

EasyChair アカウント作成マニュアル

土木学会 海洋開発委員会 論文集編集小委員会
2023年6月7日作成

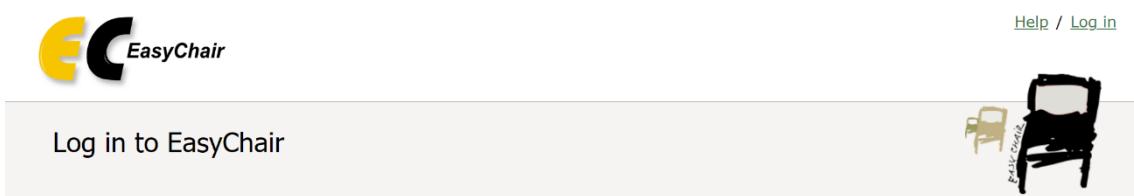
過去の投稿でアカウントがある方は、前回のアカウントをそのまま利用できます。

1. EasyChair のトップページ (<https://easychair.org/>) にアクセスし、右上にある「Log in」をクリックします。



The screenshot shows the EasyChair homepage. At the top, there is a navigation bar with links for 'Create a conference', 'Log in' (which is highlighted with a red box), 'Publications', and 'Smart CFP'. Below the navigation bar, there is a banner for 'British Red Cross' with the text 'EasyChair donation to support Ukrainian families in need.' The main content area features a large image of a conference room with red chairs. Overlaid on the image is the text 'Create virtual and hybrid conferences that feel like real' and 'And you can do this today and now'. At the bottom of the main area are two buttons: 'Request a Demo' and 'Read more about our solutions'.

2. 「Create an account」をクリックします。



The screenshot shows the 'Log in to EasyChair' page. At the top, there is a logo for 'EasyChair' and a link to 'Help / Log in'. Below the logo, there is a large button labeled 'Log in to EasyChair'. To the right of the button is a cartoon illustration of a chair. The main form area contains fields for 'Email address or user name:' and 'Password:', a 'Log in' button, and links for 'Forgot your password?' and 'Problems to log in?'. At the bottom of the form is a link labeled 'Create an account' which is highlighted with a red box.



The screenshot shows the footer area of the page. It features a small icon of a chair and the text 'Copyright © 2002 – 2023 EasyChair'.

3. 「私はロボットではありません」にチェックを入れ、「Continue」をクリックします。

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

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4. 「First name」に名前, 「Last name」に名字, 「Email」と「Retype email address」にメールアドレスを記入し, 「Continue」をクリックします。なお, 名前と名字は日本語でも構いません。

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.

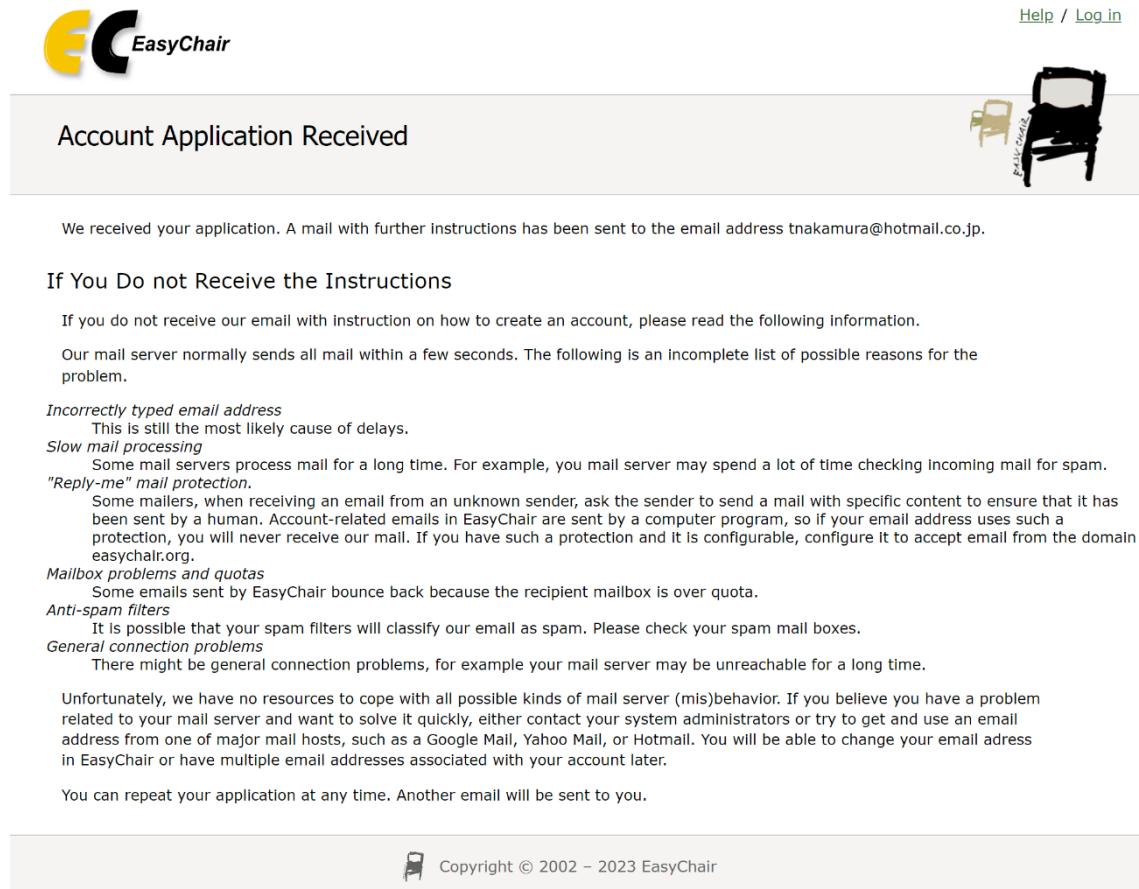
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[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

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

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5. 以下の画面が表示されます。この画面は閉じても構いません。



We received your application. A mail with further instructions has been sent to the email address tnakamura@hotmail.co.jp.

