

USER MANUAL

ANNUAL GENERAL PICE MOBILITY CALL 2021

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1. User Setup

- a) Entities wishing to send an application must create a user account through the access form. To do this, users will have to register the name and surname of the contact person making the application. They will also register their email and create an access password.

- b) After completing the data and clicking the *Create account* button, the *registration* will be complete. In order to access the form, the contact person must enter their email and password in the following section of the form.

2. Create and manage an application

- a) Once the login process has been completed, the applicant will access the following page:

- b) To create a new application, click *New*.
- c) During the process of completing an application, please remember that you can disconnect and finish the form later. The system will only retain the information of

those sections that have been completed, that is, those where the mandatory fields have been filled in. You will also need to click the *Next* button for the system to retain the information registered in that section of the application.

- d) If you have disconnected and wish to complete your application later, once you have been identified by username and password, you will access the following screen:

The screenshot shows a web interface titled "Log Out" at the top. Below the title is a dropdown menu containing the text "PICE - Mobility, Annual Open Call 2021, Dance & Circus". Underneath is a table with the following structure:

ID	Name	Creation date	Status	
ID:1453	<input type="text"/>	11/01/2021	Filling	Edit Duplicate Delete

Below the table is a "New" button and a note: "Once an application is created, you can edit, delete or duplicate it, always before sending it."

You can carry out various actions from this screen:

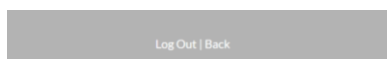
- a) The application initially created will be identified under your ID along with the registration date and status. The application *Name* field will appear blank. You can assign a name to this application to differentiate it from others.

This screenshot is identical to the previous one, but the "Name" field in the table now contains the text "Application #1".

- b) There are three buttons that allow you to manage the application:
- Edit: you can continue completing the application if it has not yet been sent.
 - Duplicate: you can duplicate the application (*the importance of this option is detailed later).
 - Delete: you can delete the application.

3. Disconnect / Exit an application

- a) An entity can fill out an application intermittently and will be able to connect as many times as required in order to complete the application. To do this, the user has two buttons at the top of the screen:



- b) The *Log out* button allows the user to exit the application in its current stage and to resume it later. We recommend reviewing point 2.c. of this document.
- c) The *Back* button allows the user to return to the previous section.

4. Special features of the form

- d) An entity can apply for a PICE grant for more than one artistic proposal (artists, creators or artistic groups). This means that the entity must fill out a new form for each artistic proposal that it wishes to present.
- e) To make it easier to manage applications, an entity that has already completed and submitted an application and wishes to submit a new artistic proposal for the same event, can duplicate the application (*Duplicate* button). Therefore, the applicant will only have to fill in the data of the sections that they wish to modify.
- f) You can also generate a new request via the *New* button. In this case, the application must be completed from the beginning.

Example:

- a) An entity wishes to apply for a grant from PICE to support the presence of two Spanish creators (two artistic proposals), at an event.
- b) The entity registers on the form. It completes an initial form that provides the data required (information regarding the event, artistic proposal, available and requested budget as well as the entity's data).
- c) Once the application has been sent, the applicant can duplicate it and modify the data relative to the new artistic proposal. The data registered for the event and the entity is retained, but the data regarding the artistic proposal, the available budget and the requested budget are updated if applicable.