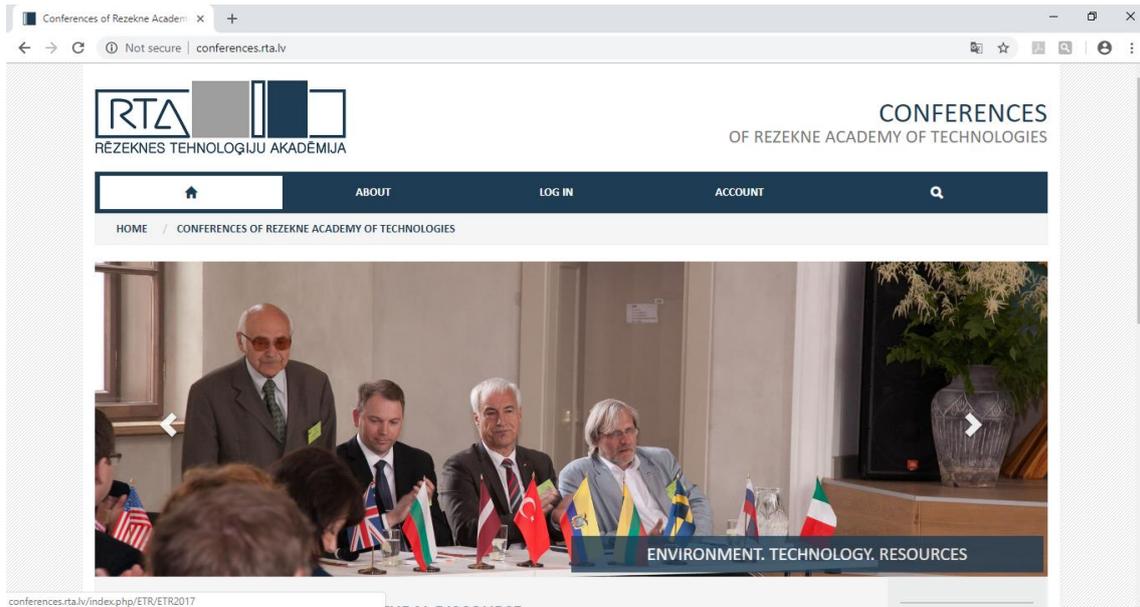# User manual of web conference system
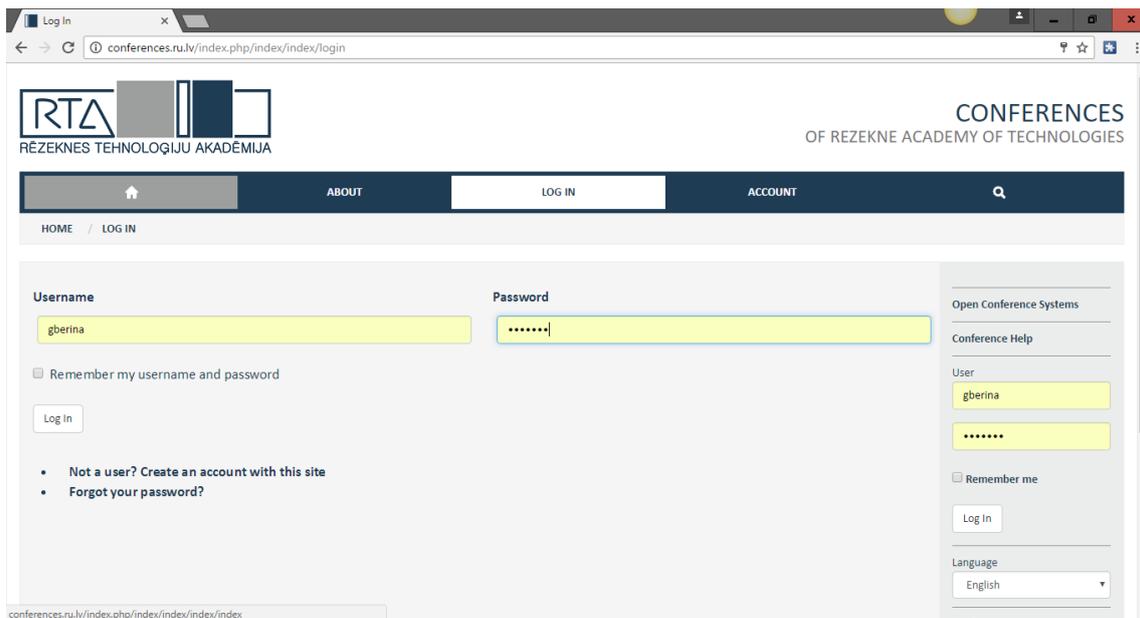## *conferences.rta.lv*

