



2019 - PORTUGAL

## Guide for Registration

# Leo Europa Forum 2019

3<sup>rd</sup> – 10<sup>th</sup> of January 2019



## Registration Guide

### Leo Europa Forum 2019

#### Registration form launching

- On the 1st of April (normal registration period) or the 25<sup>th</sup> of April 2019 (late registration period), the registration link for Leo Europa Forum 2019 will be launched on LEF social media and website.

#### Information asked on the form

- This registration form is based on a platform called doity, that should be filled with participants' data.
- On this form, besides participants' personal data, it is possible to choose the programs for the Porto visit and to sign up for the surf class.

#### Advice on form filling

- If you forget to fill one of the spaces of the form, all the multiple-choice (not the text ones) options will be deleted, so you should fill it again.

#### Confirmation e-mail

- After you register, you will receive, on your e-mail, different "tickets". You should receive the LEF General Ticket, the ticket for the Porto visit (which corresponds to the activity you chose) and the ticket for the surf class (in case you sign up for it).
- On the last email you receive, you will have a message from the Orgateam with payment details.

#### Data and Information update

- At the bottom of the email, you can also find a link to "create your account" (**figure 1**). If you click there, it is asked to choose a password and to confirm the same password. This way, with your email and password, you can access the form and update your data, roommate, arrival/departure details and program, until the dates defined on LEF 2019 Terms & Conditions. (**figure 2**)
- In order to sign in again, using your email and password, you can use the confirmation email (as you used to sign up) or go to [doity.pt/lef2019](https://doity.pt/lef2019).
- After you create your account and sign in, you can update your data on the general "LEF ticket" (**figure 3**)

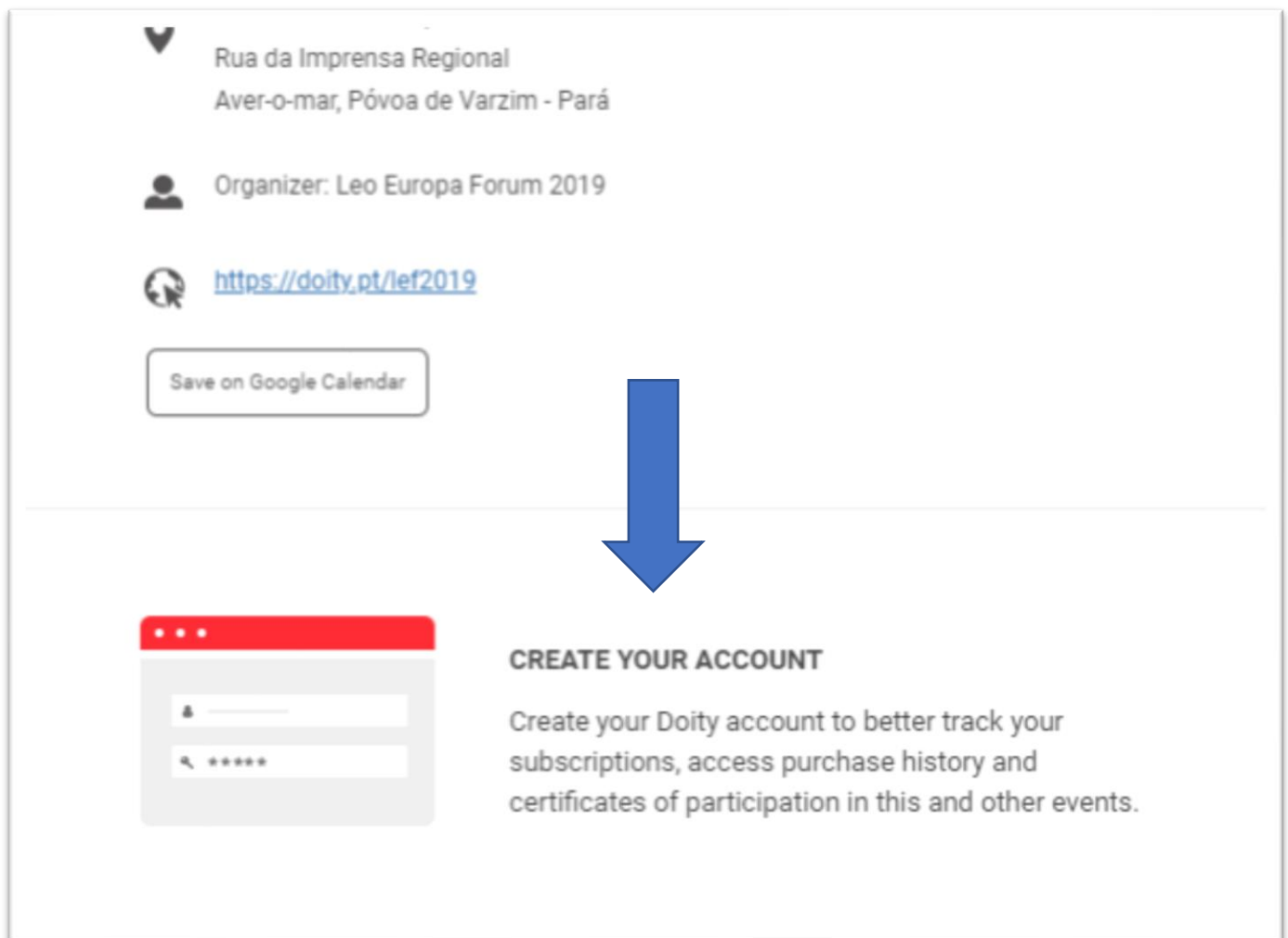


Figure 1- create your account.

**Completar cadastro**

Por favor, preencha os campos abaixo para completar o cadastro da sua conta

|   |   |
|---|---|
| <b>Nome</b><br><input type="text" value="Mafalda infante"/>       | <b>E-mail</b><br><input type="text" value="ilofficept@gmail.com"/>          |
| <b>Senha</b><br><input type="text" value="Choose your password"/> | <b>Repita a senha</b><br><input type="text" value="Confirm your password"/> |


 [Click here to confirm](#)



Figure 2- choose your password.

03  
AGO

**Evento**  
LEO EUROPA FORUM 2019

**Lote**  
LEF 2019 Registration Ticket

| <b>N de inscrição</b> | <b>Status</b> |
|-----------------------|---------------|
| 1437                  | Gratuito      |



*Figure 3- update your data.*