



24TH ANNUAL PSYCHOLOGY CONGRESS

MAMELA
PSYCHOLOGY

**LISTEN WITH HUMILITY...
...ACT WITH INTEGRITY**

JOHANNESBURG, SOUTH AFRICA, 11-14 SEPTEMBER 2018

User instructions for conference abstract management system

1. Signing up

1.1. Go to the URL

<https://www.professionalhosting.co.za/Mamela2018Conference/index.xhtml>

1.2. You will see the following login screen:

Email Address

Password

[Login](#) [Reset Password](#)

[Create an Account](#)

1.3. Click "Create an Account". It will bring up the following screen:

Title **register and Create an Account**

Basic Details Additional Details Special Details Confirm Details

Title *

First Name *

Surname *

Email Address *

Company

[Next](#)

Fill in the details, and press "Next".

**Ensure that throughout this process that you save your information.

1.4. When you press "Next", it will bring up the "Additional Details" tab or screen. Please fill those details in as appropriate. If you have a different email address other than the one that you entered in step (3) above, please enter your alternative email address here in step (4), under "Other Email Address". This is necessary in case you forget which email address you used to sign up; that way, no

Basic Details **Additional Details** Special Details Confirm Details

Other Name

Other Email Address

Qualifications

Country

Phone Number

Cell Number

Fax Number

Postal Address *

Designation / Position *

[Back](#)

matter which email address you provide at the login screen, you will be able to login. Cell number is your mobile telephone number. Please ensure you put the country code.

1.5. Press “Next”. It will then ask for special needs, such as disability and diet. Please do fill these sections in so that the conference organisers know how to cater for you. Under dietary requirements, include any special dietary requirements such as religious or allergy-related requirements. Under Disability Access, please state any special needs you have such as mobility, sensory or other special needs.

Basic Details	Additional Details	Special Details	Confirm Details
Dietary Requirements	<input type="text" value="None"/>		
Disability Access	<input type="text" value="None"/>		
← Back			

1.6. Press “Next”. You will then be asked to confirm any details. If you have made any mistakes, you can press “← Back” to go back a step.

2. Using the system

2.1. Once you have completed the sign up process, you will automatically be logged in and you may

Basic Details	Additional Details	Special Details	Confirm Details
Name :	Thisis Atest		
Email Address :	thisis@atest.com		
Phone Number :	0112345678		
Cell Number :	0829791234		
Company :	Atest Corporation		
Save all Details			
← Back			

immediately start working on your abstract or symposium or panel or poster. The system will email you your password. The first thing you should consider doing is changing the password. See the screen shot below.

User Details	Abstracts ▾	Symposium ▾	Invoices
Basic Details			
Name :	Thisis Atest		
Email Address :	thisis@atest.com		
↗ Edit User Details ↗ Change User Password Files Register			
Checklist			
Updated Details		Account Fully enabled	
Registered		Not yet registered	
Abstract Submitted		No Abstract Created	
Symposium Submitted		No Symposium Created	
Documents			
Curriculum Vitae			
Airline Ticket			
Passport			
Hotel Accomodation			
Biography			

You will notice a number of features on the screen when you log in:

Feature 1: The menu bar.

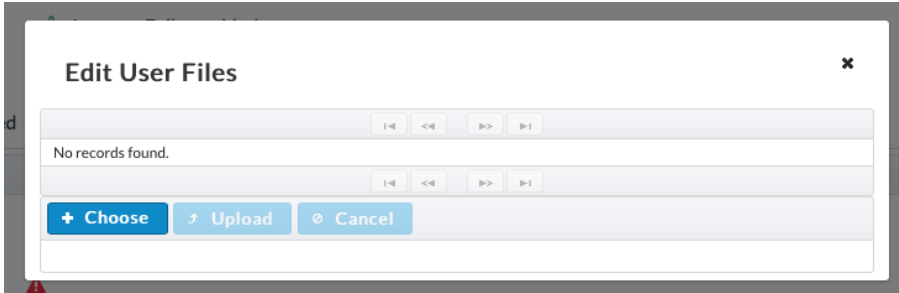
You will see “User details” ; “Abstracts” ; “Symposium” ; and “Invoices”.

Feature 2: Basic Details:

These are the details you used to sign up.

Feature 3: Checklist: these are things you need to do still or have completed. A red triangle means you have not completed something.

