



## EasyAbstracts - instructions for abstract submission, amendment and withdrawal

When you select the [Submit ANZAHPPE 2019 abstract](#) button you have the option to create a new account or sign in as an existing user.



If you are a new user follow the instructions below.

### 1. Creating a contact author account - New Users

- a. Complete your contact details and select the [Sign Up](#) button.

Create an Account

First name

Last name

Email address

Confirm Email Address

Password

Password again

Already an EasyAbstracts Member?

Email Address

Password

Remember Me

- b. You will then be requested to complete your contact author profile.
- c. Complete the details and select the [Save](#) button.

Once signed up to *EasyAbstracts*, you will have a permanent account and can submit content to any future events using the *EasyAbstracts* submission platform.

### 2. Creating a contact author account - Existing Users

If you submitted content to ANZAHPPE 2017 or ANZAHPPE 2018 or were a reviewer you will already have an account and password. Logon using your email address and password. You can reset your password but please be aware *EasyAbstracts* generates emails automatically and some spam filters, depending on how strong their filter is set, can inadvertently delete the email or filter it into your 'junk email' folder.

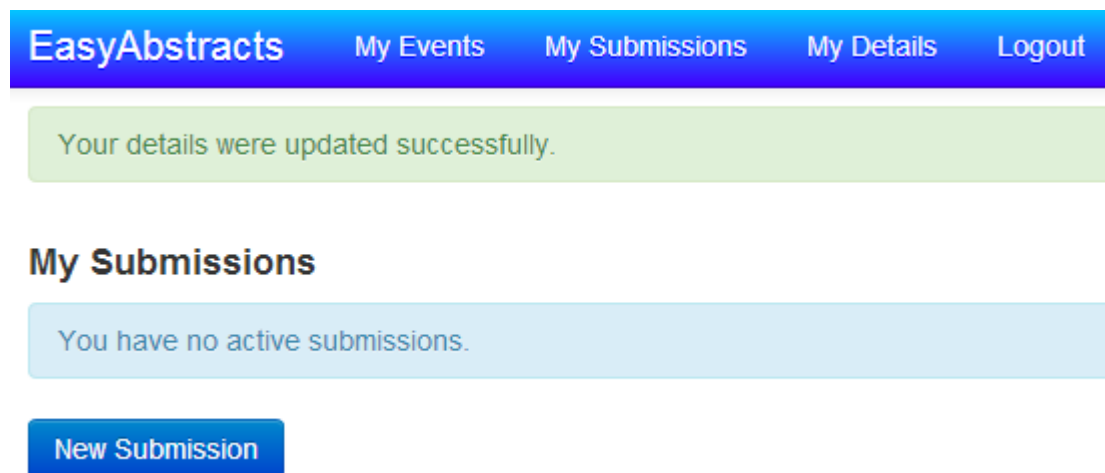
If you have not received an email, check your email's spam folder or contact this office [anzahpe@plevin.com.au](mailto:anzahpe@plevin.com.au) and we can reset your password.

### 3. How to submit an abstract

Submitting an abstract involves two steps.

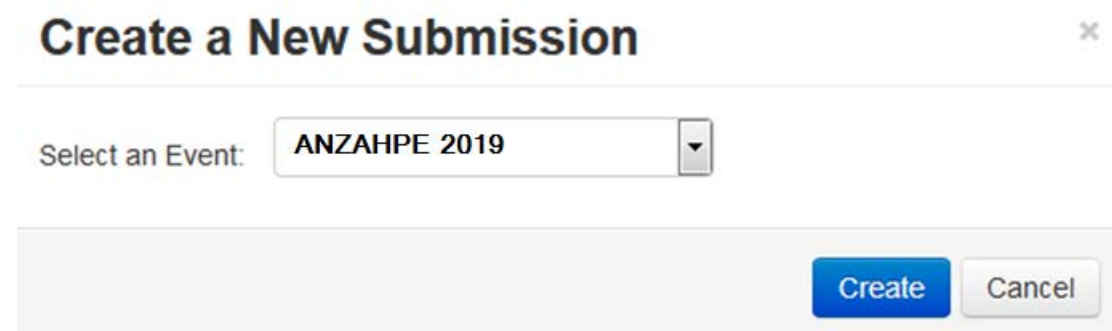
- Completion of the submission form, and
- The upload of the abstract.

To submit content, select the [New Submission](#) button.



The screenshot shows the top navigation bar of the EasyAbstracts website with links for 'EasyAbstracts', 'My Events', 'My Submissions', 'My Details', and 'Logout'. Below the navigation bar is a green success message: 'Your details were updated successfully.' Underneath is the 'My Submissions' section, which contains a light blue message: 'You have no active submissions.' At the bottom of this section is a blue button labeled 'New Submission'.

