



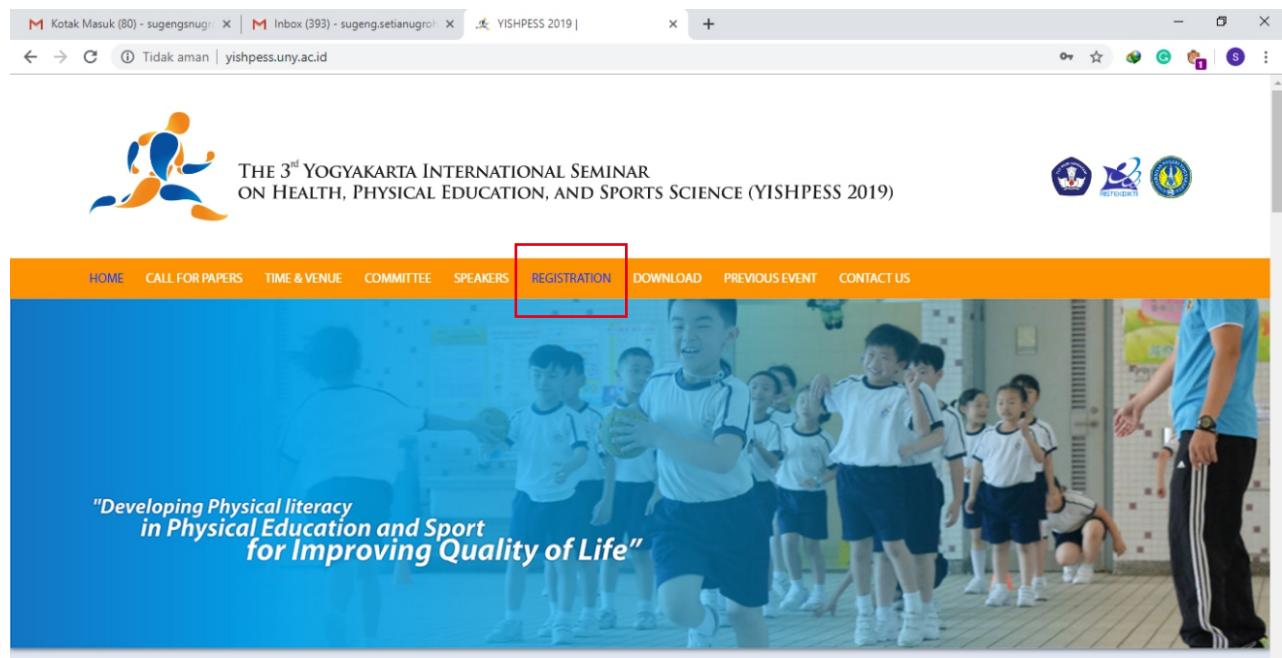
# PANDUAN REGISTRASI DAN SUBMIT ARTIKEL

## YISHPESS 2019 dan CoIS 2019



**Bismillahirrahmannirrahim, berikut ini adalah panduan step-by-step bagaimana cara mendaftar (membuat akun) sampai dengan mengupload fullpaper.**

1. Pastikan semua informasi dalam website sudah anda baca dan pahami, terutama pada bagian call for paper, tanggal penting dan biaya seminar.
2. Klik pada menu “Registration” (Gambar 1)



Gambar 1. tampilan muka website

3. Klik pada tulisan “Registration and Article Submission” (Gambar 2)



Gambar 2. link untuk menuju halaman registrasi

4. Isi semua isian formulir secara lengkap dengan huruf besar kecil. Pastikan bertanda bintang terisi dengan benar, nomer telepon aktif dan email yang dipakai untuk mendaftar juga aktif. Setelah semua terisi, masukan security code yang diminta lalu Klik “**Create new account**”. (gambar 3)

→ C ⚠ Tidak aman | [yishpess.uny.ac.id/user/register](http://yishpess.uny.ac.id/user/register)

