

Welcome SoPE Members!

If this is your first time, please follow the instructions provided below to register for an account on the Innovation Lab Portal.

Instructions to Register

Note: Only ideas reviewed and approved by the SoPE Reviewers can be submitted to the Innovation Lab. If you have not received an **approval code**, kindly start by submitting your idea within the SoPE Portal.

1. Click the **Register** tab and enter your email address. Click **Submit** when done.
2. You will receive an email from the Innovation Lab (ideas4sope@ii4change.com), with the subject **SoPE Registration Confirmation** and the message will have a link to start your registration.
 - o Please note:
 - You should receive this email within a few minutes. If for some reason you do not see it in your inbox after a while, please check your **junk/spam mail** folder.
 - If you cannot find the registration confirmation email in the junk mail folder, go back to the Innovation Lab portal (step 1 above) and repeat the step, while making sure that your email address is correct.
3. You will find a link within the **SoPE Registration Confirmation** email. Please click the link and you will be back at the Innovation Lab portal. Now, you will see a form that you need to fill out to complete your registration and create your account.



The screenshot shows a registration form with the following fields and options:

- LogIn / Register (links)
- Screen Name:
- Choose Password:
- Confirm Password:
- Email:
- First Name:
- Last Name:
- Title:
- Address:
- Professional Category:
- Member System:
- Primary Site/Ministry:
- Would you like to be in our feedback survey?:
- Terms and Conditions: I represent that I read, understand and agree to be bound by the Terms and Conditions of this contest and any decisions made by the Sponsor.
- Register (button)

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4. Complete the registration form fully, accept the Terms and Conditions and then click the **Register** button when done.
5. You will be taken to the portal's home page, if your account was created successfully.



6. To start your submission, click the “Submit My Idea” link on the main menu. Again, please that note submission requires an approval code from SoPE.