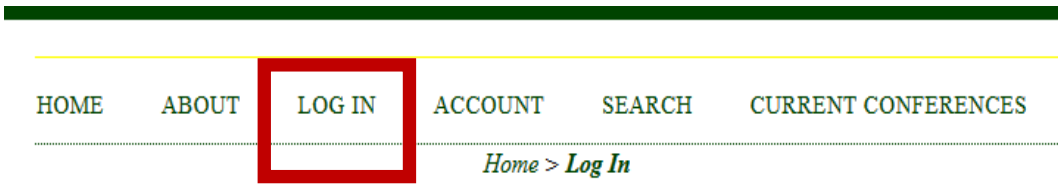


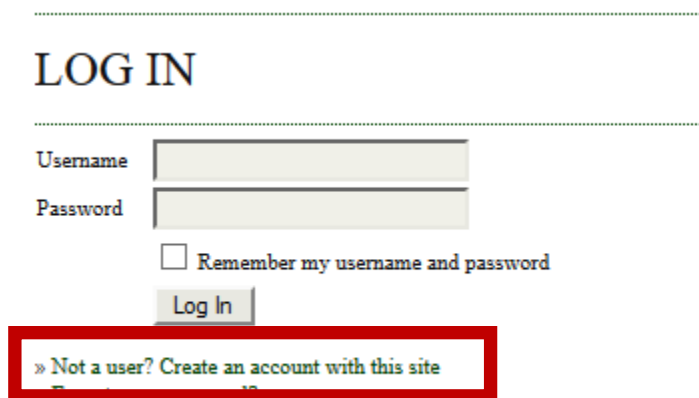
## Panduan Pendaftaran

1. Kunjungi Web Semnas [Http://semnas.polinela.ac.id](http://semnas.polinela.ac.id)



Gambar 1. Menu log in (pendaftaran)

2. Pilih Menu Login . Pilih Link Pembuatan account baru.



Gambar 2. Create an account (pendaftaran)

3. Isi Biodata. Setiap isian yang bertanda bintang \* Wajib Diisi. Setelah semua data telah diisi Klik tombol **Create** untuk melanjutkan ke tahapan berikutnya.

# ACCOUNT

---

Fill in this form to create an account with this conference.

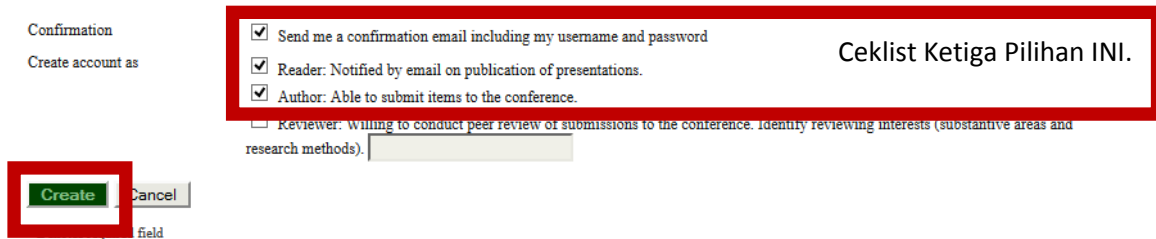
[Click here](#) if you already have an account with this or another conference on this site.

## PROFILE

Username*	<input type="text"/>	
		The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password*	<input type="password"/>	
		The password must be at least 6 characters.
Repeat password*	<input type="password"/>	
Salutation	<input type="text"/>	
First name*	<input type="text"/>	
Middle name	<input type="text"/>	
Last name*	<input type="text"/>	
Initials	<input type="text" value="Joan Alice Smith = JAS"/>	
Gender	<input type="text" value=""/>	
Affiliation*	<input type="text"/>	
Signature	<input type="text"/>	
Email*	<input type="text"/>	
URL	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Mailing Address	<input type="text"/>	
Country	<input type="text" value=""/>	
Bio statement (E.g., department and rank)	<input type="text"/>	

inela.ac.id...

