

# My institution/affiliation is not suggested by the system

On various instances, the system requires that an affiliation is typed in:

**Problem:** I want to type in my affiliation but it is not recommend by the system. How can I add it anyway?

## Solution:

- Type in the institution in the field "Search Institution". Continue typing even if other institutions are suggested.
- As soon as the are enough characters that the information is unique (aka no match with the database), the following lines appear below the field: *"Not found? Please click here to enter your affiliation manually"!*
- Click on *"Not found? Please click here to enter your affiliation manually"!*

## Result:

The typed in affiliation will appear right next in the field "Affiliation".

## Notes:

- You can delete the affiliation at any time in the "affiliation" field and start the process again
- Please note that if you are the first to type in the field, it will be suggested to all following users. Therefore make sure that you use the official designation of your affiliation (in English, if available).