Guidebook

[FOR NON-PRESENTER]

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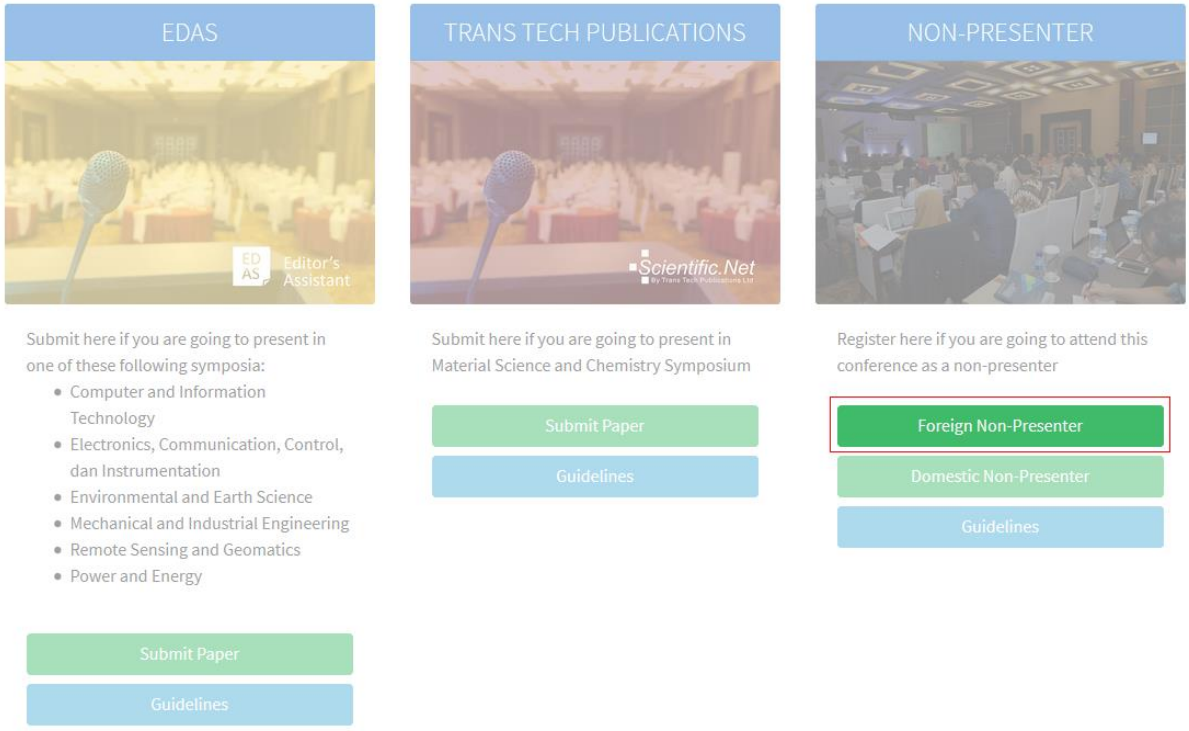
FOREIGN ATTENDANT

This tutorial will guide you through the registration of your EDAS account if you are just going to attend the conference without presenting your paper. If you already have an EDAS account, please log in using your registered account.