Feature 4: Files: These are steps relating to travel or your



personal details to confirm who you are as a person.

Let's discuss each of these in turn.

2.2. The Menu Bar

This lets you submit an abstract (a paper or a poster), submit a symposium (or panel, or round table, or other types of group discussion). It also lets you check your statements and invoices for the offerings that you have selected. We'll discuss each of these in more detail below.

2.3. The Basic Details

These are your basic demographic details. If you want to change your password, you can do so here. If you click the "Files/Documents" button, it will let you edit Feature 4 - your files/documents that are on record. The "Files/Documents" button also lets you upload images and other things for your abstract submission. We will show you how to do these below.

2.4. Checklist

As discussed above, these are things you need to do still or have completed. A red triangle means you have not completed something. So for example, if "No abstract created" appears, that means that you have not submitted any academic work in that regard.

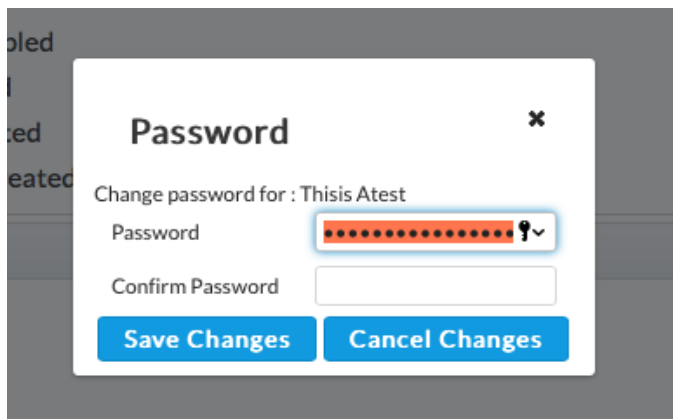
2.5. Documents/Files

This is where you can upload supplementary material to your submission.

2.6. Changing your password.

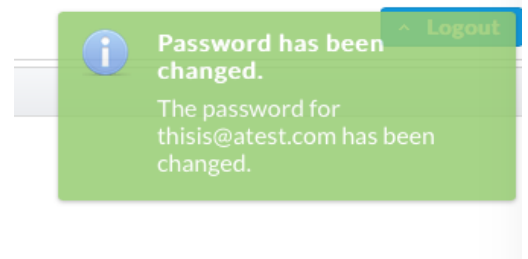
Click

on "Change user password"



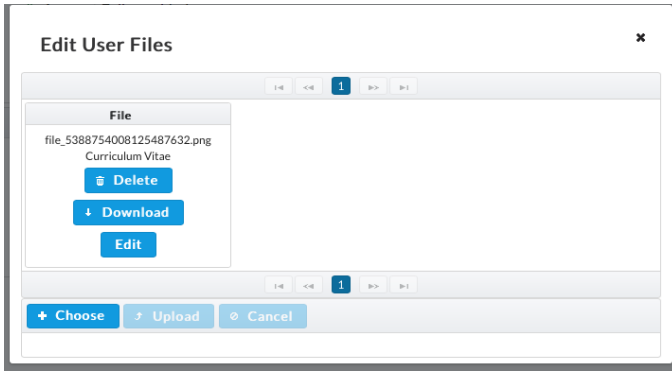
Fill in your new password, twice. Please ensure it has at least one digit (1234567890) and one punctuation mark (!@#%\$%^&*())

If the password change is successful, you will see the following alert:



2.7. Uploading files.

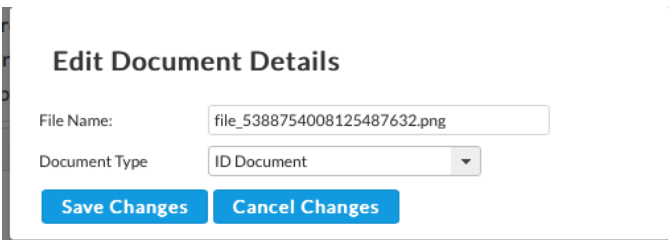
Press the "Files/Documents" button. The following screen will come up: You can then upload relevant files.