I User registration:

1) Open *conference.rta.lv* web page:

2) **If the user account exists, then** select "**LOG IN**" in the top of *conferences.rta.lv* web page and log in into system using your username and password;
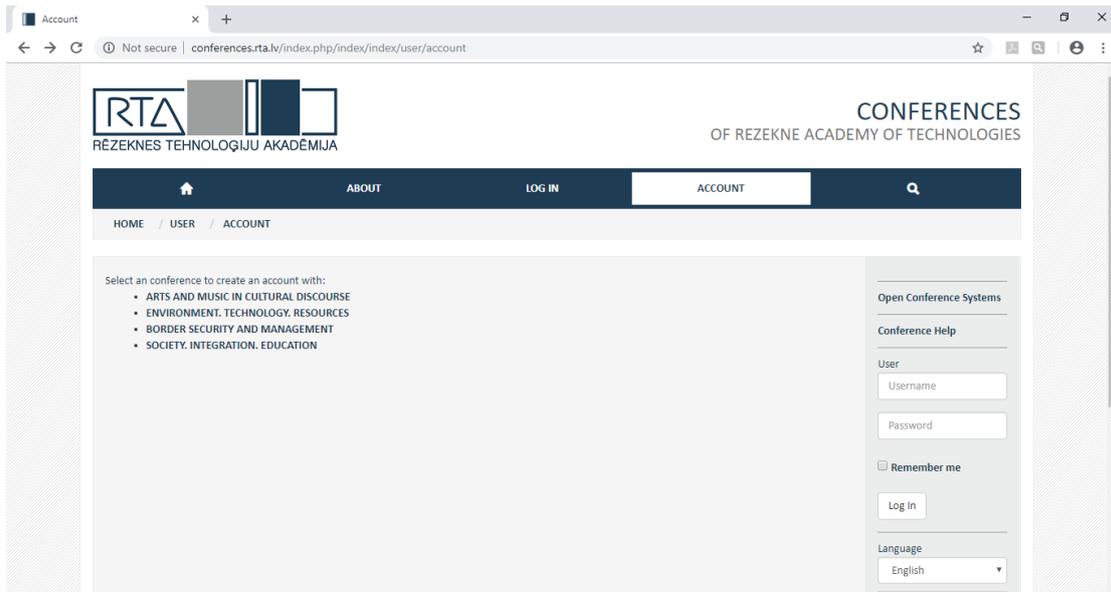
3) **If the user account doesn't exist, then** select option

"Not a user?Create an account with this site" , at the bottom of page.

