

Registration process

Step 1. Getting the invitation from TJ-SIF2019 SECRETARIAT

TJ-SIF2019 SECRETARIAT has already sent the invitations to contact persons at each PCSH Schools. If you are a contact person at a PCSHS and have not got the invitation yet, please ask TJ-SIF2019 SECRETARIAT for it immediately.

Step 2 Contact Person Registration

The contact persons in PCSHS **MUST** register first.

When register your information, choose account type :

- A. All contact person who is not going to TJ-SIF2019 is a **"Contact person (Not Attendee)"**.
- B. The teachers contact person is a **"Contact person"**.



Step 3 Sending the Invitations

The contact persons in PCSHS send the invitation to the other contact person and related teachers. When the contact person logs in, you can see the link **"Invitation"** on the members in the navigation menu. Click **"Invitation"**, enter the user's name which is used only in the invitation mail and email address twice, then click Send invitation to send the invitation.

The contact person should send the invitation to :

- A. The English contact person: The contact person in SSH in Japan
- B. The contact person in sister school in Thailand
- C. Teachers in your school

Step 4 Teachers Registration

When you get the invitation mail from the contact person in your school, click the link in the mail and then register your personal information.

When you register your information, choose your account type as follows. Teacher who...

A. takes care of students projects is a **"Participant"** or **"Participant (Not Attendee)"**.

B. doesn't take care of students projects but who

B-1. is going to TJ-SIF2019 is a **"Operation staff"**.

B-2. is not going to TJ-SIF2019 is a **"Observer"**.

Step 5 Inviting Students

The teachers who register their information as **"Participant"** or **"Participant (Not Attendee)"**, this means the teacher is supporting at least one or more students projects, will send the invitations to the students.

How to send the invitation is the same way the contact person do. Please see *"STEP3. Sending the Invitation"*

Step 6 Students Registration

The students who receive the invitation from your teacher should register your personal information by clicking the link in the invitation mail.

When you register your information, choose your account type as follows. Student who...

A. is going to participate having students project is a **"Participant"**.

B. is going to help the backstage work at the venue is a **"Operation staff"**.

C. is the other than above is a **"Observer"** .

Step 7 Project Registrations

The teachers who register their information as **"Participant"** or **"Participant (Not Attendee)"** should create some students project from "Informations > Projects" on the navigation menu on the top, then click [Create project](#) to create a project.

For more information please visit our website at <http://www.tjsif2019.pccm.ac.th>