ALUR PENDAFTARAN (PESERTA DAN PEMAKALAH) SEMINAR NASIONAL FAKULTAS PERTANIAN UNIVERSITAS JENDERAL SOEDIRMAN



A. Panduan Seminar Sebagai Pemakalah (Author)

 Registrasi Akun Conference Unsoed (<u>https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019</u>) Kemudian pilih menu Account

M CONTRACTO VENDED: SERVICE ACCOUNT OF AC	LOG ACCOUNT SE	ARCH CURRENT ANNOUNCEMENTS OFFICIAL REGISTRATIONS	USER
Standard Account Pine the net could an excount with this contensor. Che hurr is could an excount with this contensor. Che hurr is could an excount with this contensor. Passer if <	IN	CONFERENCES WEBSITE	Username aalutfi
Account The take star as a count with this or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the or athere conference on the take. Partial Take Star as a count with the take of tak	Iome > Seminar Nasional Fakul	tas Pertanian UNSOED > SEMNAS FAPERTA UNSOED 2019 (SFU2019) > Account	Password
<form></form>	Account		Remember me
<form></form>	Fill in this form to create an	account with this conference.	Log In
Protect Parsword* Parsword** Parsword** <td>Click here if you already have</td> <td>ve an account with this or another conference on this site.</td> <td>CONFERENCE</td>	Click here if you already have	ve an account with this or another conference on this site.	CONFERENCE
Unreme" Passord" Reper passord" Victor" Subdion" Subdion Passord" Subdion Pas	Profile		Search
Passend The username mut cottain only loserane isfers, numbers, and hyphenuindencores. Repet passend The passend of mut but alse 16 churaches. Validation* Image: Control to all sets 16 churaches. Subtrition Image: Control to all sets 16 churaches. Nation Image: Control to all sets 16 churaches. Nation* Image: Control to all sets 16 churaches. Nation* Image: Control to all sets 16 churaches. Signature Image: Control to all sets 16 churaches. Nation* Image: Control to al	Username*		
<pre>interval in presend mut but at leaf 6 dranders. Presend pres</pre>	Dannword*	The username must contain only lowercase letters, numbers, and hyphens/underscores.	AI •
Riper passend? Widdain? Stadain Pict area? Bidain Joan Allendown - JAS Bidain Conference Information Bidain Bidain <td< td=""><td></td><td>The nassword must be at least 6 characters</td><td>Search</td></td<>		The nassword must be at least 6 characters	Search
Veldedor* 3 4 K u 8N abdedor* 3 4 K u 8N abdedor* - Overview abdedor* - Overview abdedor* - Overview Fat name* - Overview bitals - Joan Aleo Stath - JAS Grador* - Overview Nitals - Joan Aleo Stath - JAS Grador* - Overview Signature - Overview Fat - Overview Signature - Overview Fat - Overview Signature - Overview Correst - Overview Bradif* - Overview <td>Repeat password*</td> <td></td> <td></td>	Repeat password*		
 Subtation Prote sector the letters as they appeer in the lentage acous. Subtation Prote name* Lett mat* Lett ma	Validation*		Conference Information
Sudard Pixt same*/ Mide area Syndare Fer Miles Address Mi		3_{4} K _u 8N	 Call for Papers (June 17, 2019 - July 20, 2019) Presentations
Sudafine Fix trans ¹ Mide annos Late name Mide annos Late name Mide annos Late name Mide annos Late name Mide annos Mide annos		Please enter the letters as they appear in the image above.	 Registration Timeline
 Bit anama bit and bit anama bit anama	Salutation		Browse
• By Addres • By Addres • By Addres • Control Signature • Control For For For Number of the stand matter of the stand ma	First name*		By Conference
NUTORNATION Last num* Mitalian* Alliania* Spature Spature Spature Summer Spature Single point point of the spatial conduction of presentations Scoperationat and Scoperationat and Scoperation of the spatial conduction of presentations Scoperationat and Scoperationat and Scoperation of the spatial conduction of presentations Control Scoperationat and Scoperationat and Scoperation of the spatial conduction of presentations Scoperationat and Scoperationat and Scoperations (Sector) spatial conductions of the spatial conductions of the spatial conduction of t	Middle name		By Author By Title
