

# Instructions for Authors

## Step 1 : New Register

1. Go to a website of paper submission.

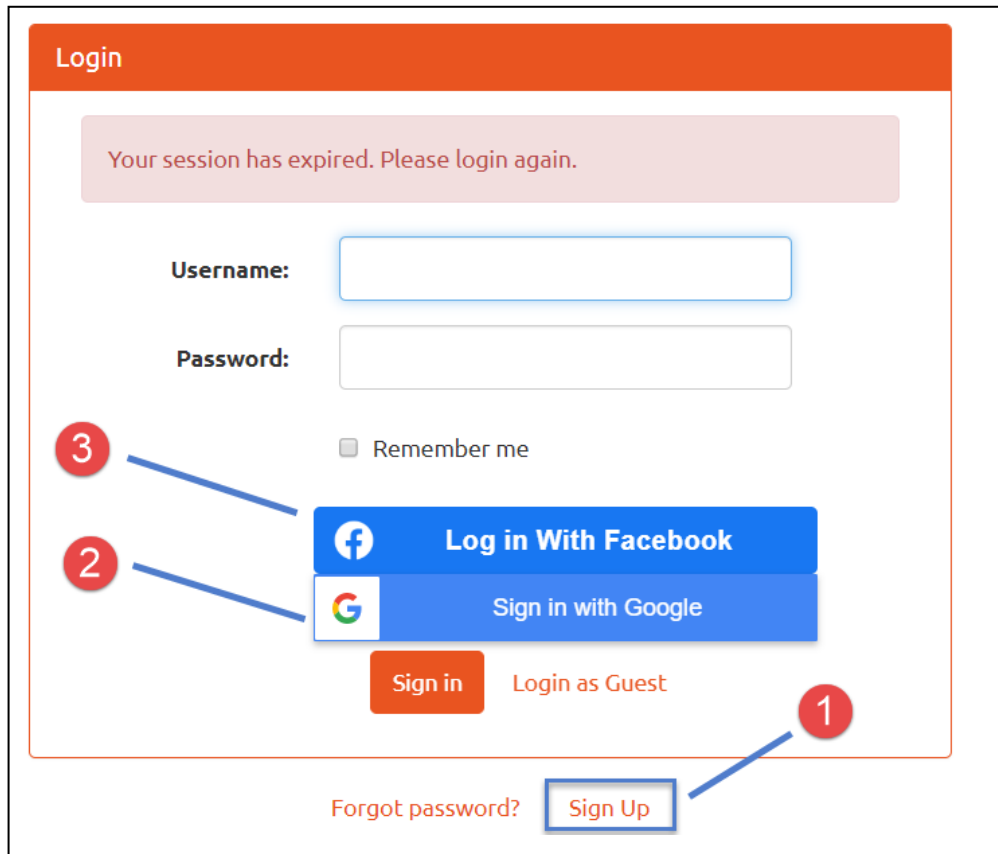
<https://cretech2021inter9th.paper4submission.com>

- 1.1 A methods for registration :

- (1) Sign Up / New Register. (confirm your email)

- (2) Sign in with Google.

- ~~(3) Log in with Facebook.~~



The image shows a login page with an orange header. Below the header, a message states "Your session has expired. Please login again." The form includes fields for "Username:" and "Password:". Below these fields is a "Remember me" checkbox. There are three main login options: "Log in With Facebook" (blue button with Facebook icon), "Sign in with Google" (blue button with Google icon), and "Sign in" (orange button). A "Login as Guest" link is also present. At the bottom, there is a "Forgot password?" link and a "Sign Up" button. Red circles with numbers 1, 2, and 3 are placed around the page with blue lines pointing to the "Sign Up" button, the "Sign in with Google" button, and the "Log in With Facebook" button respectively.

1) Sign Up with your email.

Click link "Sign Up" and Fill out the following form : username , password and email then click "Register"

\*\*\* Please type your email correctly \*\*\*

## Register

Create Username to login \*

Password (minimum length = 8) \*

Insert your Email to confirm \*

[Back to login page](#)

After finished new register, you will receive an email then open your email and click a link to confirm your account and finish the registration.

