



AEGIS 2014 EDITORIAL BOARD

Room 203, 2nd floor, Manny V. Pangilinan Center for Student Leadership

Mobile number: 0905-2925190 | www.ask.fm/aegis2014

ateneoaegis2014@gmail.com | aegis2014.com

WRITE-UP SUBMISSION PROCEDURES AND BATCHING SYSTEM

Memo 003-2013

October 18, 2013

DEAR SENIORS AND SUPERSENIORS,

Please take note of the time and date of when you can submit your write-ups:

TIME	October 21	October 22	October 23
8:00-11:30	All SOSS courses (except BS Psychology)	<ul style="list-style-type: none"> • BS Environmental Science • BS Mathematics • BS Biology • BS Life Sciences • BS Health Sciences • BS Psychology 	<ul style="list-style-type: none"> • BS Chemistry • BS Chemistry with Applied Computer Systems • BS Chemistry with Materials Science and Engineering • BS Physics • BS Applied Physics/BS Applied Computer Systems • BS Applied Physics/BS Material Science Engineering
1:00-4:30	All SOSS courses (except BS Psychology)	<ul style="list-style-type: none"> • BS Electronic and Communications Engineering • BS Applied Mathematics Major in Mathematical Finance • BS Applied Computer Systems 	



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		<ul style="list-style-type: none"> • BS Management Information Systems • BS Computer Engineering • BS Computer Science 	
6:00-9:00	Free for all SOSS courses listed on this day	Free for all SOSE courses listed on this day & BS Psychology	Free for all SOSE courses listed on this day

TIME	October 24	October 25
8:00-11:30	All SOH courses	<ul style="list-style-type: none"> • BS Management of Applied Chemistry • BS Management • BS Management Honors
1:00-4:30	All SOH courses	<ul style="list-style-type: none"> • BS Legal Management • BS Information Technology Entrepreneurship • BS Communications Technology Management • BS Management Engineering
6:00-9:00	Free for all SOH courses	Free for all SOM courses listed on this day



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Attached on the next page are the steps on how to navigate the AEGIS website and how to submit your write-ups. You can also find in this memo a list of frequently asked questions (FAQs).

Good luck with enlistment and enjoy your sem break.

Sincerely,

A handwritten signature in black ink, appearing to read "MP Baladad".

Marielle Angelica P. Baladad
Editor-in-Chief, AEGIS 2014



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WRITE-UP SUBMISSION PROCEDURES

1. Register into the website with your name, ID number, school, and course.
2. Add your information (email address, contact details, etc.) and input your username and password.
3. You now have an account in the AEGIS website and can use it to sign-up for other AEGIS related events (e.g. photo shoot). This account will also be used to access the online previewing system which will be available in January.
4. Go to the navigation menu for write-up submission.
5. Type your write-up in the blank box. This has an automatic spell checking and character counting system.
6. When you are done typing your write up, click the "Submit button" on the bottom of the page. Take note that once you clicked this button, your submission can neither be taken back nor changed.



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FREQUENTLY ASKED QUESTIONS

1. *What is the batching system for?*
 - Since our servers in the AEGIS 2014 website can only take up as much as 500 people at a time, a batching system was designed to avoid a system overload. Furthermore, previous batches have had batching systems in submitting their write-ups to make the process efficient and organized.
2. *Where do I submit my write-up?*
 - You can access the write-ups submission page through aegis2014.com after registration.
3. *What if I created a write-up for a friend, how do I submit it?*
 - You can get the username and password your friend was given after registration to submit the write-up in his/her place.
4. *What do I do if the website crashes?*
 - In the event of a website crash, please contact AEGIS immediately through:
 - our ask.fm (<http://ask.fm/AEGIS2014>),
 - our mobile hotline (09052925190),
 - or our Facebook page (<https://www.facebook.com/aegis.twentyfourteen>).

We will do our best to ensure that all seniors will be able to submit write-ups during the allotted time for each school.