

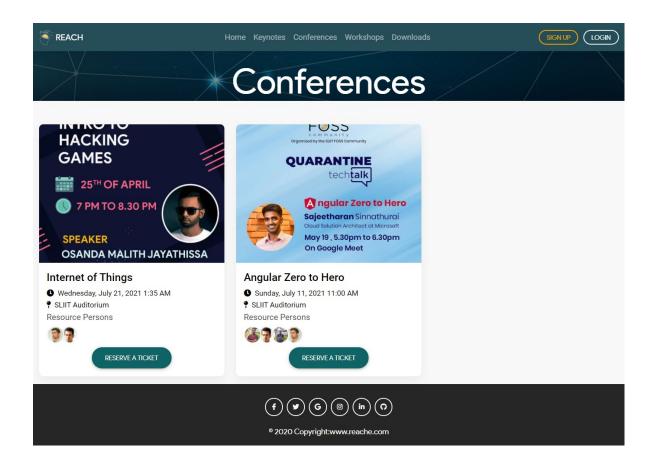
REACH is a conference management system for users for scheduling conferences, workshops and for researcher to upload research papers and with many other additional functionalities for professionals using this website. This web-based application will provide user-friendly interfaces and the functionalities are easier to manage.

The following guide you in using this amazing conference management system.

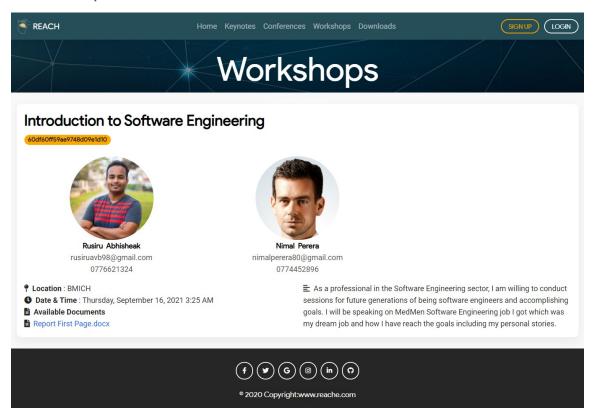
- When you first go into the website you can veiw the homepage.
- > Next you can click on the navbar links and you can view the

upcoming conferences and workshops in there respective pages.

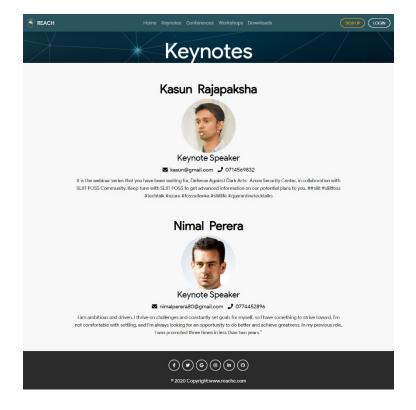
Conferences page



#### Workshops

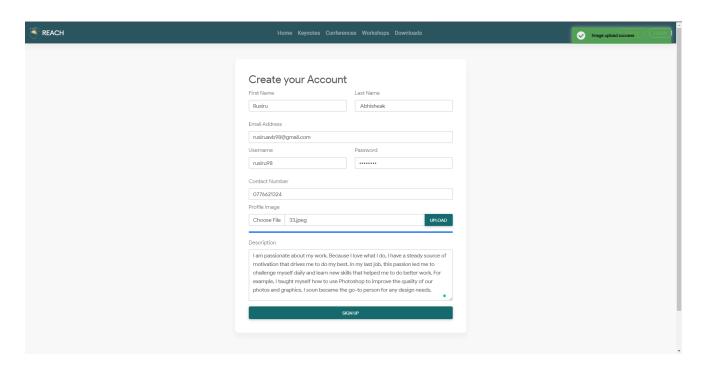


You can also view the keynotes, using the navbar.



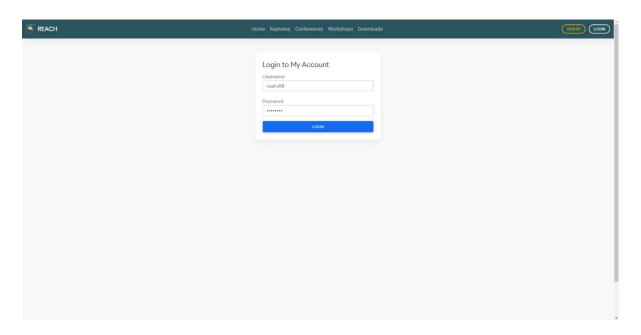
If you want to create or attend conferences or workshops, you must register into the website in order to create conferences, workshops and experience other functionalities of the website.