Notification on registering Inbox x

**regis@paper4submission.com**  
to me ▾

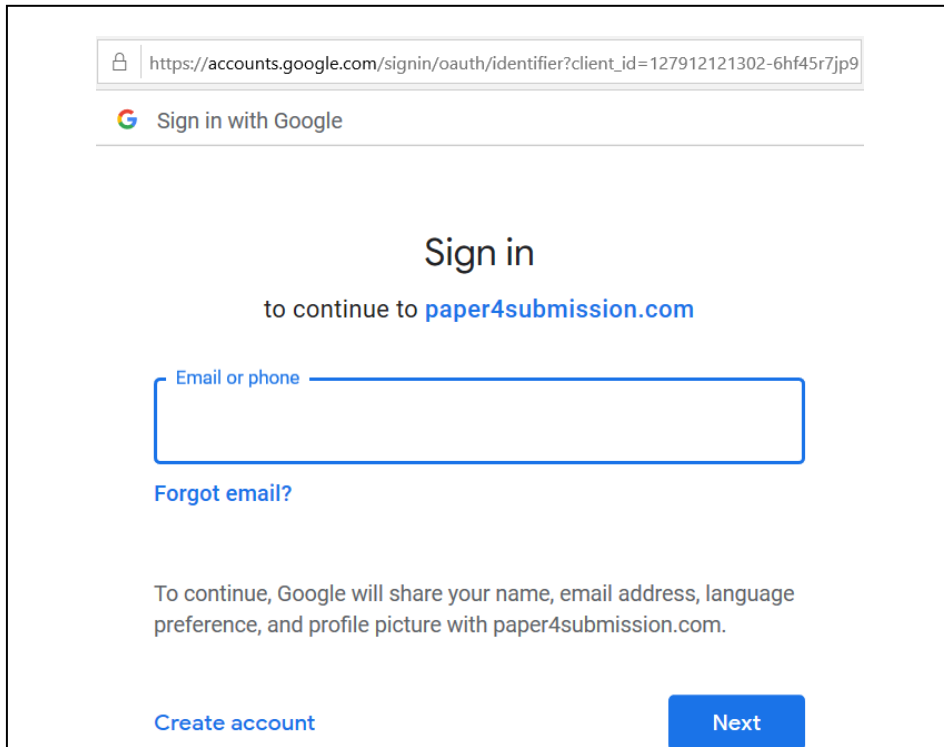
You have registered as a user at

Click this link to confirm your account and finish the registration:  
 [paper4submission.com/register.php?a=activate&](#)

If you are unable to click on the link, copy and paste it into your browser window.

(2) Sign in with Google.

Click link   and following google's step.

