

The logo features a large, light blue circle in the background. In the foreground, there is a stylized blue wave with several dark blue dots of varying sizes trailing behind it to the right.

EVOLVE2CARE

Open Call

AccelUP Registration Guide

Project Website: www.evolve2care.eu

Open Call platform: <https://accelup.eu/home>



Funded by
the European Union

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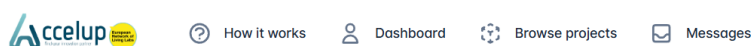
1 AccelUP Registration for Innovators

1.1. Accessing the platform

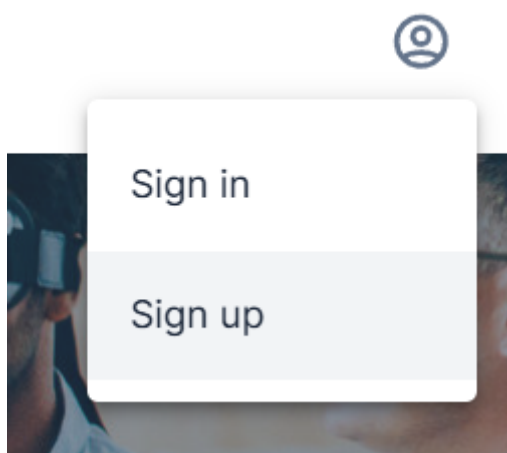
- **AccelUp** can be accessed from: www.AccelUp.eu

1.2. User registration

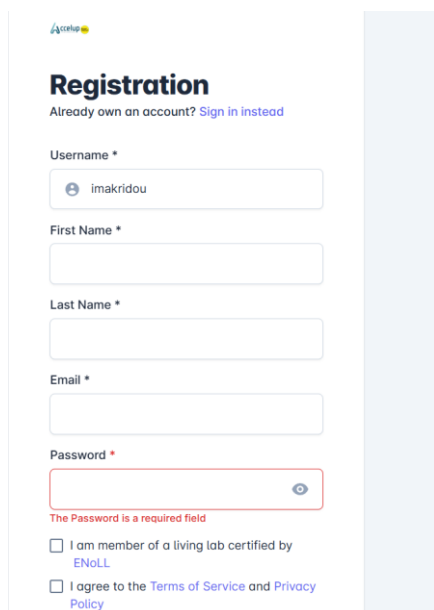
- **Sign in** and **Sign up** are accessible from the **Profile Icon**  on the right top side of the menu.



- **Registration:** Registration is available from the Sign up option



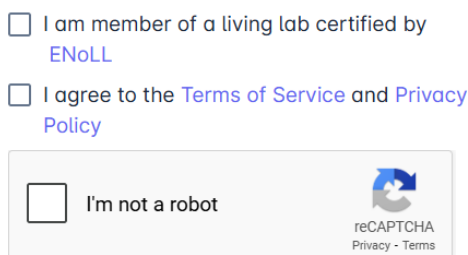
- The **Registration form** requires some basic information:



The screenshot shows the AccelUP Registration page. It includes a header with the AccelUP logo and the title 'Registration'. Below the title is a link 'Already own an account? Sign in instead'. The form fields are: Username (with a dropdown arrow and the text 'imakridou'), First Name, Last Name, Email, and Password (with a red border and a red error message 'The Password is a required field'). Below the Password field are two checkboxes: 'I am member of a living lab certified by ENoLL' and 'I agree to the Terms of Service and Privacy Policy'. To the right of the form is a vertical light blue bar.

Do not enable the “I am member of a living lab certified by ENoLL.”

- Acceptance of the **Terms and Conditions** and **reCAPTCHA** validation are required to proceed.

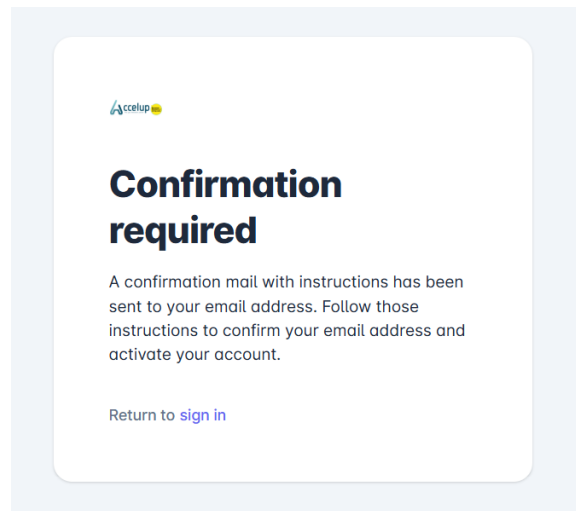


This block shows a close-up of the checkboxes from the registration form. It includes the checkbox 'I am member of a living lab certified by ENoLL' and the checkbox 'I agree to the Terms of Service and Privacy Policy'. Below these is the reCAPTCHA section, which includes a checkbox 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'.