Initial Initial Gardar Alliador* Alliador* Signature Signature Far Ming Address Value Value Contrux Initial Initial Initial Contrux Initial Initial Initial Initial Signature Initial	Last pame*		
<pre>index index i</pre>	Last name		INFORMATION
Addition Addition Signature Signature Ensul [®] Util: Prove Fox Maining Address Continuation	Grades	Joan Alice Smith = JAS	For Readers
Anisaor Signature Signature Construe Contrue C	Gender	T	 For Authors
Farel Ucl. Pore Fare Maining Address Image: A	Signature		
URL Pione Pax Mailing Address Version Version <t< td=""><td>Email*</td><td>h</td><td></td></t<>	Email*	h	
Prore Fa: Maiing Address Maiing Address County Bo statement Eg. 0 optimized and For D I I I I I I I I I I I I I I I I I I	URL		
Pax Mailing Address Wailing Address Country Bit statement (E.g. department and fark) Conformation Watch During Ling Ling Ling Ling Ling Ling Ling L	Phone		
Maiing Address Waiing Address County Bo datement (E.g. department and (E	Fax		
Confirmation Confi	Mailing Address		
Courtery Bio dateward (g., department and if all biological biological and publication of presentations Confirmation Vestel account as Prevader: Notified by enall on publication of presentations Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer review of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Willing to conduct peer reviewer of submissions to the confirmence. Reviewer: Reviewer: Revi			
Contry Bio statement (Eg. a. department and end) Continuation Continua		🗶 📭 💦 B Z 🗵 🖽 == 1 🚥 🍏 🕲 🚥 🛄 🌉	
Bio determent (E.g., department and and (E.g., department and (E.g., department and (E.	Country	•	
(E.g., dipatriment and result Image: Confirmation Image: Confirmation confirmation Image: Confirmation confirmation Image: Confirmation confirmation Image: Confirmation confirmation Image: Concel Image: Concel <td>Bio statement</td> <td></td> <td></td>	Bio statement		
Confirmation S and me a confirmation email including my username and password Create account as Creaternation of presentations. Create account as Creaternation of the conference. Creater Concel Creater Concel Creater Concel Privacy Statement	(E.g., department and rank)		
Continuation of Send me a confirmation small including my username and password Create account as Of Reader. Writing to conduct peer review of submissions to the confirmence. Create Cancel Create Cancel * Denotes required field Privacy Statement		X 4a 23 B Z U ⊞ ⊞ ⇔ ∯ ® ••• □ 35	
Retriever VMIIng to conduct peer review of submissions to the conference. Reviewer VMIIng to conduct peer review of submissions to the conference. Reviewer VMIIng to conduct peer review of submissions to the conference. Reviewer VMIIng to conduct peer review of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference. Reviewer VMIIng to conduct peer reviewer of submissions to the conference.	Confirmation	Send me a confirmation email including my username and password	
Create Cancel Create Cancel Create Cancel Pointes request field Privacy Statement	create account as	Reader: Notified by email on publication of presentations. Author: Able to submit items to the conference.	
(substative areas and research methods). Create Cancel * Denotes required field Privacy Statement		Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing interests	
Create Cancel Denoise required fast Privacy Statement		(substantive areas and research methods).	
* Dendes request field Privacy Statement	Create Can		
*Denotes required feet Privacy Statement	Greate		
Privacy Statement	* Denotes required field		