4) The web page of all conferences will be opened. Select the participation conference from the provided list:
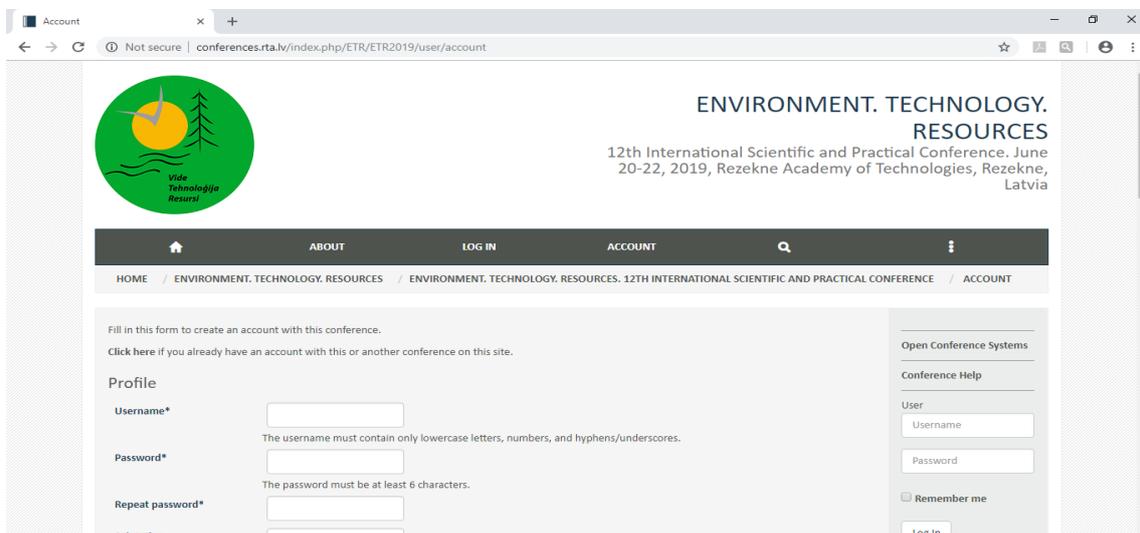
ENVIRONMENT. TECHNOLOGY. RESOURCES

5) The list of conferences of all years will be provided. Select the conference of the last year or last number, for example:

**Environment. Technology. Resources. 12th International Scientific and Practical Conference**

6) The web page of registration will be opened. Input your user account data:

1) Username, password, scientific degree, name, surname, initials, gender, working place, e-mail, ORCID ID, phone number, country and bio statement;
2) The user preferences and collaboration status:
   a) Confirmation mail about registration with username and password;
   b) Speaking language (English);
   c) User type:
      - Reader;
      - Author;
      - Reviewer.

Depending on the selected user type (Author, Reviewer or Reader), the different set of system functions is provided for user.

7) Push button "**Create"** to confirm your data, then the registration will be completed and confirmation mail will be send into your e-mail. The received message will have username and password, which must be changed after login into system.
8) If password is forgotten, you can restore it selecting option **"Forgot your password?"** in the "LOG IN" page of system *conferences.rta.lv*
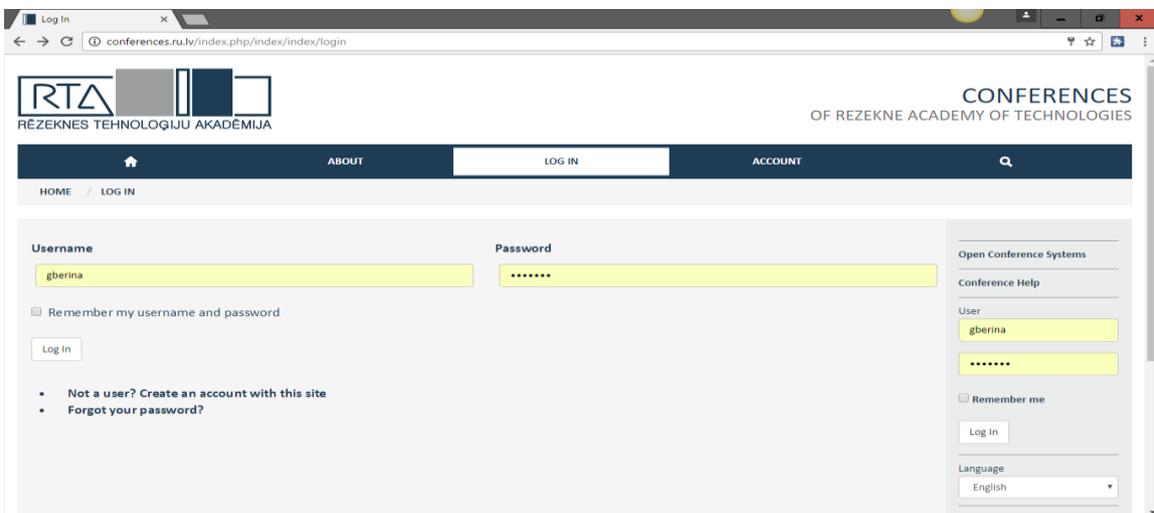

9) Input your e-mail and push button ''Resset pasword''. Two messages will be send into your e-mail. The first message contains restoring link, which must be selected. The second message will have username and password, which must be changed after the successful authorization.
10) If you need help to restore your password, please, contact support center by address *anda.abuze@rta.lv*; *gundega.berina@rta.lv*.

