

## User instructions for congress abstract management system


### 1. Signing up

1.1. Click on the URL for the 27th Annual South African Psychology Congress below:


<https://www.securebackups.africa/PsySSA2023/>

1.2. You will see the following login screen:

### Login



Between Psychological Practice and Psychosocial Praxis:  
Southern Standpoints on Radical  
Hope and Healing  
27th Annual South African Psychology Congress  
4 to 6 October 2023  
Emperors Palace, Johannesburg, South Africa



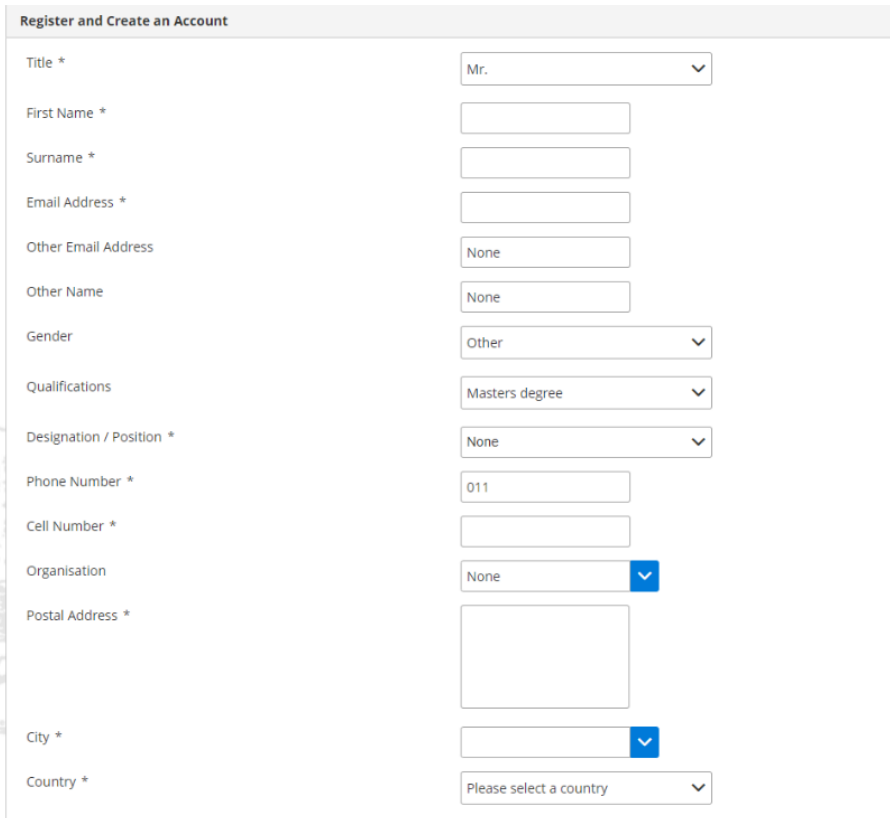
Email Address

Password

Login Reset Password

Create an Account

1.3. Click “Create an Account”. It will bring up the following screen:



Register and Create an Account

Title *	Mr. ▼
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Email Address *	<input type="text"/>
Other Email Address	None
Other Name	None
Gender	Other ▼
Qualifications	Masters degree ▼
Designation / Position *	None ▼
Phone Number *	011 <input type="text"/>
Cell Number *	<input type="text"/>
Organisation	None ▼
Postal Address *	<input type="text"/>
City *	<input type="text"/>
Country *	Please select a country ▼

Fill in your details. Kindly ensure that you **do not** fill your details in Caps Lock.

1.4. If you have a different email address other than the one that you entered in step (3) above, please enter your alternative email address here in step (4), under “Other Email Address”. This is necessary in case you forget which email address you used to sign up; that way, no matter which email address you provide at the login screen, you will be able to login. Cell number is your mobile telephone number. Please ensure you put the country code.

1.5. Once you have completed filling all your details, in the above steps, you will to either agree or disagree to the release of our information to the Congress exhibitors and sponsors. Furthermore, you will need to agree to the Terms and Conditions. This will be done by clicking on the grey “X NO” blocks and changing them to the blue “✓ YES” box.

**Terms and Conditions**

- a. I confirm that the work is my own and has not been plagiarised and has not been presented elsewhere.
- b. I confirm that correct academic references will be provided.
- c. The decision to accept or reject my submission is at the sole discretion of the congress organisers.
- d. I hereby confirm that my submission and work conforms to international standards on ethics and human rights.
- e. I have, or will, declare any conflict of interest, prior to submitting my work.

