# User Manual

Objectives of this manual:

1. Sign Up and Sign In/Log In into Conference System.
2. Register into conference.
3. Submission Process if conference is registered as presenter/speaker.
4. Workshop Registration.

1) Sign Up and Sign In/Log In into Conference System.

a) Sign Up

Firstly you need to sign up (create a user account) to enter into the conference system and if you have already signed up then you can directly sign in as explained in step-b. Following are the process to sign up:

i) Click on "Sign Up" button that you see on the site after visiting https://conference.nesog.org.np/login link. Below is the attached image of that site for reference and button is marked with red color.
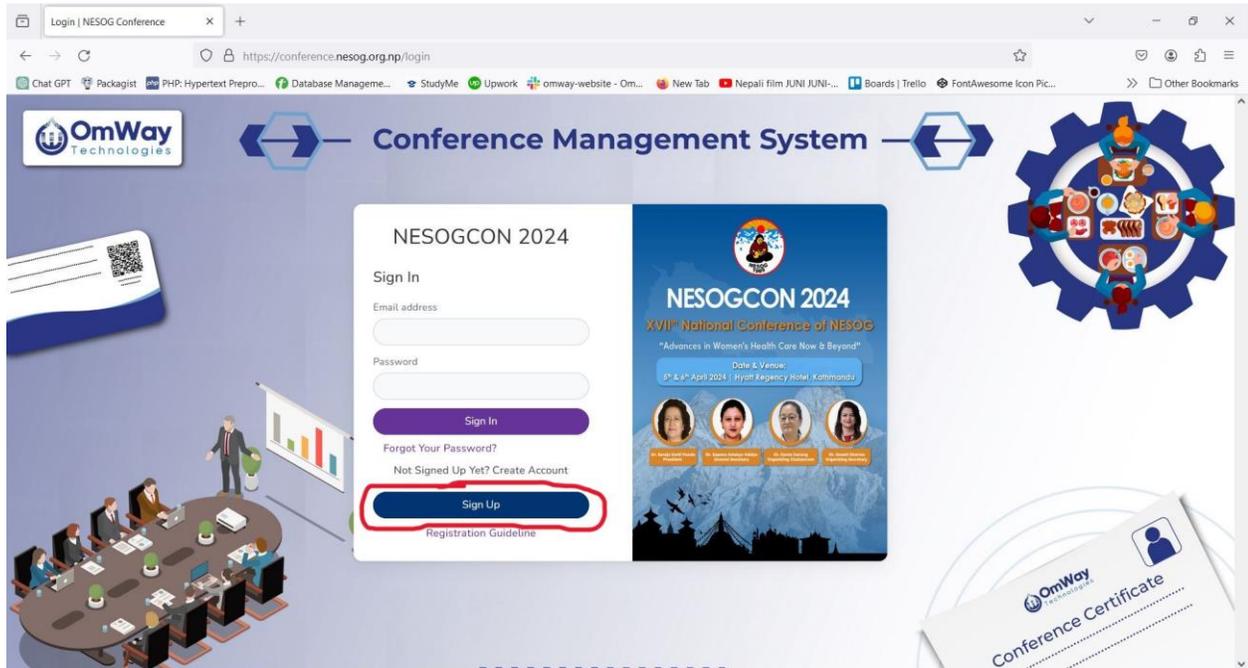
ii) After you click on Sign Up button, you can see a pop-up which helps to fetch your data automatically if you have registered in NESOG membership, else you can skip and click on "Proceed To Register" button.
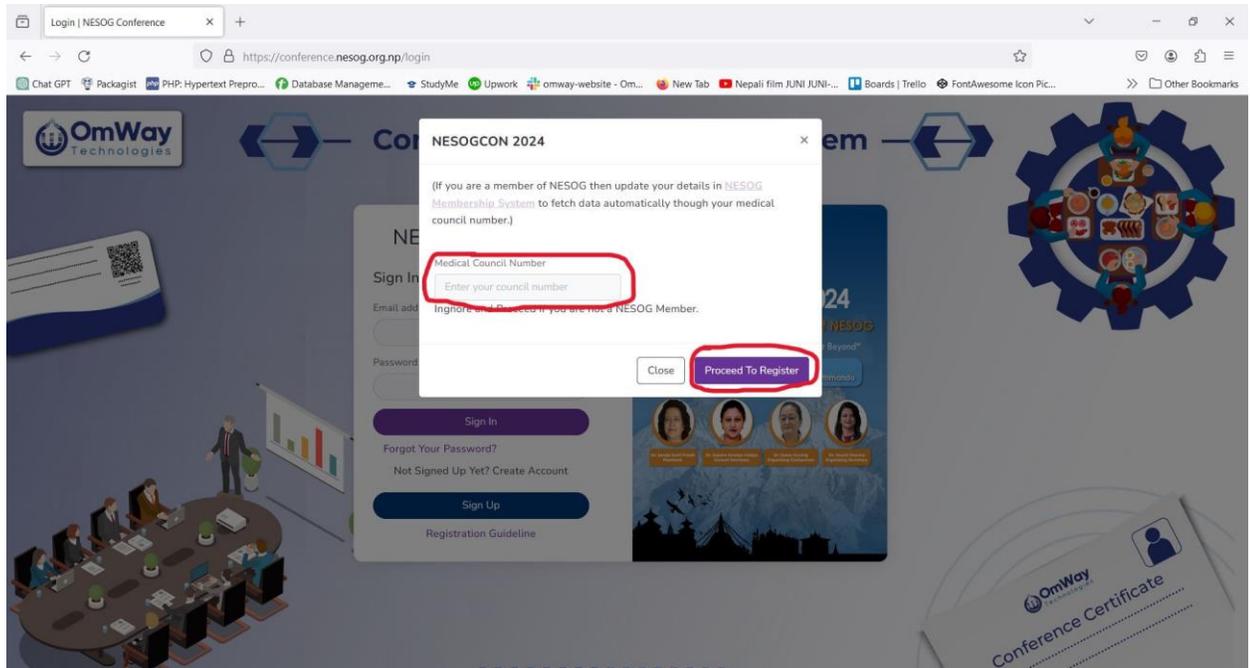
iii) After you complete above process, you can see a page where you can create your account for conference system. Fill all the required details and click on Sign Up to create account. Below is the sample image of this page.
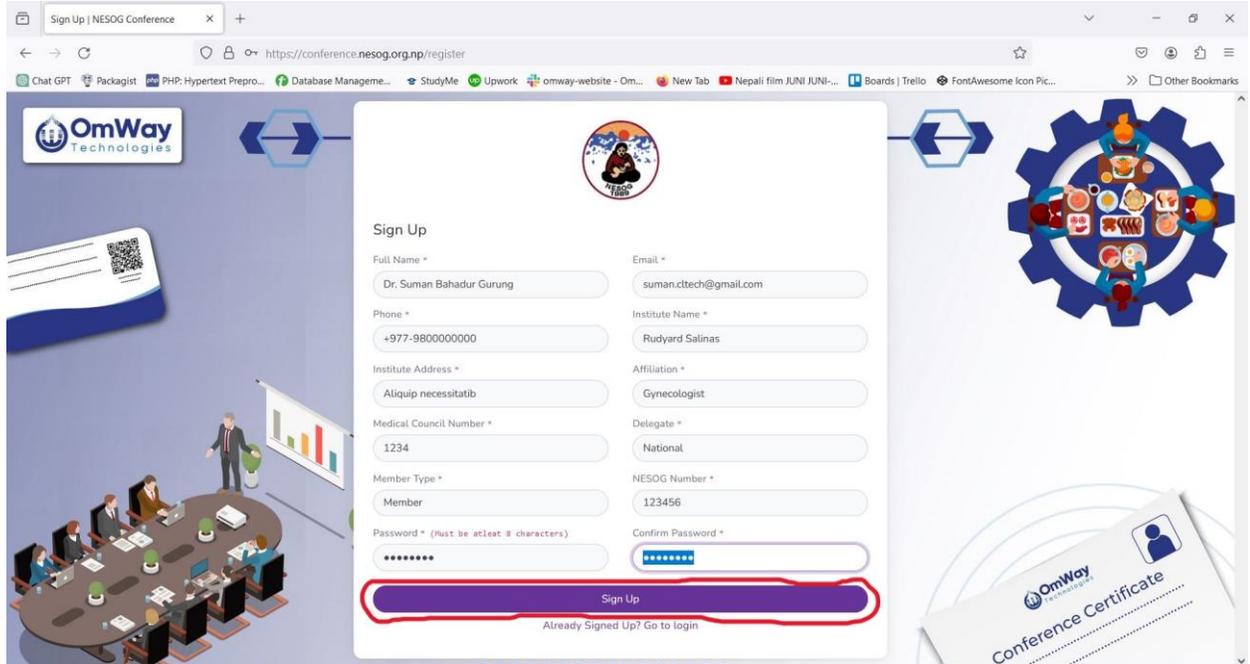
b) Sign In:

After signing up is success, now you will be redirected to the login page where you will be asked for your email address and password that you have used while creating an account. Enter email and password there and click on "Sign In" button then you will enter into the system. Below is the sample image of this page.
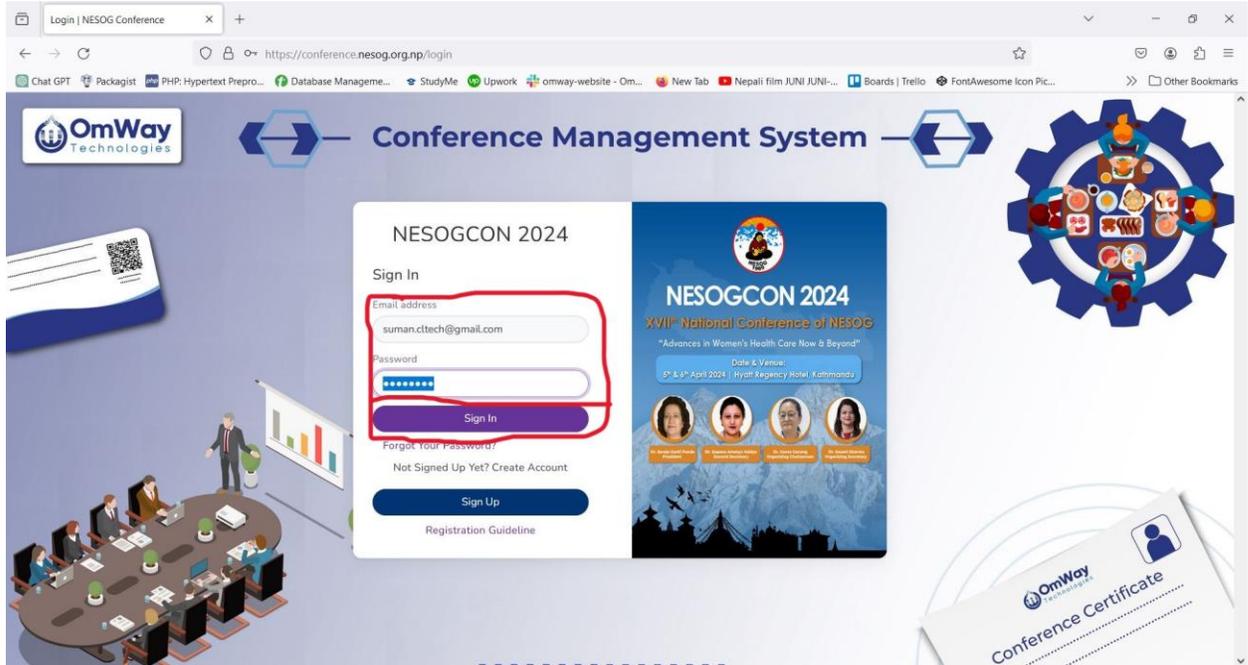
After Signing In

Now after signing in into your account you can see two different type of dashboard or page like as in images below:

