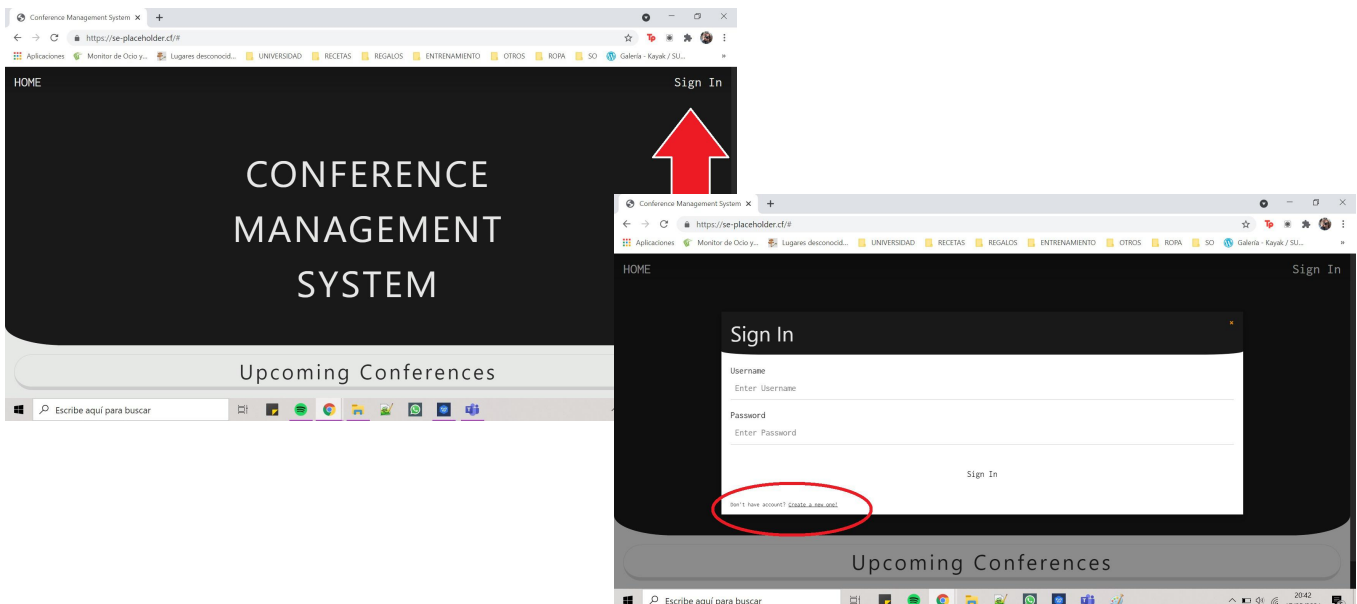
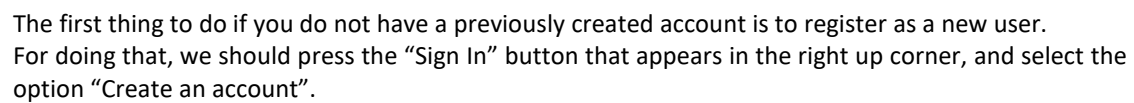


User Manual

LOGIN



We must fill in all the necessary fields and click on the "Register" button to complete the creation of our account.

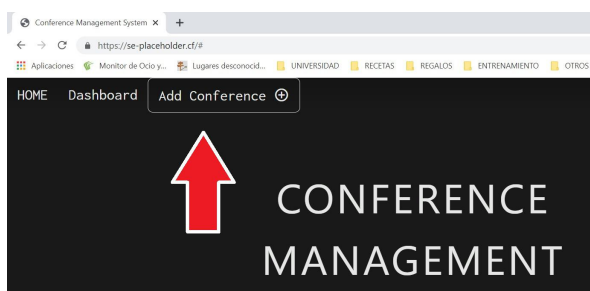
The screenshot shows a web browser window with the URL <https://se-placeholder.cf/#>. The page has a dark theme with a navigation bar at the top containing links: HOME, Dashboard, Add Conference, and a search icon. The main content area is titled 'New Account' and contains a registration form with the following fields: First Name (MyName), Last Name (MyLastName), Username (myUsername), Email Address (myemail@gmail.com), Password (masked with dots), and Confirm Password (masked with dots). A 'Register' button is at the bottom of the form. A 'Sign In' link is visible in the top right corner.

