Portfolio upload manual
## International Conferences of ELSA

I.   How to get your login and password?

1. Go to conferences.elsa.org/admin
2. Click on "**Lost your password**?" button
3. Insert the email address you have filled in previously in the ICE Specification Form
4. You have received an email from WordPress on the same email address used in the Specification Form. Keep in mind to check the spam folder, sometimes the email may be automatically forwarded there.
5. You are searching for an email whereby you will have "[European Law Students' Association Sites.] Password Reset" or similar.
6. Follow the instructions in the email. This will generate a new password for you. You can keep the randomly generated one given by default or change it on the spot.
7. Now, you have both a username and password that you can use to login into your ICE portfolio.
8. Should you want to change your password you can do this via the WordPress admin platform by following the upcoming steps:
   – left panel – users – your profile – scroll down – password change

II.   How to create and update your ICE portfolio?

1. Click on "**Portfolios**"
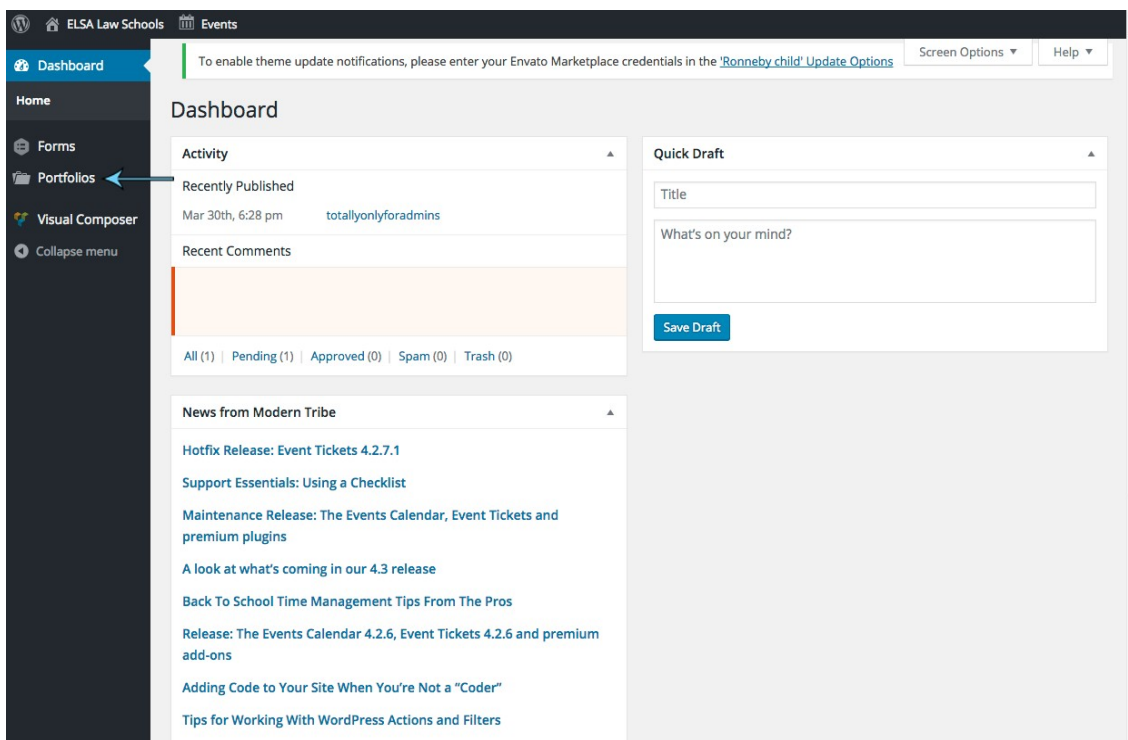
2. Click on "**Add new**"
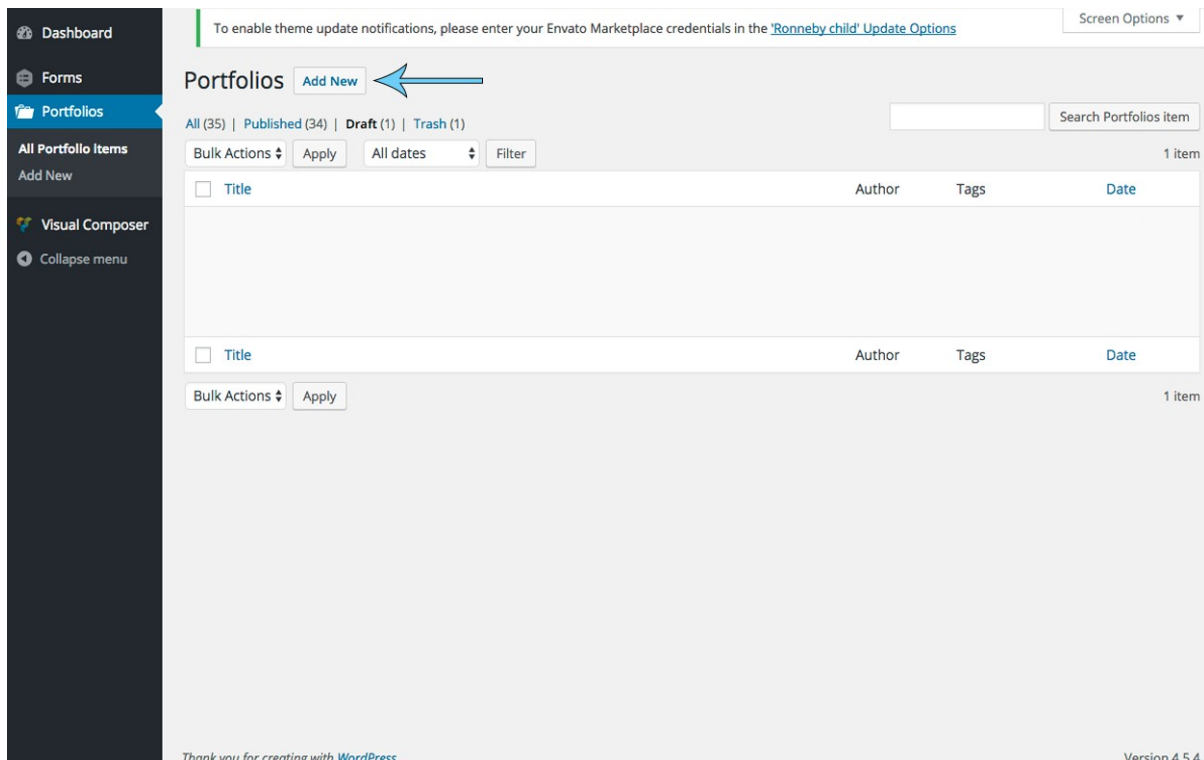
3. Click on "**Enter title here**" (see the picture below)
- Fill in the **city** where an ICE takes place and the **topic** of the ICE
    Example: Madrid – Medical Law