II Abstract submission:

1) Log in into system (you must have the user type "Author") and open page "New Submission":
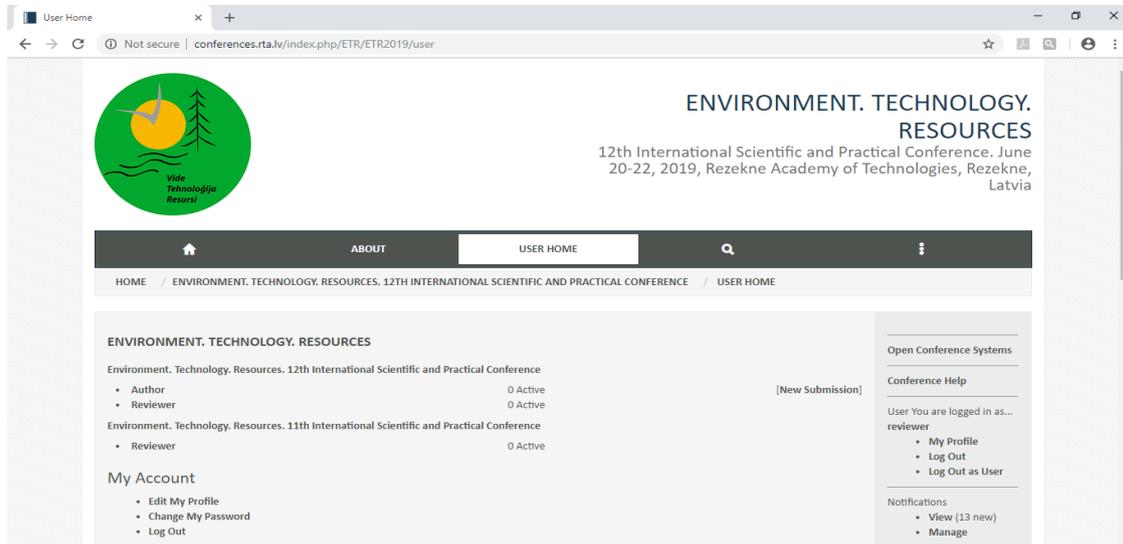
2) Select link "New Submission", which opens abstract registration page:
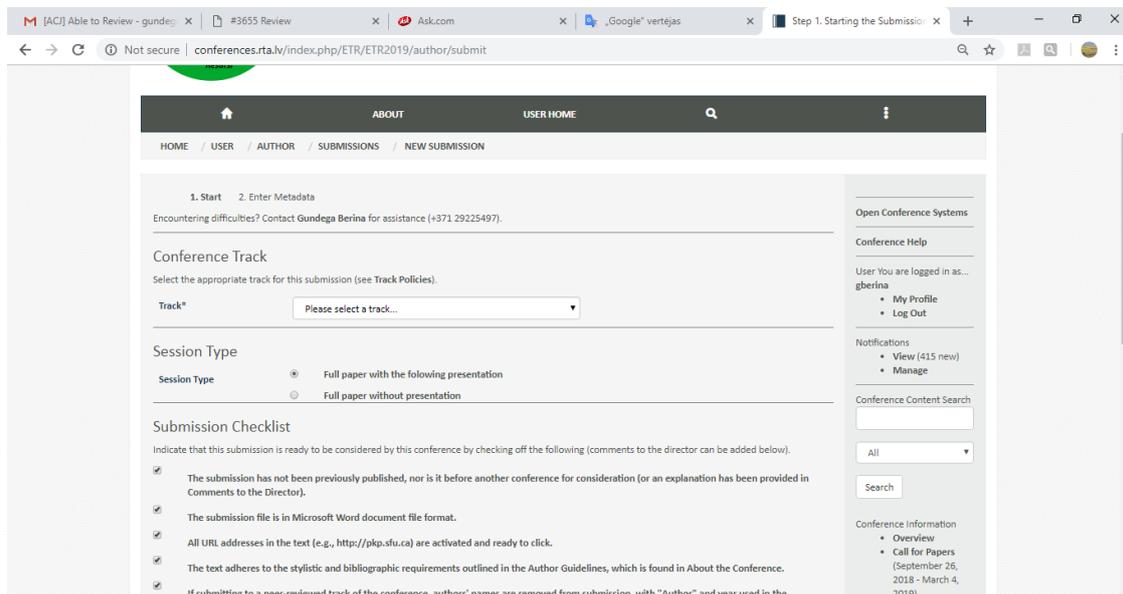
- Select track;
- Select session type;
- Read the participation rules ("Submission Checklist") and accept them;
- confirm input using button "Save and continue".