**Agree to Terms and Conditions**

I confirm that I understand the above terms and conditions and the cancellation terms and will ensure that I adhere to these terms and conditions \*

✘ No

I hereby confirm that I have provided accurate and honest information regarding my demographics, country of location, and status within my organisation, specifically whether I am a student or not \*

✘ No

[Continue to Account](#)



[Return to Login Page](#)

1.6. Once you have agreed to the Terms and Conditions, you will then be able to “Continue to Account”. Once “Continue to Account” turns blue, you may click on it to create your account. This can be seen below.

**Agree to Terms and Conditions**

I confirm that I understand the above terms and conditions and the cancellation terms and will ensure that I adhere to these terms and conditions \*

✔ Yes

I hereby confirm that I have provided accurate and honest information regarding my demographics, country of location, and status within my organisation, specifically whether I am a student or not \*

✔ Yes

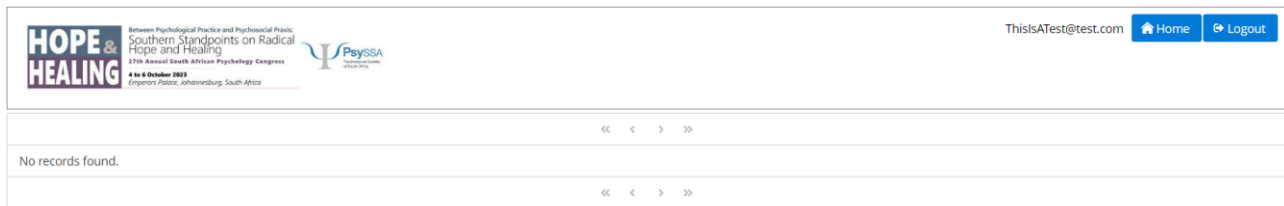
[Continue to Account](#)



[Return to Login Page](#)

## 2. Using the system

Once you have completed the sign-up process, you will automatically be logged in and you may immediately start working on your abstract or symposium or panel or poster. The system will email you your password. The first thing you should consider doing is changing the password.



You will notice 3 of features on the screen when you log in:

**Feature 1: The Home button**

**Feature 2: Logout**

**Feature 3: New**

Let's discuss each of these in turn.

### 2.1. The Home Bar

This lets you update your profile details, submit an abstract (a paper or a poster), submit a symposium (or a round table).

### 2.2. Logout

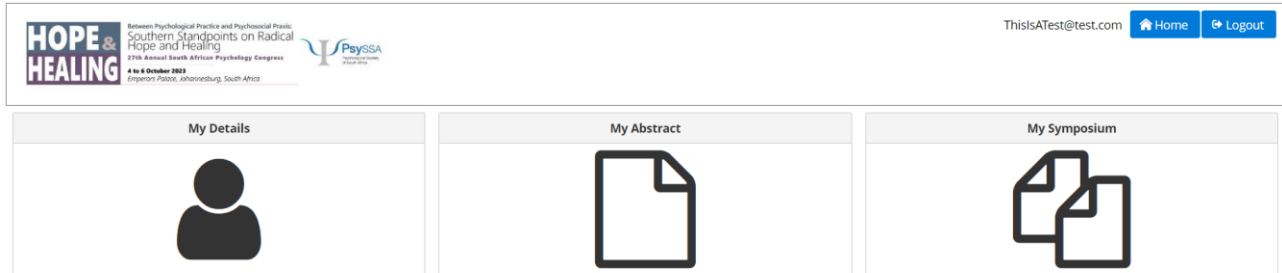
This allows one to leave the Abstract system.

### 2.3. New

This allows one to upload an abstract.

