Getting Started with EasyChair

Setting Up Your Account
First of all, you’ll need to register an account with EasyChair. Go to https://easychair.org/conferences/?conf=isfa2018

Underneath the “User name” and “Password” fields, there should be a line that says, “If you have no EasyChair account, create an account.” Click the link there. It should bring you to a page that will confirm that you are a human:

Type in the phrases shown in the image, and click “Continue.”
Next, it will ask for your name and email address. Provide them as requested and click “Continue.”

You will receive an email shortly soon afterward. Open the email and follow the instructions, clicking the link to create your account. Congratulations! You’ve registered an EasyChair account.

**Submitting a Paper**

Once again, go to [https://easychair.org/conferences/?conf=isfa2018](https://easychair.org/conferences/?conf=isfa2018) — this time, now that you have an EasyChair account, you can log in using the user name and password you just registered.

After logging in, you will be taken to a page with a menu across the top that should look like this:
Click “New Submission” (on the far left) to submit a paper. This will take you to the New Submission page:

Fill out the Author Information section as the page requests. If you have more than three authors, click the “Click here to add more authors” link under the third author listing.

Scroll down and fill out the Title and Abstract and Keywords sections:

Fill out (or copy and paste into) the Title, Abstract, and Keywords fields as the page requests. Remember to put each keyword on its own line.

Next, select the session name for your paper to be submitted to, and upload your paper. To upload your paper, click the “Browse...” button in the Uploads section and select your paper to upload it. Your paper must be in PDF format.
When you have finished, click the “Submit” button at the bottom of the page:

If something is wrong with your submission, a message will appear to tell you what to fix. If everything went correctly, you’ll see a screen that looks a lot like this:

As the red text suggests, this means that your submission has been successfully saved on EasyChair.

**Modifying or Withdrawing a Submission**

What if you want to modify some part of your submission once it’s been uploaded and saved? Let’s take another look at the bar at the top of the EasyChair web page:

Next to “New Submission,” there should be a button labeled “Submission [number]” (or, if you have multiple submissions, it will be labeled “My Submissions” and have a drop-down list of your submissions to choose from when you hover the mouse cursor over the button). Click the button to open the submission information page (it should look essentially identical to the “successful submission” page):
To modify part of your submission, use the links in the top right corner.

Updating Submission Information
Click the “Update information” link in the top right corner of the submission information page. The Update Information page will be shown:

Here, you can change the title, abstract, or keywords for your submission. You can also change the session you are submitting to. When you’re finished, click the “Update Information” button at the bottom.
Updating Authors
Click the “Update authors” link in the top right corner of the submission information page. The Author Information page will be shown:

Click the information that you want to change (for example, someone’s email address), then make the modification and click the “Save” button. If you’d like to add an additional author, click “Add new author” in the top right. You can also go directly to the page to update your submission information by clicking “Update submission information” in the top right (see above for details on updating submission information).

Withdrawing a Submission
Click the “Withdraw” link in the top right corner of the submission information page. The Submission Withdrawal page will be shown:
You have the option of either sending a message to the chairs along with your withdrawal, or simply withdrawing without sending a message to the chairs. If you want to send a message, type the desired subject line of the message in the “Subject:” field and the message itself in the “Message:” field. When you are finished typing your message, click the “Withdraw and Send the Message” button. Your submission will immediately be withdrawn when you click this button. You will be taken to a page with the message “Submission [number] has been withdrawn and your message has been sent to the chairs.”

If you do not want to send a message, click the “Withdraw Without Sending the Message” button. Your submission will immediately be withdrawn when you click this button. You will be taken to a page with the message “Submission [number] has been withdrawn.”