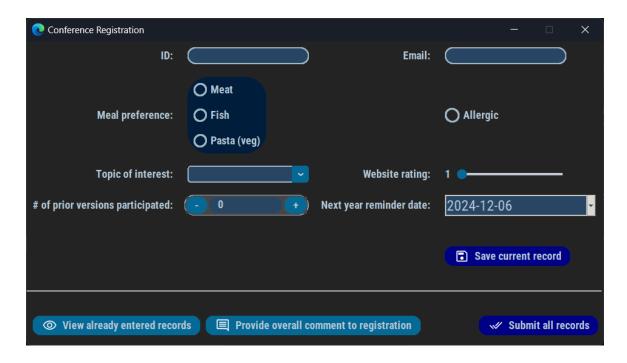
Welcome! You will be taking on the role of a Student Volunteer at a conference and have just received the registration information for some participants. Your task is to enter and manage this information using the provided form. Please follow the instructions below carefully:

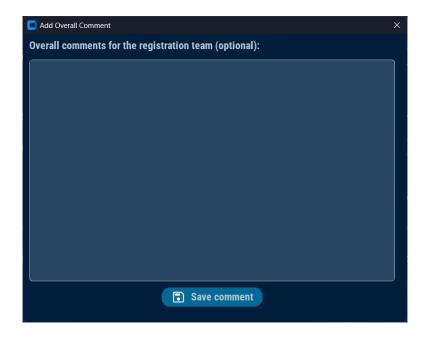
1. Access the form provided to you for submitting the information to the registration office.



- 2. Enter the information for each participant and use the **Save current record** button to save each participant's record after entering the data.
- 3. If you need to make any changes to a saved record, use the **View already entered records** button. Select the record you wish to edit and make the necessary changes.



4. Additionally, you can offer comments and feedback on <u>all</u> participant data to the registration office before the final submission by using the *Provide overall feedback to registration* button. Please note that this comment pertains to all entered data and could be considered as a final message to the registration office, rather than feedback on individual records.



- 5. If you need to take notes you can use the provided pen and paper or alternatively you can use the Notepad on the computer.
- 6. All functionalities are optional and depend on your judgment as a Student Volunteer, except for adding an ID, a valid email address, and a meal preference, which are always required.
- 7. Please ensure that all records are saved, and then use the **Submit all records** button to submit the participant data.
- 8. Once you have completed the task, use your key to fill out the exit survey.

Thank you very much for your participation.