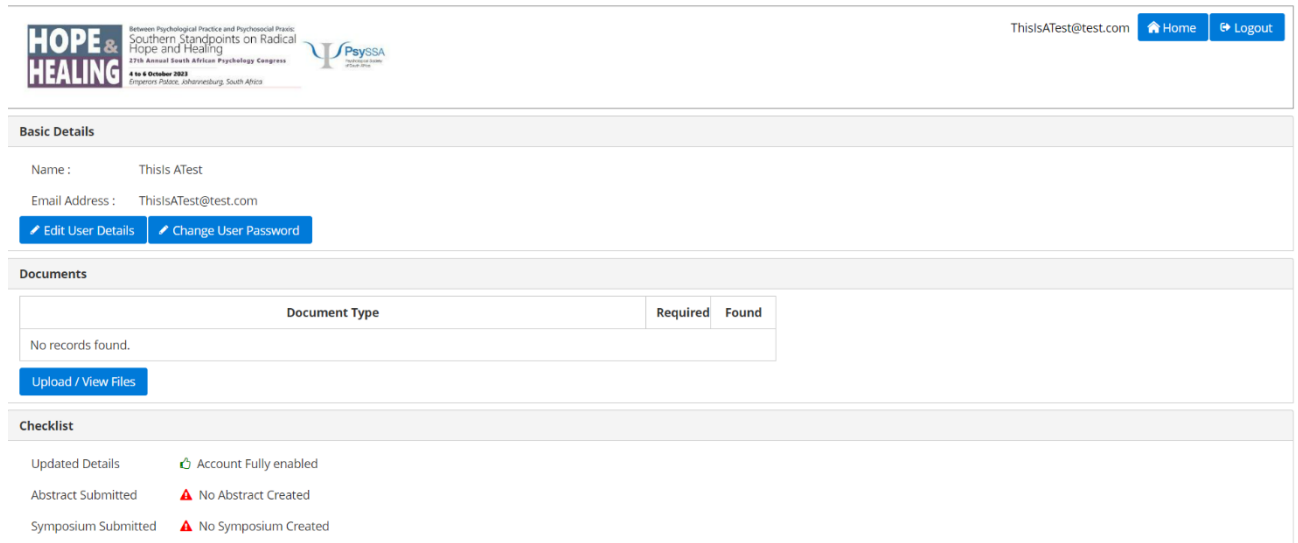
## 2.4. Changing your password.

- 2.4.1. Click on “Home”
- 2.4.2. Click on “My details”



The screenshot shows a user dashboard with a header banner for the 'HOPE & HEALING' conference. The dashboard contains three main sections: 'My Details' with a person icon, 'My Abstract' with a document icon, and 'My Symposium' with a document icon. The user's email 'ThisIsATest@test.com' and 'Home' and 'Logout' buttons are visible in the top right.

### 2.4.3. Click on “Change User Password”

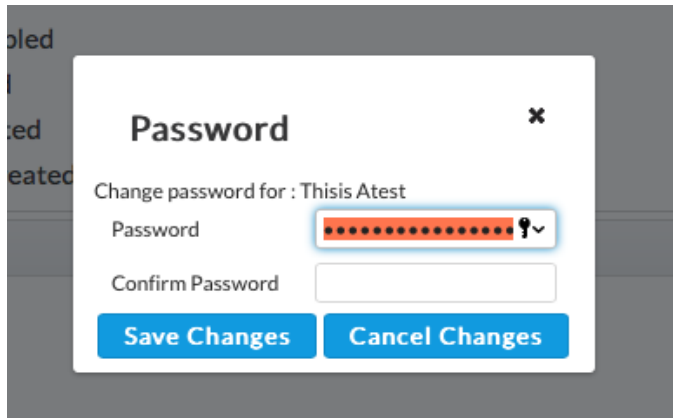


The screenshot shows the 'Basic Details' page of the user dashboard. It displays the user's name 'ThisIsATest' and email address 'ThisIsATest@test.com'. There are two buttons: 'Edit User Details' and 'Change User Password'. Below this is a 'Documents' section with a table showing 'No records found.' and an 'Upload / View Files' button. At the bottom is a 'Checklist' section with the following items:

Document Type	Required	Found
No records found.		

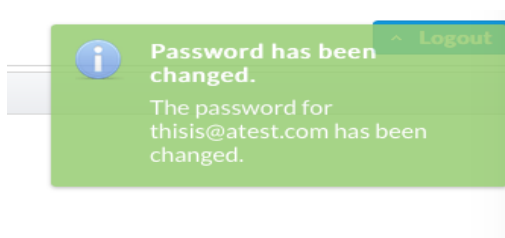
Updated Details ✔ Account Fully enabled  
Abstract Submitted ▲ No Abstract Created  
Symposium Submitted ▲ No Symposium Created

- 2.4.4. Fill in your new password, twice. Please ensure it has at least one digit (1234567890) and one punctuation mark (!@#\$\$%^&\*())



A screenshot of a web application's password change dialog box. The dialog has a title bar with the word "Password" and a close button (X). Below the title bar, it says "Change password for : Thisis Atest". There are two input fields: "Password" and "Confirm Password". The "Password" field contains a series of red dots and a key icon. Below the input fields are two buttons: "Save Changes" and "Cancel Changes".

