



EasyAbstracts - instructions for abstract submission, amendment and withdrawal

When you select the [Submit abstract](#) link/button you have the option to create a new account or sign in as an existing user.

If you are a new user follow the instructions below.

1. Creating a contact author account - New Users

- a. Complete your contact details and select the [Sign Up](#) button.

Create an Account

| | |
|-----------------------|--------------------------|
| First name | <input type="text"/> |
| Last name | <input type="text"/> |
| Email address | <input type="text"/> |
| Confirm Email Address | <input type="text"/> |
| Password | <input type="password"/> |
| Password again | <input type="password"/> |

[Sign Up](#)

Already an EasyAbstracts Member?

Email Address

Password

Remember Me

[Log in](#)

[Forgot your password?](#)

- b. You will then be requested to complete your contact author profile.
- c. Complete the details and select the [Save](#) button.

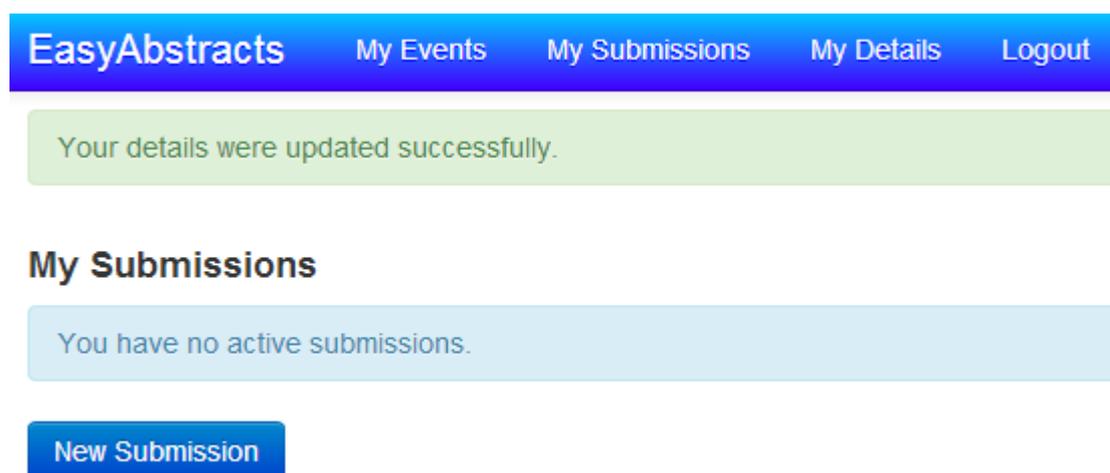
Once signed up to *EasyAbstracts*, you will have a permanent account and can submit content to any future events using the *EasyAbstracts* submission platform.

2. How to submit an abstract

Submitting an abstract involves two steps.

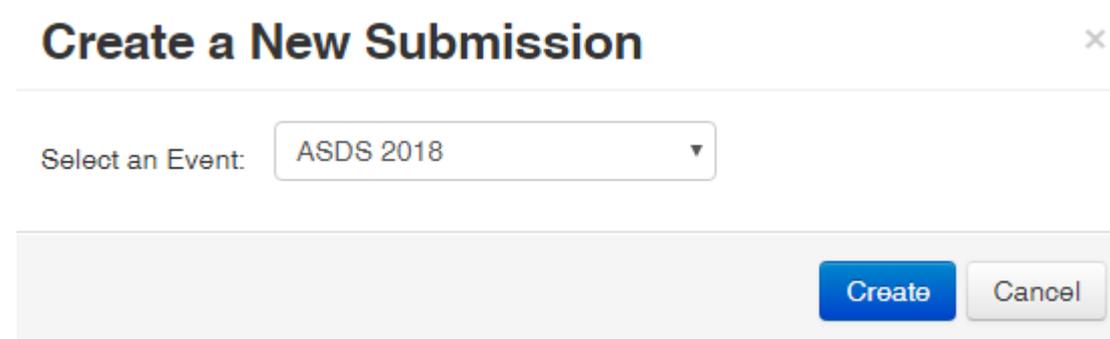
- Completion of the submission form, and
- The upload of the abstract.

To submit content, select the [New Submission](#) button.



The screenshot shows the top navigation bar of the EasyAbstracts website with links for 'EasyAbstracts', 'My Events', 'My Submissions', 'My Details', and 'Logout'. Below the navigation bar is a green success message: 'Your details were updated successfully.' Underneath is a section titled 'My Submissions' with a light blue message: 'You have no active submissions.' At the bottom of this section is a blue button labeled 'New Submission'.

The option *ASDS 2018 Conference* will appear. Select the [Create](#) button.