On the other hand, if you already have a previously created account, simply log in with your credentials.

The screenshot shows the same web browser window, but the 'Sign In' modal is open. The form has two fields: Username (myUsername) and Password (masked with dots). A 'Sign In' button is at the bottom of the modal. Below the modal, there is a section titled 'Upcoming Conferences'. A link at the bottom of the modal says 'Don't have an account? [Create a new one!](#)'. The navigation bar at the top is the same as in the previous screenshot.

ADD NEW CONFERENCE

To add a new conference, click on the option in the top navigation bar. The panel will appear in front of us and we will have to fill in all the required fields. To complete the operation, click on the "Create" button, and if you change your mind, click on the "Cancel" button.



The screenshot shows the 'Create New Conference' modal. The form has the following fields: Conference Title (MyTitle), Conference Description (This is a description of my conference), Date (17/05/2021 18:47:11), Location (Club-Madrid, MD), Fee (4), Abstract Deadline (17/05/2021 18:47:11), Proposed Deadline (17/05/2021 18:47:11), and Publishing Deadline (17/05/2021 18:47:11). At the bottom, there are 'Cancel' and 'Create' buttons.

DASHBOARD

From the dashboard we can manage all the conferences we have in progress, the ones that we will attend, as well as the papers uploaded in each one of them in addition to a timeline showing the sections that you are attending in each conference in a chronological order.

HOME Dashboard Add Conference @ myUsername Sign Out

Dashboard

My Conferences > My Conferences

Listener

MyTitle

This is a description of my conference.

Location: Cij/Napoli, RO
Date: Sun May 17 2021

Select the sections you wish to attend: No section selected Add

Section name From To

test Radial

test radial

Location: Cij/Napoli, RO
Date: Sun May 17 2021

Select the sections you wish to attend: No section selected Add

Section name From To

Steering

MyTitle

This is a description of my conference.

Location: Cij/Napoli, RO
Date: Sun May 17 2021

[View Papers](#) [Edit](#)

- EDIT A CONFERENCE

To edit a conference already in progress, click on the "Edit Conference" button and change the desired fields.

HOME Dashboard Add Conference @ myUsername Sign Out

Dashboard

My Conferences > My Conferences

Listener

MyTitle

This is a description of my conference.

Location: Cij/Napoli, RO
Date: Sun May 17 2021

Select the sections you wish to attend: section 2 Add

Section name From To

test Radial

test radial

Location: Cij/Napoli, RO
Date: Sun May 17 2021

Select the sections you wish to attend: No section selected Add

Section name From To

Steering

MyTitle

This is a description of my conference.

Location: Cij/Napoli, RO
Date: Sun May 17 2021

[View Papers](#) [Edit](#)

