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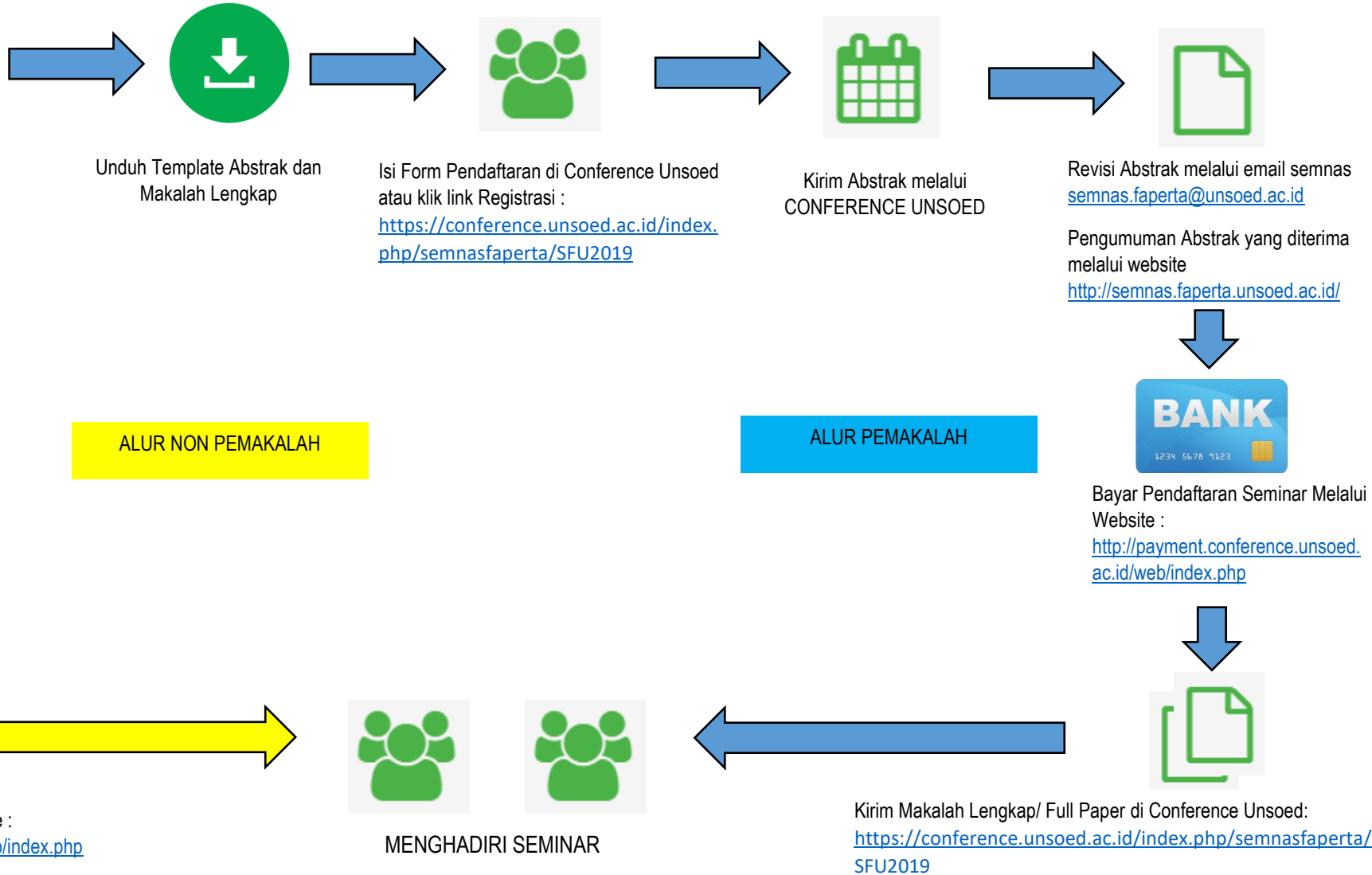## SEMINAR NASIONAL FAKULTAS PERTANIAN UNIVERSITAS JENDERAL SOEDIRMAN

