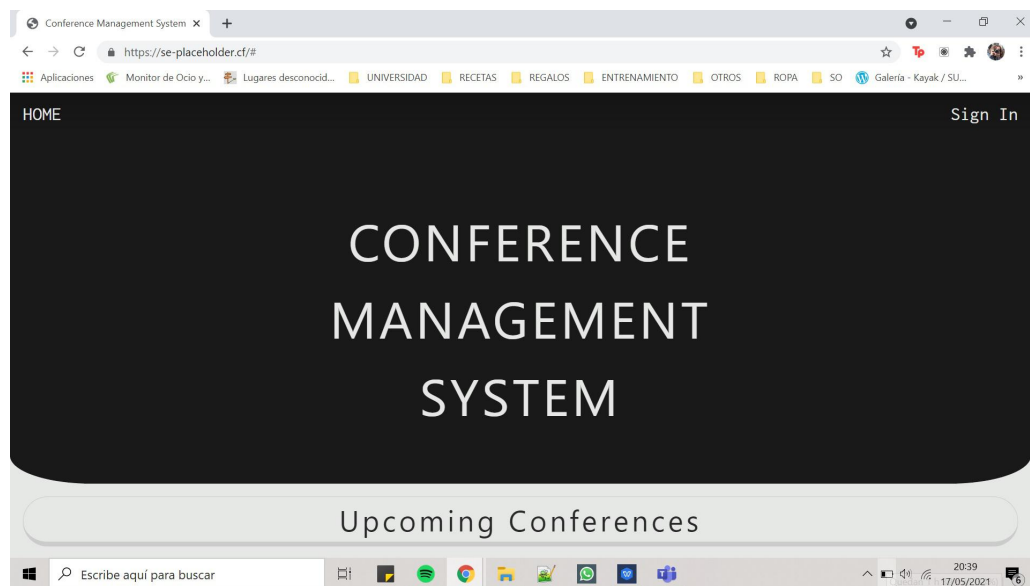


CONFERENCE MANAGEMENT SYSTEM

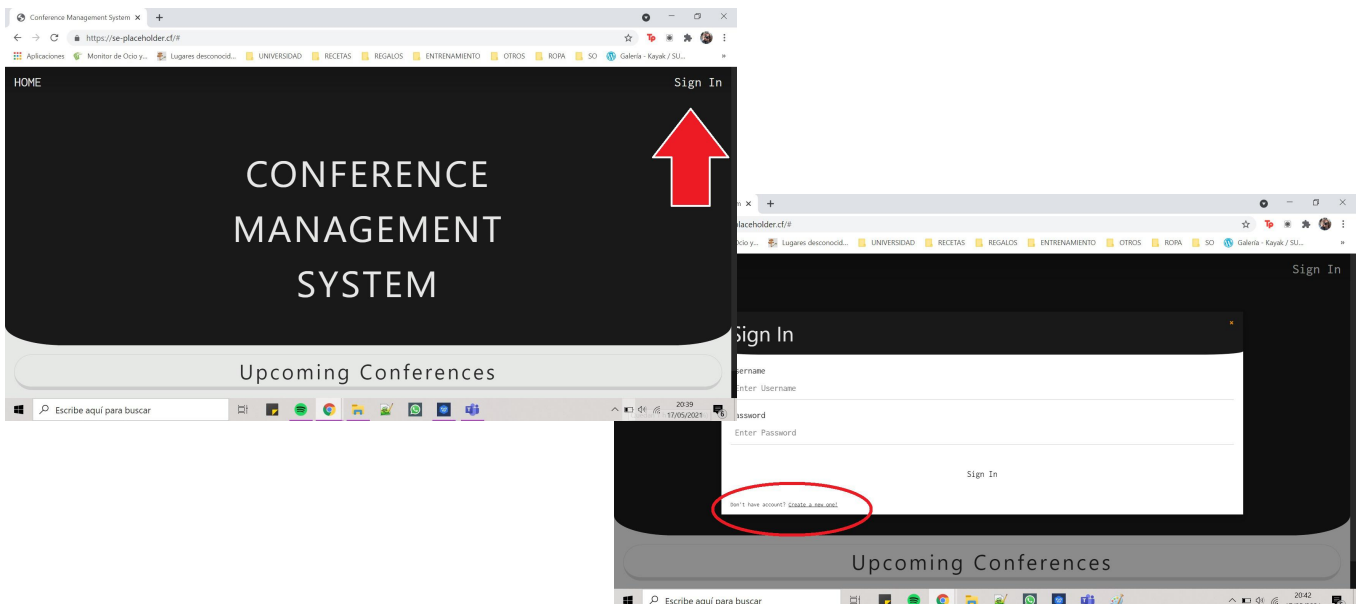
User Manual

In this document we are going to explain to the user how to properly use all the functionalities of [the application.](#)

LOGIN



The first thing to do if you do not have a previously created account is to register as a new user. For doing that, we should press the “Sign In” button that appears in the right up corner, and select the option “Create an account”.



