

SciVirtual — User Guide for Clients

SciVirtual Team

2026-07-22

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1. Getting Started

1.1 Create an Account

1. Go to the **SciVirtual** home page.

2. In the right-hand sidebar, click the **Register** tab.
3. Fill in the fields:
 - **Email** — a valid address (you will receive a verification link here).
 - **Username** — a unique display name.
 - **Full name** — exactly as you want it to appear on certificates.
 - **Password** — at least 8 characters.
4. Click **Register**.
5. Check your email and click the **verification link** (valid for 48 hours) to activate your account.
6. Return to the home page and **Log In** with your email and password.

Forgot your password? Click “Forgot your password?” on the login form. Enter your email and you will receive a reset link (valid for 2 hours).

1.2 Signing In with Google

If the platform administrator has enabled Google sign-in, you will see a **Sign in with Google** button on the login page. Click it to authenticate with your Google account — no separate password is required. If an account with the same email already exists, it is automatically linked to your Google account on first use.

1.3 Roles in SciVirtual

As a new user, you start with the **Member** role. You can: - Register for events - Submit presentations - Enroll in courses - Comment on presentations and conferences - Download your certificates

Other roles (**Expert, Professor, Coordinator, Admin, Partner, Speaker**) are assigned by the platform administrators and unlock additional review, teaching, or management tools covered in separate guides.

2. Home Page

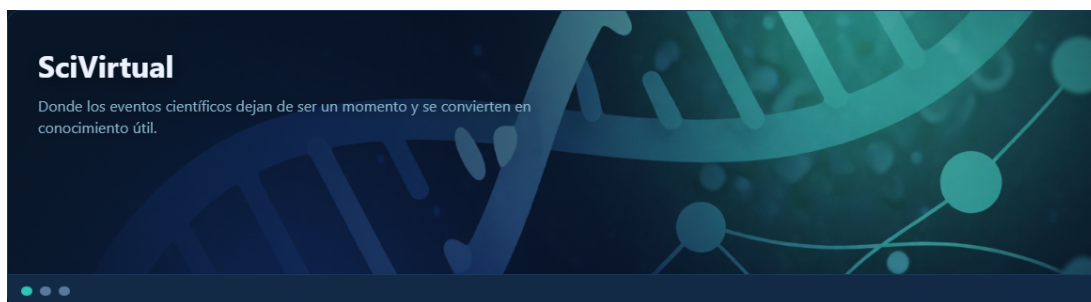


Figure 1: SciVirtual home page

The home page is your starting point. It includes:

- **Main carousel** — rotating banners with welcome messages, the platform’s mission, and event highlights.
- **Partner promotions** — a media carousel with sponsored partner content (images and videos).
- **Featured events listing** — upcoming events shown as cards. Each card shows the title, dates, and your registration status.

- **Navigation bar** — links to **Home**, **Upcoming Events** (/events), **Courses**, **FAQ**, a **language** selector (EN/ES), a **theme** selector (Brand / Dark / Light) and, once logged in, access to **My Account** (click your name).
- **Login / Register panel** — shown in the right-hand sidebar when you are not signed in. Once signed in, it shows your name, role, and a **Log Out** button.

3. Events

3.1 Events Catalog

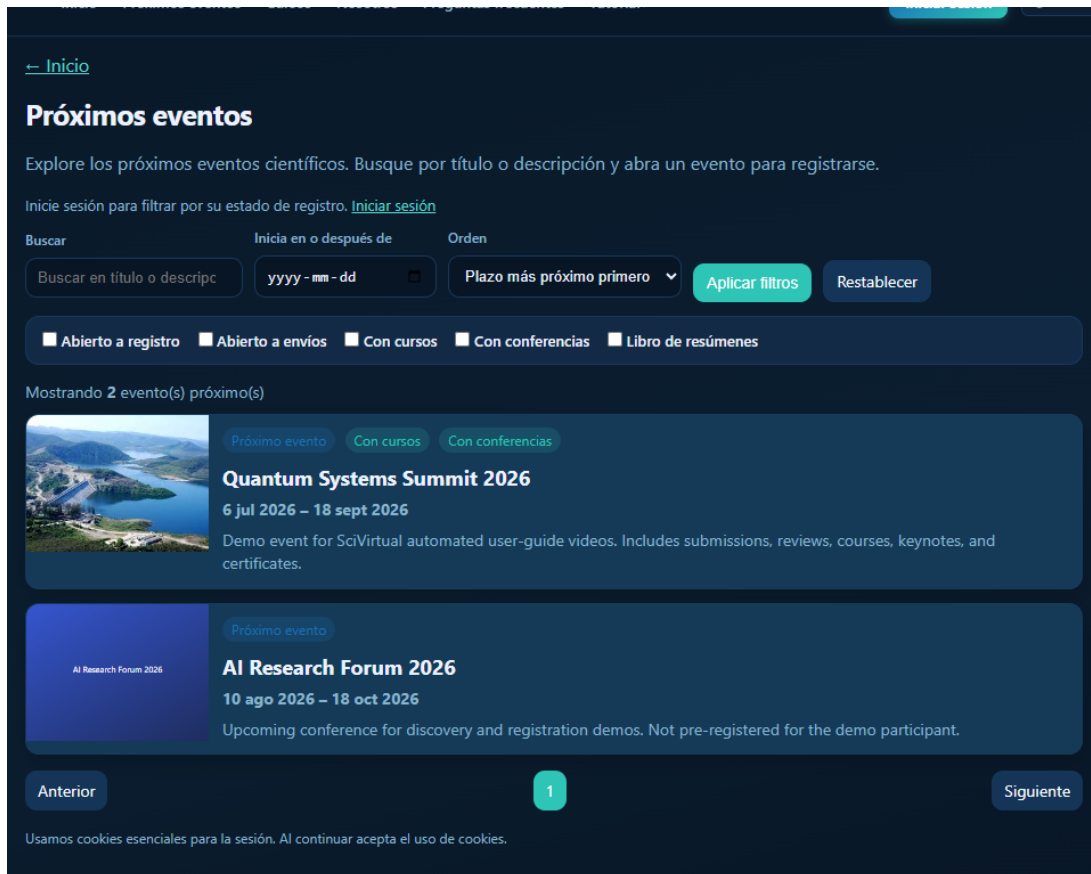


Figure 2: Upcoming events catalog

Go to **Upcoming Events** in the menu (/events) to browse the full catalog. You can:

- **Search** by title or description.
- Filter by **start date**, open registration, open submissions, presence of **courses**, **conferences**, or a **book of abstracts / resume book**.
- Filter by **your registration status** (any / registered / not registered) if you are logged in.
- **Sort** and paginate the results.

