

**ACADEMIC PHYSIOTHERAPY CONFERENCE  
2022**

**PANDUAN  
PENDAFTARAN  
INTERNATIONAL  
SYMPOSIUM SEMINAR**

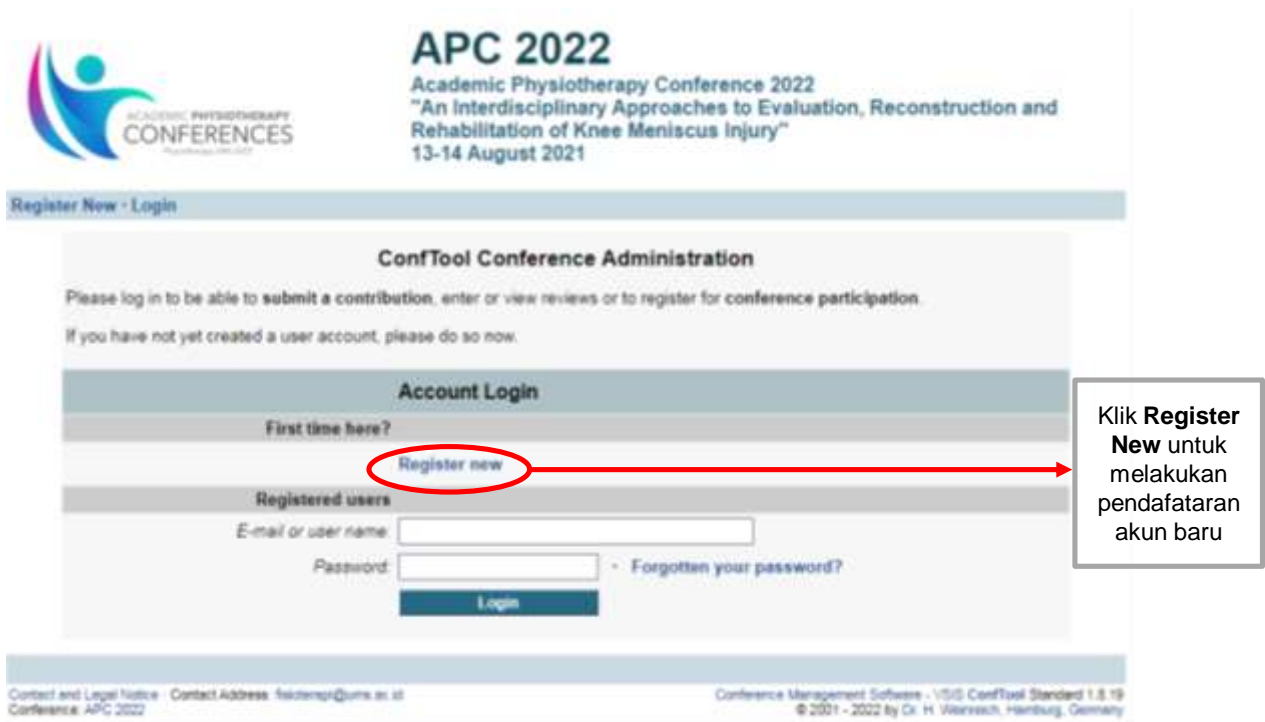
Panduan ini dibuat sebagai petunjuk bagi peserta *Academic Physiotherapy Conference* yang akan mendaftarkan diri sebagai peserta seminar agar proses pendaftaran berjalan lancar.

## **Tahap Persiapan**

1. Persiapkan komputer/laptop yang akan dipakai serta pastikan perangkat terkoneksi internet dengan baik dan terdapat aplikasi web browser yang tersedia (ex: Mozilla Firefox, Google Chrome, Internet Explorer, dll)
2. Buka website pendaftaran <https://apc.ums.ac.id/2022/>

## Tahap Pendaftaran

1. Buka website pendaftaran <https://apc.ums.ac.id/2022/> lalu akan muncul tampilan sebagai berikut:



**APC 2022**  
Academic Physiotherapy Conference 2022  
"An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury"  
13-14 August 2021

Register New · Login

**ConfTool Conference Administration**

Please log in to be able to submit a contribution, enter or view reviews or to register for conference participation.  
If you have not yet created a user account, please do so now.

