

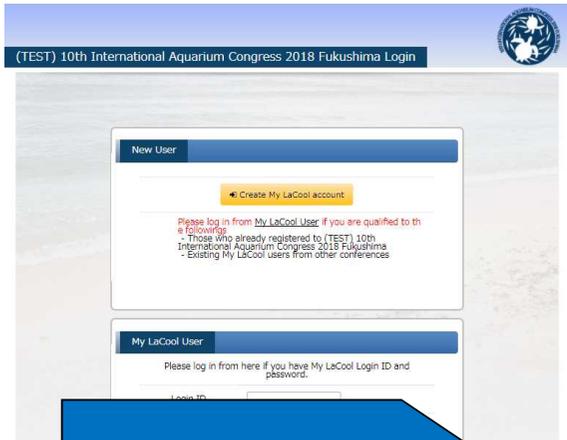
“LaCool” System User Manual

What is “LaCool”?

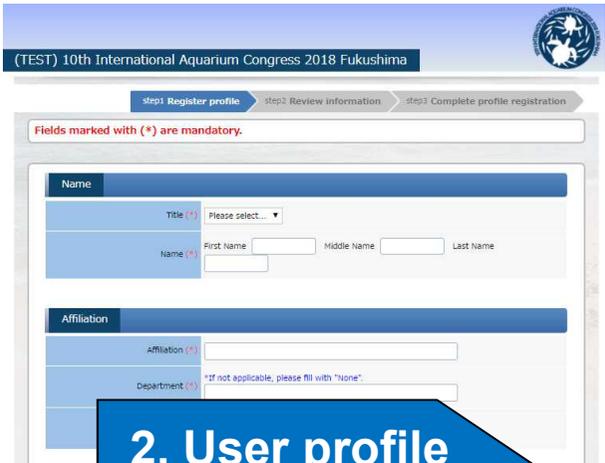
"LaCool" is an on-line paper submission / registration system, allowing participants to edit their personal profiles, submit papers, and register for attendance as well as to complete payments with just one user account.

"My LaCool" is a personal space in the "LaCool" system after creating a user ID.