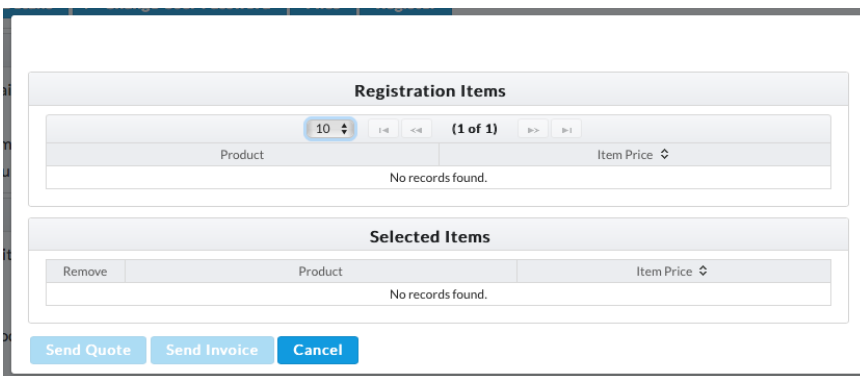
You will see there is a button marked “ + Choose”. Click that button and use the usual file selection screen to choose the file that you want to upload. If you are unsure how to do that, you may need to ask someone for help.

Once the file is uploaded, it will appear as shown above on the list. You will not need to specify a document type as depicted in the image.

. Press “Save Changes”.



2.7 Registration



If this screen is present (your conference may have a separate registration system), this is where you can select features, products or services that you wish to pay for.

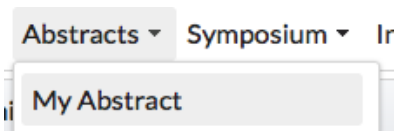
This screen will options for:

- Conference registration fee.
- Other products

Please select the items that you wish to register for. By default, you will always have to pay the conference registration fee. Once this is selected, you can press “Send Quote” or “Send Invoice” to get a copy of the quote or invoice for the services products or features you have selected.

3. Academic work submission

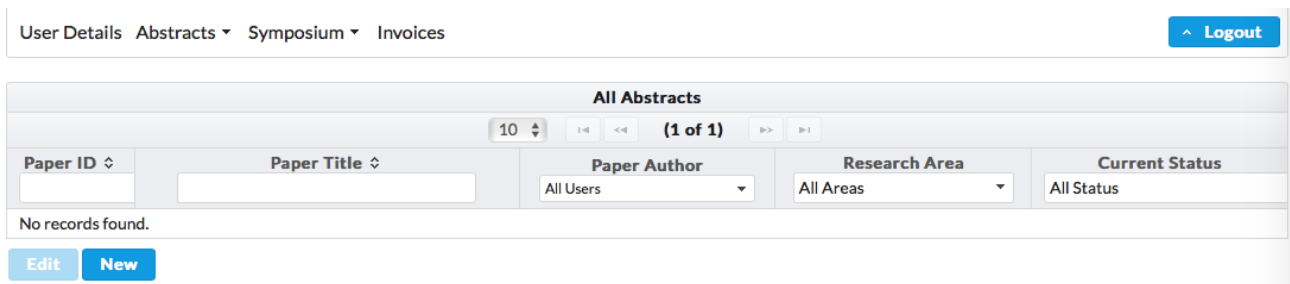
We now discuss how to submit academic work. If you consult the top of the screen again, you will see Abstracts and Symposium. You can submit new posters, papers, symposia, panels, roundtable talks, etc., using these menus.



3.1 Abstracts (Posters and Papers)

Click “My Abstract”