If the password change is successful, you will see the following alert:



### 3. Abstracts (Posters and Papers)

- 3.1. Click on "Home"
- 3.2. Click on "My Abstract"
- 3.3. Once you clicked on "My Abstract" a screen will appear
- 3.4. The following screen will come up. This lists the abstracts that are on the system already. If you have no abstracts, it will be empty (as shown)



[New](#)

- 3.5. To submit an abstract, click on "New"
- 3.5.1. This will bring up the following menu:

Abstract Being Edited by Thisis Atest

**Details** Additional Details Authors and Co-Authors

Paper ID 0

Paper Type

First Thematic area \*

Second Thematic area \*

Paper Title \*

Abstract \* 

Please enter some text

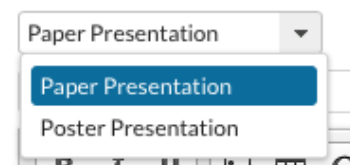
Total Words :

Done Withdraw Submission Cancel Changes

3.5.2. You will notice the screen that comes up has TABS. The first tab, “**Details**” are about the basic details of the abstract, including the abstract itself, which you fill in under “Abstract brief”. You can click the Paste from Word-processor icon if you are copying and pasting your abstract from a word processor. This will preserve things like bold, italics, font style, etc. Otherwise, you can just type here.

3.5.3. Please ensure that you provide a title for your submission under “Paper Title”. Note that the system will not let you use the same title as someone else’s paper.

3.5.4. Then select your paper presentation type: poster, paper, etc.



“**Additional Details**”.

3.5.5. Conflict Declaration – This is where you will state if you have a conflict that needs to be declared. Furthermore, should your Abstract be part of a Symposium, this is where you will state it.

Abstract Being Edited by Thisis Atest

Details **Additional Details** Authors and Co-Authors

Question	Response
No records found.	
Conflict Declaration *	None
Not associated with any Symposium	

Done Withdraw Submission Cancel Changes

3.5.6. The next tab “Authors and Co-authors”, allows you to select who else was an author on the paper. If you are a student – you must include your supervisor as a co-author. Furthermore, all co-authors on the paper must be included. Persons not already on the system will be emailed invitations to join.

Abstract Being Edited by Thisis Atest

Details Additional Details **Authors and Co-Authors**

Add New Co-Author

Primary Author	Remove	Name	Email Address	Organisation	Presenting
★	🗑️	Thisis Atest	thisis@test.com	None	✖️

No records found.

Done Withdraw Submission Cancel Changes

3.5.7. If you have a second or third (or however many) authors, click on “Add New Co-Author”. A screen will come up requesting the person’s information. **Please ensure that you provide their correct email address that they used to sign up onto the system, if they have already signed up on the system.**



**User Details**

Title \*  ▼

First Name \*

Surname \*

Country \*  ▼

Organisation \*

Email Address \*

[Save Changes](#) [Cancel Changes](#)

3.5.8. Click “Save Changes”. Once you have added the co-author, their name will appear on the co-author list. You can then indicate if they are also presenting the paper by clicking on “Presenting”

[Add New Co-Author](#)

Remove	Name	Presenting
<input type="button" value="x"/>	thisis atest	<input checked="" type="checkbox"/>

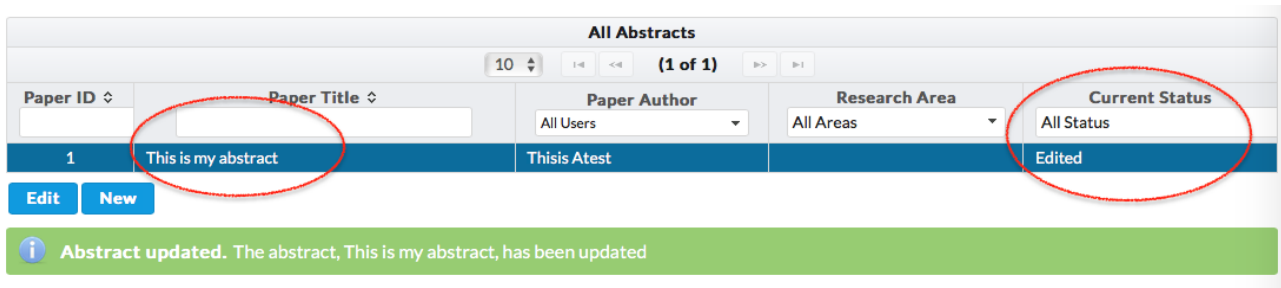
3.5.9. Once you have finished editing your abstract, and you are certain that you have all the correct information in place, including and not limited to:

- Entering the abstract contents / abstract brief
- Selecting co-authors
- Selecting research areas (this is important for the academic peer review process)

[Save Changes](#) [Submit for Review](#) [Withdraw Submission](#) [Cancel Changes](#)

3.5.10. You can then go on to submit the abstract by pressing “Submit for Review”:

- However, if you are not ready to have your abstract reviewed, you can just save the changes. If you made a lot of mistakes and want to undo the changes, press Cancel Changes.
- Lastly, if you have submitted for review, you can then later on click “Withdraw Submission”. You’d want to do this in a case such as where you cannot afford to travel to the destination country, or you decide that the work is no longer appropriate for the conference.
- Once you have saved your abstract, you will see it listed in your list of abstracts. Note that the section “**Current**

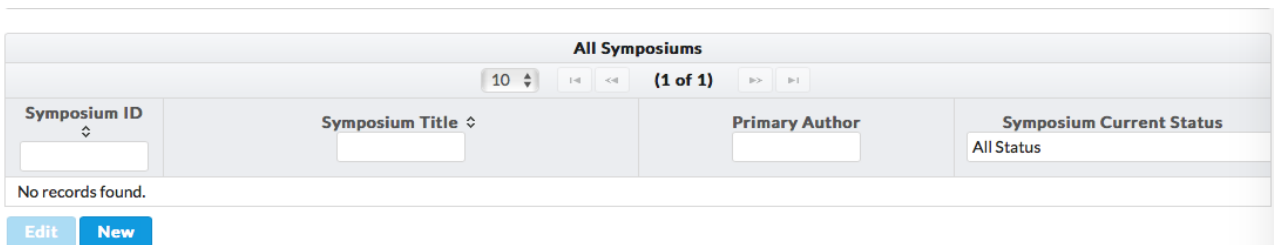
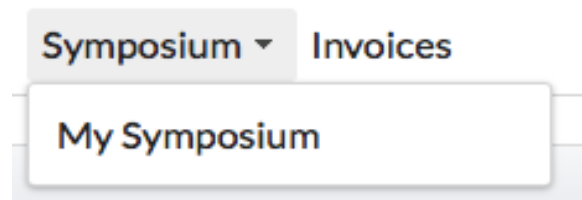


**Status”** shows you whether the abstract is saved, edited, under review, accepted, rejected, etc.

### 3.2 Submitting a Symposium, Panel or Roundtable

Click on the Symposium menu:

The same type of screen as we saw appeared for editing abstracts, will come up:



Like the abstract screen, this has a number (ID), a title, a primary author, and a status.

To create a new symposium, panel or roundtable, just press “**New**”. Again, a very similar screen to the abstracts editing screen will appear. Follow the same steps as for 3.1 above. Select your Symposium Type: it may either be a roundtable or symposium. The only difference with a Symposium submission is that it comprises many paper presentations. So, in the screenshot below, you will see that there is a tab called “**Papers**”. These are going to be abstracts on the system that you can add to your symposium.

Abstracts ▾ Symposium ▾ Invoices











### Symposium Being Edited by Thisis Atest

Details Additional Details **Papers** Authors and Co-Authors Files

Symposium ID: 0

Symposium Type: Workshop ▾

Symposium Title: New Symposium

**B I U**          

None

Symposium Abstract \*

[Save Changes](#) [Submit for Review](#) [Withdraw Submission](#) [Cancel Changes](#)

3.2.1. Click “Papers”

3.2.2. Click “Add new abstract” to add an abstract that has not yet been uploaded.

3.3.3. Follow the same steps outlined in step 3.1 as per an individual paper, for each paper that is part of the symposium. Repeat this step until you have added all the relevant papers to the symposium.

3.3.4. Fill in the other details for the symposium, such as its research area, primary overall abstract, and so on.

Details	Additional Details	<b>Papers</b>	Authors and Co-Authors	Files
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Add Paper:

Remove	Select	Paper ID	Paper Title
No records found.			

3.3.5. If the paper has already been added by a co-author, select “Add Paper” and add the papers that form your symposium.

Thank you for using our system.