### SIGNUP PAGE

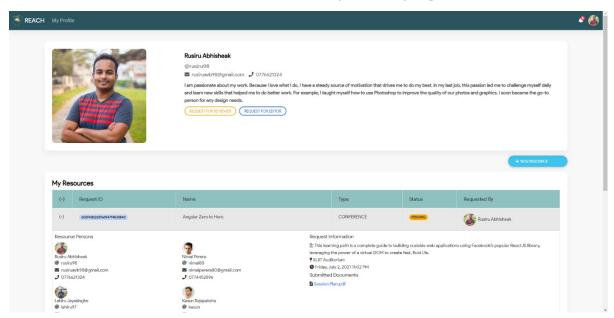


- > Then you can enter the details as seen in the figure...... and register as a user.
- > The user must register into the website in order to create conferences, workshops and experience other functionalities of the website.

## **USER LOGIN**



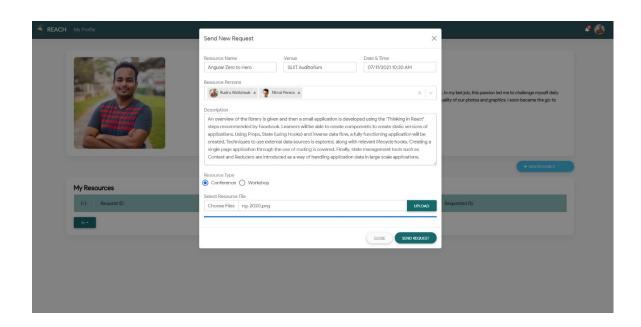
- You can login to the system using the username and the password.
  If you have successfully logged in, you will see a message as "Login Successfull" on the right corner of your browser.
- > The user will be re-direct into user-profile page.



- ➤ In your profile you can view a "+NEW RESOURCE" button.
- > This will allow you to create a new resource.

## CREATE A NEW RESOURCE

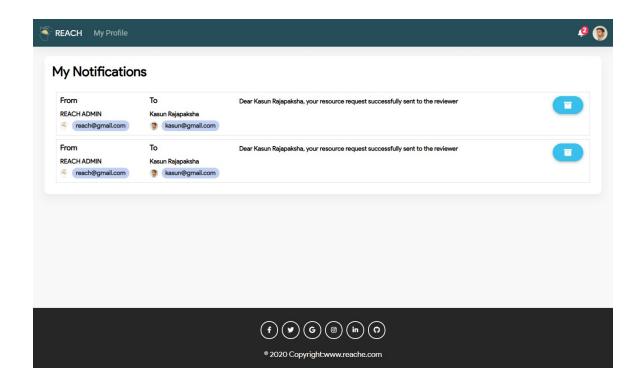
You will redirect to a modal where you can create conferences or workshops.



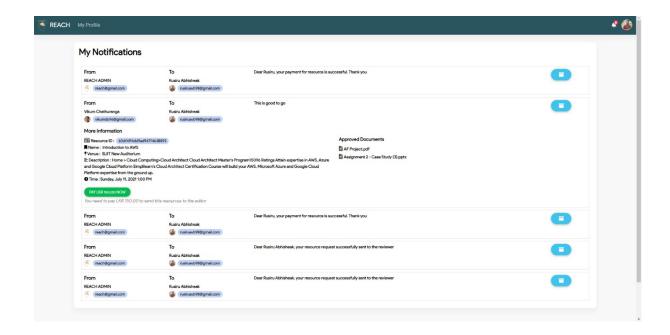
- > You have to upload the resources as well.
- > You will see a successful message after upload the resource.
- > Then click on the button to create the resource.
- You will receive a successful message at the top right corner in your browser.
- You can view the resource on the profile page after creating the resource.

# **NOTIFICATION**

➤ In the top right corner you will a bell icon which shows the notifications. You will recive notification when the you add a resource.

