



**Manual for Beneficiary self registration  
(Beneficiary not included in the program's Registry)**

## Table of contents

Table of figures.....	2
1. Registration .....	3
2. Login .....	6
3. Reset Password.....	7
4. Data entry and application submission .....	9

## Table of figures

Figure 1 Login to platform .....	3
Figure 2 Beneficiary self registration for beneficiaries not included in the program’s Registry .....	3
Figure 3 Registration .....	4
Figure 4 Entering email address .....	4
Figure 5 Request has been submitted.....	5
Figure 6 Password selection .....	5
Figure 7 Login .....	6
Figure 8 Forgot my password .....	7
Figure 9 Reset password.....	8
Figure 10 Password reset request successfully submitted .....	8
Figure 11 Beneficiary Data .....	9
Figure 12 Case of Reservation Method “Tour Operator” .....	10
Figure 13 Choice of tour operators .....	10
Figure 14 Save and Continue .....	11
Figure 15 Beneficiary Data .....	11
Figure 16 Submit data .....	12
Figure 17 After submission.....	12

## 1. Registration

The user chooses “Login to platform” and then “Beneficiary self registration for beneficiaries not included in the program’s Registry”.

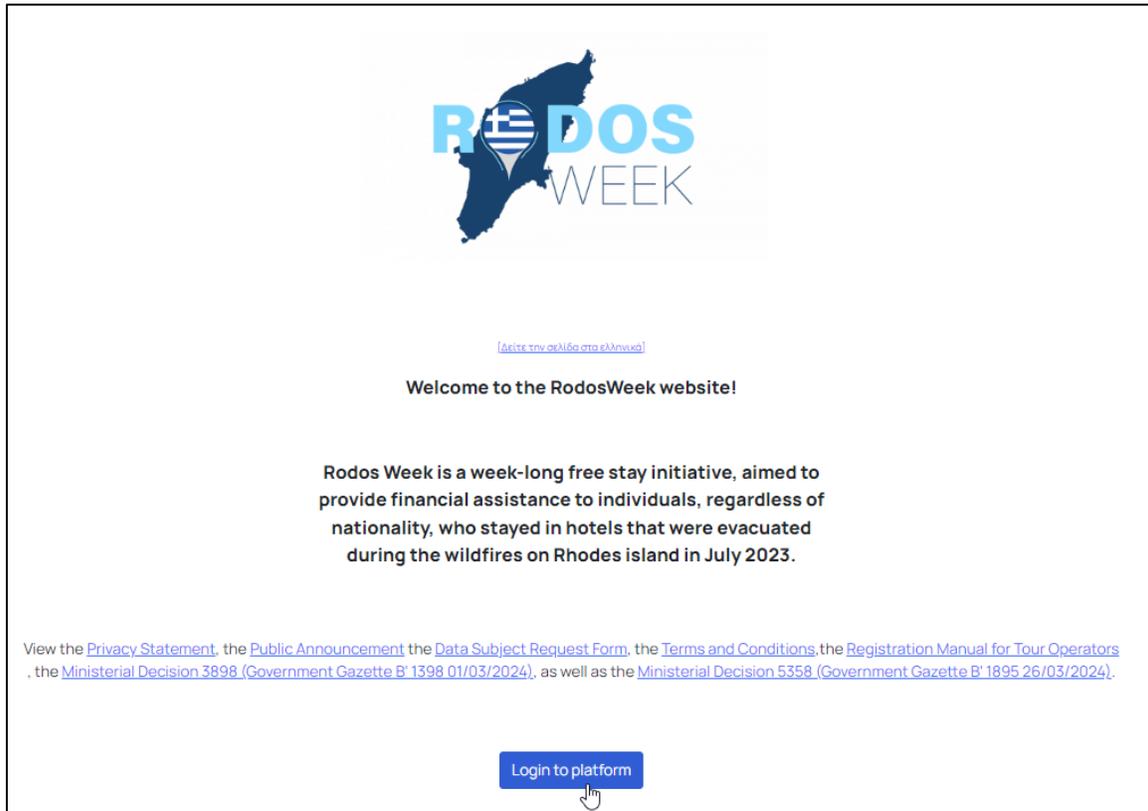


Figure 1 Login to platform

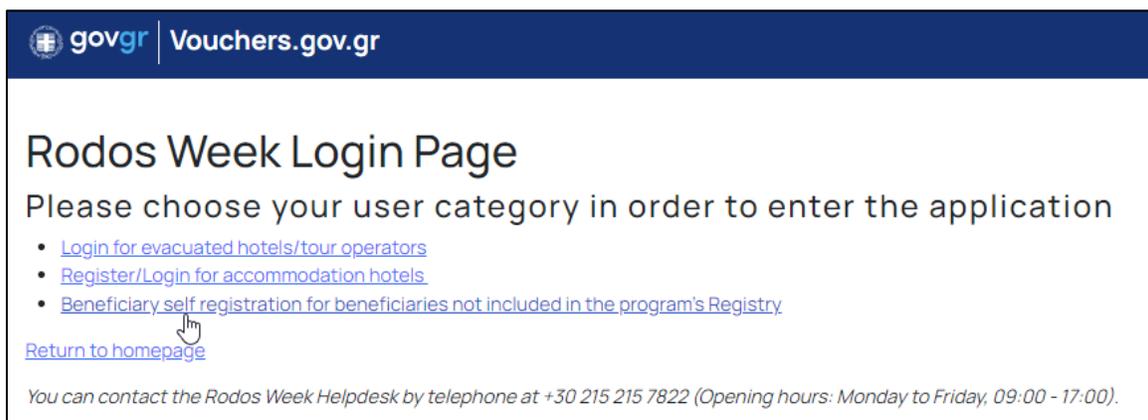
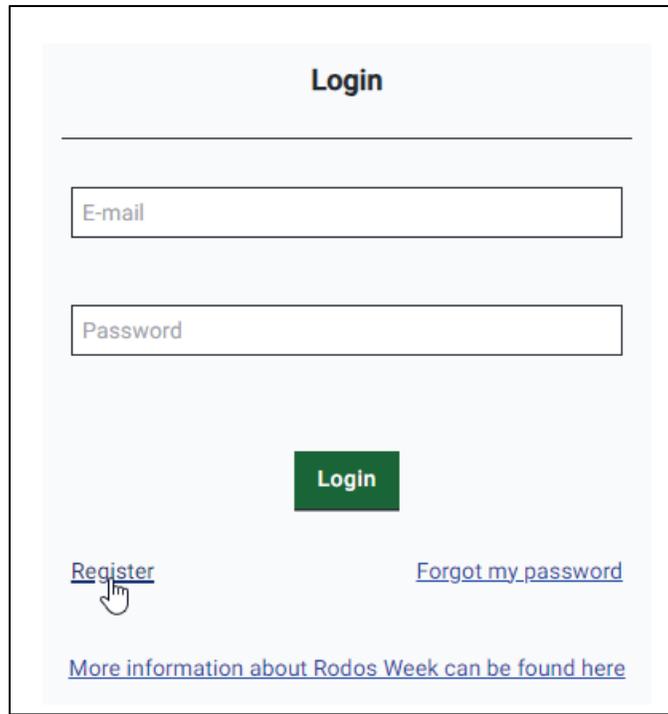


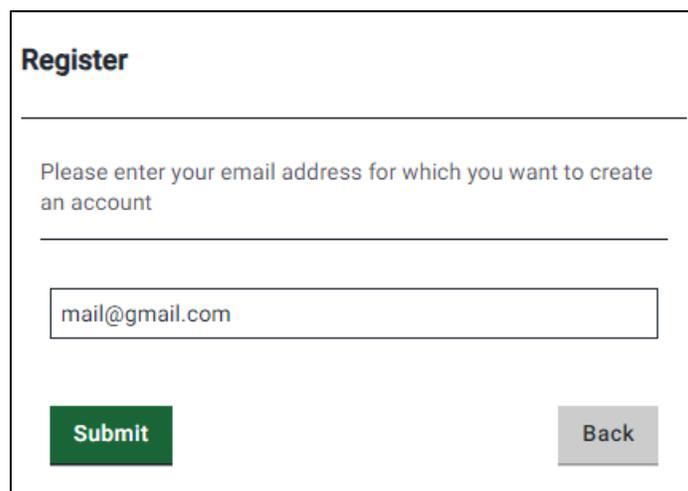
Figure 2 Beneficiary self registration for beneficiaries not included in the program’s Registry

The user chooses “Register” in order to register in the program’s Web Platform, and fills in the mail with which he wants to perform his registration.



The screenshot shows a web page titled "Login". It features two input fields: "E-mail" and "Password". Below these fields is a green "Login" button. At the bottom left, there is a blue "Register" link with a mouse cursor hovering over it. At the bottom right, there is a blue "Forgot my password" link. At the very bottom, there is a blue link that reads "More information about Rodos Week can be found here".

Figure 3 Registration



The screenshot shows a web page titled "Register". It contains the text "Please enter your email address for which you want to create an account" above an input field. The input field contains the text "mail@gmail.com". Below the input field are two buttons: a green "Submit" button and a grey "Back" button.