You can also open an event directly from the cards on the home page.

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ES

Quantum Systems Summit 2026



Demo event for SciVirtual automated user-guide videos.

Includes submissions, reviews, courses, keynotes, and certificates.

Fechas del evento 6 jul 2026 – 18 sept 2026

Fecha límite de envío 19 ago 2026

Fin del período de revisión 26 ago 2026

Precio: 320.00 USD

COORDINADOR DEL EVENTO

Nombre: Demo Coordinator

Correo: demo-coordinator@scivirtual.local

TEMAS Y EXPERTOS

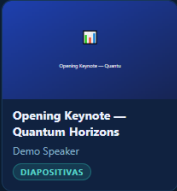
- Benchmarks and Tooling**
 Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local
- Distributed Quantum Systems**
 Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local
- Quantum Security**
 Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local

PRESENTACIONES

- [Accepted Demo Presentation](#) (Quantum Security)

CONFERENCIAS

[Abrir galería de conferencias](#)



Opening Keynote —
Quantum Horizons

Demo Speaker

[DIAPOSITIVAS](#)

CURSOS

Quantum Deployment Fundamentals
Sin registro al evento — 3 clases, 2 cr, 180.00 USD
[Abrir curso](#)

Registrado

[Descargar certificado de participación \(PDF\)](#)

[Estado de la presentación](#)

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Figure 3: Event detail page

3.2 Event Detail Page

Click any event card, or navigate to `/events/{slug}`, to see the full event detail page, which includes:

- **Event title and description** (rich text).
- **Dates** — start date and end date (all times shown in UTC).
- **Submission deadline** — the cutoff date to submit a presentation.
- **Revision window end** — if your presentation is rejected, this is the deadline to resubmit it.
- **Registration price** — the base price and, if applicable, a discounted promotional price with its expiration date. A **discount code** field may also be available.
- **Coordinator information** — the name and email of the event coordinator.
- **Topics & experts** — a list of all submission topics with the assigned reviewing expert (if any).
- **Accepted presentations** — visible once the event has started (you must be registered to see them).
- **Associated courses** — courses linked to the event, with enrollment buttons.
- **Institutions strip** — logos of participating/sponsoring institutions, shown when the event has any configured.
- **Conferences gallery link** — a link to the event’s conferences gallery, shown once you are registered and the event has started.
- **Your certificate** — a download link appears here once your participation certificate has been issued.

3.3 Pay & Register

1. On the event page, click **Pay & Register**.
2. You will be redirected to a **Stripe checkout page** to complete payment securely.
3. After a successful payment, you are redirected back to your dashboard. Your registration status will show as **Paid**.

Promotional (early-bird) pricing is applied automatically if you register before the promotional deadline.

Discount codes (if offered by the organizer) can be entered on the checkout page.

3.4 What Happens After Registration

- You gain access to submit a presentation (before the deadline).
- You will be able to view accepted presentations once the event starts.
- You will receive an **email notification** when the event begins.
- After the event ends, a **participation certificate** (PDF with QR code) is issued automatically.

3.5 Canceling Your Registration

If the organizer allows it, you can cancel your registration before the event starts:

1. On the event page, click **Cancel Registration**.
2. Confirm the cancellation in the dialog that appears.
3. Your registration is removed. Depending on the organizer’s policy, any refund is handled outside the platform.

Cancellation is only available while it is still allowed by the event’s rules (for example, before the event starts). If the option is not shown, cancellation is no longer possible for that event.

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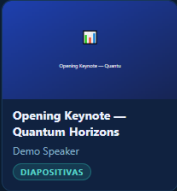
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Quantum Deployment Fundamentals
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Figure 4: Event detail — participating institutions strip

4. My Account, Language & Theme

4.1 My Account Page

Once signed in, open **My Account** from:

- Your **name** in the navigation bar (user badge), or
- The **My Account** quick link on your **Dashboard** (/dashboard).

The /account page lets you:

Section	What You Can Do
Profile	Update your full name, preferred language, timezone, and theme (Brand, Dark, or Light). Your email and username cannot be changed.
Password	Change your current password, or set one if you don't have one yet (accounts created by an administrator, or created via Google sign-in).

After saving your profile, the interface immediately applies your chosen language and theme.

4.2 Language

SciVirtual supports **English** and **Spanish**:

- Use the **EN** / **ES** selector in the header, or add ?locale=en / ?locale=es to the URL.
- Your preference is saved in a cookie; if you are logged in, you can also set it on **My Account**.

4.3 Visual Theme

You can choose between three color themes:

Theme	Description
Brand	Default look (navy blue / teal).
Dark	A darker, more neutral palette.
Light	Light background with the same brand accents.

Change the theme from:

- The **theme** selector in the header (next to the language selector), or
- The **Theme** field when saving your profile on /account.

The choice is stored in a cookie for all visitors. If you are logged in, it is also saved on your account and restored the next time you log in.