**Account Login**

First time here?

**Register new**

Registered users

E-mail or user name:


Password:  · [Forgotten your password?](#)

Klik **Register New** untuk melakukan pendaftaran akun baru

Contact and Legal Notice · Contact Address: fakdemp@ums.ac.id  
Conference APC 2022

Conference Management Software - VSIG ConfTool Standard 1.8.19  
© 2001 - 2022 by Dr. H. Wernisch, Hamburg, Germany

Kemudian akan muncul tampilan seperti dibawah ini.



## APC 2022

Academic Physiotherapy Conference 2022  
"An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury"  
13-14 August 2021

---

[Login](#)

### Register New

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (\*) must be filled in.

**Personal Information**

<b>* Organization / Company</b>	<input type="text"/>
<b>* Title</b>	<input type="radio"/> Ms. <input type="radio"/> Mr.
<b>Full Academic Title / Professional Position</b>	<input type="text"/>
<b>* First &amp; Middle Name</b>	<input type="text"/>
<b>* Last Name / Family Name</b>	<input type="text"/>

---

<b>* Address Line 1</b>	<input type="text"/>
<b>(*) Postcode / ZIP Code</b>	<input type="text"/>
<b>* City</b>	<input type="text"/>
<b>State / Territory / Province</b>	Please Select (only U.S. / Can / Aus) ▼
<b>* Country</b>	Indonesia ▼

---

<b>* Phone</b>	<input type="text"/>
<b>* E-Mail</b>	<input type="text"/>

---

**Account Information**

<b>* User Name</b>	<input type="text"/>
	Your user name must be at least two (2) characters long. It is case sensitive.
<b>* Password</b>	<input type="password"/>
	Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.
<b>* Confirm Password</b>	<input type="password"/>
	Please repeat your password for verification.

Contact and Legal Notice - Contact Address: ftsliterapl@ums.ac.id  
Conference: APC 2022

Conference Management Software - VSIS ConfTool Standard 1.8.19  
 © 2001 - 2022 by Dr. H. Weinreich, Hamburg, Germany

