



**How to register to the workshop [“A stronger Europe: cross-border projects”](#)
with The TRANS TRITIA Project during the European Week of Regions and Cities
2020 13.10.2020 9:30-11:00**

Note: The process might take approximately 15 minutes.

- 1) [Visit the website of 18th European Week of Regions and Cities - Register / https://europa.eu/regions-and-cities/register](https://europa.eu/regions-and-cities/register) and click STEP 1 – Complete your profile
- 2) If you don't have the account, you will have to create your [EU login account](#) with all the necessary details.
- 3) After completing the registration, you will receive an email allowing you to complete the process (the process might take up to 10 minutes). If you cannot find the e-mail, check your spam or junk folder.
- 4) Click the link in the e-mail or copy/paste it in the address bar of your browser. You are invited to select a password and to confirm it to make sure you did not mistype it. The E-mail address is prefilled and cannot be changed.
- 5) You are now authenticated and can proceed to the service you want to use. Click on "Proceed" in order to do so.
- 6) In order to continue, you have to use the password that was previously chosen and choose the verification method, we strongly recommend the easiest option **MOBILE PHONE + SMS**

Your mobile phone number needs to be registered in your EU Login account in order to receive SMS to authenticate, otherwise it will be seen as **INVALID**. In order to register your mobile phone number, open a browser and go to the following URL: <https://ecas.ec.europa.eu/cas> and log in only by using your **Password**.

- 7) Once successfully authenticated, click the gear at the top right corner to display menu and select **My Account**. Then click on **Manage my mobile phone numbers** and then **Add a mobile phone number**.
- 8) Enter your mobile phone number in the **Mobile phone number** field, starting with a plus sign and with the country code. Do not include dots, parenthesis, hyphens or spaces. When clicking **Add**, an SMS is sent to your mobile device. The SMS contains a code made of eight characters separated with a hyphen.

Event website: <https://europa.eu/regions-and-cities/>

- 9) Type the challenge code you received in the **Text message challenge code** fields and click on **Finalise**.
- 10) Your mobile phone number is successfully registered and can now be used for authenticating.
- 11) Now click the link to the **session "[A stronger Europe: cross-border projects](#)"**, now you have to log in using the verification chosen before – **MOBILE + SMS** in top right corner.
- 12) You will receive the code via SMS on your chosen number to fill in.
- 13) Your personal profile is incomplete. To proceed complete directly or open **[My Account](#)** and provide additional details in order to register to the sessions.
- 14) After completing the information, you will be able to click the button **ADD SESSION (using the button placed at the bottom of the page)**. After that you should see message **Status message Session added to your sessions list. Please keep browsing and add all the sessions you want to attend** if additionally interested.

You have successfully registered to the event.

Thank you for registration and see you during the workshop!

In case of any technical issues, please contact Mr Kamil Krzemiński
(kkrzeminski@gapr.pl / +48 537 387 595)