Home / User account / User account

## User account

[Create new account](#) [Log in](#) [Request new password](#)

**Participation**

Please select : \*

Presenter  
 Sit-in Participant

**Name**

First and middle names \*  
Sugeng Setia

Last name  
Nugroho

**Salutation**  
Mr.

**Institution \***  
Universitas Negeri Yogyakarta

**Postal Address**

Street \*  
Jl. Colombo No. 1

City \*  
Yogyakarta

Zip code \*  
55281

Country \*  
Indonesia

**Phone number \***  
08562977629

**Fax Number**

**E-mail address \***  
sugeng.setianugroho@gmail.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Security**

Code \*  
6611

6	4	1
3	7	9
2	8	5

Click/tap this sequence: **6611**

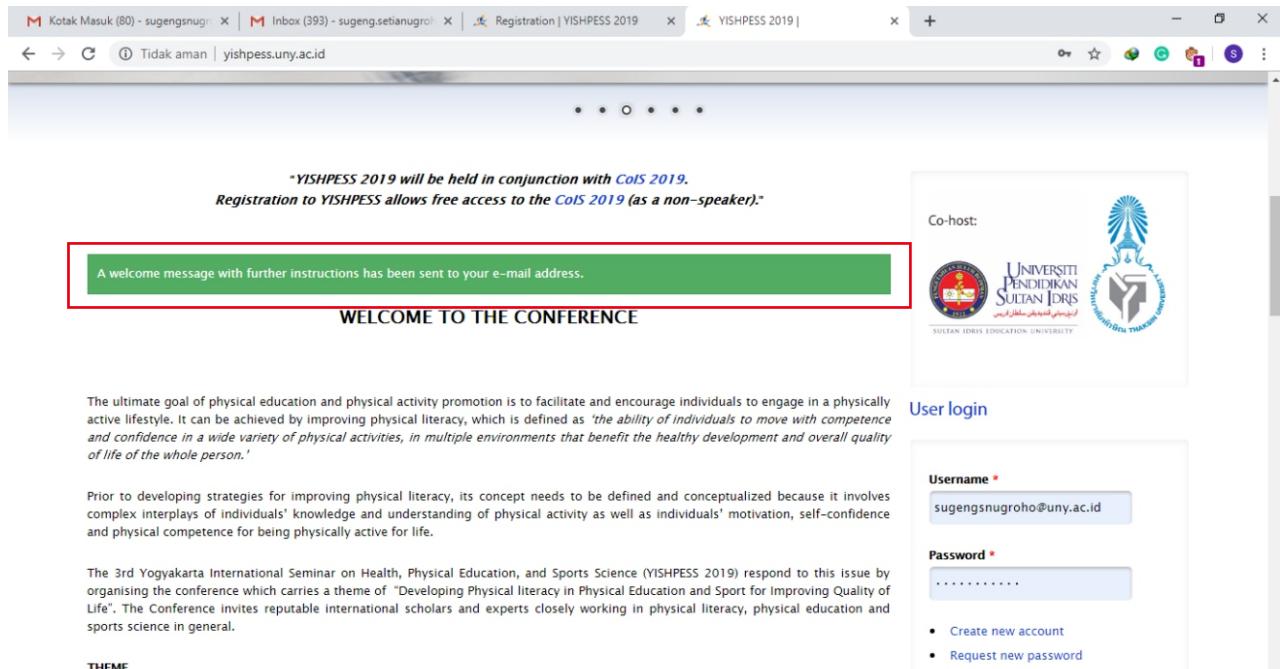
**Create new account**




Co-host:  
  
