https://ciak.avarts.ionio.gr/participants/

Guide for Online Submission System

For "Common Initiatives to AcKnowledge and valorize tourism potential of the programme area through cinema" (CIAK) Project

Greece-Puglia Experience Screenwriting Workshop

General Instructions:

- The submission process consists of four (4) steps:
    1. Start Procedure
    2. Provide Information
    3. Upload Documents
    4. Finalize Submission
- To proceed to each next step, you must have completed the previous one. If you do not follow the linear process, the system will not let you proceed.

- During the process, you can go back to previous steps, except for Step 1.
- In all steps, the data you have entered up to that point are temporary saved and you can stop the process without risking losing them. If for any reason you go back to Complete Temporary Submission (see page 14 of the Guide), your data will be available.
- When Step 1 is completed, you will receive an email with the Submission Identifier, which is unique and should be kept until the process is completed. If you do not complete your submission on your first visit, you can return and enter the Submission Identifier on the first screen of the application, along with filling in the corresponding field ID Number after you have selected the FINALIZE TEMPORARY SUBMISSION link to continue the process.
- In all the steps, on the left down corner, you can cancel the process and return to Step 1 where you have the option, after the appropriate warning (Figure 1), to delete the items you have already entered and restart the process.

Figure 1

1. START PROCEDURE

By selecting "START SUBMISSION PROCEDURE" (Figure 2), you will be transferred to Step 1 Start Procedure (Figure 3). In this step, you should fill in your ID Number, Email, and Captcha as it appears in the image below Email. All fields are required.
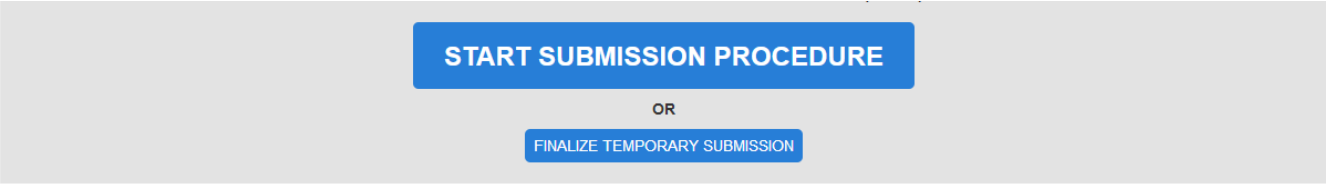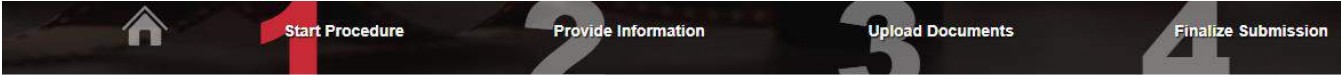
START SUBMISSION PROCEDURE

OR

FINALIZE TEMPORARY SUBMISSION

Figure 2

Start Procedure   Provide Information   Upload Documents   Finalize Submission

1. Start Procedure

All fields are required

ID Number
(only numbers and letters without spaces)

Email

552995
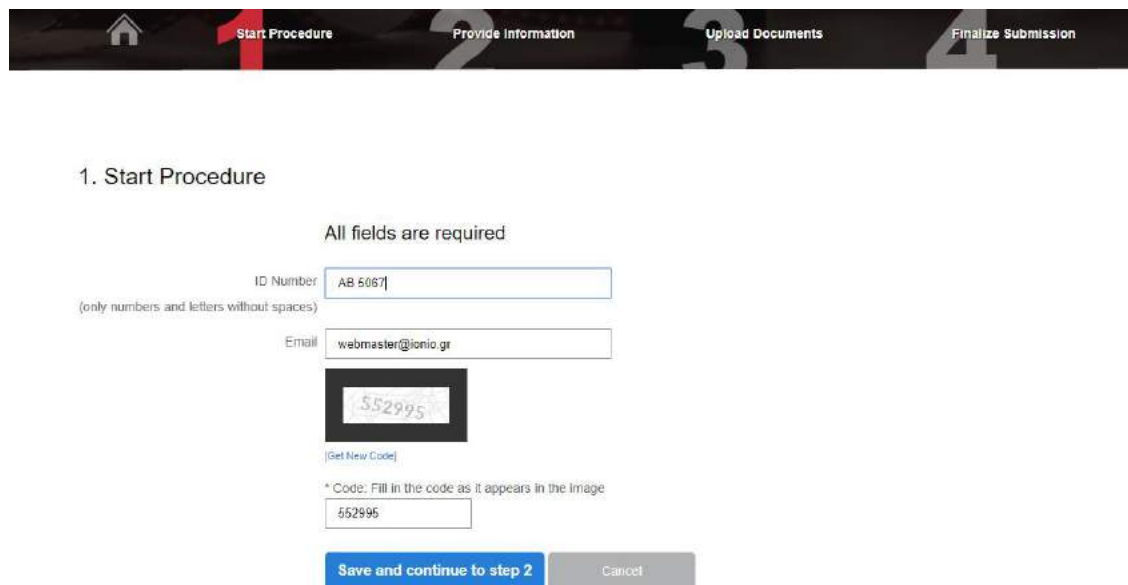
[Get New Code]