Fee

4

Abstract Deadline

17/05/2021 18:47:11

Proposal Deadline

17/05/2021 18:47:11

Bidding Deadline

17/05/2021 18:47:11

Reviewing Deadline

01/06/2021 22:05:26

Conference Sections

Section Title	From:	To:	
section 2	17/5/2021 9:51:06	28/5/2021 9:51:09	Test

Enter Section Name

Start Time: dd/mm/yyyy --:-- End Time: dd/mm/yyyy --:--

Add papers to this section: No paper selected Add

Add New Section

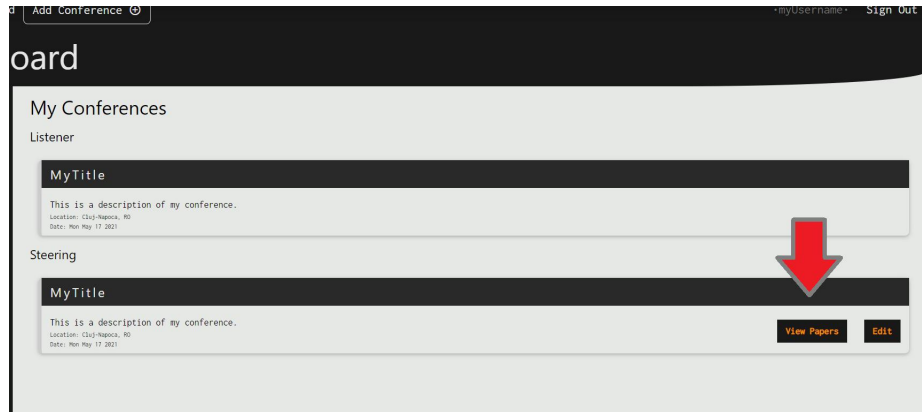
Add steering committee member

myUsername

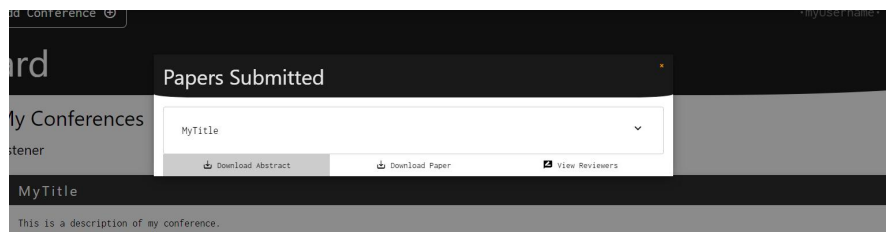
Enter Username/Email

- VIEW PAPERS SUBMITTED FOR A CONFERENCE

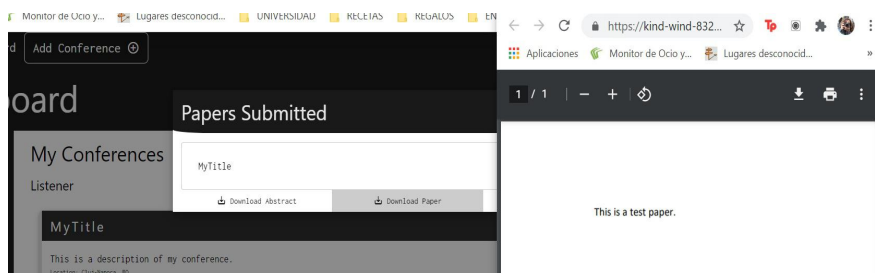
To see the papers assigned to a conference, click on the "View papers" button and the name of each of them will appear, with three actions that can be carried out:



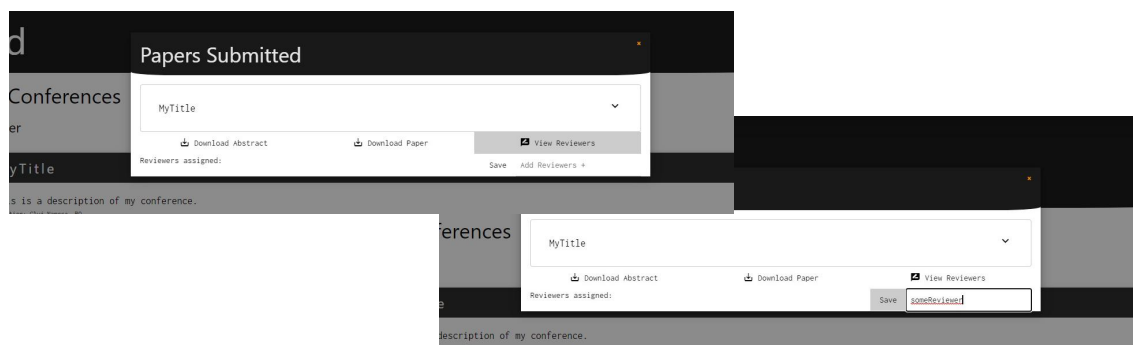
1) Download the abstract (word format)



2) Download the final paper (pdf format)