Paper Submission Flow



1. Login page



2. User profile setting



3. Login ID & password setting

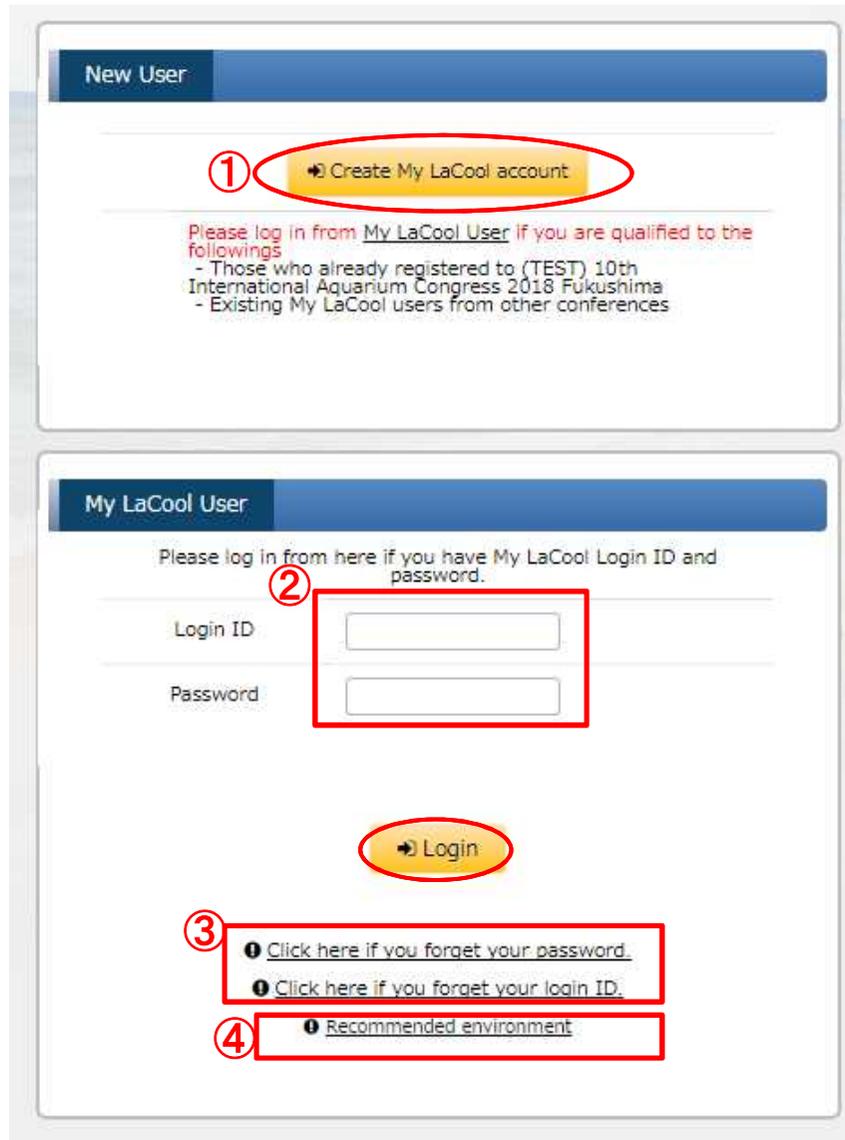


4. Your account (My LaCool)

5. Abstract/Paper submission

6. Forgot ID/Password

1. Login Page



If you ...

- ① If you are A new user:
Click "Create My LaCool account".
- ② If you are A LaCool User:
Log in with your login ID and password.
- ③ If you have forgotten either your login ID or password, it can be reset through instructions on "6. Forgot Login ID? Password?" page.
- ④ This shows the versions of recommended browsers of the "LaCool" System for PCs, smart phones, and tablets.

3. Login ID & Password Setting

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step1 ID/password Setup step2 Complete account setting

①

Login information

Login ID: a-kamei@convention.co.jp
In the initial settings, the email address is entered in the login ID field, but you can change it.

Password:
The security level of the password is shown immediately above.

Low Medium High

Password (confirmation): Confirm Password

Save

Please review the ID and password and click **Save** to save new Login ID and password.

① Your email address is preset as the login ID.

When you complete the login ID & password setting, your account (“My LaCool”) will be ready for use.

Please be careful not to forget your login ID and password.

If you forget your login ID and password, it can be reset through instructions on “6. Forgot Login ID? Password?” page.

4. My LaCool Account

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Edit ID/Password Edit Profile Logout

Name : **First Middle Last** Mr./Ms. (Time and date of the last login : 2018/01/26 16:25:15)

Menu

Abstract 0 record(s) **Registration** 0 record(s)

New Submission of Papers New

Inquiry

Inquiries regarding abstracts and papers:
iac2018@convention.co.jp

Inquiries regarding registration:
reg-iac2018@convention.co.jp

① Please click “New Submission of Papers” to proceed with abstract/paper submission.

5-1. Abstract/Paper Submission (Affiliation)

step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Information on Abstract > step4 Confirmation of input data > step5 Completion of receipt

Entry of information on Affiliation

The affiliations entered on this screen will appear on the proceedings and other materials.

- Enter the affiliations of the top author and all co-authors.
- Selection of affiliations for all authors is on the next page.
- Affiliation 01 is automatically filled with the information entered for your personal profile.
- For affiliation, enter only affiliation name.
E.g.: University of Fukushima

①	Affiliation01	Affiliation
	Affiliation02	
	Affiliation03	
	Affiliation04	
	Affiliation05	
	Affiliation06	
	Affiliation07	
	Affiliation08	

② [Next](#)

[Return to Top Page\(My LaCool\)](#)

Confirm the details and press the "Next" button above to go to the "Information on the Top Author's(s) Affiliation/ Information on the Co-author's(s) Affiliation" screen.

① Entering all affiliations of the top author and all co-authors is required before entering co-author(s) information.

*Your affiliation will be shown in Affiliation01.
Affiliation01 can be modified on this page.

② When all affiliations are entered, click "Next" to resume.

5-2. Abstract/ Paper Submission (Top Author's Affiliation and Co-Author Entry)

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step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Information on Abstract

step4 Confirmation of input data

step5 Completion of receipt

For Papers without Co-authors:
Please only select the "Affiliation of the Top Author" section then proceed from the "Next" button at the bottom of this page.