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Mi cuenta

Perfil

Correo (no se puede cambiar)

Usuario (no se puede cambiar)

Nombre completo

Idioma preferido

Tema

Zona horaria

[Guardar perfil](#)

Contraseña

Contraseña actual

Nueva contraseña

Confirmar nueva contraseña

[Cambiar contraseña](#)

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Figure 5: My Account page — profile and password

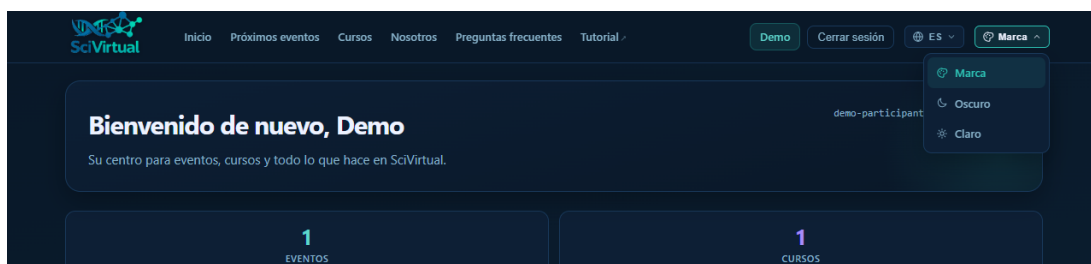


Figure 6: Theme selector in the header

4.4 Exporting Your Account Data

If enabled by the platform, you can request a basic export of your account data by visiting `/account/export` while logged in. This returns your core account information as JSON for your own records.

5. Submitting a Presentation

You must be **registered (Paid)** for the event to submit a presentation.

5.1 Opening the Submission Form

1. Go to the event page.
2. Click the **Submit Presentation** button (visible once you are registered and the submission deadline has not passed).
3. You will see a form with the fields described below.

5.2 Filling In the Form

Field	Description
Title	The title of your presentation.
Abstract	A summary of your presentation's content.
Topic	Choose one of the event's topics from the dropdown.
File	Upload your presentation as a .ppt or .pptx file (maximum ~20 MB).
Authors	At least 1, up to 5 authors per presentation. Each author needs: Full Name, Email, and Affiliation. The first author is locked to your own account details and cannot be changed. Use Add Author to include co-authors.

5.3 Optional: Prize Candidate

Check **Prize Candidate** if you want your work to be considered for a presentation award. Choosing this option **requires uploading a full paper** as a **.doc** or **.docx** file, in addition to your slides.

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Resumen

Tema

Benchmarks and Tooling

Autores

Puede añadir hasta 5 autores.

Autor principal

Eres tú — debes ser el autor principal de cada presentación que envíes.

Nombre completo

Demo Participant

Correo

demo-participant@scivirtual.local

Afiliación (opcional)

+

Archivo de presentación (.ppt o .pptx, máx. 20 MB)

Arrastre y suelte un archivo aquí, o haga clic para elegir

☒ Participar como candidato a premio y publicación

Si lo selecciona, debe adjuntar su trabajo completo como documento de Microsoft Word. Solo los envíos con trabajo completo son considerados por los expertos para premios y selección del mejor trabajo.

Subir

Figure 7: Presentation submission form

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5.4 Optional: Book of Abstracts / Resume Book

If the event has the **book of abstracts (resume book)** enabled, you will also see a “**Apply to the book of abstracts**” checkbox. Selecting it requires:

- A completed **abstract** field, and
- An uploaded **full paper** (.doc / .docx).

Inclusion in the book of abstracts carries a separate fee, which you pay later from the presentation status page once your submission is accepted for the book (see section 6.2).

5.5 Submitting

1. Fill in all required fields.
2. Upload your file(s).
3. Click **Submit Presentation**.

After submission: - Your presentation’s status is **Submitted**. - The topic’s assigned expert receives an email notification. - The event coordinator receives an email notification.

You cannot edit a presentation after submitting it. If it is rejected, you can **resubmit** it during the revision window (see section 9).

6. Tracking Your Presentation

6.1 Presentation Status Page

From the event page, click **Presentation Status** to see a table of all your submissions:

Column	Description
Title	Link to view the presentation.
Topic	The topic you submitted under.
Status	Submitted, Accepted, or Rejected.
Submitted	The date of the original submission.
Updated	The most recent update date (if resubmitted).
Latest Review	The reviewer’s decision and date.
Rejection Reason	If rejected, the expert’s stated reason.
Expert Notes	Feedback from the reviewer.

6.2 Book of Abstracts Payment

If you applied to the book of abstracts, this page also shows:

- **Paid** — a status note confirming your inclusion fee has been paid, or
- **Unpaid** with a **Pay Fee** button — click it to complete payment via Stripe for the inclusion fee shown (amount and currency are displayed on the button).

6.3 Withdrawing a Presentation

If you need to pull back a submission, click the **Withdraw** button next to it on the status page and confirm. A withdrawn presentation is removed from further review; this action cannot be undone from the interface.

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Sus envíos de presentación

Revise el estado y las decisiones del experto para sus envíos a este evento.

TÍTULO	TEMA	ESTADO	ENVIADO	ACTUALIZADO	ÚLTIMA REVISIÓN	MOTIVO DEL RECHAZO	NOTAS DEL EXPERTO	VER PUBLICADA
Rejected Demo Presentation (revision window open)	Benchmarks and Tooling	REJECTED	Wed Jun 24 2026 14:24:55 GMT-0500 (GMT-05:00)	Tue Jul 21 2026 23:25:41 GMT-0500 (GMT-05:00)	REJECT (Tue Jul 21 2026 23:25:41 GMT-0500 (GMT-05:00))	Please expand the methodology section and clarify the benchmark dataset.	Resubmit before the revision deadline with the requested changes.	Reenviar Retirar
Accepted Demo Presentation	Quantum Security	ACCEPTED	Tue Jun 23 2026 22:08:25 GMT-0500 (GMT-05:00)	Tue Jul 21 2026 23:25:41 GMT-0500 (GMT-05:00)	ACCEPT (Tue Jul 21 2026 23:25:41 GMT-0500 (GMT-05:00))	—	Strong methodology and clear results. Recommended for publication.	Ver publicada
Demo Presentation (pending expert review)	Distributed Quantum Systems	SUBMITTED	Tue Jun 23 2026 22:08:25 GMT-0500 (GMT-05:00)	Tue Jul 21 2026 23:25:41 GMT-0500 (GMT-05:00)	—	—	—	Retirar

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Figure 8: Presentation status page

6.4 What the Statuses Mean

- **Submitted** — Your presentation is awaiting expert review.
- **Accepted** — Your presentation has been approved and will be published once the event starts.
- **Rejected** — Your presentation was not accepted. Review the rejection reason and expert notes, then resubmit if the revision window is still open.