Submit

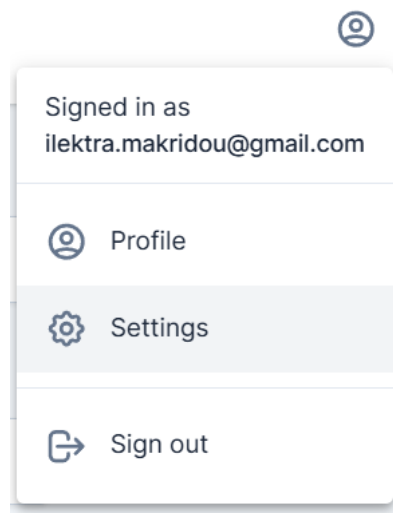
1.3. Email Verification

- A confirmation email will be sent, requiring the user to click on the link to verify their email. If it does not appear please check the **Junk** folder.



1.4. Profile details

- To add more information to your profile you can click on the Profile Icon  and go to **Settings**



- From the **Account** section of **Settings**, more information can be added.

Do not update the Services section.

Settings

- Account
Manage your public profile and private information
- Security
Manage your passwords

Mobile Number *

Landline Number *

Address *

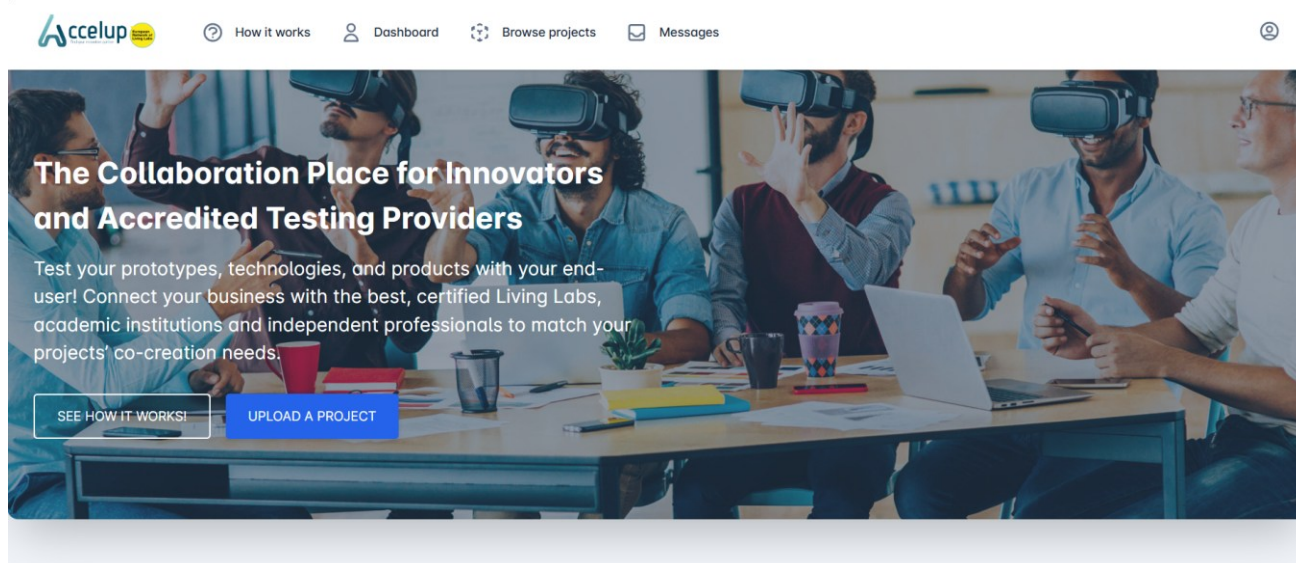
Country *

Services

☐ Any
 ☐ Access to data
 ☐ Intake and matching
 ☐ Capacity building
 ☐ Clinical trials
 ☐ Co-creation session