- If you are signed in as national delegate, you can see a following page:
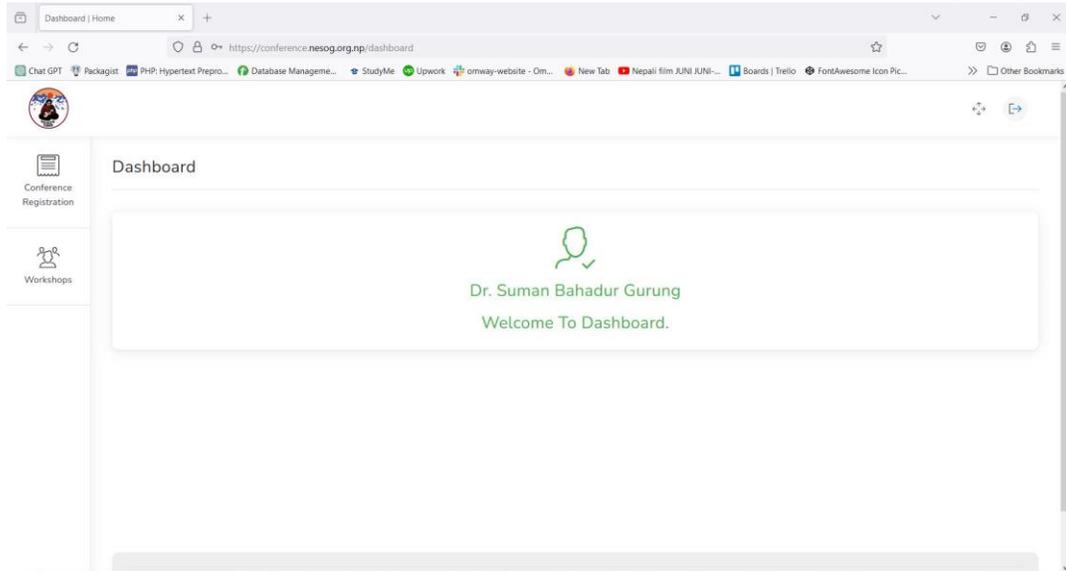
- If you are signed in as international delegate, you can see a following page which has extra feature for submission before you register to conference as presenter/speaker:
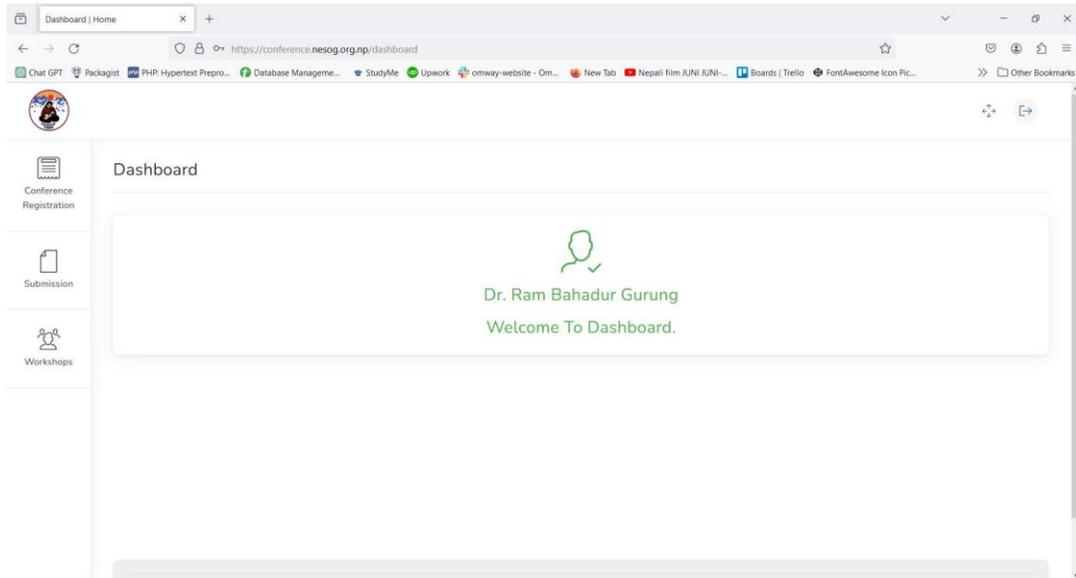
2) Register into conference:

NOTE: If you are international delegate then you can first go to the submission section and after your submission is accepted then you can register into conference. It's all up to you what you prefer to do.

Following are the steps to register into conference.

