

ONLINE CONF Procedure Manual

Registration
Abstract Submission

AGRI SMILE Inc.
ONLINE CONF Office

Recommended System Requirements

- PC
 - Windows: Edge(Chromium)/Chrome Latest Version
 - Mac: Chrome Latest Version
- Tablet
 - iOS13 or later : Safari Latest Version
 - Windows: Edge(Chromium)/ Chrome Latest Version
 - Android: Chrome Latest Version
- Smart phone
 - iOS13 or later : Safari Latest Version
 - Android: Chrome Latest Version

*Please update in advance.

Procedure of registration

1. **【User Registration】**Click “Sign up here” of the home page, input your Email Address to the box and click “proceed”.
2. **【User Registration】**Open the Email message from ONLINE CONF Office (support@gakkai.online) , click URL and proceed to User Registration.
3. **【User Registration】**Input your information on the User Registration page and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.
※You can edit your information on your profile anytime until the conference is ended.
4. **【Payment】**After you finish User Registration, login and move on to Payment.
5. **【Payment】**Select the category and proceed to payment.
6. **【Payment】**Select credit card and make the payment.
7. **【Abstract Submission】**Log in after the payment is completed, open the Dashboard, and click "Abstract Submission".
8. **【Abstract Submission】**Click "Add New" or "Edit" in Abstract Submission.
9. **【Abstract Submission】**Input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.

1. Input your Email Address

Click “Sign up here” of the home page, input your Email Address to the box and click “proceed”.

The 8th Symposium for the Core Research Clusters for Materials Science and Spintronics and the 7th Symposium on International Joint Graduate Programs in Materials Science and Spintronics

Login

Email Address Required

Email Address

Password Required

Password

Forgot Password? >

Remember me ☐

Please agree to the ONLINE CONF [Terms](#) of Use and [Privacy Policy](#) before proceeding.

Login

Sign up

Sign up here

Click “Sign up here”

URL of the home page: <https://crcgp-mssp2024.gakkai.online/>

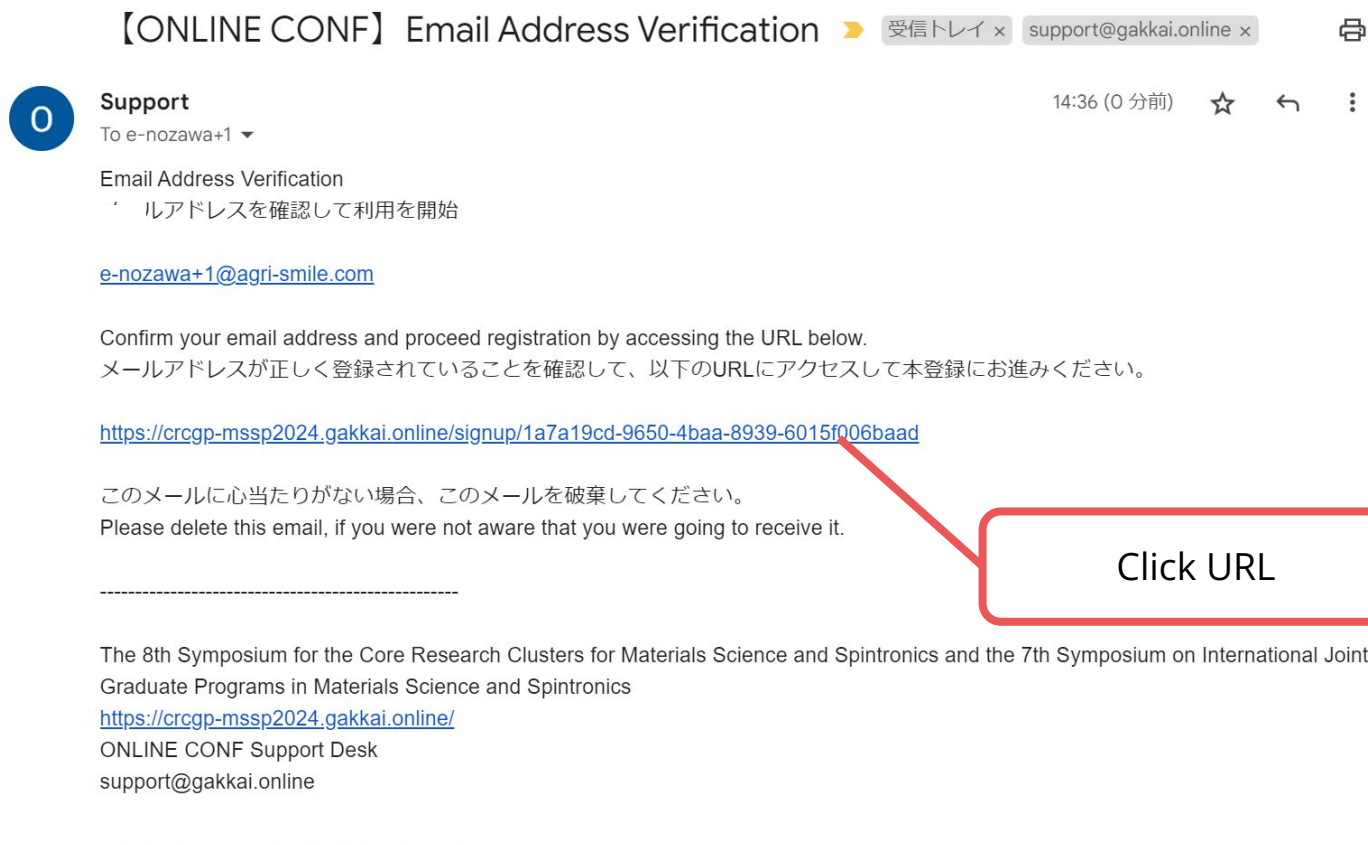
※The image is a sample.