7. Viewing Presentations

Once the event has started, you can view all **accepted and published** presentations (you must be registered).

7.1 Presentation Detail Page

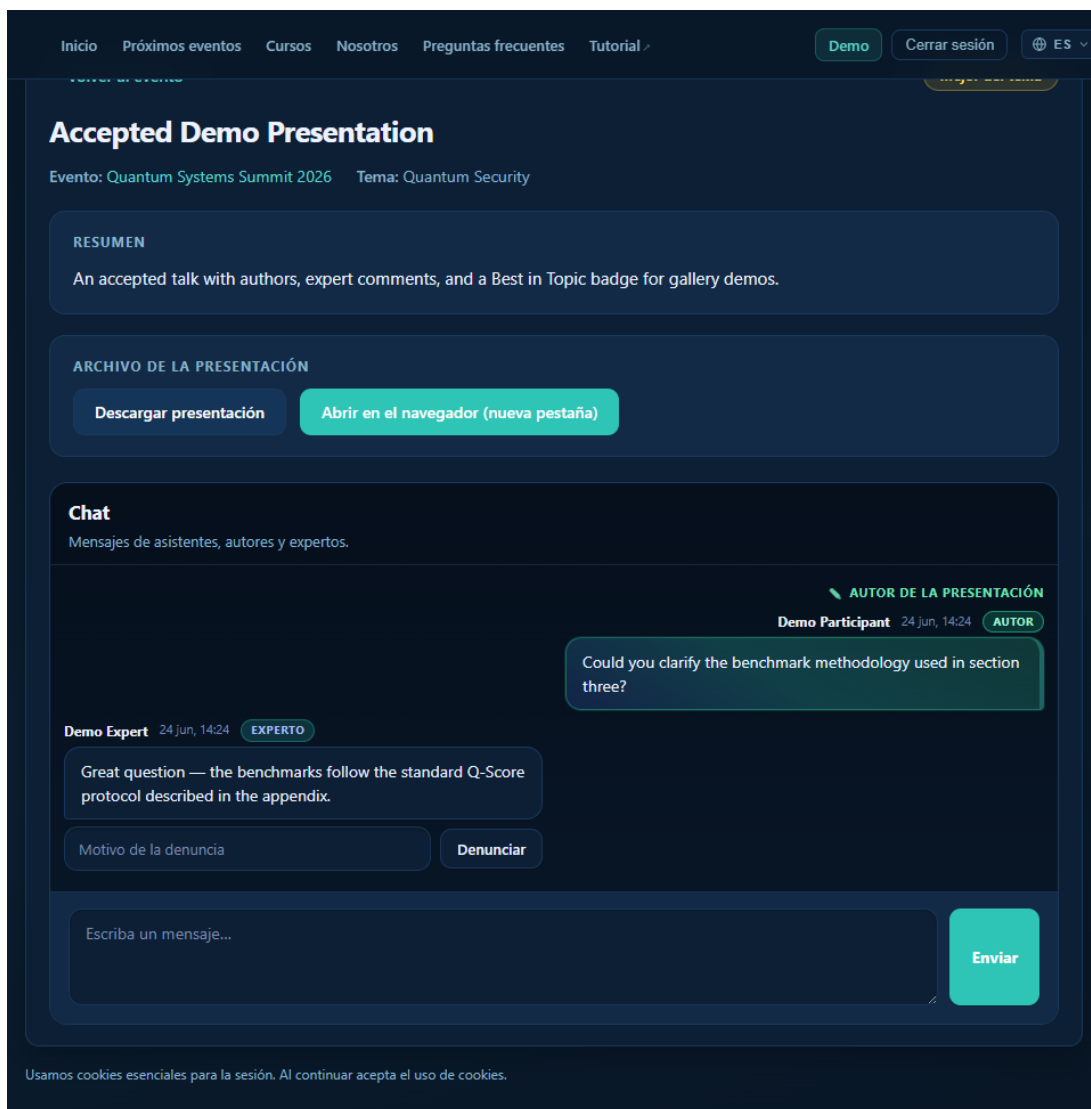


Figure 9: Presentation detail page

Click a presentation title to see: - **Title, event, and topic** links. - **Abstract**. - **Authors table** —

names, emails, affiliations. - **File** — a download link for the original file, and a **browser viewer** link to preview it through Microsoft Office Online. - **Full paper download** — available when a full paper was uploaded and you are authorized to view it (the submitter, or event staff such as the assigned expert/coordinator). - **“Best in Topic” badge** — shown if the expert selected this presentation as the best in its category. - **Comments section** — read and post discussion comments (see section 8).

7.2 Browser Viewer

Click the viewer link to open the presentation in an embedded Microsoft Office Online viewer — no download needed. If the system has converted the file to PDF, a PDF preview is also available.

8. Comments & Discussion

Every published presentation has a **comments section** (also called “chat”) below its details.

8.1 Posting a Comment

1. Scroll to the **Comments** section on the presentation page.
2. Type your comment in the text box.
3. Click **Submit**.

Comments support **threads** — you can reply to an existing comment, creating a nested conversation.

8.2 Comment Badges

Comments display badges to identify the author’s role: - **Expert** — comments from the topic’s assigned reviewer. - **Author** — comments from the presentation’s submitter.

8.3 Reporting Inappropriate Comments

If you encounter an abusive or inappropriate comment, click **Report** next to it and provide a reason. Moderators will review the report.

9. Resubmitting After Rejection

If your presentation is rejected and the **revision window** is still open:

1. Go to the **Presentation Status** page.
2. Click the **Resubmit** link next to your rejected presentation.
3. The resubmission form is pre-filled with your previous topic and authors.
4. Upload a **new file** and update the title/abstract if needed.
5. Click **Submit**.

The status resets to **Submitted** and the expert reviews the new version.

If the revision window has closed, resubmitting is no longer possible.

10. Conferences

Some events include a set of **conferences** (invited talks) presented by designated speakers, separate from submitted presentations.

