

How to create a group

Step 1. Sign up to the Case Competition at signup.casecompetition.com

1. Everyone in your group must complete the sign up by creating a profile. **If you are a solo participant, please see step 5-7.**



2. After completing the sign up, click the button as visualised below. It will direct you to the final stage of the group formation process.

NB: Also, Digital Exam is where the case will be launched (November 11th at 09.00 AM CET) and where you will hand the case in.

CBS CASE COMPETITION - SIGNUP					
We are almost there!					
You have chosen **I know who my group is**.					
Please see the guidelines below on how to form your group.					
Please form your group as soon as everyone from your team has signed up. A link will be available at the end of the sign-up.					
 Have everyone from your group sign up Login to 'Digital Exam', click on the case, and invite your team members After inviting all team members everyone needs to accept the group invitation 					
For a more detailed description, click here					
Log in to Digital Exam					
Your submission					

Step 2. Forming a group – Invite team members

Once all your team members have completed the sign-up, **one** person must log in and invite all team members to a group.

1. Click on the 'exam' named GLOBAL Case Competition 2024

My exams			
Name	Deadlines	Status	Feedback
A GLOBAL Case Competition	Start: End: Deadline for forming groups: 11.11.2024 08:00	11.11.2024 09:00 1 You are registered. 2 3 4 5 12.11.2024 09:00 Group forming is possible 2 3 4 5	

2. Invite group members by entering their email address in the 'Search' bar

Group status	 I will take the exam alone I will take the exam as part of a group (minimum 3 students per group, maximum 4 students per group) 			
Name	GLOBAL Test Group Save			
Group members				
Member		Status		
h		Member		
Oscar3		Invited	×	
Oscar		Invited	×	
Search			+	

NB: It is possible to create a group name, but please refrain from using identifying words such as your university or country.

Step 3. Forming your group – Accept group invitation

After one team member has invited the group members, each team member needs to log in to Digital exam and accept the invitation.

- 1. Log in to digital exam
- 2. Click on 'GLOBAL Case Competition'

1	My exams Ac				Active exams 👻
	Name	Deadlines		Status	Feedback
	A GLOBAL Case Competition	Start: End: Deadline for forming groups: 11.11.2024 08:00	11.11.2024 09:00 12.11.2024 09:00	1 You are registered. Group forming is possible 2 3 4 5	

3. Accept group invite

Group invitation				
Exam	Sender	Status		
GLOBAL Case Competition 2024	. (julie@gmail.com)	Accept Decline		

4. Your group is now formed and you are ready for the case launch

Group	o members		
Me	ember	Status	
Os	car	Member	×
Os	car	Member	×
Os	icar C.	Member	×
s	earch		+

Step 4. Accessing the case

At case launch on November 11th at 9 AM CET you need to log in to the Digital Exam platform to access the case material and make sure you upload your final answer before November 12th at 9 AM CET.

- 1. The case file will be visible where the red arrow is pointing.
- 2. This is also where you have to hand in the case.

Step 5. How to sign up as a solo participant

1. Start by signing up <u>signup.casecompetition.com</u> - the same way as all participants.

Step 6. Await GLOBAL to assign you to a group

2. You have now successfully signed up, and are awaiting to be assigned to a group.

NB: Please pay attention to your email inbox from November 7-11th as we will assign you to a group during this period. It is your **<u>own responsibility to reach out to your group.</u>**

Step 7. Accessing the case

At case launch on November 11th at 9 AM CET you need to log in to the Digital Exam platform to access the case material and make sure you upload your final answer before November 12th at 9 AM CET.

- 1. The case file will be visible where the red arrow is pointing.
- 2. This is also where you have to hand in the case.