2. Open the Email message from ONLINE-CONF Office

Open the Email message from ONLINE-CONF Office (support@gakkai.online) , click URL and proceed to User Registration.

※Please check your mailbox settings and confirm that an email from support@gakkai.online is allowed.

※If you use Gmail, please check if the Email message is sorted into Promotion Tab.

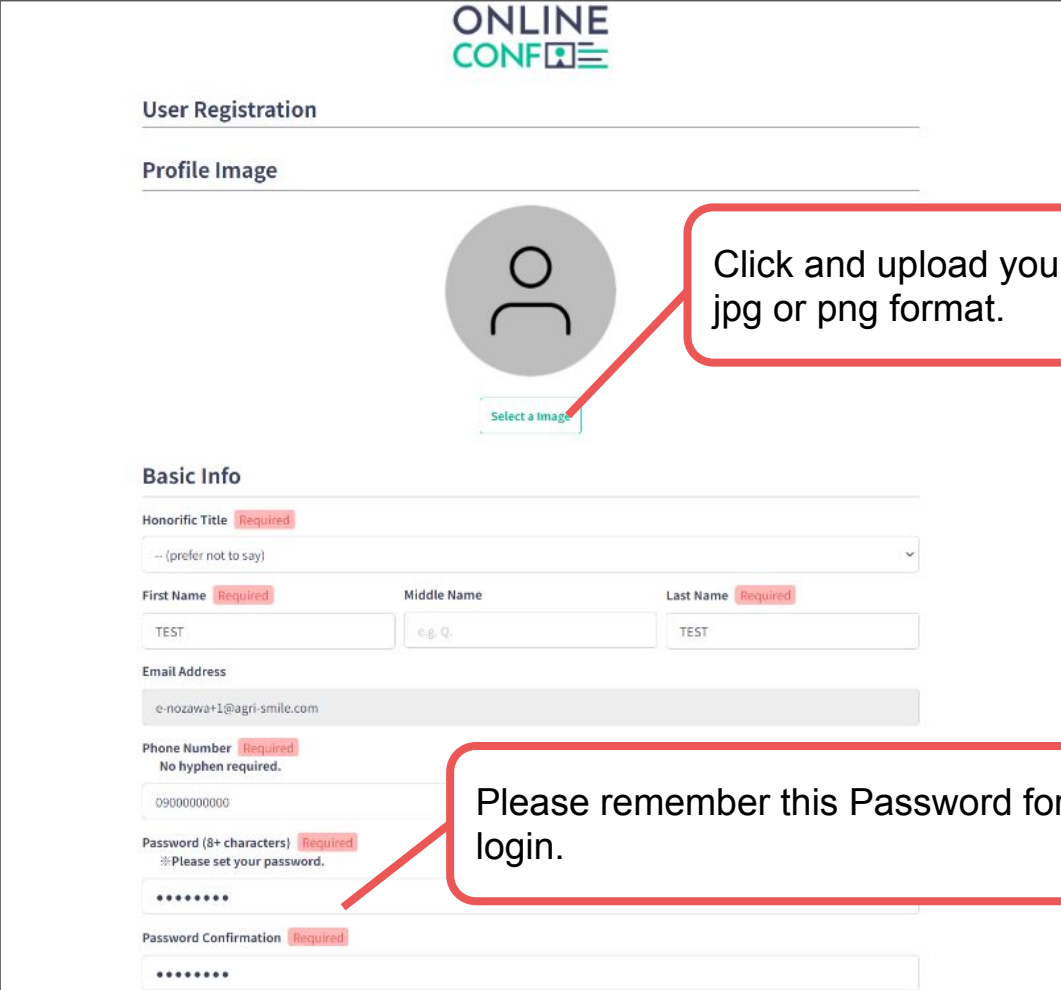


※The image is a sample.

3. Input your information on the page

Input your information on the User Registration page and click “CONFIRM” to go to confirmation page.

※You can edit your information on your profile anytime until the conference is ended



The screenshot shows the 'ONLINE CONFERENCE' User Registration page. It includes sections for 'Profile Image' and 'Basic Info'. The 'Profile Image' section has a placeholder icon and a 'Select a Image' button. The 'Basic Info' section contains fields for 'Honorific Title', 'First Name', 'Middle Name', 'Last Name', 'Email Address', 'Phone Number', 'Password', and 'Password Confirmation'. Red annotations highlight the 'Select a Image' button and the 'Password' field.

ONLINE CONFERENCE

User Registration

Profile Image

Click and upload your image, jpg or png format.

Select a Image

Basic Info

Honorific Title **Required**

-- (prefer not to say)

First Name **Required** Middle Name Last Name **Required**

TEST e.g. Q. TEST

Email Address

e-nozawa+1@agri-smile.com

Phone Number **Required**

No hyphen required.

09000000000

Password (8+ characters) **Required**

※Please set your password.

.....

Please remember this Password for login.

Password Confirmation **Required**

.....

3. Input your information on the page

Input your information on the User Registration page and click “CONFIRM” to go to confirmation page.

※You can edit your information on your profile anytime until the conference is ended

Address Type Required
☐ Home ☐ Office

Country Required
Japan

Postal Code Required
If your address has no postcode, enter 0.
0010001

Prefecture Required