Figure 4 Entering email address

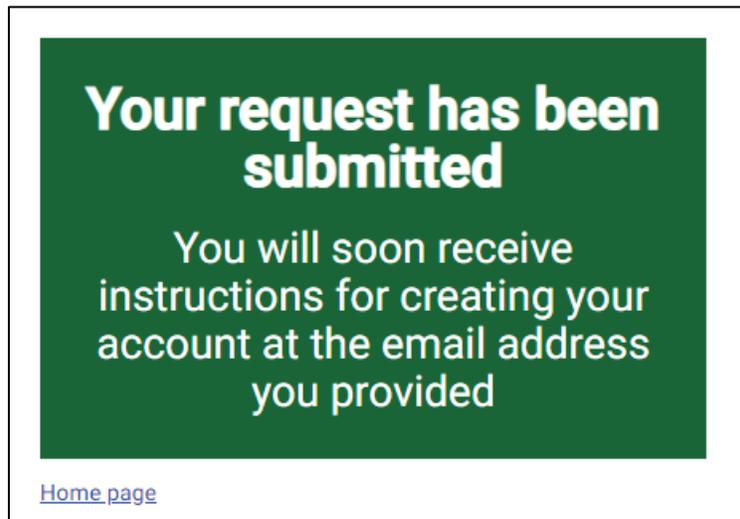
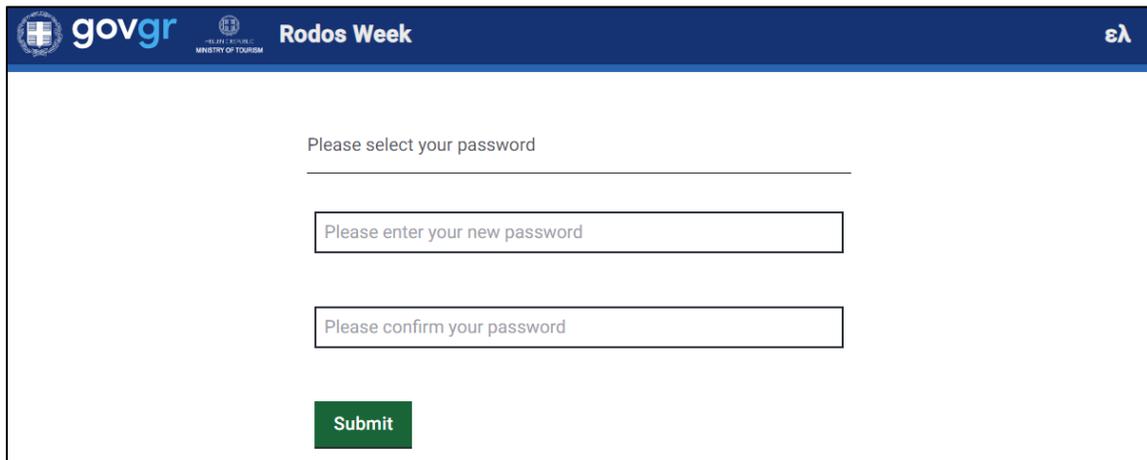


Figure 5 Request has been submitted

The user, upon clicking on the link, proceeds to choose his password.



govgr  Rodos Week ελ

Please select your password

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Please enter your new password

Please confirm your password

**Submit**

Figure 6 Password selection

## 2. Login

To log in to the application, the user needs to enter the email address where he received the registration link, as well as the password he selected above and then click **“Login”**.

