Logging in

Once you register, an email will be dispatched with a link to activate your account. 
Note: Activation e-mail might be delivered to your spam e-mail box.

Follow the link and you will be directed to the login page as seen below in Figure 1.

![Login Page](image)

*Figure 1*
Before you start

Once logged in you **MUST** complete these details to proceed (see Figure 2)

![Edit Profile](image)

**Figure 2**

Dashboard

With all important details filled in now your profile is completed and you will be directed to your own dashboard (see Figure 3)

![Dashboard](image)

**Figure 3**

1. Click here to submit a new proposal to listed QS events
2. Click here to view/edit all the proposals you have submitted
3. Edit/update your personal information
4. Click here to view/edit all the proposals you have submitted
5. Send us feedback about the system
6. View your profile / Logout
Submitting a new proposal

Click “New Proposal” or “Add Proposal” button and you will be directed to the form to be filled for a new proposal (see Figure 4), select the event, key in the details of your proposal and click submit.

To add tags and the type of target audience that your presentation is suitable for, key them in the respective text fields followed by a comma and the system will automatically convert it into a tag. (see figure 5)
All the submitted proposals will be listed in “Proposals” section (see Figure 6). Summary of your proposal will be shown here with the respective status, you are able to view, edit (if status is not “Approved”) or delete your proposal from by clicking the buttons on the far right.

![Image of Proposals section]

*Figure 6*

Here’s an explanation of different proposal statuses and what you can or cannot do accordingly.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PENDING</strong></td>
<td>Your proposal has not been reviewed by the committee. You can still do changes to your proposal.</td>
</tr>
<tr>
<td><strong>ACCEPTED</strong></td>
<td>Your proposal has been reviewed and accepted to be presented at the event you selected. You can no longer do any changes to this proposal.</td>
</tr>
<tr>
<td><strong>PROVISIONALLY ACCEPTED</strong></td>
<td>Your proposal has been temporarily approved, subjected to changes, committee members may have commented on what needs to be adjusted in your proposal. You can edit your proposal and do the changes requested/suggested by the committee and re-submit.</td>
</tr>
<tr>
<td><strong>QUEUED</strong></td>
<td>You have chosen to submit a proposal to a track that’s already reached its capacity, your proposal may or may not be accepted, if your proposal is accepted you will be notified by e-mail.</td>
</tr>
</tbody>
</table>