



ePaper Guidebook

UGM Annual Scientific Conferences



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ACCOUNT REGISTRATION

This section will guide you through the registration of your ePaper Management account.

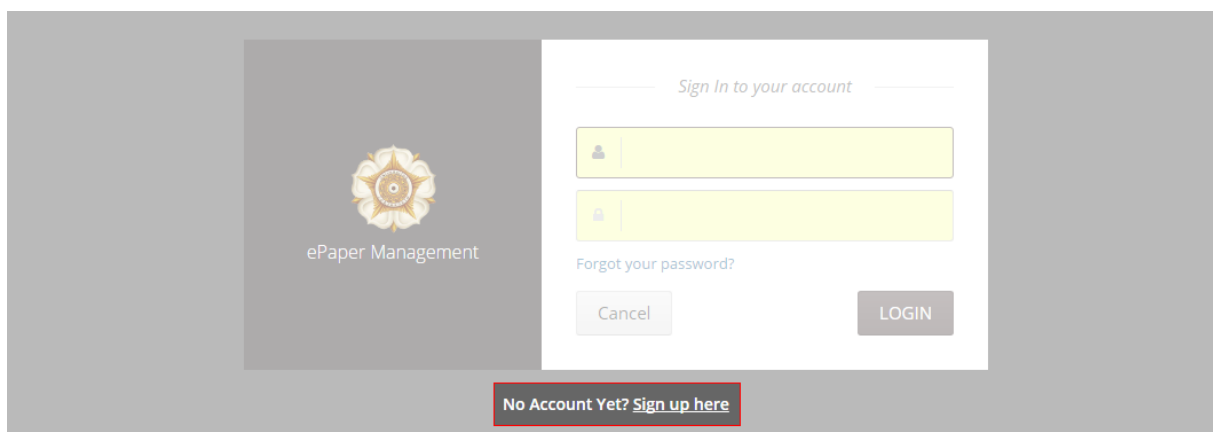
1. Go to the [ePaper Management](#) site.



Alternatively, you can simply click the [Register](#) button on the respective UASC website, which will redirect you to the ePaper Management site.



2. Below the login form, click [Sign up here](#).





3. Enter your details and click [Submit](#) to create your account.

Notes:

- Add your country's phone code (e.g. **+62** for Indonesia)
- Enter **only one** active email address
- You can change these details later (except for your email)

Create new ePaper account

Country	<input type="text" value="Indonesia"/>
Email	<input type="text" value="username@example.com"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Status	<input type="text" value="Student"/>
Salutation	<input type="text" value="Mr."/>
First Name	<input type="text" value="Lorem Ipsum"/>
Last Name	<input type="text" value="Amet"/>
Address	<input type="text" value="Pogung Dalangan, Mlati, Sleman, Yogyakarta - Indonesia"/>
Affiliation	<input type="text" value="Department of <u>Abc</u>, Faculty of Def, <u>Universitas Gajah Mada</u>"/>
Mobile Phone	<input type="text" value="+62 85200000000"/>

☒ I Agree to the ePaper Terms of Service and Privacy Policy

SUBMIT

4. Your account has been created. Your user ID and password will be sent to your email.



Further steps for participants (non-presenters)

Conference participants who will not be presenting a paper or poster should continue with the following steps.

5. Once you have received your user ID and password, log into your account.

6. Click on your name in the top-right corner of the page and select [My Paper Submission](#).

7. Click the [Submission](#) button.



8. Select **Participant** under **Type of presentation** and then click **Submit**.

ePaper Management

User Home

Lorem Ipsum Amet ▾

Paper Submission

Conference

The 2nd International Conference on Tropical Agriculture ▾

Type of presentation

☐ Oral ☐ Poster ☒ Participant (No Present Paper)

Symposia

-- Choose Symposia -- ▾

Topic

-- Choose Topic -- ▾

Title

Abstract

Author

Name

Email

Authorship

+ Author

Paper/Abstract (Max. 10MB)

Browse...

No file selected.

SUBMIT

If you require further assistance, please email the conference's contact person.



ABSTRACT SUBMISSION

Once your ePaper Management account has been created, you will be able to use this account to submit your abstract. This section will guide you through your abstract submission.



Please ensure that you are using the correct account to submit your manuscript, as an invoice will be generated for this account.

1. Sign in to your account.

The User Registration has been saved

Sign In to your account

username@example.com

Forgot your password?

Cancel LOGIN

No Account Yet? [Sign up here](#)

2. Once you are logged in, click on your name in the top-right and select [My Paper Submission](#).

ePaper Management

User Home

USER

Profile

My Conference

My Review

My Paper Submission

Invoice

Event's Materials

Logout

User Home

[Conference Owner]



3. Click the [Submission](#) button.

ePaper Management

User Home Lorem Ipsum Amet ▾

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
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Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0

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4. Fill in the form and then click [Submit](#) to send your abstract.