a) To register into a conference you can click on Conference Registration as you can see in the image below marked with red color.
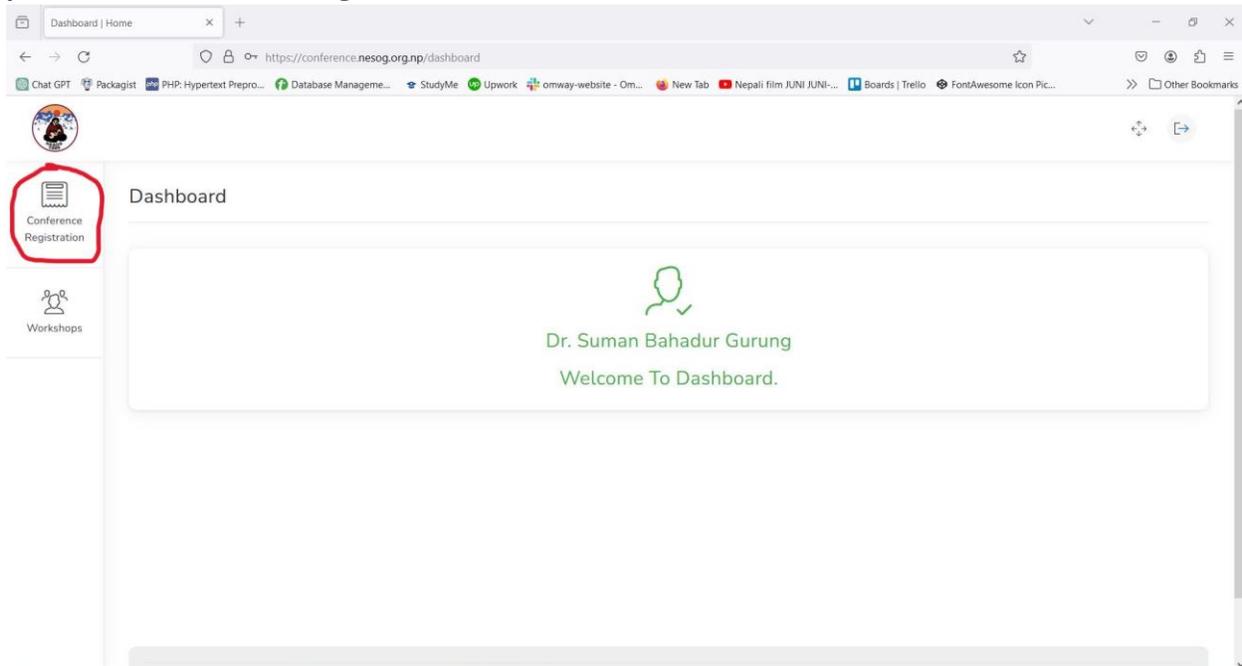
b) After clicking there you can see a page with form to register in left side and also bank details in right side where you can see 4 fields (accompany person, registrant type, transaction id, and payment voucher). Click on "Calculate Price" button to know the price. Then you can make online payment and then with the details asked there for registration you can proceed for registration after filling the form correctly and click on "Submit" button. Below is the sample image of this portion.

## For National:

For International:

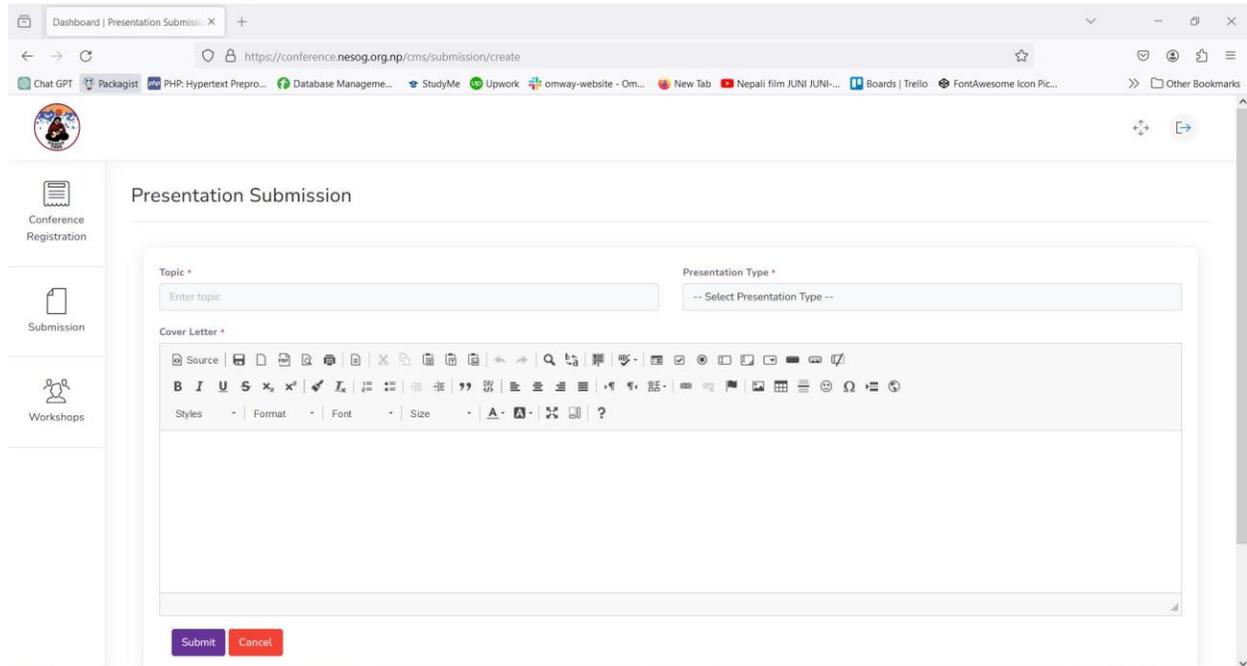After submission you can see your registration details as below:
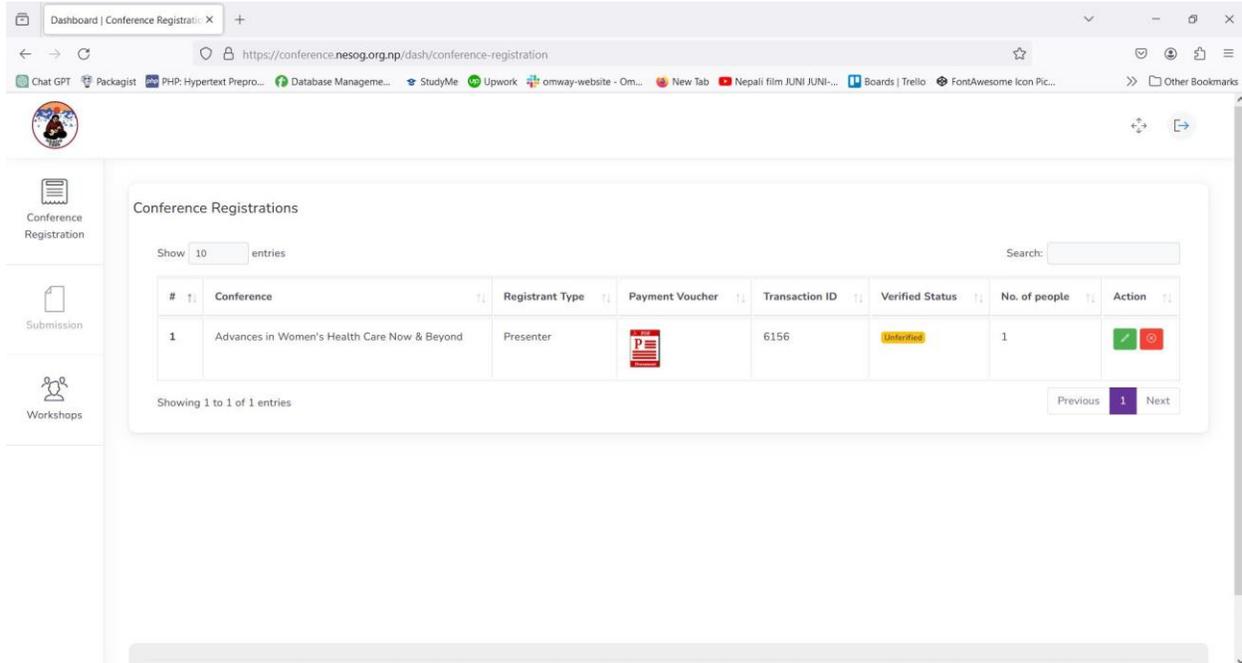
Now wait for approval of your registration. If you register as speaker/presenter then you will see "Submission Tab" added there which will be disabled until your request gets approval by admin.

