

CURIIE – Short Manual

CURIIE, short for “Common User Registration for IYPT – Internet Edition”, is a web-based system for collecting registration data for IYPT events.

If you have problems or questions that are not answered by this short manual, please contact the creators and administrators of CURIIE, Georg Hofferek and Timotheus Hell, via curiie@iypt.org. Also, if you encounter any errors in the system, or if you have suggestions for improvements, feel free to send them to curiie@iypt.org.

The rest of this document describes the most important steps that are necessary to properly register a team for an IYPT event using the CURIIE system.

Step 1 – Register Your Personal Account

Go to <https://curiie.iypt.org/> and click on “Register”. Fill the registration form and submit it. Note that most of the information on this form is not mandatory and most fields can also be left blank. However, in the interest of a smooth tournament organization we kindly ask that you provide all the relevant information. E.g., if you will require a visa invitation letter from the LOC, make sure to state your nationality, date of birth, and passport number. All the information in this registration form can be changed at a later time, by clicking on “Profile” in the upper right corner, once you are logged in. Also note that some additional information is displayed for some input fields if you hover your mouse over them.

Once you have submitted the registration form, you will receive a confirmation email to the email address you just provided. Click the link contained in this email to verify your email address and activate your personal CURIIE account.

Step 2 – Request Group Manager Rights

Once your personal CURIIE account is active, send an email to curiie@iypt.org and request management rights for the group that you preregistered. Please use the same email address that you used to register your personal CURIIE account to send this request. This will make it easier for us to locate your account in the system.

Please allow 1-2 business days for your request to be processed. If you have not received a reply after 3 business days, please send your request again, as it might have been accidentally lost.

Step 3 – Inform your Group Members to Register a Personal Account

Inform all the members of your group (students, team leaders, jury members, visitors, etc.) to register their personal account in CURIIE, just as you did yourself in step 1. (Note: This can be done in parallel to Step 2.) Let them tell you the email addresses they used for their personal accounts; you will need them in the next step.

Step 4 – Add Members to Your Group

Log into your CURIIIE account. Once your management rights have been granted, you will see an additional section on your start page, stating that you are a group manager. Click on “Members” to manage the members of your group. Next, click on “Add member” and enter the email address of the person you wish to add to your group. You can only do this *after* this person has registered their personal CURIIIE account, and you must use the same email address that they used for registration.

Once you added a person, they will receive a notification and have to log into their personal CURIIIE accounts to confirm their participation in your group. This might sound overly complicated, but is necessary to comply with privacy and data protection regulations. Note that you must also add yourself to the group, if you will be part of the delegation coming to the tournament. Although, when adding yourself, confirmation of participation is not necessary.

Step 5 – Add/Edit Participation Data

For all confirmed members of your group, you can edit their profile data (the data they provided upon registration of their personal CURIIIE account), and also their participation data. Participation data is tournament-specific data for the current IYPT tournament. Every member of your group can view and edit their own participation data. You, as a group manager, can edit them all individually, or all at once by clicking on “Set participation data for *all* persons in the group”. Note that this overwrites any existing data.

Some data, in particular the function a person has (team member, team leader, etc.), or the possibilities to upgrade accommodation cannot be set for all persons at once, but must be set individually.

Please make sure that for every person the correct functions (Member, Captain, Leader, etc.) are ticked. If appropriate, multiple items can be ticked for one person. E.g., Team Leader and IOC Member, or Jury Member and IOC Member. Also note that for the team’s captain the appropriate procedure is to tick both “Member” and “Captain”.

You can edit all this data until the registration deadline.

Step 6 – Pay the Registration Fee

Once you have added all persons (including visitors) to your group, and ticked all the accommodation upgrade options for all the persons who wish to purchase them, the total fee due for your group will be displayed to you. Please contact the treasurer, Ilya Martchenko, for details on how to properly pay the registration fee. Once your payment has been received, this will be displayed to you. Please do not make any changes to the data that would alter the total fee after you paid it. (E.g., adding additional visitors, requesting additional accommodation upgrades, etc.)

Step 7 – Subsequent IYPTs

For subsequent IYPTs, the steps 1 and 3 will be skipped. I.e., everyone keeps their personal CURIIIE account and all the profile information stored therein. In subsequent years, you will only have to review/change your profile information if something changed. Other than that it will suffice to just enter new participation data.