10.1 Conferences Gallery

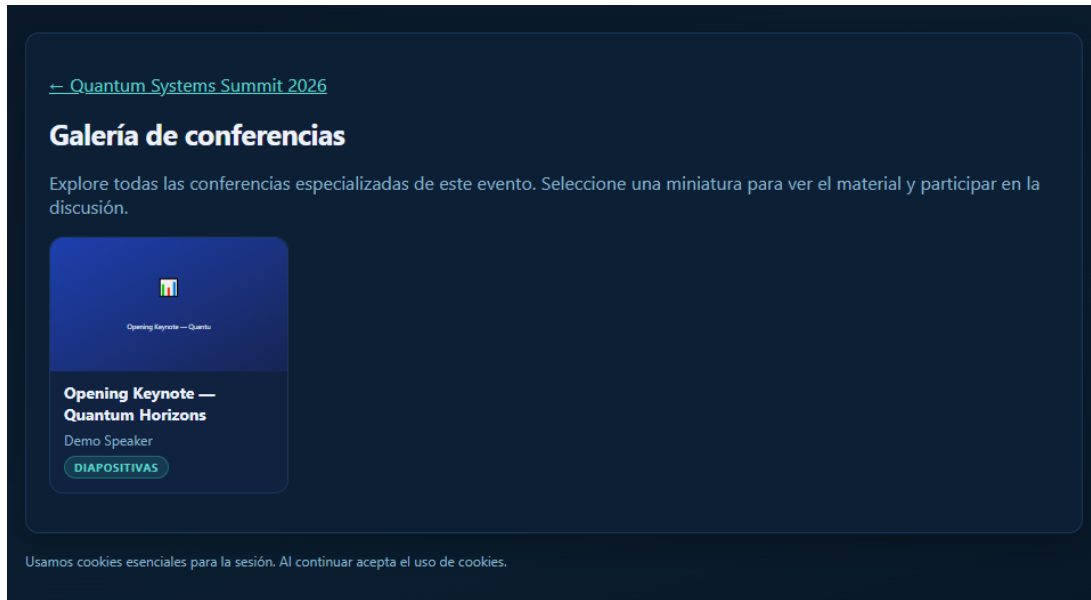


Figure 10: Conferences gallery for an event

You must be **registered** for the event, and the event must have **started**, to access its conferences gallery. On the event page, click **Open Conferences Gallery** (`/events/{slug}/conferences`) to see the list of available conferences as cards, each showing the title and speaker.

If you are not yet registered, or the event has not started, you will see a message explaining that conferences become available once the event begins.

10.2 Viewing a Conference

Click a conference card to open its detail page (`/conferences/{id}`), which shows: - **Banner image** (if provided). - **Title and speaker name**. - **Description/abstract**. - The conference **content** — an embedded video player or a slides viewer link, depending on what the speaker uploaded.

10.3 Commenting on a Conference

Below the conference content, you can post comments in the same way as on presentations (see section 8). Use the comment box to ask questions or share feedback with the speaker and other attendees, and use **Report** on any comment that seems inappropriate.

11. Courses

SciVirtual offers courses alongside events. Courses include video lessons, downloadable materials, and a Q&A forum per class.

