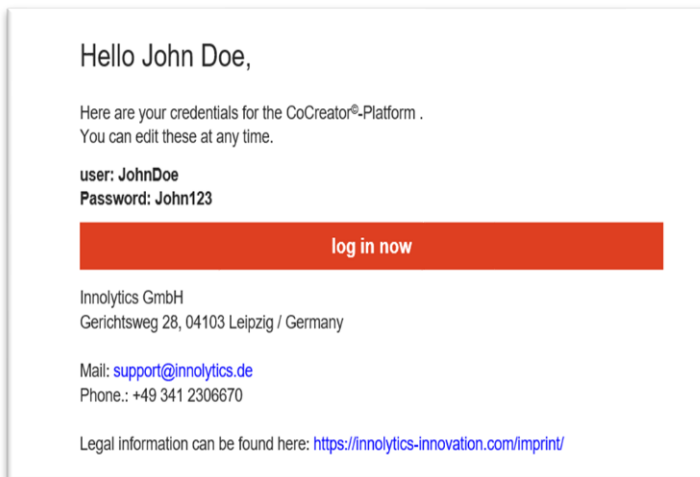## How to create and edit your ideas

Welcome to the Innolytics idea competition platform. This guide will show you in detail how to proceed after you registered yourself for the ACCESS University of Ideas Competition. As soon as we have added you onto the platform, you will receive an automated e-mail from mailingcenter@innolytics.net, which includes all necessary information to start the process.
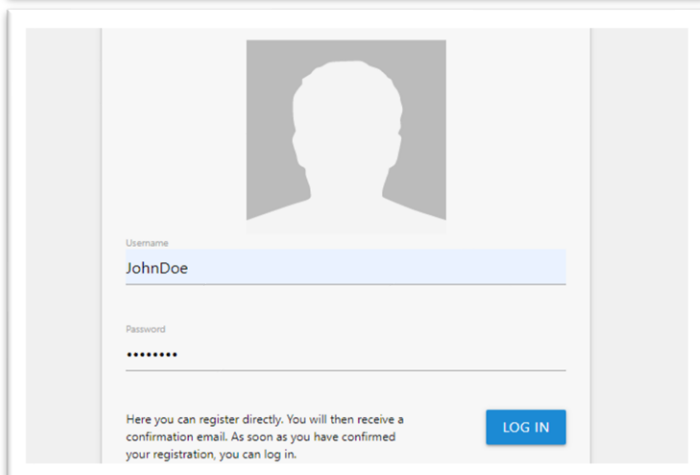
[Registration E-Mail & Login Procedure]
The following three screenshots will show you (a) where you can find your login information, (b) how to login on our platform and (3) getting to the main landing page.
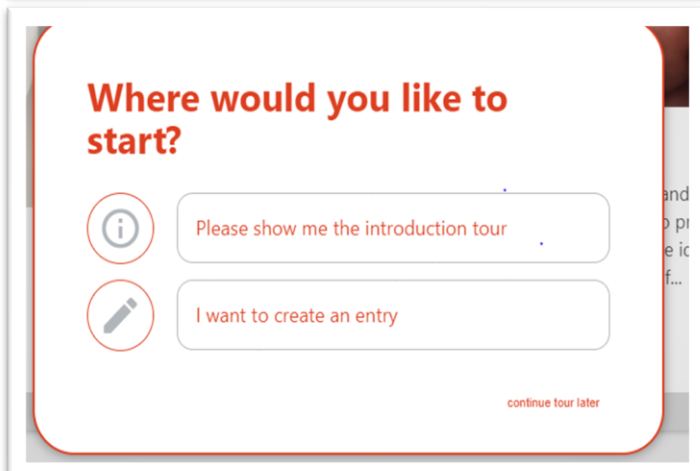

|Registration Mail|

[Here you can see your login information, more specifically your username and your automatically generated password you can change later on at any given time. To get to the log in page click on the red log in button]

|Login Screen|

[Here you have to enter your login information and follow up by clicking on the blue log in button]
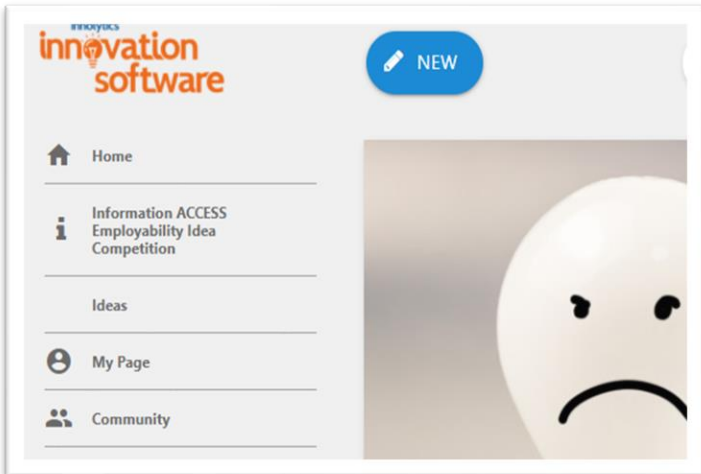