Gambar 3. Tampilan create account



### PRIVACY STATEMENT

The names and email addresses entered in this conference site will be used exclusively for the stated purposes of this conference and will not be made available for any other purpose or to any other party.

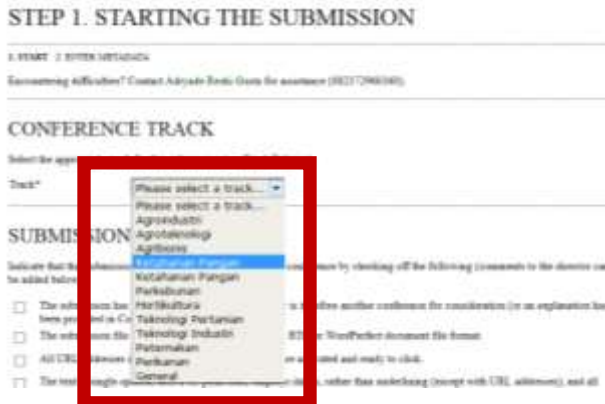
Gambar 4. Tombol create account

- Jika proses pembuatan account berhasil maka akan ditampilkan halaman berikut ini. Klik **New Submission** untuk mengirim Abstrak. Makna status 0 active adalah pengguna belum mengirim file kepada sistem.



Gambar 5. Pilih new submission

- Jika New Submission telah di klik, lengkapi isian pada tahap pertama (1) Pilih Track (kategori abstrak) dengan memilih pada daftar kategori yang telah disediakan, (2) Checklist semua isian pada submission checklist, (3) Klik tombol **Save and continue**.



Gambar 6. Pilih track

## SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- All URL addresses in the text (e.g., <http://www.kp.sfu.ca>) are activated and ready to click.
- The text is single-spaced, uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The submission meets the submission graphic requirements outlined in the Author Guidelines, which is found in About the Conference.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

Cek list pada semua tanda

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Authors who submit to this conference agree to the following terms:

- a) Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution License, which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.
- b) Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.
- c) In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

## COMMENTS FOR CONFERENCE DIRECTOR

Enter text (optional)

\* Denotes required field.

Gambar 7. Tampilan submission checklist (ceklis semua tanda) dan klik save and continue

6. Lengkapi isian Pada tahap kedua (1) Biodata Penulis, (2) Judul dan Abstrak. Kemudian Klik tombol **Save and continue** untuk melanjutkan.

## STEP 2. ENTERING THE SUBMISSION'S METADATA

### 1. START 2. ENTER METADATA

#### AUTHORS

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

Country

Bio statement (E.g., department and rank)

#### TITLE AND ABSTRACT

Title\*

Abstract\*

#### INDEXING

Language

English=en; French=fr; Spanish=es. Additional codes.

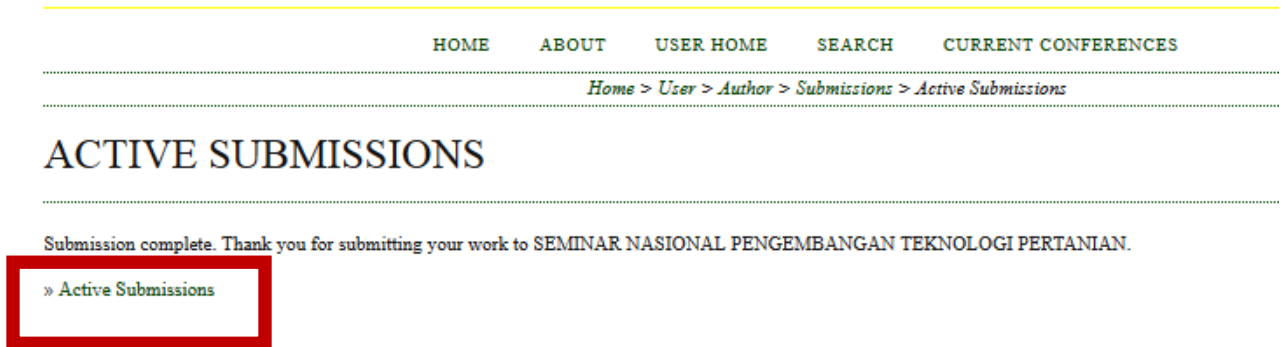
#### SUPPORTING AGENCIES

Identify agencies that provided funding or support for the work presented in this submission.