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

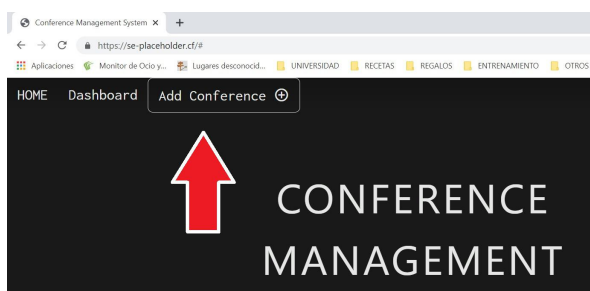
The screenshot shows a web browser window with the URL <https://se-placeholder.cf/#>. The page has a dark theme with a navigation bar at the top containing links: HOME, Dashboard, Add Conference, and a search icon. The main content area is titled 'New Account' and contains a registration form with the 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 contains fields for Username (myUsername) and Password (masked with dots). A 'Sign In' button is at the bottom. Below the button, there is a link: 'Don't have an account? [Create a new one!](#)'. The background shows the 'Upcoming Conferences' section.

ADD NEW CONFERENCE

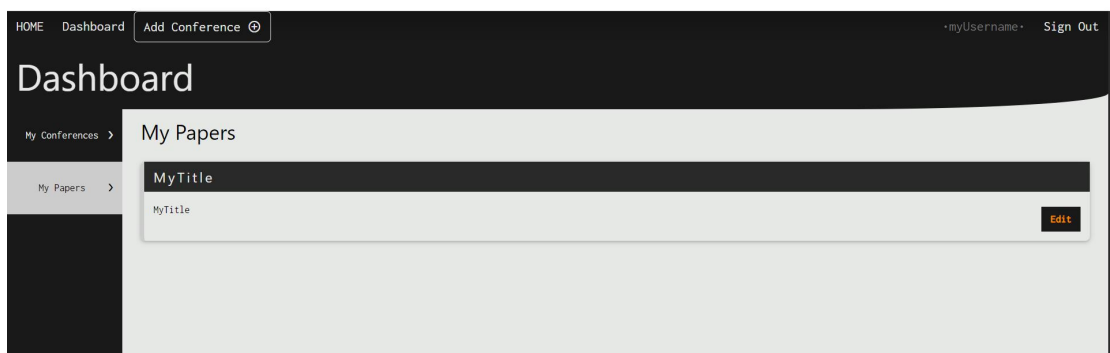
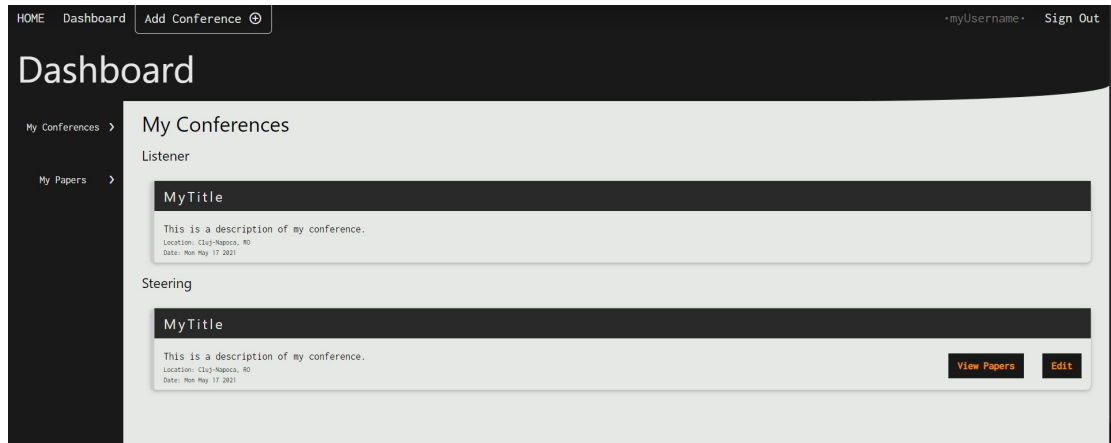
To add a new conference, click on the option in the top navigation bar. The panel will appear in front of us and we will have to fill in all the required fields. To complete the operation, click on the "Create" button, and if you change your mind, click on the "Cancel" button.