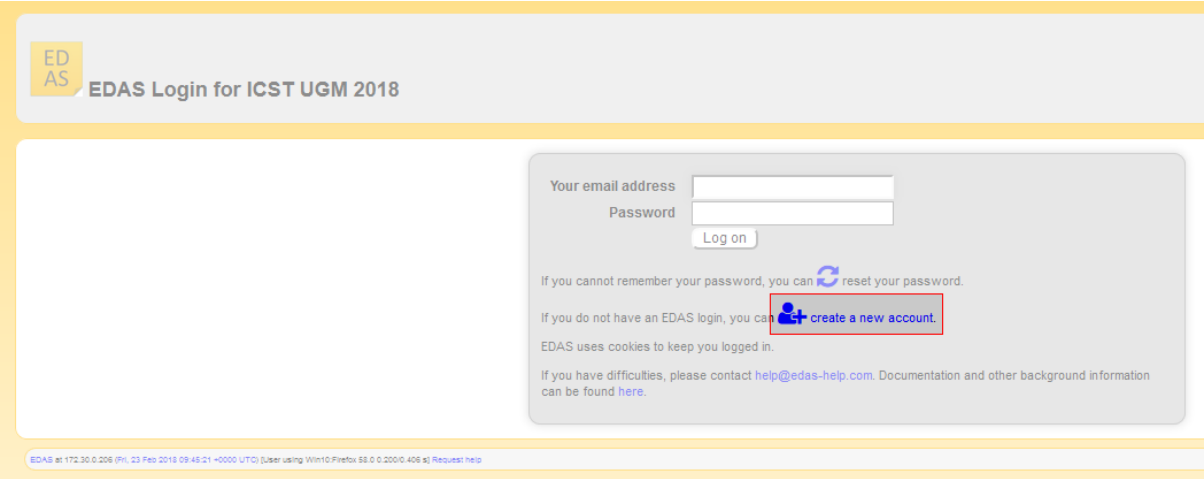
1. Go to the ICST UGM 2018 EDAS site.

Alternatively, you can click the Register button on the ICST website.

Then, click the Foreign non-presenter button under the Non-Presenter card, which will redirect you to the ICST UGM 2018 EDAS website.



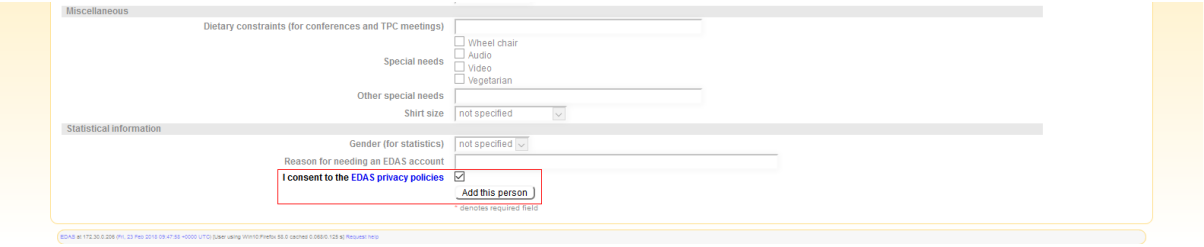
2. Below the login form, click Create a new account.



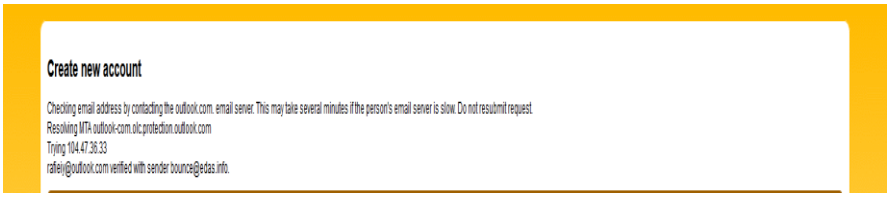
3. Enter your details, tick the box "I consent to the EDAS privacy and policies", and click Add this person to create your account.

The following information must be filled:

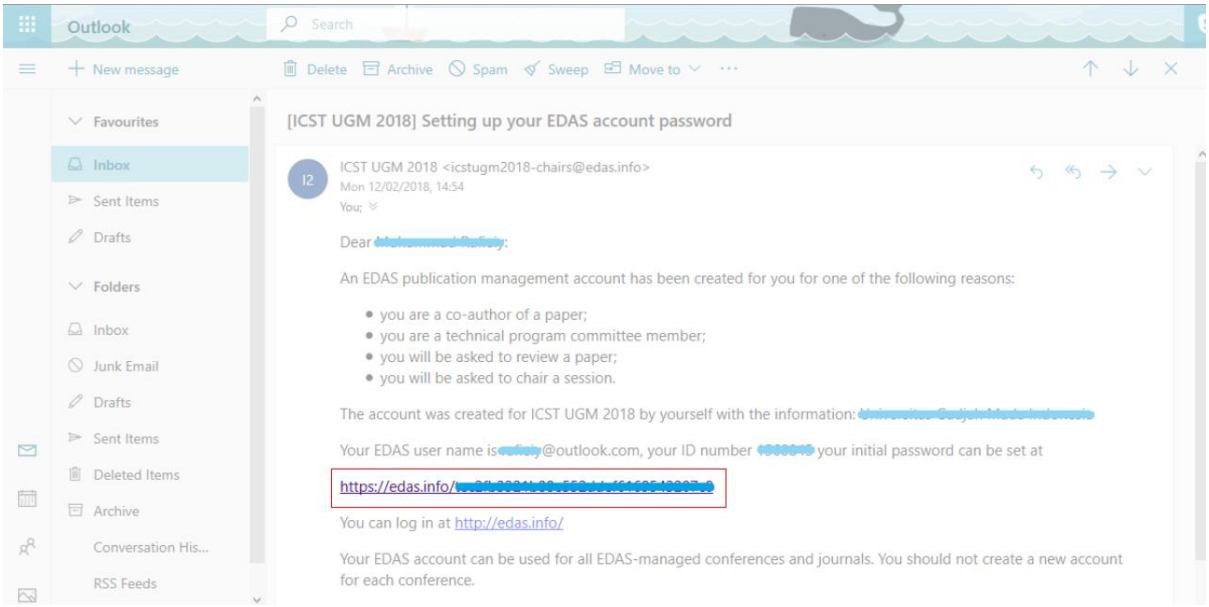
- Name
  - Title
  - First name, Middle initial (if any), and Last name
- Affiliation
  - Status
  - Current affiliation
  - Country
- Mailing address
  - Street address (use **P.O. box**, if street address is not available)
  - City
  - State, province, or region (based on your country)
  - Postal (zip) code
  - Country
- Contact information
  - Email address
  - Phone or mobile number



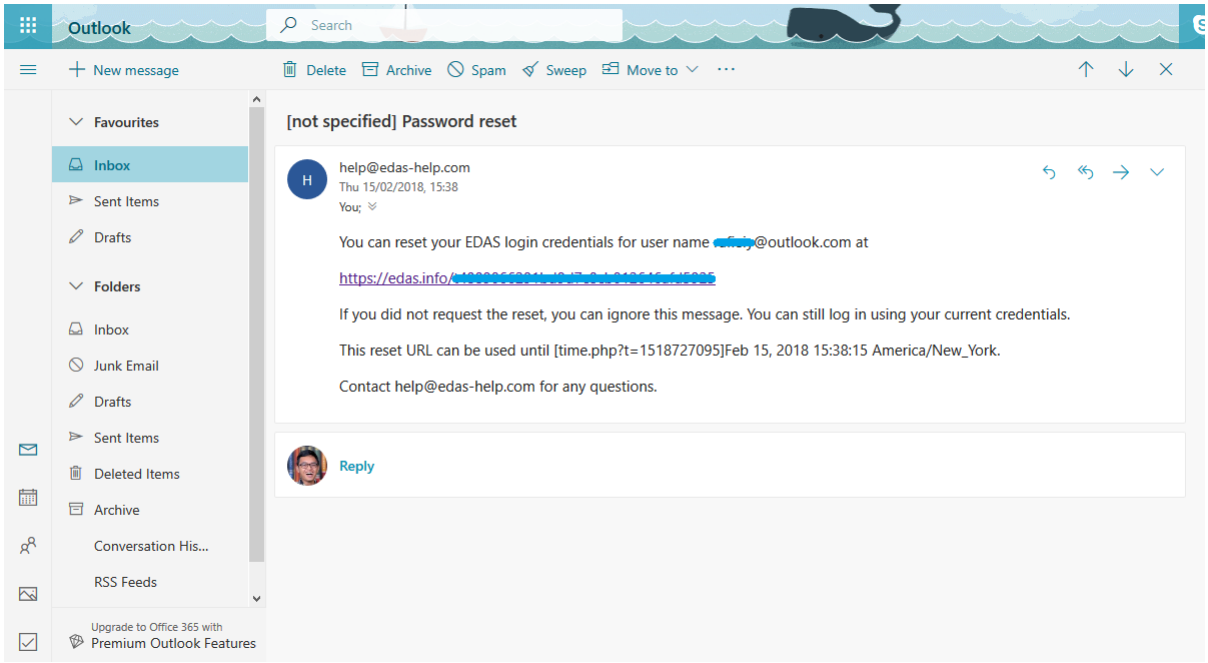
4. Your account has been created. Your username and ID number will be sent to your email.