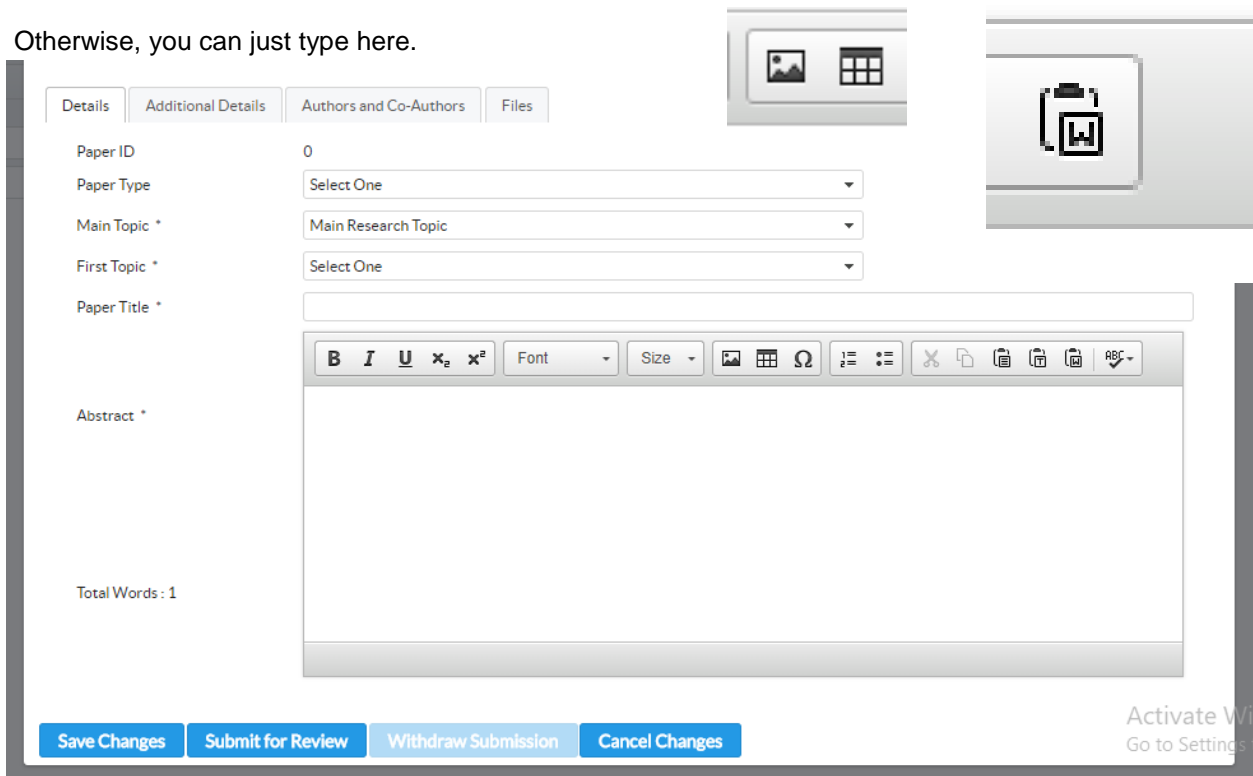
The following screen will come up. This lists the abstracts that are on the system already. If you have no abstracts, it will be empty (as shown).



Click "New". You can then fill in the details about your academic work. You will notice the screen that comes up has TABS. The first tab, "Details" are

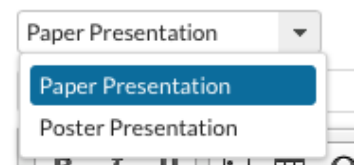
about the basic details of the abstract, including the abstract itself, which you fill in under "Abstract brief". You can click the Paste from Word-processor icon if you are copying and pasting your abstract from a word processor. This will preserve things like bold, italics, font style, etc. You can also include a picture or table if you wish, or if your conference permits.

Otherwise, you can just type here.



Please ensure that you provide a title for your submission under "Paper Title". Note that the system will not let you use the same title as someone else's paper.

Then select your paper presentation type: poster, paper, etc.



The other tabs are as follows.

This screen also lets you specify what research area it falls under. As this is a psychology congress, psychology related topics such as "Assessment and Evaluation", "Counselling Psychology" and other related research areas will be included.....

"Additional Details". This screen allows you to determine if your submission is unique. Below this question, we see Content Motivation, Student Submission, Additional Information, and Conflict Declaration. Content Motivation is where you explain the relevance of the research. Student submission clarifies whether the abstract is submitted by a student (undergraduate, honours, masters student ONLY). Additional information

you can provide anything that is relevant, e.g. ethics clearances. Conflict Declaration is where you declare your funding interests, or other matters pertaining to conflict of interest. **All these questions must be answered to allow the review to be submitted.**