Gambar 1 Form pendaftaran Akun Peserta atau Pemakalah

2. Di bagian form Create account as pilih sebagai Author

Confirmation	Send	me a confirmation email including r	my username and password	
Create account as	Read	Reader: Notified by email on publication of presentations.		
	Authority	or: Able to submit items to the confe	rence.	
	Revie	ewer: Willing to conduct peer review	of submissions to the confer	ence. Identify reviewing interests
	(substar	tive areas and research methods).		
Create	Cancel			
* Denotes required field				

Gambar 2 Ceklist Author

3. Setelah Profile di isi semua silahkan pilih tombol Create

4. Buka Email yang sebelumnya diregistrasikan untuk proses aktivasi dengan klik link berikut ini (proses aktivasi wajib di lakukan sebagai syarat untuk proses upload paper)



https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019/user/activateUser/jojo/5rgLznkS

Thank you, Budi Dharmawan, PhD.

SEMNAS FAPERTA UNSOED 2019 https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019

Gambar 3 Validasi Akun

5. Setelah Login akun Conference UNSOED tampilan halaman utama Conference UNSOED

SER HOME SEARCH CURRENT CONFERENCE	CES ANNOUNCEMENTS OFFICIAL W	EBSITE REGISTRATIONS
me > SEMNAS FAPERTA UNSOED 2019 (SFU2019)	> User Home	
User Home		
Seminar Nasional Fakultas Pertania	IN UNSOED	
SEMNAS FAPERTA UNSOED 2019 (SFU2019)		
SEMNAS FAPERTA UNSOED 2019 (SFU2019) » Author	0 Active	[New Submission]

Gambar 4 halaman Utama setelah Login

6. Untuk Memulai Pengiriman Paper Abstrak silahkan Klik Menu Author

USER HOME SEARCH CURRENT C	ONFERENCES ANNOUNCEMENTS OFFICIAL V	WEBSITE REGISTRATIONS
Home > SEMNAS FAPERTA UNSOED 2019 (SFU2019) > User Home	
User Home		
Seminar Nasional Fakultas F SEMNAS FAPERTA UNSOED 2019 (SFU	Pertanian UNSOED 2019)	
» Author	0 Active	[New Submission]
» Edit My Profile		
» Change My Password		
» Log Out		

Gambar 5 Author Pengiriman Paper

7. Klik STEP ONE OF THE SUBMISSION PROCESS untuk memulai pengiriman paper



Gambar 6 Pengiriman Paper Abstrak

8. Pilih Track atau topik Seminar Nasional Fakultas Pertanian UNSOED

Home > User > Author > Submiss	sions > New Submission	
Step 1. Starting the	e Submission	
1. START 2. UPLOAD SUBMISS Encountering difficulties? Co	SION 3. ENTER METADATA 4. CONFIRMATION ntact Ahmad Arijal Lutfi for assistance (0857	17554785).
Conference Track Select the appropriate track	for this submission (see Track Policies).	
Track*	Please select a track	
Submission Check Indicate that this submissior added below).	Agroteknologi Sosial ekonomi pertanian dan agribisnis Ilmu dan teknologi pangan Teknik pertanian dan biosistem	by checking off the following (comments to the director can be

Gambar 7 Pemilihan Topik Seminar

9. Selanjutnya ceklist Submission Checklist Kemudian Save and continue

Subn	nissio	ı Chec	klist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

Copyright Notice

Authors who submit to this conf a) Authors retain copyright over Attribution License, which allow	erence agree to the fo their work, while allow s others to freely acce	following terms: owing the conference to place this unpublished work under a Creative Commons cess, use, and share the work, with an acknowledgement of the work's authorship an	d			
 b) Authors are able to waive the 	its initial presentation at this conference. b) Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive					
distribution and subsequent put it in a book), with an acknowled c) In addition, authors are enco before and after the conference	lication of this work (e gement of its initial pro- uraged to post and sh	(e.g., publish a revised version in a journal, post it to an institutional repository or put vesentation at this conference. share their work online (e.g., in institutional repositories or on their website) at any point of the state of the state of the state of	lish nt			
Enter text (optional)		1				
		1				
Save and continue	Cancel					

Gambar 8 Ceklist Submission

10. Upload File Abstrak di bagian **Submission File**, dengan cara **pilih file** yang akan d upload klik **Upload** Kemudian **Save and continue**

Home > User > Author > Submiss	ome > User > Author > Submissions > New Submission				
Step 2. Uploading t	ne Submission				
1. START 2. UPLOAD SUBMISS To upload a paper to this con	ON 3. ENTER METADATA 4. CONFIRMATION erence, complete the following steps.				
1. On this page, click Brocomputer. 2. Locate the file you wis 3. Click Open on the Ch 4. Click Upload on this p conference's conventi 5. Once the submission Encountering difficulties? Con Submission File No submission file uploaded.	wse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your to submit and highlight it. ose File window, which places the name of the file on this page. ige, which uploads the file from the computer to the conference's web site and renames it following the ns. a uploaded, click Save and Continue at the bottom of this page. tact Ahmad Arijal Lutfi for assistance (085747554785).				
Upload submission file	Pilih File Tidak ada file yang dipilih Upload				
Save and continue	Cancel				
	Gambar 9 Upload File Abstrak				
Submission File File name 45- Original file name cor File size 124 Date uploaded 207	i6-1-SM.docx ioh.docx B 9-06-25 01:53 AM				
Replace submission file	Pilih File Tidak ada file yang dipilih Upload				
Save and continue	Cancel				

Gambar 10 File Abstrak yang sudah di upload

11. Dibagian Entering the Submission's Metadata Isikan informasi Author dan Abstrak (Judul dan Detail Abstrak) Kemudian Save and continue