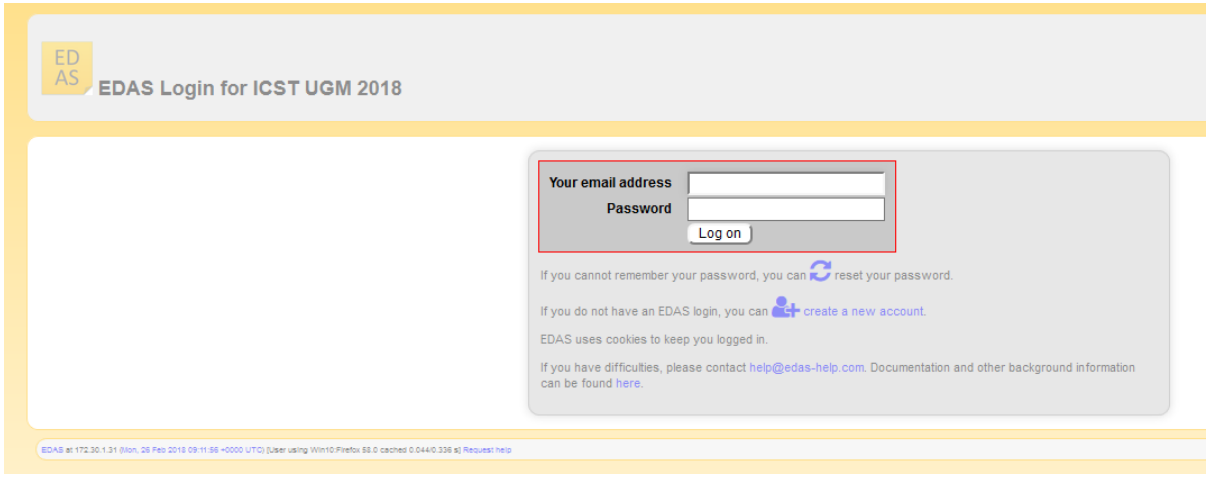
5. Set up your initial password by clicking the link in your email.



