

How to create an Easy Chair Account

To create an Easy Chair account you need to have an *active email account*. The process has two main parts: the request to create an account (Account Application, Steps: 1, 2 and 3) and the account creation (Steps: 4, 5 and 6).

STEP 1

In a browser access the link <https://easychair.org/account/signup>.

It will open a page like Figure 1. Check the „I'm not a robot" box. Then click the „Continue" button.

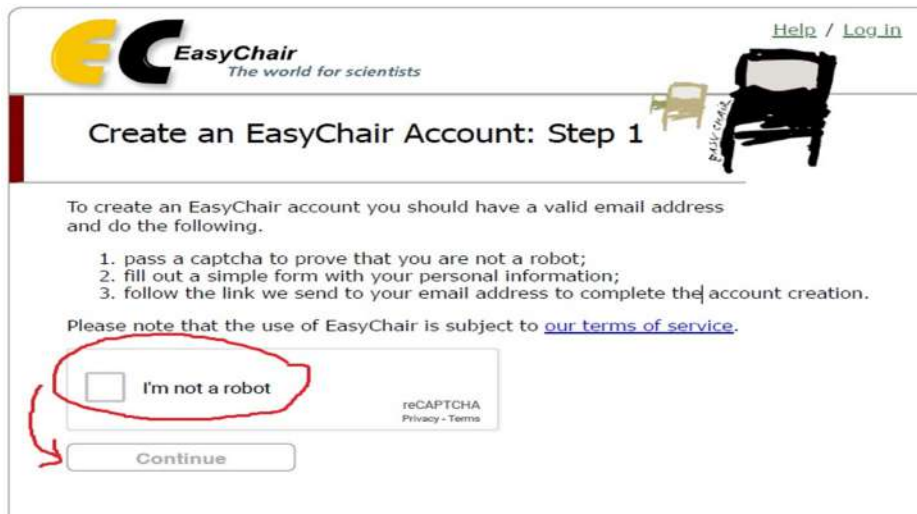


Figure 1 – Step 1 of creating an Easy Chair account

A window will appear in which the user has to select some pictures that contain the same item. In the example from Figure 2 the user has to select all the pictures with crosswalks (it is written in gray above the pictures). Do so, then click the “VERIFY” button.

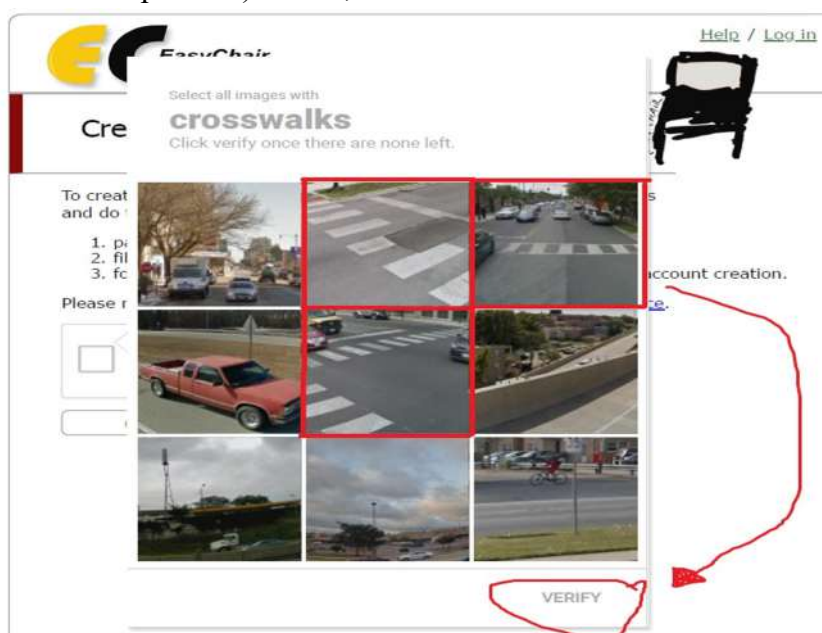


Figure 2 – Step 1 of creating an Easy Chair account

STEP 2

A form will appear for you to complete your personal details, like the one in Figure 3. The text written in red is just an example of how you should write the data. After completing all the boxes you should press the “Continue” button.

The screenshot shows the 'Create an EasyChair Account: Step 2' form. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in' and an illustration of a chair. The main heading is 'Create an EasyChair Account: Step 2'. Below it, instructions state: 'Please fill out the following form. The required fields are marked by *.' and 'Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.' The form contains four input fields: 'First name*' with 'Alexandru', 'Last name*' with 'Ionescu', 'Email: *' with 'ionescu_al@yahoo.com', and 'Retype email address: *' with 'ionescu_al@yahoo.com'. A 'Continue' button is at the bottom, circled in red with an arrow pointing to it.

Figure 3 – Step 2 of creating an Easy Chair account

STEP 3

If all the data is written correctly, a window will appear confirming your Account Application and informing you that an email was sent to the email address that you entered in the previous step.