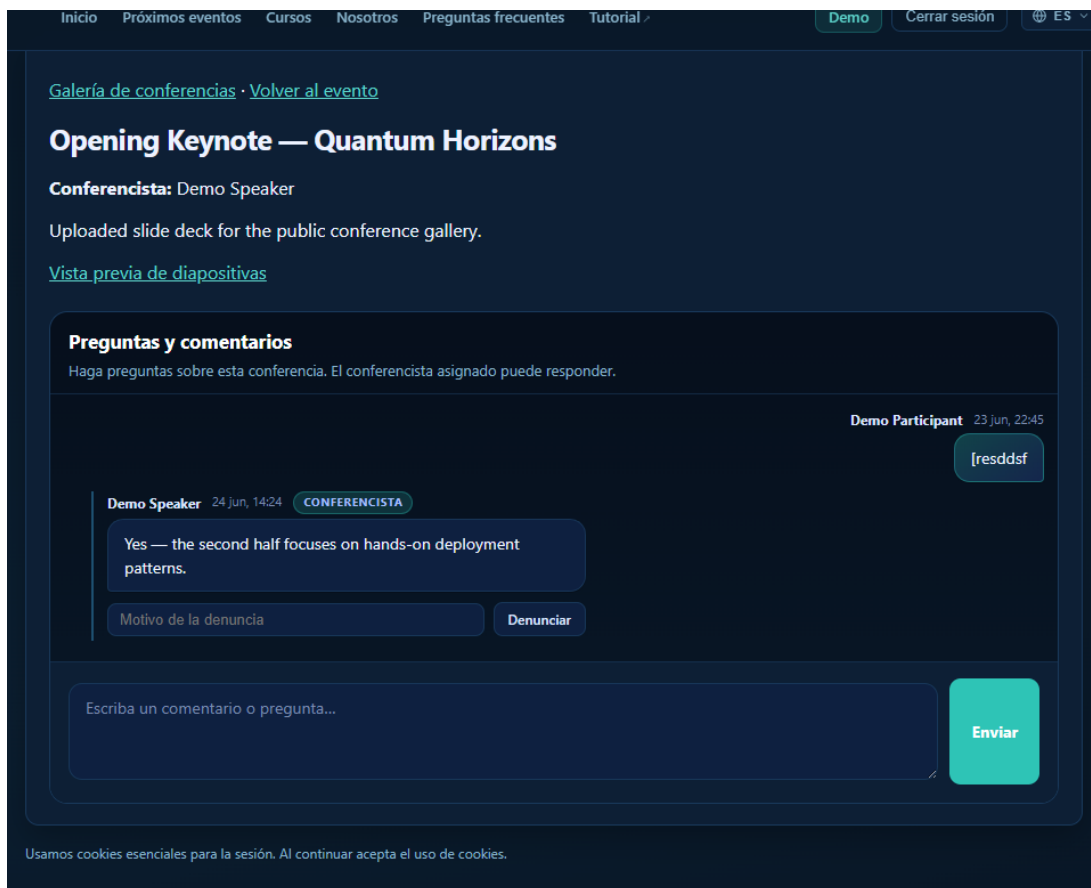


Figure 11: Conference detail page

11.1 Browsing the Course Catalog

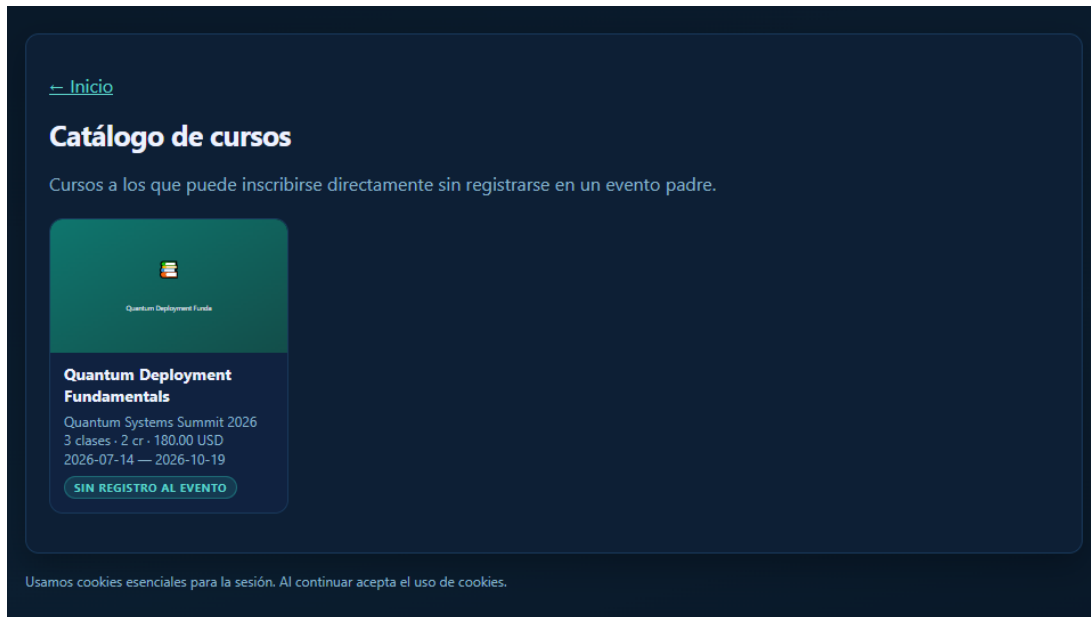


Figure 12: Courses catalog

Go to `/courses` to see all **standalone courses** (those that do not require registration for an event). Each course card shows: - Title - Number of classes - Credits awarded - Price

11.2 Enrolling in a Course

1. Click **View Details** on a course card.
2. If the course is linked to an event, you must be **registered for that event** first.
3. Click **Enroll** (or **Pay & Enroll** if the course has a cost).
4. Complete the Stripe checkout.
5. You are now enrolled and can access all classes.

Standalone courses do not require event registration.

11.3 Canceling a Course Enrollment

If the course allows it, you can cancel your enrollment from the course page by clicking **Cancel Enrollment** and confirming the dialog. This removes your access to the course's classes.

11.4 Viewing Your Course

Once enrolled, access your course from: - Your **Dashboard** → “Courses You're Enrolled In” section. - The direct course link: `/courses/{id}`.

The course page shows: - Course title, linked event (if any), and dates. - Professor's name. - **Class list** with links to open each one.

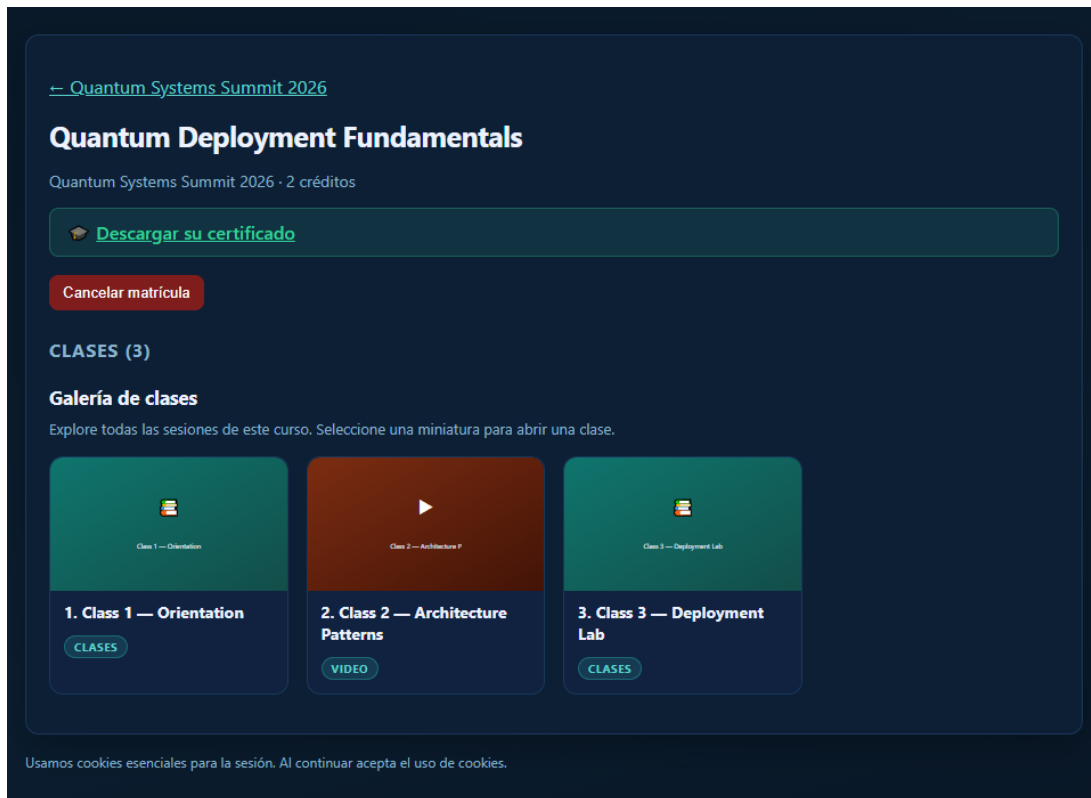


Figure 13: Course page

12. Classes & Forum

12.1 Opening a Class

Click a class from the course page (`/courses/{id}/class/{classId}`). The class page shows: - **Class title**. - **Materials** — a list of downloadable resources (links provided by the professor). - **Video lesson** — an embedded Bunny Stream player (if the professor uploaded a video).