The screenshot shows a modal dialog box titled 'Create a New Submission' with a close button (X) in the top right corner. Inside the dialog, there is a label 'Select an Event:' followed by a dropdown menu showing 'ASDS 2018'. At the bottom right of the dialog are two buttons: a blue 'Create' button and a grey 'Cancel' button.

a. Submission form

When the event has been selected, *ASDS 2018 Conference* submission form is available for you to complete.

ASDS 2018

Location National Wine Centre of Australia

Date/Time 12:00am, 4th September 2018

Instructions [Click here to view](#)

Stage Call for Papers - Open

2018 Australasian Soilborne Diseases Symposium

New Submission

Title

Platform

Biography Presenter biography - maximum 75 words.

Biography

Permission to publish Your paper abstract is your intellectual property, and will not be published without written consent. Please indicate below if you authorise the publication of your abstract in the ASDS 2018 Proceedings.

Permission to publish *

Keywords

Separate your keywords with a semi-colon.

Presenter Details

Title

First Name

Last Name

Email Address

Organisation

Complete the submission form and select [Save and Continue](#). You will be directed to the Upload screen. A message "Your submission was saved successfully" will appear on the top of the page.

Your submission was saved successfully.



ASDS 2018 Placeholder 1

Files Notifications

| Call for Papers - Open | Last Modified | |
|---|---------------|---------------------------------------|
| Add a new file: <input type="button" value="Choose File"/> No file chosen | | <input type="button" value="Upload"/> |

b. Abstract Upload

Select the [Choose File](#) button next to *Add a new file*. Locate your file from your hard drive and select the [Upload](#) button.

How will I know that I have successfully uploaded my abstract?

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

The file was successfully uploaded.



ASDS 2018 Placeholder 1

Files Notifications

| Call for Papers - Open | Last Modified | |
|---------------------------|---------------------|--|
| cfp1.docx | 2017-11-08 12:07:26 | <input type="button" value="Withdraw File"/> |

From: EasyAbstracts [mailto:no-reply@easyabstracts.com.au]
Sent: Wednesday, 8 November 2017 12:07 PM
To: guestauthorasds@plevin.com.au
Subject: EasyAbstracts Submission

Dear Guest Author ASDS,

Your file cfp1.docx for submission "ASDS 2018 Placeholder 1" has been successfully uploaded.



Copyright © 2013 Plevin & Associates Pty Ltd. All Rights Reserved.
You are receiving this email because you are registered with EasyAbstracts.

Your abstract will be automatically allocated an ID number which you can view by selecting the "My Submissions" menu at the top of the screen.

3. How do I update or replace my abstract?

When the abstract is uploaded, the options of [Withdraw File](#) and [Withdraw Submission](#) are available.

To update or replace an abstract, select [Withdraw File](#). This presents an [OK/Cancel](#) option.

Select [OK](#).

The file was successfully uploaded.

ASDS 2018 Placeholder 1

Files Notifications

| Call for Papers - Open | Last Modified | |
|---------------------------|---------------------|-------------------------------|
| cfp1.docx | 2017-11-08 12:07:26 | Withdraw File |

[Edit Submission](#)

[Withdraw Submission](#)

When the abstract is withdrawn, the option to upload a new file becomes available.

To upload the revised abstract, follow the same procedure as the original submission. Select the [Choose File](#) button next to *Add a new file*. Locate your file and select the [Upload](#) button.

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

4. How do I withdraw my submission?

To withdraw your submission, select [Withdraw Submission](#).

The file was successfully uploaded. ×

ASDS 2018 Placeholder 1

Files [Notifications](#)

| Call for Papere - Open | Last Modified | |
|------------------------|---------------------|-------------------------------|
| cfp1.docx | 2017-11-08 12:07:26 | Withdraw File |

[Edit Submission](#)

[Withdraw Submission](#)

This presents an [OK/Cancel](#) option. If you select OK the submission form and the abstract will be deleted.

You will not be able to resubmit the submission later. Are you sure you want to withdraw this submission?

OK

Cancel

The [My Submissions](#) menu Status is now shown as **Call for Abstracts – Withdrawn**.

The submission and any uploaded files will not be reviewed.

5. How do I amend my submission form?

To edit your submission form (e.g. change presenter details, abstract title etc.), select [Edit Submission](#). This presents the submission form which can then be edited.

The file was successfully uploaded. ×

ASDS 2018 Placeholder 1

Files [Notifications](#)

| Call for Papers - Open | Last Modified | |
|---------------------------|---------------------|-------------------------------|
| cfp1.docx | 2017-11-08 12:07:26 | Withdraw File |

[Edit Submission](#)

[Withdraw Submission](#)

Help Desk

Email: help@easyabstracts.com.au