# HOW TO USE JOINSPACE
ESA EDUCATION'S REGISTRATION PORTAL

The ESA Education portal joinspace.esa.int (joinspace) is a powerful database which helps ESA Education to manage their applications since 2007. However it is sometimes not intuitive to use. Therefore this guidelines should help to navigate through joinspace and use it properly.

1   REGISTER AND PERSONAL INFORMATION

1.1   Registration

Before it is possible to use joinspace an account is needed. Each student and endorsing professor will need to register. Clicking **Register** (1) on the menu on the left side of the website will open a form where personal details have to be entered. After filling in this form, the registration can be concluded by clicking **Register** (2) at the top of the page. After registration users can log in using the credentials which were sent my e-mail.
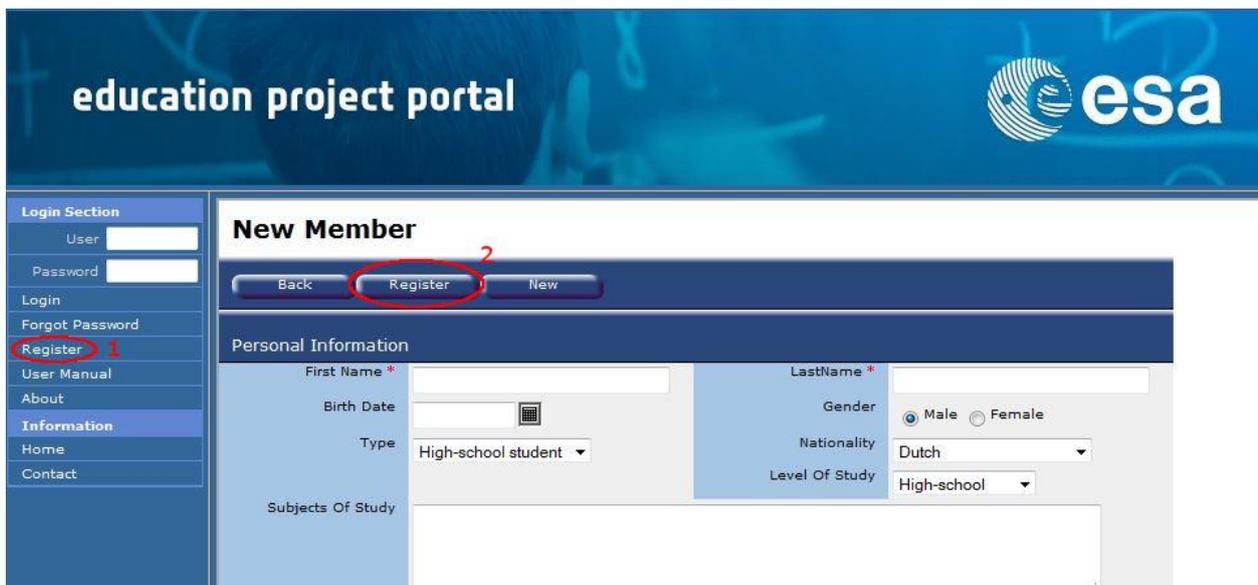
1.2   Registration Troubleshooting

A common occurrence is the pop-up of an error message when trying to register for joinspace. This error occurs if you have previously registered in the system, using the same email address. If this error occurs, first try the password recovery system. If the error persists, contact the system administrator (student.participation@esa.int) who will forward you your login information.

