



Registration manual for schools

This guide takes the school's contact person step by step from registering the institute to entering students, companions and logistics data. For short answers to the most common questions see also the Help & FAQ page.

The registration opening date and the deadlines for entering and editing data are set out in the call for the current edition (bando), published at <https://www.liceovenosa.edu.it/documento/certamen/>

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1. Before you start

Registration for the Certamen is made by the school, not by individual students. Each institute creates only one account per edition, even if it has several branches (plessi): from that account the contact person manages all students and companions.

Before starting, have at hand:

- the institute's institutional email (it becomes the username for logging in);
- for Italian schools, the institute's school code (codice meccanografico); schools in other countries do not enter it;
- personal data and identity document details of every student and companion;
- the consent forms signed by students and companions, available in the Forms & Information section of the menu, as PDF, JPG, JPEG or PNG (at most 4 MB each);
- the payment receipt of the registration fee, as PDF, JPG, JPEG or PNG (at most 5 MB).

You can switch the site language (Italiano or English) at any time with the buttons at the top right.

2. Register the institute

Choose Register in the top menu. The form asks only for the minimum data; the other institute data is completed after the first login.

Please note: registering alone does not enrol your school in the Certamen. Once the account is activated, sign in to the reserved area, complete the required details of the school, the participating students and the accompanying teacher, and upload the payment receipt.

1. The country is already set to Italy. If the school is in another country, choose it from the list (Other is at the bottom): in that case the school code is not required.
2. Italian schools: start typing the school code of the institute or of one of its branches. After 3 characters the matching institutes from the Italian Ministry of Education registry appear: choose yours. The institute code, name and official email are filled in automatically.
3. Check the name and correct it if needed.
4. Check the institutional email: it is the username, will receive the verification link and cannot be changed later. If you use an address different from the official one in the registry, a notice appears: you can continue, but the Certamen office may contact the school to check it.
5. Choose a password of at least 12 characters and repeat it in the confirmation field.
6. Press Register.

If you typed a branch code, the registration applies to the whole institute the branch belongs to: a message tells you so.

If the code is not among the suggestions you can type it by hand: a notice is shown, but registration is not blocked.

Without JavaScript no suggestions appear while typing: use the Search the registry button and then Choose next to your institute.

If the institute (possibly through another branch) is already registered for this edition, a red notice says so as soon as you choose it and the form cannot be sent: ask your colleagues who registered, or contact assistance.

If instead the email address already has an account for this edition, the page shows the same confirmation message, but no new account is created: an email sent to the address you entered explains what to do (use Forgot password? or resend the confirmation email).

Every edition requires a new registration with a new password: data from past years is not copied over.

3. Verify the email

After registering you receive an email at the institutional address you entered. Open it and click the verification link within the time stated in the email: the account is activated and you can log in. The email also contains a summary of the registration (user name, school, school code, country, edition and the address of the sign-in page); for security the password is never sent.

The email also recalls the next steps: sign in to the reserved area, complete the details of the school, the participating students and the accompanying teacher, and upload the payment receipt.

If the email does not arrive, check the spam folder. You can request a new one with the link "Didn't receive the confirmation email? Resend it" on the login page.

If the link expires unused, the non-activated registration can be repeated with the same data.

4. Log in

1. Choose Log in in the top menu.
2. Enter the institutional email and the password chosen at registration.

After several wrong attempts, login is temporarily blocked for security: wait a few minutes before trying again.

If you forgot the password use Forgot password? on the login page: you will receive an email with a link to choose a new one.

5. Complete the institute profile

At the first login you are asked to complete the institute's data. Until the profile is complete the other sections are not available.

1. Check country and name.
2. Italian schools: address, postcode, city and region are suggested from the Ministry registry (each suggested field is marked). Check them and correct them if needed.
3. Enter the institute's telephone number (always by hand) and, if available, its PEC (certified email).
4. Press Save. Nothing is saved until you press Save.

The institutional email cannot be changed from the profile, because it is the username.

In the profile too, a branch's school code is mapped to its institute.

6. The school area

Once the profile is complete, the Overview of the school area opens, with the institute's data, the completion percentage and the date until which data can be edited. The top menu leads to the sections:

- Students: registration of the participating students;
- Companions: registration of any accompanying teachers;
- Shuttle & Fee: shuttle service, visits, registration fee and payment receipt;
- School: editing the institute's data;
- Recent activity: the latest operations recorded for the account.

Recent activity is useful to check what was saved and when.

7. Add the students

1. Open Students and press Add student.
2. Fill in personal data: surname, first name, sex, date and place of birth, province of birth (two-letter code), residence (address, postcode, city, province and region), the student's telephone and email.
3. Fill in school data: high-school type, class (1 to 5) and section. For the tests that require it, choose the test language; for the art high school (liceo artistico), choose the technique and the material used.
4. Choose the type of identity document and enter its details: the student must present that document on the morning of the test.
5. Enter any allergies or intolerances (food or animals) and any notes.
6. In Hotel/Family Booking select at least one day of stay, or NON SOGGIORNERO' (not staying), which cannot be combined with a day.
7. Tick the declaration that the student meets the requirements of the call and the consent to data processing: both are mandatory.
8. Attach the signed Studente Minorenne (minor student) or Studente Maggioreenne (adult student) form (PDF, JPG, JPEG or PNG, at most 4 MB).
9. Press Save. Repeat for every student.

Without the signed form attached, the student's registration is not considered complete.

From the students list you can edit or delete each student until the editing deadline. The file already attached stays valid unless you upload a new one.

The organization hosts, at its own expense, in families or hotels, the competitors and companions in the number set by the rules; if the delegation does not show up on a booked day, the costs are charged to the participants.

8. Add the companions

1. Open Companions and press Add companion.
2. Enter the teacher's surname and first name, sex, date and place of birth, residence, region and telephone.
3. In the Subject and document tab enter the subject taught, the type of identity document and its details.

4. Enter any allergies or intolerances, the Hotel/Family Booking days, and tick the consent to data processing.
5. Attach the consent form signed by the companion (PDF, JPG, JPEG or PNG, at most 4 MB), available in the Forms & Information section.
6. Press Save.

Fields marked as optional can be left empty.

9. Shuttle and registration fee

This section is essential for the organization: missing data, for example a shuttle not requested, can leave students and companions without transport on arrival.

1. In the Shuttle Service tab choose the requested route (or that you do not need the service or will use your own vehicle) and the number of people.
2. If you need something not covered by the options, write it in the shuttle notes.
3. Say whether you are interested in the Matera–Venosa and Venosa–Matera transfers for the visit to Matera (organized on request of a minimum number of participants).
4. Press Save to record the shuttle choices.
5. In the Enrollment Fee Communication tab choose the fee and press Save; then select the payment receipt file (PDF, JPG, JPEG or PNG, at most 5 MB) and press Upload receipt.

10. Changes and deadlines

All data (institute, students, companions, shuttle and fee) can be edited until the deadline set in the call (bando) for the edition; in the school area, the Overview shows until when data can be edited. After the deadline it remains viewable but can no longer be edited: for corrections contact assistance.

If the institute profile was not completed by the deadline, the account stays locked on the completion step: contact the Certamen office.

11. Password and logging out

- To change the password use Change password in the menu: the current password is required.
- If you forgot it, use Forgot password? on the login page.

- When you finish, press Log out, especially on shared computers.
- Do not share the password with people outside the school.

12. Need help?

Answers to the most common questions are on the Help & FAQ page. The assistance contact details are shown at the bottom of every page of the site.