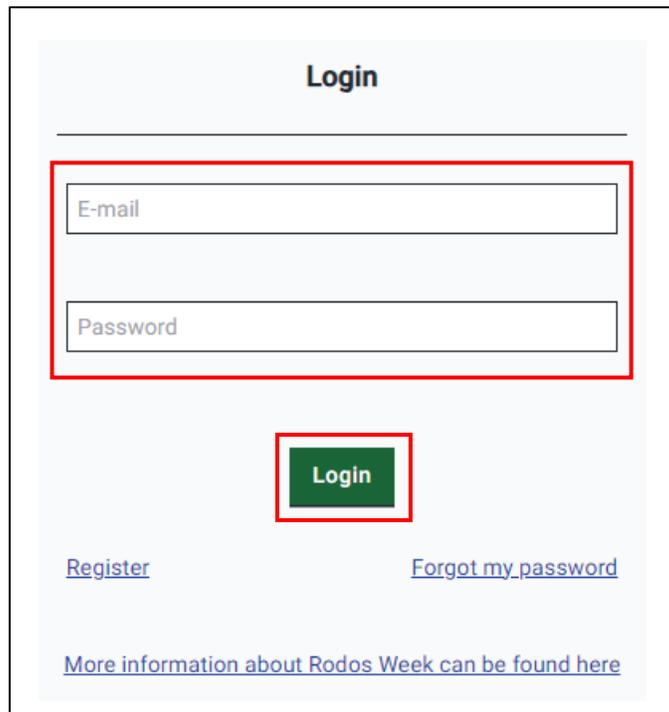
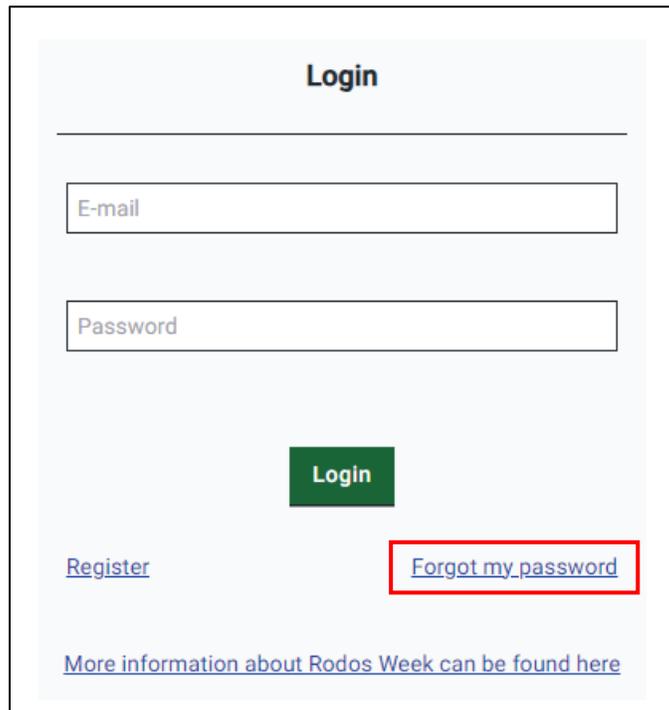
A screenshot of a web application's login page. The page has a light gray background. At the top center, the word "Login" is displayed in a bold, black, sans-serif font. Below this, there are two input fields: the first is labeled "E-mail" and the second is labeled "Password". Both input fields are enclosed in a red rectangular border. Below the input fields, there is a green rectangular button with the word "Login" written in white. At the bottom of the form, there are two blue underlined links: "Register" on the left and "Forgot my password" on the right. At the very bottom of the form, there is a blue underlined link that reads "More information about Rodos Week can be found here".

Figure 7 Login

### 3. Reset Password

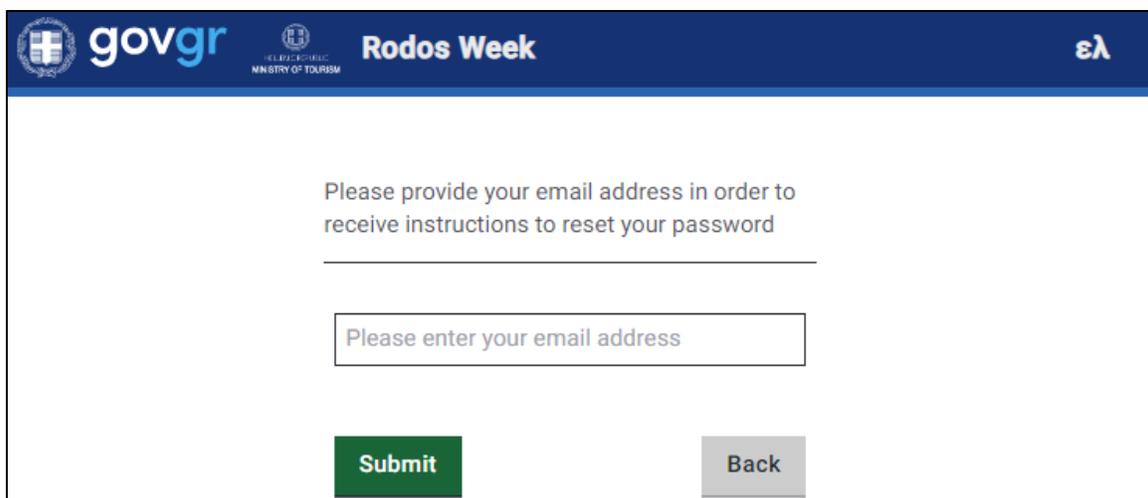
If the user has forgotten the password he selected when he registered, he can click **“Forgot my password”** in the login screen to visit the password reset page.



The screenshot shows a login form titled "Login". It contains two input fields: "E-mail" and "Password". Below the fields is a green "Login" button. At the bottom left, there is a blue "Register" link. At the bottom right, the "Forgot my password" link is highlighted with a red rectangular border. Below the links, there is a blue text link: "More information about Rodos Week can be found here".

Figure 8 Forgot my password

There, the user needs to enter the email address where he received the registration link and click **“Submit”**, in order to receive instructions to reset the password.