- The registered Top Author and Co-authors are shown in the list.
- To change any information on Authors, click "Edit." To delete one, click "Deletion."
- You can change the position of a Co-author by dragging and dropping it.

No	Name	Affiliation	Edit	Deletion
1	First Middle Last		-	-

Affiliation of the Top Author

Specify the Affiliations of the Top Author:

1 Affiliation(s) (required) Affiliation

2 **Names of Co-authors**

Name First Name Middle Name Last Name

Affiliation of Co-author(s)

Specify the Affiliations of Co-authors:

Affiliation(s) Same as Top Author Affiliation

To add co-authors, enter the required information then press "Add Co-Author".
Repeat the same steps to add next co-author.

3 Add Co-Author

After registering all Co-authors, press the "Next" button.

4

① Please select the affiliation of the top author.

② Please enter the co-author's information and select his/her affiliation.

③ Please click "Add Co-Author" to confirm the entered information.
Repeat steps ② and ③ to register the next co-author.

④ After all co-authors' information is entered, click "Next" to resume.

*The entered affiliation in step "5-1" will be shown with check boxes for affiliation selection on this screen.

5-3. Abstract/Paper Submission

step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Abstract information step4 Confirmation of input data step5 Completion of receipt

Fields marked with (*) are mandatory.

① **Presentation**

Preference of Presentation (*)

The expected number of oral presentation is about 40.
The final decision of the presentation style is left to the Program Committee.

Oral Presentation
 Poster Presentation

② **Category**

Category (*)

The selection of category is used for abstract review only.
These categories are not the session themes.

Conservation

③ **Abstract**

Title (*)

Font Style

Title of Test Abstract

④ **Abstract**

Enter within 300 words

Font style will be reflected when copy and pasting data from Word documents.
Font style can also be applied by using the Font Style buttons below.

• Title number of words : 0 words
• Total number of words : 0 words

Abstract

Font Style

Return to information on Co-author

Return Next ⑤

Confirm the details and press the "Next" button above to go to the "Confirmation of input data" screen.

- ① Please select your preference of presentation.
- ② Please select your abstract category.
- ③ Please enter the title of your abstract/paper.
- ④ Please enter the abstract of your paper.
- ⑤ When all the required information is entered, click "Next" to resume.

5-6. Confirm/Edit a Registered Abstract/Paper

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① [a90033\(Registered\)](#)

Abstract 1 record(s) Registration 0 record(s)

+ New Submission of Papers + New

Inquiry

Inquiries regarding abstracts and papers:
iac2018@convention.co.jp

Inquiries regarding registration:
reg-iac2018@convention.co.jp

- ① After abstract/paper submission is successfully completed, paper number (aXXXXX) will be shown.
Please click the number to edit or confirm the submitted paper. Editing is possible until the submission deadline.

6. Forgot Login ID? Password?

(TEST) 10th International Aquarium Congress 2018 Fukushima Login

New User

➔ Create My LaCool account

Please log in from My LaCool User if you are qualified to the followings

- Those who already registered to (TEST) 10th International Aquarium Congress 2018 Fukushima

My LaCool User

Please log in from here if you have My LaCool Login ID and password.

Login ID:

Password:

➔ Login

① Click here if you forget your password.

② Click here if you forget your login ID.

Recommended environment

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step1 Sending email step2 Completion

Enter the login ID, press the mail send button, and then an email is sent to the registered email address to confirm identification.

Login ID:

Example of input: abcdefg@example.co.jp

✉ Sending email

🏠 Return to login screen

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step1 User Identification step2 Complete

Enter the email address and name registered when creating your My LaCool Account. Reset instructions will be sent to the registered email address.

Email Address:

First Name:

Middle Name:

Last Name:

✉ Send Email

🏠 Return to login screen

If you forget your login ID or password, it can be reset through the “LaCool” system.

① **For password,**

Please enter your login ID and click “Sending Email”.

② **For login ID,**

Please enter your email address and name, and click “Sending Email”.

You will receive an email with a URL to reset your login ID and/or password.