Not applicable (outside Japan)

Address Required
1-1-1

SNS Accounts

Twitter <input type="text" value="https://twitter.com/xxxx"/>	Facebook <input type="text" value="https://www.facebook.com/xxxxxx"/>	LinkedIn <input type="text" value="https://jp.linkedin.com/in/xxxx"/>
---	---	---

ResearchGate

Eight

Affiliation

Type of Organization Required
Private Company

Organization Required
ABC Inc.

Department/Laboratory Name Required
Department Name

Position Required
Position

Participation Type

Participation Type Required
Onsite

User Role

※ If you would like to submit an abstract, please select "Presenter".
☒ Presenter ☐ Participant

Terms of Service and Privacy Policy

[利用規約（日本語）](#)
[Terms of Service\(EN\)](#)

☐ I read and agreed the terms of service.

[プライバシーポリシー（日本語）](#)
[Privacy Policy\(EN\)](#)

☐ I read and agreed the privacy policy.

CONFIRM >

When you finish inputting all, click
“CONFIRM” to go to confirmation page.

3. Input your information on the page

Confirm the input contents and if there is no problem, click “REGISTER” button.

※You can edit your information on your profile anytime until the conference is ended.

Affiliation

Type of Organization
Private Company

Organization
ABC Inc.

Department/Laboratory Name
Department Name

Position
Position

Participation Type

Participation Type
Onsite

Confirm the input contents and if there is no problem, click “REGISTER” button.

< MODIFY

REGISTER >

4. Registration Succeeded

⇒ Registration and Payment

After you finish User Registration, login and move on to Registration and Payment.

<https://crcgp-mssp2024.gakkai.online/>



You have been successfully registered



Please check the confirmation email sent to your mailbox.
If you cannot find the confirmation email, please try again.

Please re-register in case if this registration seems to be incomplete.

Login

Click "Login" and go into the website.

4. Registration Succeeded ⇒ Registration and Payment

After you finish User Registration, login and move on to Registration and Payment.