The screenshot shows the password reset page. At the top, there is a blue header with logos for "govgr", the Hellenic Republic Ministry of Tourism, "Rodos Week", and the Greek flag "ελ". The main content area has the text: "Please provide your email address in order to receive instructions to reset your password". Below this text is a text input field with the placeholder "Please enter your email address". At the bottom, there are two buttons: a green "Submit" button and a grey "Back" button.

Figure 9 Reset password

When the request has been submitted, the following message appears.

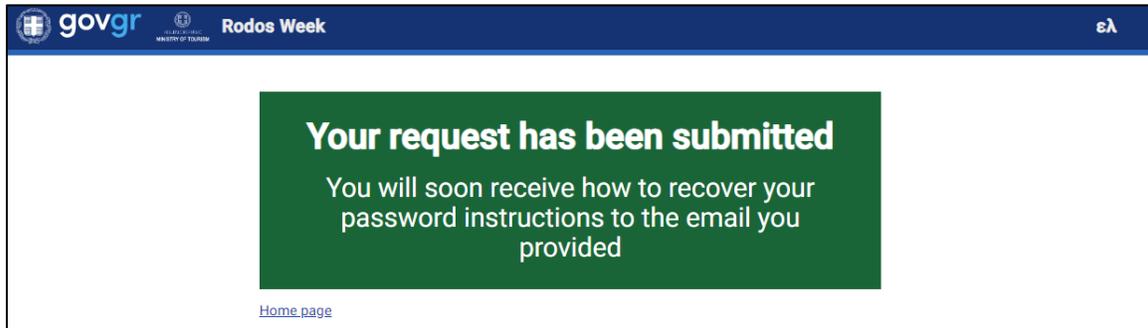
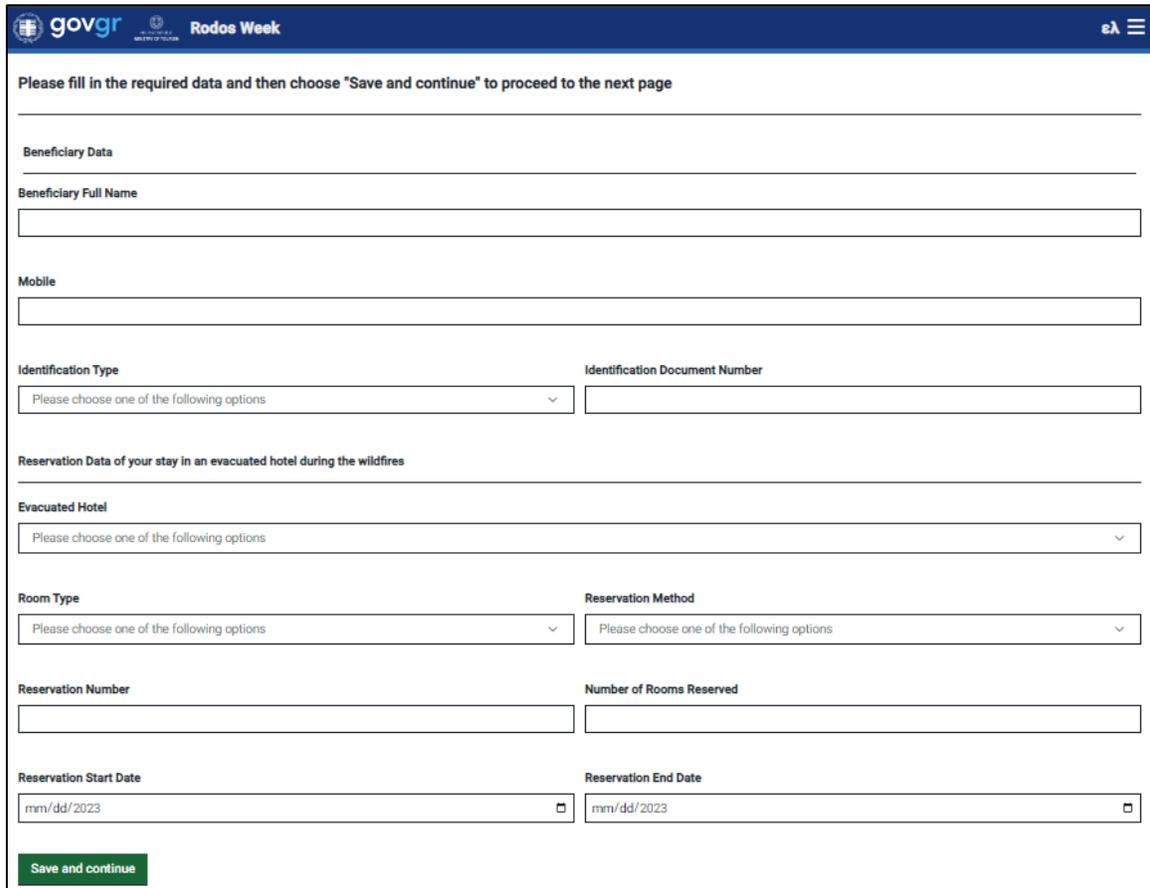


Figure 10 Password reset request successfully submitted

Then, the user receives instructions on how to recover the password to the provided email.

