



Online Competition System 13th Start-up@Singapore

User Manual (for Participants)

Start-Up@Singapore
14A Prince George's Park
Singapore 118413
Website: www.startup.org.sg

Organised by:



Supported by:



Contents

1. Important Notice	2
2. How do I access the Online Competition System?	2
3. How do I register as a participant?	2
4. Do I need to form a team immediately?	4
5. How do I form a team?	4
6. What happens when I accept the invitation to join a team?	4
7. How do I use the “Manage Team” page?	4
▪ Invite members to the team	
▪ Delete a team	
▪ Edit/update team profile	
▪ Delete member from group	
▪ Executive Summary File Submission	
8. How do I submit my team’s ES?	5
9. Submission of Residential Status	5
10. How do I change my password/edit my profile?	6
11. What is Team Matching for?	6
12. Who do I contact in case of problems/queries?	6

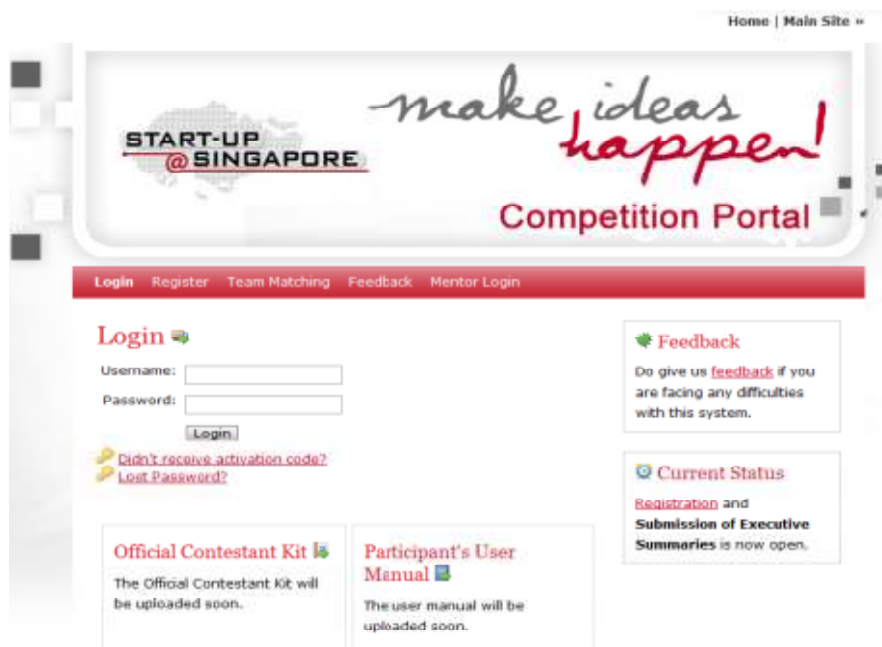
1. Important notice

Please note that the registration on the Online Competition System is exclusively for the Start-Up@Singapore 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 Competition System?

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



3. How do I register as a participant?

In the Online Competition 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.
4. Activate your email 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 4th February 2012. Please refer to the Official Contestant Kit for download at our [Competition Portal](#) for more info.

5. How do I form a team?

The team will be formed by the team leader. He/She 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	Only the team leader
Delete a team	Only the team leader
Edit/update team profile	Only the team leader
Delete member from group	The team leader or the member himself
Executive Summary File Submission	Anyone in the team

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.

Your Executive Summary has been submitted. You may submit your Executive Summary again. Only your latest submission will be judged.

Executive Summary: PDF Only

No file chosen

8-[ES]_rrr_-_20100910.pdf

[Download | Delete]

File format: [teamid]-[filetype]_[teamname]_-_[yyyymmdd].pdf

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

Please submit a scan of IC of all members of the team in **ONE pdf document**. This is required to ascertain your residential status and to have a photo identification of the team members for verification purposes.

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 Competition Portal Webpage so that interested and passionate individuals can join your team upon approval from the team leader.

Who do I contact in case of problems/queries?

We hope that this manual helped to guide you through using the Online Competition System.

Please feel free to contact us if you still have any problems or queries, and we will be glad to assist you.

Sanchit Grover
Competition Director
13th Start-Up@Singapore
sanchit.grover@startup.org.sg

Siddharth Rajgopalan
Competition Director
13th Start-Up@Singapore
siddharth@startup.org.sg