12.2 Class Forum

Below the video and materials, every class has a **Q&A forum**:

- **Ask a question** — type your question and click **Post** (type: Question).
- **Answer a question** — click the reply area below any question, type your answer, and post it (type: Answer).
- **Accept an answer** — the person who asked the question can mark an answer as accepted.
- **Delete your own posts** — you can delete questions or answers you created.

The forum is a great way to clarify concepts with the professor and other students.

13. Your Dashboard

Access your dashboard at `/dashboard`. It is personalized based on your activity:

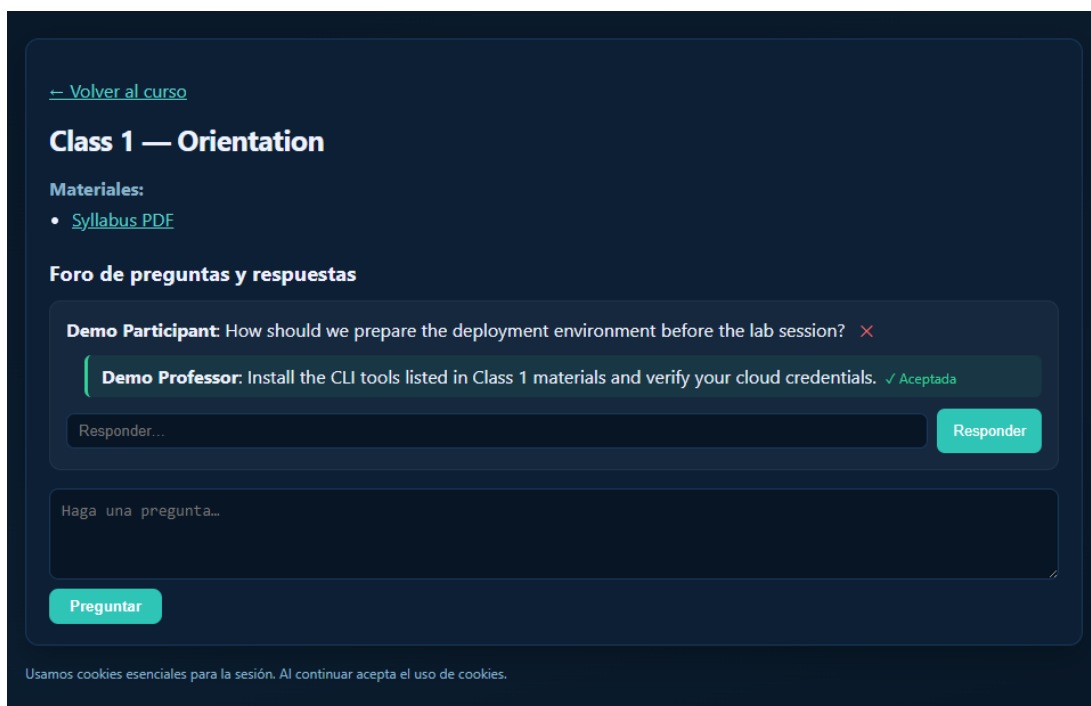


Figure 14: Course class page

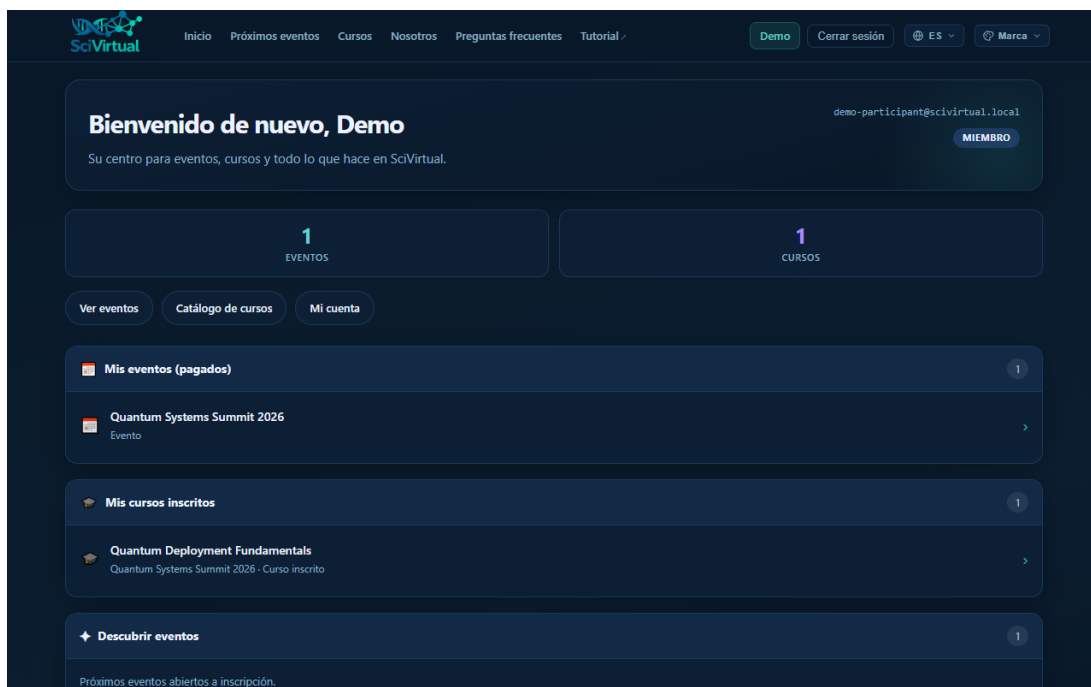


Figure 15: User dashboard

13.1 Dashboard Sections

Section	What You See
My Events	Events you've registered for (paid), with quick links.
My Courses (Teaching)	Courses where you are the professor (if applicable).
My Enrolled Courses	Courses you're enrolled in, with links to open them.
Review Queue	If you are assigned as an expert for a topic, presentations pending your review.
Discover Events	Upcoming events you haven't registered for yet.