- Notes when selecting authorship:
- Select **First Author** for first author
 - If the corresponding author is not a first author, select **Corresponding Author**
 - Select **Co-Author** for another author

Paper Submission

Conference

International Conference on Tropical Agriculture 2017 ▾

Type of presentation

☒ Oral ☐ Poster ☐ Participant (No Present Paper)

Symposia

Sustainable Tropical Agriculture ▾

Topic

Food Safety and Food Security ▾

Title

Your Manuscript's Title

Abstract

The quick brown fox jump over the lazy dog

Author

Name	Dolor Sit Amet	Email	dolorsit@example.com	Authorship	First Author ▾	+ Author
Name	Lorem Ipsum Amet	Email	username@example.com	Authorship	Corresponding Author ▾	Remove
Name	Consectetur Adipiscing Eli	Email	consectetur@example.com	Authorship	Co-Author ▾	Remove

Paper/Abstract (Max. 10MB)

Choose File

 Abstract-Lorem Ipsum Amet.doc

SUBMIT



5. Your abstract has successfully been submitted. You will now be able to view your abstract in the [My Paper Submission](#) and [Active Paper](#) pages.

ePaper Management User Home Lorem Ipsum Amet ▾

Paper has been submitted, waiting for review!

My Paper Submission

Submission

	#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
<div>Ad ▾</div>	11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	<div>Manuscript submitted</div>	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

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If you require further assistance with submitting your abstract, please email the conference's contact person.



FULL PAPER SUBMISSION

If your abstract is accepted, you will be able to submit your full paper. Follow these steps to do so.

1. Sign in to your account.

The image shows a sign-in form titled "Sign in to your account". On the left is the "ePaper Management" logo. The form contains two input fields: one for the username (labeled "username@example.com") and one for the password (labeled with dots). Below the password field is a link "Forgot your password?". At the bottom of the form are two buttons: "Cancel" and "LOGIN". Below the form, there is a link "No Account Yet? Sign up here".

2. In the [User Home](#) page, click your [Active](#) paper.

The image shows the "User Home" page. At the top, there is a navigation bar with the "ePaper Management" logo, "User Home", "Lorem Ipsum Amet", and a notification icon with a red "1". Below the navigation bar, the page title "User Home" is displayed. Underneath, there are links for "[Conference Owner]", "[Author]", "ICTA 2017", "1 Active", "Archives", and "[New Submission]". The "1 Active" link is highlighted with a red box.

Alternatively, you can click the notification in the top-right of the page.

The image shows the "User Home" page with a notification dropdown menu open. The notification dropdown is titled "Notifications" and contains a single notification: "1 Waiting Your Fullpaper Submission". The notification is highlighted with a red box. The background shows the same "User Home" page as in the previous image, with the "1 Active" link highlighted.



You can also access your paper by clicking your name in the top-right of the page and then selecting [My Paper Submission](#).

ePaper Management User Home Lorem Ipsum Amet

User Home

[Conference Owner]
[Author]

ICTA 2017 1 Active Archives [New Submission]

USER
Profile
My Conference
My Review
My Paper Submission
Invoice
Event's Materials
Logout

3. Click your [paper's ID](#).

ePaper Management User Home Lorem Ipsum Amet

Active Paper

#	Conference	Title	Manuscript	Submit On	Category	Status
11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

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ePaper Management User Home Lorem Ipsum Amet

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Act 11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

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4. Your paper's summary will appear. Click the [Upload File](#) button.

ePaper Management User Home Lorem Ipsum Amet

#11-004 Summary

Submission		Author(s)		
Submitted By	Title	Author Name	Email	Authorship
File	11-1738-4.doc			
Date submitted	18 May 2017			
Symposia	Sustainable Tropical Agriculture			
Topic	Food Safety and Food Security			
Status	Abstract Accepted, Waiting Fullpaper Submission			

Upload File



5. A new window will appear, through which you can upload your full paper. Once you have selected the [File Category](#) and attached your full paper, click [Submit](#).

Notes:

- Select **Full Paper** for a new full paper
- If you submit a revised full paper, select **Revised Full Paper**
- If your paper has supplementary files, select **Supplementary File**

A confirmation dialogue will appear. Click [OK](#) to confirm your submission.



6. Your full paper has been submitted.

User Home Lorem Ipsum Amet ▾

#11-004 Summary

Submission

Submitted By

Title

File

Date submitted

Symposia

Topic

Submitted By

Title

File

Date submitted

Symposia

Topic

Author(s)

Author Name

Email

Authorship

Status

Fullpaper Submitted

File

File Category

Comment

Uploaded

Full Paper

2017-05-18 04:06:25

If you require further assistance with submitting your full paper, please email the conference's contact person.



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UNIVERSITAS GADJAH MADA

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