|Landing Page|

[Here you will be greeted with an automated tour. You have to agree to it at first by clicking on "Let's start". After that, you will get the screen you can see here, where you have to click on the little red words "continue tour later" on the bottom right side of the screenshot, to get to the landing page]
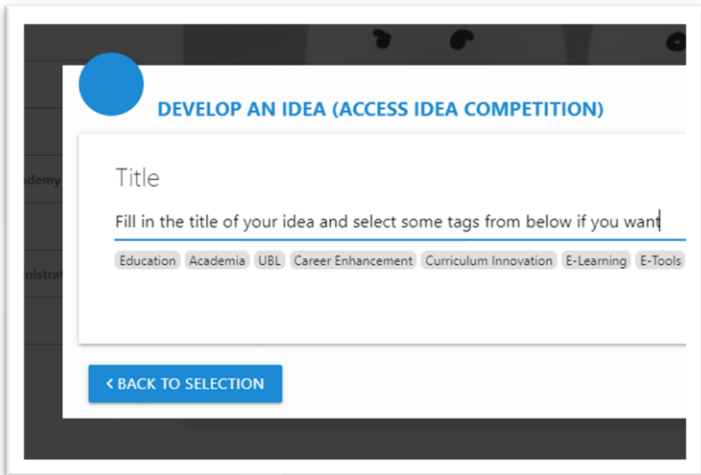
[Creating your idea]

The following screenshots will show you (a) where you can find some general information about the competition and how to generate your idea, (b) how to edit your idea by integrating necessary information and (c) how to add your team members, if there are others.