1.3   Changing your details

After logging in details can be viewed under **My Profile** (1). Users are advised to change their password after first login. All details can be changed by clicking **edit** (2) on the top of the My Profile page. Changes are saved by clicking on **Update** (3). Clicking on **Read** (4) will change the view back from the editing window.
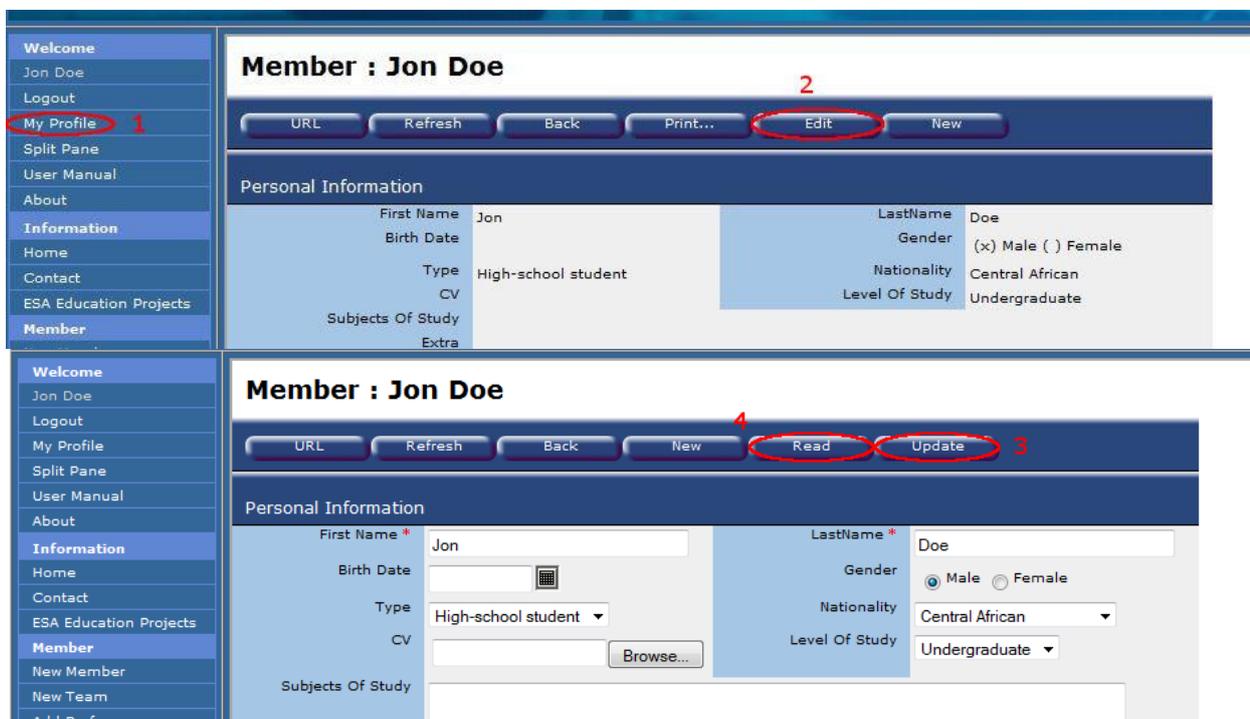
## 1.4   Checking your details

In this view it is possible to see all registrations and teams of a user. If there is no team/registration shown here, then the user is not enlisted in any.

2 TEAMS

2.1 Creating a new team

By clicking on **New Team** users can create a new team. The person creating the team will automatically be the Team Leader. He will then have to do the following steps:

- Insert a Team Name.
- Do not change the Code!
- Choose the project he wants to create a team for (alphabetically sorted drop down list).
- To add team members the team leader has to click on the plus sign and type in the first and last name with which the team member registered on joinspace.
- Only team members who are already registered on joinspace should be added. Adding team members that have not registered on joinspace first seems possible, but often leads to complications later. Therefore it is essential to use the exact names used for registration by the team members.
- An endorsing professor can be added by searching for him in the drop down menu (alphabetically order by last name) or by clicking on the plus and putting in the respective details.
- The team is created by clicking on **next>>**
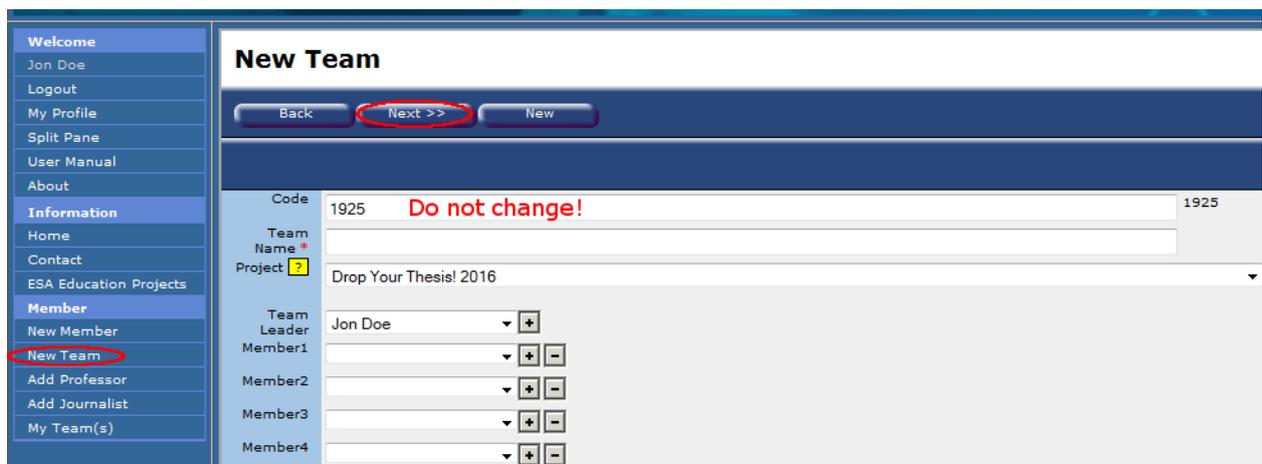

2.2 Editing a team

Once a team has been created it can be edited at all times. For this the team leader can go to **My Teams** (1) select the respective team and click on **Edit** (2). All changes are saved by clicking on **Update** (3) and to go back to the normal view it is necessary to click on **Read** (4).