SEMINAR NASIONAL FAPERTA UNSOED 2019
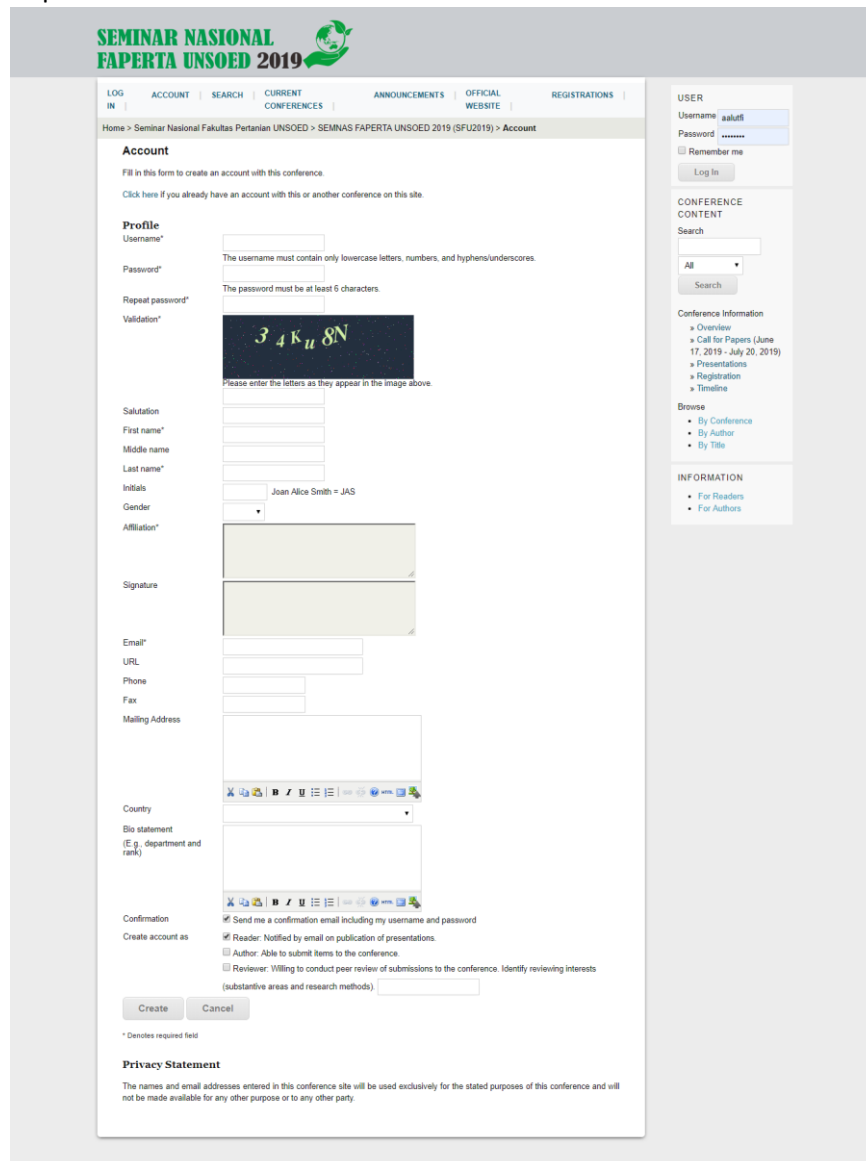
http://semnas.faperta.unsoed.ac.id/

Unduh Template Abstrak dan Makalah Lengkap

Isi Form Pendaftaran di Conference Unsoed atau klik link Registrasi :
https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019

Kirim Abstrak melalui CONFERENCE UNSOED

Revisi Abstrak melalui email semnas semnas.faperta@unsoed.ac.id

Pengumuman Abstrak yang diterima melalui website
http://semnas.faperta.unsoed.ac.id/

Isi Form Pendaftaran di Conference Unsoed atau klik link Registrasi :
https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019

ALUR NON PEMAKALAH

ALUR PEMAKALAH

BANK

Bayar Pendaftaran Seminar Melalui Website :
http://payment.conference.unsoed.ac.id/web/index.php

BANK

Bayar Pendaftaran Seminar Melalui Website :
http://payment.conference.unsoed.ac.id/web/index.php

MENGHADIRI SEMINAR

Kirim Makalah Lengkap/ Full Paper di Conference Unsoed:
https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019

