01 Self-Registration.

Self-registration

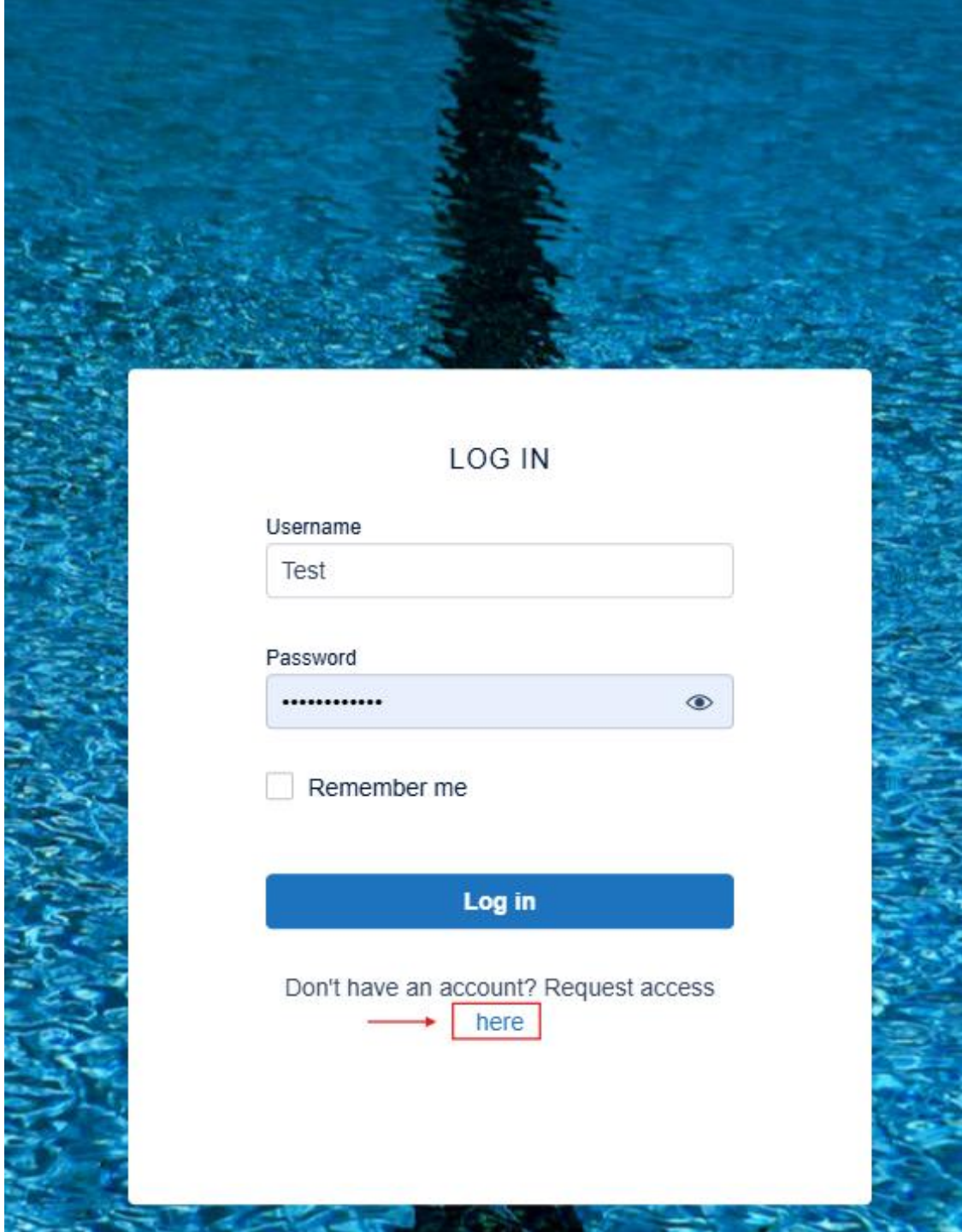
Welcome to LAIKA!

To access the platform, you'll need to complete a quick and easy **Self-Registration process**.

Simply fill out a short form to request access. Once submitted, your request will be reviewed by the team responsible for managing access, and you'll receive an email notification once your account is ready to use.

💡 **Tip**: If you see a picture, it shows where to find the **"Request access"** link on the LAIKA login page. You can click that link or use a direct link provided to you to start the registration process.