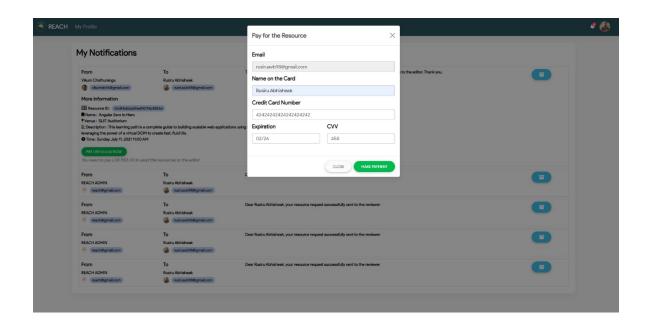


- > Next you will get a notification when the resource is approved by the reviewer.
- > Here you will have to do the payments.

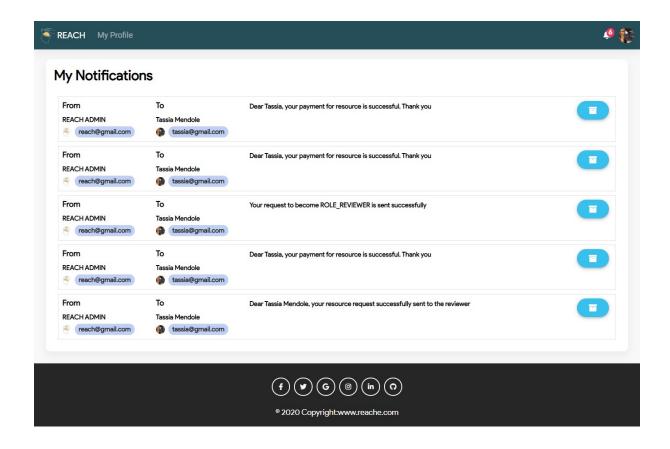


- > Click on the payment button.
- > Then you will get a form for filling the payment details.

# **PAYMENT**

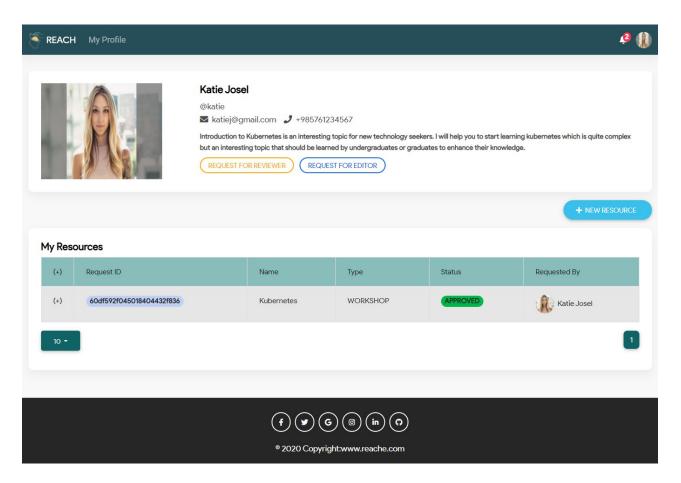


> You will receive a notification when the payments are done.