A. Panduan Seminar Sebagai Pemakalah (Author)

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

Gambar 1 Form pendaftaran Akun Peserta atau Pemakalah

2. Di bagian form **Create account as** pilih sebagai Author

Gambar 2 Ceklist Author
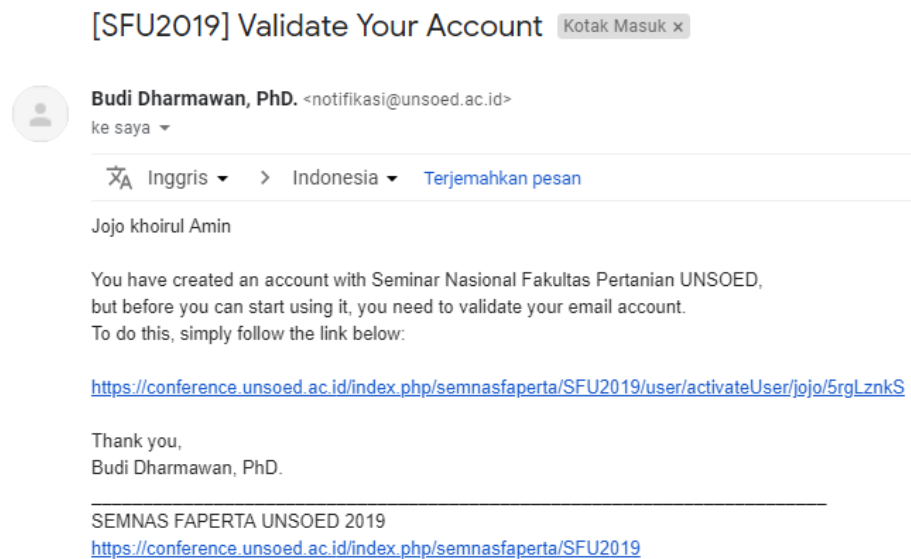
3. Setelah Profile di isi semua silahkan pilih tombol **Create**

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)

[SFU2019] Validate Your Account Kotak Masuk x

Budi Dharmawan, PhD. <notifikasi@unsoed.ac.id>
ke saya

文A Inggris ▾ > Indonesia ▾ Terjemahkan pesan

Jojo khoirul Amin

You have created an account with Seminar Nasional Fakultas Pertanian UNSOED,
but before you can start using it, you need to validate your email account.
To do this, simply follow the link below:

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

Thank you,
Budi Dharmawan, PhD.
_____
SEMNAS FAPERTA UNSOED 2019
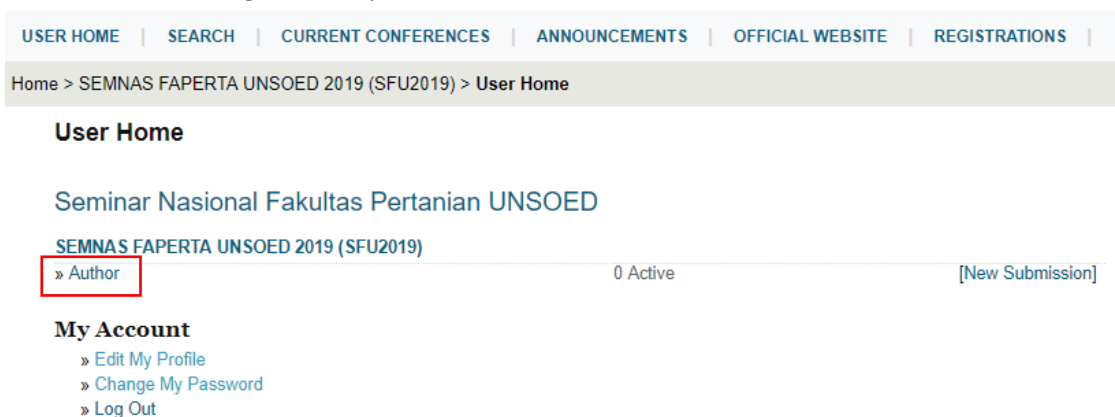https://conference.unsoed.ac.id/index.php/semnasfaperta/SFU2019

