

Reģistrācijas formas izveide Indico

1. Vispirms jāpāriet uz *Management* skatu, nospiežot šeit:

The screenshot shows the Indico Management interface. At the top, there is a navigation bar with several icons, including a pencil icon highlighted by a yellow box and a yellow arrow pointing to it. Below the navigation bar, the main header displays the conference title "Mikrobioloģija un biotehnoloģija" and the dates "11-12 Feb 2022" with the time zone "Europe/Riga". A banner below the header reads "Laipni lūdzam konferencē!".

On the left side, there is a sidebar menu with the following items: Overview, Par LU 80. starptautisko zinātnisko konferenci, Scientific Programme, Call for Abstracts, Reviewing Area, Timetable, Contribution List, My Conference, My Contributions, and Paper Peer Reviewing.

On the right side, the main content area displays the following information:

- Day 1 (11.02.2022):** 13:00–17:00
- Day 2 (12.02.2022):** 10:00–14:00
- Starts:** 11 Feb 2022, 13:00
- Ends:** 12 Feb 2022, 14:00
- Timezone:** Europe/Riga
- Chairpersons:** Kristine Karklina, Liene Viluma

At the bottom of the main content area, there is a blue box with a document icon and the text: "The call for abstracts is open. You can submit an abstract for reviewing."

2. Jāatrod sadaļa *Registration*:

The screenshot shows the Indico Settings page for the conference "Mikrobioloģija un biotehnoloģija" (11 Feb - 12 Feb). The page is created by Kristine Karklina (kk12142@edu.lu.lv).

On the left side, there is a sidebar menu with the following items: Settings, Timetable, Protection, Organisation, Materials, Contributions, Participant Roles, Payments, Programme, **Registration** (highlighted with a red box), Reminders, Roles Setup, Sessions, Surveys, and Workflows.

The main content area displays the following settings:

- Title:** Mikrobioloģija un biotehnoloģija
- Description:** Day 1 (11.02.2022): 13:00–17:00 Day 2 (12.02.2022): 10:00–14:00
- Short URL:** <https://indico-dev.lu.lv/e/mikrobiologija>
- Date:** 11 Feb 2022 - 12 Feb 2022
- Time:** 13:00 - 14:00
- Timezone:** Europe/Riga
- Screen dates:** None
- Room:** None
- Venue:** None
- Address:** None
- Map URL:** None
- Chairpersons:** Kristine Karklina (Submitter), Liene Viluma (Submitter)
- Additional info:** None

3. Jāizveido jauna reģistrācijas forma, nospiežot *Create form*:

Switch to display view

Mikrobioloģija un biotehnoloģija 11 Feb - 12 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)

Registration

Registration forms allow people to register for the event.

Registration managers
Add/remove users allowed to manage registrations [Configure](#)

Participant list
Define how the participant list will be shown on the event page [Customise](#)

List of registration forms

i There are no registration forms yet.

[+ Create form](#)

4. Atvērsies logs, kurā jānorāda formas iestatījumi. Obligātie lauki, kuri jāaizpilda, ir *Title* (reģistrācijas formas nosaukums) un *List of recipients* (e-pasti, uz kuriem nāks paziņojumi par pieteikumiem):

Switch to display view

Mikrobioloģija un biotehnoloģija 11 Feb - 12 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)

Registration

Create form

Title *
The title of the registration form

Introduction
Introduction to be displayed when filling out the registration form

Contact info
How registrants can get in touch with somebody for extra information

Moderated
If enabled, registrations require manager approval

Only logged-in users
Users must be logged in to register

Registrant must have account
Registrations emails must be associated with an Indico account

Notifications for managers

Enabled

Enable notifications to managers about registrations

List of recipients *

Email addresses that will receive notifications

Save **Back**

Pārējos iestatījumus var mainīt pēc nepieciešamības, bet tas nav obligāti.

5. Nākamais solis ir pašas reģistrācijas formas lauku pievienošana un rediģēšana. Lai to izdarītu, jāiet uz sadaļu *Configure*:

Mikrobioloģija un biotehnoloģija 11 Feb - 12 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)

✓ Registration form has been successfully created

Registration

Manage form "Reģistrācija"

Registrations are not open yet
Start now or schedule opening. Schedule Start now

General settings
Edit settings for this form. Edit

Registration Form
Add, remove or modify information registrants may fill out. Configure

List of registrations
Add, remove or modify registrations. 0 Manage

Invitations
Manage invitations to register for your event. Manage

Tickets
Configure ticketing system. Configure

Stats



6. Atvērsies forma ar tiem laukiem, kuri nāk pēc noklusējuma, bet ir iespējams pievienot arī citus laukus, ja ir nepieciešams:

Mikrobioloģija un biotehnoloģija 11 Feb - 12 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)


Registration

Configure questions in form "Reģistrācija"

+ Add new ▾  

Personal Data

Fill the description

 ▾

Last Name *

First Name *

Email Address *

Affiliation

Address

Country

Phone Number

Position

Title

Disabled fields ⓘ

Back




7. Kad formai ir pievienoti visi nepieciešamie lauki, jānodrošina uz reģistrācijas formas atvēršanas un noslēgšanas iestatījumiem. Nospiežot *Schedule*, var norādīt gan reģistrācijas atvēršanas, gan noslēgšanas datumu. Nospiežot *Start now*, reģistrācijas forma uzreiz tiks atvērta:



Mikrobioloģija un biotehnoloģija 11 Feb - 12 Feb



Created by Kristine Karklina (kk12142@edu.lu.lv)

Registration

Manage form "Reģistrācija"

 **Registrations are not open yet**
Start now or schedule opening.  Schedule 

 **General settings**
Edit settings for this form.  Edit

 **Registration Form**
Add, remove or modify information registrants may fill out.  Configure

8. Izveidoto formu var apskatīt, nospiežot uz *Switch to display view*:

The screenshot shows a management interface for a registration form. At the top left, a blue button labeled "Switch to display view" is highlighted with a red box. The main header displays the event title "Mikrobioloģija un biotehnoloģija" for the dates "11 Feb - 12 Feb", created by Kristine Karklina. A green notification bar states "Registrations for Reģistrācija are now open". Below this, the "Registration" section allows managing the form "Reģistrācija". It includes three main panels: "Registrations are open" with "Reschedule" and "Close now" buttons; "General settings" with an "Edit" button; and "Registration Form" with a "Configure" button.

9. Apskatīt formu un pieteikties ir iespējams gan sekcijas sēdes sākumlapā, gan nospiežot uz automātiski izveidoto sadaļu *Registration*:

The screenshot shows the event overview page. At the top, it indicates the "Europe/Riga timezone" and a search bar. A blue banner reads "Laipni lūdzam konferencē!". The left sidebar lists various sections, with "Registration" highlighted by a red box. The main content area shows event details: "Day 1 (11.02.2022): 13:00–17:00" and "Day 2 (12.02.2022): 10:00–14:00". It also lists the start and end times (11 Feb 2022, 13:00 to 12 Feb 2022, 14:00) and the location (Europe/Riga). The organizers are Kristine Karklina and Liene Viluma. A message states "There are no materials yet." Below this, two call-to-action boxes are shown: "The call for abstracts is open" with a "Submit new abstract" button, and "Registration" with a "Register now" button, which is highlighted by a red box.