

# JEMUN Pre-Conference Assignment # 1 of 3 (Deadline: end of April)

**The JEMUN Magazine Journalist preparation has been divided into 3 easy assignments. You must complete each assignment in order from assignment 1 to assignment 2 and then assignment 3.**

**It is very important that you do all 3 preparation assignments to make sure you are ready and able to work with JOOMAG software at the conference.**

## Basic Outline of your 1st Assignment:

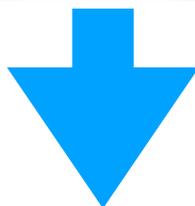
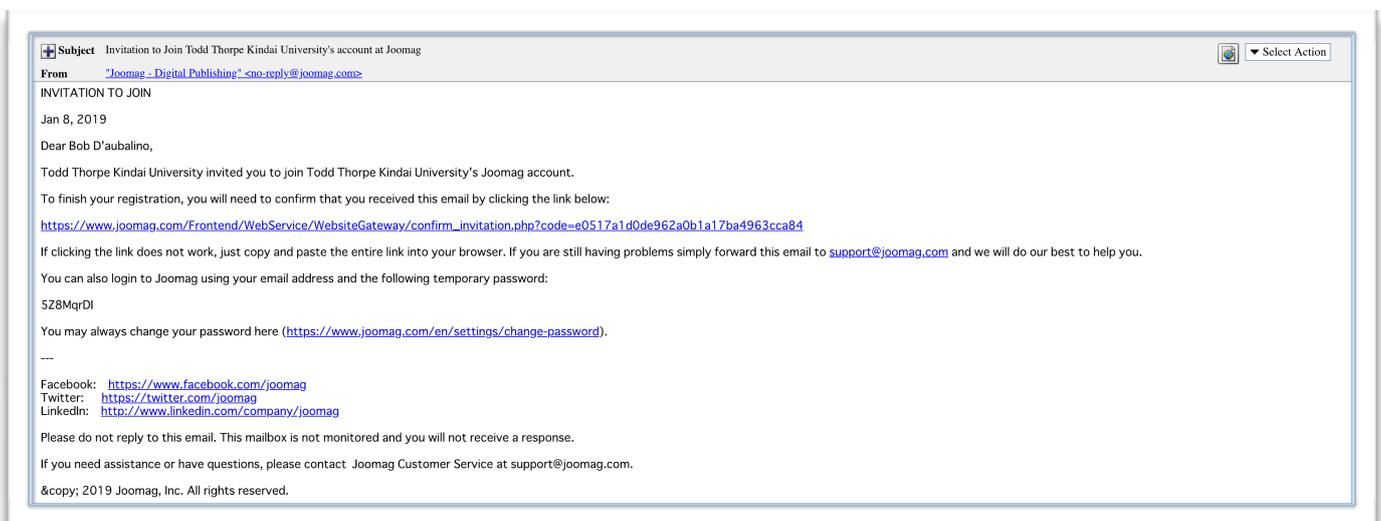
1. Receive an invitation from the JEMUN organizing committee to access and set up your JOOMAG account.
2. Follow the link and choose your JOOMAG Software password.
3. Create a publication using a template. Put your name on it.
4. Email the faculty advisor so he can check your work and offer any suggestions.

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**Now, let's follow our example student Bob D'Aubalino as he takes us through the steps of setting up an account and creating a publication...**