4. Click on the big **text area** below the slot dedicated for the title (see the picture below)
- Fill in a **short description** of the ICE which should not be longer than 3- 4 sentences.

5. Click on "**Tags**" on the right (see the picture below)
- Tags help the search engines such as Google to find your ICE easier.
- Fill in any word which you consider relevant for your ICE in order to help the search engines (we recommend topic, city, venue, academic partner, *etc.*)
    Example: Madrid, Spain, MedicalLaw, Medicine, Law, ICEMadrid

6. Click on "**Categories**" on the right (see the picture below)
- Choose from the menu which country your ICE will be taking place in.

Steps 3 – 6 are marked in blue in the image below
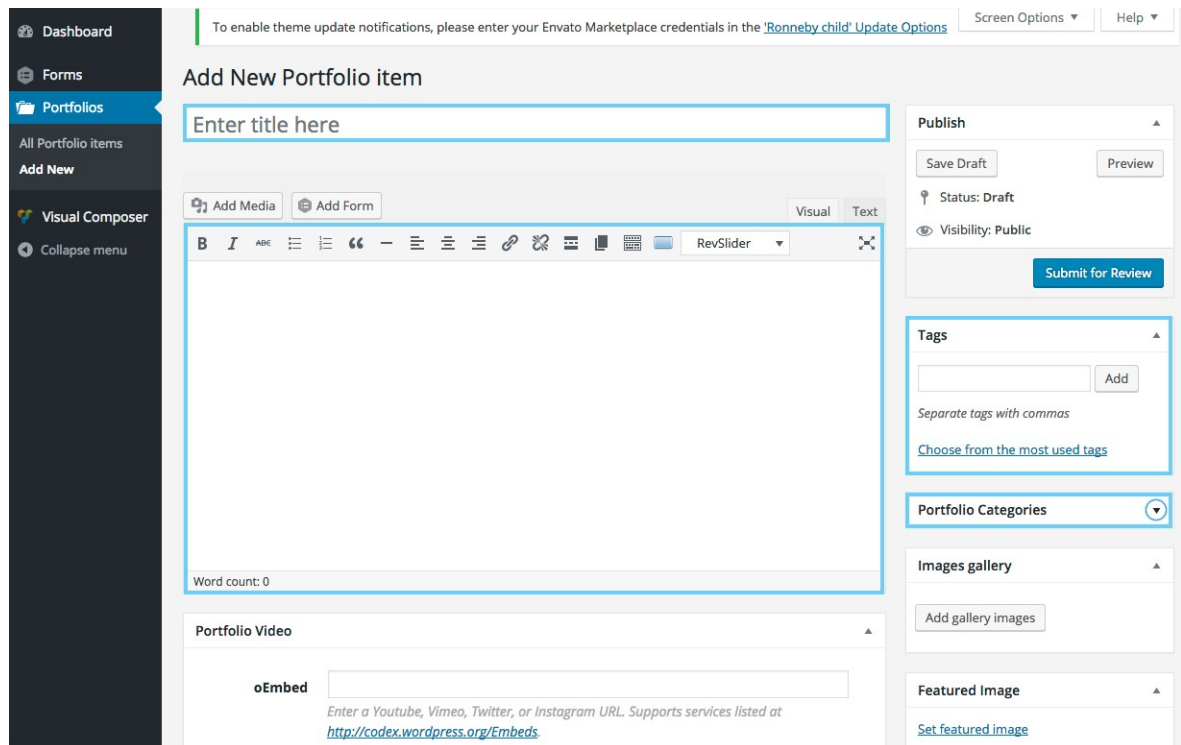
7. Scroll down to the "**International Conferences of ELSA**" box (see the pictures below)

- Under "venue" fill in the city and country where the ICE takes place. Use a comma to separate the names.
    Example: Madrid, Spain

- Fill in the date of arrival (first day of the official ICE programme)

- Fill in the date of departure (last day of the official ICE programme)

- Fill in the fees (respectively for ELSA members from non-favoured countries, ELSA members from favoured countries, and non-members; Separate those fees with a comma)
    Example: ELSA members from non-favoured countries – 70 euro, ELSA membrs from favoured countries – 60 euro, non-members – 100 euro

- Fill in the intended number of participants

- Fill in the name of the academic/institutional partner of your ELSA Law School
    Example: Univeristy of Madrid, Faculty of Law

- Fill in the applications start date

- Fill in the application end date

- Insert the link to your application form

- Insert the link to the conference website/Facebook fan page, should you have one

- Insert contact information (email address) of the main contact person from the OC of your ICE, or your official ICE email address (make sure it is an official ELSA email address).

8. Click on the "**Academic Programme**" box (see the pictures below)

- Fill in the preliminary academic programme of your ICE following the model:
  - Day 1.:
    - arrivals
  - Day 2.:
    - 09:00-09:20 – Registration
    - 09:20-11:00 – Opening lecture
    - 11:00-13:00 – Lunch break
    - 13:00-16:00 - panel I
    - 16:00-16:30 – coffee break
    - 16:30-18:00 – panel II
  - Day 3.:
    - 09:00-12:00 – panel III
    - 12:00-13:00 – lunch
    - 13:00-15:00 – panel IV
    - 15:00-15:30 – coffee break
    - 15:30-16:30 – closing

9. Click on the "**Social Programme**" box (see the pictures below)
- Fill in the preliminary social programme of your ELSA Law School following the model:
  - Day 1.:
    - Welcome reception
  - Day 2.:
    - Networking event