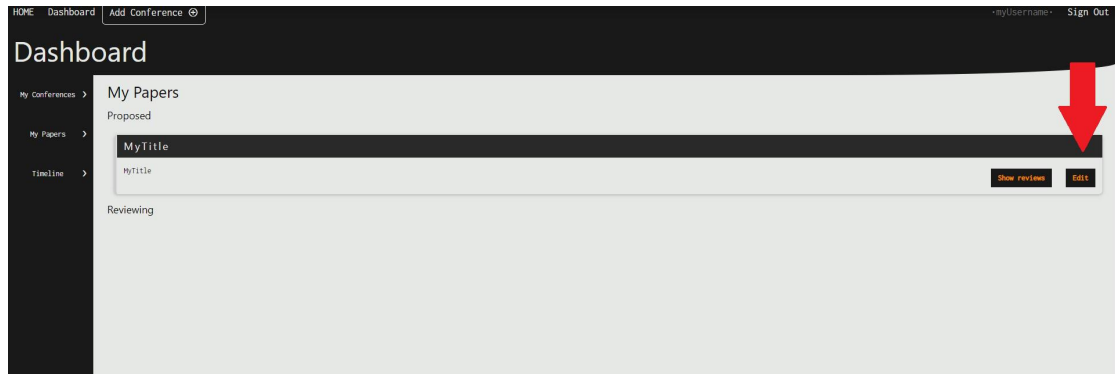


3) View the assigned reviewers (here we can also add new reviewers).



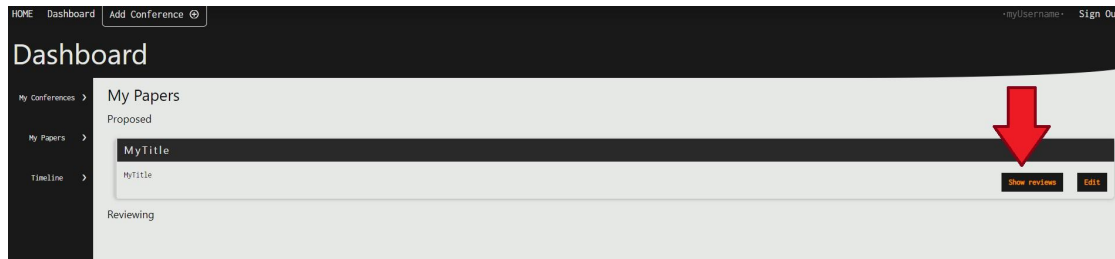
- EDIT PAPERS

Same procedure to edit a conference but in the “My Papers” section.



- SHOW REVIEWERS

In order to show the reviews that a conference has, click on the button “Show reviews” that is shown in the proposed conference.