2.3 Team Size

For some projects it is allowed to have more team members than the number of members that can be added in joinspace. In this case the following points have to be followed:

- All team member fields of the joinspace team have to be filled in.
- All additional members still have to register on joinspace.

- All team members have to be listed in the according section in the submitted proposal form.
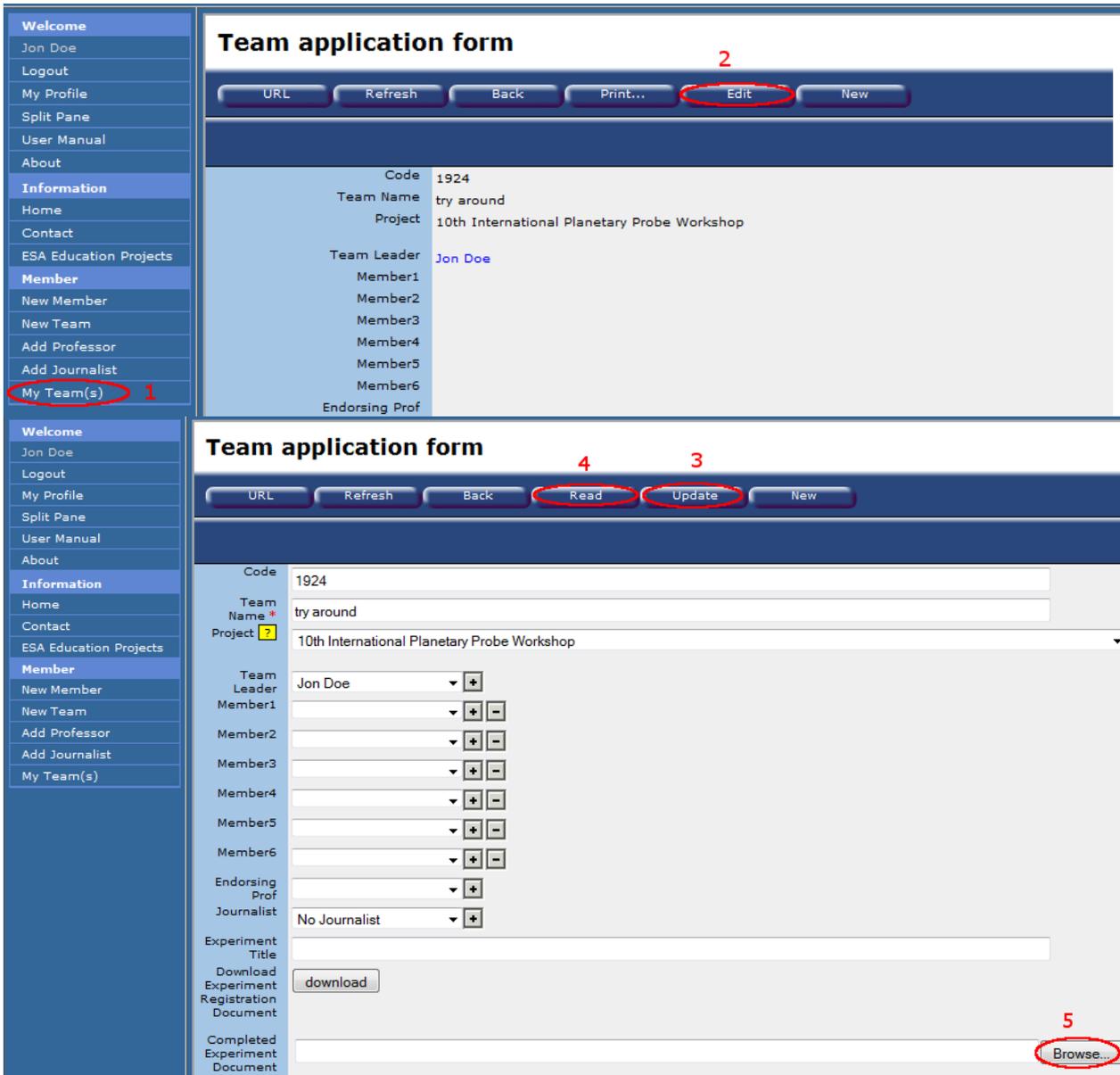
2.4   Uploading documents

An application becomes complete by uploading the required documents. This is done by clicking on **Browse** (5) behind the **Completed Experiment Document** tab; selecting the respective file and then clicking on **Update** (3).

Please check afterwards if a file is shown by clicking on **Read** (4).

This file can by simply changed by uploading a new one.

2.5   Submitting an application

As soon as the team is created it can also be seen by the organisers. Therefore it is not necessary to press any "Submit Proposal" button. It is completely sufficient when the team is created and the necessary documents are available before the deadline.