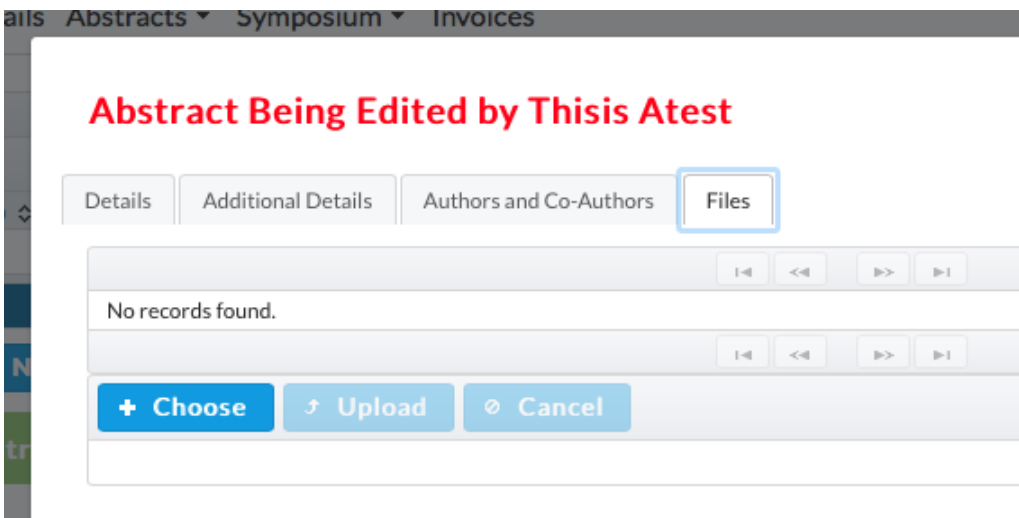
The next tab “Authors and Coauthors”, allows you to select who else was an author on the paper. Persons not already on the system will be emailed invitations to join.

If you have a second or third (or however many) authors, click on “Add New Co-Author”. A screen will come up requesting the person’s information. Please ensure that you provide their correct email address that they used to sign up onto the system, if they have already signed up on the system.

Click “Save Changes”. Once you have added the co-author, their name will appear on the co-author list. You can then indicate if they are also presenting the paper by clicking on “Presenting”.

Remove	Name	Presenting
<input type="button" value="x"/>	thisis atest	<input checked="" type="checkbox"/>

The last tab is “Files”. This is to allow you to upload relevant files such as diagrams, graphs, charts, and so on, that pertain to the abstract. For example, you might want to upload your Presentation document, such as PowerPoint.



Once you have finished editing your abstract, and you are certain that you have all the correct information in place, including and not limited to:

- Entering the abstract contents / abstract brief
- Selecting co-authors
- Uploading relevant files
- Selecting research areas (this is important for the academic peer review process)

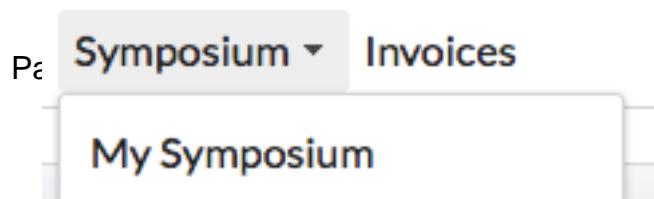
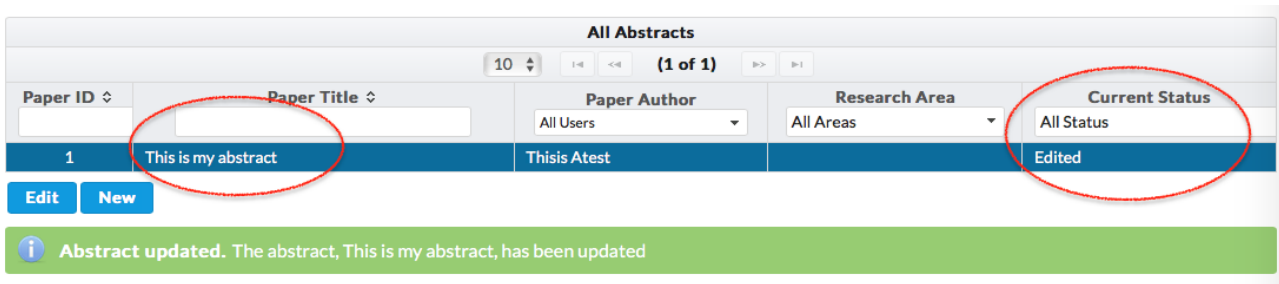
You can then go on to submit the abstract by pressing “Submit for Review”:



If however you are not ready to be reviewed, you can just save the changes. If you made a lot of mistakes and want to undo the changes, press Cancel Changes.

