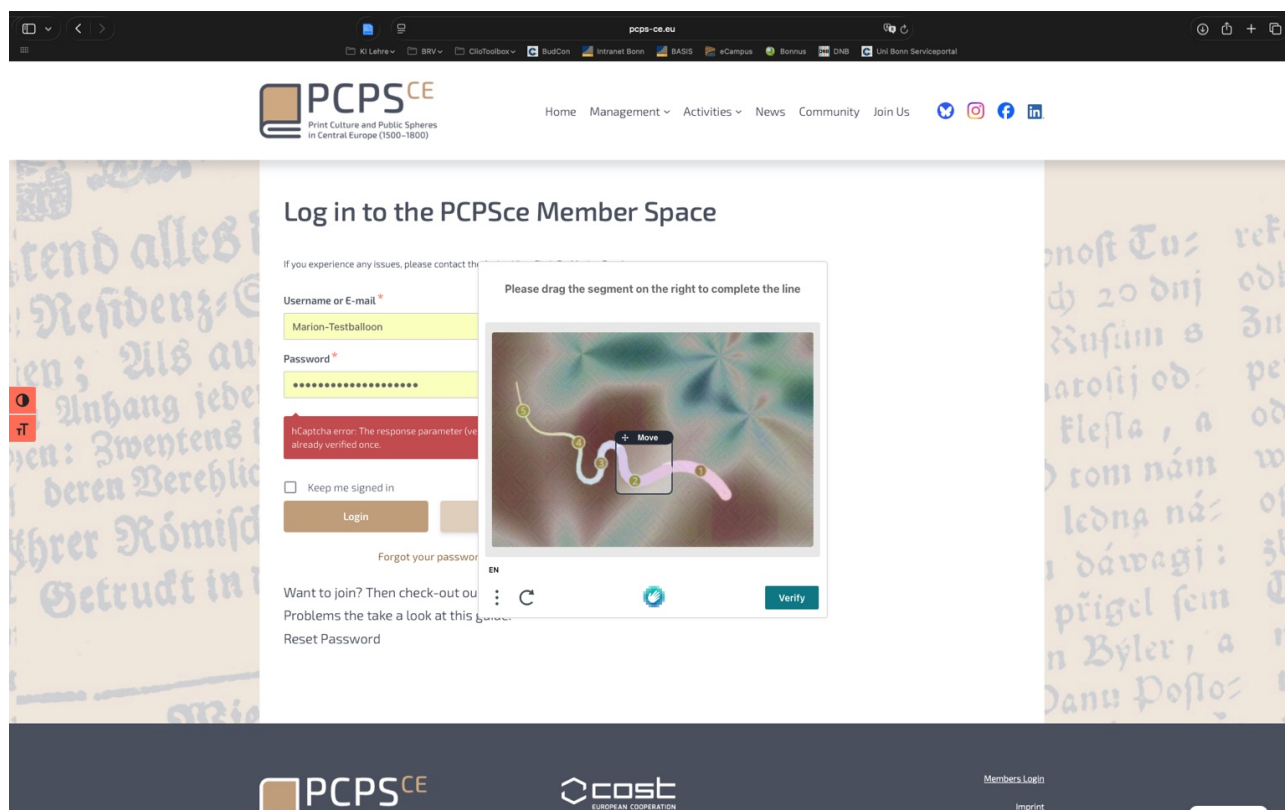


# Step-by-Step Guide: Update Your Profile in the PCPS■CE Member Register

This illustrated guide shows how to edit and save your membership profile.

