

## Guide to registration in Ventree.

To be able to compete in Venture Cup you have to register on our competition website Ventree. Follow the instructions to register.

### Registration in Ventree – step by step

1. Visit our site for registration  
<https://ventree.venturecup.se> or via [www.venturecup.se](http://www.venturecup.se)
2. If you haven't registered already, click on "Registrera dig".  
(If you already have created a user account, simply fill in your login information and click on "Logga in").

**ventree**

venture cup

**Välkommen till Venture Cups tävlingsverktyg!**

**Logga in**

Användarnamn:

Lösenord:

Kom ihåg mig?

**Logga in**

**Registrera dig** om du inte har ett konto.

Har du glömt dina inloggningsuppgifter? Få [nytt lösenord](#) till din registrerade e-postadress.

If you want to register now, click on "**Registrera dig**".

3. You will now come to the site "Register" which looks as the image below. Follow the instructions to continue.

**Registrera dig**

**Skapa ett nytt konto**

Fyll i uppgifterna nedan för att skapa ett nytt konto. När du klickar "Registrera" kommer ett e-postmeddelande att skickas till den e-postadress du angivit. I detta meddelande finns en länk som du klickar på för att bekräfta registreringen.

**Kontoinformation**

Användarnamn:

E-post:

Bekräfta e-post:

Lösenord:

Bekräfta lösenord:

Tävlingsregion:

Choose an optional username to your login account.

Enter your **e-mail address**

Confirm your **e-mail address**

Choose a password for your login account. **Please observe!** The password must contain:

- At least 7 characters
- At least one letter
- At least one number
- At least one odd character (!#%\*&? Etc.)

