Registration Workflow

Step 1. Getting the invitation from TJ

TJ-SSF2023 SECRETARIAT has already sent the invitations to contact persons at each PCSH Schools. If you are a contact person at a PCSHS and have not got the invitation yet, please ask TJ- SSF 2023 SECRETARIAT for it immediately

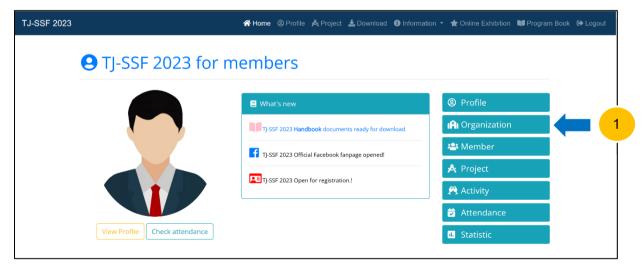### Step 2 Contact Person Registration

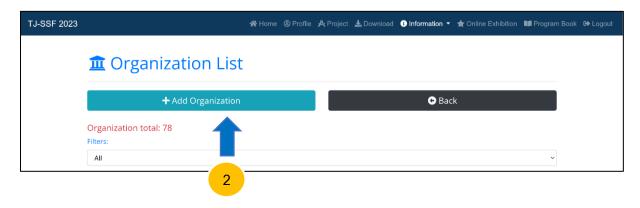The contact persons in PCSHS **MUST** register first. When register your information, choose account type:

A. All contact person who is not going to TJ-SSF2023 is a "Contact person (Attendee)".

B. The teachers contact person is a "Contact person".

**After registering

Please check the organization information! In case of not being found, you can add the organization information as following example;

Step 3 Sending the Invitations

The contact persons in PCSHS send the invitation to the other contact person and related teachers. When the contact person logs in, you can see the link "How to invite a new member" on the members in the navigation menu. Click "**Send Invitation**", You can see this button "How to invite a new member" on the Home in the navigation menu.

👤+ How to invite a new member

Sending a new invitation

You can invite a new menber from the invitation page.

1. Before you send the invitation, you have to check whether the organization where the new member will belong to is exist or not. If not please contact to TJ-SSF 2023 SECRETARIAT.
2. Go to the invitation page.
3. Enter the user name that only used in the invitation mail and email address of the person you would like to invite.
4. Click the [✉ Send Invitation] to send.
5. If you are sending more than one invitation, you can also continue to send it to the other people.

Enter the email address, then click "send invitation".

The contact person should send the invitation to:

A. The English contact person: The contact person in SSH in Japan

B. The contact person in sister school in Thailand

C. Teachers in your school

Step 4 Teachers Registration

When you get the invitation mail from the contact person in your school, click the link in the mail and then register your personal information.

When you register your information, choose your account type as follows. Teacher who…

A. takes care of students' projects is a "Participant" or "Participant (Not Attendee)".

B. doesn't take care of students' projects but who

B-1. is going to TJ-SSF2023 is a "Operation staff".

B-2. is not going to TJ-SSF2023 is a "Observer".

Step 5 Inviting Students

The teachers who register their information as "Participant" or "Participant (Not Attendee)", this means the teacher is supporting at least one or more students' projects, will send the invitations to the students.

How to send the invitation is the same way the contact person does. Please see "STEP3. Sending the Invitation"

Step 6 Students Registration

The students who receive the invitation from your teacher should register your personal information by clicking the link in the invitation mail.

When you register your information, choose your account type as follows. Student who…

A. is going to participate having students project is a "Participant".

B. is going to help the backstage work at the venue is a "Operation staff".

C. is the other than above is a "Observer".

Step 7 Project Registration

The teachers who register their information as "Participant" or "Participant (Not Attendee)" should create some students project from "Information's> Projects" on the navigation menu on the top, then click Create project to create a project.

For more information visit our website at https://tjssf2023.pcshsloei.ac.th