1. START 2. UPLOAD SUBN	MISSION 3. ENTER METADATA 4. CONFIRMATION
Authors First name*	
Middle name	
Last name*	
Email*	
URL	
Affiliation	
	🔏 💫 🔁 B 🗶 🖳 듣 🖘 🔅 🞯 нтс 🔲 🌉
Country	(Your institution, e.g. "Simon Fraser University")
Pia statement	
(E.g., department and	
rank)	
	🔏 📭 😵 B 🖌 U 🗄 🏣 🚥 🔅 🛞 HTTL 🛄 💐
Add Author	
Title and Abstrac	et
Title*	
Abstract*	
	🐰 🔁 🎇 B 🗶 🖳 듣 j 🚍 🖘 🔅 🎯 💷 🛄 🖏
Indoring	
Language	en
	English=en; French=fr; Spanish=es. Additional codes.
Supporting Agen Identify agencies that pro	icies ovided funding or support for the work presented in this submission.
Anencies	
Agencies	

Gambar 11 Form Pengisian informasi Author dan Abstrak

12. Pilih tombol Add Author Jika Author lebih dari satu

Authors	
First name*	
Middle name	
Last name*	
Email*	
URL	
Affiliation	
	🔏 📭 🕼 B 🗡 👖 🗄 🗄 🚥 👾 🌑 kuu 🗔 🌌
	(Your institution, e.g. "Simon Fraser University")
Country	•
Bio statement	
(E.g., department and rank)	

Gambar 12 Form Penambahan Author

13. Klik Finish Submission untuk mengakhiri proses Upload Paper

e > User	> Author > Submissions > New Sub	omission		
Step #	5. Confirming the Submi	ssion		
1. START To subm will recei the confe File S	2. UPLOAD SUBMISSION 3. ENTER ME it your manuscript to Seminar Nasion ve an acknowledgement by email ann rence web site. Thank you for your ir ummary	TADATA 4. CONFIRMATION al Fakultas Pertanian UNSOED click F d will be able to view the submission's _i tterest in publishing with Seminar Nasi	inish Submission. The sut progress through the editc ional Fakultas Pertanian U	omission's principal cont orial process by logging i NSOED.
ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADE
66	CONTOH.DOCX	Submission File	12KB	06-25
				00-23

Gambar 13 Finish Submission

14. Paper yang sudah di upload bisa di monitoring bagian menu Active Submissions

```
Home > User > Author > Submissions > Active Submissions
```

Active Submissions

Submission complete. Thank you for submitting your work to Seminar Nasional Fakultas Pertanian UNSOED.

» Active Submissions

Gambar 14 Active Submissions

- 15. Untuk Revisian Abstrak melalui email semnas faperta yaitu <u>semnas.faperta@unsoed.ac.id</u>, semua revisian akan di kirim melalui email tersebut.
- 16. Setelah Abstrak di terima, anda perlu mengecek pengumuman di website Semnas Faperta UNSOED (<u>http://semnas.faperta.unsoed.ac.id/</u>), Kemudian upload Fullpaper di Active Submissions pilih menu ARCHIVE klik judul Papernya, kemudian upload file di bagian ADD A SUPPLEMENTARY FILE lengkapi Supplementary File Metadata kemudian

klik save

Home > User > Author > Submissions > #45 > Summary

#45 Summary

SUMMARY REVIEW	I		
Submission			
Authors Title	Jojo khoirul Amin tes		
Original file	45-66-1-SM.DOCX	2019-06-25	
Supp. files	None		ADD A SUPPLEMENTARY FILE
Submitter Date submitted Track Director	Jojo khoirul Amin 📰 June 25, 2019 - 02:02 Al Ilmu dan teknologi panga None assigned	M	
G	iambar 15 Add A SU	IPPLEMENTA	RY FILE

to index this supplemental	y material, provide the following metadata for the uploaded supplementary file.					
Title*						
Creator (or owner) of file						
Subject						
Туре	Other •					
	Specify other:					
Brief description						
Publisher						
	Use only with formally published materials.					
Contributor or sponsoring agency						
Date	YYYY-MM-DD					
	Date when data was collected or instrument created.					
Source						
language	Name of study or other point of origin.					
Lunguuge	English=en: French=fr: Spanish=es. Additional codes.					
Supplementary Fi	ile					
No file uploaded.						
	dels ada file una distilla					
Upload Pilih File Tic	tak ada me vand didiim 👘 👘 Click Save to udioad me taner which additional mes can be udioaded).					