The screenshot shows the 'Create New Conference' modal. The form contains 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, RD), 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.

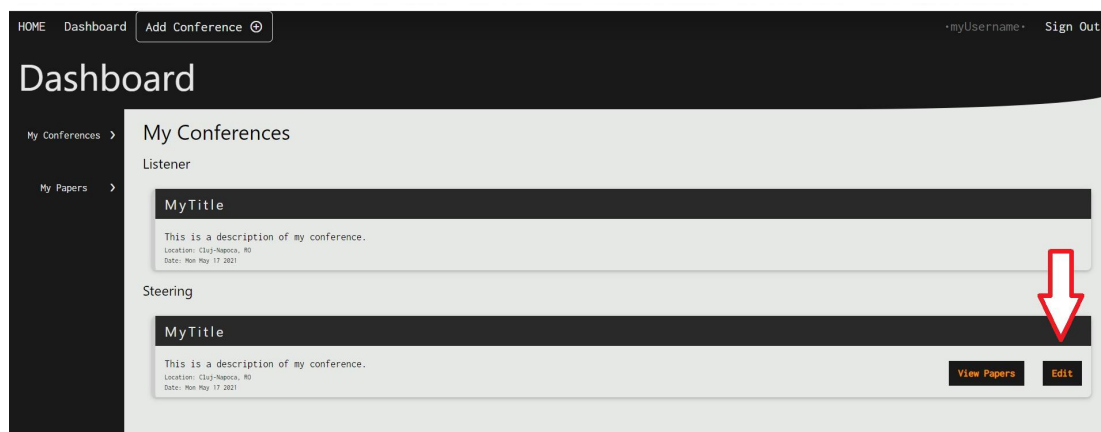
DASHBOARD

From the dashboard we can manage all the conferences we have in progress, as well as the papers uploaded in each one of them.



