FIRST REGIONAL COMPETITION FOR POPULAR HOUSING ALTERNATIVES
Closing date: 23/01/2014

How to send files and material

1)   Register on the IAI website here

2)   Enter the Space of organized inhabitants with the username and password provided during registration

3)   Click on the **Article** link on the green square **Create New Article**

4)   **Complete only the following fields** of the "Article" form:

- **Title** field. Insert: the name of the organization, name of the experience, country

- **Editor** field. Insert: the name and e-mail address of the person filling the form

- **Introduction** field. Copy and paste the summary text of the "Summary File" here. Insert the "Summary File" and any other material you wish to attach by clicking on the clip icon in the toolbar.

  A window will appear for you to upload the files. You can only upload one file at a time. The maximum size for each file is 5 Mb (5000 kb)

  Click on the button **Examinar** in the "File" field. Choose the file you wish to upload and click on the button **Upload Local File**. Very large files may take a few moments to upload.

  Once the file has been uploaded, the file name and file size will appear. Click **OK**.

  If everything has worked, the clip icon, file name and file size will appear in the "Introduction" field.

  Repeat the process for all the files you wish to upload.

  *** You do not need to fill out any other fields in the form ***

5)   Click on the button **Send for publishing** at the bottom of the form and send an e-mail to nicolas@habitants.org with the following subject line: REGIONAL COMPETITION FOR POPULAR HOUSING ALTERNATIVES + the title of the form (name of the organization, name of the experience, country).

For any problems or clarifications, please contact Nicola (nicolas@habitants.org)