10. Click on "Additional services" box (see the pictures below)
   - Fill in the information of any additional services that you provide, e.g. a discount on the certain venue of the accommodation

11. Upload the portfolio picture in the box **"Featured image"**

Steps 7-11 are marked in blue in the images below

Academic/Institutional Partner *

Academic Programme *

Social Programme *

Additional Services *

Logo_position   -- Select logo po: ▼

Menu_position   -- Select menu p ▼

Side_Area   ○ On   ○ Off

Top_inner_page   ○ On   ○ Off

Images gallery   ▲

Add gallery images

Featured Image   ▲

Set featured image

Applications Start Date *

Applications End Date *

Application Form *

**Conference Website**

Contact *

12. Scroll up to the "**Images gallery**" box (situated on the right side of the page; see the picture below)

• Click on "**Add gallery images**" and then upload pictures that you would like to have on your ICE portfolio. Please make sure that you have **the necessary rights to use such images** (for more information please contact marketing@elsa.org)

• We recommend using pictures which showcase the following:
  o City (where an ICE takes place);
  o Academic programme venue(s);
  o Social programme venue(s);

13. Scroll down to **"Portfolio Video"** (see the picture below)

• In "oEmbed" slot you can type in a link to e.g. the YouTube video of your ICE, should you have one.

Steps 12-13 are marked in in the images below
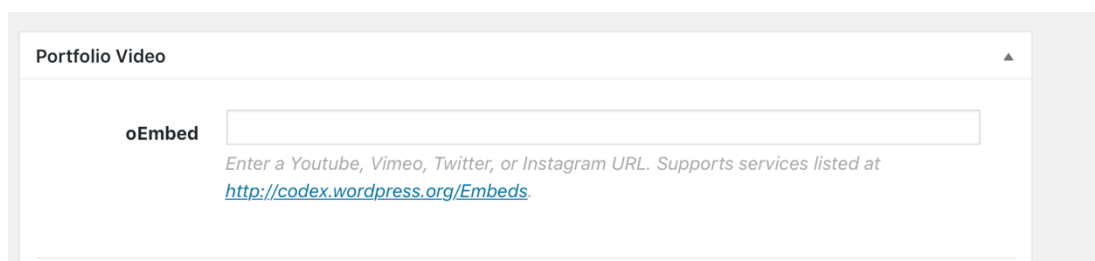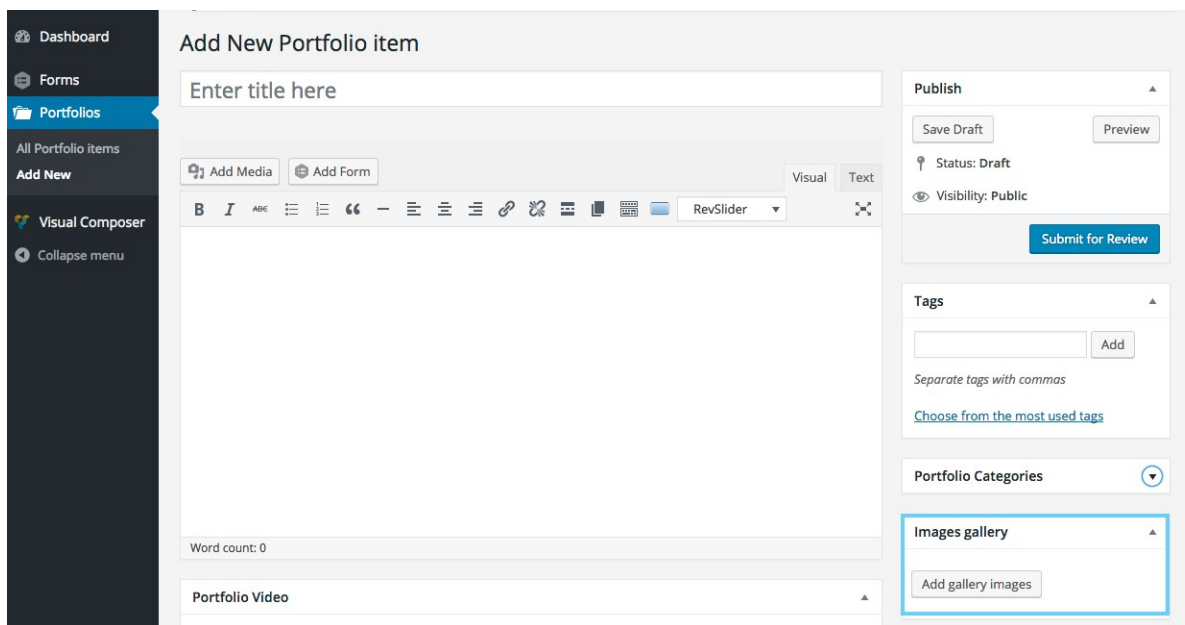
14. When you have everything completed, scroll back to the top of the page and on the right click on "**Submit for Review**" (see the picture below)