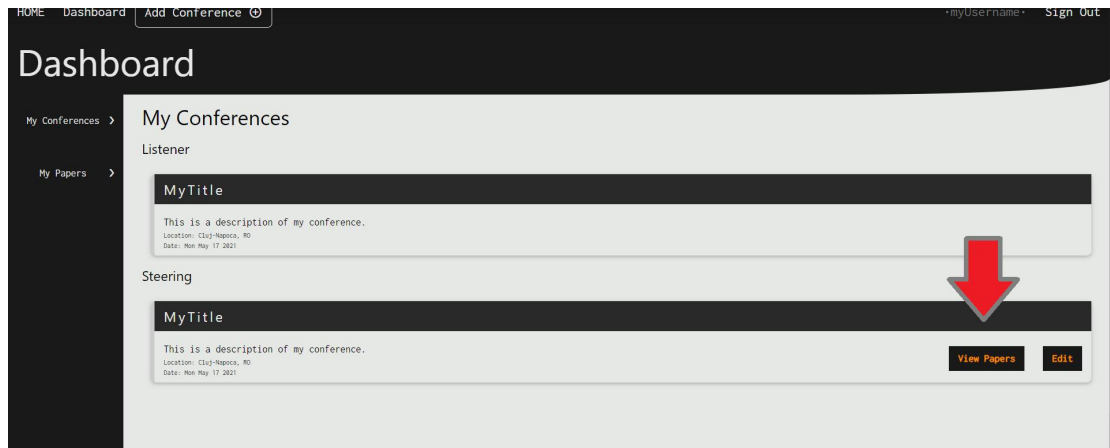
- EDIT A CONFERENCE

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

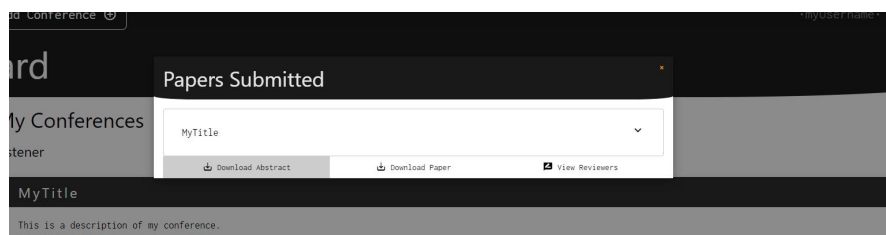


- VIEW PAPERS SUBMITTED FOR A CONFERENCE

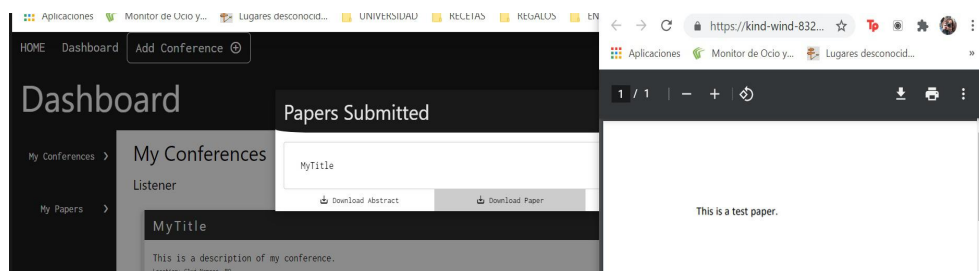
To see the papers assigned to a conference, click on the "View papers" button and the name of each of them will appear, with three actions that can be carried out:



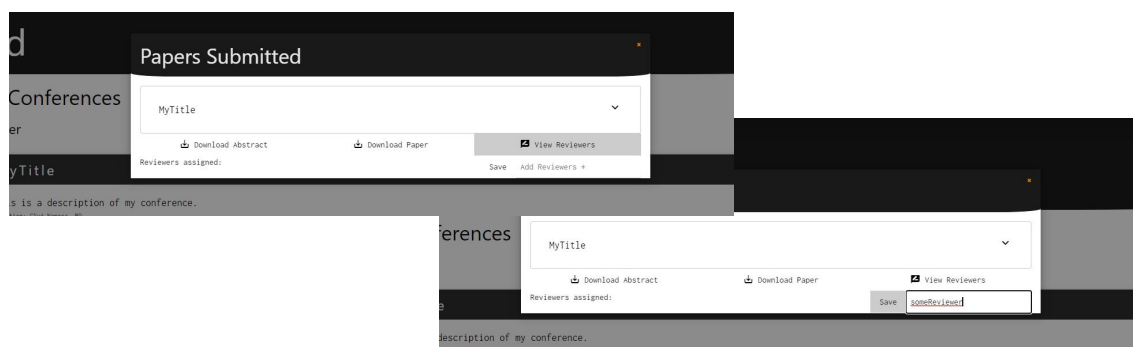
1) Download the abstract (word format)



2) Download the final paper (pdf format)

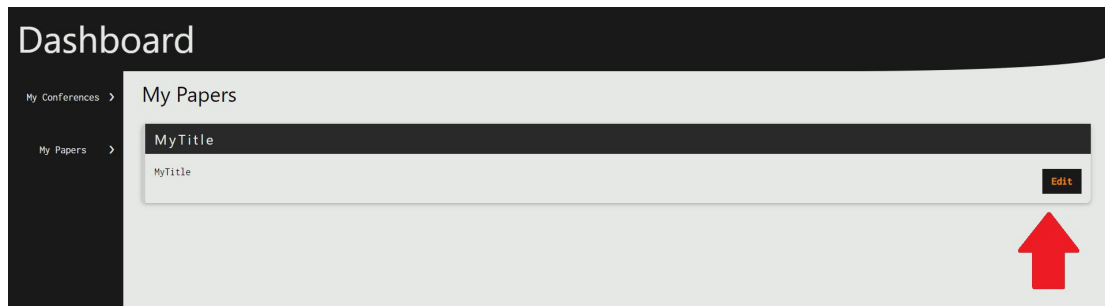


3) View the assigned reviewers (here we can also add new reviewers).



