 - 29 May 2013



**Ivan Andrian**

Elettra-Sincrotrone Trieste

ITALY



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Thomas Baron**

CERN

SWITZERLAND



1st Indico Workshop

CEPNI 27 - 29 May 2013



**David Bourillot**

MCM-Services

FRANCE



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Paul Furness**

SKA Organisation

UNITED KINGDOM



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Jose Benito Gonzalez Lopez**

CERN

SWITZERLAND



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Alejandro Avilés**

CERN

SWITZERLAND



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Alexandru Bobe**

Romanian Space Agency (ROSA)

ROMANIA



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Pedro Ferreira**

CERN

SWITZERLAND



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Mathieu Gauthier-Lafaye**

LAPTh - CNRS

FRANCE



1st Indico Workshop

CEPNI 27 - 29 May 2013



**Christian Helft**

LAL

FRANCE



# QUESTIONS?



**ALBERTO RESCO**

**<http://github.com/arescope>**

** @arescope**

**[arescope@cern.ch](mailto:arescope@cern.ch)**