



# Online Judging System

## User Manual

Start-Up@Singapore  
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Website: [www.startup.org.sg](http://www.startup.org.sg)

Jointly Organised by:



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## Important notice

Please note that the registration on the Online Judging System is exclusively for the Start-Up@Singapore Business Plan Competition.

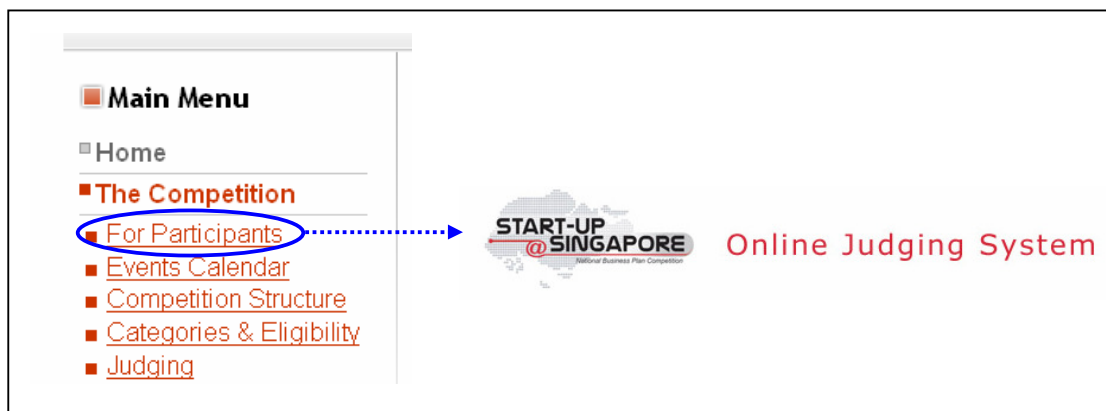
Registration for events/forums/workshops held by Start-Up@Singapore will be on the [Start-Up@Singapore main website](#). Please check the website regularly for updates on our events.

## How do I access the Online Judging System?

Go to <http://judging.startup.org.sg/>

Alternatively, on the Start-Up@Singapore Homepage:

1. Click on [“The Competiton”](#)
2. Click on “For Participants” and you will reach the Online Judging System website.



## How do I register as a participant?

In the Online Judging System:

1. Click on “Register”.
2. Fill in your particulars.  
*Note:*  
If you are a student,  
Company/Organisation  
will be your school/JC/  
Poly/University  
Designation: Student



### Do I need to form a team immediately?

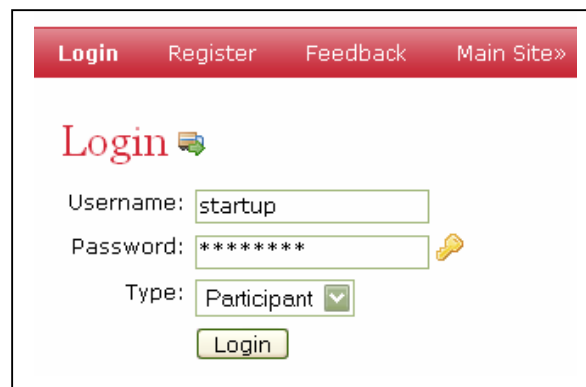
No. You can just register as a participant and form the team later. However, please form the team and submit your Executive Summary by 2359 26<sup>th</sup> January 2007.

Please refer to the [Official Contestant Kit](#) for more info.

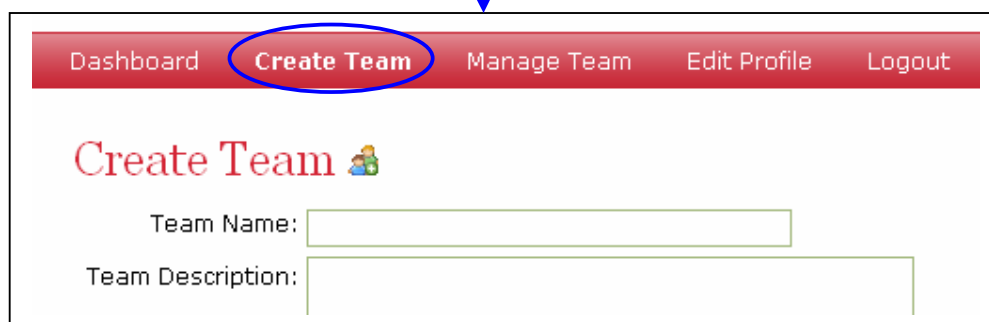
### How do I form a team?

The team will be formed by the team leader. He/She 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.



The screenshot shows the 'Login' page of the Start-Up@Singapore system. At the top, there is a red navigation bar with links for 'Login', 'Register', 'Feedback', and 'Main Site». Below the navigation bar, the page title is 'Login' with a computer icon. The form contains the following fields: 'Username:' with the value 'startup', 'Password:' with the value '\*\*\*\*\*' and a key icon, and 'Type:' with a dropdown menu set to 'Participant'. A 'Login' button is located below the form.



The screenshot shows the 'Create Team' page of the Start-Up@Singapore system. At the top, there is a red navigation bar with links for 'Dashboard', 'Create Team', 'Manage Team', 'Edit Profile', and 'Logout'. The 'Create Team' link is circled in blue. Below the navigation bar, the page title is 'Create Team' with a group of people icon. The form contains the following fields: 'Team Name:' with an empty text box, and 'Team Description:' with a larger empty text box.

### 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”.

### 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.



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.

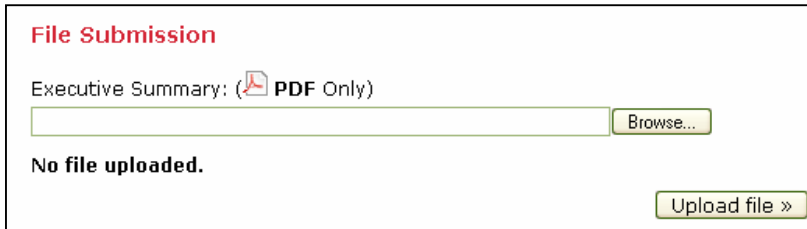
Invite members to the team	Only the team leader
Delete a team	Only the team leader
Edit/update team profile	Only the team leader
Delete member from group	The team leader or the member himself
Executive Summary File Submission	Anyone in the team

### 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. Other guidelines regarding the submission can be found in the [Official Contestant Kit](#). Please follow the guidelines closely.



**File Submission**

Executive Summary: (PDF Only)

No file uploaded.

Upon submission, you will be able to see a log of your team's submission at the bottom of the section.



**File Submission**

Executive Summary: (PDF Only)

[ES] test - 20061026.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.

### 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".



Dashboard Create Team Manage Team **Edit Profile** Logout



**Who do I contact in case of problems/queries?**

We hope that this manual helped to guide you through using the Online Judging System.

Please feel free to contact us if you still have any problems or queries, and we will be glad to assist you.

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