

## PANDUAN REGISTRASI DAN SUBMIT ARTIKEL

YISHPESS 2019 dan ColS 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)

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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.** 



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)

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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.** 

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

#### 8. Klik pada "Presenter Form" untuk submit artikel. (gambar 7)

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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 artkel yang anda upload harus berupa **FULLPAPER, BUKAN ABSTRAK**. dan berformat \*rtf tidak lebih dari 10MB. setelah semua lengkap seperti gambar 8. Klik "Save".

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### **Create Presenter Form**

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Gambar 8. upload fullpaper dengan mengisi presenter form

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

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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".** 

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