EasyChair tutorial

(logging in, submitting an abstract)

Example for creating EasyChair account

1. Use your browser and go to the address:

   https://easychair.org/conferences/?conf=apri2018

You will see something like the following:

And you will be requested to log in. If you do not have the account, you should create one for yourself. (click the “create an account”).
2. Click (in the previous page) the Signup link You will see something like the following:

![Create an EasyChair Account: Step 1]

To use EasyChair, one should first create an account. The procedure for creating an account is the following:

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you fill out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image next to the text.
3. **Provide the required information:**

![EasyChair Account Creation Form](image)

Click the “Continue” button.

*Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.*

You may also be interested about our [policy for using personal information](#).
4. You will get a screen like the following:

Account Application Received

We received your application. A mail with further instructions has been sent to the email address example@gmail.com.

If You Do not Receive the Instructions
If you do not receive our mail with instruction on how to create an account, please read the following information. Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.
5. You have to check your email account. You will find a message with subject “EasyChair account confirmation”, that comes from . The next one is an example of such an email:

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EasyChair account confirmation

EasyChair <noreply@easychair.org> 10:38 (0 分鐘前)

Dear [NAME]

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=55NJH/VltO1WKkD8GmYWAZ3

Best regards,

EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.
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This message contains a link that you have to follow.
6. Follow (click directly or copy and paste the link to some browser) the provided (in the email message) link. You will get a screen, like the following:

In this page, you have to fill the blank fields with the required information and then press the “Create my account” button.

7. Keep a note of your easychair account (at least keep “User name” and “Password”). You are going to use it many times in the future:
Submitting an abstract

1. Go to the APRI Network Meeting 2018 conference submission system webpage (EasyChair).
2. Now you are on the submission page. Follow the instructions and fill in all the requested author(s) information:

Follow the instructions and fill in all the requested information about Title and Abstract, Keywords.

**Title and Abstract**
The title and the abstract should be entered as plain text, they should not contain HTML elements.

**Keywords**
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Upload a PDF version of your abstract into the Submission box.
You will finalizing submitting of your abstract by clicking on button “Submit”.

Ready?
If you filled out the form, press the ‘Submit’ button below. Do not press the button twice: uploading may take time!

Submit

You should see the following message: “The submission has been saved!”