

STEP BY STEP PROCEDURE TO SUBMIT YOUR IDEA TO THE MISSION IDEA CONTEST PORTAL SITE

www.spacemic.net

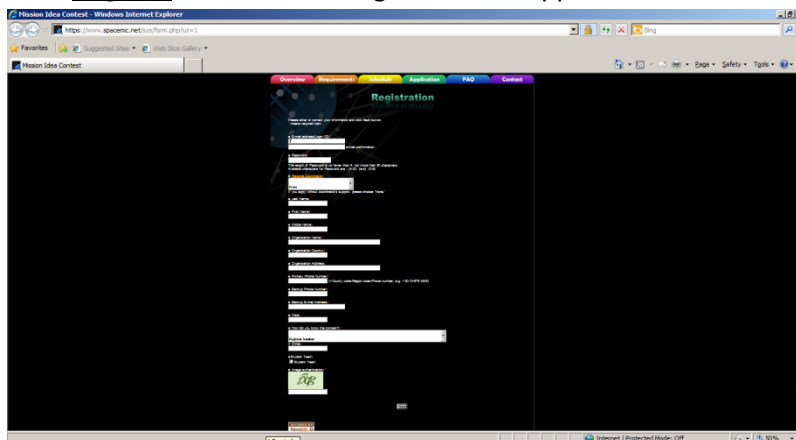
1. Access the following web site www.spacemic.net



2. Select the **Application** tab

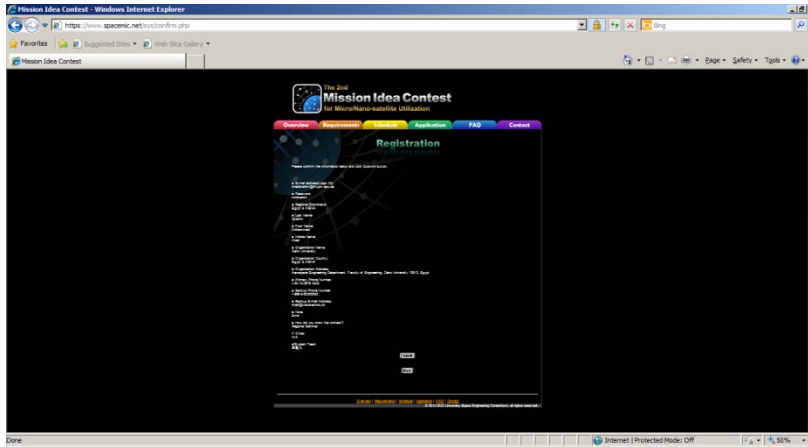


3. Press **Register** and the following screen will appear



Fill the registration form then press next

4. The following screen will appear then check the information you wrote in step 2 if it is correct press **submit** if you want to correct then press **back**



5. When you press **submit** the following screen will appear which shows that your submission was done successfully and a confirmation email will be sent to you after a short time.



6. You will receive the email similar to the following email:

From: Mission Idea Contest [mailto:info@spacemic.net]
 Sent: Thursday, April 19, 2012 3:53 PM
 To: khalilbrahim@kfupm.edu.sa
 Subject: Registration process is not completed yet.

Thank you for sending your information.

To active a new account, click on the link below.
<https://www.spacemic.net/sys/regist.php?i=45XTA4HbPbR>

■Passwd:
 xxxxxxxx

■RegionalCoordinator:
 Egypt & MENA

■LastName:
 Ibrahim

■FirstName:
 Mohammed

■MiddleName:
 Khalil

■OrganizationName:
 Cairo University

■OrganizationCountry:
 Egypt & MENA

■OrganizationAddress:
 Aerospace Engineering Department, Faculty of Engineering, Cairo University 12613,
 Egypt

■EMail:
 khalilbrahim@kfupm.edu.sa

■BackupEMail:
 khalil@transtechno.ch

■PrimaryPhoneNumber:
 +20-10-0676 4242

■BackupPhoneNumber:
 +966-5-63085093

■Note:
 未記入

7. Press the link written in the email to activate your account upon access upon pressing this link the following screen will appear which shows that your registration is completed successfully.



