HOW TO USE
KONTESS
For Participants

Go to ucinvc.kontess.com

For the best experience, please visit the site on a laptop or computer.
1. Select Sign Up if you do not yet have an account
2. Select Role as “Participant”
3. Fill in details and check box
4. Click on Create Account
5. Sign in with the account you created

Note:
If you first created an account before January 20th and have trouble logging in because of the email verification, please create a new account again. You can use the email you previously used.
Menu can be collapsed

Viewed announcements will be in light-gray color
You can star important announcements

View notifications here

Calendar helps you keep track of events and tasks due date
To create teams, go to “Teams” tab
The person who created the team is the Team Leader

This is the team you created or joined

Click on team name to view team’s details
Send a Join request to a team you like
Create your own team if you have an idea
When creating your own team, you can:
• Add your team logo
• Select track you want to join
• Upload pictures or videos that introduce your team better

Tip: The more information, the more likely your team attracts new members
After creating a team

- Invite other participants whom you know, or whom you think can greatly benefit your team (only team leader can do so)
- Check notification for members who request to join your team
- Explore Team Workspace

Group messaging

Upload files and share among members

Assign team tasks and team events are future features
If you are looking to join a team

• Update your profile so people know your skills and experiences
• Send many join requests and check notifications for approvals
• Chat with the team founder to learn more about the team
• If you are accepted to many teams, you can choose to leave teams that you no longer want to join

Communicating with the team leader to find out more about what the team is about, and increase your chance of getting in the team
To edit profile

1. Go to Settings Tab
2. Click on Edit Profile
3. Fill in all information
4. Upload a profile pic (optional)
5. Add skill tags (optional)
6. Save Profile

Note: When viewing other people’s profile, you will only see their biography and skills
Talk to anyone in the People and Message Tab

- Click on name to view their profiles
- To talk to anyone, message them here
- Filter participants by skills
You can see the upcoming events posted by the administrator in the event tab. Use the calendar and event notifications to keep track of upcoming events.
Submitting Tasks

Navigate to Task tab

This is the task assigned by the administrator of the competition, along with details of the task, submission due date, and grading criteria.

Click on any blank space on the task to expand grading criteria and other details.

Click on submit to upload files. If you are submitting more than one file, hold down Ctrl key to select multiple files and upload them all at once.
Important notes about submitting task

• You must be part of a team to access the task
  • Either create a team or join a team before you can submit task
  • If a team already submitted the task when you joined, the team would need to submit again in order for your name to be linked with the submission

• Only a member in the team needs to submit the task.

• You can resubmit, but only the latest submission is recorded. New submissions will overwrite the old one.
  • If more than one member in your team submits the paper, only the latest submission is recorded. Please discuss among your team and decide on who would be the person to submit

• If you are in multiple teams, you will need one submission for each team
If you experience problems,

Send us a message on Twitter: @kontess_inc
Send us an email at info@kontess.com

Follow us on Twitter: @kontess_inc for updates