The option *ANZAHPE Conference 2019* will appear. Select the [Create](#) button.



The screenshot shows a dialog box titled 'Create a New Submission' with a close button (X) in the top right corner. Inside the dialog, there is a label 'Select an Event:' followed by a dropdown menu that has 'ANZAHPE 2019' selected. At the bottom right of the dialog are two buttons: a blue 'Create' button and a grey 'Cancel' button.

#### a. Submission form

When the event has been selected, the ANZAHPE 2019 Conference submission form is available for you to complete.

## New Submission

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Title

Platform

Presenter Biography Provide a brief personal biography (50 words max.)

Presenter Biography

Additional Information

Keywords

Separate your keywords with a semi-colon.

## Presenter Details

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Title

First Name

Last Name

Email Address

Organisation

Country

Complete the submission form and select [Save and Continue](#). You will be directed to the Upload screen. A message "Your submission was saved successfully" will appear on the top of the page.

### b. Abstract Upload

Select the [Browse](#) button next to *Add a new file*. Locate your file from your hard drive and select the [Upload](#) button.

Your submission was saved successfully.

## ANZAHPE Placeholder 1

Files Notifications

Call for Abstracts - Open	Last Modified	
Add a new file: <input type="button" value="Browse..."/> No file selected.		<input type="button" value="Upload"/>

### c. How will I know that I have successfully uploaded my abstract?

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

The file was successfully uploaded.

## ANZAHPE Placeholder 1

Files Notifications

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 10:58:48	<input type="button" value="Withdraw File"/>

Your abstract will be automatically allocated an ID number which you can view by selecting the "My Submissions" menu at the top of the screen.

EasyAbstracts My Events My Submissions My Details Logout

### My Submissions

Event	ID	Title	Status
ANZAHPE	00001	<a href="#">ANZAHPE Placeholder 1</a>	Call for Abstracts

### 4. How do I update or replace my abstract?

When the abstract is uploaded, the options of [Withdraw File](#) and [Withdraw Submission](#) are available.

To update or replace an abstract, select [Withdraw File](#). This presents an [OK/Cancel](#) option.

Select [OK](#).

The file was successfully uploaded. ✕

**ANZAHPE Placeholder 1**

Files [Notifications](#)

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 10:58:48	<a href="#">Withdraw File</a>

[Edit Submission](#) [Withdraw Submission](#)

When the abstract is withdrawn, the option to upload a new file becomes available.

To upload the revised abstract, follow the same procedure as the original submission. Select the [Browse](#) button next to *Add a new file*. Locate your file and select the [Upload](#) button.

**ANZAHPE Placeholder 1**

Files [Notifications](#)

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 11:06:01	Withdrawn
Add a new file: <input type="button" value="Browse..."/> <a href="#">cfp2.docx</a>		<a href="#">Upload</a>

[Edit Submission](#) [Withdraw Submission](#)

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

The file was successfully uploaded.

## ANZAHPE Placeholder 1

Files Notifications

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 11:06:01	Withdrawn
<a href="#">cfp2.docx</a>	2017-08-20 11:10:57	<a href="#">Withdraw File</a>

[Edit Submission](#)

[Withdraw Submission](#)

### 5. How do I withdraw my submission?

To withdraw your submission, select [Withdraw Submission](#).

The file was successfully uploaded.

## ANZAHPE Placeholder 1

Files Notifications

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 10:58:48	<a href="#">Withdraw File</a>

[Edit Submission](#)

[Withdraw Submission](#)

This presents an [OK/Cancel](#) option. If you select OK the submission form and the abstract will be deleted.

You will not be able to resubmit the submission later. Are you sure you want to withdraw this submission?

OK

Cancel

The [My Submissions](#) menu Status is now shown as **Call for Abstracts – Withdrawn**.

The submission and any uploaded files will not be reviewed.

## 6. How do I amend my submission form?

To edit your submission form (e.g. change presenter details, abstract title etc.), select [Edit Submission](#). This presents the submission form which can then be edited.

The file was successfully uploaded. ×

### ANZAHPE Placeholder 1

Files Notifications

Call for Abstracts - Open	Last Modified	
<a href="#">cfp1.docx</a>	2017-08-20 10:58:48	<a href="#">Withdraw File</a>

[Edit Submission](#)[Withdraw Submission](#)

### Help Desk

Email: [help@easyabstracts.com.au](mailto:help@easyabstracts.com.au)