* Code: Fill in the code as it appears in the image

Save and continue to step 2   Cancel

Figure 3

After making sure that you have completed all the fields correctly (Figure 4), pressing Save and continue to step 2 will take you to Step 2 Provide Information. By clicking Cancel, the data you have entered in the fields will be cleared and you will need to re-enter them. If you have forgotten a field, the system will not let you proceed (Figure 5).

Figure 4

Figure 5

At the same time you will receive an e-mail at the email address you have entered entitled: CIAK Screenwriting Workshop - Temporary Submission (Figure 6). This e-mail includes the Submission Identifier you will need if you do not complete your submission on your first visit and instructions.
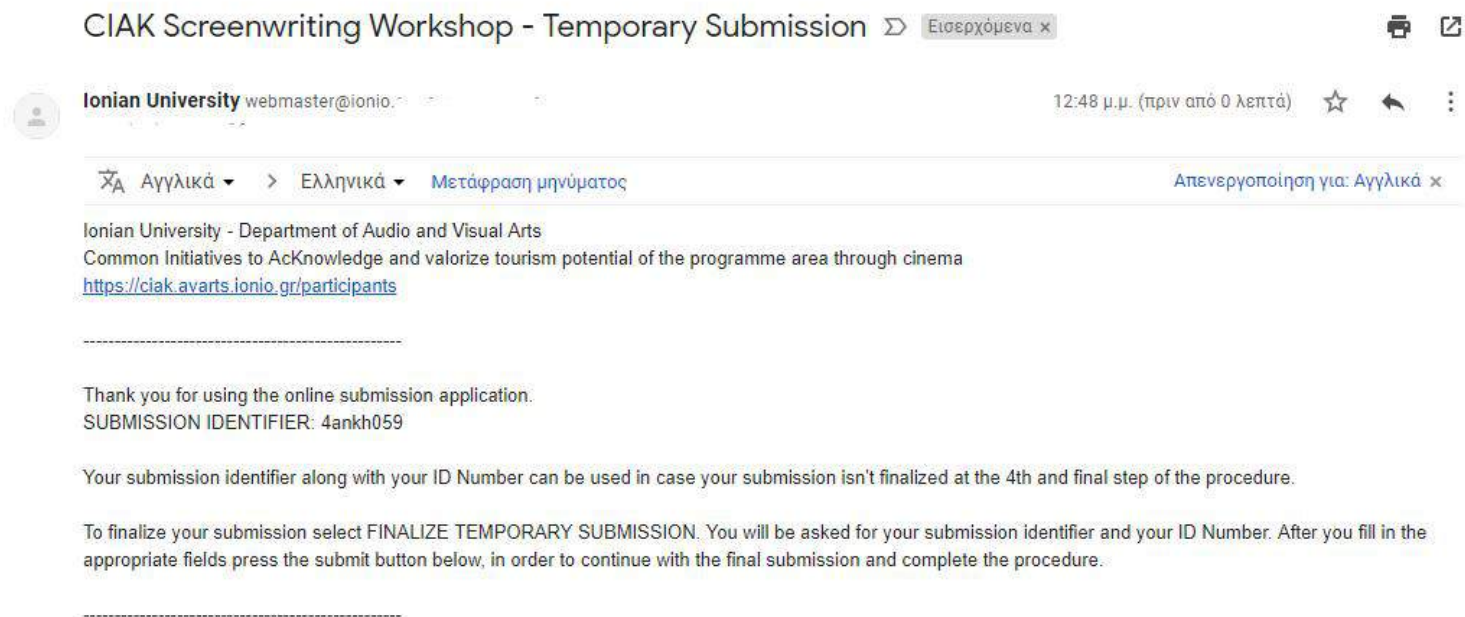
Figure 6