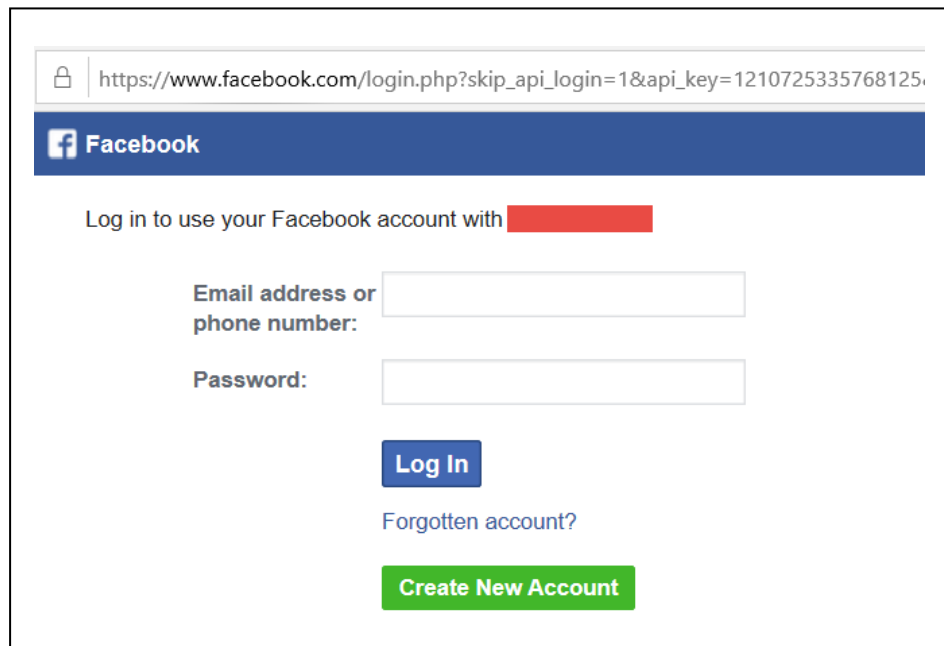



The screenshot shows a web browser window with the URL [https://accounts.google.com/signin/oauth/identifier?client\\_id=127912121302-6hf45r7jp9](https://accounts.google.com/signin/oauth/identifier?client_id=127912121302-6hf45r7jp9). Below the address bar is a "Sign in with Google" button. The main content area has the heading "Sign in" and the text "to continue to [paper4submission.com](https://paper4submission.com)". There is a text input field labeled "Email or phone" with a blue border. Below the input field is a link "Forgot email?". A paragraph of text states: "To continue, Google will share your name, email address, language preference, and profile picture with [paper4submission.com](https://paper4submission.com)." At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button.

**\*\* This a conference do not keep personal data \*\***

(3) Log in with Facebook.

Click link   and following facebook's step.



The screenshot shows a web browser window with the URL [https://www.facebook.com/login.php?skip\\_api\\_login=1&api\\_key=1210725335768125](https://www.facebook.com/login.php?skip_api_login=1&api_key=1210725335768125). Below the address bar is the Facebook logo and the text "Facebook". The main content area has the text "Log in to use your Facebook account with ". There are two text input fields: "Email address or phone number:" and "Password:". Below the input fields is a blue "Log In" button. Below the "Log In" button is a link "Forgotten account?". At the bottom is a green "Create New Account" button.

**\*\* This a conference do not keep personal data \*\***

## Step 2 : Change your information (After the account is registered)

1. Fill out the following a form (first time only) and click “save”.

### My Profile

Personal ID Information Organization Participant

**Personal ID**

**Login with**

Google

**Email \***

This email for send a conference notification.

### My Profile

Personal ID Information Organization Participant

**Gender \***

Please select

**Title / Degree \***

Please select

**Full Name \***

### My Profile

Personal ID Information Organization Participant

**Department / Division \***

**Organization / University \***

**Country \***

Please select

### My Profile

Personal ID Information Organization Participant

**Participant Type \***

-- บุคคลทั่วไป (นำเสนอผลงาน)

-- นักศึกษา (นำเสนอผลงาน)

-- บุคคลทั่วไป (นำเสนอผลงาน) และ ผู้ทรงคุณวุฒิพิจารณาบทความ

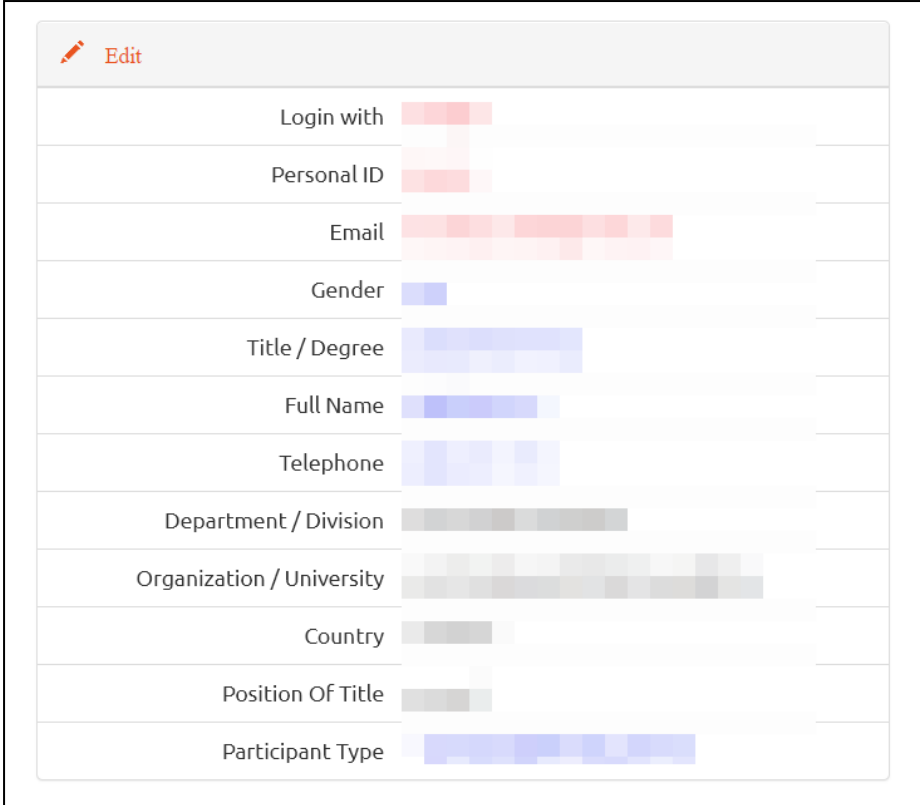
-- ผู้ทรงคุณวุฒิพิจารณาบทความ

**Authorization code (for reviewer / reader only)**

Insert a code for select area of expertise.