\* Denotes required field

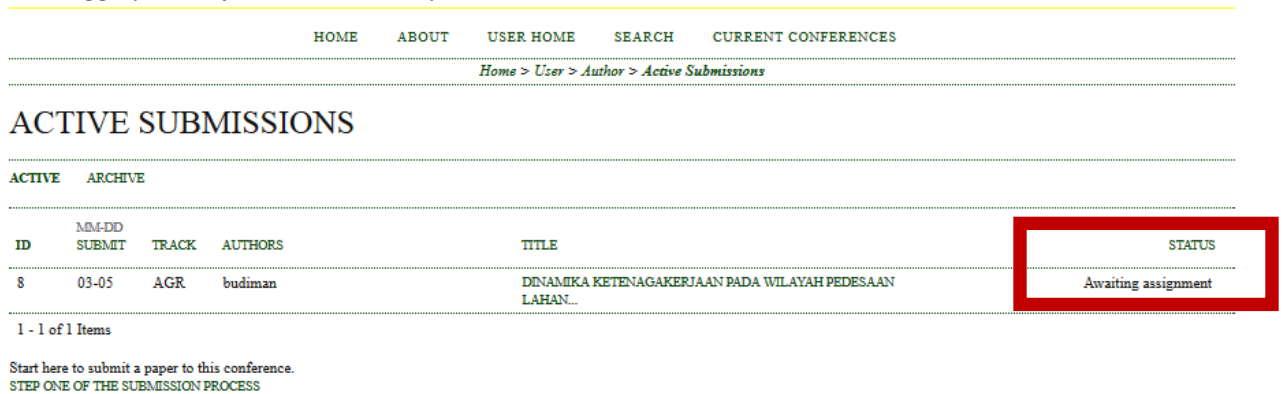
Gambar 8. Proses pengisian data dan abstrak , serta klik save and continue

7. Jika semua isian telah lengkap maka akan ditampilkan informasi sebagaimana gambar dibawah ini. Klik Link **Active Submissions** untuk melihat status abstrak.



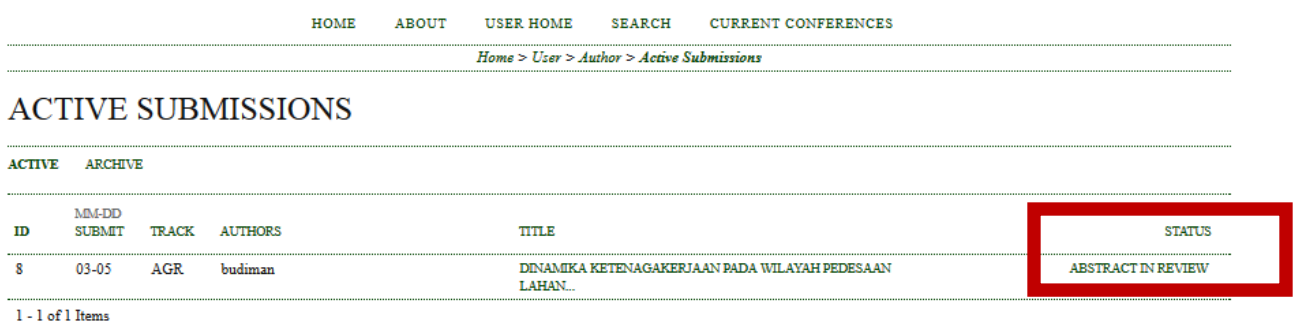
Gambar 9. Active submission

8. Perhatikan status abstrak pada bagian status Awaiting assignment, maka abstrak tersebut menunggu persetujuan dari sistem (panitia)



Gambar 10. . Active submission -status abstrak menunggu persetujuan

9. Status Awaiting Assigment akan berubah menjadi Abstract In Review jika sudah disetujui dan sedang dalam proses review.



