



sustainable opportunities fostering innovative ambition

STARTUP OPPORTUNITIES PROGRAM

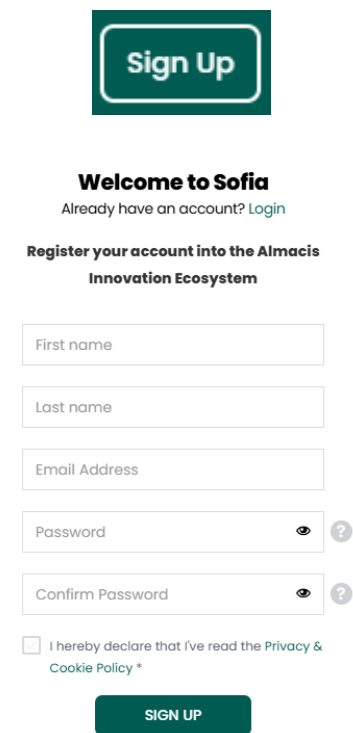
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USER MANUAL

Welcome to the “Startup Opportunities” initiative, part of the SOFIA program – Sustainable Opportunities Fostering Innovative Ambitions, the innovation ecosystem of Almacis.

This document serves as an **operating guide** to help you understand how to use the platform where you can submit your proposal.

- 1) To submit your proposal, start by registering and creating your personal profile: enter your first name, last name, email address, and choose a password. Before clicking the "Register" button, make sure to **check the box to accept the privacy policy** after reading it.



The registration form is titled "Welcome to Sofia" and includes a link to "Login" for existing users. It asks users to "Register your account into the Almacis Innovation Ecosystem". The form contains five input fields: "First name", "Last name", "Email Address", "Password", and "Confirm Password". Each password field has an eye icon and a question mark icon. Below the fields is a checkbox for the privacy policy, followed by a green "SIGN UP" button.

Sign Up

Welcome to Sofia
Already have an account? [Login](#)

**Register your account into the Almacis
Innovation Ecosystem**

First name

Last name

Email Address

Password

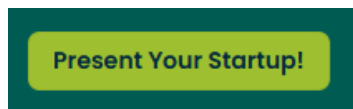
Confirm Password

☐ I hereby declare that I've read the [Privacy & Cookie Policy](#) *

SIGN UP

Afterwards, you will receive a **confirmation email** verifying that your registration was successful.

- 2) To access the program and submit a proposal, go to the following [link](#) and click the “Present your startup” button.



- 3) You will be directed to the **form** where you can **enter all the information** related to the startup you wish to propose.

Select Profile Privacy Level

Logged-in User

Startup Name *

300 chars

Company type *

- ☐ Startup
- ☐ Scaleup
- ☐ SME

Website *

http://www.website.com

Logo

Upload only files of the following formats: gif, jpeg, jpg, png, bmp, psd



SELECT FILE...

- 4) If you prefer to complete the form later, you can save your startup application as a draft and finish it later. In this case, simply click the “**Save as Draft**” button at the bottom of the page.

If you already have all the necessary information, you can complete the application right away by clicking the “**Submit**” button—also located at the bottom of the page—and proceed with the following sections.

SAVE TO DRAFT

SUBMIT

- 5) Once you are logged in, **click on your user icon** at the top right corner. A menu will appear, where you’ll find the option “Dashboard.”

In your **personal dashboard**, you will see a list of your applications, including both those already submitted and those saved as drafts that you can complete later.