\*\*\* You will receive “Authorization code” from email. \*\*\*

After the account is completed.



The image shows a screenshot of a user profile edit form. At the top left, there is a red pencil icon and the word "Edit". The form consists of several rows, each with a label on the left and a corresponding input field on the right. The labels are: "Login with", "Personal ID", "Email", "Gender", "Title / Degree", "Full Name", "Telephone", "Department / Division", "Organization / University", "Country", "Position Of Title", and "Participant Type". The input fields are mostly empty, with some showing faint, illegible text. The form is enclosed in a thin black border.

## Left menu

### Menu "My Profile"

For : Show or edit your information.

### Menu "Add Paper"

For : Submit your paper and show evaluation and comments.

### Menu "Download : Acceptance Letter"

For : Download acceptance letter.

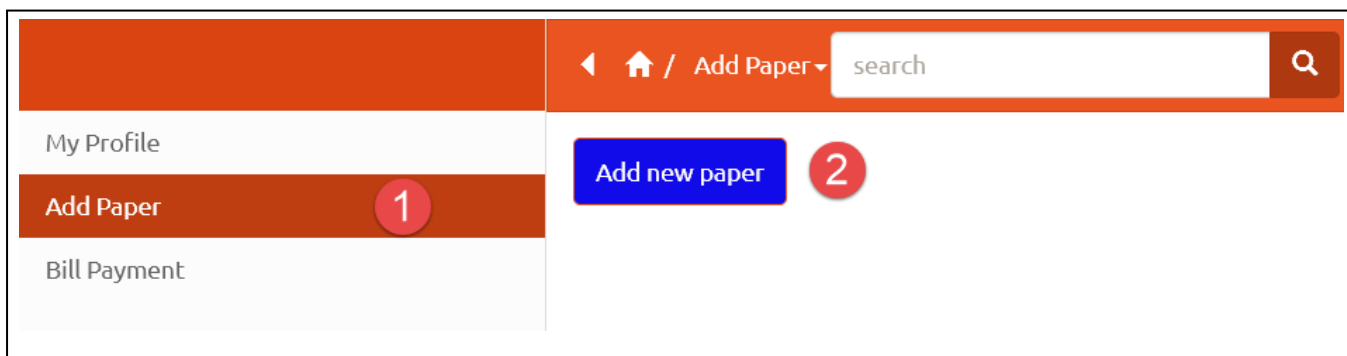
### Menu "Bill Payment "

For : Payment ( Bank transfer or Credit card).

### Step 3 : Submit paper

After login to website, you can click a menu “Add Paper” in left corner.

3.1 For a new paper , click a button “Add new paper”

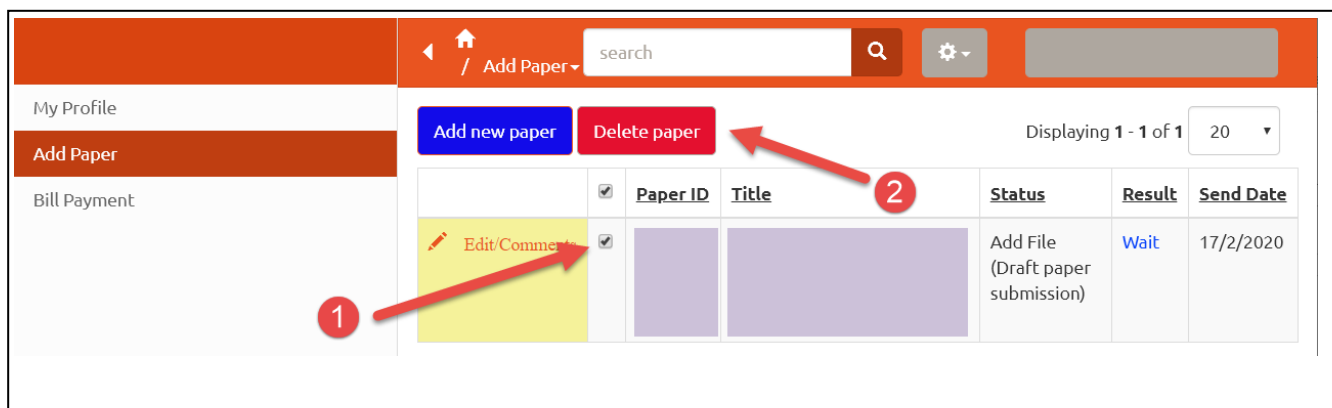


Follow and fill out all required : Title, Session, Type then click a button “Save”

