



User instructions for conference abstract management system

1. Signing up

1.1. Click on the URL for the 25th Annual South African Psychology Congress below:

<https://www.professionalhosting.co.za/25thAnniversaryCongress/>

1.2. You will see the following login screen:

Email Address

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

Fill in the details, and press "Next". Kindly ensure that your information is correct and **do not** fill your details in Caps Lock.

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 matter which email address you provide at the login screen, you will be able to login. Cell

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 *

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	None		
Disability Access	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

Basic Details	Additional Details	Special Details	Confirm Details
Name :	Matthew Larkins		
Email Address :	matthew19@gmail.com		
Phone Number :			
Cell Number :	0740426732		
Company :	None		
I grant the organising committee permission to supply my contact details to the exhibitors and sponsors represented at the 25th Annual South African Psychology Congress <input checked="" type="checkbox"/>			
I once more confirm that I understand the terms and conditions and the cancellation terms and will ensure that I adhere to these terms and conditions <input checked="" type="checkbox"/>			
Continue to Account			
← Back			

2.1. Once you have completed the sign up process, select "Continue to Account" and you will automatically be logged in and you may 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.

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

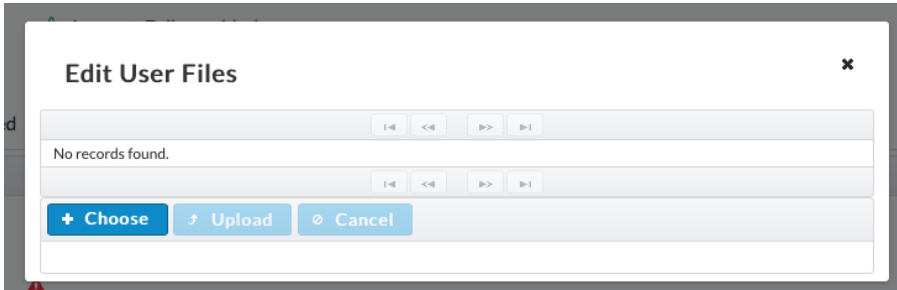
User Details	Abstracts ▾	Symposium ▾	Invoices
Basic Details			
Name :	Thisis Atest		
Email Address :	thisis@atest.com		
↗ Edit User Details	↗ Change User Password	Files	Register
Checklist			
Updated Details	<input checked="" type="checkbox"/>	Account Fully enabled	
Registered	<input type="checkbox"/>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

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: Documents/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 a

round table). 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

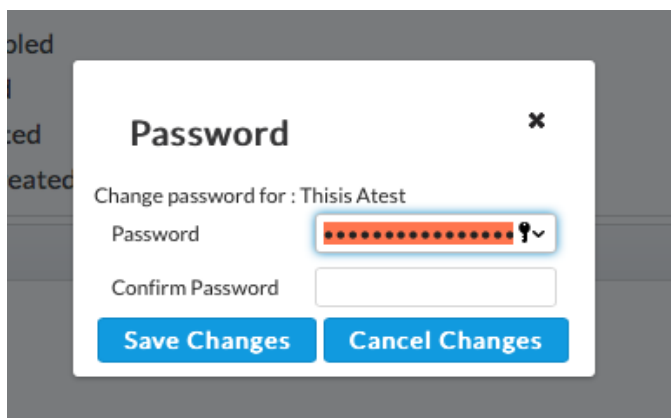
As discussed above, these are things you need to do still or have completed. A red triangle means you have not completed something. So for example, if "No abstract created" appears, that means that you have not submitted any academic work in that regard.

2.5. Documents/Files

This is where you can upload copies of your Résumé (Curriculum Vitae), airline ticket, hotel booking, and so on, so that the conference organisers can check your travel details are appropriate and organised.

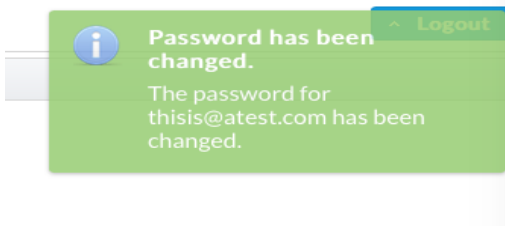
2.6. Changing your password.

Click on "Change user password"



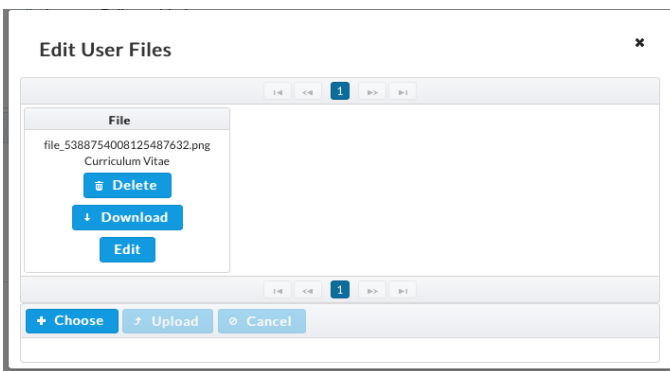
Fill in your new password, twice. Please ensure it has at least one digit (1234567890) and one punctuation mark (!@#%&*^&*())

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



2.7. Uploading files.

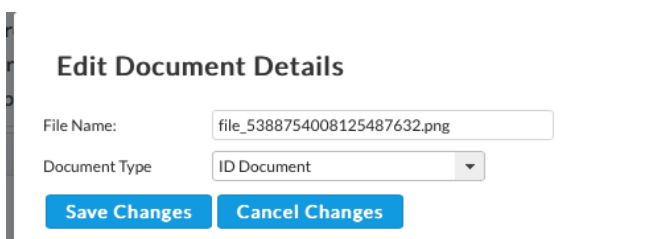
Press the “Files/Documents” button. The following screen will come up:
You can then upload relevant files, such as scans of your Identity Documents:



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.