Lastly, if you have submitted for review, you can then later on click “Withdraw Submission”. You’d want to do this in a case such as where you cannot afford to travel to the destination country, or you decide that the work is no longer appropriate for the conference.

Once you have saved your abstract, you will see it listed in your list of abstracts. Note that the section “**Current Status**” shows you whether the abstract is saved, edited, under review, accepted, rejected, etc.

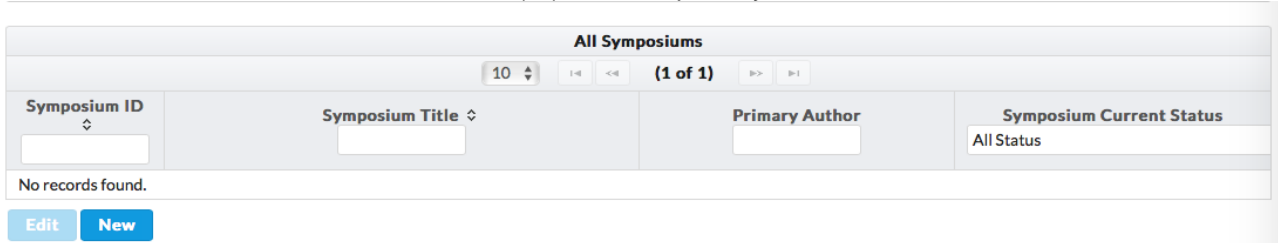


3.2 Submitting a Symposium, Panel or Roundtable

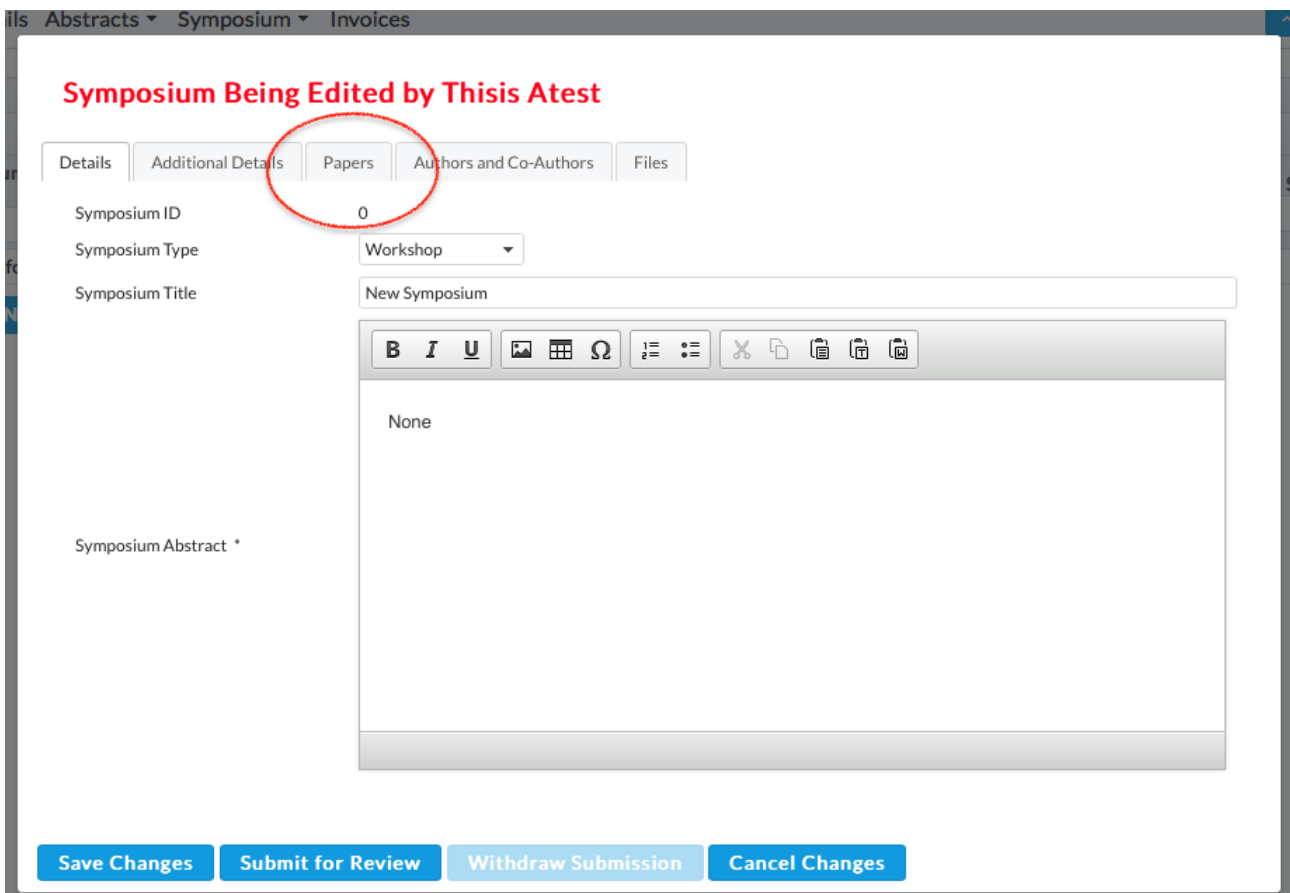
Click on the Symposium menu:

The same type of screen as we saw appeared for editing abstracts, will come up:

Like the abstract screen, this has a number (ID), a title, a primary author, and a status.



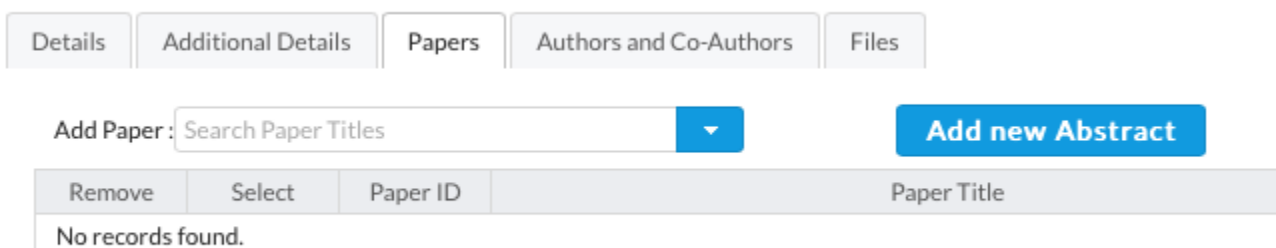
To create a new symposium, panel or roundtable, just press “New”. Again, a very similar screen to the abstracts editing screen will appear. Follow the same steps as for 3.1 above. The only difference with a Symposium submission is that it comprises many paper presentations. So, in the screenshot below, you will see that there is a tab called “Papers”. These are going to be abstracts on the system that you can add to your symposium.



3.2.1. Click “Papers”

3.2.2. Click “Add new abstract”

3.3.3. Follow the same steps outlined in step 3.1 as per an individual paper, for each paper that is part of the



symposium. **Click save after each item is added.** Repeat this step until you have added all the relevant papers to the symposium.
 3.3.4. Fill in the other details for the symposium, such as its research area, primary overall abstract, and so on.

4. Invoices

The final menu in the menu bar is the invoices menu.

User Details Abstracts ▾ Symposium ▾ Invoices

Basic Details

Name : Thisis Atest
 Email Address : thisis@atest.com

[✎ Edit User Details](#) [✎ Change User Password](#) [Files](#) [Register](#)

Checklist

Updated Details	✔ Account Fully enabled
Registered	⚠ Not yet registered
Abstract Submitted	⚠ No Abstract Created
Symposium Submitted	⚠ No Symposium Created

Documents

Curriculum Vitae	⚠
Airline Ticket	⚠
Passport	⚠
Hotel Accomodation	⚠
Biography	⚠

This menu allows you to extract quotations, statements and invoices for all items that you are registered for, such as conference dinners, gala dinners, entertainment organised by the conference, hotel room bookings organised by the conference, the conference registration fee, and so on, so that you can submit formal

User Details Abstracts ▾ Symposium ▾ Invoices [^ Logout](#)

Current Invoices

10 ▾ |< << (1 of 1) >> >>|

Invoice Number ⌵	User	Invoice Date ⌵	Purchase Order Number	Total Items	Invoice Total	Payments Received	Invoice Status
No records found.							

[New Invoice](#) [Edit Invoice](#) [Cancel Invoice](#) [↓ Select Invoice](#)

[↓ Download Users Statement](#) [↓ Download Group Statement](#)

invoices for your research grant, tax authority, or for your own accounting purposes.

Thank you for using our system.