Gambar 16 Supplementary File dan Upload Full Paper

B. Panduan Seminar Sebagai Non Pemakalah (Reader)

 Registrasi Akun Conference Unsoed (<u>https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019</u>) Kemudian pilih menu Account

	CONFERENCES WERGITE	USER
		Username aalutfi
Home > Seminar Nasional Fal	ultas Pertanian UNSOED > SEMNAS FAPERTA UNSOED 2019 (SFU2019) > Account	Password
Account		Remember me
Fill in this form to create a	in account with this conference.	Log In
Click here if you already h	ave an account with this or another conference on this site.	CONFERENCE
Profile		Search
Username*		
Password*	The username must contain only lowercase letters, numbers, and hyphens/underscores.	Al •
	The password must be at least 6 characters.	Search
Repeat password*		
Validation*		Conference Information
	3 ₄ K _u 8N	» Call for Papers (June 17, 2019 - July 20, 2019) » Presentations
	Please enter the letters as they appear in the image above.	» Registration
C.L.		Browse
salutation		By Conference
⊨irst name*		By Author By Title
ntiddle name		- 07 100
Last name*		INFORMATION
Initials	Joan Alice Smith = JAS	For Readers
Gender	•	 For Authors
Signature		
Freedu	4	
LINAI		
Phone		
Fax		
Mailinn Address		
Country	X 43 03 B X ∐ ;Ξ !Ξ ∞ ⊙ ⊗ ••• ⊒ 🎝	
	•	
(E.g., department and rank)		
	X @ @ B / U 注注	
Confirmation	Send me a confirmation email including my username and password	
Create account as	Reader: Notified by email on publication of presentations.	
	Author: Able to submit items to the conference.	
	Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing interests	
	(substantive areas and research methods).	
Create Ca	incel	
* Denotes required field		

Gambar 17 Form pendaftaran Akun Peserta atau Pemakalah

2. Di bagian form Create account as pilih sebagai Reader/ Non pemakalah

Confirmation	Send	Send me a confirmation email including my username and password					
Create account as	🗷 Read	der: Notified by email on publication of presentations.					
	C Auth	or: Able to submit items to the conference.					
	Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing intere						
(substantive areas and research methods).							
Create	Cancel						

Gambar 18 Ceklist Reader/ Non pemakalah

3. Setelah Profile di isi semua silahkan pilih tombol Create

4. Buka Email yang sebelumnya diregistrasikan untuk proses aktivasi (proses aktivasi wajib di lakukan sebagai syarat untuk proses selanjutnya)



Gambar 19 Validasi Akun

- C. Panduan Registrasi Pembayaran Sebagai Peserta Seminar untuk Pemakalah (Author) dan non Pemakalah (Reader)
 - 1. Login memakai akun conference unsoed yang sudah di registrasikan melalui menu login
 - 2. Klik Menu Registrasi

SEMINAR NASIONAL FAPERTA UNSOED 2019
USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS OFFICIAL WEBSITE REGISTRATIONS
Home > Seminar Nasional Fakultas Pertanian UNSOED > SEMNAS FAPERTA UNSOED 2019 (SFU2019)
SEMNAS FAPERTA UNSOED 2019 (SFU2019)
Graha Widyatama Universitas Jenderal Soedirman
September 3, 2019 – September 4, 2019
Conference Information

Gambar 20 Menu Registrations

3. Pilih Jenis Registrasi yang akan anda ikuti kemudian Klik Register untuk melanjutkan

Home > Seminar Nasional Fakultas Pertanian UNSOED > SEMNAS FAPERTA UNSOED 2019 (SFU2019) > Registration

Registration	1					
REGISTRATION TY	/PE	COST				
Pemakalah (DOSEN/PENELITI/UMUM)	500000.00 IDR (Closes 2019-07-19)				
PEMAKALAH (M	MAHA SISWA)	450000.00 IDR (Closes 2019-07-19)				
PESERTA (DOS	EN/PENELITI/UMUM)	400000.00 IDR (Closes 2019-07-19)				
PESERTA (MAH	IASISWA)	350000.00 IDR (Closes 2019-07-19)				
Registration	1 Manager					
Name	Ahmad Arijal Lutfi					
Email	ahmad.lutfi@unsoed.ac.id					
Phone	085747554785					
Register						

Gambar 21 Jenis Registrasi

4. Isikan Informasi tambahan di bagian Special Request (Jika diperlukan), Klik Register

Special Requests

Please describe any special requirements or requests, such as dietary, access, etc.