**UNIVERSITI PENDIDIKAN SULTAN IDRIS**  
 الجامعية السلطان سليمان العريض  
 SULTAN IDRIS EDUCATION UNIVERSITY

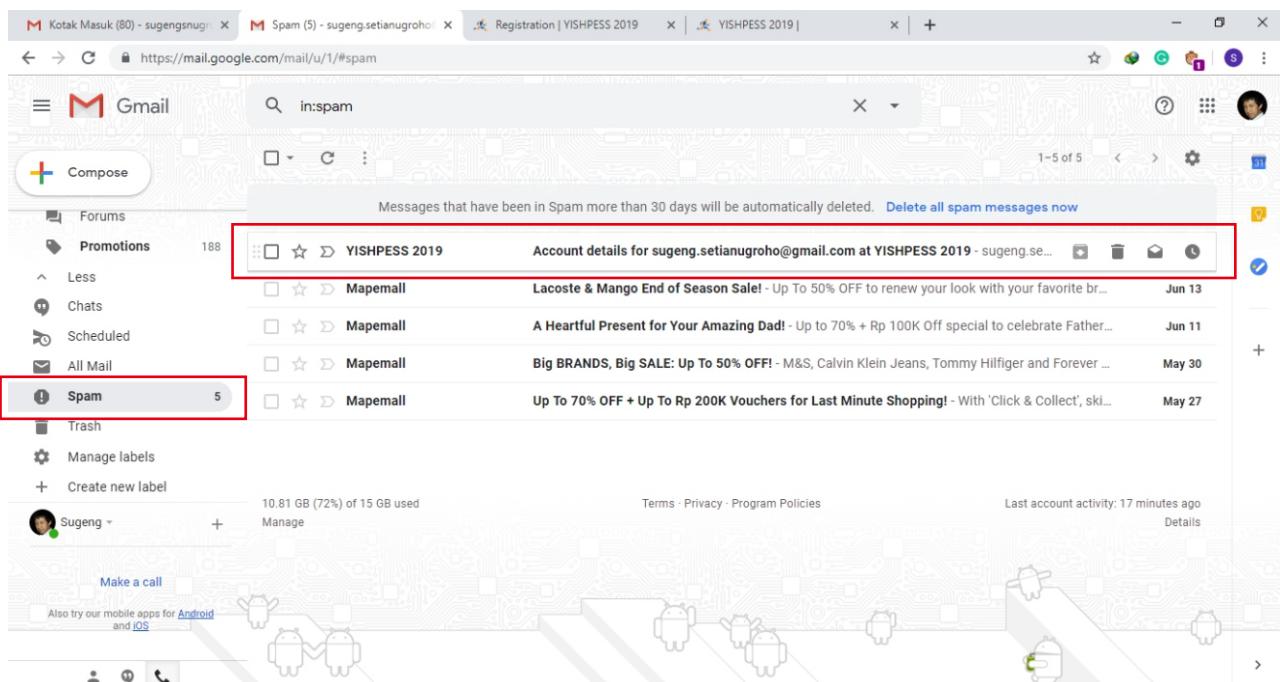
Gambar 3. formulir yang harus di isi untuk membuat akun

5. Apabila akun berhasil dibuat, tampilan akan kembali ke awal dan menemukan tulisan “A welcome message with further instructions has been sent to your e-mail address.” (gambar 4) dengan demikian, link verifikasi akun anda telah dikirim ke email anda, **silahkan cek email**.



