

#### PANDUAN REGISTRASI DAN SUBMIT FULL PAPER:

Untuk dapat submit abstrak, fullpaper ataupun mendaftar sebagai peserta seminar maka peserta harus melakukan registrasi terlebih dahulu pada laman: https://ucs.unud.ac.id/conf/knep-xiii-2023

1. Silakan melakukan registrasi pada bagian daftar/ register.



ABOUT CONFERENCE

2. Pilih registrasi melalui EMAIL untuk peserta dari luar Udayana dan pilih

← → C 🔒 ucs.unud.ac.id/login		× 🛛 :
	LOGIN TO YOUR ACCOUNT	
	EMAIL	
	Enter email	
	PASSWORD	
	Enter password	
	Forget Password 7	
	OR LOGIN WITH	
	IMISSU EMAIL	file



3. Silakan masukkan Email aktif dan isikan password yang akan digunakan sebagai password user UCS.

UCS   Universitas Udayana x +								-	0	×
$\leftarrow$ $\rightarrow$ $O$ $\oplus$ https://ucs.unud.ac.id/register						A,	6 0	•		
		MCS								
			<b>C</b> 11							
		USER REGISTRATIO	ON							
	NAME	EMAIL								
	Enter name	Enter er	mail							
	PASSWORD	CONFIRM	PASSWORD							
	Enter password	Enter C	onfirm passv	vord						
	CONTACT ADDRESS			COUNTRY						
	Enter contact address			- Choose Country -	*					
	GENDER	PHONE								
	Choose Gender	* Enter pl	hone numbe							
	AFFILIATION									
Charles and	Enter affiliation									
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 Setelah mengisi email dan password, anda akan mendapat email konfirmasi dari panitia konferensi berupa link untuk mengaktifkan user UCS anda. (Klik Activate)





5. Silakan masuk ke sistem UCS melalui menu login pada laman <u>https://ucs.unud.ac.id/conf/knep-xiii-2023</u> menggunakan Username berupa email dan password yang telah didaftarkan.

UDAYANA CONFERENCE SYSTEM
LOGIN TO YOUR ACCOUNT
EMAIL
Enter email
PASSWORD
Enter password
Forget Password ?

6. Setelah login anda akan masuk ke profil UCS anda, silakan pilih Konferensi Nasional Engineering Perhotelan (KNEP-XIII) dengan menscroll kebawah atau mengetik pada bagian Search. Pada bagian kanan dari Konferensi Nasional Engineering Perhotelan (KNEP-XIII) klik Seminar Registration.





7. Silakan isi participant status dan participant category, lalu tekan Yes, continue the registration.

D This is the initial registration page. Please complete the form then click "Continue Registration". Make sure the seminar name is correct. After this if you register as a Presenter or Poster you will be directed to the paper registration page. If you choose as a Non-Speaker Participant, you will immediately be directed to the payment page.				
Registration Confirmation				
Participant Status (*) Choose participant status	Participant Category (*) O Participant - Presenter or Poster O Participant - Non-Presenter			
Choose participant status Lecturer	thor or poster participant			
Student Umum	or KONFERENSI NASIONAL ENGINEERING P	ERHOTELAN XIII - 2023 (KNEP XIII - 2023) , are you sure?		
Action				
✓ Yes, Continue the registration <b>D</b> Back				

8. Setelah itu akan muncul seperti pada gambar di bawah, klik New Submission.

Fullpaper Submission Deadline (01 Mar 2023 s/d 30 Jun 2023)						
New Submission					<b>D</b> Back	
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9. Isikan judul makalah anda, pilih topik, jenis peserta dan pilih jenis publikasi lalu klik save and continue.

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Fullpaper Title (*)				
Enter Fullpaper title				
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12. Desain, Mekanika Terapan dan Analisis Struktur	Ŧ	Pemakalah Umum - Dosen	Ŧ	- Select Publication Type -
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#### 10. Klik upload Fullpaper

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Showing 1	to 1 of 1 entries			Is Filled In)			

11. Upload file fullpaper pada choose file. Jika fullpaper sudah terupload maka pada bagian download fullpaper berwarna hijau. Untuk memastikan silahkan klik download fullpaper. Kemudian klik Save and Continue



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12. Isikan data author secara lengkap, klik **add New Author** untuk menambahkan data author berikutnya (*bagian yang kosong beri tanda "-"*), lalu klik save and continue

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13. Check fullpaper yang telah di upload, pastikan setiap step telah tercentang hijau, lalu click **Confirm.** 

Step 1: FULLPAPER  Step 2: MEMBER LIST	Step 1: FULLPAPER V Step 2: MENDER LIST Step 3: CONTRIA FULLPAPER				
Note     Make sure the fullpaper / Abstract data you	JSUBMITTED IS CORRECT, ONCE CONFIRMED, THE DATA CAN NOT BE CHANGED ACAIN.				
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**14.** Jika data telah lengkap makan akan muncul keterangan seperti dibawah, dan klik **confirmation.** 

Confirm	×
Are you sure you want to confirm? The data will not be changed again after it is confirm	ned.
✓ Confirmation Statal	

15. Selesai.