<https://crcgp-mssp2024.gakkai.online/>

The screenshot shows the user interface of the online conference registration system. At the top, the header includes the 'ONLINE CONFERENCE' logo, the event title 'The 8th Symposium for the Core Research Clusters for Materials Science and Spintronics and the 7th Symposium on International Joint Graduate Programs in Materials Science and Spintronics', and a status indicator '1 people online'. A user profile dropdown for 'TEST TEST' is visible in the top right. A dark blue sidebar on the left contains links for 'Home' and 'Manual'. The main content area features a section titled 'Edit Your Presentation and Profile' with three buttons: 'Registration and Payment' (highlighted with a red arrow), 'Abstract Submission', and 'Edit Your Profile'. Below this is an 'Others' section with an 'Issue Certificates' button. A red callout box with the text 'Click "Registration and Payment".' points to the corresponding button.

ONLINE CONFERENCE

The 8th Symposium for the Core Research Clusters for Materials Science and Spintronics and the 7th Symposium on International Joint Graduate Programs in Materials Science and Spintronics

• 1 people online

TEST TEST

Home

Manual

Terms

Privacy Policy

Edit Your Presentation and Profile

Registration and Payment

Abstract Submission

Edit Your Profile

Others

Issue Certificates

Click "Registration and Payment".

5. Registration and Payment

Select the category and proceed to payment.

ONLINE
CONF

Entry

Entry Fee

Select Registration Category.

☐ Non-party attendees (will attend symposium only)
¥ 0

☐ Party attendees (invited)
¥ 0

☒ Party attendees (general)
¥ 6,600 Party fee is due by November 1.

☐ Party attendees (students)
¥ 1,540 Party fee is due by November 1.

Proceed to Payment

Back to HomeSign Out

Party attendees (students)
¥ 1,540 Party fee is due by November 1.

Uploading certificates
In order to continue in the selected registration category, the certificate must be uploaded. This is used to check whether the registration category selected applies. Please upload a jpeg or png image no larger than 5 MB.
The selected plan requires a certificate to be uploaded.
ファイルを選択 選択されていません

If you choose the student category, please upload an image of your certificate.

Proceed to the page for payment.

※The image is a sample.

6. Payment

Select credit card or bank transfer and pay.

※ Bank transfer is available for those who live in Japan.

Credit card

Payment

Plan

Party attendees (general)

¥6,600

Party fee is due by November 1.

Note

Payment can be made by bank transfer or credit card.

Please note that bank transfer fees are the responsibility of the payer and that bank transfer takes much time.

Please note that the registration fee is non-refundable regardless of the reason.

Payment Protocol

☐ Bank Transfer

☒ Credit Card Payment

Select payment protocol.

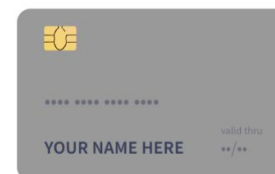
Card Payment

Accepted brands are VISA / MASTER / JCB / AMEX / DINERS.

If you use a credit card issued overseas, you may be charged a different amount than the above due to exchange rates. If you have any questions, please contact your credit card company.

Total Payment Amount: JPY 6,600

Included Fee: JPY 0



Card No

XXXXXXXXXXXXXXXXXX

Input your card's number

Name

XXXX XXXX

Input your name

Expiry Month

MM

Input expiry month

Expiry Year

YY

Review your card's expiration year

Security Code

CVC/CVV

Input CVC

Pay Now

Sign Out

Confirm the input contents and if there is no problem, click "Pay Now" button.

※The image is a sample.

6. Payment

Select credit card or bank transfer and pay.

※ Bank transfer is available for those who live in Japan.

Bank transfer

Payment Protocol

☐ Credit Card Payment

☒ Bank Transfer

Bank Transfer

振込先口座情報	
振込先銀行名	
振込先銀行コード	
振込先口座支店名	
振込先口座支店コード	
口座種別	
振込先口座番号	
振込先口座名義	

If you select Bank Transfer, please click on "Bank transfer" to view the account information and make your transfer. You will be notified by e-mail when your payment is confirmed by the system.

Bank Transfer is available for those who live in Japan.