13.2 Quick Links

Depending on your role, quick-access buttons appear: - **My Account** — profile, language, theme, and password (/account). - **Upcoming Events** — the filterable catalog at /events. - **Course Catalog** — browse all standalone courses. - **Admin Panel** — (Admin role only). - **Expert Hub** — (Expert role only). - **Create Event** — (Coordinator role only).

14. Certificates

SciVirtual automatically issues **PDF certificates with QR codes** for your participation.

14.1 Certificate Types

Certificate	Who Receives It
Event Participant	Anyone registered (paid) for an event. Issued automatically after the event ends.
Expositor	Authors of accepted presentations. Issued automatically after the event ends.
Book of Abstracts (Resume Book)	Authors whose submission was accepted and paid for inclusion in the event's book of abstracts. Issued after the event ends.
Theme Specialist	Experts assigned to review topics. Issued automatically after the event ends.
Course Participant	Students who completed a course. Issued when the course ends.
Course Professor	Professors who taught a course. Issued when the course ends.
Conference Speaker	Speakers who presented a conference at an event, if applicable. Issued after the event ends.
Committee (Scientific / Organizational)	Users appointed to an event's scientific or organizational committee, if the coordinator assigns you to one.

14.2 Downloading Your Certificate

1. Go to the event page — a **Download Certificate** link appears once it's available.
2. Alternatively, go to your **Dashboard** → certificates section.
3. Click the download link to receive a PDF.

14.3 Verifying a Certificate



Figure 16: Certificate verification page

Every certificate has a unique **QR code** and a **public verification URL** (`/verify/certificate/{publicId}`).

To verify: 1. Scan the QR code or visit the verification URL. 2. The page shows: certificate type, recipient name, event/course title, dates, topic (if applicable), credits, and issue date. 3. A **Valid** badge confirms the certificate is authentic.

15. FAQ

Visit `/faq` on the platform for frequently asked questions covering:

1. **How do I register for an event?**
2. **How do I submit a presentation?**
3. **What happens after I submit?**
4. **How do I get my certificate?**
5. **How do I reset my password?**
6. **How do I enroll in a course?**
7. **How do I change the interface language or theme?** — use the header selectors or the **My Account** page (section 4).

A link to a **tutorial video** is also available on the FAQ page.

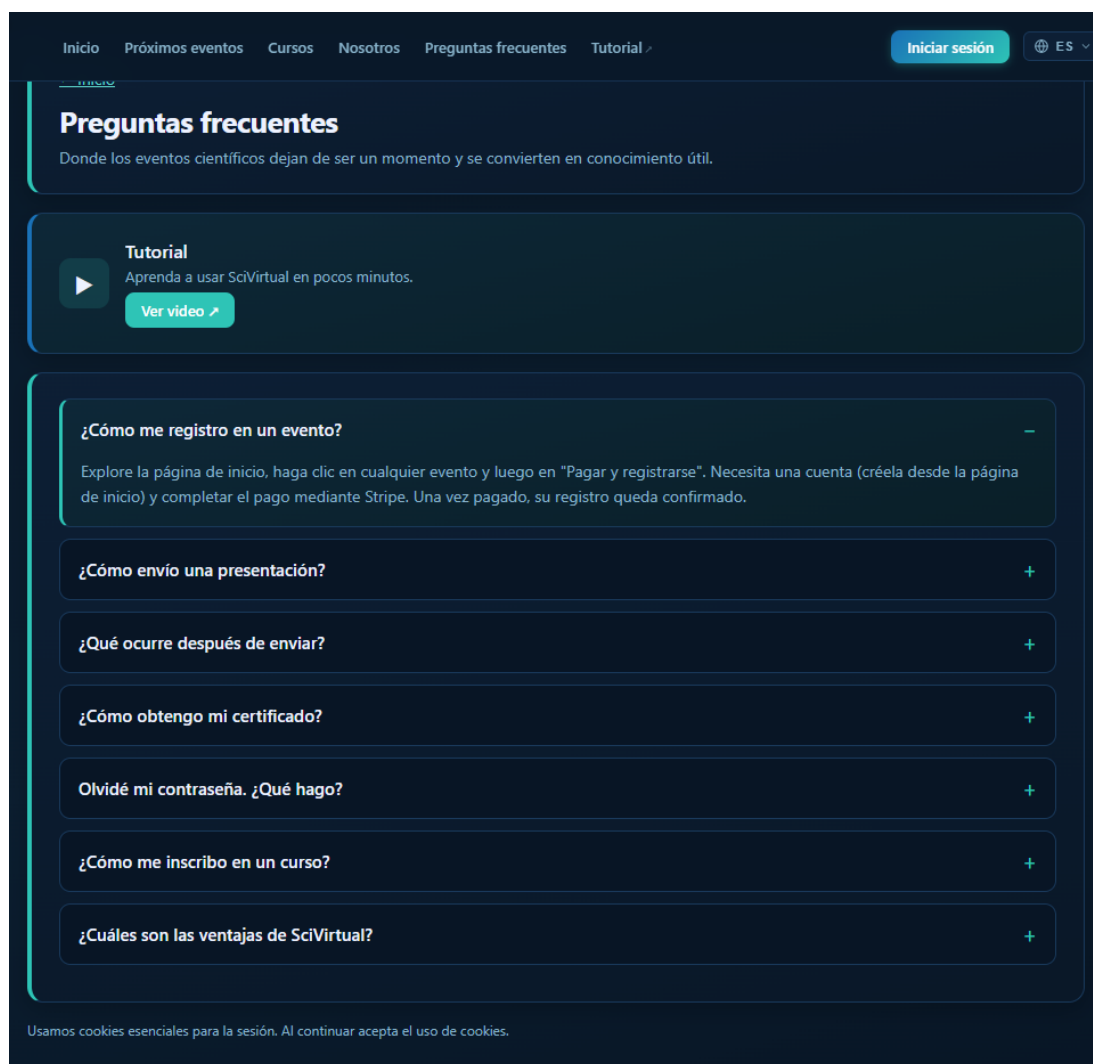


Figure 17: FAQ page