

# ONLINE CONF

## 手順書

領収書・参加証明書発行

株式会社AGRI SMILE  
ONLINE CONF 事務局

# 領収書・参加証明書の発行方法

領収書は決済完了後にダウンロードできます。

参加証明書は会期終了後にダウンロードできます。

- A. 宛名が「氏名」のみの場合
- B. 宛名が「所属」+「氏名」の場合
- C. 宛名が「所属」のみの場合

# A. 宛名が「氏名」のみの場合

1. マイページに行く
2. スクロールする
3. ダウンロードする

参加受付番号/Reg. No.: 1

2021/09/16

領収書  
Receipt

To 学会 太郎

No. 1

下記の通り、正に領収いたしました。  
We have duly received the following amount:

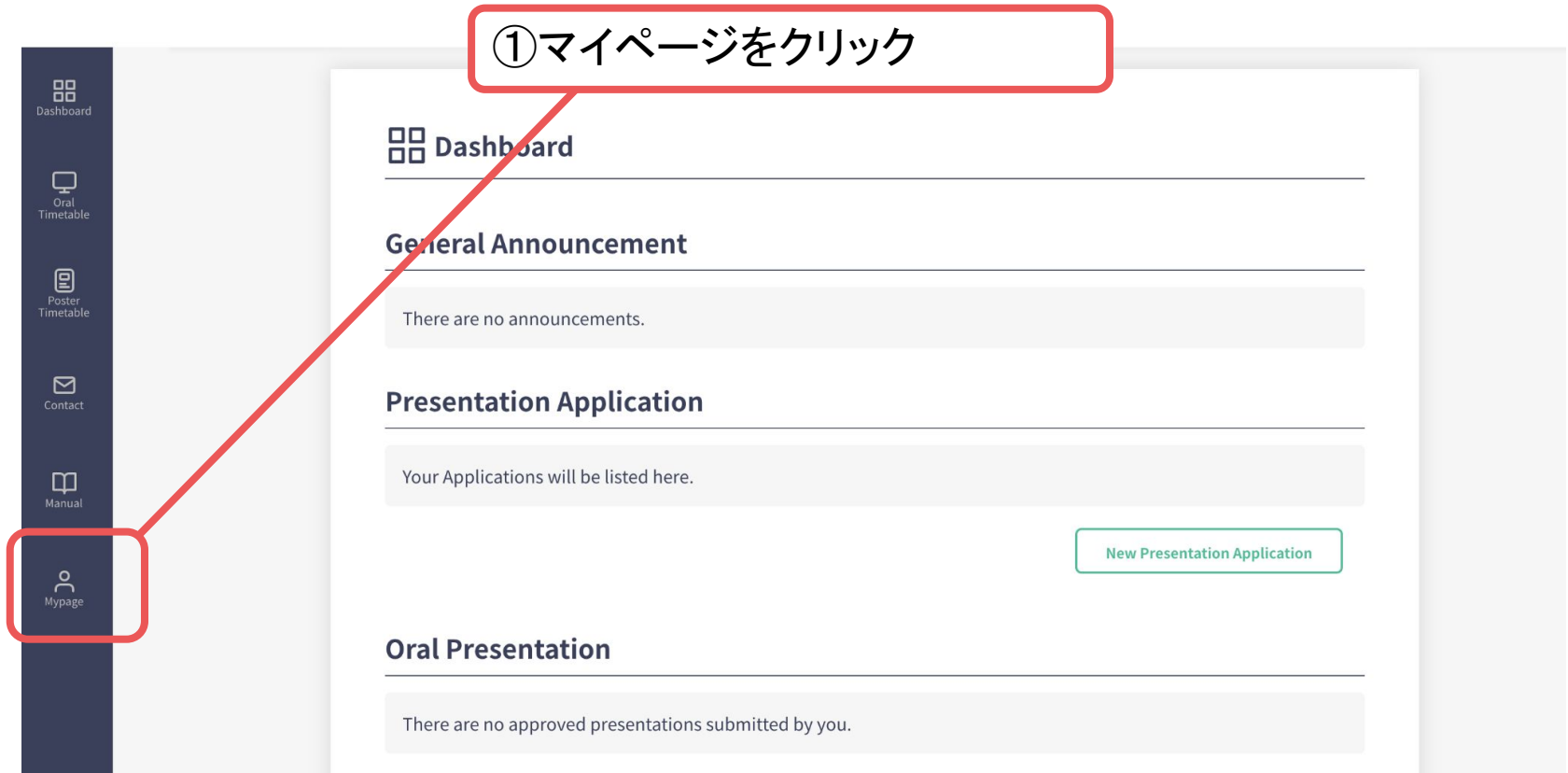
---

非会員向けプラン  
not-members plan  
¥ 10000 -

---

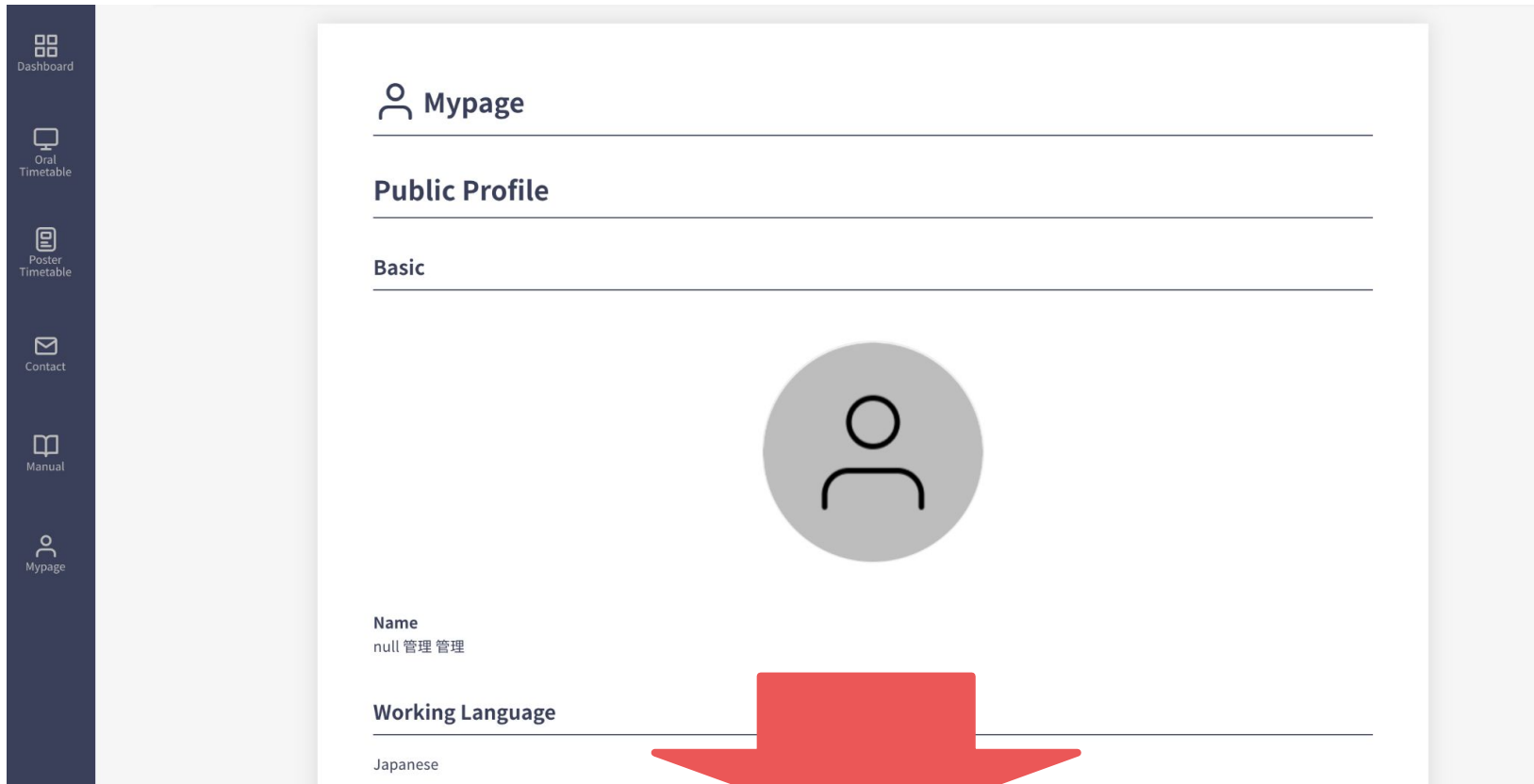
# 1. マイページに行く

- ・システムに入るとダッシュボードが選択されている



## 2. スクロールする

- ・マイページをスクロールする



The image shows a user interface for a 'Mypage' (My Profile) section. On the left is a dark blue sidebar with icons for 'Dashboard', 'Oral