



## EasyChair Instructions for Authors

The submission and review of abstracts for the ASCILITE 2017 conference will be managed through an online conference paper management system called 'EasyChair' ([www.easychair.org](http://www.easychair.org)). To make a submission please follow the steps below. If you have any problems using EasyChair, please contact the Organising Committee for assistance: [ascilite2017@usq.edu.au](mailto:ascilite2017@usq.edu.au)

### 1. Create an EasyChair account

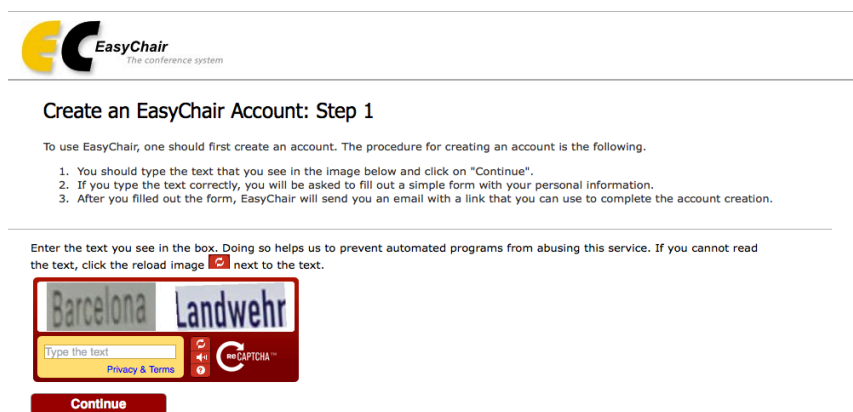
First you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=ascilite2017>

This link will bring up a login page for the ASCILITE 2017 Conference (Figure 1). Select "Sign up for an account" to register an account.

The screenshot shows the EasyChair login page. At the top is the EasyChair logo with the tagline "The conference system". Below it is the heading "Log in to EasyChair for ASCILITE 2017". A message states: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." Below this is a red error message: "Session timeout! You have to log in again." The main login form has fields for "User name:" and "Password:", followed by a red "Log in" button. At the bottom of the form, there are links: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)". A red arrow points from the text "Click here to sign up" below the form to the "create an account" link.

Figure 1. The login page of 'EasyChair' for the ASCILITE 2017 Conference.

You will then be automatically directed to a new page (as shown in Figure 2). Fill in the textbox with the distorted words and click on “Continue”.




**EasyChair**  
The conference system


### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

Barcelona Landwehr

Type the text 

[Privacy & Terms](#)

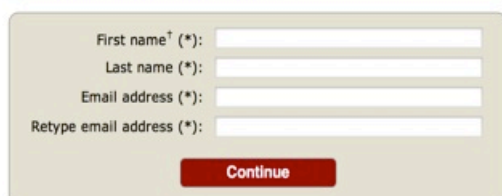
**Continue**

Figure 2. Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue”.

### Signing up for EasyChair: Step 2

\*\*\*\*\*  
Please fill out the following form. The required fields are marked by (\*)  
Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.  
\*\*\*\*\*



First name\* (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

**Continue**

\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).  
You may also be interested about [our policy for using personal information](#).

Figure 3. Fill out the form

After registering, you will receive an email similar to the one in Figure 4. Use the link provided in the email to continue the account registration process.

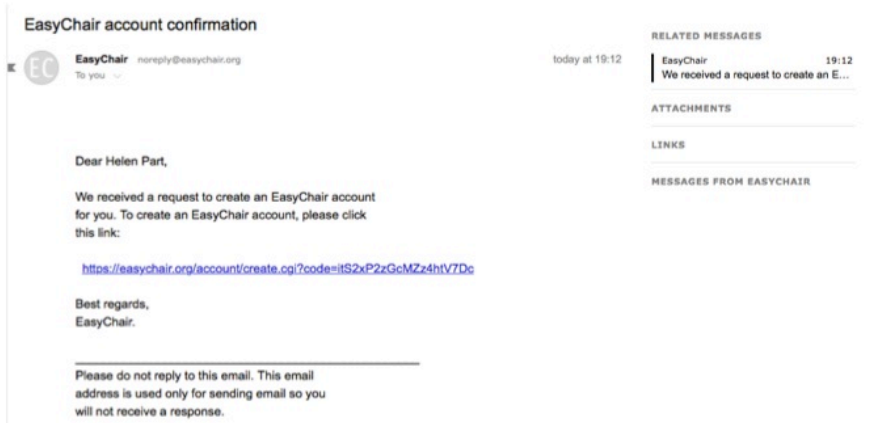


Figure 4. Login email

Fill out all of the required information (as shown in Figure 5), and click on the “Create my account” button to finalise the account registration process.

EasyChair  
The conference system

### Create an EasyChair Account: Last Step

Hello Helen Part! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

☐ I agree to EasyChair Terms of Service

Enter your personal data.

First name\*: Helen

Last name (\*): Part

Organization (\*):

Your personal Web page:

Enter your address.