#### 4. Data entry and application submission

The beneficiary, upon successful connection to the application, proceeds to fill in the necessary data as shown below.



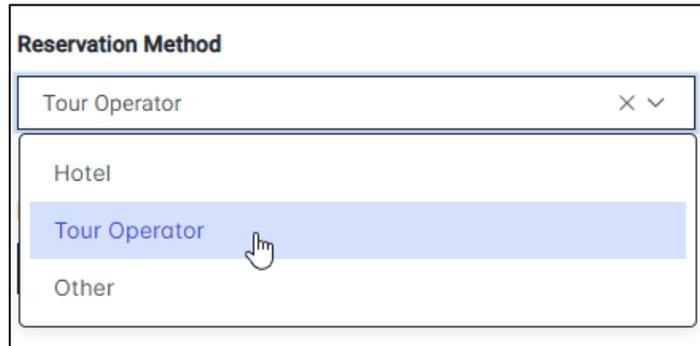
The screenshot shows a web form titled "Rodos Week" with the "govgr" logo and the Ministry of Tourism icon. The form is divided into several sections:

- Beneficiary Data:**
  - Beneficiary Full Name: A text input field.
  - Mobile: A text input field.
  - Identification Type: A dropdown menu with the placeholder "Please choose one of the following options".
  - Identification Document Number: A text input field.
- Reservation Data of your stay in an evacuated hotel during the wildfires:**
  - Evacuated Hotel: A dropdown menu with the placeholder "Please choose one of the following options".
  - Room Type: A dropdown menu with the placeholder "Please choose one of the following options".
  - Reservation Method: A dropdown menu with the placeholder "Please choose one of the following options".
  - Reservation Number: A text input field.
  - Number of Rooms Reserved: A text input field.
  - Reservation Start Date: A date picker with the placeholder "mm/dd/2023".
  - Reservation End Date: A date picker with the placeholder "mm/dd/2023".

At the bottom left, there is a green button labeled "Save and continue".

Figure 11 Beneficiary Data

In case "Tour operator" is selected as reservation method, the user is prompted to choose additionally the tour operator that managed his reservation.



**Reservation Method**

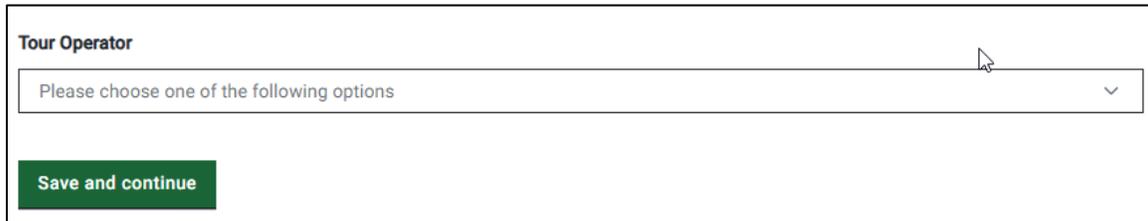
Tour Operator

Hotel

**Tour Operator**

Other

Figure 12 Case of Reservation Method "Tour Operator"

