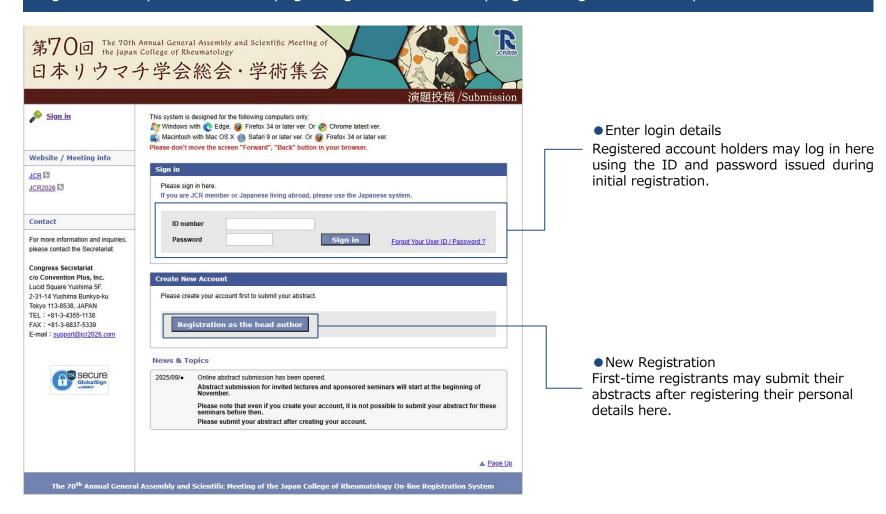
# Japan College of Rheumatology Abstract Submission System User Guide



# 1 Sign in

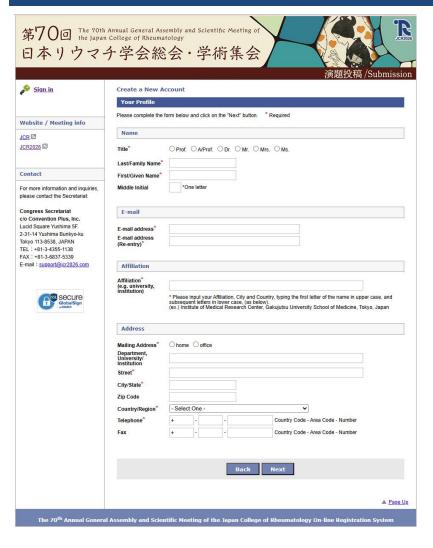
#### STEP.1

Log in to the system from this page. Registered users may log in using their ID and password.



## **STEP.1-1**

Upon initial registration, register your personal information.

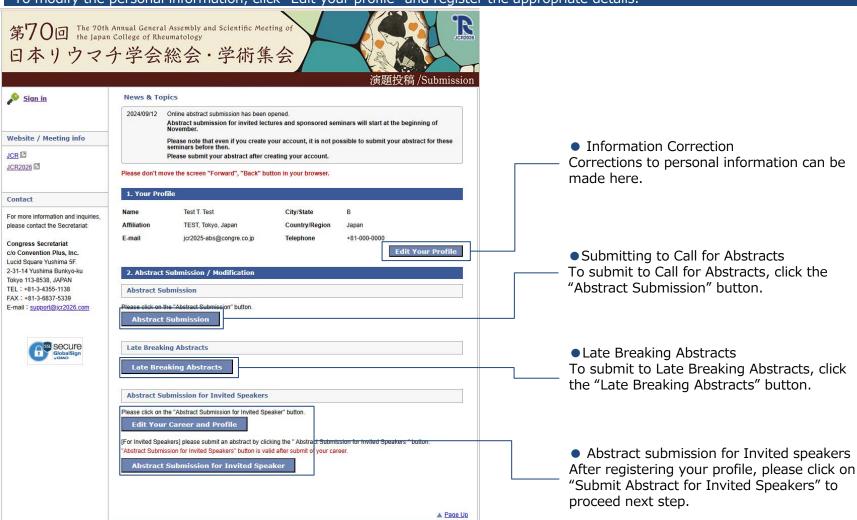


#### Account Creation

First-time registrants are required to enter their personal details on the information registration page.

After logging into the system, submit the abstract.

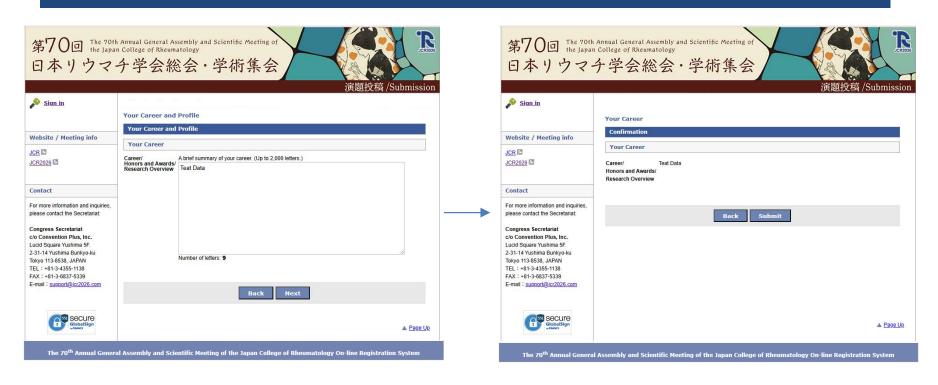
To modify the personal information, click "Edit your profile" and register the appropriate details.