3) Input required data in the opened abstract registration page:
- Author data–name, surname, working place, e-mail, country, bio statement;

- Publication title, abstract, keywords, language, sponsors or publication support project;
- Confirm input and save it using the button "Save and continue";
- The page with active submission will be opened.
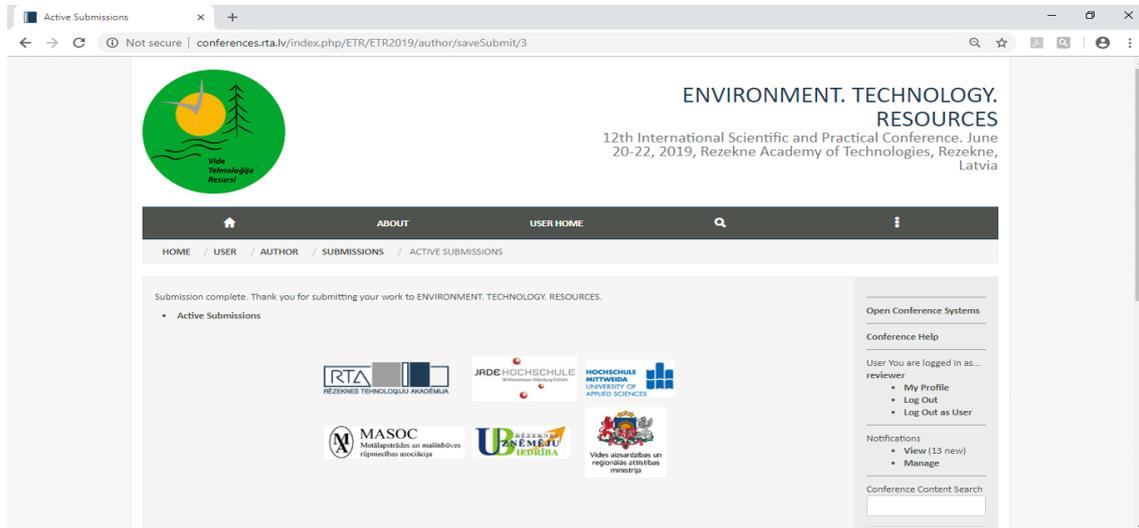
4) The conference editor will check the abstract. If editor accepts the abstract, you will get the message with invitation to send your publication.
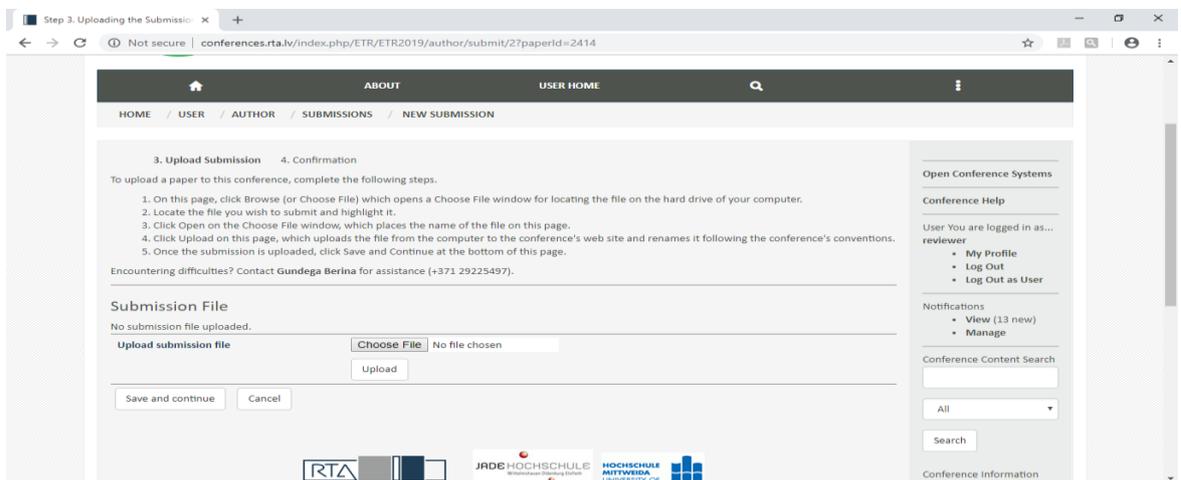
III Publication submission:

1) Log in into system *conference.rta.lv* using your username and password;
2) Open your author profile and find the link **"1 Active"**, which identifies, that you have one registered abstract, select this link;
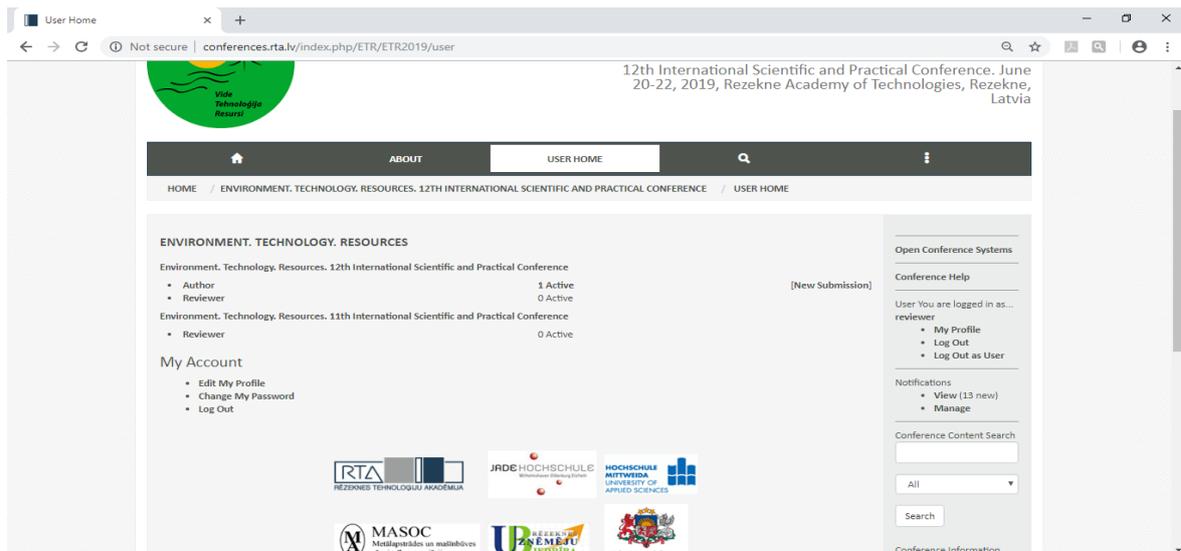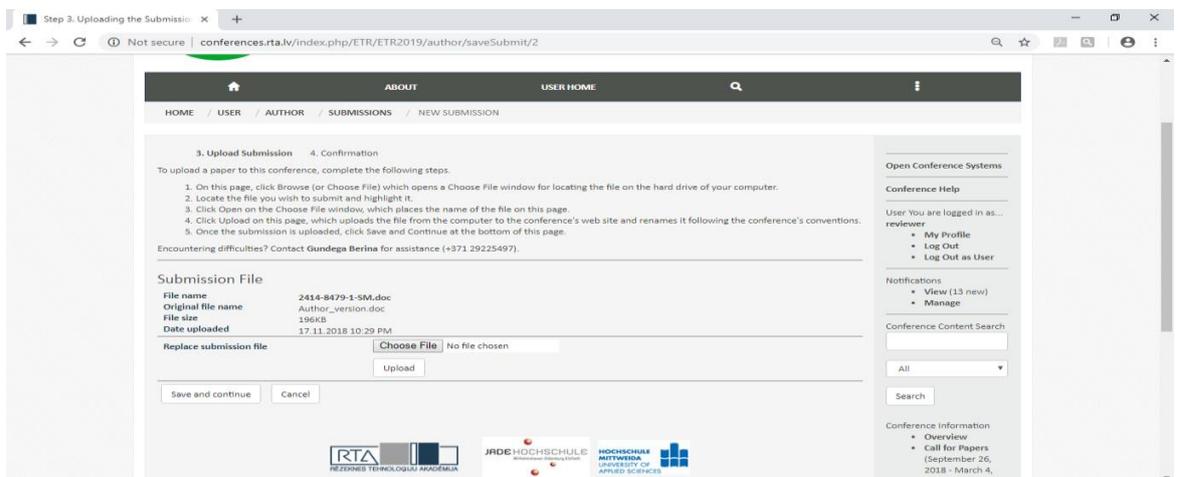