## 1) Log in

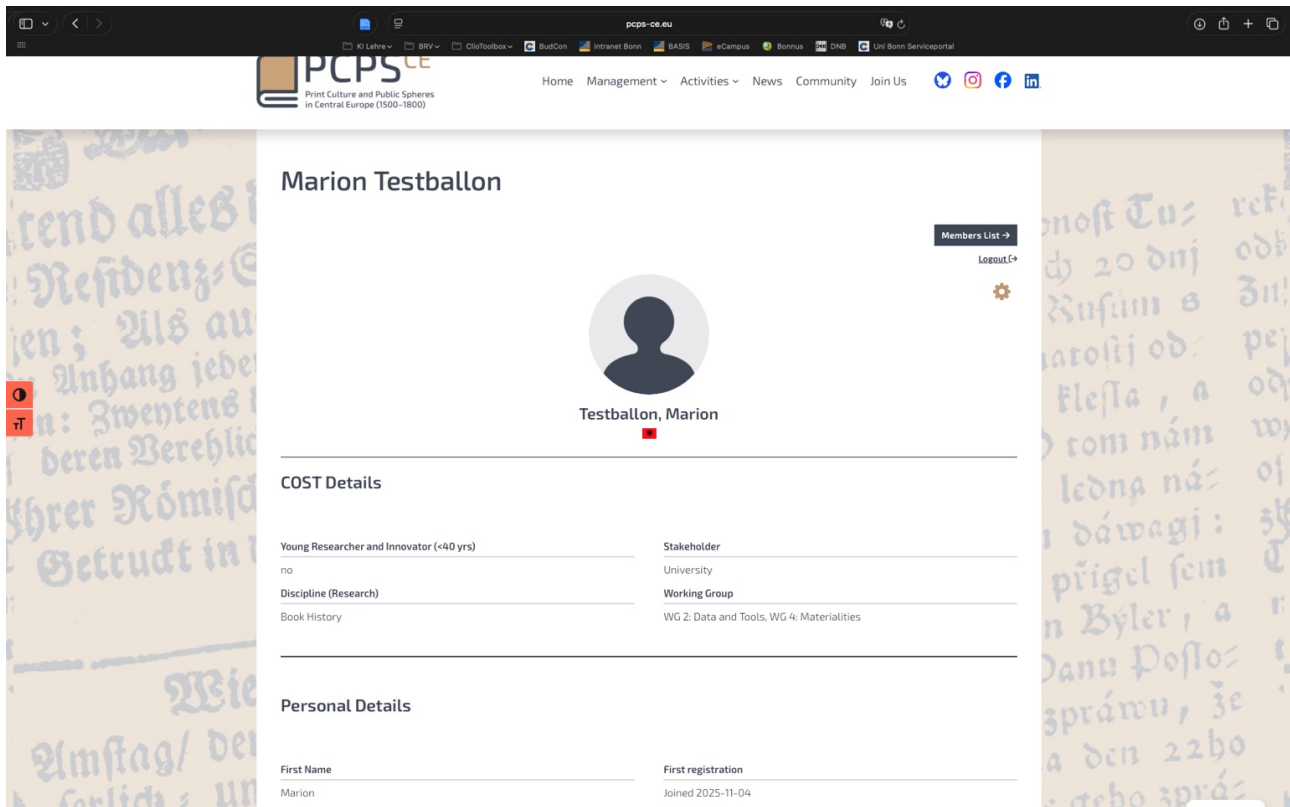
Open the Members Login page, enter your **Username/E-mail** and **Password**, complete the **hCaptcha**, then click **Login**. If you encounter an hCaptcha error, reload the page and try again.



Step 1: Login screen with hCaptcha.

## 2) Go to your profile

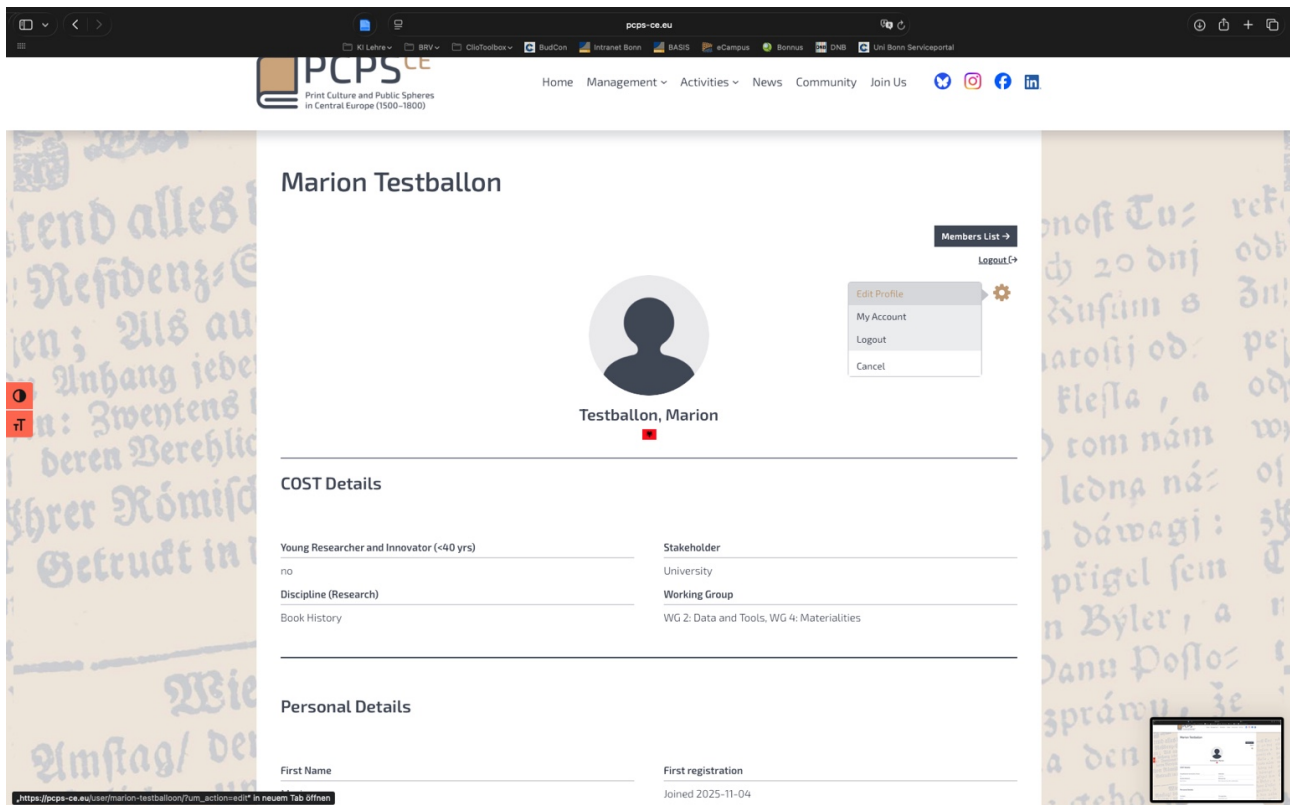
After logging in, you land on your personal profile page showing your name, avatar, and sections like *COST Details*, *Personal Details*, *Contact Details*, and *Research*.