Phone:

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Enter your account information. Note that user names are case-insensitive

User name (\*):

Password (\*):

Retype the password (\*):

**Create my account**

\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).  
You may also be interested about [our policy for using personal information](#).

Figure 5. Create an account

After the account is registered you may log into ASCILITE 2017 submission system by clicking on the ‘click this link’ (as shown in Figure 6).

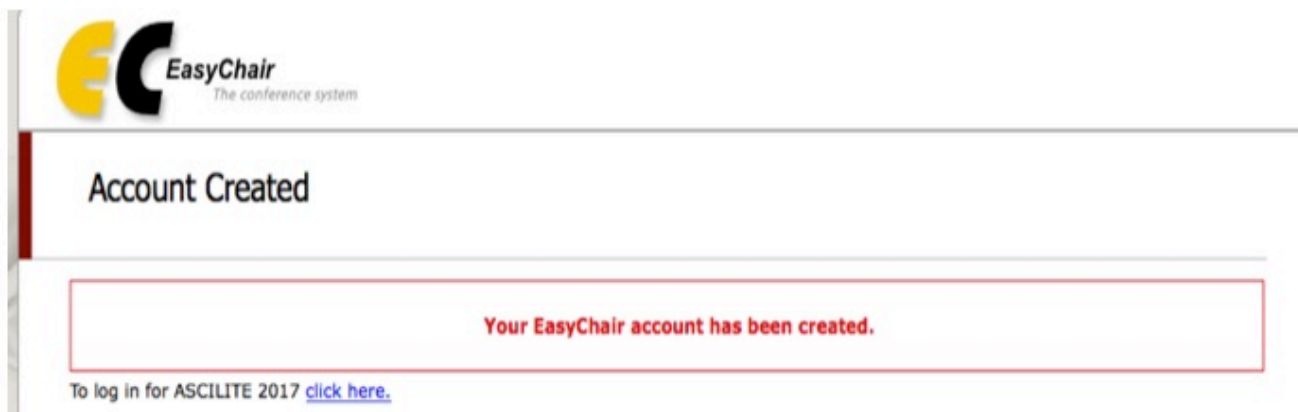


Figure 6. Link to the login page

## 2. Make your submission by 22 May 2017

After logging into the EasyChair website for the ASCILITE 2017 Conference, click on the “Enter as Author” link.

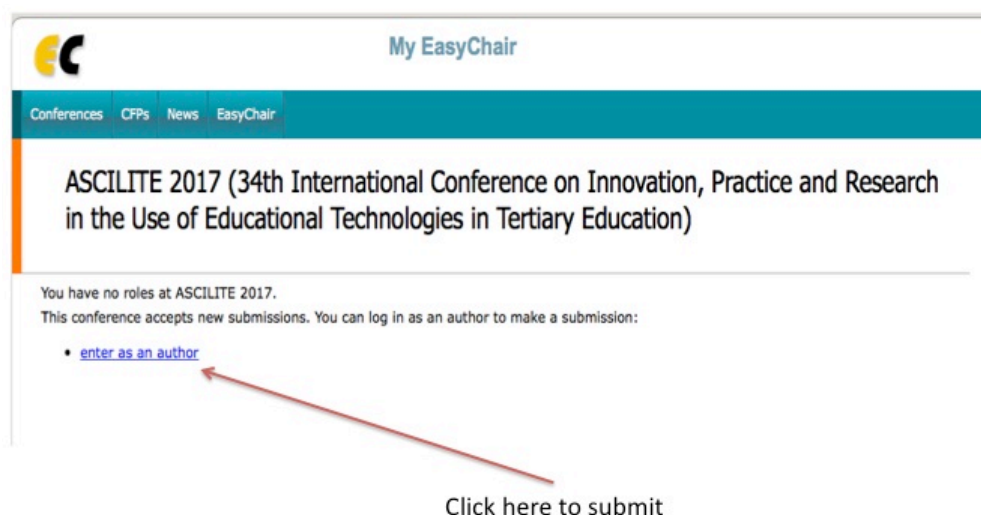


Figure 7. Link to the login page

Follow the on-screen instructions and fill in the required information, including author name/s, title, and keywords. Once you have supplied all required information attach your submission by selecting 'Choose File'. Click Submit.

## Uploads

The following part of the submission form was added by ASCILITE 2017. It has neither been checked nor endorsed by EasyChair

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

no file selected

## Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Submit**

Figure 8. Make your submission

When the abstract submission is completed, you can check the submitted information and make changes (as shown in Figure 9).

ASCILITE 2017 (author) [Help / Log out](#)

[New Submission](#) [Submission 1](#) [ASCILITE 2017](#) [News](#) [EasyChair](#)

### ASCILITE 2017 Submission 1

[Update information](#)  
[Update authors](#)  
[Update file](#)

**The submission has been saved!**

Paper 1	
Title:	This is a test
Paper:	
Author keywords:	test test1 test2 test 3
Time:	Mar 27, 09:45 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Helen	Part	h.partridge@yandex.com	Australia	USQ		✓

Figure 9. A page for checking and changing your submission

At the end of the submission procedure (a new submission or an update to an existing one), you will receive a confirmation email from EasyChair.