3) The page with identification number and publication title will be opened. Select the link "Awaiting Upload";
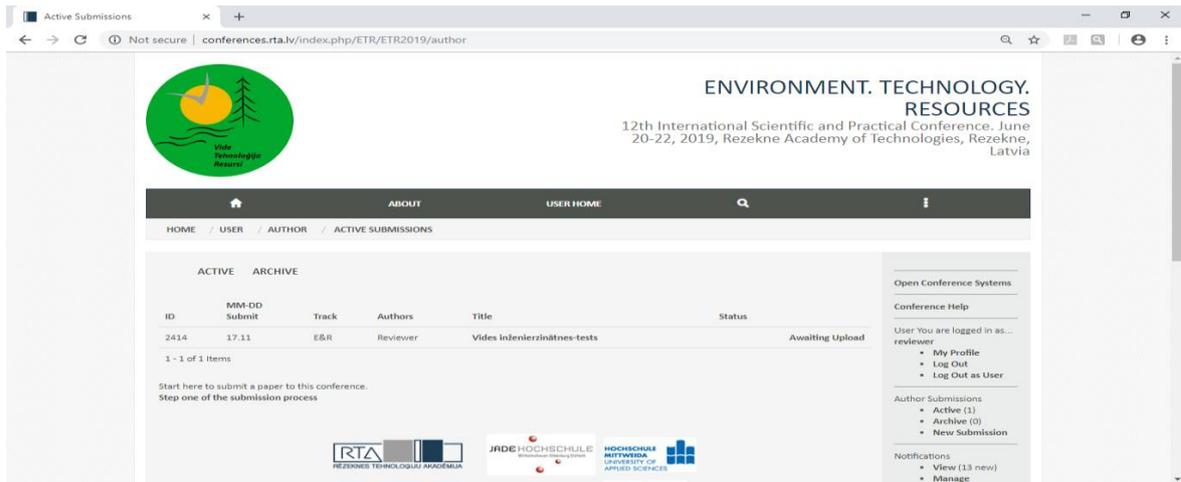
4) Select the file with publication using button "Choose File" in the page "Upload Submission";

5) The message with file number, title and date will be shown. Confirm the input using button "Save and continue";

