

LSRS Presenter Online 2022 Instructions

➔ General

Administration URL <https://yourconference.live/LSRS/upload/admin/dashboard>

TechAdmin/123456 (Katie)


ClientAdmin/123456

Submission URL: <https://yourconference.live/LSRS/upload/dashboard>

Submitters log in with their email address as their username and password is their first name.

Submitters can change their password once they log in. Admin cannot retrieve passwords; submitters need to use the 'forgot password' link located on the submission log in page.


This Online Presentation Management System collects all presentations via an exclusive submission site, saving the files in a specific folder structure for ease of finding onsite. Submitters receive email confirmation each time they upload a new file. Uploaded file names are tagged with the presentation time, assigned ID and presenter name.

Administrators can view/edit/sort and download all presentations as well as search and sort on specific sessions and presenters. All new presentations are flagged as . The presentations can be downloaded as a group (zipped files) or individually.

→ Dashboard



Dashboard – Main listing page; lists all presentations.

 **DASHBOARD MUST BE REFRESHED INTERMITTENTLY TO VIEW ANY NEW PRESENTATION UPLOADS.** This can be done by refreshing the page or clicking on 'Update Presentation Status'

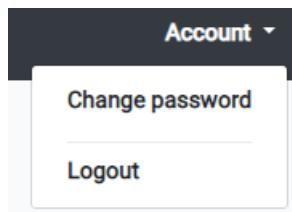
Presenters – allows for adding and editing presenters

Sessions – lists all sessions with editing and adding capabilities

Load Data – for importing CSV sheet to populate system. Should not be used.

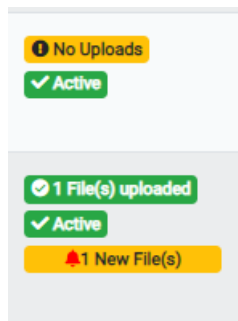
Email - email all presenters or individual presenters

→ Account



Change password/Logout


→ Presentation Status



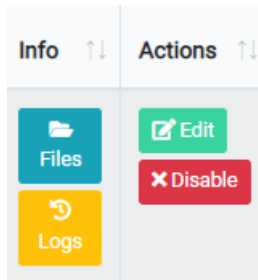
No Uploads – no uploads have been made to this presentation

File(s) uploaded – this number of files have been uploaded

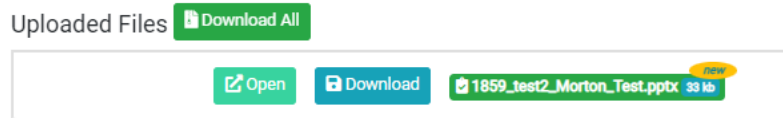
1 New File - indicates that a new presentation has been uploaded

 **REFRESH DASHBOARD INTERMITTENTLY TO VIEW ANY NEW PRESENTATION UPLOADS.** This can be done by refreshing the your browser or clicking on 'Update Presentation Status'

➔ Individual Presentation Actions



Files- displays presentation details and any uploaded presentations. Presentations can be download from here individually or group selected. Presentations are renamed to include the presentation time + assigned ID + presenter name + original file name. New files have an 'new' indicator and when downloaded, is removed.



Logs - shows the activity of the submitter including date and time of each upload.

Edit - allows editing of the presentation if no files are uploaded.

! If a presentation that includes an upload needs to be moved, you cannot 'move' that presentation. You will need to create a new presentation and add the uploaded file to it.

Activate/Disable— Presentations can be disabled. Disabled presentations are removed from the dashboard and can be recalled by using the filter.

➔ Downloading

Zip and Download Selected Presentation(s)

Zip & Download Selected Presentation(s)

Each time a group of presentations is zipped, it downloads the files in the file structure. Any presentations downloaded after this initial zip and download will create a new folder structure.

! Using the Zip & Download button a second time will **NOT** put new presentation in the existing and original file structure

Recommendation: Download all presentations once most of the presentations have been submitted. Then, Zip and Download. This will create a Smart Folder Structure in your download folder. Move this folder structure to a permanent location on your computer. Then, any subsequent online submissions should be downloaded individually and moved manually into the Smart Folder Structure

→ Select All

✔ Select All

Select all presentations currently on the dashboard. Once selected, they can be zipped and downloaded.

Group selecting- Presentations can be selected randomly by clicking on the presentation. The presentation will turn dark blue once selected.

→ Create New Presentation

+ Create New Presentation

Use this to add a new presentation to the system. You will need to make sure the presenter is already added.

→ Update Presentation Status

↻ Update Presentation Status

Use this to refresh the Dashboard. System will update to show any new presentations. Refreshing your browser will do the same.

→ Filtering

Select Status



Session Date



Select Room



Select Session



Clear Filter

Filtering allows you to sort by date, room, or session.



If sorting on a session, do NOT choose date first.