2. Provide Information

* The information you provide in this section is automatically included in your online application. *

After completing Step 1, you continue with Step 2 (Figure 7) where you should enter all the required information. For entering the Date of Birth you should click on the little calendar right next to the field and select the date.

| | Start Procedure | Provide Information | Upload Documents | Finalize Submission |

2. Provide Information

All information submitted up until this step have been temporarily saved and will be available in case you wish to continue this procedure later. Your registration number for connecting and recovering your information is **7ivrn979** and has already been sent to the specified email.**[Disconnect]**

All Fields are Required

Surname	S1
Name	N1
Date of Birth	03-01-1984
Place of Origin	Ionian Islands

Save and continue to step 3   Cancel

CANCEL SUBMISSION

Figure 7

By completing all the fields and pressing Save and continue to step 3, you continue to step 3.

3. Upload Documents

In Step 3, you have to attach the necessary documents for your submission. Clicking File Select will open a new screen where you will see your computer files and you will be able to select the file you want.

<mark>Only PDF files are acceptable. Maximum file size is 6MB.</mark>

Required supporting documents:

- **Application Form (Attachment A)**. You have to download the template that is available at the top of the page and after filling in and scan it, attach it to the appropriate field.

  Statement of Truth (Attachment B). You have to download the template that is available at the top of the page and after filling in and scan it, attach it to the appropriate field.

  Certifying the veracity of the information provided in the CV and that the applicant is the only author of the concept submitted and that she/he has not sold the rights of the concept.

- **Professional CV**

- **Motivation letter**

- **An original concept of a feature full length film**

- **Other Verification Documents.** You can upload multiple verification documents. When you upload the first document, then a new field will appear and so forth.

Figure 8

<mark>*IMPORTANT NOTE: For the Attachments A and B you will download a .doc file but you have to upload it as .pdf file*</mark>

Every document you upload is saved and it will still be available there if you decide to continue the process later.

Having selected a file for each required document and by clicking Save and continue to step 4, you proceed to Step 4 Finalize Submission.

If the files do not obey the rules - only .pdf files up to 6MB each, the system will show you an error message on the page explaining what's wrong (Figure 9).

Figure 9

When files are uploaded successfully and no error message is displayed, you can continue the process properly.

4. Finalize Submission

Step 4 shows you all the information you have submitted to the previous steps, registration number, information and supporting documents (Figure 10). Data are now saved. In this step there are links to check the uploaded files. If you want to make changes to the attachments, you can go back to Step 3 Upload Documents. If you want to make changes to your information, you can return to Step 2 Provide Information (Figure 10).

Afterwards you should confirm that all information and documents provided are true (at the bottom of the screen) and click Final Submission (Figure 11).

Start Procedure   **Provide Information**   **Upload Documents**   **Finalize Submission**

4. Finalize Submission

All information submitted up until this step have been temporarily saved and will be available in case you wish to continue this procedure later. Your registration number for connecting and recovering your information is **7ivrn979** and has already been sent to the specified email.**[Disconnect]**

Registration Number: 7ivrn979

Information:

Surname: **S1**

Name: **N1**

Date of Birth: **03-01-1984**

Place of Origin: **Ionian Islands**

You can change your information by returning to step 2 - Provide Information. ⇦

Documents:

Application form duly filled and signed (attachment A):
- **6ΛΙΞ46Ψ8ΝΨ-Σ2Ν.pdf** (003-s1-attachment_a.pdf)

Statement of truth (attachment B):
- **6ΛΙΞ46Ψ8ΝΨ-Σ2Ν.pdf** (003-s1-attachment_b.pdf)

Professional CV:
- **6ΛΙΞ46Ψ8ΝΨ-Σ2Ν.pdf** (003-s1-cv.pdf)

Motivation letter:
- **6ΛΙΞ46Ψ8ΝΨ-Σ2Ν.pdf** (003-s1-letter.pdf)

Figure 10

You can make changes to your submitted files by returning to step 3 - Upload Documents.

