EVOLVE2CARE

Open Call

Accelup Registration Guide

Project Website: <u>www.evolve2care.eu</u>

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





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1 Accelup Registration for Innovators

1.1. Accessing the platform

• Accelup can be accessed from: <u>www.accelup.eu</u>

1.2. User registration

• Sign in and Sign up are accessible from the Profile Icon (2) on the right top side of the menu.

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



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



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Accelup 🖶		
Reg	jistration y own an account? Sign in instead	
Userna	me *	
θ	imakridou	
First Na	ame *	
Last Na	ime *	
Email *		
Passwo	ord *	
	•	
The Pase	sword is a required field	
I am EN	n member of a living lab certified by oLL	
🗌 I ag	ree to the Terms of Service and Privacy	

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.

I am member of a living lab ENoLL	certified by
I agree to the Terms of Serv Policy	ice and Privacy
I'm not a robot	reCAPTCHA Privacy - 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.





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Confir	rmation
requir	ed
A confirmation sent to your e instructions to activate your	n mail with instructions has been mail address. Follow those o confirm your email address and account.
Return to sign	in

1.4. Profile details

• To add more information to your profile you can click on the Profile Icon ⁽²⁾ and go to **Settings**



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

Do not update the Services section.





Settings	Mobile Number *	Landline Number *	
Account Manage your public profile and private information	Address *	Country *	
Security Manage your passwords	Services		
	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
 - a. For title: provide the name of your project innovation
 - b. 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.
 - c. For The Project's services you can consult this page: <u>R&D Services</u>
 - d. For Country: Specify the Country of the Innovator
 - e. For the Budget: pick the minimum and maximum budget you can provide for the services offered by the Living Lab





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! Keep in mind tha	the voucher will cove	r up to 5000 euros.
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Basic information		
Title *		
8		
Description *		
=		
		<i>A</i>
The project's services	*	Country *
The project's services	*	Country *
The project's services '	*	Country *
The project's services '	•	Country *

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.)



2. Accelup Registration for Living Labs

2.1. Accessing the platform

• Accelup can be accessed from: <u>www.accelup.eu</u>



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2.2. Living Lab registration

• Sign in and Sign up are accessible from the Profile Icon (2) on the right top side of the menu.

Accelup 📾 🕜 How it works 🖉 Dashboard 🞲 Browse projects 🗔 Messages

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



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

(Accelup -	
Registration	
Username *	
🙁 imakridou	
First Name *	
Last Name *	
Email *	
Password *	
o	
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
I agree to the Terms of Serv Policy	vice and Privacy
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** (2) and go to **Settings**







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

Settings	Mobile Number *	Landline Number *
Account Manage your public profile and private information	Address *	Country *
Security Manage your passwords	Services	
	Access to data Intake and matching	1
	Clinical trials	