#### \* Only for Invited speakers

#### STEP.3

For Invited Spears, register profile before submitting abstracts



To complete your profile registration, enter your profile, click "Next", verify the information, and click "Submit". Then the abstract registration page will be activated.

Proceed to the abstract submission page and respond to questions about conflicts of interest / ethical considerations.



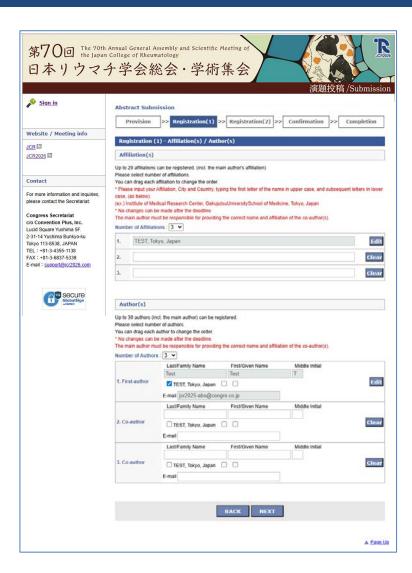
- Basic Policy on Information Disclosure and Conflicts of Interest Register your consent to the Basic Policy on Information Disclosure' and declare any Conflicts of Interest.



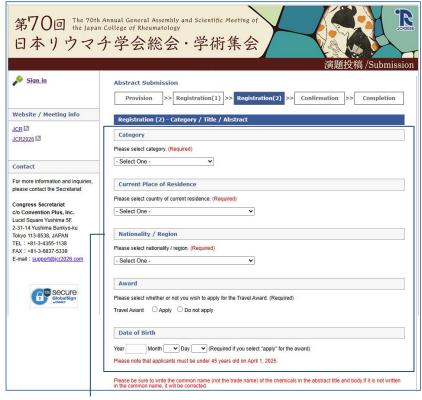
## Affiliation and Co-author Registration



Set the number of affiliated institutions (maximum 20) and the number of authors (maximum 30). Items from the second onwards can be rearranged by dragging the boxes.

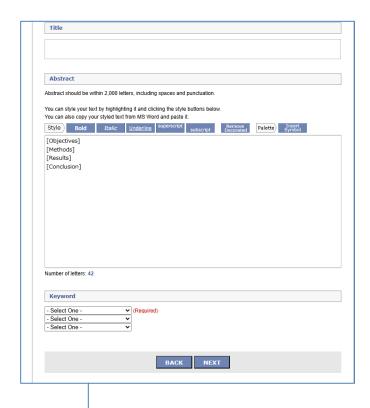


Final page of the submission. Register the abstract title and body text.



Category

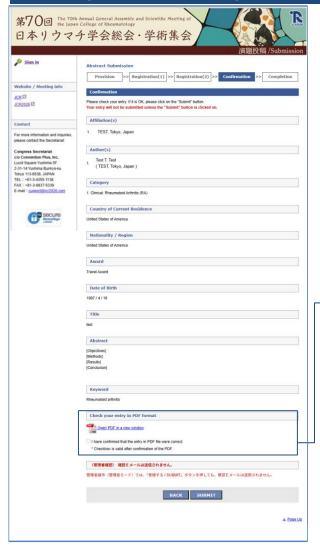
Select a category and enter information for each item.



Title and Abstract Text

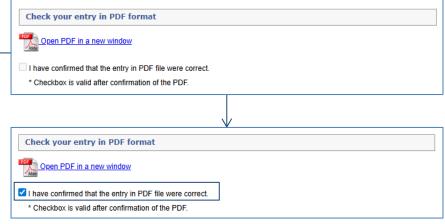
Enter the title and the abstract text. The abstract text can also be pasted from a Word document while retaining its formatting. Up to three keywords can be set.

After completing all input fields, review the registration details on "confirmation" page. If no changes are needed, the registration will be completed.



Confirmation Page Operations

The confirmation page displays the information you entered on the previous pages for review. The system prevents registration completion unless you generate the PDF beforehand. Open the PDF to verify the contents, then click the "SUBMIT" button to complete the registration.



Verifying the PDF

When registering, click "Open PDF in new window" to generate a PDF. A check box for abstract registration will be displayed.

After registration, the registered abstract information will be displayed on My Page, where you can review and edit the abstract.



• Registered Abstract Information Registered abstract information will be displayed on My Page. You can view the PDF and edit/delete the abstract via the links. After the submission deadline, the "Edit" and "Delete" links will be hidden, and only the "View PDF" will remain available.