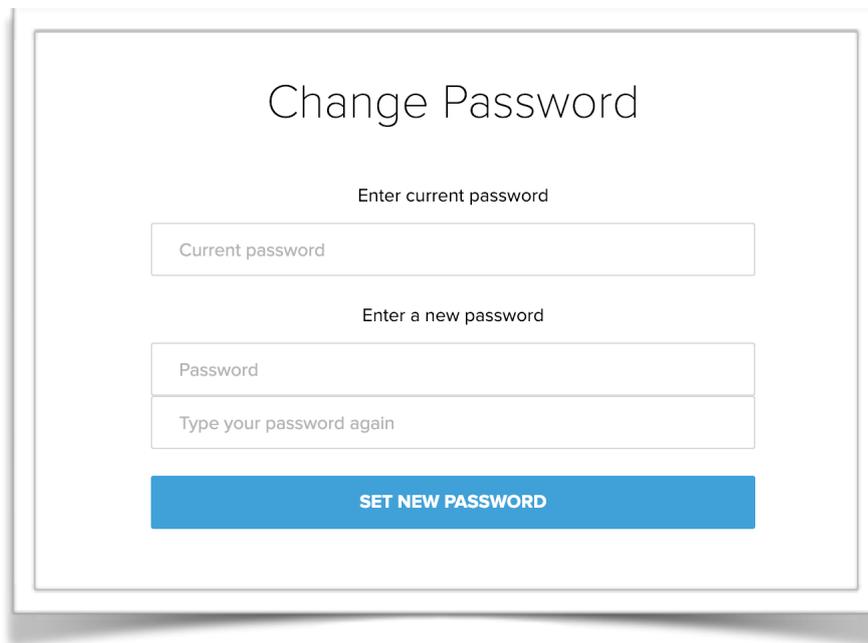
## 1. Your Invitation

You will receive an e-mail that looks something like this:



## 2. Follow the link to *joomag.com*

A. You will be asked to change your password. Please do it right away!



The screenshot shows a 'Change Password' form with the following elements:

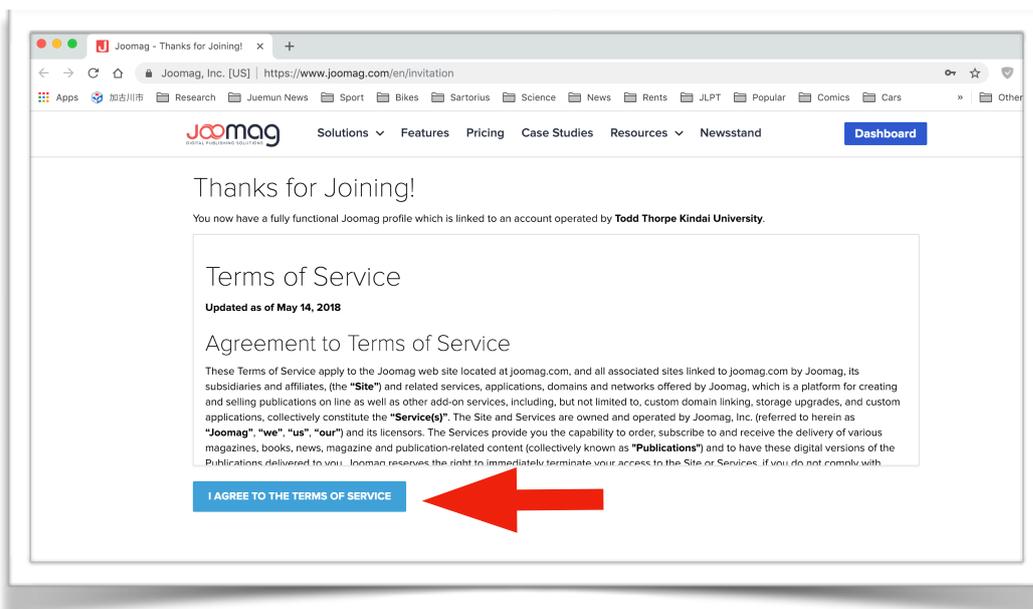
- Section: **Change Password**
- Label: **Enter current password**
- Input field: **Current password**
- Label: **Enter a new password**
- Input field: **Password**
- Input field: **Type your password again**
- Button: **SET NEW PASSWORD**

B. Check your email for a confirmation mail from JOOMAG.

C. Confirm your account. You should see this screen.

D. Read and agree to the terms of service.

E. Don't forget your password!



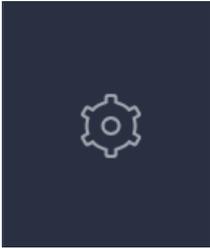
The screenshot shows a web browser window with the URL <https://www.joomag.com/en/invitation>. The page content includes:

