Harvard Model Congress
Europe 2018
Guide to the HMCE Portal & Online Store

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This year, Harvard Model Congress Europe is continuing to use an online platform, that was debuted last year, in order to simplify the conference registration process. The **HMCE Portal** allows you to more easily submit information about your school, faculty advisors, and delegates. For example, you will be able to correct the spelling of a delegate's name or update a faculty advisor's contact information instantaneously on the HMCE Portal—no more worrying about filling out PDF forms or sending emails.

The information submitted in the HMCE Portal will be used for delegates' participation certificates and placards. Please ensure that this information is entered correctly. This guide contains instructions for editing information after you have entered it.

As always, please contact Amy Danoff at faculty@hmceurope.org with any questions about the conference.

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Introduction

The HMCE Portal and HMCE Online Store are used together to register and pay for HMCE 2018.

Platform	Functions and Features
HMCE Portal	Submit, update, or remove information about your school, faculty advisors, and delegates.
HMCE Online Store	Submit School and Delegate Fee payments.

These are the main steps for registering and paying for HMCE 2018, along with which platform you will use to complete each step:

	Step	Platform Used to Complete Step
1.	Create an HMCE Portal account.	Google Form
2.	Complete the School Information Table.	HMCE Portal
3.	Complete the Faculty Information Table.	HMCE Portal
4.	Submit the School Fee.	HMCE Online Store
5.	Complete the Delegate Information Table.	HMCE Portal
6.	Submit the Delegate Fee.	HMCE Online Store

As a reminder, schools should complete steps 1-6 to "lock in" their spot in the desired registration group: in order to receive priority role assignments and fee structures for a desired time group (early or regular registration), schools should complete all of the above steps before the respective deadline for that registration group. All returning schools who participated in HMCE 2017 will be guaranteed a spot at the 2018 conference until the Regular Registration Deadline has passed.

Step 1: Create an HMCE Portal Account

The first step in registering for HMCE 2018 is creating an HMCE Portal Account.

1. Visit the HMCE website at www.hmceurope.org.
2. In the top-right corner, select **HMCE Portal Account Creation** from the **HMCE Portal** drop-down menu.

3. On this page, you will find a link to a Google Form. Please fill out all information carefully in order to register your school. While you will later be able to edit information, double checking your inputs not only will save you from having to alter information later, but makes the process smoother for our staff.

4. You only need to create **one** HMCE Portal account per school. You will receive a confirmation email from our Director of Technology, Madison Pagel, to confirm the registration of your school. If you do not receive an email within 5 business days, please contact Amy Danoff, our Director of Communications, at faculty@hmceurope.org, to ensure your form was received.

Step 2: Complete the School Information Table

The next step is completing the **School Information Table**. This will allow you to share relevant information regarding your school's contact information and previous HMCE experience.

1. Log-in to the HMCE Portal in the **HMCE Portal** drop-down menu in the upper-right corner of the hmceurope.org website.

2. Under the **Registration Information** drop-down menu, select **School Information**.

3. The page will now display the **School Information Table**. In the area to the top-right of the table,

School Information Table

Show 10 entries   Search: _____   + New   ✎ Edit   🗑 Delete

School Name ▲	Street Address ▲	City ▲	State/Province ▲	Postal Code ▲	Country ▲	Anticipated Delegate Count ▲	Have you attended HMCE before? ▲	If so, what was the last year you attended HMCE? ▲	School ID ▲
No data available in table									

click on **+ New** to add information about your school.

4. A pop-up window will appear on the screen. Please provide the requested information about your school. All questions with an asterisk (*) are required. ***Please ensure that your school name is entered correctly as this spelling will be used for all delegate certificates. Please do not type your school's name in all-capitals.***
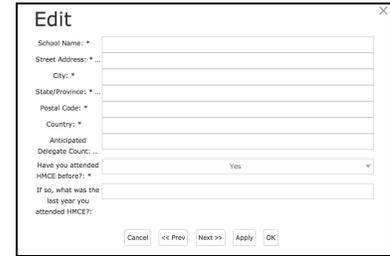
5. Once you are finished entering your school's information, click on **OK** to save your data.

6. Make note of your school's **School ID** number which is displayed in the right-most column of the School Information Table.

7. Instructions for editing/removing this information are explained below in this guide.

## *Step 3: Complete the Faculty Information Table*

The **Faculty Information Table** will allow you to share information about the faculty advisors from your school who will be involved with HMCE, even if they will not be attending the conference in March. Please complete this section *after* you have completed the **School Information Table**.

1. On the HMCE website, under the **Registration Information** drop-down menu, select **Faculty Information**.
2. The page will now display the **Faculty Information Table**. In the area to the top-right of the table, click on **+ New** to add information about your first faculty advisor.
3. A pop-up window will appear on the screen. Please provide the requested information about your first faculty advisor.
   a. One question in the table asks **Is this faculty advisor your school's primary contact?** Choosing **Yes** indicates that this faculty advisor should receive all HMCE correspondence. Choosing **No** indicates that this faculty advisor should *not* receive correspondence.
4. Once you are finished entering the first faculty advisor's information, click on **OK** to save your data.
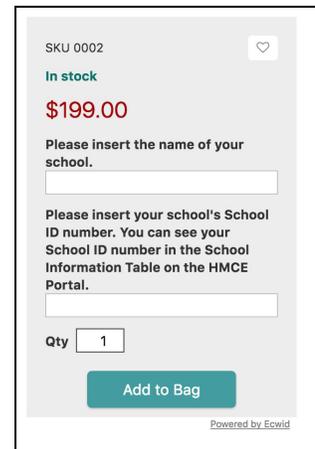
5. If you would like to add additional Faculty Advisors, click on **+ New** to the top-right of the table and repeat steps 2-4 above.