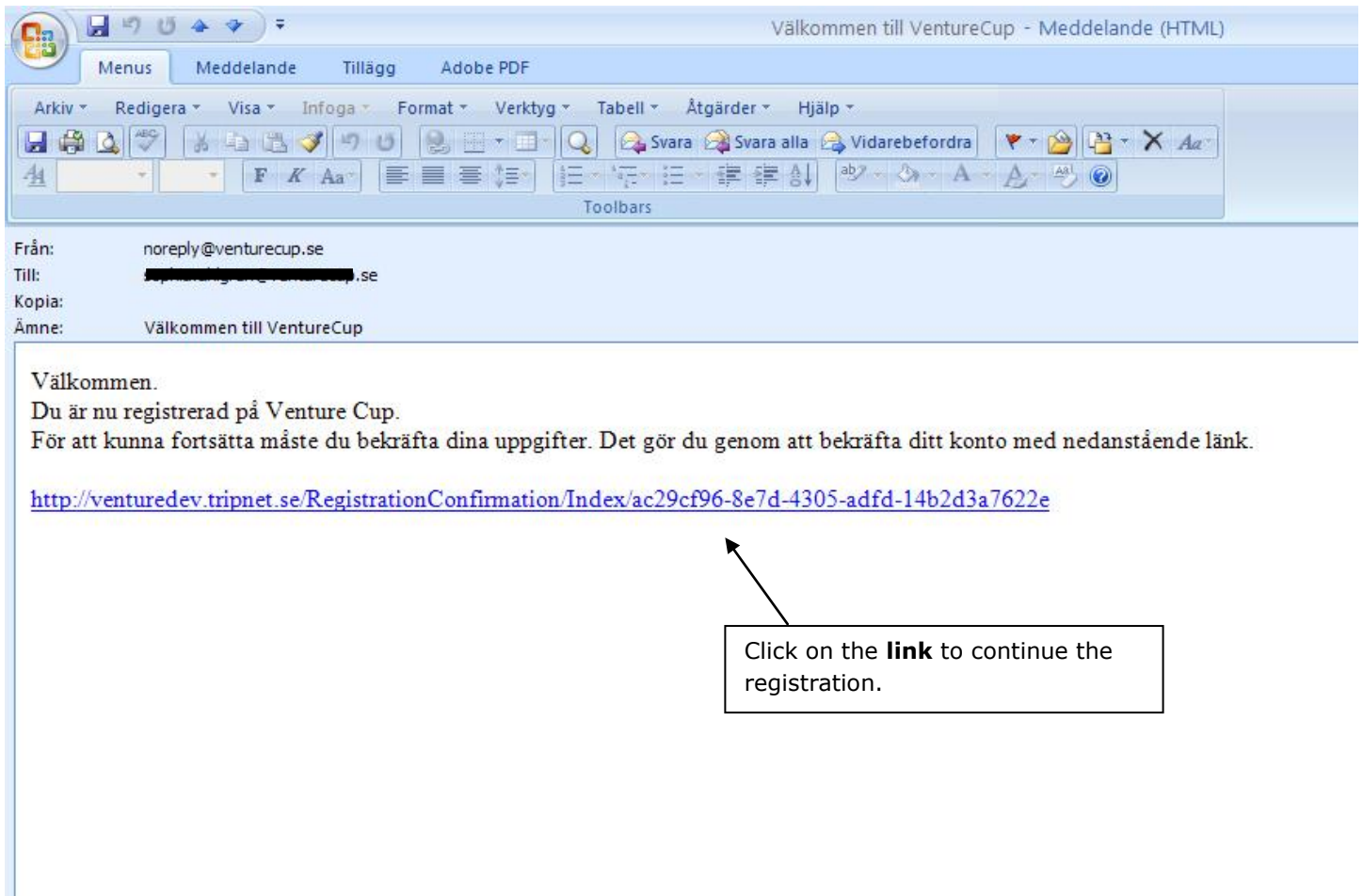
Confirm your password in the second box

Select the **region** you are planning to compete in. North (Nord), South (Syd), East (Öst) or West (Väst).

When you click "**Register**", an e-mail will be sent to the e-mail address you specified. It includes a link you must click on to confirm your registration.

**Attention!** You can not continue the registration without confirming your information by doing this.

- The e-mail you will receive to your e-mail address is displayed below.  
Click on the link in the message to continue, a new window will open up in your browser.



5. The new window that opens up when you click on the link in the e-mail is displayed below. Fill in the information boxes with your information to complete the registration. Then click "Spara."

Registrera dig

Var vänlig fyll i resterande information för att kunna logga in i Ventree!

Förnamn / Efternamn:

Personnummer: (ååmmdd-nnnn)

Kön:

Har du utländsk härkomst?

Gatuadress:

Postnr / Ort:

Län:

Telefon

E-post:

Bekräfta E-post:

Yrkesroll:

Läro:

Institution:

Spara

Enter your first- and last name.

Enter your Date of Birth.

Enter your gender. Male (Man) or Female (Kvinna)

Enter if you are born outside of Sweden. Yes (Ja) or No (Nej)

Enter your address.

Enter your zip code and district.

Enter county. (Län)

Enter your phone number.

Enter your e-mail address.

Confirm your e-mail address.

Enter your occupation.

Enter the University or college you study at.

Specify which department you are studying at.

When you click on the "Spara" button a page will appear where it says that the registration has been confirmed. Click on "Till inloggningssidan" to login.

## Users guide to Ventree

### Sign in

1. Sign in with your username and password at <https://ventree.venturecup.se>

The image shows a screenshot of the Ventree login page. At the top left is the 'ventree' logo, and at the top right is the 'venture cup' logo. The main heading is 'Välkommen till Venture Cups tävlingsverktyg!'. Below this is the 'Logga in' section. It contains two input fields: 'Användarnamn:' and 'Lösenord:'. A callout box with arrows pointing to both fields says 'Enter your chosen **username** and **password**.'. Below the password field is a checkbox labeled 'Kom ihåg mig?'. The 'Logga in' button is circled, and a callout box points to it with the text 'Click on **"Logga in"**.'. Below the button is a link: 'Registrera dig om du inte har ett konto.'. At the bottom, there is a link: 'Har du glömt dina inloggningsuppgifter? **nytt lösenord** till din registrerade e-postadress.'. A large callout box on the right side of the page contains the following text: 'If you have forgotten your password, you can apply for a new one by clicking on **"new password"**. You will then get your new password sent to your registered e-mail address. Please change your password the next time you log on to maintain the security of the information on your contribution.'