- Header: **Joomag** Solutions Features Pricing Case Studies Resources Newsstand Dashboard
- Section: **Thanks for Joining!**
- Text: You now have a fully functional Joomag profile which is linked to an account operated by **Todd Thorpe Kindal University**.
- Section: **Terms of Service**
- Text: **Updated as of May 14, 2018**
- Section: **Agreement to Terms of Service**
- Text: These Terms of Service apply to the Joomag web site located at joomag.com, and all associated sites linked to joomag.com by Joomag, its subsidiaries and affiliates, (the "Site") and related services, applications, domains and networks offered by Joomag, which is a platform for creating and selling publications on line as well as other add-on services, including, but not limited to, custom domain linking, storage upgrades, and custom applications, collectively constitute the "Service(s)". The Site and Services are owned and operated by Joomag, Inc. (referred to herein as "Joomag", "we", "us", "our") and its licensors. The Services provide you the capability to order, subscribe to and receive the delivery of various magazines, books, news, magazine and publication-related content (collectively known as "Publications") and to have these digital versions of the Publications delivered to you. Joomag reserves the right to immediately terminate your access to the Site or Services, if you do not comply with...
- Button: **I AGREE TO THE TERMS OF SERVICE** (indicated by a red arrow)



### 3. Access your profile

A. You can access your profile by clicking the little gear wheel on the left.



B. Your profile should look something like this.

#### Profile Settings



Name

Account Type

Account Language  ▼

This language preference will be used for all system emails that are being sent for your account.

E-mail [Change email](#) [Change password](#)  
[Email Notifications](#)