恐れ入りますが振込手数料はご負担下さい。必ず過不足なくご入金ください。
過不足があると、正しく参加費の支払いがシステム上認識できない可能性があります。
誤った金額でご入金された場合も、返金はいたしかねますのでご了承ください。
銀行振り込みでは、口座に入金が行われシステム上に反映されるまで数営業日かかる場合がございます。
特に、開催中や開催直前の場合、トラブルが想定されますので銀行振り込みでの参加費のお支払いはご遠慮くださいますようお願いいたします。

振込が反映された後、ログインした状態で再度システムにアクセスすることで参加できます。
※ この画面が表示されている間は、まだ振込が反映されていない状態です。

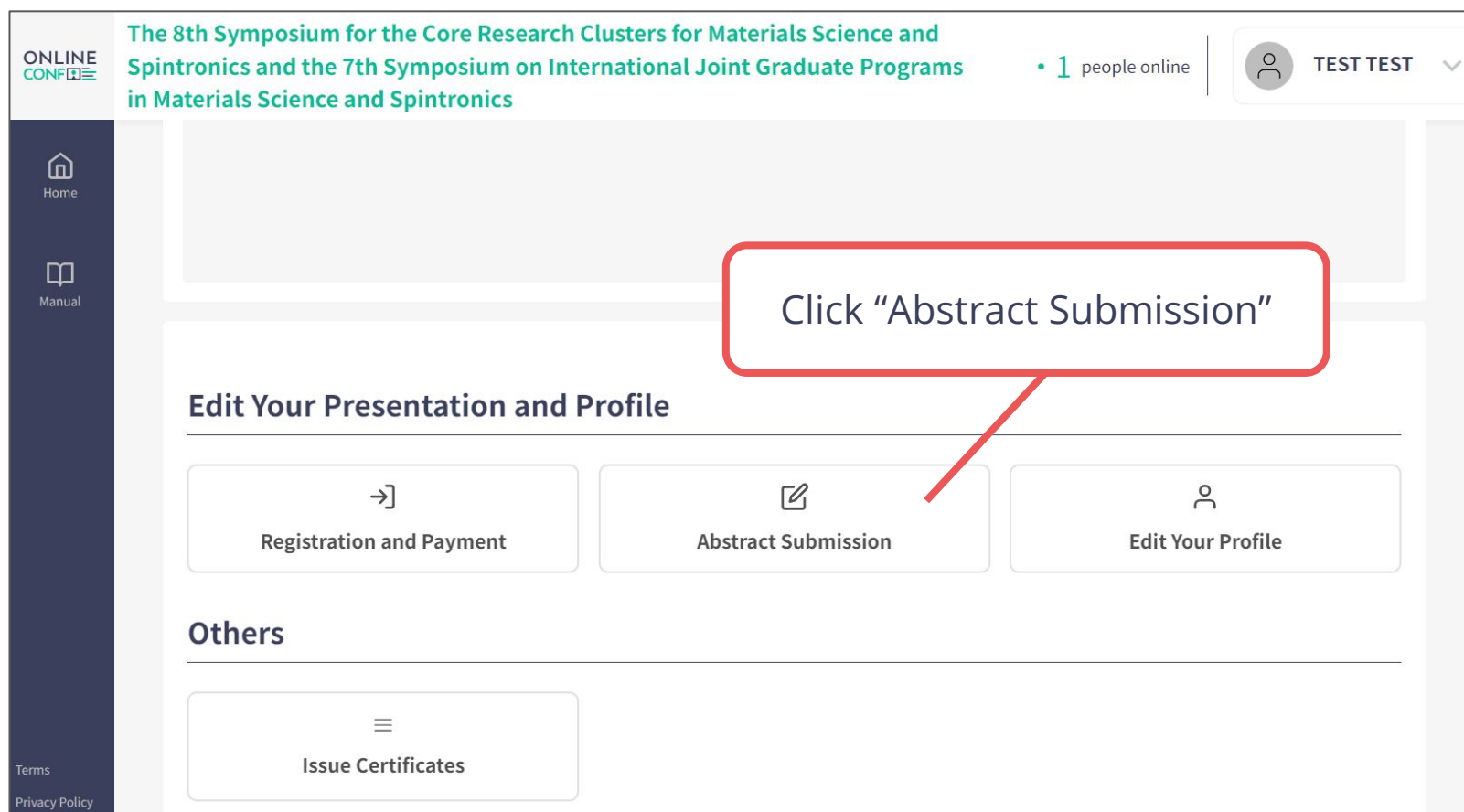
[Back](#)[Sign Out](#)

※画像はイメージです。

7. Abstract Submission

Log in after the payment is completed, open the Dashboard, and click "Submit and Edit Your Presentations".