The screenshot shows the 'Add Paper' form. The form has a green header with the text 'Add Paper'. Below the header, there are three tabs: 'Title', 'Session / Topic', and 'Type'. The 'Title' tab is selected. The form contains a text input field for 'Title \*'. Below the input field, there are two buttons: 'Save' (highlighted) and 'Back to list'.

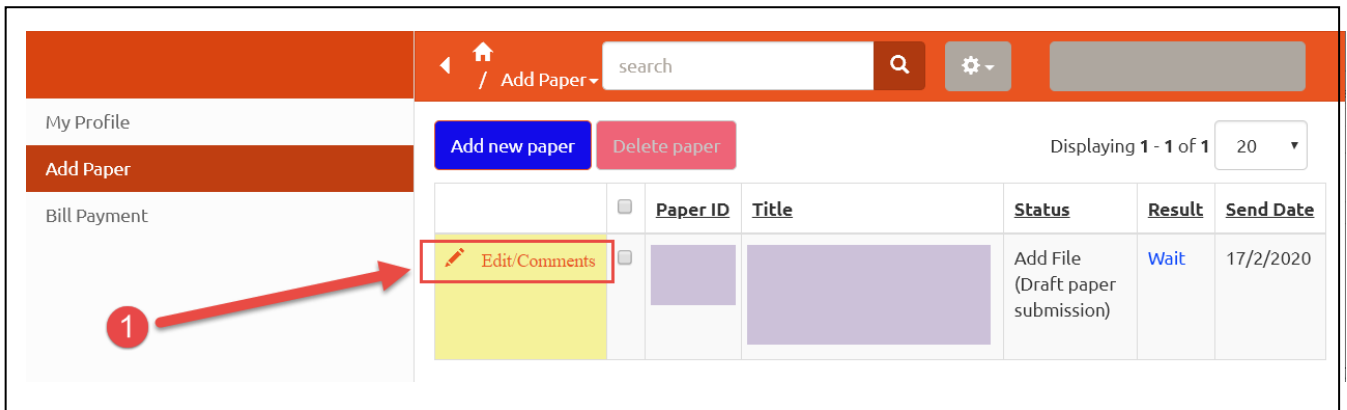
After finished add new paper , your have got a “PaperID” and then automatic to page upload files ( 3.2 ).

3.1.1 For a delete paper , click select paper and click a button “Delete paper”




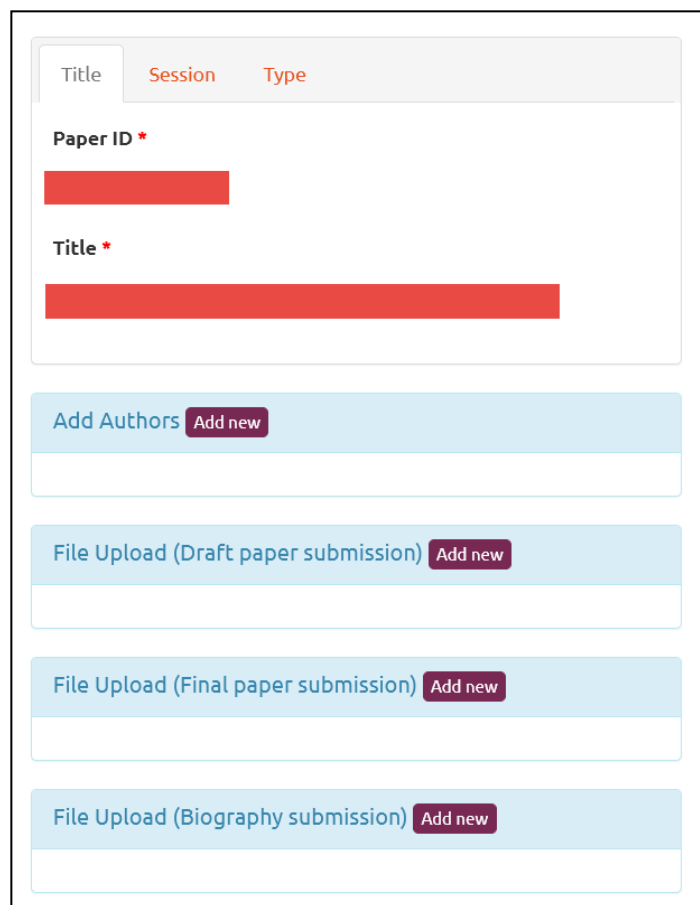
### 3.2 Add authors/Co-author , Upload file , Result and Comments