1.5. Project Registration

- To register your project you need to go to the **Main Page** of AccelUp



- Click on Upload a Project
- Fill the necessary information
 - For title: provide the name of your project - innovation
 - For description: A brief description of the project (the problem it aims to solve, the description of how it will solve it). A maximum of 1000 words.
 - For The Project's services you can consult this page: [R&D Services](#)
 - For Country: Specify the Country of the Innovator
 - For the Budget: pick the minimum and maximum budget you can provide for the services offered by the Living Lab

! Keep in mind that the voucher will cover up to 5000 euros.

Create a Project

Basic information

Title *

Description *

The project's services *

Country *

Budget

Min budget *

Max budget *

Choose a bid expiration date

€

€

☐ Hourly budget

Ignore the **Hourly Budget** option.

- Enabling **Sealed Bids** will keep all bids private. This means that other Living Labs won't be able to see the bids offered by their organization.

Visibility

- ☐ Sealed Bids (Only the owner of the project can see all the bids. All the others can see bids made only by their organization.)

Cancel


Save







2. AccelUP Registration for Living Labs

2.1. Accessing the platform

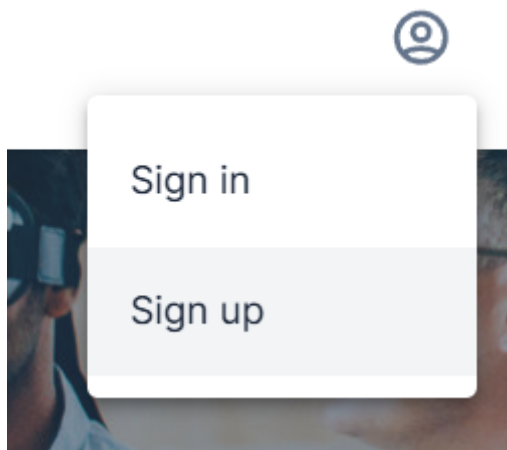
- AccelUp** can be accessed from: www.AccelUp.eu

2.2. Living Lab registration

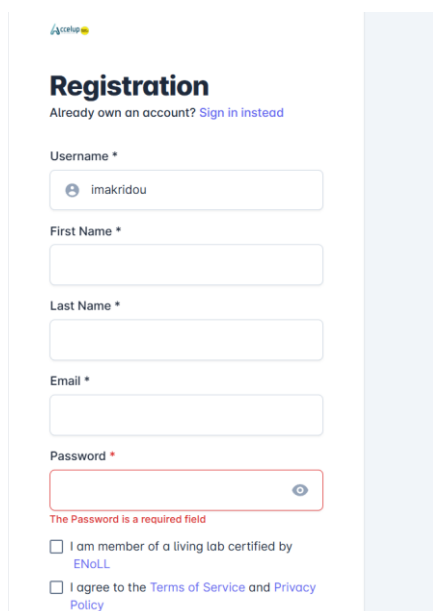
- **Sign in** and **Sign up** are accessible from the **Profile Icon**  on the right top side of the menu.

  How it works  Dashboard  Browse projects  Messages 

- **Registration:** Registration is available from the **Sign up** option



- The **Registration form** requires some basic information:



Registration
Already own an account? [Sign in instead](#)

Username *

First Name *

Last Name *

Email *

Password *

The Password is a required field


☐ I am member of a living lab certified by [ENoLL](#)

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

- The **“I am member of a living lab certified by ENoLL”** should be enabled. For more information about the ENoLL certification please view the FAQ.
- Acceptance of the **Terms and Conditions** and **reCAPTCHA** validation are required to proceed.