## Your personal account

2. You will now get access to your personal account which is displayed below. To participate in the contest, you must either create a contribution (you will then be the team leader), or be connected as a team member to a contribution (the team leader must do this). Follow the instructions below to do this.

### Under the tab "Mina Bidrag" it is possible to:

- Upload your competition contribution to Venture Cup.
- Create more contributions (Max. 5 contributions).
- Connect members.
- View all the contributions you are connected to.
- Apply for an adviser/tutor.
- Receive and read feedback for your contributions.
- Download the checklists for each stage in the competition.

### Under the tab "Mina uppgifter" it is possible to:

- Change your personal information
- Change your password

The screenshot shows the 'ventree' website interface. At the top, there are two tabs: 'Mina Bidrag' (highlighted in red) and 'Mina Uppgifter' (highlighted in blue). Below the tabs is a navigation bar with 'Min sida'. The main content area features a red notification icon and the heading 'Välkommen till Venture Cup!'. Below this, a message states: 'För att fullfölja din registrering och kunna vara med och tävla med en affärsidé i Venture Cup måste du antingen:'. There are two main action cards. The first card, titled 'Skapa ett bidrag (Du blir då lagledare)', is circled in red and has a callout box pointing to it with the text 'To create a contribution, click on "Skapa ett bidrag".'. The second card is titled 'Vänta på att lagledaren kopplar dig till ett bidrag' and includes a note: '(Obs! Lagledaren måste ha ditt användarnamn (sophia.ahlgren) för att kunna göra detta.)'. The footer contains contact information for Venture Cup 2009 and a logo.

## Create a new contribution

- To create a new contribution you have to fill out all the information boxes and click on "Skapa". **Attention!** You only create your contribution here. Then you have to upload your document on the next page you will get to.

**Skapa ditt bidrag**

Bidragstitel:\*

Bidragsbeskrivning:\*

Bransch:

Vara och/eller tjänst:

Idén kommer från:

Idén är baserad på forskning:

Patenträttigheter:

Övrigt skydd (klicka i antingen eller, båda eller ingen):

Jag har läst och godkänner **tävlingsvillkoren**

**Skapa**

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Enter your contributions title.

Enter a short description of your business idea. This text may be made public and could be used for the awards ceremonies and press releases. The description should be selling and describe the benefits of your idea.

Select which type of business line your contribution belongs to.

Select if your idea is a:

- Product
- Product and service
- Service

Select an origin for the idea:

- University
- Business world

Is the idea based on research? Yes (Ja) or No (Nej)

Do you have patent rights?

You have to accept the competition conditions to be able to continue. Click on "tävlingsvillkoren" to read them. Then click "Skapa".

Click here to accept the competition conditions.

4. When you have created your contribution you will get to the page below. To look at your contributions, make changes, upload your competition document and search tutoring, you must click on your contribution record. See the instructions below.
5. To create a new contribution, click "Skapa ett nytt bidrag" to the right of the page.