The screenshot shows the 'Account Application Received' confirmation page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in' and an illustration of a chair. The main heading is 'Account Application Received'. The text reads: 'We received your application. A mail with further instructions has been sent to the email address ionescu_al@yahoo.com'. Below this is a section titled 'If You Do not Receive the Instructions' with the following text: 'If you do not receive our email with instruction on how to create an account, please read the following information. Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.' The reasons listed are: 'Incorrectly typed email address' (This is still the most likely cause of delays.), 'Slow mail processing' (Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.), '"Reply-me" mail protection.' (Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.), 'Mailbox problems and quotas' (Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.), 'Anti-spam filters' (It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.), and 'General connection problems' (There might be general connection problems, for example your mail server may be unreachable for a long time.). The page concludes with: 'Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later. You can repeat your application at any time. Another email will be sent to you.'

Figure 4 – Step 3 of creating an Easy Chair account

STEP 4

Access your email account, open the email received from Easy Chair (it should look something like Figure 5) and click the link to create the Easy Chair account.

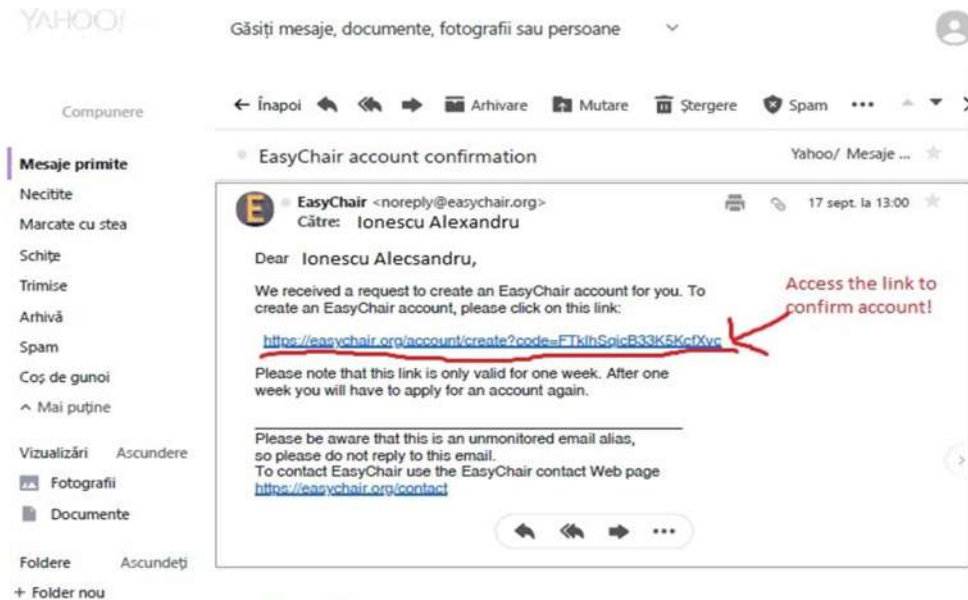


Figure 5 – Step 4 of creating an Easy Chair account

STEP 5

The account creation form should open, like Figure 6. You should check the agreement box (marked with red in Figure 6), complete the form with your data and click the “Create my account” button. The text written in red is just an example of how you should write the data.

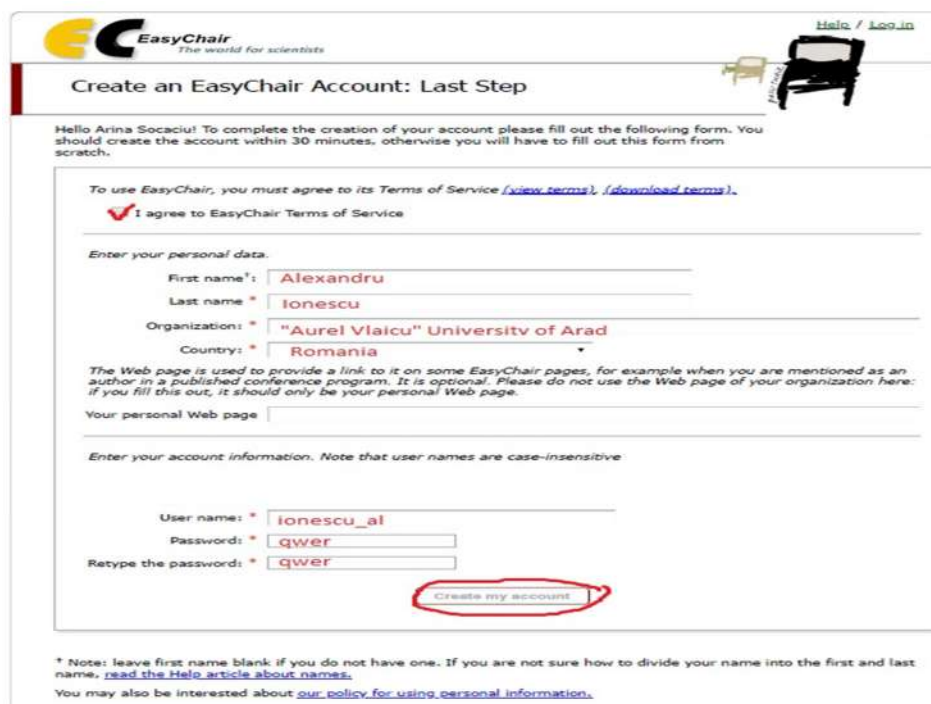


Figure 6 – Step 5 of creating an Easy Chair account

STEP 6

A window with a message confirming the creation of your account should appear (see Figure 7).



Figure 7 – Step 6 of creating an Easy Chair account

In order to submit a paper, you must log in.