☐ I am member of a living lab certified by [ENoLL](#)

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

☐ I'm not a robot


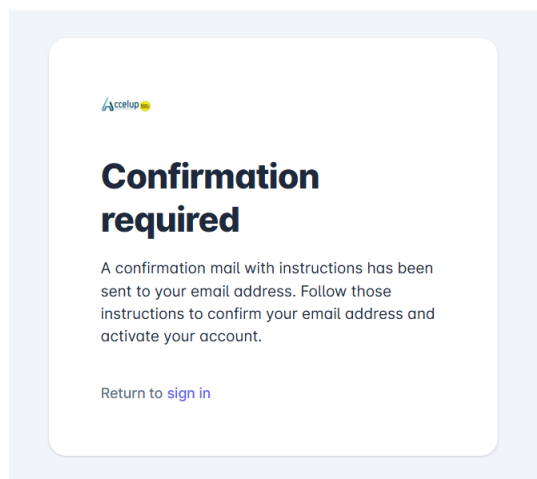
reCAPTCHA

[Privacy](#) - [Terms](#)


Submit

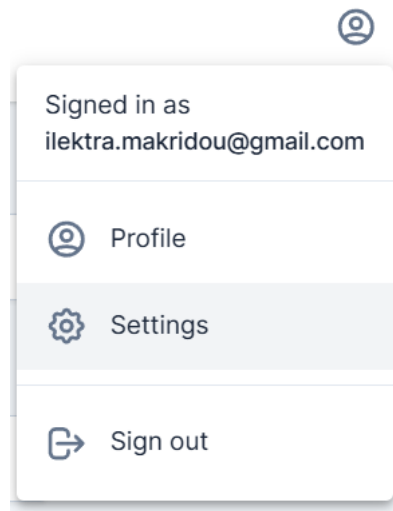
2.3. Email Verification

- A confirmation email will be sent, requiring the user to click on the link to verify their email. If it does not appear please check the **Junk** folder.

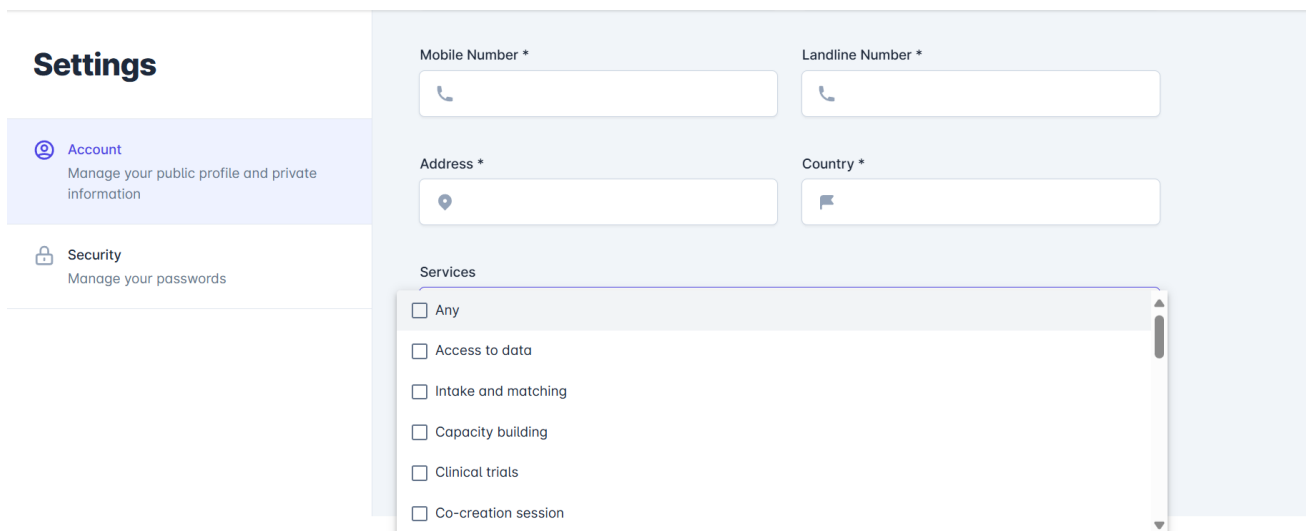


2.4. Profile details

- To add more information to your profile you can click on the **Profile Icon**  and go to **Settings**



- From the **Account** section of **Settings**, more information can be added.
- It is important to add the **available Services**.



The image shows the "Settings" page. On the left is a sidebar with "Settings" at the top, followed by "Account" (with a person icon and description "Manage your public profile and private information") and "Security" (with a lock icon and description "Manage your passwords"). The main content area is titled "Settings" and contains several input fields: "Mobile Number *" and "Landline Number *" (both with phone icons), "Address *" (with a location pin icon), and "Country *" (with a flag icon). Below these is a "Services" section with a list of checkboxes: "Any", "Access to data", "Intake and matching", "Capacity building", "Clinical trials", and "Co-creation session". The "Any" checkbox is currently selected.