2. Isikan data berikut sesuai dengan data pribadi anda.  
Contoh Pengisian:

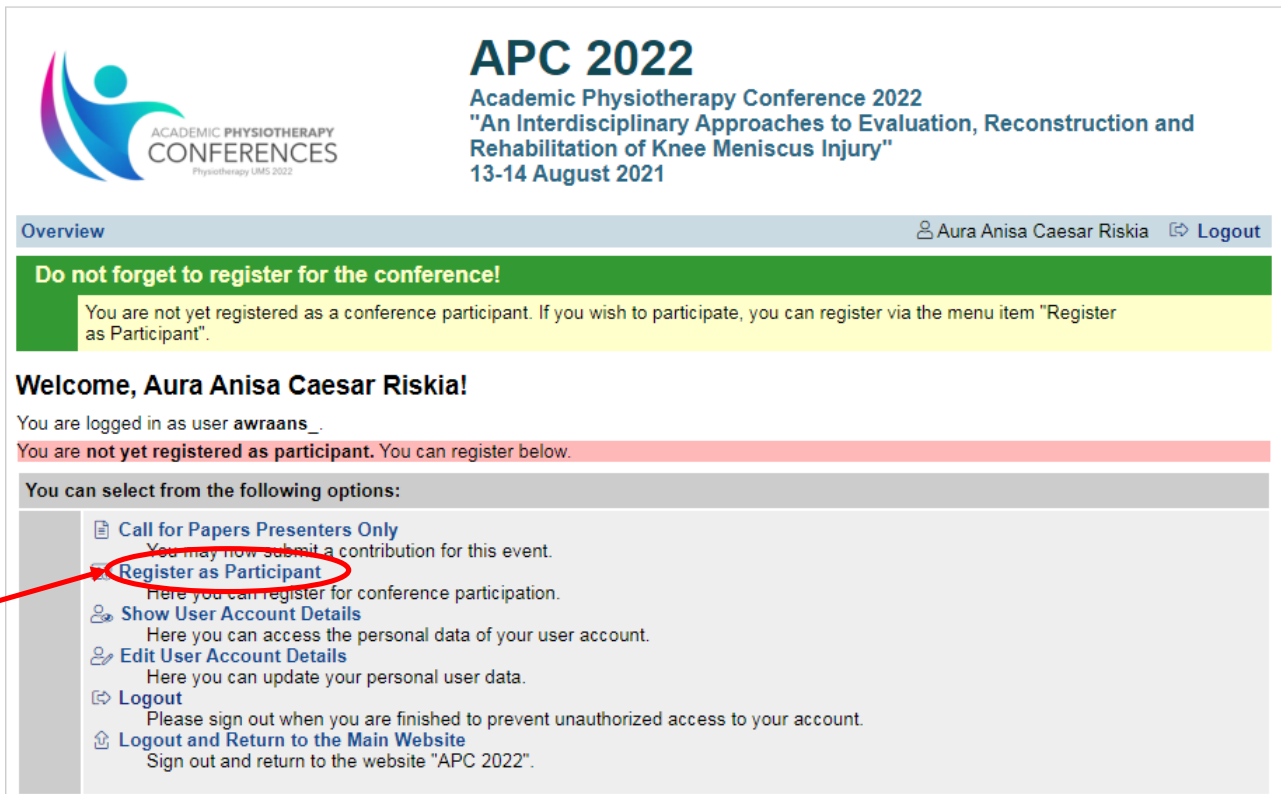
Personal Information	
* Organization / Company	Universitas Muhammadiyah Surakarta
* Title	<input checked="" type="radio"/> Ms. <input type="radio"/> Mr.
Full Academic Title / Professional Position	
* First & Middle Name	Aura Anisa Caesar
* Last Name / Family Name	Riskia
* Address Line 1	Surakarta
(*) Postcode / ZIP Code	57169
* City	Surakarta
State / Territory / Province	Please Select (only U.S. / Can / Aus) ▼
* Country	Indonesia ▼
* Phone	+6285648998919
* E-Mail	auraanisa2000@gmail.com
Account Information	
* User Name	awraans_
* Password	***** Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.
* Confirm Password	***** Please repeat your password for verification.
<input type="button" value="Submit User Data"/>	
<p>&gt; <a href="#">index</a> &gt; <a href="#">editPerson</a> <span style="float: right;">Print View</span></p> <p>Contact and Legal Notice - Contact Address: fisioterapi@ums.ac.id Conference: APC 2022 <span style="float: right;">Conference Management Software - VSIS: ConfTool Standard 1.8.19 © 2001 - 2022 by Dr. H. Weinreich, Hamburg, Germany</span></p>	