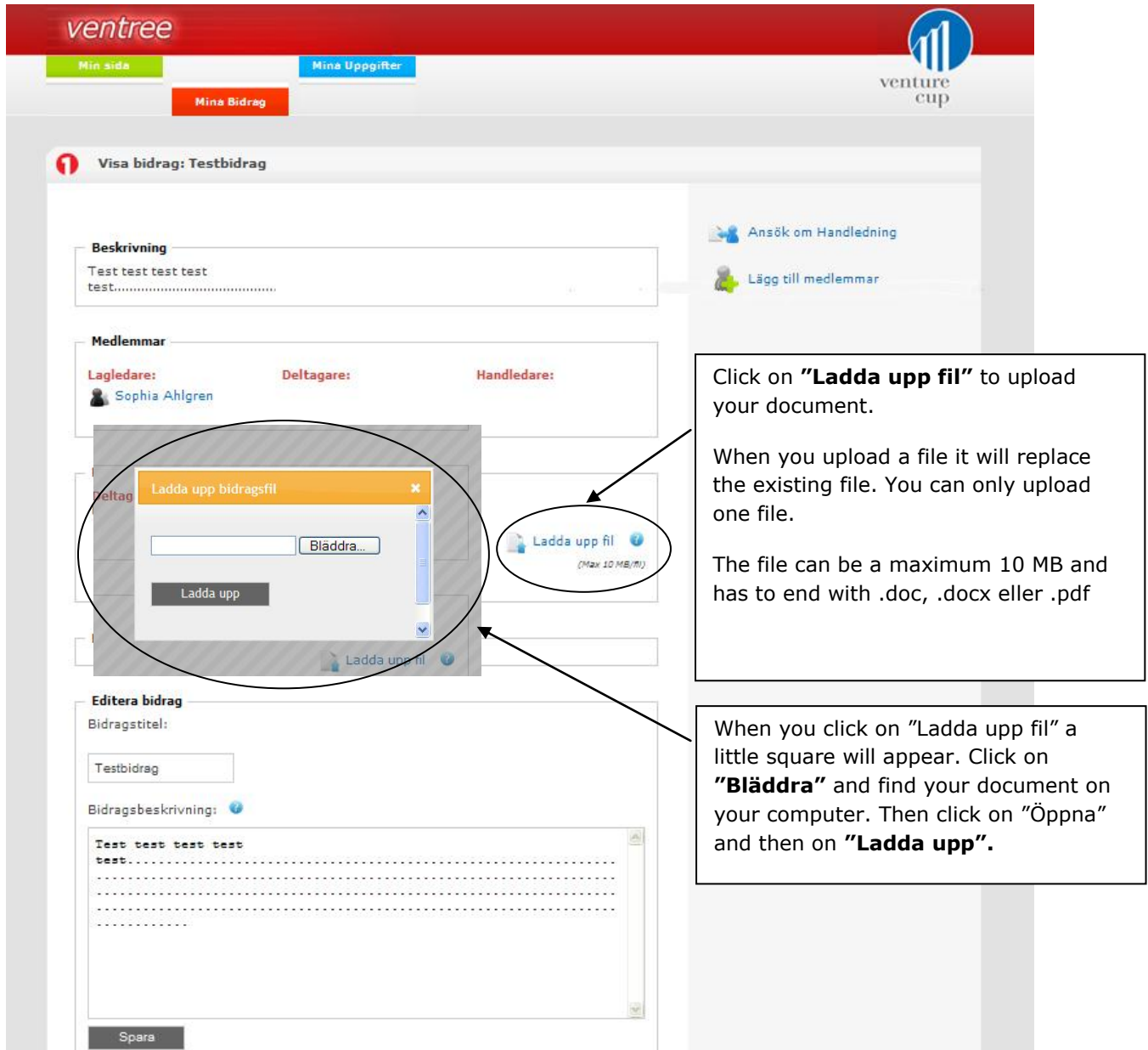
The screenshot displays the 'Mina bidrag' (My contributions) section of the Venture Cup website. At the top, there are navigation tabs: 'Min sida' (My page), 'Mina Uppgifter' (My tasks), and 'Mina Bidrag' (My contributions). The 'Mina bidrag' tab is active. Below the navigation, there is a section titled 'Mina bidrag' with a red information icon. A contribution titled 'Testbidrag' is listed with the text 'Test test test test' and 'Lagledare: Sophia Ahlgren'. Below the contribution title, there are four action buttons: 'Editera bidraget', 'Ladda upp bidragsfil', 'Senaste filen', and 'Sök handledning'. To the right of the contribution list, there is a button labeled 'Skapa ett nytt bidrag'. Below this button, there is a section titled 'Statusikoner' (Status icons) with three items: a green circle for 'Fil är uppladdad', a yellow circle for 'Ingen fil uppladdad och mer än 7 dagar till deadline', and a red circle for 'Ingen fil är uppladdad och mindre än 7 dagar till deadline'. Two callout boxes provide instructions: one points to the 'Testbidrag' title with the text 'To look at your contributions, make changes, upload your competition document and search tutoring, you must click on your contribution title.' and another points to the 'Skapa ett nytt bidrag' button with the text 'Click on "Skapa ett nytt bidrag" to add a new contribution. You can add a maximum of 5 contributions.' The footer contains contact information for Venture Cup 2009 and the logo for thiq.

6. When you click on your contribution title the page below appears. You can apply for tutoring, add members and make changes to your contribution title and contribution description. See the instructions below.