Step 4: Submit the School Fee

You can submit your School Fee using the HMCE Online Store. Please contact Amy Danoff at faculty@hmceurope.org if you require assistance submitting your payment.
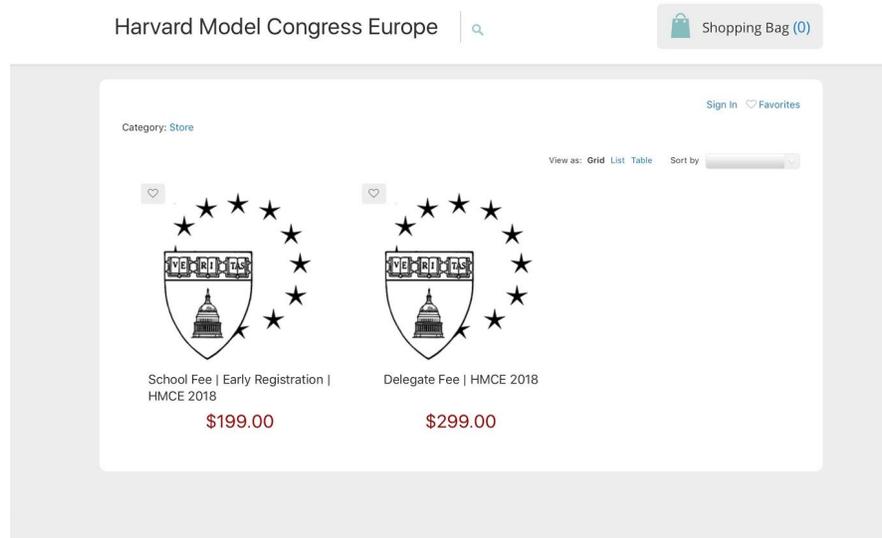
1. Visit the **HMCE Online Store** at hmceurope.ecwid.com.

2. Select **School Fee** from the list of available options.

3. Submit the requested information about your school. You can find your school's **School ID** number in the School Information Table on the HMCE Portal.

4. Select **Add to Bag** and then proceed to check-out.

Step 5: Complete the Delegate Information Table

The **Delegate Information Table** allows you to share information about the delegates from your school who are participating in HMCE. Please complete this section *after* you have completed the Faculty Information Table *and* submitted your School Fee payment.

1. Ensure that you have logged in to the **HMCE Portal** through the drop-down menu in the upper-right corner of the hmceurope.org website.
2. Under the **Registration Information** drop-down menu, select **Delegate Information**.
3. The page will now display the **Delegate Information Table**. In the area to the top-right of the table, click on **+ New** to add information about your first delegate.
4. A pop-up window will appear on the screen. Please provide the requested information about your first delegate.
    a. One question in the table asks **Does this delegate plan to apply for a scholarship?** This question is optional and your answer will not affect scholarship award decisions. This information will not be shared outside of the HMCE Scholarship Team.
5. Once you are finished entering the first delegate's information, click on **OK** to save your data.
6. If you would like to add additional delegates, click on **+ New** to the top-right of the table and repeat steps 3-5 above.

Step 6: Submit the Delegate Fee

You can submit your Delegate Fee using the HMCE Online Store. All payment for returning schools must occur before either the Early or Regular deadline to be given the fees and role preferences for that respective registration group. Please reach out to faculty@hmceurope.org if you have questions about the timeline for payment of your delegation's fees as it pertains to students applying for an HMCE scholarship.

1. Visit the **HMCE Online Store** at hmceurope.ecwid.com.
2. Select **Delegate Fee** from the list of available options.
3. Submit the requested information about your delegates.
4. Select a quantity which is equal to the number of "paying" delegates from your school (i.e. delegates who are *not* receiving a scholarship).
5. Select **Add to Bag** and proceed to checkout.

Change or Remove Information in the HMCE Portal

You are welcome to edit or remove information which you have submitted in the HMCE Portal before **February 1, 2018.** Changes after this date are not guaranteed and must be requested by

emailing faculty@hmceurope.org. Please note that due to our conference's size and requirements, HMCE is unable to refund School and Delegate Fee payments.

1. Open the table (i.e. **School Information**, **Faculty Information**, or **Delegate Information**) which contains information you would like to change.
2. Select the row in the table which contains information you would like to change.
   a. To change information in a row (e.g. to correct a spelling mistake), click on the **Edit** button at the top-right of the table. Edit information in the pop-up window and click on **OK** when you are finished.
   b. To delete a delegate or faculty advisor's entire row, click on the **Delete** button at the top-right of the table.