Klik **Submit User Data** setelah semua data terisi dengan benar

### Keterangan:

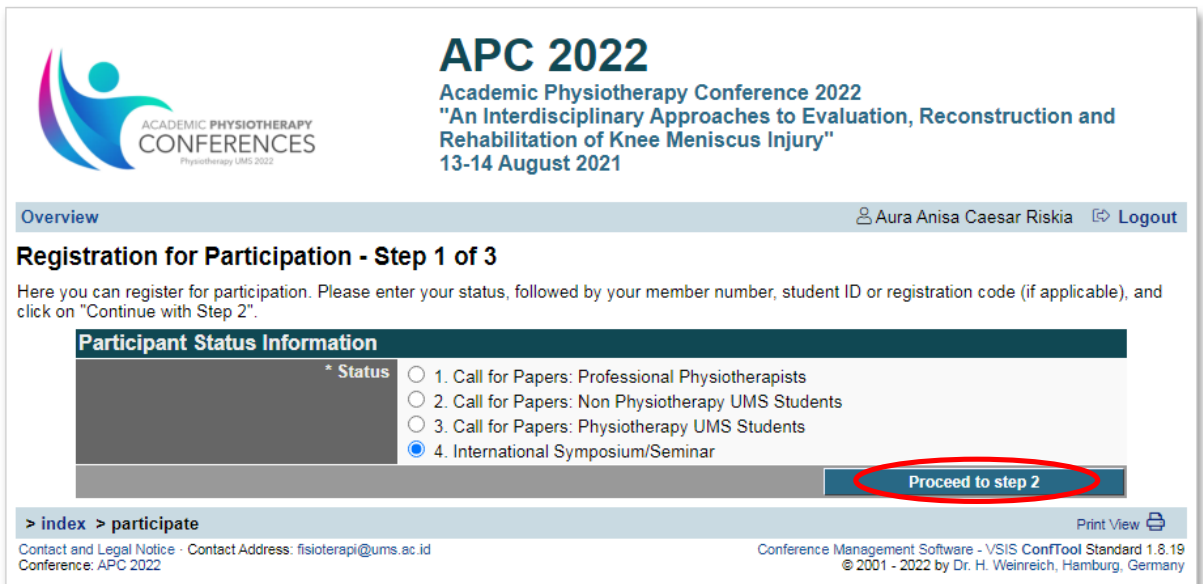
- **User Name:** Disini nama yang akan digunakan untuk log in berikutnya
  - **Password:** terdiri dari setidaknya 5 karakter kombinasi huruf dan angka
  - **Confirm Password :** Ketik ulang password yang telah dibuat sebelumnya pada kolom password
- Setelah semua terisi sesuai data pribadi anda, klik **“Submit User Data”**  
**User name dan Password harus diingat untuk memudahkan login selanjutnya**

3. Setelah muncul tampilan seperti dibawah ini, maka akun user anda telah aktif. Kemudian klik **Register as Participant** untuk mendaftar sebagai peserta seminar



The screenshot shows the user interface for the APC 2022 conference. At the top left is the APC 2022 logo. The main header reads "APC 2022 Academic Physiotherapy Conference 2022 'An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury' 13-14 August 2021". Below the header is a navigation bar with "Overview" and a user profile icon for "Aura Anisa Caesar Riskia" with a "Logout" link. A green banner with white text says "Do not forget to register for the conference!". Below this is a yellow box with text: "You are not yet registered as a conference participant. If you wish to participate, you can register via the menu item 'Register as Participant'". A red banner below that says "Welcome, Aura Anisa Caesar Riskia! You are logged in as user awraans\_." Below the red banner is another red banner: "You are not yet registered as participant. You can register below." Underneath is a grey box titled "You can select from the following options:" containing a list of menu items: "Call for Papers Presenters Only", "Register as Participant" (circled in red), "Show User Account Details", "Edit User Account Details", "Logout", and "Logout and Return to the Main Website".

4. Pilih salah satu pada kolom “Participant Status Information”. Pilih International Symposium/seminar untuk mendaftar sebagai peserta seminar lalu klik **Proceed to Step 2**



The screenshot shows the registration interface for the Academic Physiotherapy Conference 2022. The header includes the conference logo and title: "APC 2022 Academic Physiotherapy Conference 2022 'An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury' 13-14 August 2021". A navigation bar shows "Overview" and a user profile for "Aura Anisa Caesar Riskia" with a "Logout" link. The main heading is "Registration for Participation - Step 1 of 3". Below this, instructions state: "Here you can register for participation. Please enter your status, followed by your member number, student ID or registration code (if applicable), and click on 'Continue with Step 2'". The "Participant Status Information" section contains a form with a "Status" label and four radio button options: 1. Call for Papers: Professional Physiotherapists, 2. Call for Papers: Non Physiotherapy UMS Students, 3. Call for Papers: Physiotherapy UMS Students, and 4. International Symposium/Seminar. The fourth option is selected. A "Proceed to step 2" button is highlighted with a red circle. The footer contains navigation links "> index > participate", a "Print View" icon, and contact information: "Contact and Legal Notice - Contact Address: fisioterapi@ums.ac.id Conference: APC 2022" and "Conference Management Software - VSIS ConfTool Standard 1.8.19 © 2001 - 2022 by Dr. H. Weinreich, Hamburg, Germany".

