



## Online Judging System 2010

### User Manual (for Participants)

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## 1. Important notice

Please note that the registration on the Online Judging System is exclusively for the Start-Up@Singapore 2010 Business Plan Competition.

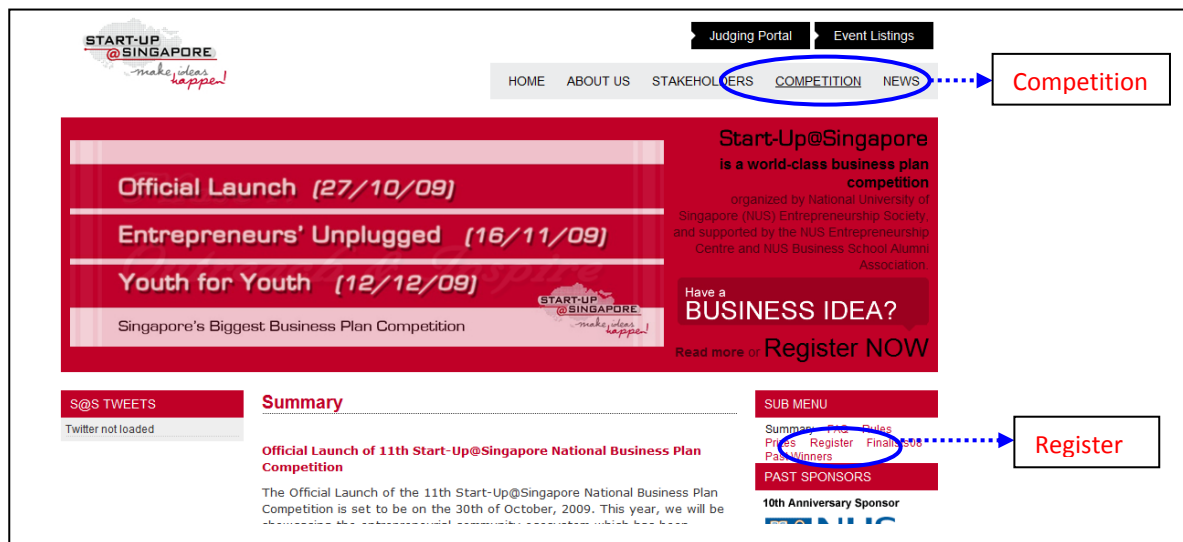
Registration for events/forums/workshops held by Start-Up@Singapore will be on the [Start-Up@Singapore main website](#). Please check the website regularly for updates on our events.

## 2. How do I access the Online Judging System?

Go to <http://startup.org.sg/judging>

Alternatively, on the Start-Up@Singapore Homepage:

1. Click on “**Competition**”
2. Click on “**Register**” in the sub menu and you will reach the Online Judging System website.



## 3. How do I register as a participant?

In the Online Judging System:

1. Click on “Register”.
2. Fill in your particulars.
3. Please note that under “Residential Status”:
  - a. **Ordinary Resident** refers to a Singapore citizen, a permanent resident of Singapore, or an expatriate holding either a valid Employment Pass or Dependent Pass or Student Pass.
  - b. **Foreigner** refers to non-residents of Singapore
  - c. **ASEAN student** refer to students studying in tertiary institutions in ASEAN countries.
4. Activate your account from your email.

## 4. Do I need to form a team immediately?

No. You can just register as a participant and form the team later. However, please form the team and submit your Executive Summary by 2359 **1<sup>th</sup> February 2010**. Please refer to the Official Contestant Kit for more info.

**5. How do I form a team?**

The team will be formed by the team leader. He will login using his own userID and send invites to the email addresses of his prospective team members. Team members will be sent an email.

If the recipient is a registered user of the system already, he will just have to login to be added to the team. If he is not a registered user yet, he will be required to register and subsequently join the team.

**6. What happens when I accept the invitation to join a team?**

When your team leader invites you to join the team, you will receive an email with a link. Click on the given link.

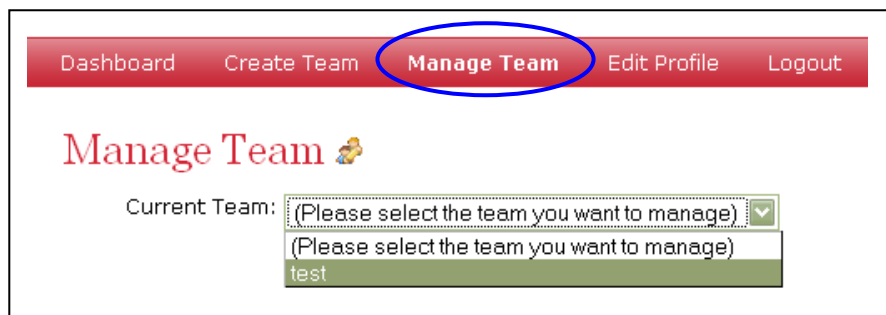
If you are already a registered user of the system, you will only be required login to be added to the team.

If you are not a registered user yet, you will be required to register before being added to the team.

You will be able to view the team/teams you are part of under “Manage Teams”.

**7. How do I use the “Manage Team” page?**

You will be able to view your team/teams profiles by selecting the team name from the drop-down menu.



Here is a summary of the functions available and who is allowed to use them.

*Note:* The accessible functions will be made available accordingly to you when you login.

Invite members to the team	<i>Only the team leader</i>
Delete a team	<i>Only the team leader</i>
Edit/update team profile	<i>Only the team leader</i>
Delete member from group	<i>The leader or the member himself</i>
Executive Summary File Submission	<i>Anyone in the team</i>

### **8. How do I submit my team's Executive Summary?**

The File Submission section can be found at the bottom of the "Manage Team" page.

Any of the team members are allowed to do the submission.  
Please submit your file in **pdf** format.

Upon submission, you will be able to see a log of your team's submission at the bottom of the section.



Team members will be able to view or delete the submission made.

If a new submission is made, the previous one will be over-written and only the latest submission will be taken as an entry to the competition.

### **9. Submission of Residential Status**

For Open Category team comprising of only ASEAN students (\*refer to students studying in tertiary institutions outside Singapore but within ASEAN region who are non-residents of Singapore), please submit a scan of student status letter of all members of the team in **ONE pdf document**.

For any other team, please submit a scan of IC of all members of the team in **ONE pdf document**.

### **10. How do I change my password/edit my profile?**

To edit your own individual profile and to change your login details, go to "Edit Profile".





**11. What is team matching for?**

Teams which are actively sourcing for members with specific skill sets can post recruitment advertisements on the S@S Judging Portal Webpage so that interested and passionate individuals can join your team upon approval from the team leader.

To feature your ads, please email to [judging@startup.org.sg](mailto:judging@startup.org.sg).

**12. Who do I contact in case of problems/queries?**

We hope that this manual helped to guide you through using the Online Judging System. For more details, refer to [the contestant kit](#).

Please feel free to contact us if you have any problems or queries. We will be glad to assist you.

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