After completed from step 3.1 or add authors/co-author , changed a new file, click button "Edit/Comments" in front of PaperID. ( Right menu )



The screenshot shows a web interface for adding a paper. On the left is a sidebar with 'My Profile', 'Add Paper', and 'Bill Payment'. The main area has a navigation bar with a search box and a settings icon. Below the navigation bar are two buttons: 'Add new paper' (blue) and 'Delete paper' (pink). A table displays one row of data. The table has columns: Paper ID, Title, Status, Result, and Send Date. The first row contains a redacted Paper ID, a redacted Title, 'Add File (Draft paper submission)', 'Wait', and '17/2/2020'. A red box highlights the 'Edit/Comments' button in the right menu of the first row, with a red arrow pointing to it from a red circle containing the number '1'.

	Paper ID	Title	Status	Result	Send Date
	[Redacted]	[Redacted]	Add File (Draft paper submission)	Wait	17/2/2020



The screenshot shows the 'Add Paper' form. It has a header with 'Title', 'Session', and 'Type'. Below the header are two redacted fields: 'Paper ID \*' and 'Title \*'. Below these are four sections, each with a light blue header and a white input field: 'Add Authors' with an 'Add new' button, 'File Upload (Draft paper submission)' with an 'Add new' button, 'File Upload (Final paper submission)' with an 'Add new' button, and 'File Upload (Biography submission)' with an 'Add new' button.

### 3.2.1 Add authors/Co-author

Add Authors, Add new

Back to Master table Add Paper

Paper ID	Title

Corresponding

Author/Co-author

Department

Organization

Add new

Save Cancel

### 3.2.2 Add or changed file paper

Click a menu “File Upload (Draft paper submission)”

File Upload (Draft paper submission), Add new

Back to Master table Add Paper

Paper ID	Title

File Upload \*

เลือกไฟล์ | ไม่ได้เลือกไฟล์ใด

Filename

File Category \*

Draft paper submission

File Max Size

Maximum 10 Mb

File Extension

pdf

Save Cancel

After upload file completed you have got mail (automatically).



### 3.2.3 Result and comments

After review process is completed, you will receive acceptance or rejection notification with comments by email or click this menu.

The screenshot displays a web interface for draft paper submission. At the top, there are tabs for 'Title', 'Session', and 'Type'. Below these are input fields for 'Paper ID \*' and 'Title \*'. A section titled 'Add Authors' contains a table with columns: 'Corresponding', 'Author/Co-author', 'Department', and 'Organization'. A row below the table has a checked checkbox under 'Corresponding' and a purple bar under 'Author/Co-author'. The 'File Upload (Draft paper submission)' section features an 'Edit' button, a file named 'Comments Paper' (highlighted with a red box and a '2' in a red circle), and a 'File Upload' button. To the right, a 'Result' button is highlighted with a red box and a '1' in a red circle. The file name 'DRAFT-Comments Paper.pdf' is visible.

### 3.2.4 Upload file Revised or Full Paper.

After your paper was **accepted**, we opened that you submit your revised paper.

The screenshot shows a dialog box titled 'File Upload (Final paper submission), Add new'. It features a header with 'Back to Master table' and 'Add Paper'. Below is a table with columns 'Paper ID' and 'Title'. The main area contains form fields: 'File Upload \*' with a file selection button and text 'เลือกไฟล์ | ไม่ได้เลือกไฟล์ใด', 'Filename' with an empty input field, 'File Category \*' with a dropdown menu set to 'Final paper submission', 'File Max Size' with a dropdown menu set to 'Maximum 10 Mb', and 'File Extension' with a dropdown menu set to 'doc,docx'. At the bottom right are 'Save' and 'Cancel' buttons.