Timetable', 'Poster Timetable', 'Contact', 'Manual', and 'Mypage'. The main content area is white and contains the following elements:

- A header 'Mypage' with a person icon.
- A section titled 'Public Profile'.
- A sub-section titled 'Basic'.
- A large grey circular placeholder for a profile picture with a person icon.
- A 'Name' field with the text 'null 管理 管理'.
- A 'Working Language' field with the text 'Japanese'.

A large red arrow points downwards from the 'Working Language' field, indicating the scroll direction.

# 3. ダウンロードする

- ・領収書をダウンロードする

⑤ クリックしてダウンロード

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Name (株式会社AGRI SMILE 管理), Affiliation (Organization/Company/University: 管理), Interest Keywords (with an EDIT button), Private Info, Basic (Email Address: manager@example.com, Password: \*\*\*\*\*), and Certificate. A red callout box at the top right contains the text '⑤ クリックしてダウンロード', with a red arrow pointing to the 'Certificate of attendance' link in the Certificate section.

**Name**  
株式会社AGRI SMILE 管理

**Affiliation**  
Organization/Company/University  
管理

**Interest Keywords**  
EDIT

**Private Info**

**Basic**  
Email Address  
manager@example.com  
Password  
\*\*\*\*\*

**Certificate**  
[Certificate of attendance](#)

## B. 宛名が「所属」+「氏名」の場合

1. マイページに行く
2. 宛名を変更し、編集後ダウンロードする
3. 氏名を元に戻す

参加受付番号/Reg. No.: 1

2021/09/16

領収書  
Receipt

To: L 株式会社\*\*\* 学会 太郎

下記の通り、正に領収いたしました。

We have duly received the following amount:

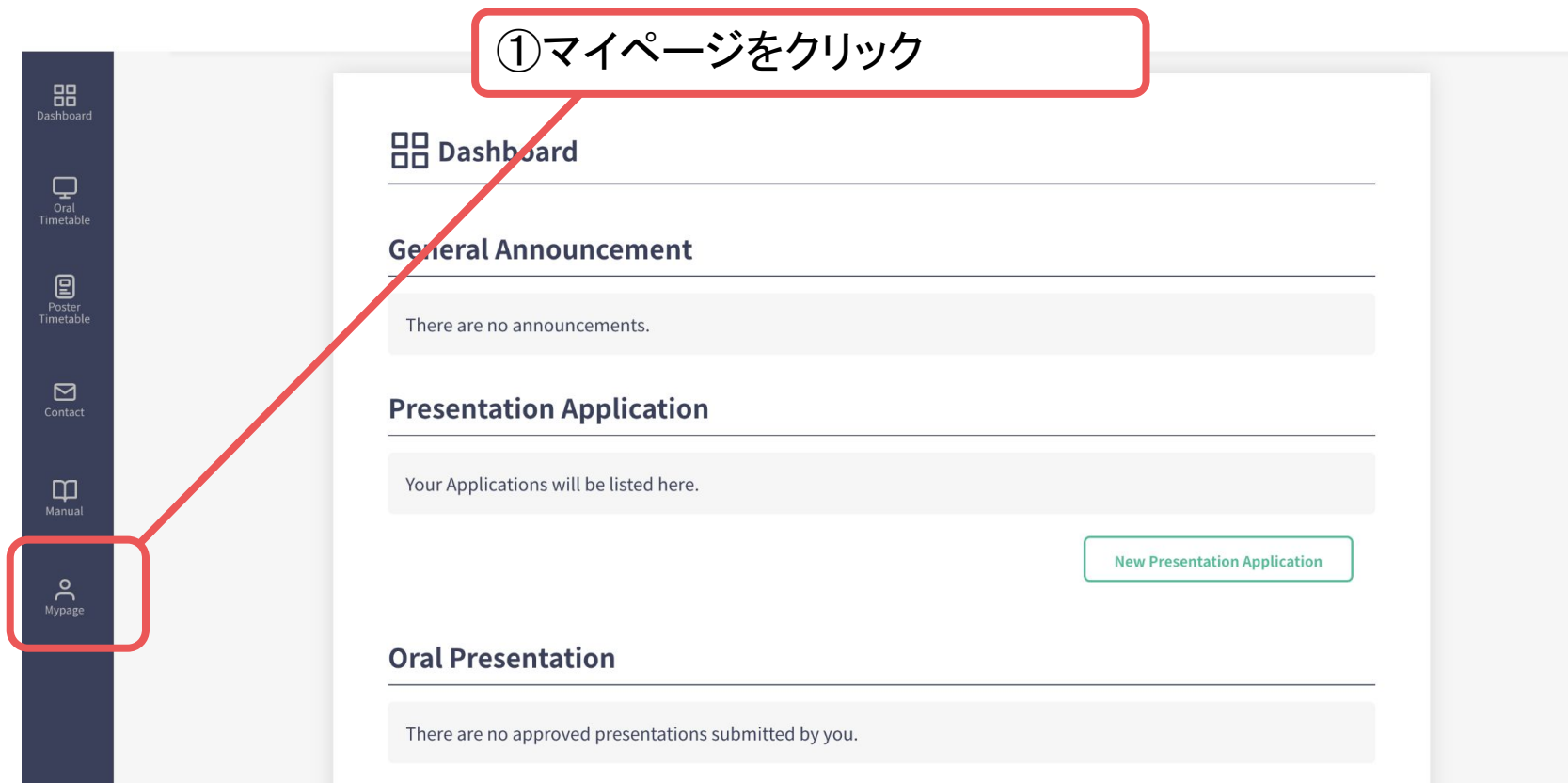
---

非会員向けプラン  
not-members plan  
¥ 10000 -

---

# 1. マイページに行く

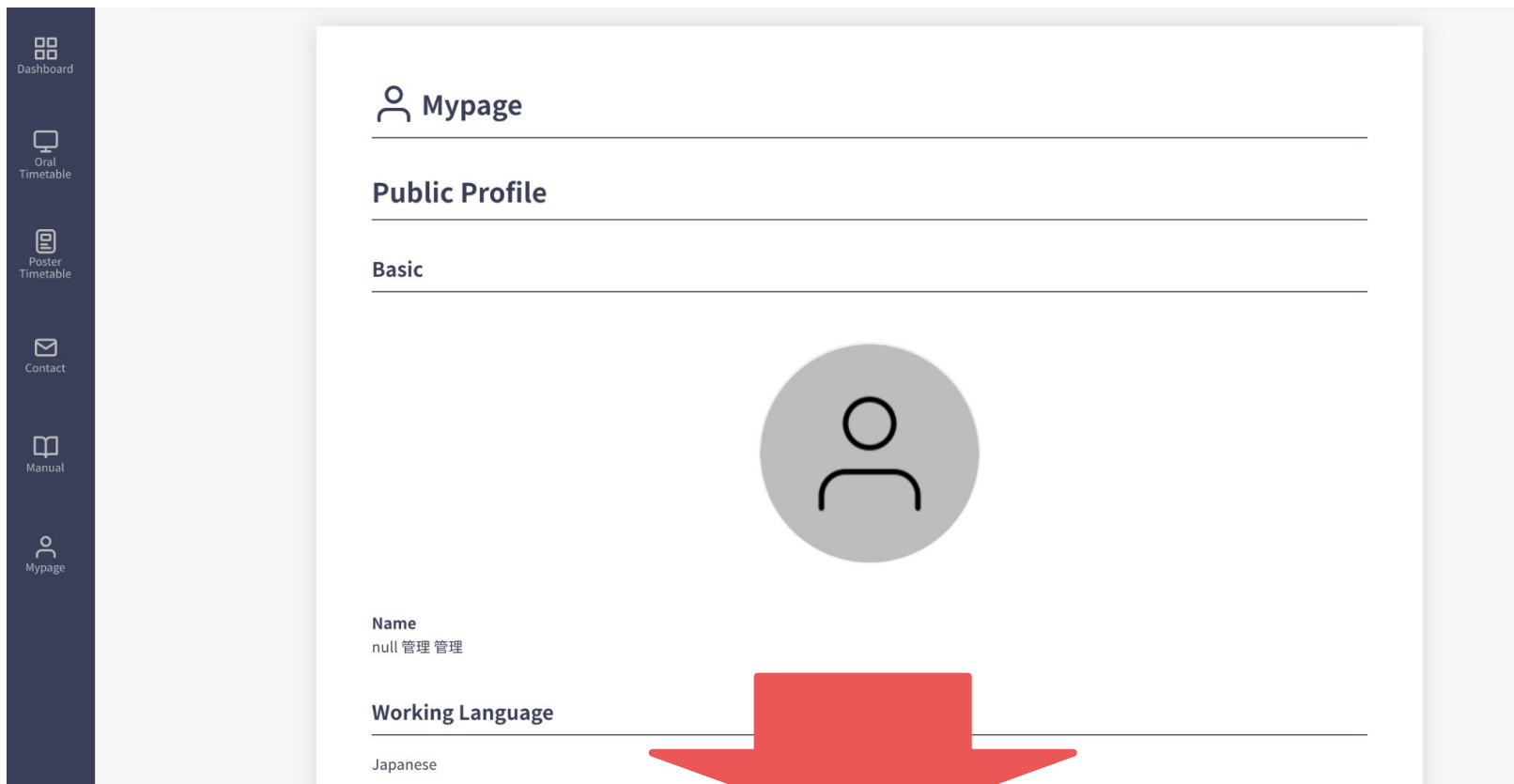
- ・システムに入るとダッシュボードが選択されている





## 2. 宛名を変更し、編集後ダウンロードする

- ・マイページをスクロールする



The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is white and contains the following sections:

- Mypage**: A header section with a person icon.
- Public Profile**: A section header.
- Basic**: A section header.
- Profile Picture**: A large gray circle containing a person icon.
- Name**: A field with the value "null 管理 管理".
- Working Language**: A field with the value "Japanese".

A large red arrow points downwards from the "Working Language" field, indicating the next step in the process.

## 2. 宛名を変更し、編集後ダウンロードする

・情報を編集する

The image shows a user profile page with a dark sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Working (Japanese), Affiliation (Organization/Company/University: 管理, Department/Laboratory, Lab: null(null), Position/Rank), and Interest Keywords. A red box highlights the text '① 編集ボタンをクリック' (Click the edit button) with a red arrow pointing to an 'EDIT' button with a pencil icon, which is also highlighted by a red box.

Working ① 編集ボタンをクリック

Japanese

**Affiliation**

Organization/Company/University  
管理

Department/Laboratory

Lab  
null(null)

Position/Rank

**Interest Keywords**

EDIT

## 2. 宛名を変更し、編集後ダウンロードする

・情報を変更する

③ 氏名を入力する(学会 太郎)

② 所属を入力する(株式会社xxx)

The image shows a user profile editing interface. On the left is a dark blue sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section has a placeholder and a 'Select a Image' button. The Basic section contains three input fields: 'First Name' (with a 'Required' tag), 'Middle Name', and 'Last Name' (with a 'Required' tag). The 'First Name' and 'Last Name' fields contain the text '管理'. The Affiliation section is currently empty. Two red callout boxes with lines pointing to the 'First Name' and 'Last Name' fields contain the text '② 所属を入力する(株式会社xxx)' and '③ 氏名を入力する(学会 太郎)' respectively.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Profile Image