6) The page with input information of publication will be shown. Complete the input using button **"Finish Submission"**;
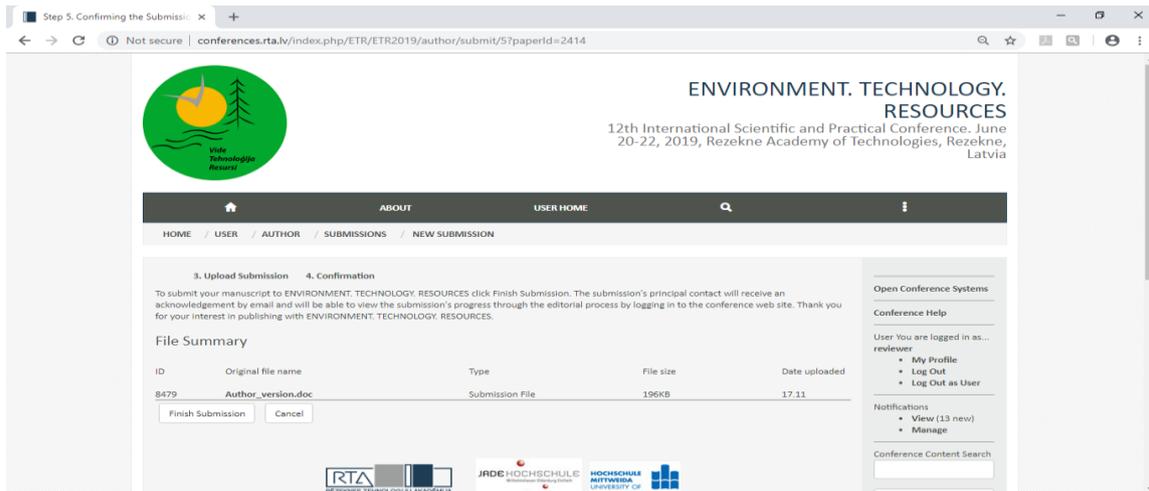
7) The message ″**Active Submission″** identifies, that publication is successfully registered in system.
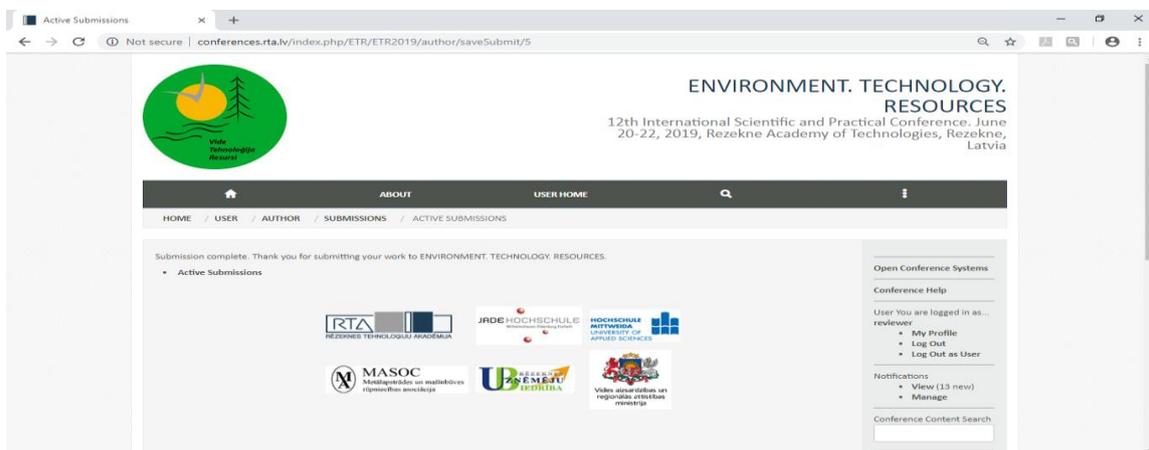
8) If you want to check, if the publication is successfully registered in the system, please, log in into system and push the send publication title, the message about registered publication must be shown, for example:

Original file 1023-3129-1-SM.doc 08.11.2018.

IV Last version publication submission:

1) The last version of publication must be send in the predefined time after the received reviewers' reports. If the information about publication is changed, please, log in into system and select option ″**Edit Metadata″** to edit next data:

- ✓ Title;
- ✓ Abstract;
- ✓ Keywords;
- ✓ Publication language;
- ✓ Agencies, if the publication is developed in the scope of project or is sponsored by some organization;
- ✓ References.

Confirm input using button **"Save Metadata".**

2) Select option **Review** and upload the last version of publication using the button "Upload Author Version" under the subblock **Director Decision**.