Gambar 3 Validasi Akun

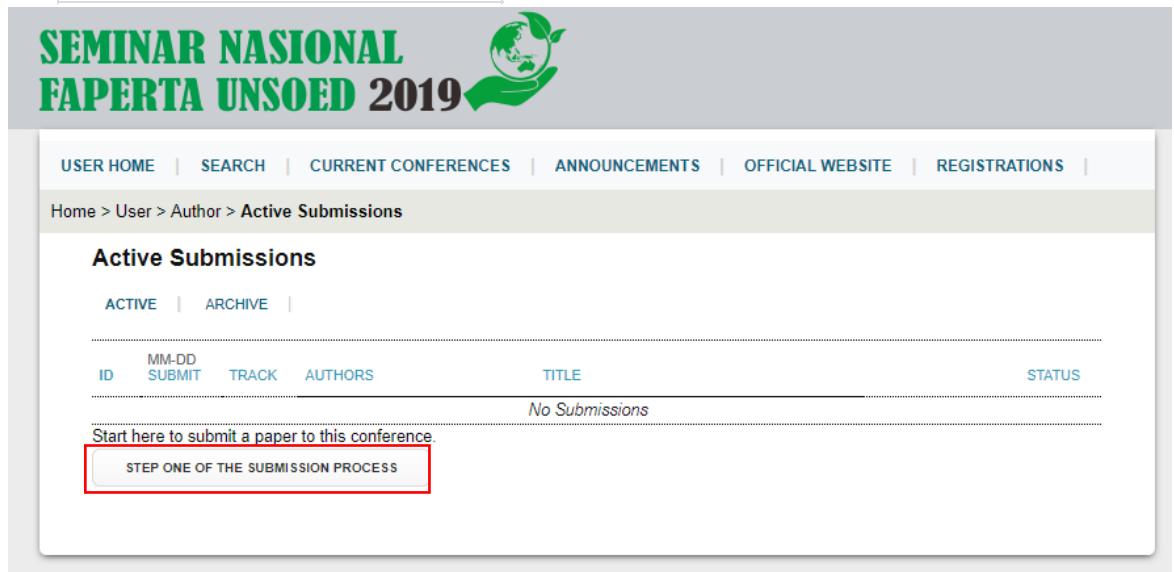5. Setelah Login akun Conference UNSOED tampilan halaman utama Conference UNSOED

Gambar 4 halaman Utama setelah Login

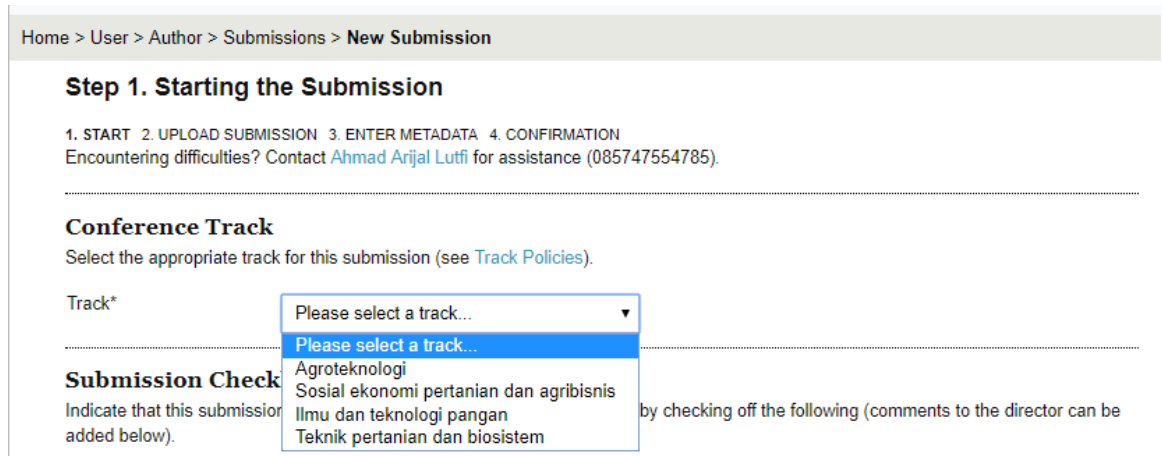6. Untuk Memulai Pengiriman Paper Abstrak silahkan Klik Menu Author

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

Gambar 7 Pemilihan Topik Seminar

9. Selanjutnya ceklist **Submission Checklist** Kemudian **Save and continue**

Submission Checklist

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.

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Authors who submit to this conference agree to the following terms:

a) Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution License, which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and 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 publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.

c) In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

Comments for Conference Director

Enter text (optional)

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 > Submissions > **New Submission**

Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. CONFIRMATION
To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Ahmad Arijal Lutfi for assistance (085747554785).

Submission File
No submission file uploaded.