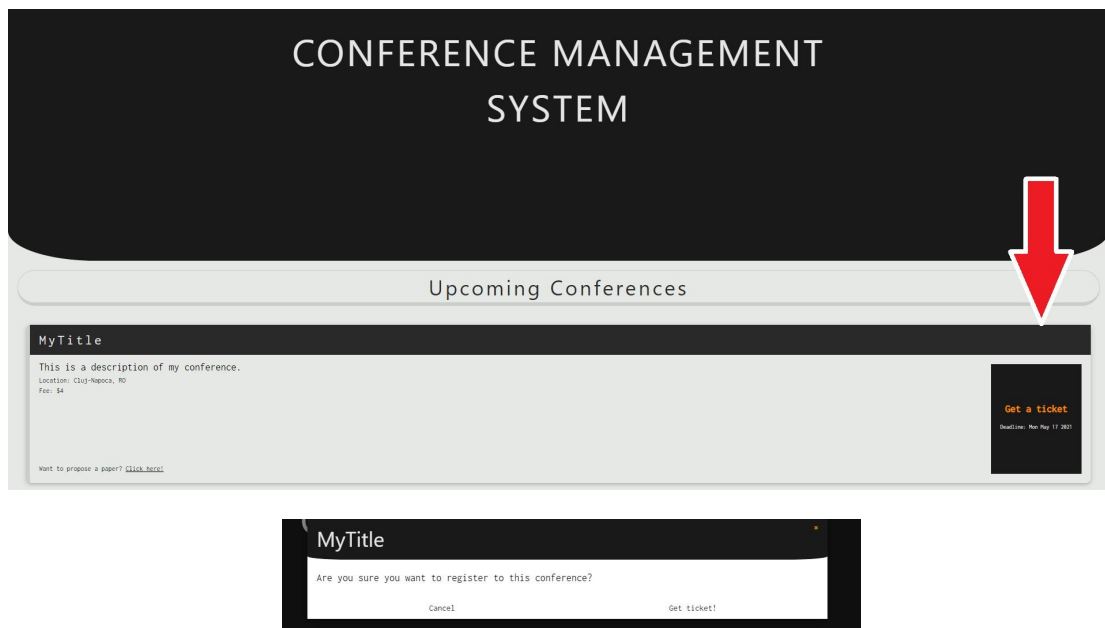
- EDIT PAPERS

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



GET A TICKET FOR A CONFERENCE

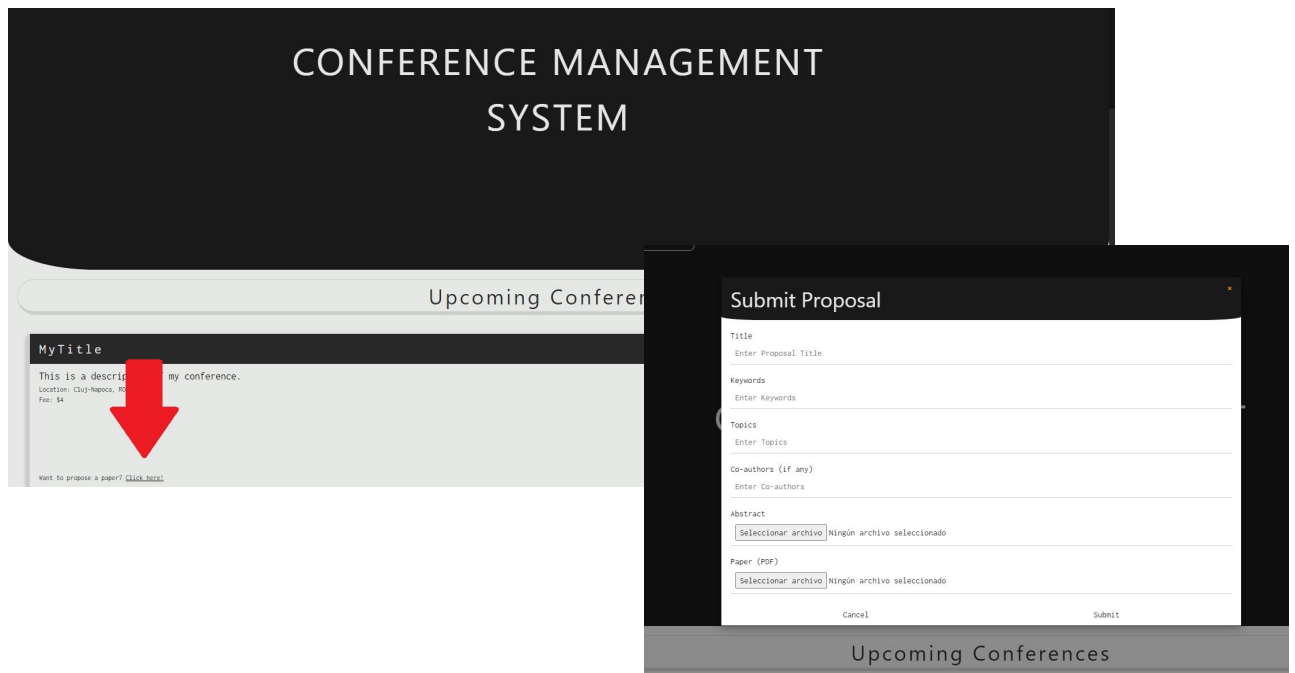
To purchase a ticket for a conference, go to the home panel (if you are not already there, click on the "HOME" button) and at the bottom of the screen you will see all the upcoming conferences. Select the one indicated, and click on the box with "Get tickets" written in it.



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.