6. Your initial password has been created.

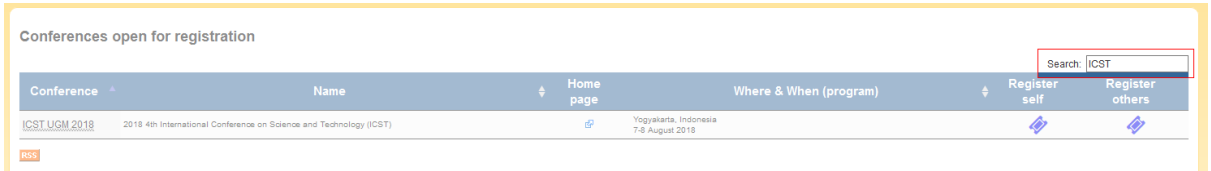


7. Log in to your account.



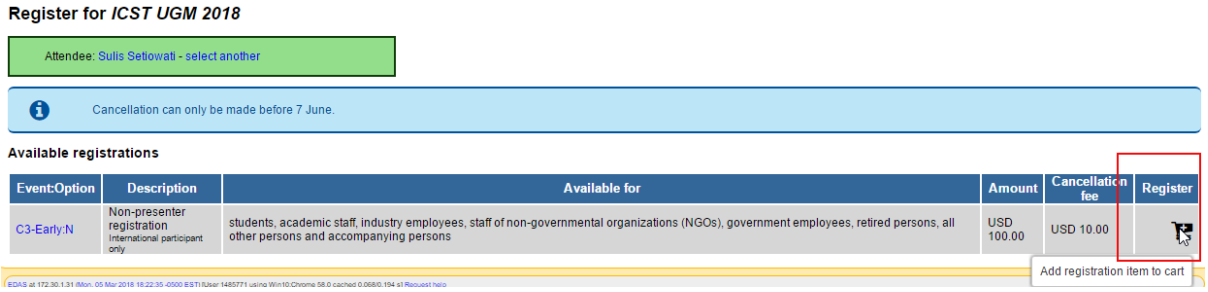
8. Once you are logged in, click the Register menu in the EDAS navigation bar.

9. Search “ICST” in the search box.



10. In the search result sheet, click the ticket icon () under the following columns:
    a. Register self column to register yourself as non-presenter; or
    b. Register other column to register your friend as non-presenter.

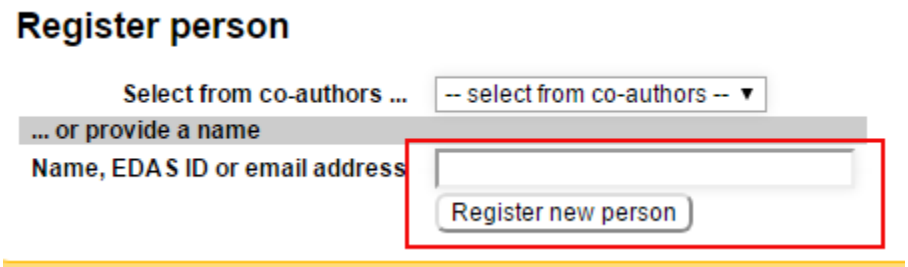
11. After confirming your information, click the trolley icon () under the register column.



12. Your account has been registered as an attendant (non-presenter participant) at the ICST UGM 2018 and you can make a payment.

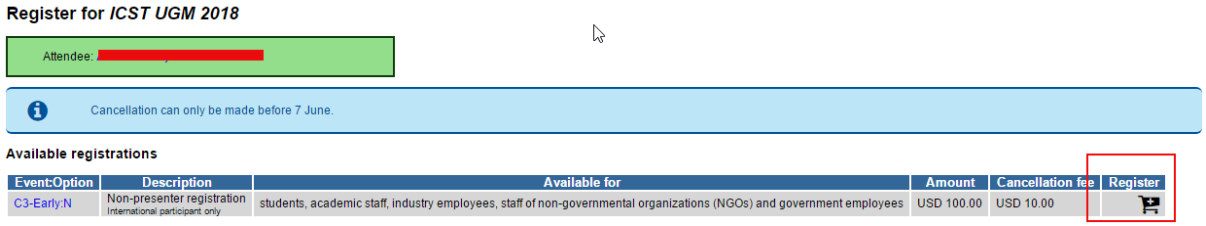
13. To register other, click the ticket icon () for “Register Others”

14. Write your co-author name, EDAS ID or email address



15. Give confirmation if the account is correct and click Select this person.

16. After confirming your information, click the trolley icon () under the register column



17. Your account has been registered as an attendant (non-presenter participant) at the ICST UGM 2018 and you can make a payment.

If you require further assistance with submitting your full paper, please email the conference's contact person.

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