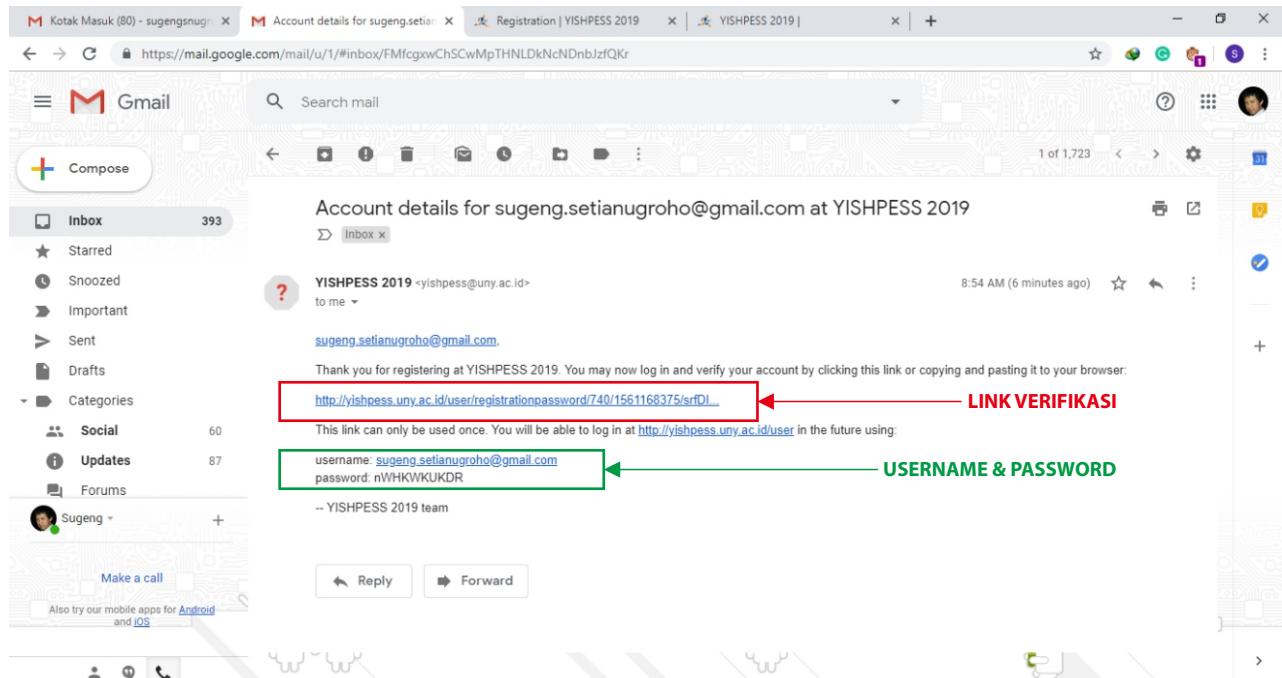
Gambar 4. Notifikasi akun telah berhasil dibuat

6. Anda akan menerima email yang berisi Link Verifikasi sekaligus data Username dan Passwordnya. **apabila anda tidak menemukan email tersebut pada inbox, silahkan cek pada folder SPAM.** (gambar 5)