Upload submission file   [Pilih File] Tidak ada file yang dipilih   [Upload]

Save and continue   Cancel

Gambar 9 Upload File Abstrak

Submission File

File name	45-66-1-SM.docx
Original file name	contoh.docx
File size	12KB
Date uploaded	2019-06-25 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**

Gambar 11 Form Pengisian informasi Author dan Abstrak

12. Pilih tombol Add Author Jika Author lebih dari satu

Gambar 12 Form Penambahan Author

13. Klik **Finish Submission** untuk mengakhiri proses Upload Paper

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. CONFIRMATION**
To submit your manuscript to Seminar Nasional Fakultas Pertanian UNSOED click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with Seminar Nasional Fakultas Pertanian UNSOED.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
66	CONTOH.DOCX	Submission File	12KB	06-25

Finish Submission   Cancel
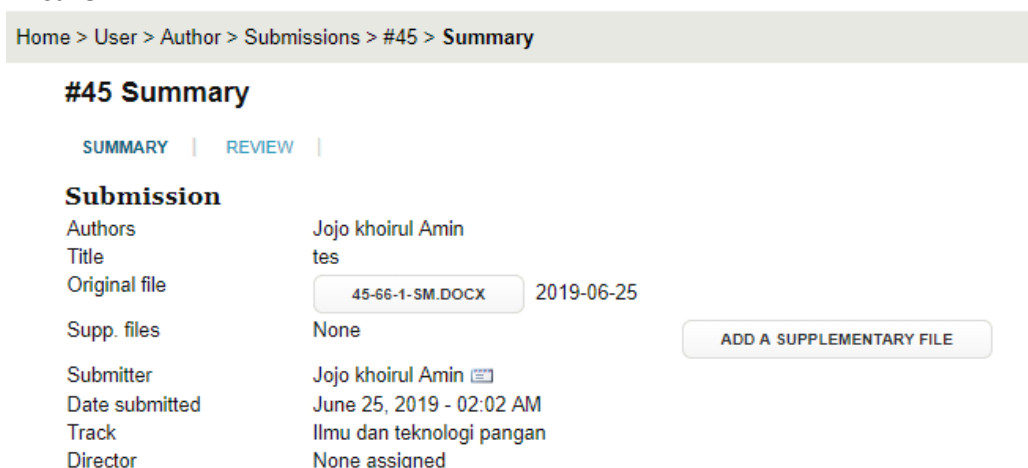
Gambar 13 Finish Submission

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

Active Submissions

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

» Active Submissions
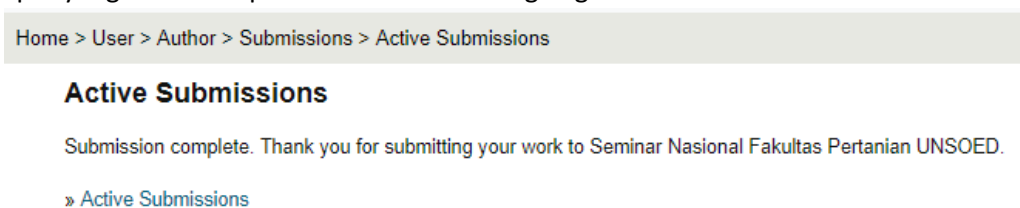
Gambar 14 Active Submissions

15. Untuk Revisian Abstrak melalui email semnas faperta yaitu semnas.faperta@unsoed.ac.id , semua revisian akan di kirim melalui email tersebut.

16. Setelah Abstrak di terima, anda perlu mengecek pengumuman di website Semnas Faperta UNSOED (http://semnas.faperta.unsoed.ac.id/) , 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**

#45 Summary

SUMMARY | REVIEW |

Submission

Authors	Jojo khoirul Amin
Title	tes
Original file	45-66-1-SM.DOCX 2019-06-25
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Jojo khoirul Amin
Date submitted	June 25, 2019 - 02:02 AM
Track	Ilmu dan teknologi pangan
Director	None assigned

Gambar 15 Add A SUPPLEMENTARY FILE

Add a Supplementary File

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*	
Creator (or owner) of file	
Subject	
Type	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	
	Name of study or other point of origin.
Language	
	English=en; French=fr; Spanish=es. Additional codes.

Supplementary File

No file uploaded.

Upload   [Pilih File] Tidak ada file yang dipilih   Click Save to upload file (after which additional files can be uploaded).

☑ Present file to reviewers (without metadata), as it will not compromise blind review.

