



Online Competition System 12th Start-Up@Singapore

User Manual (for Participants)

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Organised by:



Supported by:



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1. Important Notice

Please note that the registration on the Online Competition System is exclusively for the 12th 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/>

Home | Main Site »

START-UP
@SINGAPORE

make ideas
happen!

Competition Portal

Login Register Team Matching Feedback Mentor Login

Login

Username:

Password:

Login

Didn't receive activation code?
Lost Password?

Feedback

Do give us **feedback** if you are facing any difficulties with this system.

Current Status

Registration and Submission of Executive Summaries is now open.

Official Contestant Kit

The Official Contestant Kit will be uploaded soon.

Participant's User Manual

The user manual will be uploaded soon.

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.

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4. Activate your 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 hours on 23rd January 2011. Please refer to the Official Contestant Kit available 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 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.



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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	<i>Only the team leader</i>
Delete a team	<i>Only the team leader</i>
Edit/update team profile	<i>Only the team leader</i>
Delete member from group	<i>The leader or the member himself</i>
Executive Summary File Submission	<i>Anyone in the team</i>

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.

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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.

12. Who do I contact in case of problems/queries?

We hope that this manual helped to guide you through using the Online Competition System. For more details, refer to our [website](#).

Please feel free to contact us if you have any problems or queries. We will be glad to assist you.

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