Let's get started! 😊



How to Register (Part 1)

Step 1: Visit the Self-Registration Page

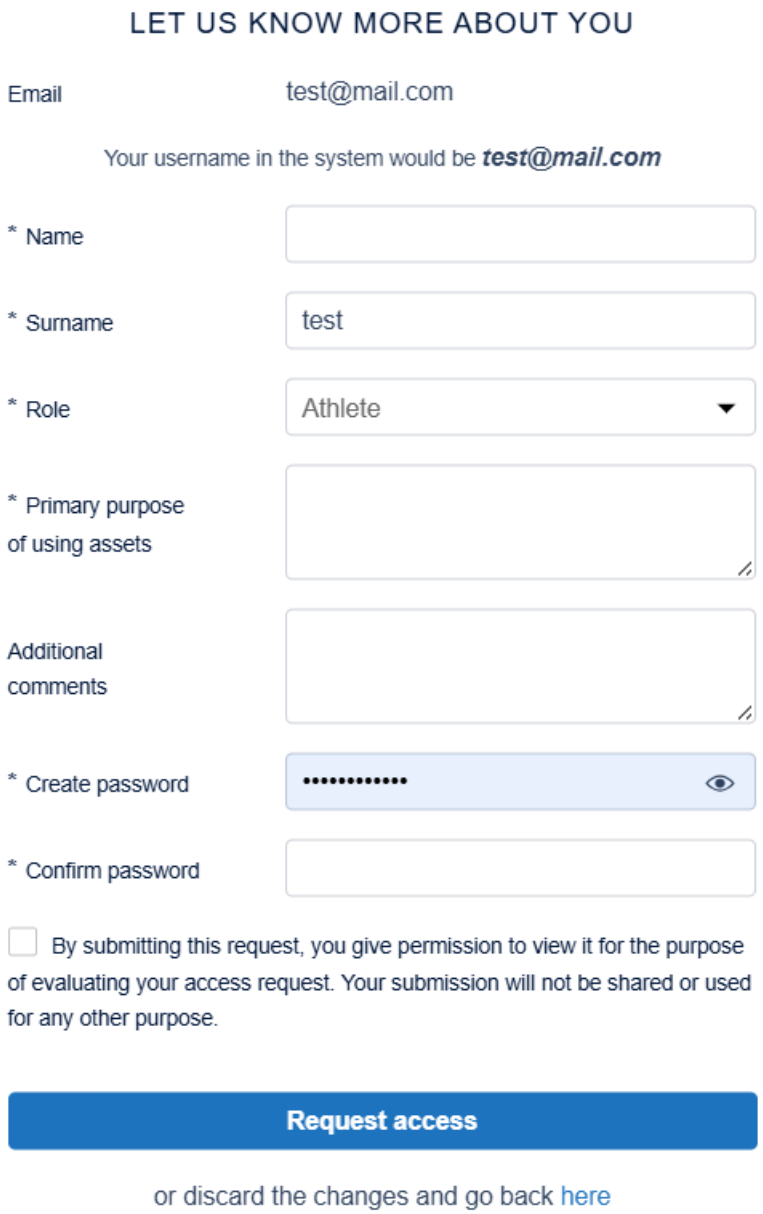
- Go to the LAIKA login page.
- Click the link to “Request access" or use the direct link provided to you.

Step 2: Enter Your Email

- On the starting page, enter your email address in the provided field.
- Click the **"Request access"** button.

Step 3: Fill Out the Registration Form

- You will be redirected to the registration form, where you need to provide the following information:
  - Your Name (mandatory)
  - Your Surname (mandatory)
  - Your Role (mandatory, choose one): Media, Athlete, Federation Member
  - Primary Purpose of Using Assets (mandatory, up to 500 characters)
  - Comment (optional, up to 500 characters)
  - Password: Create and confirm your password (mandatory).
  - Review the security confirmation checkbox and agree to the terms (mandatory).
  - Click the **"Request access"** button to submit your registration.