[Save] [Cancel]

* Denotes required field
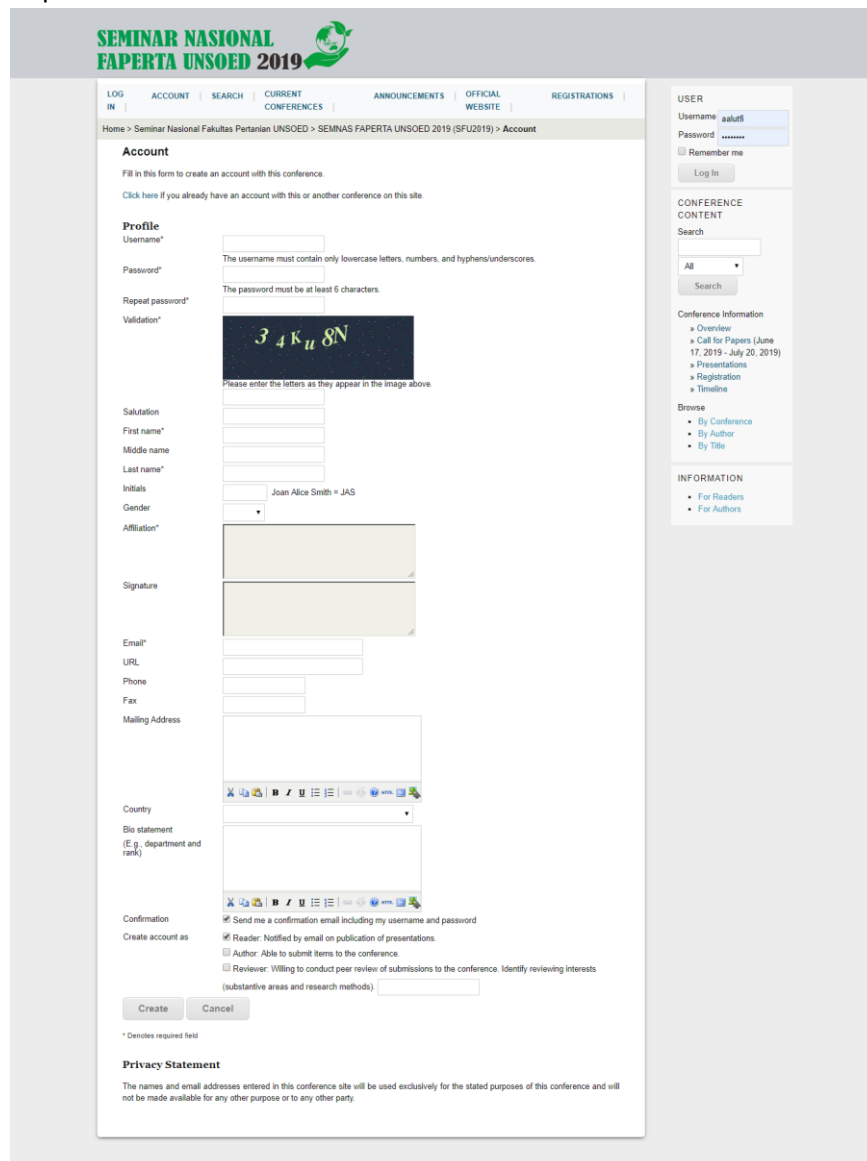
Gambar 16 Supplementary File dan Upload Full Paper

B. Panduan Seminar Sebagai Non Pemakalah (Reader)

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

Gambar 17 Form pendaftaran Akun Peserta atau Pemakalah

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

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)
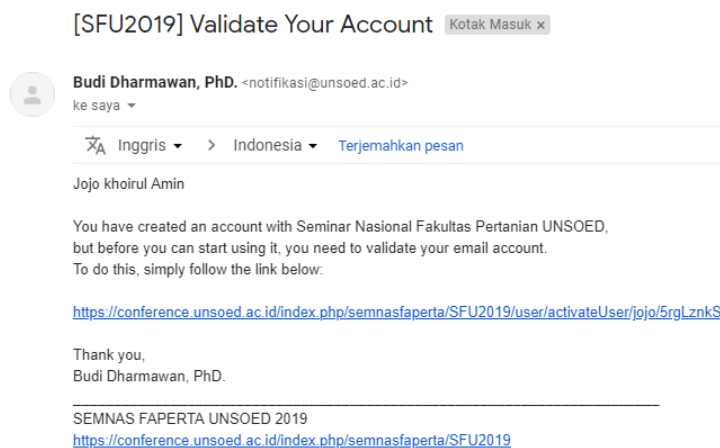