Phone  ▼

Website URL

Company

VAT number

Industry  ▼

Country  ▼

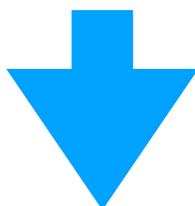
City

State

Address

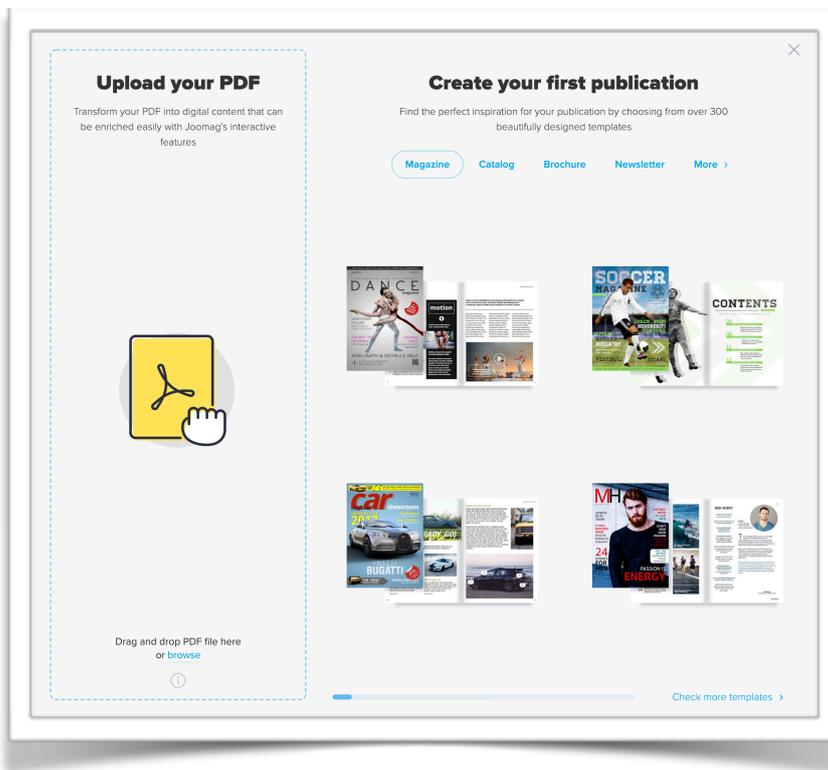
Time Zone  ▼  
 ▼

ZIP code

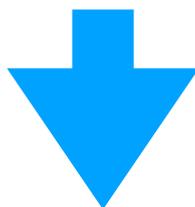
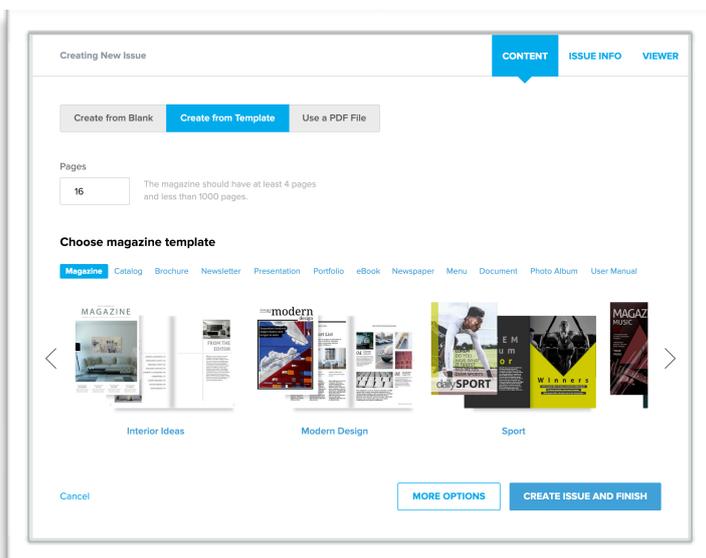


## 4. JOOMAG will invite you to “Create your first publication.”

A. Click on “Create from template”



B. Find the template called “Interior Ideas and Choose it”

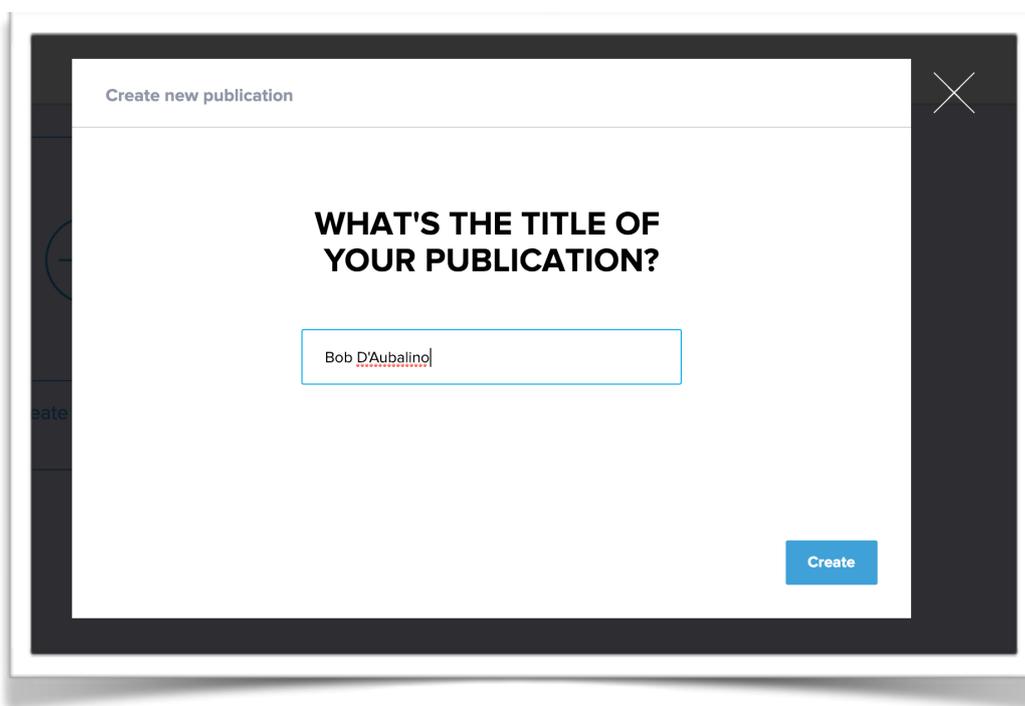


## 5. Name Your Publication

JOOMAG should prompt you to name your publication.

Please call the publication “Your Name.”

This will make it easier for the advisor to find your projects.



The screenshot shows a web interface for creating a new publication. At the top left, it says "Create new publication" with a close button (X) on the right. The main heading asks "WHAT'S THE TITLE OF YOUR PUBLICATION?". Below this is a text input field containing "Bob D'Aubalino". A blue "Create" button is located at the bottom right of the form area.

## 6. Send an email to your Magazine advisor.

Send an email to Robert Dunn at [robertopithecus@gmail.com](mailto:robertopithecus@gmail.com). He will check your account and the publication you made. He will then send you the information you need to do start **Assignment 2**.

