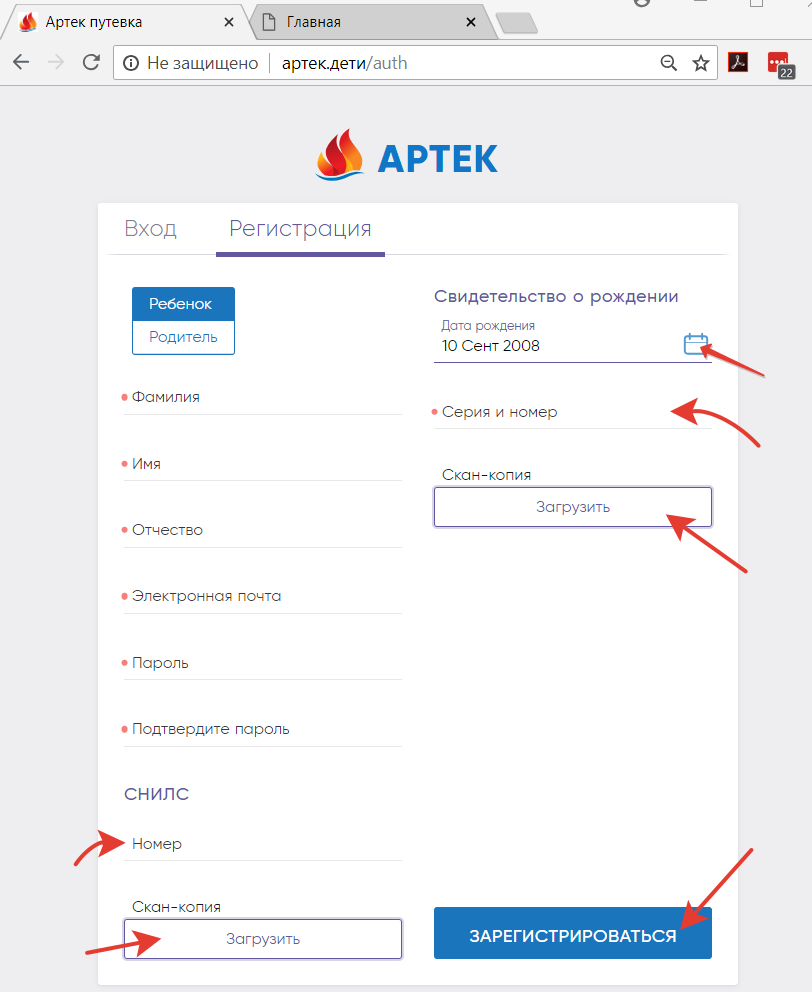
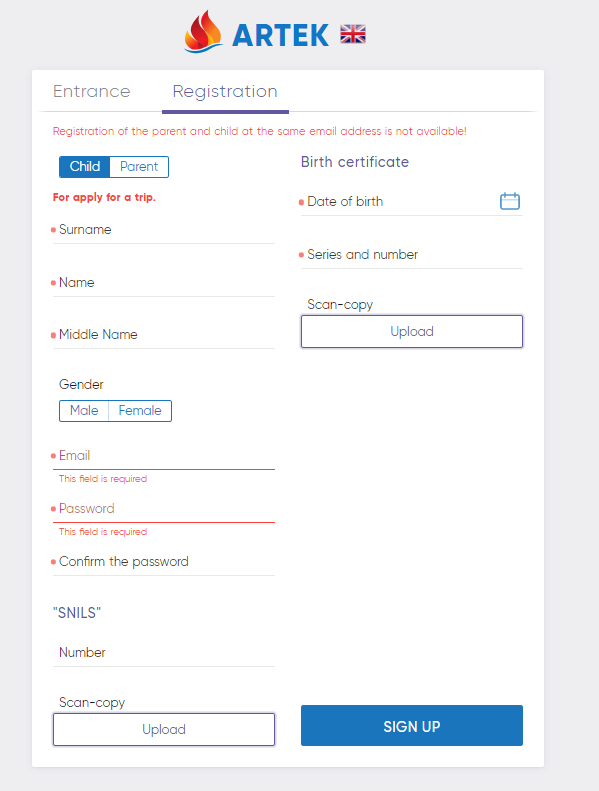
**Instruction for the participants to work in the automated information system “Voucher”.**