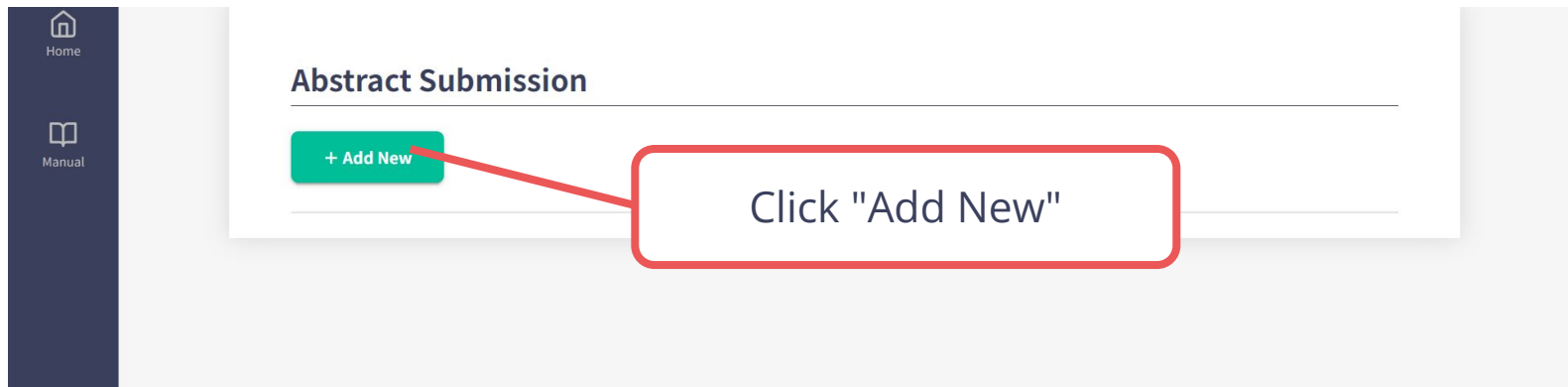
Dashboard URL: <https://crcgp-mssp2024.gakkai.online/>



8. Abstract Submission

Click "Add New" or "Edit" in Abstract Submission.

※If you want to edit the abstract once registered, click "Edit".



9. Abstract Submission

Input your presentation information and click “CONFIRM” to go to confirmation page.
Confirm the input contents and if there is no problem, click “REGISTER” button.

The screenshot shows a web form titled "Abstract Submission". It contains several input fields and a "Select File" button. A red callout box points to the "Select File" button with instructions.

Abstract Submission

Presentation Title Required

B *I* U ~~S~~ {} x^2 x_2 ↺ ↻

Title title title 3

Abstract Required

B *I* U ~~S~~ {} x^2 x_2 ↺ ↻

Abstract abstract abstract abstract

Abstract PDF Required

Select File

Categories Required

☒ Materials Science ☐ Spintronics

Please upload the Abstract PDF.

- PDF format
- Only 1 file can be uploaded.
- Please upload less than 20MB file.

*Registered PDF files cannot be deleted.
*You can replace it by uploading another PDF file.

9. Abstract Submission

Input your presentation information and click “CONFIRM” to go to confirmation page.
Confirm the input contents and if there is no problem, click “REGISTER” button.

The screenshot shows a web form for abstract submission. It is divided into two main sections: "Affiliation Information" and "Author Information".

Affiliation Information

- Instruction: ※Please fill in the affiliation of you and the co-authors.
- Section: **Reorder Affiliation**
- Field: Affiliation 1 (with a reorder icon)
- Button: Add Affiliation

Author Information

- Section: **Reorder Notation**
- Field: Author 1 (with a reorder icon)
- Buttons: Add co-author, Temporarily Save, Confirm >

First Author - Edit (Modal Window)

- Fields: First Name (error: This cannot be empty), Last Name (error: This cannot be empty)
- Form: Affiliation (Select at least one), Membership Number
- Buttons: Close, Edit

Annotations:

- A red box highlights the "Edit" button in the Author Information table, with a callout: "Click on the 'Edit' button and specify the author name, affiliation and presenter."
- A red box highlights the "Temporarily Save" button, with a callout: "Click to save temporarily."
- A red box highlights the "Confirm" button, with a callout: "Input all your presentation information and click 'Confirm' to go to confirmation page."

9. Abstract Submission

Input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.

Categories

Materials Science

Affiliation Information

Affiliation1

Affiliation 1

Author Information

Notation	Affiliation	Name
First Author	<input checked="" type="checkbox"/> Affiliation 1	Name Name <input checked="" type="checkbox"/>

Confirm the input contents and
If there is no problem, click “Save” button.

Back Save