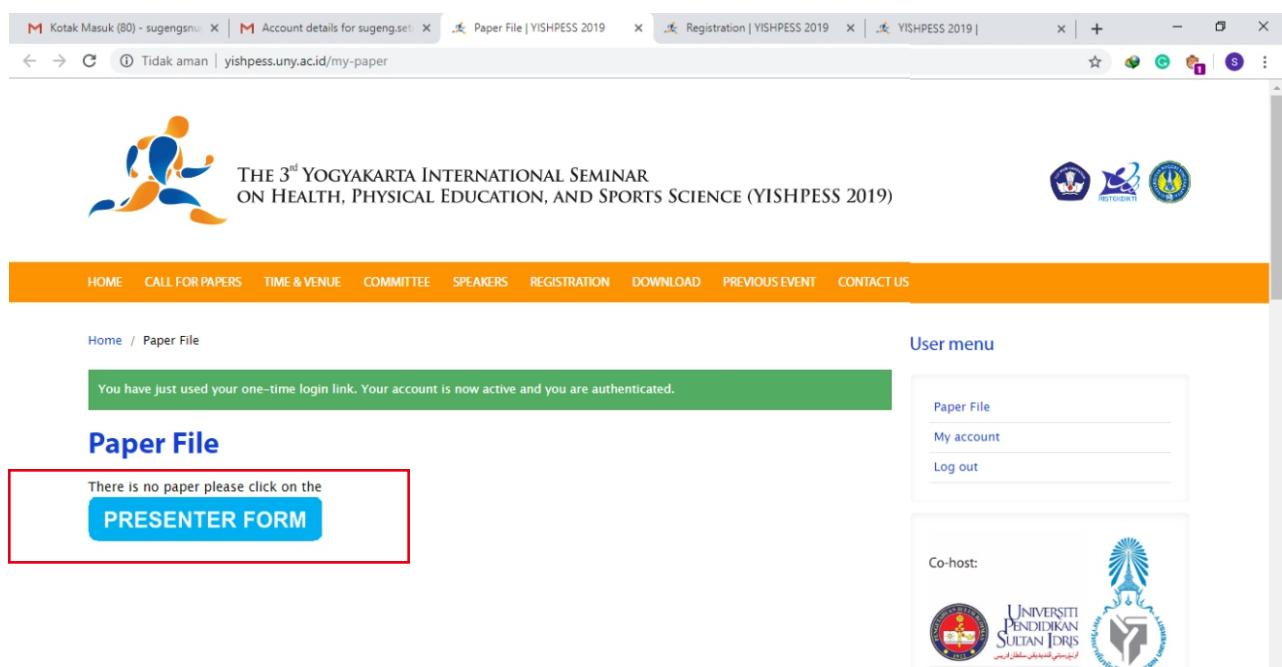
Gambar 5. Email verifikasi dari panitia seminar

7. Isi email dapat dilihat seperti gambar 6. Klik link yang tertera pada isi email tersebut, setelah anda klik, anda akan otomatis terverifikasi dan masuk pada user menu pada website seminar. **MOHON DIPERHATIKAN, anda tidak dapat langsung login dengan USERNAME dan PASSWORD yang telah kami kirimkan sebelum anda klik LINK VERIFIKASI terlebih dahulu.**



Gambar 6. Email berupa link verifikasi sekaligus informasi Username dan Passwordnya.

8. Klik pada “**Presenter Form**” untuk submit artikel. (gambar 7)



Gambar 7. klik presenter form untuk mulai submit artikel

9. Isi pada form author dengan nama penulis pertama, lalu isikan juga secara lengkap pada form Co-Presenter dengan penulis kedua, apabila ada penulis ketiga anda dapat menambahkan form dengan klik "add another item". Lalu isilah form "Title of Paper" dengan judul artikel anda. Tulis semua isian dengan huruf besar kecil. Pilih satu topik/sub tema yang sesuai. Lalu upload artikel anda. Perlu diketahui bahwa artikel yang anda upload harus berupa **FULLPAPER, BUKAN ABSTRAK**. dan berformat \*rtf tidak lebih dari 10MB. setelah semua lengkap seperti gambar 8. Klik "Save".

The screenshot shows a web-based form titled 'Create Presenter Form'. The 'Authors' section contains fields for the 'Name of Main Author' (Sugeng Setia Nugroho) and 'Institutional Affiliation (main Author)' (Universitas Negeri Yogyakarta). Below this, the 'Co-Presenters' section is expanded, showing a row for 'Name of Co Presenter' (Putriana Damayanti), 'Institutional Affiliation' (Universitas Negeri Yogyakarta), and 'Email' (putriana@uny.ac.id). A 'Remove' button is available for this row. An 'Add another item' button is also present. The 'Paper' section includes a 'Title of Paper' field (Dynamic sitting: Measurement and associations with metabolic health), a 'Topic Interest – Sub-Themes' section with three options (Fostering Physical Literacy in Community and Formal Education Setting, Issues and Innovation on Sports Culture and Management, Issues and Innovation on Sports Medicine and Health), and a 'Full Paper / Article File' section containing a file named 'Dynamic sitting - Sugeng Setia Nugroho.rtf' (3.36 MB) with a 'Remove' button. At the bottom are 'Save' and 'Preview' buttons.