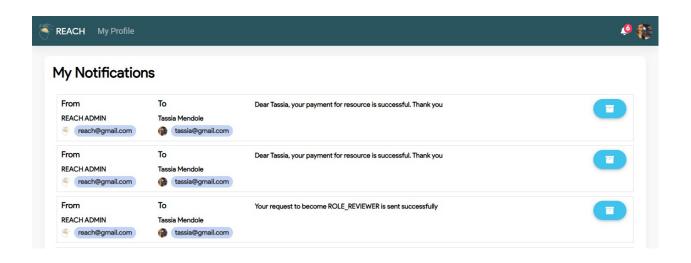
# REQUEST TO CHANGE ROLE

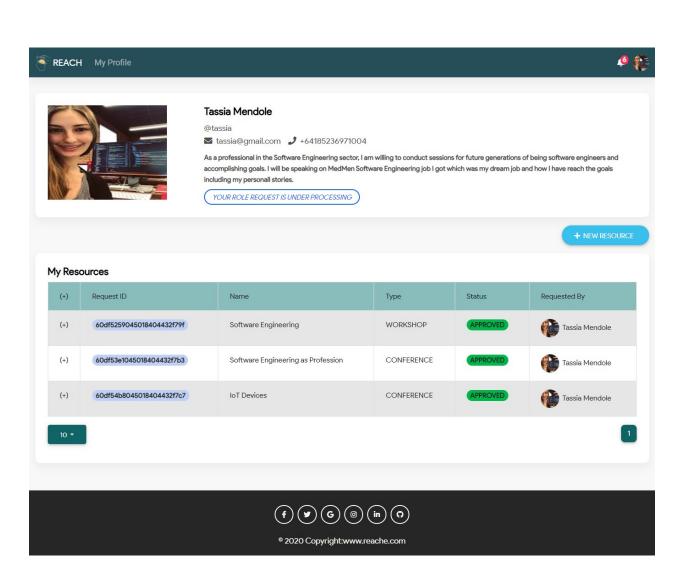
You can click on the buttons 'Request for Reviewer' or 'Request for Editor'.



There are several roles that a registered user can experience. The user can be a presenter, researcher, attendee and the user can also request to change the role as a reviewer or editor.

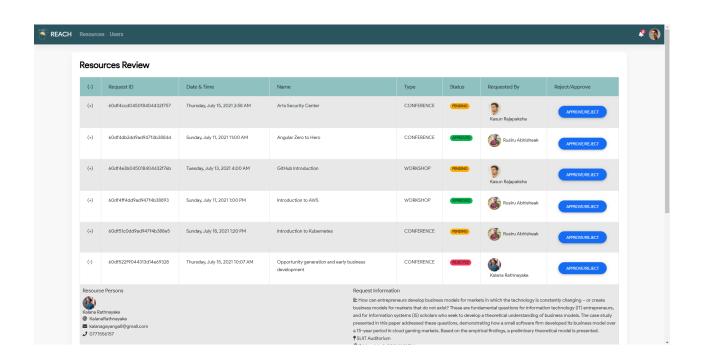
Unitl the admin approves the request, the status can be seen as follow and a notification will be sent to the user informing the reuest sending is sucessful.





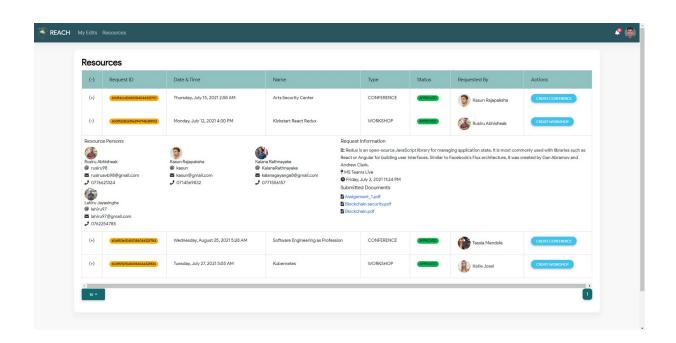
**Reviewer** - Reviewer is responsible of performing some task. The reviewer can,

- Review all the resources and the conference details or workshop details requested by the user.
- If the reviewer has reviewed, a notification is sent to the user.
- Then if the resource is approved by the reviewer, the user will get a notification alon with the payment details.(Then the user can follow the payment procedure)
- The approved and paid status at the reviewer will be updated. Then the resource details will be sent to the editor.

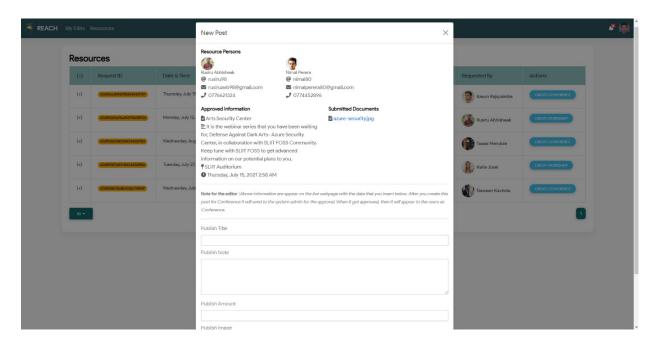


**Editor-** Editor is responsible of viewing details which have been approved by the reviewer and payment successful resources can be viewed on the editor's page.

■ The editor can click on the create conference button if it is a conference and similarly for workshops, the editor clicks on the button in the column to create a post which is required to publish in the web page.



• The editor enters the publishing data and create a post.



Finally, the upcoming events will be viewed in the home page. Thank you for using REACH!



LINK TO WEBSITE: https://af-conference-prd.herokuapp.com/