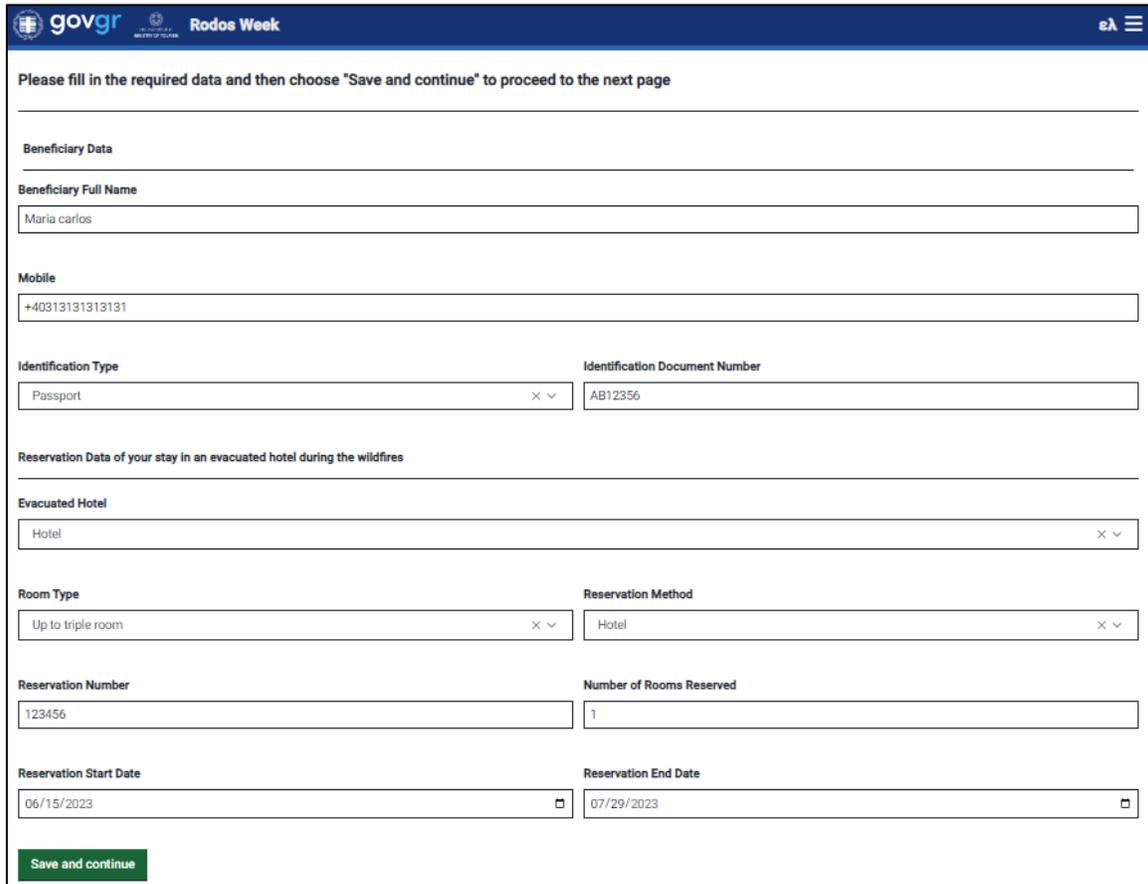


**Tour Operator**

Please choose one of the following options

**Save and continue**

Figure 13 Choice of tour operators



Please fill in the required data and then choose "Save and continue" to proceed to the next page

**Beneficiary Data**

**Beneficiary Full Name**  
Maria carlos

**Mobile**  
+40313131313131

**Identification Type** | **Identification Document Number**  
Passport | AB12356

**Reservation Data of your stay in an evacuated hotel during the wildfires**

**Evacuated Hotel**  
Hotel

**Room Type** | **Reservation Method**  
Up to triple room | Hotel

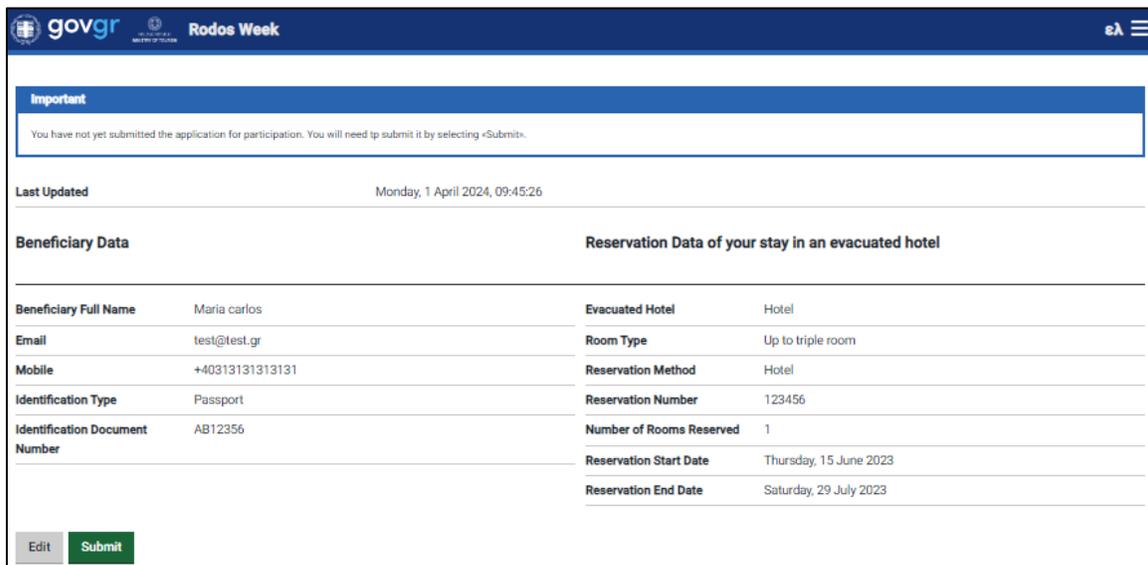
**Reservation Number** | **Number of Rooms Reserved**  
123456 | 1

**Reservation Start Date** | **Reservation End Date**  
06/15/2023 | 07/29/2023

**Save and continue**

Figure 14 Save and Continue

In the following menu, the user can view and submit his data by pressing "Submit".