* ☑ I confirm that all information and documents provided in my submission are true.
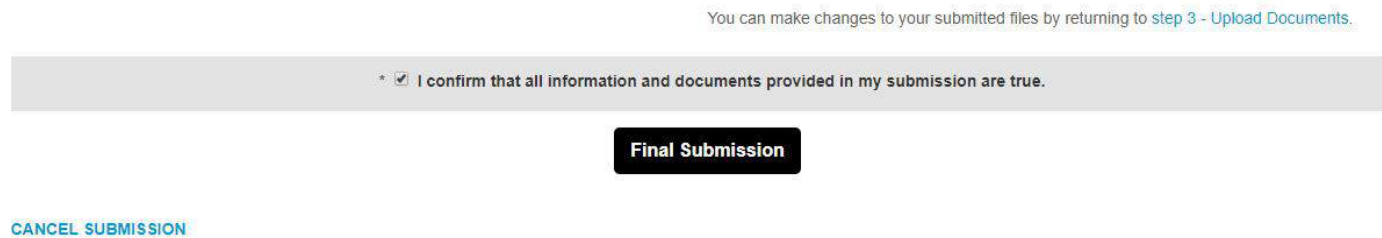
Final Submission

CANCEL SUBMISSION

Figure 11

FINALIZE SUBMISSION

By selecting "I confirm that all information and documents provided are true" and click Final Submission you will receive the following message in a green box (Figure 12): Your application has been successfully completed. Thank you. You will also receive an email, concerning the successful submission of your application (subject: CIAK Screenwriting Workshop - Completed Submission). At this point you have successfully completed your application process and your details can not be changed.
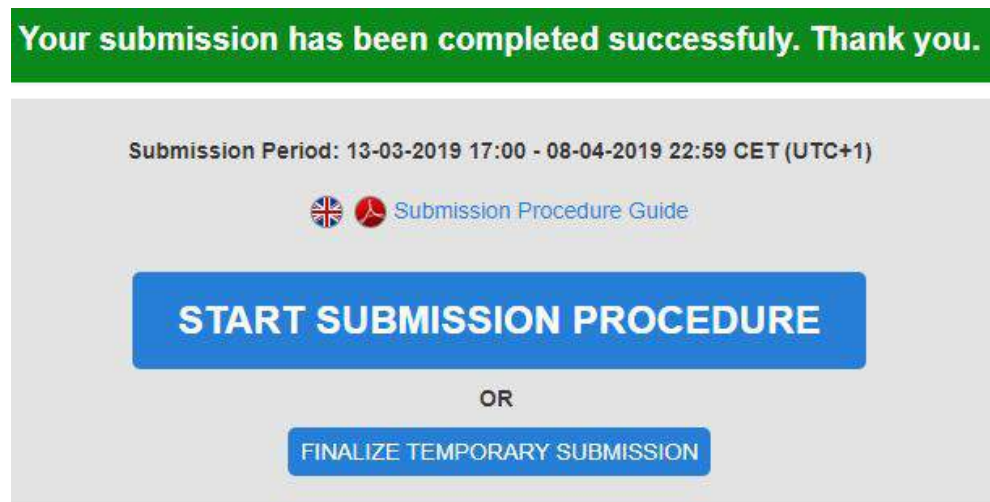
Figure 12

NOTE: If you do not choose Final Submission, the details and supporting documents you have submitted are saved and you can return with the Submission Identifier you received in your e-mail and ID Number for changes. The process is not finalized.

FINALIZE TEMPORARY SUBMISSION

To finalize the Temporary Submission, you should visit the following link https://avarts.ionio.gr/memory-greece-italy/. Then you should select FINALIZE TEMPORARY SUBMISSION and after you fill in the ID Number AND Submission Identifier, click Submit (Figure 13) and proceed to Step 2. At this point you can make changes and proceed to Final Submission.

Figure 13