If You Do not Receive the Instructions

If you do not receive our email 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-to" mail protection
Some mailers, when receiving an email 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 receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

Mailbox problems and quotas
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

Anti-spam filters
It is possible that your spam filters will classify our email 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, either contact your system administrators or 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.

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6. しばらく後に登録したメールアドレス宛に以下のようなメールが届きますので、「please click on this link:」の下にある URL にアクセスします。メールが届かない場合は、手順 4 でのメールアドレスの入力が間違っていないか、noreply@easychair.org からのメールがスパムに入っていないかをご確認ください。

EasyChair account confirmation
1 message

EasyChair <noreply@easychair.org> Mon, Mar 13, 2023 at 11:23 AM
To: [REDACTED]

Dear [REDACTED]

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

[https://easychair.org/account/create?code=\[REDACTED\]](https://easychair.org/account/create?code=[REDACTED])

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.
To contact EasyChair use the EasyChair contact Web page
<https://easychair.org/contact>

7. 「I agree to EasyChair Terms of Service」にチェックを入れ、「First name」に名前、「Last name」に名字、「Affiliation」に所属、「Password」と「Retype the password」に希望のパスワードを記入の上、「Create my account」をクリックします。なお、名前、名字、所属は日本語でも構いません。また、「Your personal Web page」の欄は空欄のままで構いません。

 [Help / Log in](#)

Create an EasyChair Account: Last Step

Hello Tomoaki Nakamura! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

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[†]: *

Last name: *

Affiliation: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. 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 password

Password: *

Retype the password: *

Create my account

[†] 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](#).

8. 以下の画面が表示されます。この画面は閉じても構いません。

 [Help / Log in](#)

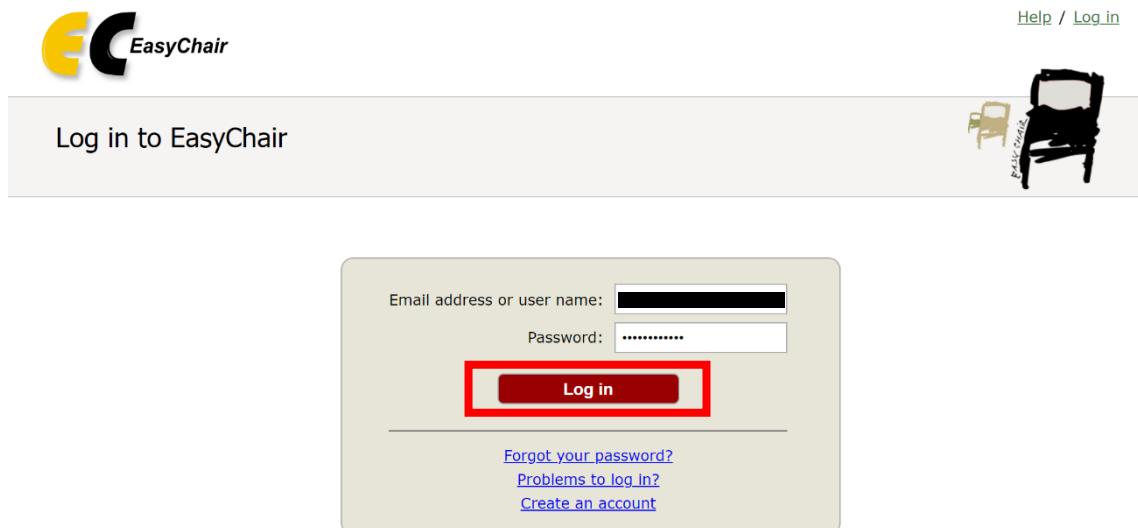
Account Created

Your EasyChair account has been created!

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

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

9. 手順 1 と同様、EasyChair のトップページ (<https://easychair.org/>) の右上にある「Log in」をクリックします。以下の画面から登録したメールアドレスとパスワードを入力し、「Log in」をクリックします。



Help / Log in

Log in to EasyChair

Email address or user name: [REDACTED]

Password: [REDACTED]

Log in

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

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10. 以下の画面が表示されれば、アカウントが作成できました。表示されない場合は、手順 9 でのメールアドレスやパスワードの入力が間違っていないかご確認ください。



Help / Log out

My EasyChair

reprints It's easy!!!

Conferences CFP VCS Preprints Slides EasyChair

[REDACTED], Welcome to EasyChair!

It seems that you have not used EasyChair before, so you have no roles.
If you cannot find here what you are looking for, [try this page explaining common problems.](#)

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