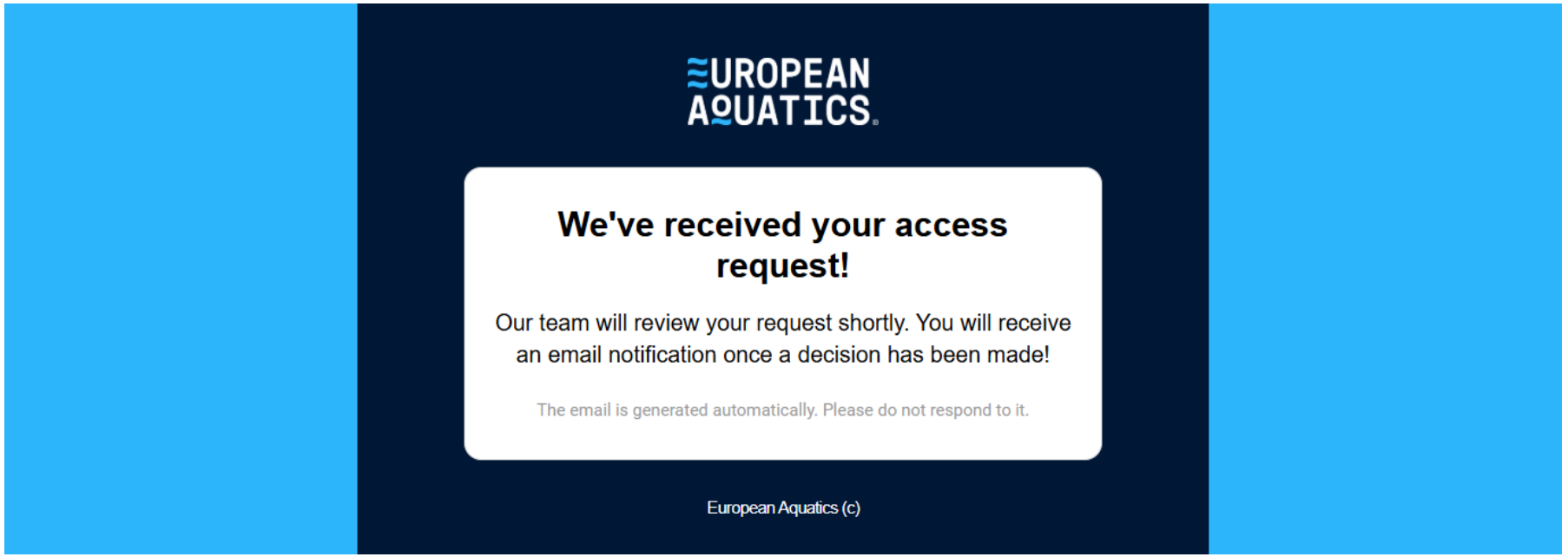


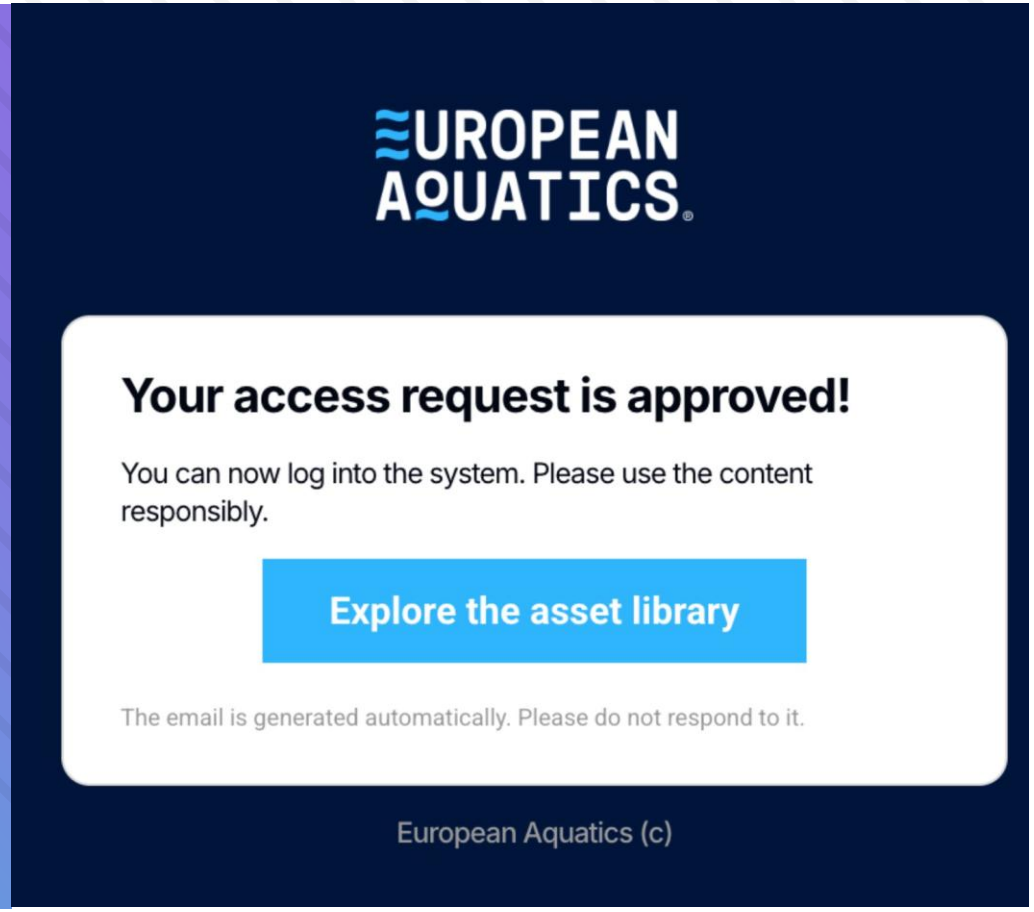
How to Register (Part 2)

Step 4: Confirmation

- After submitting the form, you will see a confirmation message:
  "We've received your request. You will receive a notification once it's reviewed."
- You'll also receive an email confirming that your request has been submitted.