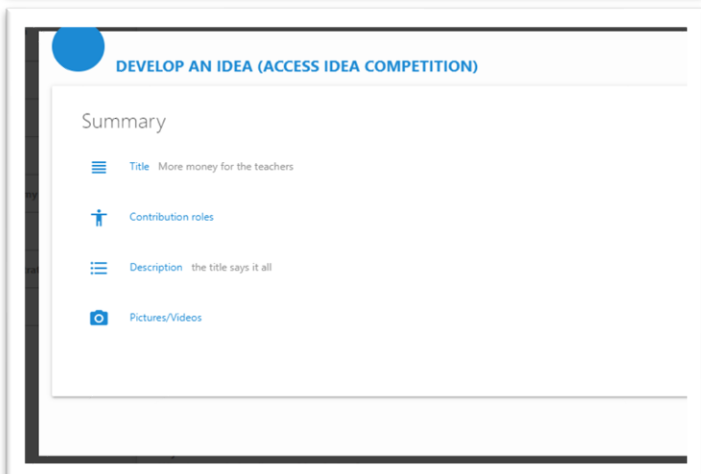

|Find more Information|

[On the left side of the page, you can see a symbol framed as an "I" for information about the Competition. You can click on it to receive some general information. To create your new idea you have to click on the blue "NEW" button at the top of your screen]
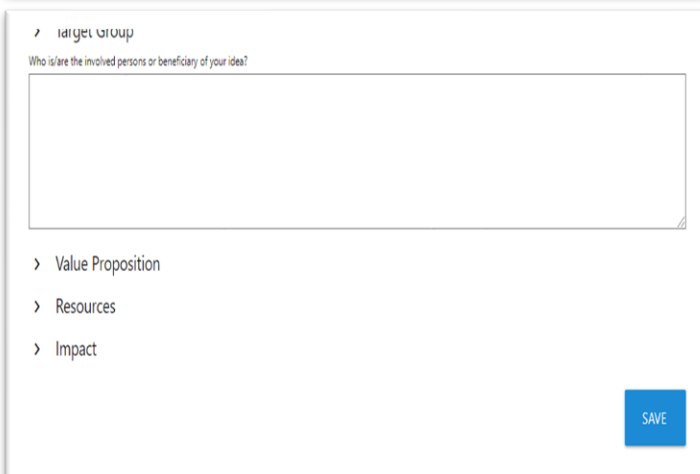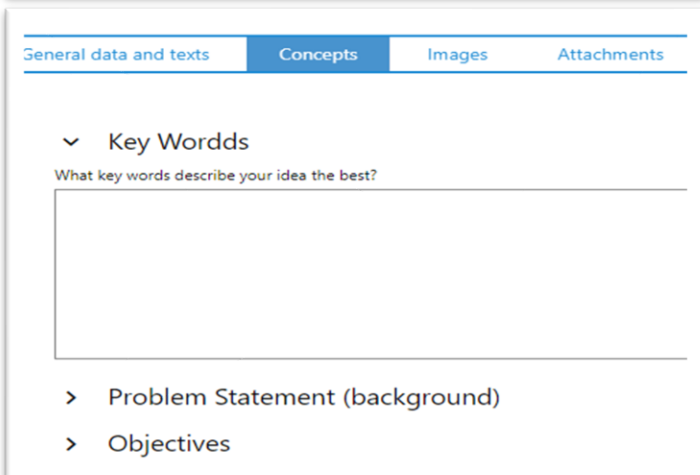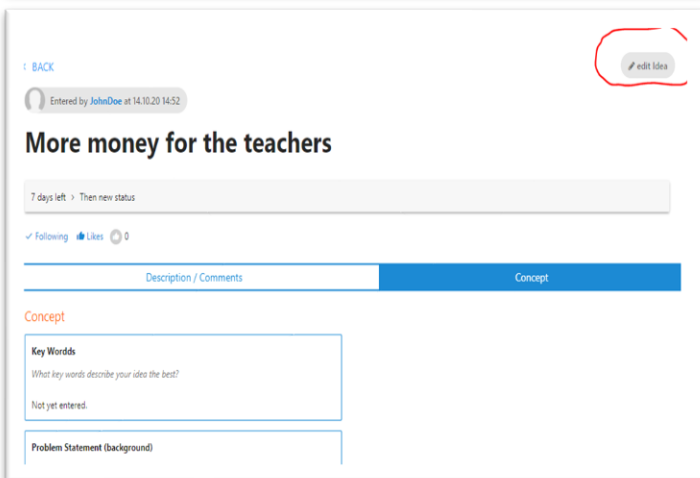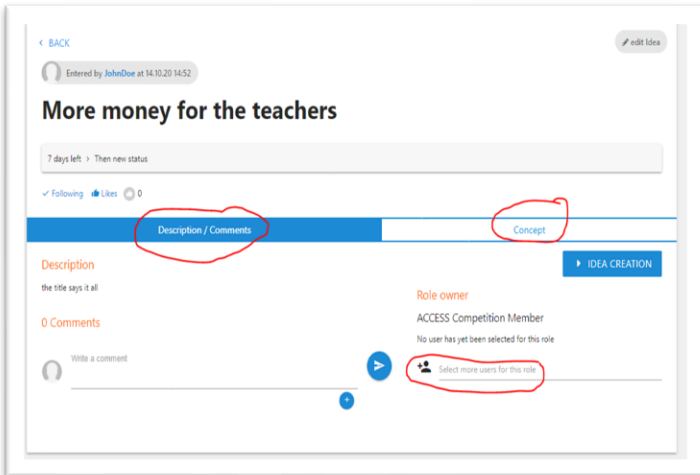
|Create your idea|

[You will be asked to give your idea a name and to choose some tags who might relate to it. Choose those as you like. Not seen on this screenshot here, but close on the right you have to finish this step by clicking on the blue button "ACCEPT"]

This is followed by another window where you can add a description of your idea. You can add something right away or change it later on.

Than you see a short summary, where it is possible to change the information you already put in and to add for example a picture to visualize your idea better. The option with the picture leads you to a section where you can enter specifics words to get some different and free to use pictures. If you want to finish this part just click on "save" at the bottom right of this window.

|Edit your idea|

[This is the main page of your idea. Here you can edit the description of it at any given time, highlighted by the red circle on the left. To add necessary and additional information you have to switch towards "Concepts" that is highlighted by the red circle on the right side.

The third and last circle on the bottom right highlights the place where you can add your additional team members. Only people who are registered on our innolytics platform can be selected there.

If you decide to switch to "Concepts" you will see all the topics on which you have to add information on the left side of it, scroll down on the homepage to get an idea. If you want to add information, or edit your idea, you have to click on the grey button "edit your idea" which is highlighted by the red circle on the top right side]

[Here you can switch between "general data ad texts", "Concepts", "Images" and "Attachments". As well as some other categories. Here you will add the bulk of you information. Take your time to think about ways to keep it as short and precise as possible]

[It is very important to save your information. The platform needs you to click on "save", at the bottom right most of the time; make sure this happens and use some other tools like Microsoft Word to collect all your information and text beforehand and only copy your information to the platform. This way you will not lose any text by accident

You can edit your idea until the end of submission. After that they can only be viewed and will be presented towards the jury for the selection process]