Step 2: Profile overview page.

### 3) Open edit menu

Click the **gear icon** next to your name and choose **Edit Profile** from the dropdown menu.



Step 3: Gear menu → Edit Profile.

## 4) COST Details

Edit fields such as *COST Status*, *Young Researcher and Innovator (<40 yrs)*, *Stakeholder*, *Working Group*, and *Discipline (Research)*. Required fields are marked with an asterisk (\*). Use typing to filter dropdowns and press Enter to add tags.

The screenshot shows a web browser window with the URL 'pcps-oe.eu'. The user profile at the top is 'Testballon, Marion'. The main section is titled 'COST Details'. It contains several form fields:

- COST Status**: A text input field.
- Young Researcher and Innovator (<40 yrs)\***: Radio buttons for 'yes' and 'no' (selected).
- Stakeholder\***: A dropdown menu with 'University' selected.
- Working Group\***: A dropdown menu with 'WG 2: Data and Tools' and 'WG 4: Materialities' selected.
- Discipline (Research)\***: A dropdown menu with 'Book History' selected. A list of other disciplines is visible: Arab Studies, Art History, Book History, Cultural Studies, Digital Humanities, German Studies, History.
- First Name\***: A text input field with 'Marion' entered.
- Last Name\***: A text input field with 'Testballon' entered.
- Academic Degree**: A text input field.
- ORCID**: A text input field.

Step 4: Edit the COST Details section.

## 5) Contact Details

Fill in contact information: phone numbers, city, affiliation, **Country \***, **Email**, and optional website. Use the country dropdown to select the correct entry.

Testballon

Academic Degree

---

**Contact Details**

Office phone

City

Mobile phone

Affiliation

E-Mail ?

Website

Country\* ?

Albania x v

ger

Algeria

Germany

Niger

Nigeria

---

**Research**

Time Focus (Research)\* ?

x 15th century x

Geographical Focus (Research)\* ?

x Asia x

Research Interest

Other Information

Step 5: Edit Contact Details.

## 6) Research

Specify your **Time Focus (Research)\*** and **Geographical Focus (Research)\*** using tags (multiple selections allowed). Add **Research Interest** and any **Other Information** as free text.

Office phone

City

Mobile phone

Affiliation

E-Mail ?

marion.romberg@uni-bonn.de

Website

Country\* ?

Germany x v

---

**Research**

Time Focus (Research)\* ?

x 15th century x 17th century x

Geographical Focus (Research)\* ?

x Austrian Hereditary Lands x

Research Interest

Cultural History,

Other Information

Update Profile

Cancel

Step 6: Edit Research fields.

## 7) Save changes

Click **Update Profile** to save. Use **Cancel** to discard changes. If saving fails, check that all required fields are filled.

The screenshot shows a web browser window with the URL 'pcps-oe.eu'. The page is titled 'Contact details' and contains a form for updating a profile. The form is divided into two main sections: 'Contact details' and 'Research'. The 'Contact details' section includes fields for Office phone, Mobile phone, E-Mail, Website, City, Affiliation, and Country (set to Germany). The 'Research' section includes fields for Time Focus (Research), Geographical Focus (Research), Research Interest, and Other Information. The 'Time Focus (Research)' field has two dropdown menus showing '15th century' and '17th century'. The 'Geographical Focus (Research)' field has a dropdown menu showing 'Asia' and 'Austrian Hereditary Lands', and a list of other regions: Hungary, Italy, Lorraine, Macedonia, Moravia, Netherlands, and North America. The 'Research Interest' and 'Other Information' fields are empty. At the bottom of the form are two buttons: 'Update Profile' and 'Cancel'.

Step 7: Save with Update Profile.


## 8) Verify your profile

You will return to the profile view. Confirm your changes are visible under the relevant sections. Refresh the page if needed. Use the gear icon again if further edits are required. To sign out, choose **Logout**.







pcps-ce.eu

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Print Culture and Public Spheres  
in Central Europe (1500-1800)

HomeManagementActivitiesNewsCommunityJoin Us




Members List →


Logout ↶



Marion Testballon



Testballon, Marion



COST Details

|  |   |
|--|---|
| Young Researcher and Innovator (<40 yrs) | Stakeholder                               |
| no                                       | University                                |
| Discipline (Research)                    | Working Group                             |
| Book History, Cultural Studies           | WG 2: Data and Tools, WG 4: Materialities |

Personal Details

|            |                    |
|------------|--------------------|
| First Name | First registration |
|------------|--------------------|

https://pcps-ce.eu/member-directory/ in neuem Tab öffnen

Step 8: Updated profile page.