**Important**

You have not yet submitted the application for participation. You will need to submit it by selecting «Submit».

**Last Updated** | Monday, 1 April 2024, 09:45:26

Beneficiary Data		Reservation Data of your stay in an evacuated hotel	
<b>Beneficiary Full Name</b>	Maria carlos	<b>Evacuated Hotel</b>	Hotel
<b>Email</b>	test@test.gr	<b>Room Type</b>	Up to triple room
<b>Mobile</b>	+40313131313131	<b>Reservation Method</b>	Hotel
<b>Identification Type</b>	Passport	<b>Reservation Number</b>	123456
<b>Identification Document Number</b>	AB12356	<b>Number of Rooms Reserved</b>	1
		<b>Reservation Start Date</b>	Thursday, 15 June 2023
		<b>Reservation End Date</b>	Saturday, 29 July 2023

**Edit** | **Submit**

Figure 15 Beneficiary Data

The user can choose “Edit” to return to the previous screen or “Submit” to submit his application.

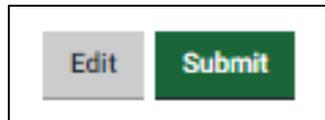
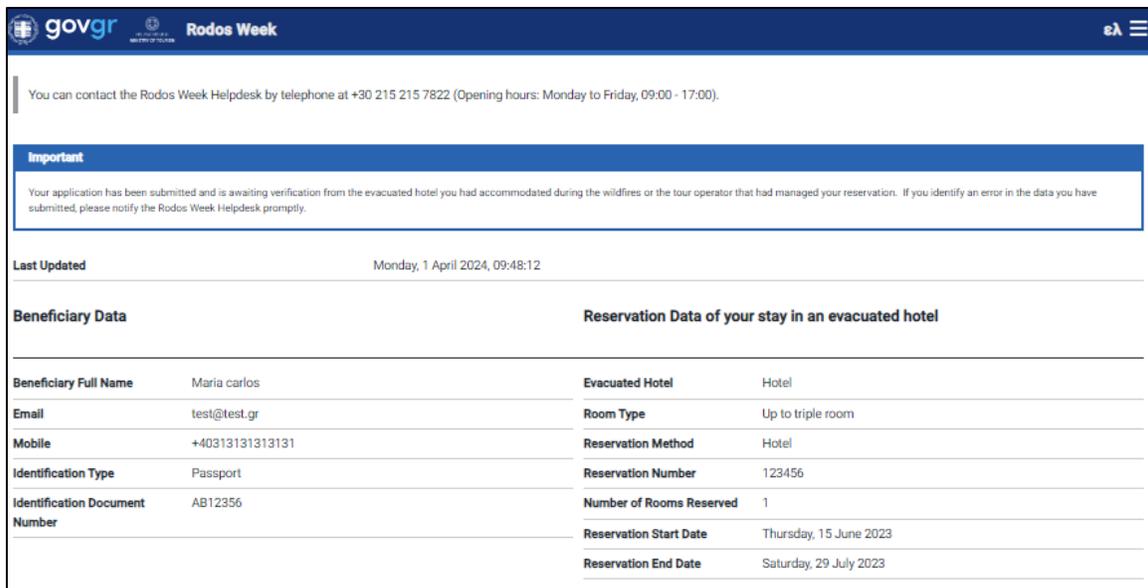


Figure 16 Submit data

After submission, the user views a message that his application has been submitted.



The screenshot shows the 'govgr' website interface for 'Rodos Week'. It includes a header with the logo and a navigation menu. Below the header, there is a contact information section for the Rodos Week Helpdesk. A prominent blue box with the word 'Important' contains a message stating that the application has been submitted and is awaiting verification. Below this, the 'Last Updated' timestamp is shown. The main content area is divided into two columns: 'Beneficiary Data' and 'Reservation Data of your stay in an evacuated hotel'. Each column contains a table of details.

Beneficiary Data		Reservation Data of your stay in an evacuated hotel	
Beneficiary Full Name	Maria carlos	Evacuated Hotel	Hotel
Email	test@test.gr	Room Type	Up to triple room
Mobile	+40313131313131	Reservation Method	Hotel
Identification Type	Passport	Reservation Number	123456
Identification Document Number	AB12356	Number of Rooms Reserved	1
		Reservation Start Date	Thursday, 15 June 2023
		Reservation End Date	Saturday, 29 July 2023

Figure 17 After submission

In case of an error in the declared data, the user sees a message to contact the Rodos Week Helpdesk by telephone at +30 215 215 7822 (Opening hours: Monday to Friday, 09:00 - 17:00).