Gambar 22 informasi Tambahan/ Special Request

5. Klik Tombol SEND NOTIFICATION OF PAYMENT UNTUK memberitahukan Panitia Seminar

melalui Email

Home > Seminar Nasional Fakultas Pertanian UNSOED > SEMNAS FAPERTA UNSOED 2019 (SFU2019) > Manual Fee Payment

Manual Fee Payment

Title	Registration
Fee	500000.00 (IDR)
Conference Registration; S	EMNAS FAPERTA UNSOED 2019 (SFU2019); PEMAKALAH (DOSEN/PENELITI/UMUM)
Fee Payment Instructions	

SEND NOTIFICATION OF PAYMENT

Gambar 23 kirim Notifikasi

6. Kemudian Klik Continue dan selesai

Home > Payment Notification

Payment Notification

Payment notification sent

» Continue

Gambar 24 Tombol Continue dan selesai

D. Panduan Pembayaran Seminar

- 1. Pastikan anda sudah di registrasi sebagai peserta seminar lihat Panduan Registrasi Sebagai Peserta Seminar untuk Pemakalah (Author) dan non Pemakalah (Reader)
- 2. Untuk mengecek tagihan bisa di akses di halaman

http://payment.conference.unsoed.	ac.id				
CONFERENCE Payment					Login
	Cor	nference Paym	nent		
Payment system	for the participant	s of UNSOED Conference	es (https://conferen	ice.unsoed.ac.id)	
	ſĨĨŊ		(?)		
	Invoices	Payment Guide	FAQs		
Gambar 25 ha	laman u	tama payme	ent unso	ed	

3. Masuk ke Invoice untuk mengecek Invoice Anda dengan menuliskan email yang terdaftar kemudian Klik **Submit**

Check Invoice

Please fill out the following form to check invoice. Thank you.

Email		
	•	
Submit	Back	

Gambar 26 cek Invoice

4. Setelah Klik **Submit** terlihat Detail Invoice Data diri anda, tombol **download** untuk mengunduh Invoice terdapat Kode Unik/ Virtual Account untuk pembayaran Seminar Nasional Fakultas Pertanian

	Invoice Data									
⊞ Ir	voice Detail									
No.	Full Name	Email	Conference	Invoice Date	Due Date	Cost	Invoice Number	Status	Payment Date	Action
1	Jojo khoirul Amin	ahmadarijal5@gmail.com	SFU2019	2019-06-24	2019-06-24	IDR 450.000	11051	UNPAID		▲ Download ■ Payment Confirmation

Invision Data

Gambar 27 tombol download invoice

5. Untuk Informasi Petunjuk Pembayaran silahkan anda Pilih menu Payment Guide



Gambar 28 Petunjuk pembayaran

6. Maka Akan muncul Petunjuk Pembayaran lewat bank yang di tunjuk oleh Pihak UNSOED, silahkan Klik tombol **download** untuk mengunduh Petunjuk pembayaran

PETUNJUK PEMBAYARAN					
BANK	PETUNJUK PEMBAYARAN				
N BNI	download				
mandiri	download				
Bank 🔞 BTN	download				
🔀 BANK BRI	download				
Bank Jateng	download				

Gambar 29 Menu download Petunjuk Pembayaran

E. FAQ

- Pertanyaan : Saya Sudah Registrasi, tapi memilih jenis registrasi yang salah?
 Jawab : Anda Perlu Melakukan Registrasi Ulang di menu registrasi kemudian pilih jenis registrasi yang benar.
- 2. Pertanyaan : Saya Sudah Registrasi, tapi Email Aktivasi tidak masuk?
 Jawab : Anda Perlu mengecek email anda di menu spam, jika tidak ada silahkan hubungi teknikal support di halaman seminar melalui Email.
- 3. Pertanyaan : Saya Lupa Password Akun Conference Unsoed?
 Jawab : Anda Perlu mengklik <u>Forgot your password?</u> Untuk mereset password anda.
- 4. **Pertanyaan** : Saya sebagai Author sudah mengupload paper tetapi ada kesalahan entri data paper?

Jawab : Silahkan hubungi teknikal support di halaman seminar melalui Email dilampiri judul yang sudah di upload kemudian upload ulang sesuai panduan di bagian seminar sebagai pemakalah.