The screenshot displays the 'ventree' web application interface. At the top, there is a red header with the 'ventree' logo on the left and the 'venture cup' logo on the right. Below the header, there are navigation buttons: 'Min sida' (green), 'Mina Uppgifter' (blue), and 'Mina Bidrag' (red). The main content area is titled 'Visa bidrag: Testbidrag' and contains several sections: 'Beskrivning' (Description) with a text input field containing 'Test test test test'; 'Medlemmar' (Members) with sub-sections for 'Lagledare:' (Sophia Ahlgren), 'Deltagare:', and 'Handledare:'; 'Filer' (Files) with a table header 'Filnamn Moment Datum' and a 'Ladda upp fil' (Upload file) button with a '(Max 10 MB/fil)' limit; 'Bidragsfeedback'; and 'Editera bidrag' (Edit contribution) with a 'Bidragstitel:' field containing 'Testbidrag' and a 'Bidragsbeskrivning:' text area containing 'Test test test test test'. A 'Spara' (Save) button is at the bottom left. On the right side, there are two callout boxes with arrows pointing to specific elements: the top one points to the 'Ansök omHandledning' button with the text 'Click here to apply for tutoring.'; the middle one points to the 'Lägg till medlemmar' button with the text 'Here the team leader can add their team members to the contribution. Please note that all members of the group must create a user account, and the team leader must have access to all the members' user names to be able to add them.'; the bottom one points to the 'Ladda upp fil' button with the text 'Here you can upload your competition contribution.'; and a large bracket on the far right points to the 'Editera bidrag' section with the text 'Here you can change you contribution title and contribution description.'

## Upload a new contribution document

7. Do not forget that you need to upload your documents before the competition deadline for each step of the competition. To upload your document, follow the instructions below.



Click on **"Ladda upp fil"** to upload your document.

When you upload a file it will replace the existing file. You can only upload one file.

The file can be a maximum 10 MB and has to end with .doc, .docx eller .pdf

When you click on "Ladda upp fil" a little square will appear. Click on **"Bläddra"** and find your document on your computer. Then click on "Öppna" and then on **"Ladda upp"**.

### Add a team member

8. To add a participant to your contribution, you must know his/her username. Enter his/her username and then click on "Sök". If the system finds the participant a little square will appear with the user's information. Click on "Add" to confirm.

ventree

Min sida    Mina Uppgifter

Mina Bidrag

venture cup

**Deltagarhantering**

Lägg till deltagare i *Testbidrag*

Användarnamn:

Sök

Lägg till medlem

Det är fördelaktigt för bidraget att inkludera de personer som är centrala för affärsidén i teamet.

Click "Sök" when you have entered the participants username.

Venture Cup 2009 Venture Cup Väst | Box 8077 | 402 78 Göteborg | Besöksadress: Lindholmspiren 5 | Telefon: +46 (0)31-764 71 25 | E-post: vast@venturecup.se

Apply for tutoring

9. On this site you can apply for tutoring. Follow the instructions below and then click on "Skicka".

**ventree**

Min sida    Mina Uppgifter

Mina Bidrag

**Ansök om handledning för bidraget Testbidrag**

Redan sökta affärsområden

Skicka en ny ansökan om handledning

Affärsplansområde:  
Affärsidé

Jag vill ha mer hjälp med:

Skicka

**Om Handledning**

Syftet med handledningen är att du som tävlar, genom att bli ihopkopplade med kunniga personer med rätt kompetensprofil, ska få hjälp med att utveckla olika områden din affärsplan redo att realisera din affärsidé.

edarna har undertecknat Venture sekretessavtal vilket innebär ndig sekretess avseende de diskuterade idéerna och affärsplanerna. Alla Venture Cups handledare ställer upp ideellt för att hjälpa ditt lag. Inför det första mötet med din handledare är det viktigt att du och ditt lag är väl förberedda.

Choose a business area in which you want tutoring.

Briefly describe what you want help with.

When you click "Send", an e-mail will be sent to Venture Cup. When tutors are matched, an e-mail with the contact information for the tutor will be sent to the team manager. You can also find the contact information on the contribution site under "Handledare".