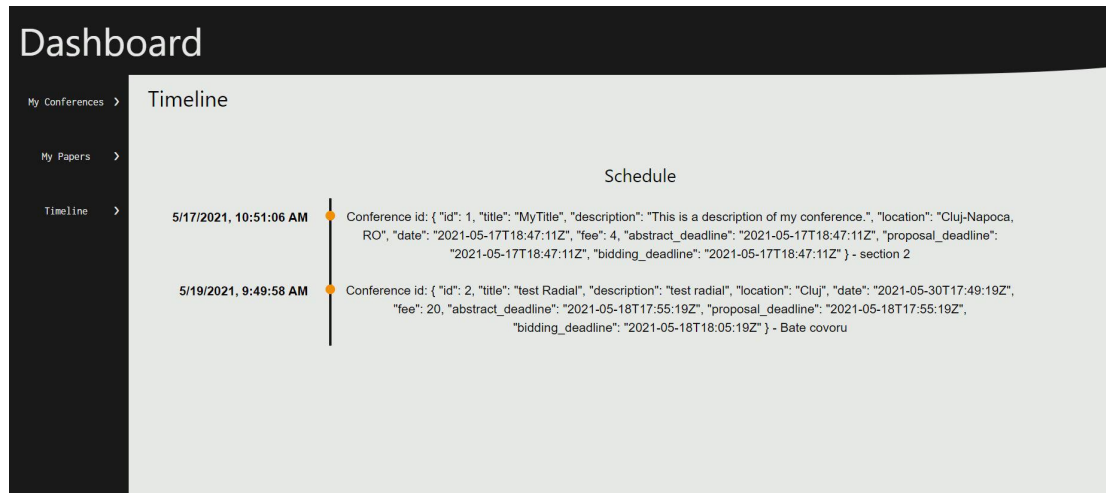


UPDATE THIS PART OF THE MANUAL



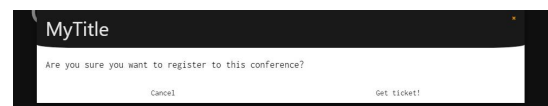
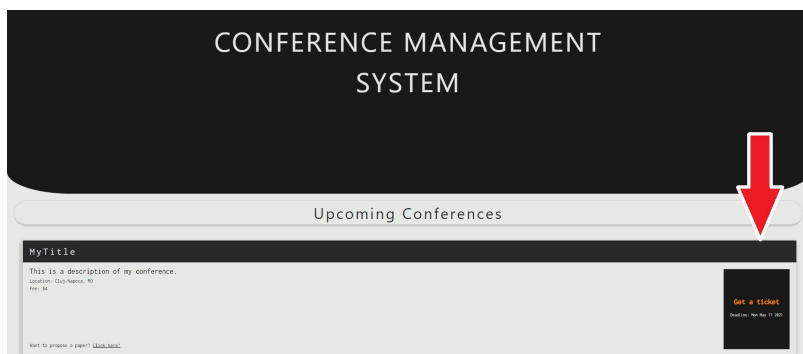
- SEE THE TIMELINE

Here the user has the possibility of consult the timeline of all the conferences scheduled if he/she is attending to it. The conferences are show in chronological order.

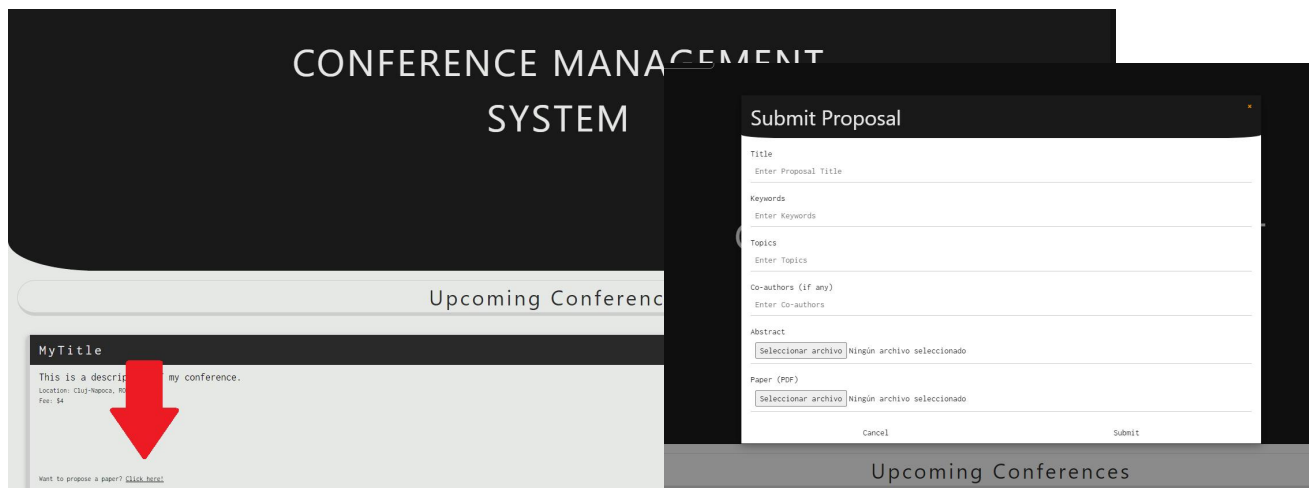


GET A TICKET FOR A CONFERENCE

To purchase a ticket for a conference, go to the home panel (if you are not already there, click on the "HOME" button) and at the bottom of the screen you will see all the upcoming conferences. Select the one indicated, and click on the box with "Get tickets" written in it.



PROPOSE A TICKET FOR AN UPCONMIG CONFERENCE



If we want to propose a paper for a conference that has already been scheduled, we will see an option in the bottom left-hand side of the box that includes information about the conference, which allows us to do so.

When you click on it, a panel appears for you to fill in where you can add the papers.

LOG OUT

When logging out, we have the option in the top navigation bar on the right-hand side.