Gambar 19 Validasi Akun

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**

Gambar 20 Menu Registrations

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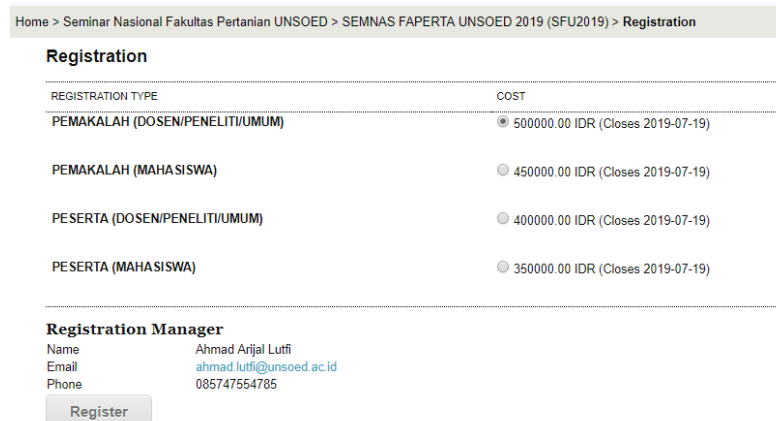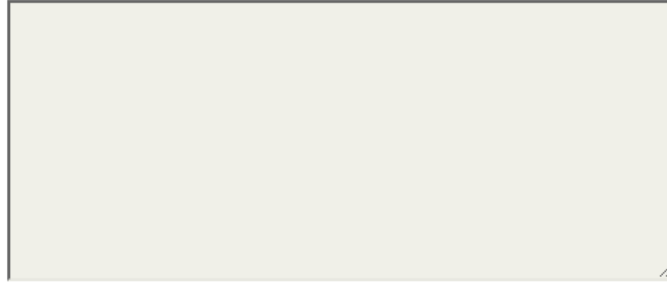

Gambar 21 Jenis Registrasi

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; SEMNAS 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
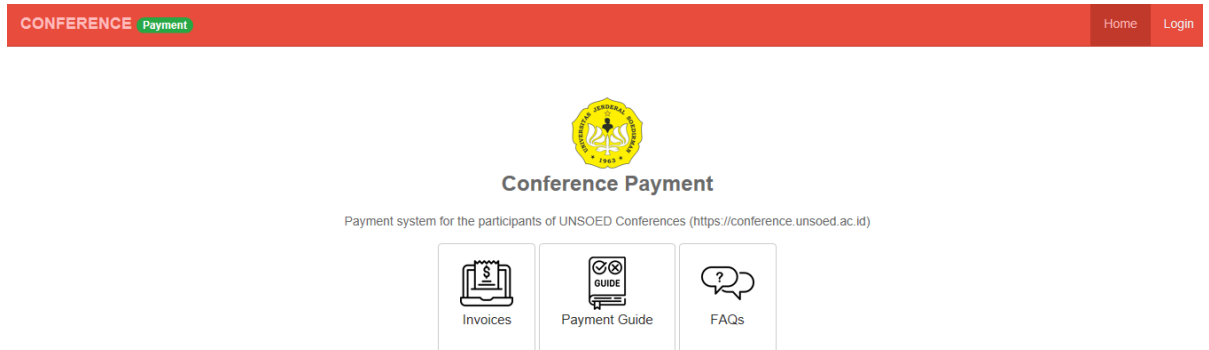
Gambar 25 halaman utama payment unsoed

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


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

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

Gambar 27 tombol download invoice

5. Untuk Informasi Petunjuk Pembayaran silahkan anda Pilih menu **Payment Guide**
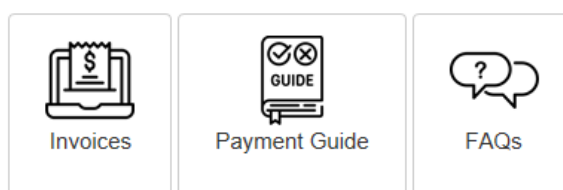
Gambar 28 Petunjuk pembayaran

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

Gambar 29 Menu download Petunjuk Pembayaran

E. FAQ

1. **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 Forgot your password? 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.