Select a Image

Basic

First Name **Required**

Middle Name

Last Name **Required**

管理

管理

Affiliation

## 2. 宛名を変更し、編集後ダウンロードする

- ・情報の変更を確定する

④ クリックする

The image shows a user profile editing interface. On the left is a dark sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area has several input fields:

- First Name** (Required): Input field containing "管理".
- Middle Name**: Empty input field.
- Last Name** (Required): Input field containing "管理".
- Affiliation**
  - Organization/Company/University** (Required): Input field containing "管理".
  - Department/Laboratory** (Required): Input field containing "XXX Lab. / XXX Dept.".
  - Position/Rank** (Required): Input field containing "Position/Rank".
- Keyword Registration** (Please set categories and keywords you are interested in.): A section with a "+ Add Keyword" button.

A red callout box labeled "④ クリックする" points to the "Update >" button at the bottom right of the form.

## 2. 宛名を変更し、編集後ダウンロードする

- ・領収書をダウンロードする

⑤ クリックしてダウンロード

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Name (株式会社AGRI SMILE 管理), Affiliation (Organization/Company/University: 管理), Interest Keywords (with an EDIT button), Private Info, Basic (Email Address: manager@example.com, Password: \*\*\*\*\*), and Certificate (with a link for Certificate of attendance). A red arrow originates from the 'Certificate of attendance' link and points to the 'EDIT' button.

**Name**  
株式会社AGRI SMILE 管理

**Affiliation**  
Organization/Company/University  
管理

**Interest Keywords**  
EDIT

**Private Info**

**Basic**  
Email Address  
manager@example.com  
Password  
\*\*\*\*\*

**Certificate**  
[Certificate of attendance](#)

# 3. 氏名を元に戻す

・先ほどと同様にして、マイページから情報を変更する

The image shows a user profile page with a sidebar on the left and a main content area. The sidebar contains icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area has sections for Profile Image, Basic, and Affiliation. The Profile Image section has a placeholder image and a 'Select a Image' button. The Basic section has input fields for First Name, Middle Name, and Last Name, each with a 'Required' label. The First Name and Last Name fields contain the text '管理'. Red boxes and lines highlight the First Name and Last Name fields, with callouts indicating the input steps: '① 姓を入力する(学会)' for the Last Name field and '② 名を入力する(太郎)' for the First Name field.

① 姓を入力する(学会)

② 名を入力する(太郎)

Dashboard  
Oral Timetable  
Poster Timetable  
Contact  
Manual  
Mypage

Profile Image

Select a Image

Basic

First Name **Required** Middle Name Last Name **Required**

管理 管理

Affiliation

# 3. 氏名を元に戻す

・情報の変更を確定する

③ クリックする

The image shows a user profile update form. On the left is a dark blue sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main form area contains several input fields with red 'Required' labels:

- First Name** (Required): Input field containing '管理'.
- Middle Name**: Empty input field.
- Last Name** (Required): Input field containing '管理'.
- Affiliation**
  - Organization/Company/University** (Required): Input field containing '管理'.
  - Department/Laboratory** (Required): Input field containing 'XXX Lab. / XXX Dept.'.
  - Position/Rank** (Required): Input field containing 'Position/Rank'.
- Keyword Registration** (Please set categories and keywords you are interested in.): A section with a '+ Add Keyword' button.

A red callout box at the top right contains the text '③ クリックする' and a red line points to the 'Update >' button at the bottom right of the form.

## C. 宛名が「所属」のみの場合

1. マイページに行く
2. 宛名を変更し、編集後ダウンロードする
3. 氏名を元に戻す

参加受付番号/Reg. No.: 1

2021/09/16

領収書  
Receipt

To: 株式会社xxx.