## 5. Akan muncul tampilan sebagai berikut.



### APC 2022

Academic Physiotherapy Conference 2022  
"An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury"  
13-14 August 2021

---

Overview
Aura Anisa Caesar Riskia Logout

### Registration for Participation - Step 2 of 3

Please select the events/items of interest to you here, enter your payment method and click on "Continue".  
You are **Normal**.

Events/Items	
Conference	<b>single price</b>
1 ▾	APC 2022 13 August 2021 IDR 0,00
Payment Details	
* Method of Payment	<input type="radio"/> Admission free of charge (only visible to administrators and assistants) <input checked="" type="radio"/> Via bank transfer (wire transfer) <input type="radio"/> Cash on arrival at the registration desk (only visible to administrators and assistants)
Miscellaneous	
Remark of Participant	<input style="width: 100%;" type="text"/>
<a href="#" style="color: white; text-decoration: none; border: 2px solid red; border-radius: 15px; padding: 5px 20px;">Proceed to step 3: check and confirm your entries</a>	
<a href="#" style="color: white; text-decoration: none;">Return to step 1</a>	

> [index](#) > [participate](#)
Print View

Contact and Legal Notice - Contact Address: [fisioterapi@ums.ac.id](mailto:fisioterapi@ums.ac.id)  
 Conference: APC 2022

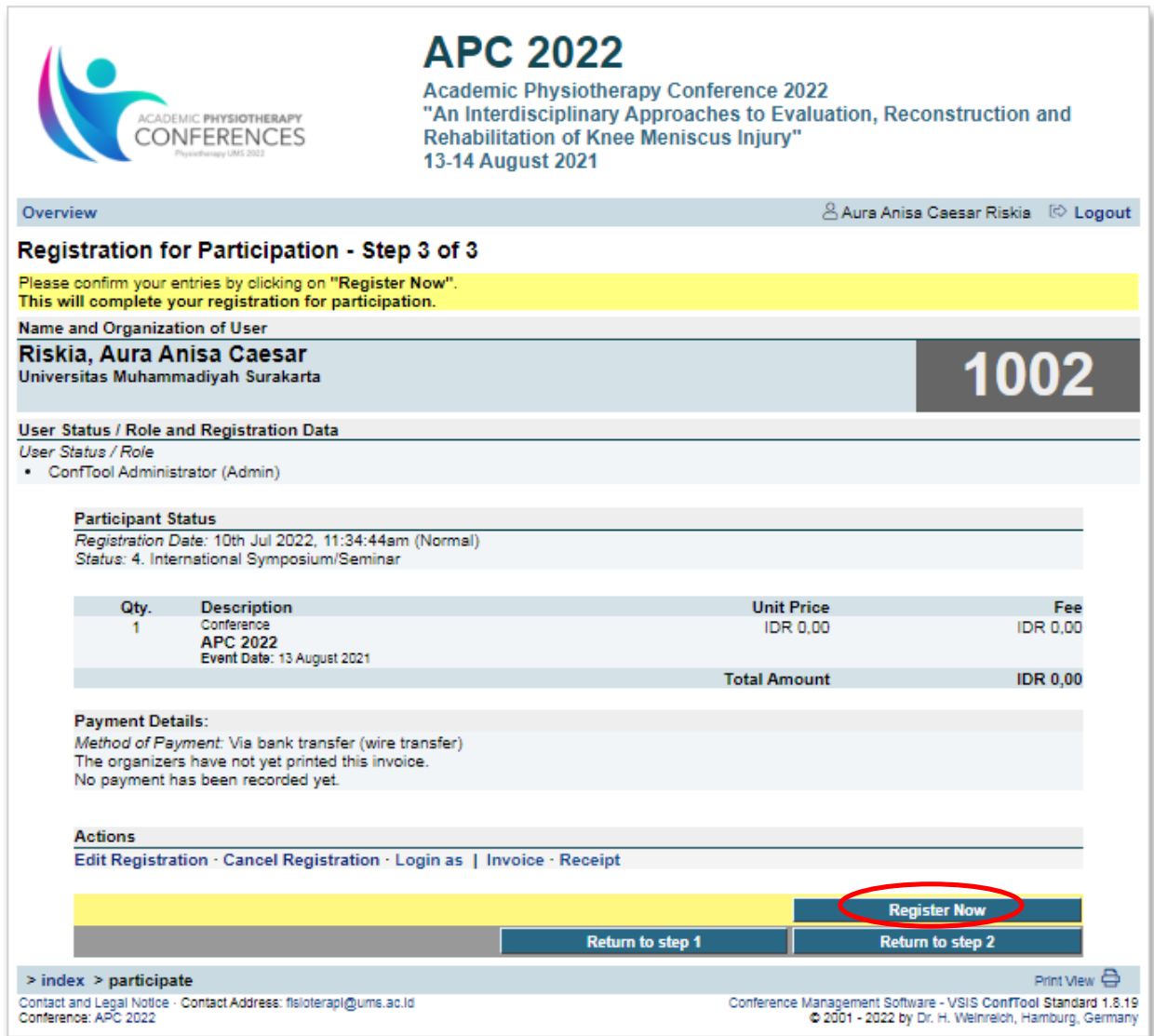
Conference Management Software - VSIS ConfTool Standard 1.8.19  
 © 2001 - 2022 by Dr. H. Weinreich, Hamburg, Germany