• When you are not finished with updating information, you can click on "Safe draft" so that the information you updated so far will not be gone. You can always submit for review your draft later on.

• ELSA International will receive notification and check your submitted data

- Afterwards the information will be **accepted** and **published** on the website.
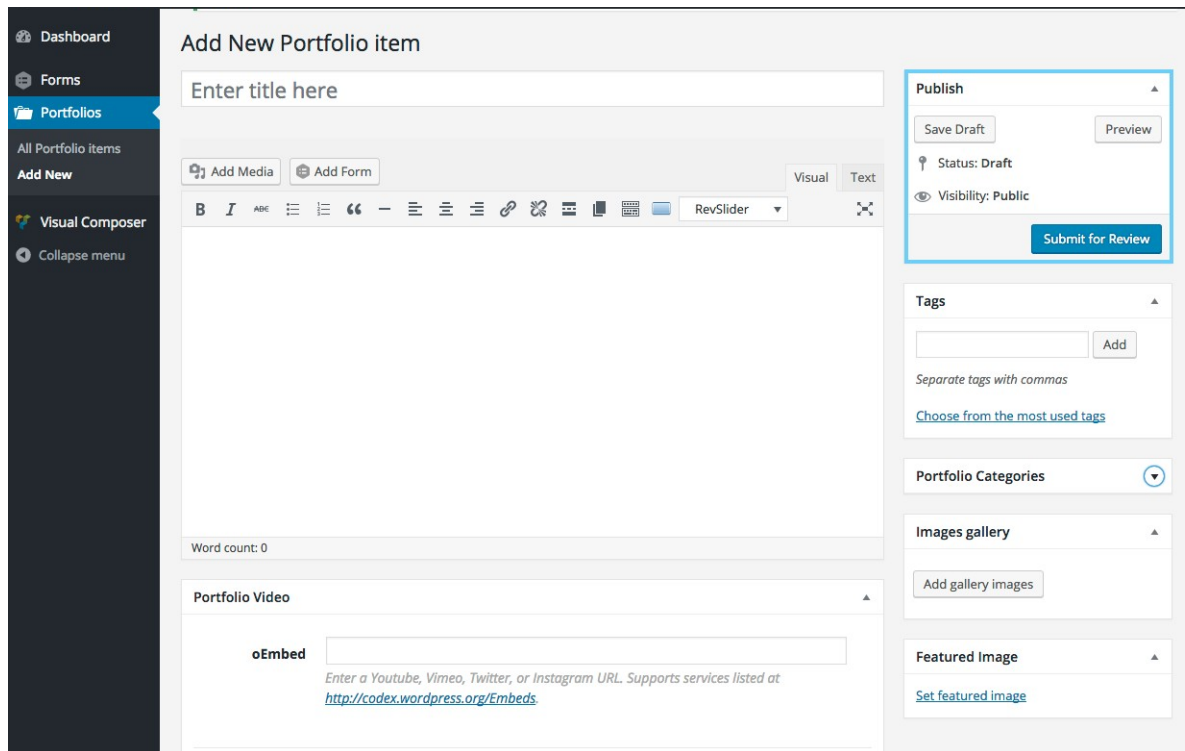
Should you have any questions or need for clarification, feel free to contact the Vice President in charge of Seminars and Conferences of ELSA International at seminarsconferences@elsa.org

Best of luck with your ICE!