Kotak Masuk | Account detail | Create Present | Registration | YISHPESS 2019 | Article General | pdos.csail.m  
→ C ▲ Tidak aman | yishpess.uny.ac.id/node/add/presenter-form

Home / Add content / Create Presenter Form

## Create Presenter Form

**Authors**

**Name of Main Author**  
Sugeng Setia Nugroho

**Institutional Affiliation (main Author) \***  
Universitas Negeri Yogyakarta

**Co-Presenters** Show row weights

<b>Name of Co Presenter</b>	Putriana Damayanti
<b>Institutional Affiliation</b>	Universitas Negeri Yogyakarta
<b>Email</b>	putriana@uny.ac.id

**Add another item**

**Paper**

**Title of Paper \***  
Dynamic sitting: Measurement and associations with metabolic health

**Topic Interest – Sub-Themes \***

- Fostering Physical Literacy in Community and Formal Education Setting
- Issues and Innovation on Sports Culture and Management
- Issues and Innovation on Sports Medicine and Health

[CLICK HERE FOR INFORMATION](#)

**Full Paper / Article File**

Dynamic sitting - Sugeng Setia Nugroho.rtf (3.36 MB) [Remove](#)

**Save** **Preview**

Gambar 8. upload fullpaper dengan mengisi presenter form

10. Setelah presenter form berhasil disimpan, akan ada notifikasi atau preview seperti gambar 9.

The screenshot shows a web page with a green success message: "Presenter Form Dynamic sitting: Measurement and associations with metabolic health has been created." Below this, the title "Dynamic sitting: Measurement and associations with metabolic health" is displayed in blue. There are "View" and "Edit" buttons. A note says "SUBMITTED BY SUGENG.SETIANUGROHO ON SAT, 06/22/2019 - 09:30". Under "Authors", it lists "Name of Main Author: Sugeng Setia Nugroho" and "Institutional Affiliation (main Author): Universitas Negeri Yogyakarta". Under "Paper", it lists "Topic Interest – Sub-Themes: Issues and Innovation on Sports Medicine and Health" and "Full Paper / Article File: Sugeng Setia-Nugroho-paper-06222019 - 09:30.rtf". On the right, there is a "User menu" with "Paper File", "My account", and "Log out". It also shows the logo of Sultan Idris Education University and the proceedings information for 2018.

Gambar 9. Preview presenter form dan file full paper yang telah berhasil diupload

11. Klik paper file pada user menu, user menu dapat ditemukan di bagian kanan atas website. pada menu paper file anda dapat mengecek progres artikel, dan melanjutkan pada tahapan berikutnya dengan klik pada tulisan “Update Paper or Continue to Next Step”.

The screenshot shows the "Paper File" section of the website. It displays a table with the following data:

Name of Main Author	Sugeng Setia Nugroho
Title of Paper	Dynamic sitting: Measurement and associations with metabolic health
Sub Themes	Issues and Innovation on Sports Medicine and Health
Acceptance Status – Reviewer 1	-
Comments – Reviewer 1	-
Reviewed File by Reviewer 1	-
Acceptance Status – Reviewer 2	-
Comments – Reviewer 2	-
Reviewed File by Reviewer 2	-
Proof of payment	[field_presenter_payment_proff]
Co-Presenters Proof of payment	[field_upload_co_authors_proof_of]
Upload Statement Letter	[field_upload_statement_letter]
Revised Paper File	[field_present_revised_paper_file]

At the bottom, there is a red-bordered button labeled "UPDATE PAPER or CONTINUE TO NEXT STEP : CLICK HERE". To the right, there is a "User menu" with "Paper File", "My account", and "Log out". It also shows the logo of Sultan Idris Education University and the proceedings information for 2018.

Gambar 10. Preview data artikel presenter dari submit, revisi, sampai pembayaran