💡 **Note**: You can see an example of the email you will receive upon approval.





What Happens Next?

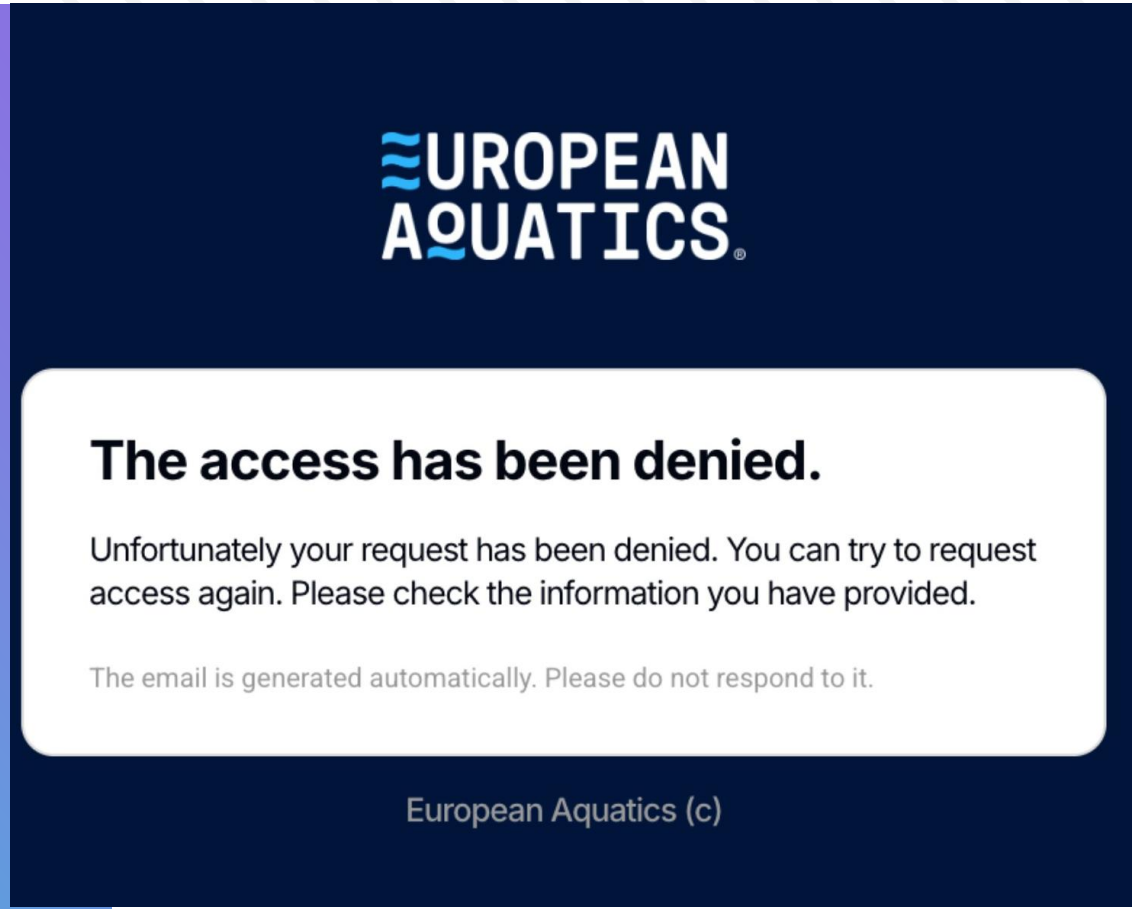
Approval Process

- Your request will be reviewed by the team responsible for managing access.
- If approved, you will receive an email with your login credentials and a link to the platform.

💡 **Note**: You can see an example of the email you will receive upon approval.

Login After Approval

- Once approved, visit the LAIKA login page, enter your credentials, and start using the platform!



What Happens If Your Request is Rejected?

If Your Request is Rejected

- You'll receive an email notifying you of the rejection.
- If needed, you can reapply by completing the self-registration process again.

💡 **Note**: You can see an example of the email you will receive upon approval.

Key Notes for Users

Duplicate Requests:

If you've already submitted a request, you'll be notified:

"Your request is in review!" if it's still pending.

"User with this email already exists! Try to login here." if your request has been approved.

Keep in mind!

You can reapply if your request is rejected.

You cannot log in until your request is approved.