Gambar 11. Active submission-status abstract in review

10. Jika panitia telah menerima abstrak, maka status akan berubah menjadi **Awaiting upload** (menunggu upload makalah lengkap).

## ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
8	03-05	AGR	budiman	DINAMIKA KETENAGAKERJAAN PADA WILAYAH PEDESAAN LAHAN...	<b>AWAITING UPLOAD</b>

1 - 1 of 1 Items

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS

Gambar 12. Active submission-status awaiting upload

11. Silahkan klik pada link **Awaiting Upload** untuk melanjutkan tahap ketiga. Klik tombol **Browse** untuk memilih file yang akan diupload. Klik tombol **Upload** untuk memproses upload makalah.

## STEP 3. UPLOADING THE SUBMISSION

### 3. UPLOAD SUBMISSION 4. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Adryade Reshi Gusta for assistance (082372960360).

### SUBMISSION FILE

No submission file uploaded.

Upload submission file

**Save and continue** Cancel

Gambar 13. Menu uploading the submission (bagian 1)

12. Jika berhasil maka akan ditampilkan data-data file yang telah diupload. Klik tombol **Save and continue** untuk melanjutkan.

## SUBMISSION FILE

File name	8-14-1-SM.docx
Original file name	prodil itrootbrain.docx
File size	22KB
Date uploaded	2014-03-05 03:56 PM

Replace submission file

Browse...

No file selected.

Upload

Save and continue

Cancel

Gambar 14. Menu uploading the submission (bagian 2)

13. Jika berhasil akan dilanjutkan pada tahap keempat. Klik tombol **Finish Submission** untuk melanjutkan.

## STEP 5. CONFIRMING THE SUBMISSION

3. UPLOAD SUBMISSION 4. CONFIRMATION

To submit your manuscript to SEMINAR NASIONAL PENGEMBANGAN TEKNOLOGI PERTANIAN click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with SEMINAR NASIONAL PENGEMBANGAN TEKNOLOGI PERTANIAN.

### FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
14	PRODIL ITROOTBRAIN.DOCX	Submission File	22KB	03-05

Finish Submission

Cancel

Gambar 15. Menu confirming the submission

14. Klik tombol **Active Submission** untuk melihat status makalah.

## ACTIVE SUBMISSIONS

Submission complete. Thank you for submitting your work to SEMINAR NASIONAL PENGEMBANGAN TEKNOLOGI PERTANIAN.

» Active Submissions

Gambar 16. Active submissions



15. Gambar berikut ini menunjukkan status makalah sedang dalam proses review.

## ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
8	03-05	AGR	budiman	DINAMIKA KETENAGAKERJAAN PADA WILAYAH PEDESAAN LAHAN...	PAPER IN REVIEW

1 - 1 of 1 Items

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS

Gambar 17. Active submissions-status paper in review

16. Gambar berikut ini menunjukkan status makalah sedang dalam proses editing.

## ACTIVE SUBMISSIONS

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
8	03-05	AGR	budiman	DINAMIKA KETENAGAKERJAAN PADA WILAYAH PEDESAAN LAHAN...	IN EDITING

1 - 1 of 1 Items

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS

Gambar 18. Active submissions-status paper in editing

17. Jika proses editing selesai, status makalah dapat dilihat dengan cara memilih link **Archive**. Status **Posted** menunjukkan bahwa makalah sudah masuk di arsip.

## ARCHIVE

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
8	03-05	AGR	budiman	DINAMIKA KETENAGAKERJAAN PADA WILAYAH PEDESAAN LAHAN...	Posted

1 - 1 of 1 Items

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS

Gambar 19. Active submissions-status posted