

Step 1: Visit the application page at <https://mymun.net/muns/smun-2017>

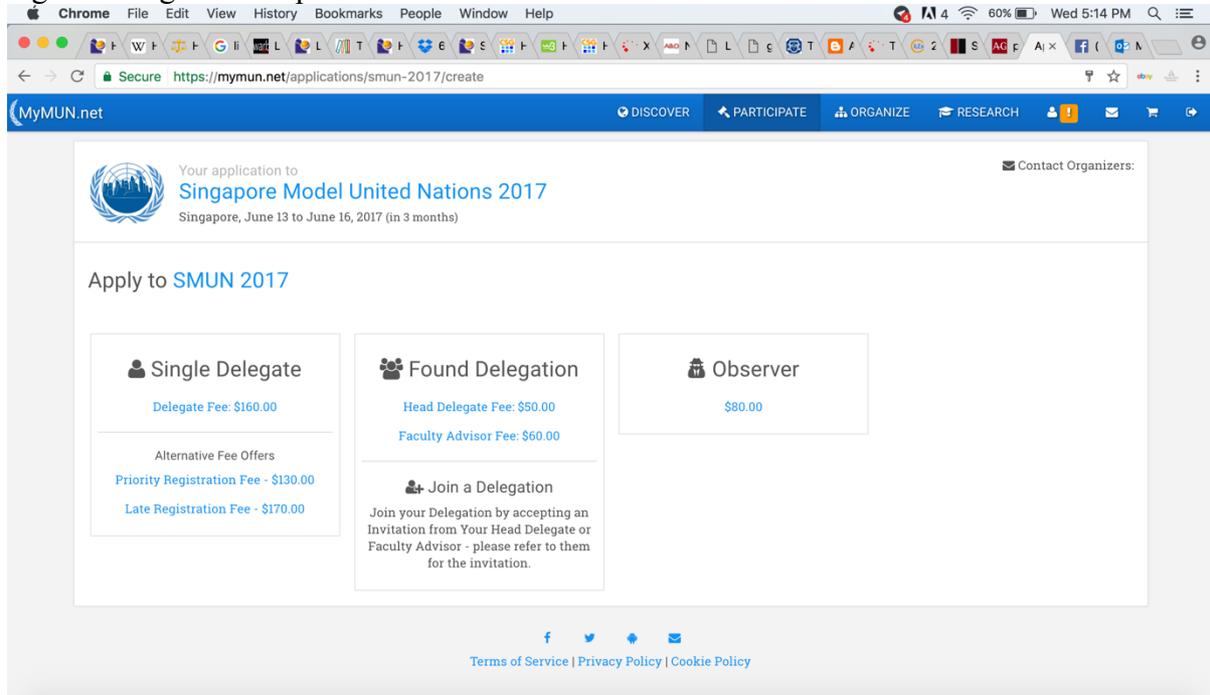
Step 2: You should come to this page. Click 'Apply Now;' to begin making your application.

The screenshot shows the MyMUN.net website for SMUN 2017. At the top, there is a navigation bar with 'DISCOVER', 'PARTICIPATE', 'ORGANIZE', 'RESEARCH', and 'LOGIN'. Below this is a map of Southeast Asia highlighting Singapore and parts of Malaysia and Indonesia. The main content area features the United Nations logo, the text 'SMUN 2017 Singapore Model United Nations', and a prominent blue 'APPLY NOW' button. Below the main header, it states 'Powered by the MyMUN Conference Management System' and provides links to 'WWW.SINGAPOREMUN.ORG/' and 'FACEBOOK'. A summary section lists: 'Singapore, Singapore', 'Jun 13, 2017 - Jun 16, 2017', '500 Delegates', 'Highschool level' and 'College level', and 'Hosted by National University of Singapore PS Society'. At the bottom, there are links for 'Application Deadlines', 'Application Fees', 'Editions & Ratings', 'Delegates', 'Chairs', and 'Average Rating'.

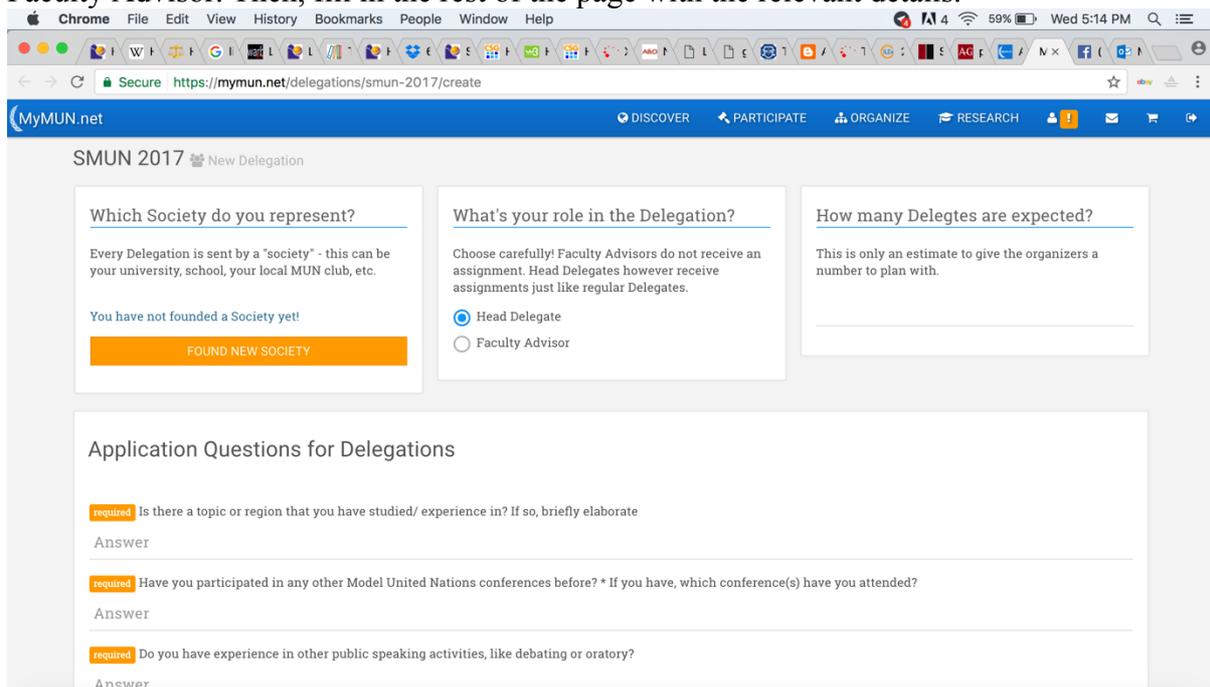
Step 3: Register for a new account upon being directed to the 'Register' page. Fill in the required details of the individual who will be using the account (the student who will be participating in the conference) at the following page. Then, verify the email with the email account that you registered with.