3) Submission Process if conference is registered as presenter/speaker:
You will get access to this portion after your conference registration is accept. Click on the Submission button on dashboard to go to the submission part as shown in picture below:
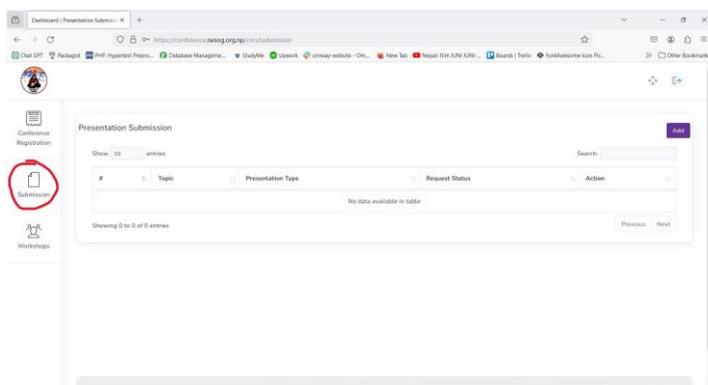
After clicking on "Submission Tab", you can click on Add button which is placed in right side of the screen then you will see a form to submit your abstract content as in below image:
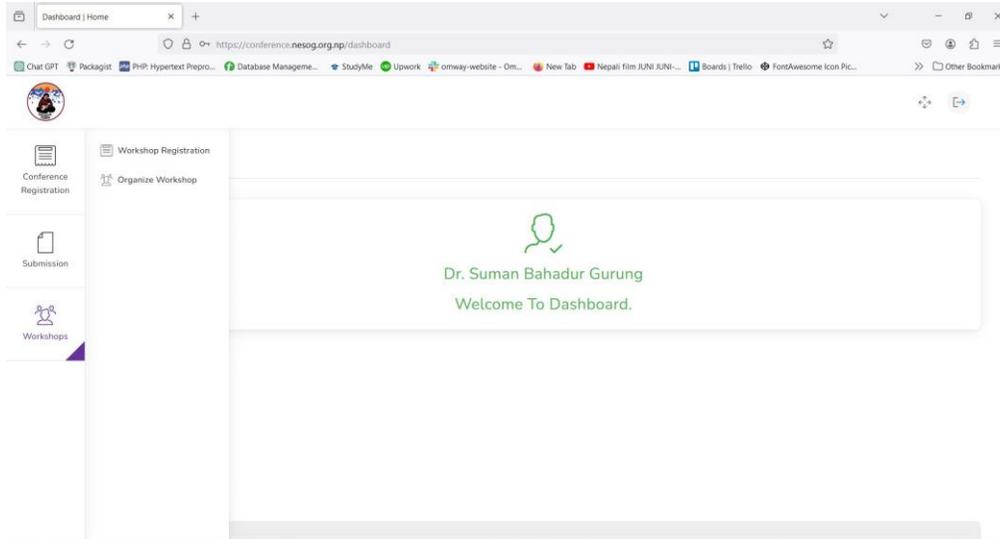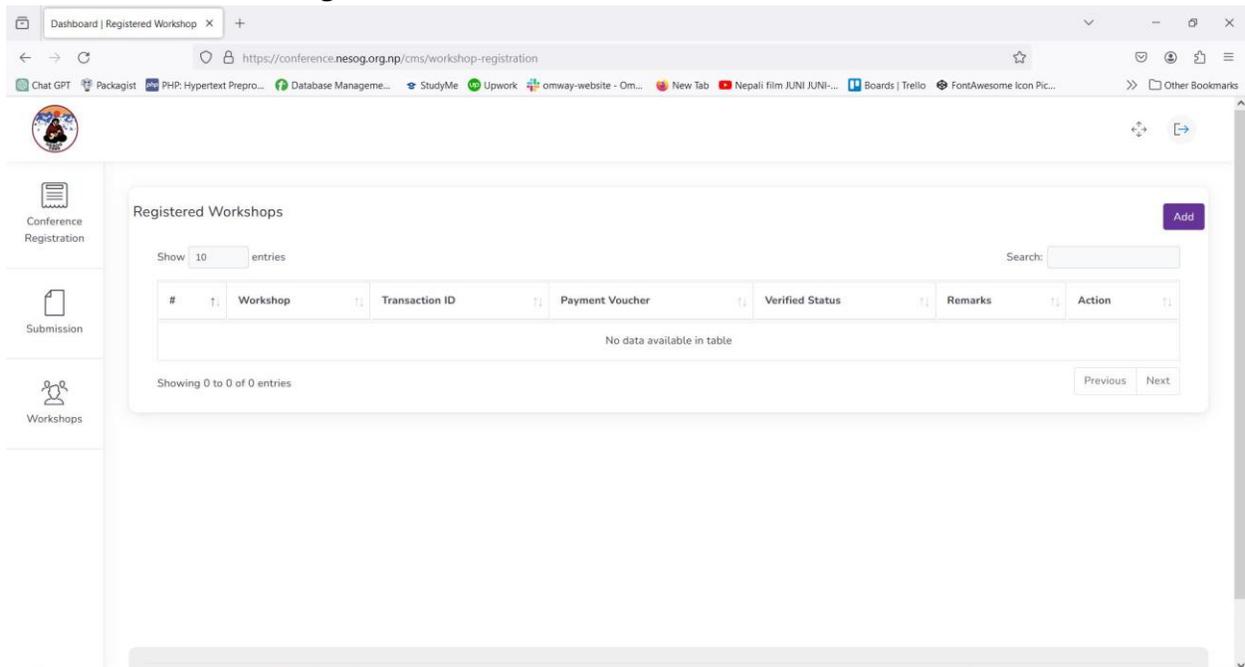