8. Press the **Menu Top** and/or **Application tab** again to login and the following screen will appear in case you press the **Menu top**

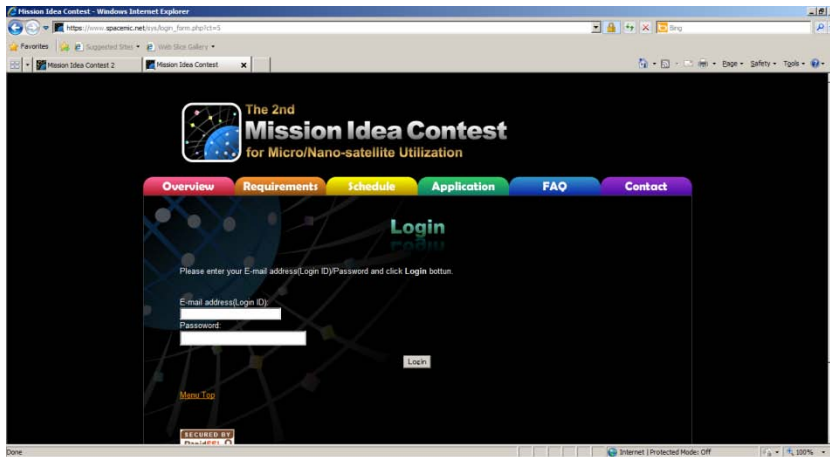


And this will appear in case you press the **Application** tab

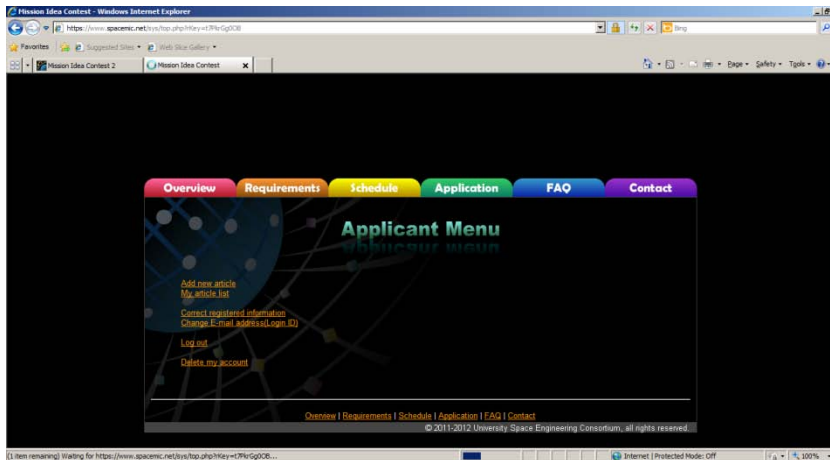


Note: you abstract should follow the same format as in the template of the application tab. There are two templates for Category 1 and Category 2. Please use the appropriate template.

9. Press the **login** and the following screen will appear then enter you login information as you wrote them in the registration form and then press login



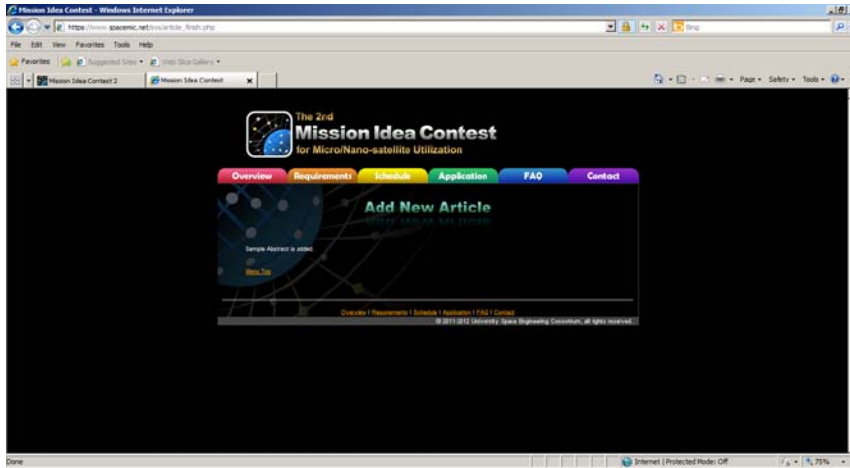
10. The following screen will appear after logging in



11. The menu is self explained and you need to press **“Add new article”** if you want only to submit your abstract. The following screen will appear then fill the required information and upload the abstract file (PDF only) the press **Next** and the following screen will appear



12. Finally press **confirm** and you will get the following screen which shows that your submission was done successfully (**Note:** Also email will be sent to you which confirm that your abstract is submitted successfully)



13. If you would like to add a new abstract press the **Menu Top** and follow the steps from 10 to 12. If you don't want the press **Menu Top** and then **logout** and you will get the following screen