**Diplomatic mission: Children of the World. Stage 1.**

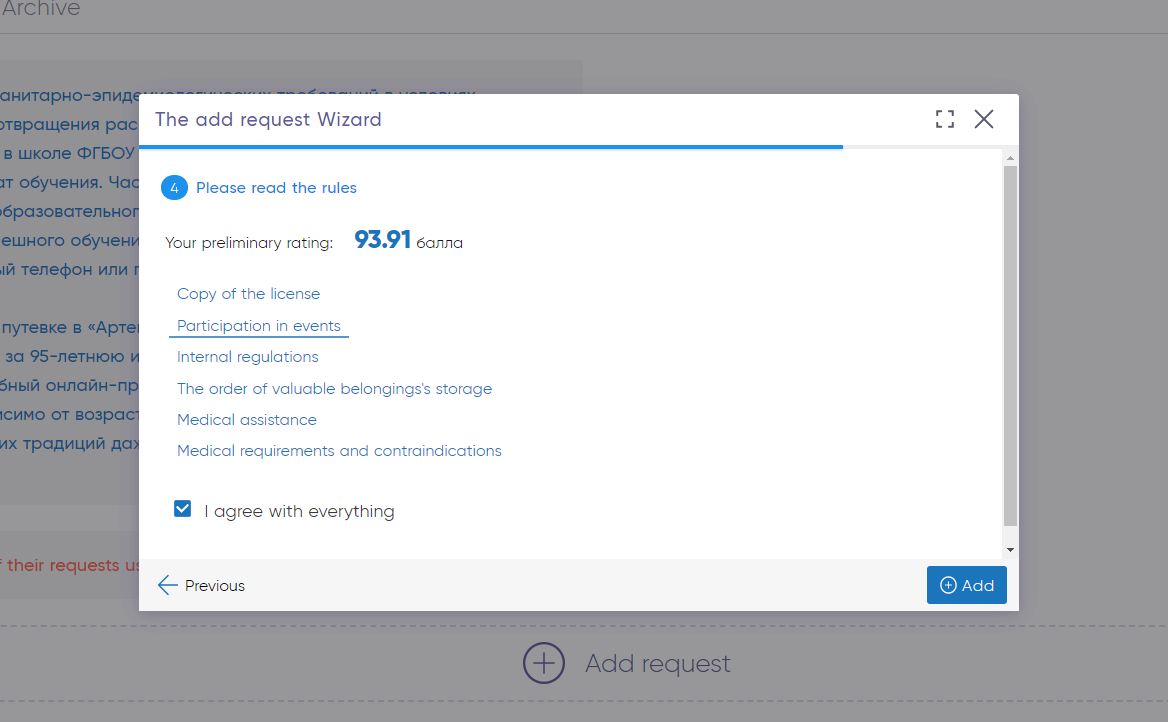
Attention! If the child already has registration on the website http://артек.дети. Next step you need to go is step 5. Registration of the parent is not obligatory.

|  |  |
| --- | --- |
| **1 step** | **Registration in AIS «Voucher»:** |
|  | Follow the link <http://артек.дети> (In any Internet browser)  Select the tab REGISTRATION |
|  |  |
| **2 step** | **Filling in the registration fields:** |
|  | * Fill in ALL the fields carefully! Enter a valid email address in the “Login” field, then you will get a confirmation of registration. Make sure you write and save your Login and Password. * After pressing the Register button, you will not be able to adjust anything! * Enter your Birth Certificate data and upload a scan copy of your Birth Certificate, for foreign citizens: data of your foreign passport. * Click the REGISTER button. |
|  | * Go to your mail (specified as Login). By clicking the link in a letter from AIS, confirm Registration. * You will be taken to the main page of your cabinet. Continue working in your Personal Account. If you need to get to the main page of your Account – click on the inscription ARTEK in the upper left corner. |



|  |  |
| --- | --- |
| **3 step** | **Entrance and work in Personal Account:** |
|  | Follow the link http://артек.дети in Internet browser.  Enter your Username and Password. Continue working in your Personal Account. |
|  |  |
| **4 step** | **Filling out the profile:** |
|  | To go to your PROFILE, click on your Last Name in the upper right part of the Cabinet. |
|  |  |
|  | Some of the fields you have already filled in during Registration and their editing is already closed for you.   * Select the gender, the size of the clothes - activate by clicking. The selected value will be highlighted in Blue. * Enter Your Citizenship. A drop-down list of options will appear by typing the initial letters in the desired line. Select the desired option. * Fill in your address. Enter from the suggested options: Country, region, district, city, street, house and apartment number (if there is apartment number), similarly to the previous actions. * Attention! In the REGION line select cities for Moscow, St. Petersburg and Sevastopol. In other cases, specify your Republic, Province, District or Region. If you live in a city, then the district is not specified. * Fill in the information about the Parents – Full name, contact phone number and email. * Upload the data and a scanned copy of the Birth Certificate. (MANDATORY for Russian citizens). * In case if you have a citizen's passport, if you are over 14 years old, upload the data and a scanned copy of your passport. * Press SAVE PROFILE. |
|  |  |

|  |  |
| --- | --- |
| **5 step** | **Adding a contest video:** |
|  | You need to add your video to the video hosting (for example youtube.com)  Next, you need to prepare a file in text format (word or txt).  In the file, insert a link to your video clip.  Go to the ACHIEVEMENTS section (left menu on a blue background). |
|  |  |
|  | * Add an achievement from a partner |
|  |  |
|  | * Select the item “Diplomatic mission: Children of the World. Stage 1” from the list of available partners, * Then click on the "Video" button, * Choose any level (this will not affect your rating), * Your video has been added! |
|  |  |



**6 step Application submission:**

* Press ADD APPLICATION
* Select type of the Application: «A voucher from a thematic partner».
* Select the item “Diplomatic mission: Children of the World. Stage 1” from the list of partners
* Then choose available session.
* When you will see achievements at the next step, click on them to choose which ones to attach to the application.
* You will see a rating (this rating does not affect the contest), but you will be able to add an application.

* After adding an application, the operator can see your application.
* Then the operator checks your application, and transfers to «Accepted» status.

**Information and advisory support AIS «Voucher»:**

**Contact us by telephone numbers:** +7 978 700 89 28; +7 978 734 00 10

**E-mail:** ais-putevka@artek.org

**Working hours:** everyday, with no rest days, from 8:00 to 20:00 (Moscow time)