Untuk pendaftaran sebagai peserta webinar (Free HTM), tetap akan muncul tagihan yang harus ditransfer, pilih **Method of Payment** dengan klik **Via Bank Transfer**, kemudian isi **Remark of Participant**.

Jika telah selesai kemudian klik **Proceed to step 3: Check and Confirm Your Entries**



## 6. Selanjutnya akan muncul tampilan sebagai berikut:



**APC 2022**  
Academic Physiotherapy Conference 2022  
"An Interdisciplinary Approaches to Evaluation, Reconstruction and Rehabilitation of Knee Meniscus Injury"  
13-14 August 2021

Overview Aura Anisa Caesar Riskia Logout

### Registration for Participation - Step 3 of 3

Please confirm your entries by clicking on "Register Now".  
This will complete your registration for participation.

**Name and Organization of User**  
**Riskia, Aura Anisa Caesar**  
Universitas Muhammadiyah Surakarta **1002**

**User Status / Role and Registration Data**  
User Status / Role  
• ConfTool Administrator (Admin)

**Participant Status**  
Registration Date: 10th Jul 2022, 11:34:44am (Normal)  
Status: 4. International Symposium/Seminar

Qty.	Description	Unit Price	Fee
1	Conference APC 2022 Event Date: 13 August 2021	IDR 0,00	IDR 0,00
<b>Total Amount</b>			<b>IDR 0,00</b>

**Payment Details:**  
Method of Payment: Via bank transfer (wire transfer)  
The organizers have not yet printed this invoice.  
No payment has been recorded yet.