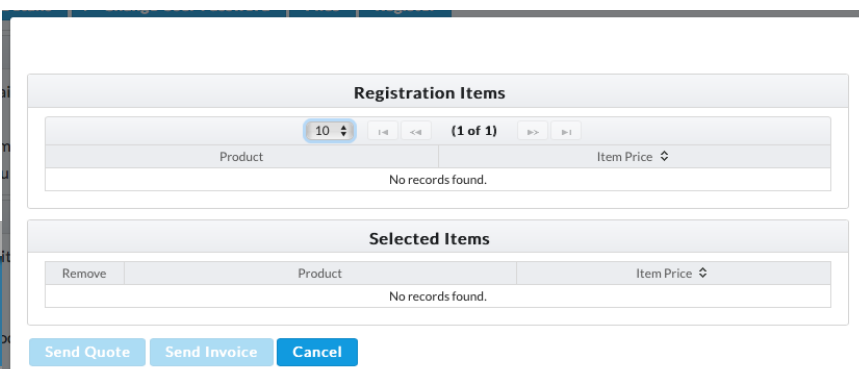
Once the file is uploaded, it will appear as shown above on the list. You can then determine what type of file it is. So for example, in step 2.5 above, we see that Identity Document is marked as Red. This means it is not yet recognised as having been uploaded.

Click “Edit”. The following screen will come up. Choose the type of document that it is. Press “Save Changes”.



Repeat this process for all of the required documents. Do not worry if you do not have all these documents available right now; they’re not all compulsory, and they can be added over time as you get hold of them.

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. 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.

Abstracts ▾ Symposium ▾ | **3.1 Abstracts (Posters and Papers)**

My Abstract 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).

User Details Abstracts ▾ Symposium ▾ Invoices ^ Logout

All Abstracts

10 ▾ | << < > >> | (1 of 1)

Paper ID ▾	Paper Title ▾	Paper Author	Research Area	Current Status
		All Users ▾	All Areas ▾	All Status

No records found.

Edit New

Click "New". You can then fill in the details about your academic work.

Abstract Being Edited by Thisis Atest

Details | Additional Details | Authors and Co-Authors | Files

Paper ID: 0

Paper Type: Paper Presentation ▾

Paper Title: New Abstract

B I U |

Empty

Abstract Brief *

Save Changes Submit for Review Withdraw Submission Cancel Changes

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. 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.

You may also select your Research area. Under "First Main Research Area" kindly select "Main Research Topic" then next to "First Research Area" select what field of psychology your abstract relates to. Do the same for "Second Main Research Topic"

The other tabs are as follows.

"Additional Details". This screen allows you to determine if your submission is unique – a unique submission would be a Symposium, Roundtable, workshop etc. **Kindly note: Paper and poster presentations are not unique.** 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...

Below this question, we see Additional Information, Content Motivation, and Conflict Declaration. Additional information you can provide anything that is relevant, e.g. ethics clearances. Content Motivation is where you explain the relevance of the research. Conflict Declaration is where you declare your funding interests, or other matters pertaining to conflict of interest

The next tab "Authors and Coauthors", allows you to select who else was an author on the paper. If you are a student – you must include your supervisor as a co-author. Furthermore, all co-authors on the paper must be included. 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.**

Name

User Details

First Name *

Surname *

Institution / Company *

Email Address *

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.

Abstracts ▾ Symposium ▾ Invoices

Abstract Being Edited by Thisis Atest

Details Additional Details Authors and Co-Authors **Files**

No records found.

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”:

Save Changes

Submit for Review

Withdraw Submission

Cancel Changes

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.

All Abstracts				
10 (1 of 1)				
Paper ID	Paper Title	Paper Author	Research Area	Current Status
1	This is my abstract	Thisis Atest	All Areas	Edited

Abstract updated. The abstract, This is my abstract, has been updated

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.

All Symposiums			
10 (1 of 1)			
Symposium ID	Symposium Title	Primary Author	Symposium Current Status
			All Status
No records found.			

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. Select your Symposium Type: it may either be a roundtable or symposium. 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.

Symposium Being Edited by Thisis Atest

Details Additional Details **Papers** Authors and Co-Authors Files

Symposium ID: 0

Symposium Type: Workshop

Symposium Title: New Symposium

Symposium Abstract *
None

Save Changes Submit for Review Withdraw Submission Cancel Changes

3.2.1. Click "Papers"

3.2.2. Click "Add new abstract" to add an abstract that has not yet been uploaded.

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. 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.

Details Additional Details **Papers** Authors and Co-Authors Files

Add Paper: Search Paper Titles

Remove	Select	Paper ID	Paper Title
No records found.			

3.3.5. If the paper has already been added by a co-author, select “Add Paper” and add the papers that form your symposium.

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

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](#)



25th Annual South African Psychology Congress

EMPERORS PALACE, JOHANNESBURG, SOUTH AFRICA,
03-06 SEPTEMBER 2019

Thank you for using our system.