



Asia Pacific Research Integrity (APRI) Network Meeting 2018

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 request to log in. If you do not have the account, you should create one for yourself. (click the “create an account”).

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline 'The conference system'. To the right is a navigation menu with 'Help / Log in'. Below the logo is a red vertical bar. The main heading is 'Log in to EasyChair for APRI Network Meeting 2018'. A cookie notice states: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' The login form contains two input fields: 'User name:' and 'Password:'. Below these is a red 'Log in' button. At the bottom of the form, there are three links: 'If you have no EasyChair account? [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'. The 'create an account' link is highlighted with a red box.

2. Click (in the previous page) the Signup link You will see something like the following:



[Help](#) / [Log in](#)



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 filled 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.



Continue

3. Provide the required information:



[Help](#) / [Log in](#)



Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>

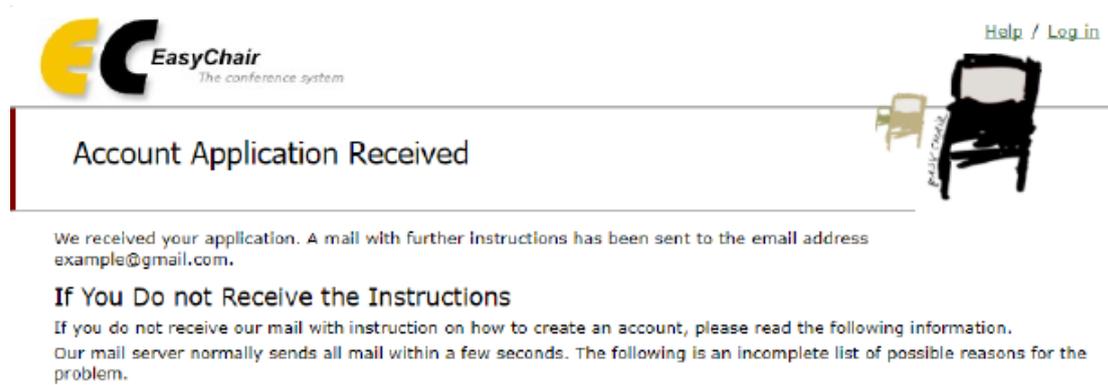
[Continue](#)

[†] 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.](#)

Click the “Continue” button.

4. You will get a screen like the following:



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:

EasyChair account confirmation 收件匣 x

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

 英文 ▾ > 中文 (繁體) ▾ [翻譯郵件](#) [關閉下列語言的翻譯](#)

Dear [REDACTED]

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=55NHVto1WkKd8GmYWAZ3>

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.

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:**

Create an EasyChair Account: Last Step 

Hello User Test! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name †:

Last name (*):

Organization (*):

Your personal Web page:

Enter your address.

Phone:

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Enter your account information. Note that user names are case-insensitive

User name (*):

Password (*):

Retype the password (*):

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).



The screenshot shows the EasyChair website interface. At the top left is the EasyChair logo (a yellow 'E' and a black 'C') followed by the text "My EasyChair". At the top right are the links "Help / Log out". Below this is a teal navigation bar with the following menu items: "Conferences", "CFPs", "News", and "EasyChair". The main content area has a white background with an orange vertical bar on the left. The title "APRI Network Meeting 2018 (Asia Pacific Research Integrity (APRI) Network Meeting 2018)" is displayed. Below the title, a message states: "You have no roles at APRI Network Meeting 2018. This conference accepts new submissions. You can log in as an author to make a submission:". A red rectangular box highlights a single bullet point: "• [enter as an author](#)".

2. Now you are on the submission page. Follow the instructions and fill in all the requested author (s) information:

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

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.

Title (*):

Abstract (*):

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.

Keywords (*):

Upload a PDF version of your abstract into the Submission box.

Uploads

The following part of the submission form was added by APRI Network Meeting 2018. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

未選擇任何檔案

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!”