

# **GUIDE**

## **Create an account**

**Olt J.; Kikas T.; Meneses L. (Editors)**

The reviewing process of papers for the Agronomy Research is managed in an online conference management system called EasyChair. This system will make the submission and management process easier for the users and for the editors. If you are a new user, you will have to register before submitting anything.

If you run into any technical issues, please contact us at: [agronomy@emu.ee](mailto:agronomy@emu.ee)

Guide for creating an account.  
Editors: Olt, J., Kikas, T., Meneses, L.  
<http://agronomy.emu.ee>  
© Estonian University of Life Sciences, 2018

## Create an account

### Step 1

To create your account [please click here](#). Then, check the box 'I'm not a robot', and click on 'Continue'.



### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

### Step 2

Next, fill out the form with your 'First name', 'Las name', 'Email address'. Do not forget to 'Retype email address'. Click on "Continue".



### Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name<sup>†</sup> (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

Continue

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

After Step 2 you will see a notification 'Account Application Received' on your screen like the one below.



## Account Application Received

We received your application. A mail with further instructions has been sent to the email address

### If You Do not Receive the Instructions

If you do not receive our mail 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.

#### *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, your mail server may spend a lot of time checking incoming mail for spam.

#### *"Reply-me" mail protection.*

Some mailers, when receiving a mail 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 get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

#### *Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

#### *Anti-spam filters*

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

#### *General connection problems*

There might be general connection problems, for example your mail server may be unreachable for a long time.

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, 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.

Check your inbox. You will receive a confirmation email like the one below. Click on the link provided to continue with your registration process.

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=TLEx3gQTjZRgV68bHeh>

Best regards,  
EasyChair.

## Step 3

Complete your registration process by filling out the form provided. Click on "Create my account".

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

---

Enter your personal data.

First name<sup>†</sup>:

Last name (\*):

Organization (\*):

Country (\*):

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

---

Enter your account information. Note that user names are case-insensitive

User name (\*):

Password (\*):

Retype the password (\*):

Once your account is created you can log in by clicking in the link provided ('click here to log in to EasyChair').



---

## Account Created

---

**Your EasyChair account has been created!**

If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference.

For any thing else, including publishing a preprint, [click here to log in to EasyChair](#).