The screenshot shows the 'Personal Information' registration page on MyMUN.net. The page title is 'Personal Information' with a sub-header 'Add any missing information'. It is divided into three columns: 'Email and Picture', 'Personal Information', and 'Address'. Under 'Email and Picture', the email 'joanelle@u.nus.edu' is shown, along with a verification message and a profile picture upload section. The 'Personal Information' column includes fields for 'First Name', 'Last Name', 'Date Of Birth (e.g. 1991-12-31)', 'Nationality (Please Choose)', and 'Gender (Please Choose)'. The 'Address' column includes fields for 'Street and Apartment #', 'City', 'Postal Code', and 'Country (Please Choose)'. A blue 'CONTINUE' button is located at the bottom right. At the very bottom, there are social media icons and links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

Step 4: After you have done so, click ‘Continue’ at the bottom right corner. You will then be brought to a page that allows you to select what type of individual you will be signing up as. If you will be signing up as a delegate, proceed to Step 8 in this guide. If you will be registering as a faculty advisor or head delegate, click the appropriate icon to register in such a capacity. If you will be signing up as an observer, the steps will be similar to that of a regular delegate in Step 8.



Step 5: You will be brought to this page. First, click ‘found new society’ on the orange button to form your delegation. Simply name it after the MUN Society you are participating under, or just indicate the name of your institution. Indicate whether you are a Head Delegate or Faculty Advisor. Then, fill in the rest of the page with the relevant details.



Step 6: Note that clicking on “found new delegation” will take you to a separate page. Here, you will fill up details pertaining to the delegation, after which you should submit the information.

The screenshot shows a web browser window with the URL <https://mymun.net/applications/smun-2017/delegation?delegationId=2171>. The page features a blue navigation bar with the MyMUN.net logo and menu items: DISCOVER, PARTICIPATE, ORGANIZE, and RESEARCH. Below the navigation bar, there is a section titled "Application Questions" with three required questions:

- required** Is there a topic or region that you have studied/ experience in? If so, briefly elaborate
x
- required** Have you participated in any other Model United Nations conferences before? * If you have, which conference(s) have you attended?
x
- required** Do you have experience in other public speaking activities, like debating or oratory?
x

At the bottom of the form, there is a large blue button labeled "SUBMIT DELEGATION APPLICATION". Below this button, a note states: "You may invite more delegation members after you have submitted the delegation application." Social media icons for Facebook, Twitter, and Email are visible at the very bottom of the page.

Step 7: The aforementioned step is so that you and your teammates/students will be able to be listed as one delegation, for administrative purposes. The individual accounts that students make will be able to be linked my generating a link with the button “make new invitation link” as shown in this screencap. This link should then be shared with all individuals who are participating under this delegation.

The screenshot shows the same web browser window with the URL <https://mymun.net/applications/smun-2017/delegation?delegationId=2171>. The page features the same blue navigation bar. Below the navigation bar, there is a section titled "Invite any MyMUN User" with a text input field containing "Start typing a name" and a blue "INVITE" button.

Below the "Invite any MyMUN User" section, there is a section titled "Invitation Link" with the following text: "You can share this link with anyone whom you want to be a part of this Delegation. They will be added to this Delegation by simply clicking it (regardless of whether they have already submitted an application to this conference or not). Share this code internally with your future Delegation members." Below this text, there is a text input field containing the URL <https://mymun.net/delegation-invitation/2171/fa3a2b4ac77f> and a blue button labeled "MAKE NEW INVITATION LINK".

At the bottom of the page, there is a text input field containing "6" and a label "How many Delegates do you expect?". To the right of this field, there is a button labeled "Press Enter to Send Message" and a button labeled "UPLOAD FILE".

Step 8: After this has been done, you will return to the individual application page. Fill in the relevant requested details. You may either save the application as a draft (if you do not have sufficient time to complete it), or submit it promptly after filling in all the required details.

For your perusal, a list of the councils and topics can be found on the page itself (<https://mymun.net/muns/smun-2017>).

