Step 1: Create and verify your EasyAcademia account

You will receive an email inviting you to Easy Academia to become a Reviewer for the MCG conference. Follow the instructions in the email to create an account, or see the information below.

Important: You will need to accept the PC Member* role to be able to review. Instructions on how to Accept a Role can be found in Step 2.

* Note: This invitation is to become a Reviewer for the conference only.

Creating your account

Visit EasyAcademia.org and click on GET STARTED to sign up. Use the same email address that the invitation was sent to when creating your account. If you wish to use a different email please contact the organisers to send a new invitation.

Verifying your e-mail address

After signing up to EasyAcademia, a verification email will be sent to your email address. In order to verify the account, click on the verification link found in the welcome email.

After you click on the verification link, you will be automatically logged in to EasyAcademia and the following message will appear at the top of the page:

*support* has been successfully verified and activated.

If you receive an error message after clicking the activation link, you may have already activated your account. Please try logging in with the credentials you chose during the sign up process. If you are still unable to login or verify your account, please email us at support@easyconferences.org.
Step 2: How to login

EasyAcademia has two methods to login. You may login to EasyAcademia either through your General Dashboard, where all the conferences you take part in and role invitations appear, or through the Conference Dashboard, where only conference specific information is displayed. Further guidelines follow below.

Logging in to EasyAcademia (General Dashboard)

If you take part in multiple conferences (regardless of the role), visit www.EasyAcademia.org and click on the Login button located on the top-right.

A list of the conferences you are a part of and any invitations will appear on this dashboard. If you have already accepted a role you can visit a specific conference from the list on the left by clicking on the conference title (e.g. MCG 2017 in this case).

To visit the General Dashboard while logged in and visiting any part of EasyAcademia, click on the Easy logo on the top left.

Accepting a role

If this is the first time you are logging in and you have been invited to act as a reviewer, a notification will appear in your dashboard. Click on Invitations, and then use the Respond to Invitation link to accept or decline the invitation.

Logging in to EasyAcademia (Conference Dashboard)

Please note: This should be used only if you have already accepted your role as reviewer.

To speed up the login process and to provide direct access, you can log in directly to the conference dashboard by visiting www.easyacademia.org/mcg2017. This will skip the General Dashboard and take you to the MCG dashboard directly.
MCG 2017 – EasyAcademia Reviewer Guidelines

Step 3: The Review Process

When you are logged in to EasyAcademia and have selected the MCG 2017 conference, your dashboard will show details only about submissions and reviews assigned to you.

Starting a Review

To start reviewing, click on the View Reviews link, as shown above (or use the Review submissions link on the right, under To-Dos) to view assigned reviews.

The submissions assigned to you by the chair will appear on the screen, as shown in the example above. Click on Download to receive the uploaded submission, and then Write a Review to start the process.

Note: If you cannot see any submissions assigned to you, please wait as the review process may still be in the assignment phase.
The Review process is a step by step procedure. You can use the menu on the left to view the various steps of the review and fill in the required details. Data entered in a step will be temporarily saved (pressing continue is not required), allowing you to switch between steps quickly to make any needed changes or checks.

Note: Do not press the back button of your browser or refresh the page as any input you have made will be lost.

Checking Summary and Submitting the Review

When you have finished your review, you must visit the Summary step to submit it. A summary of your score and review will appear. If you are happy with the result, click on Submit Review to save it in the system.