After filling all the required fields, you can click on "Submit" button and wait for your submission to be approved by scientific committee.

4) Workshop Registration:

To register into workshop, you can go to Workshops Tab and there you can see a sub-menu with title Workshop Registration. Below is the sample image for this feature:

After clicking on sub-menu "Workshop Registration", you can see a page like below in the image:

Now, to register for workshop, you can click on "Add" button that you see in the right side of this page. Then you will see a page from where you can register for the workshop by filling the required fields after doing payment of the workshop that you desire to attend. Below is the sample image of this page:
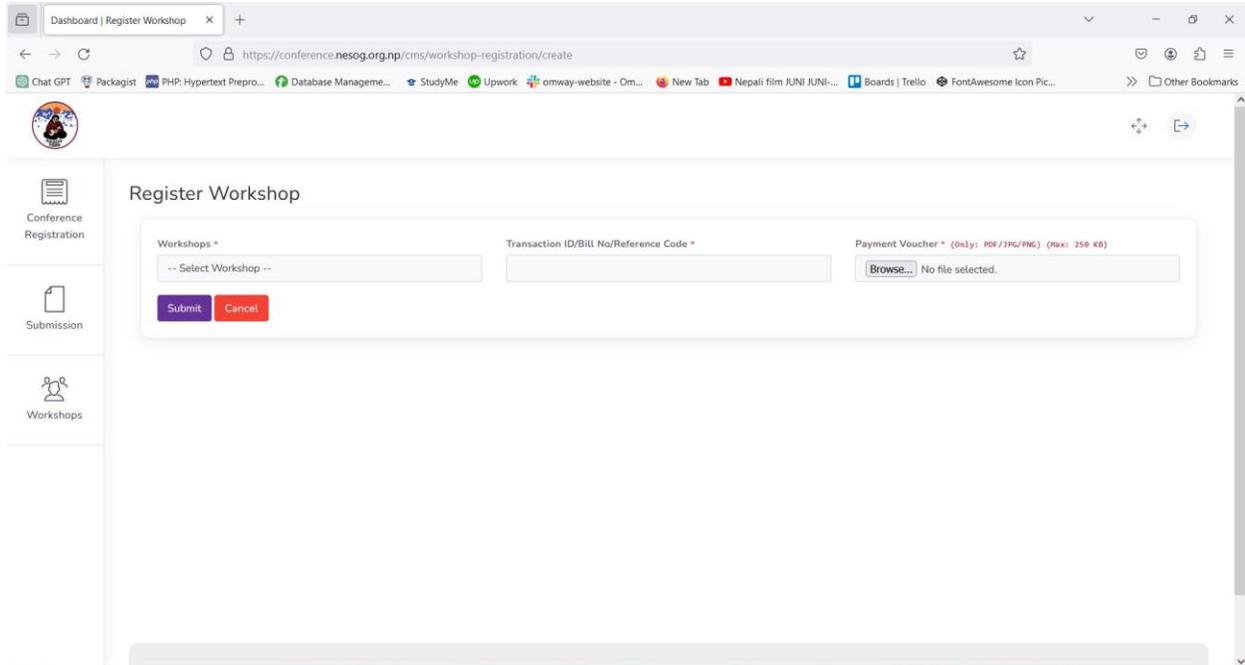
After you submit your request, your request will be received by workshop organizer and will decide your request.