**Actions**  
[Edit Registration](#) · [Cancel Registration](#) · [Login as](#) | [Invoice](#) · [Receipt](#)

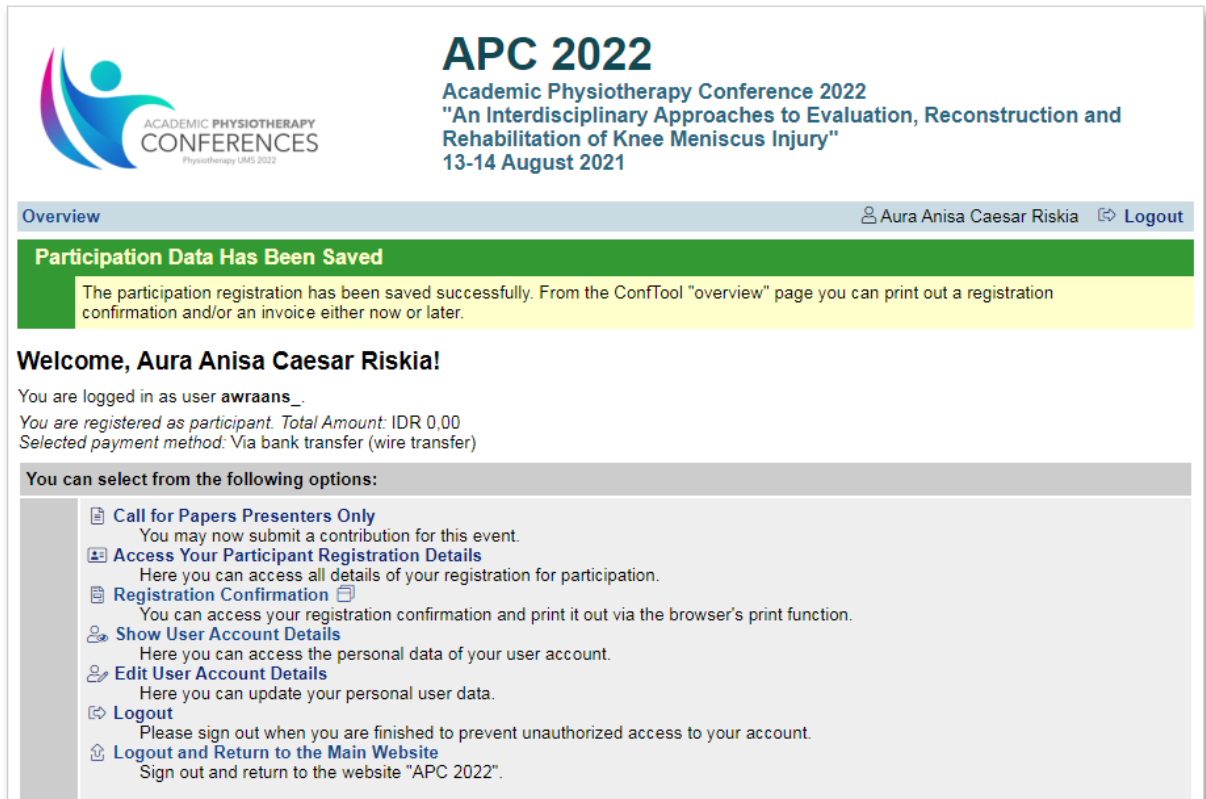
[Return to step 1](#) [Return to step 2](#) [Register Now](#)

[index](#) > [participate](#) Print View

Contact and Legal Notice · Contact Address: fisioterapi@ums.ac.id  
Conference: APC 2022 Conference Management Software - VSIS ConfTool Standard 1.8.19  
© 2001 - 2022 by Dr. H. Weinreich, Hamburg, Germany

Silahkan periksa kembali semua data, jika sudah dianggap benar selanjutnya klik **Register Now**.

7. Kemudian akan muncul tampilan sebagai berikut.



The screenshot shows the user interface of the APC 2022 registration system. At the top left is the logo for Academic Physiotherapy Conferences. The main heading is "APC 2022" followed by the conference title and dates. A navigation bar includes "Overview" and a user profile "Aura Anisa Caesar Riskia" with a "Logout" link. A green banner states "Participation Data Has Been Saved". Below this, a yellow box contains a confirmation message: "The participation registration has been saved successfully. From the ConfTool 'overview' page you can print out a registration confirmation and/or an invoice either now or later." A welcome message for "Aura Anisa Caesar Riskia!" follows, along with user details: "You are logged in as user awraans\_", "You are registered as participant. Total Amount: IDR 0,00", and "Selected payment method: Via bank transfer (wire transfer)". A list of options is provided, including "Call for Papers Presenters Only", "Access Your Participant Registration Details", "Registration Confirmation", "Show User Account Details", "Edit User Account Details", "Logout", and "Logout and Return to the Main Website".

Tahap selanjutnya apabila anda telah berhasil melakukan semua tahapan di atas, silahkan cek email yang anda gunakan untuk mendaftar. Anda akan mendapatkan email konfirmasi pendaftaran.