No. 1

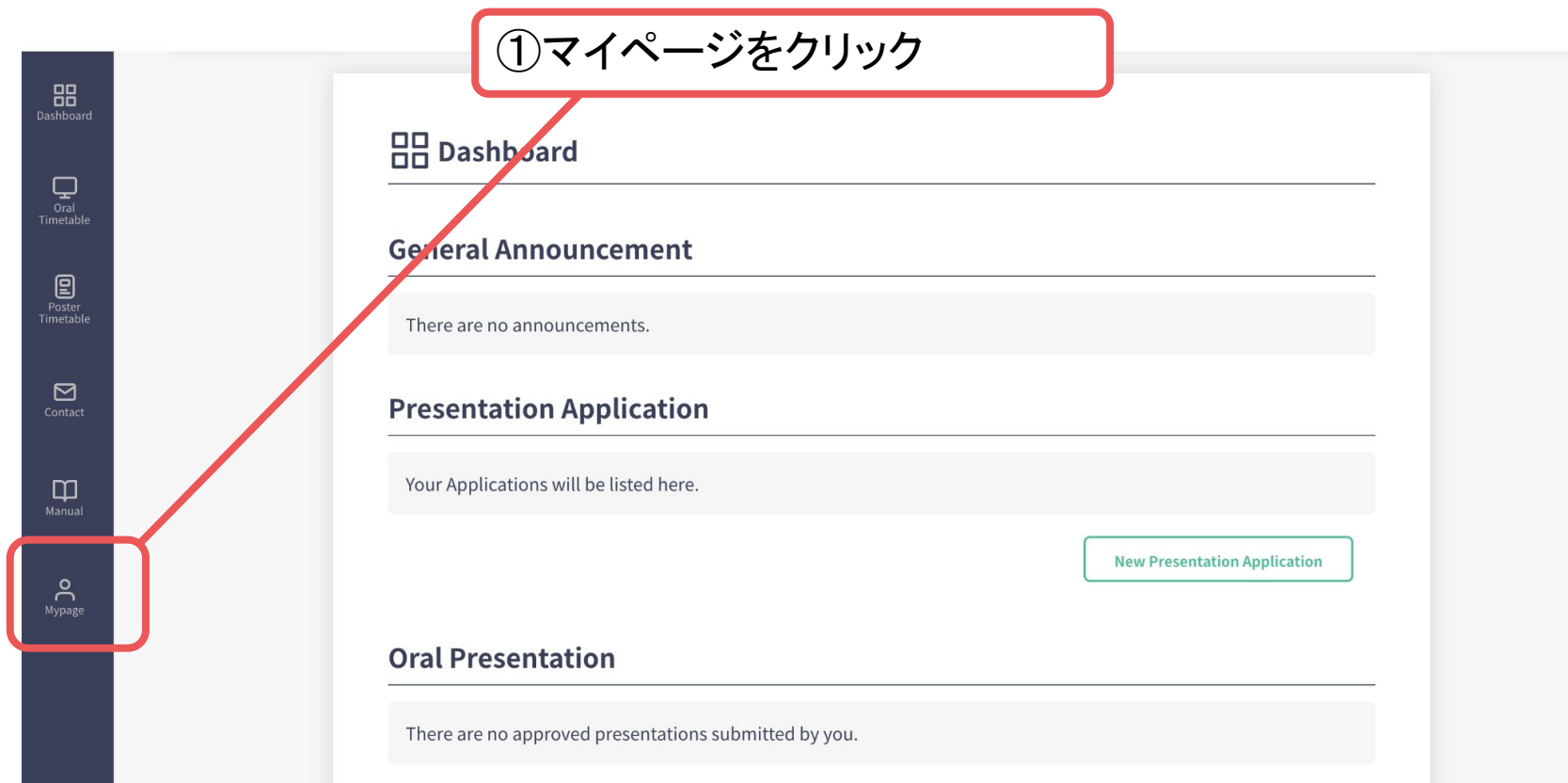
下記の通り、正に領収いたしました。  
We have duly received the following amount:

非会員向けプラン  
not-members plan  
¥ 10000 -



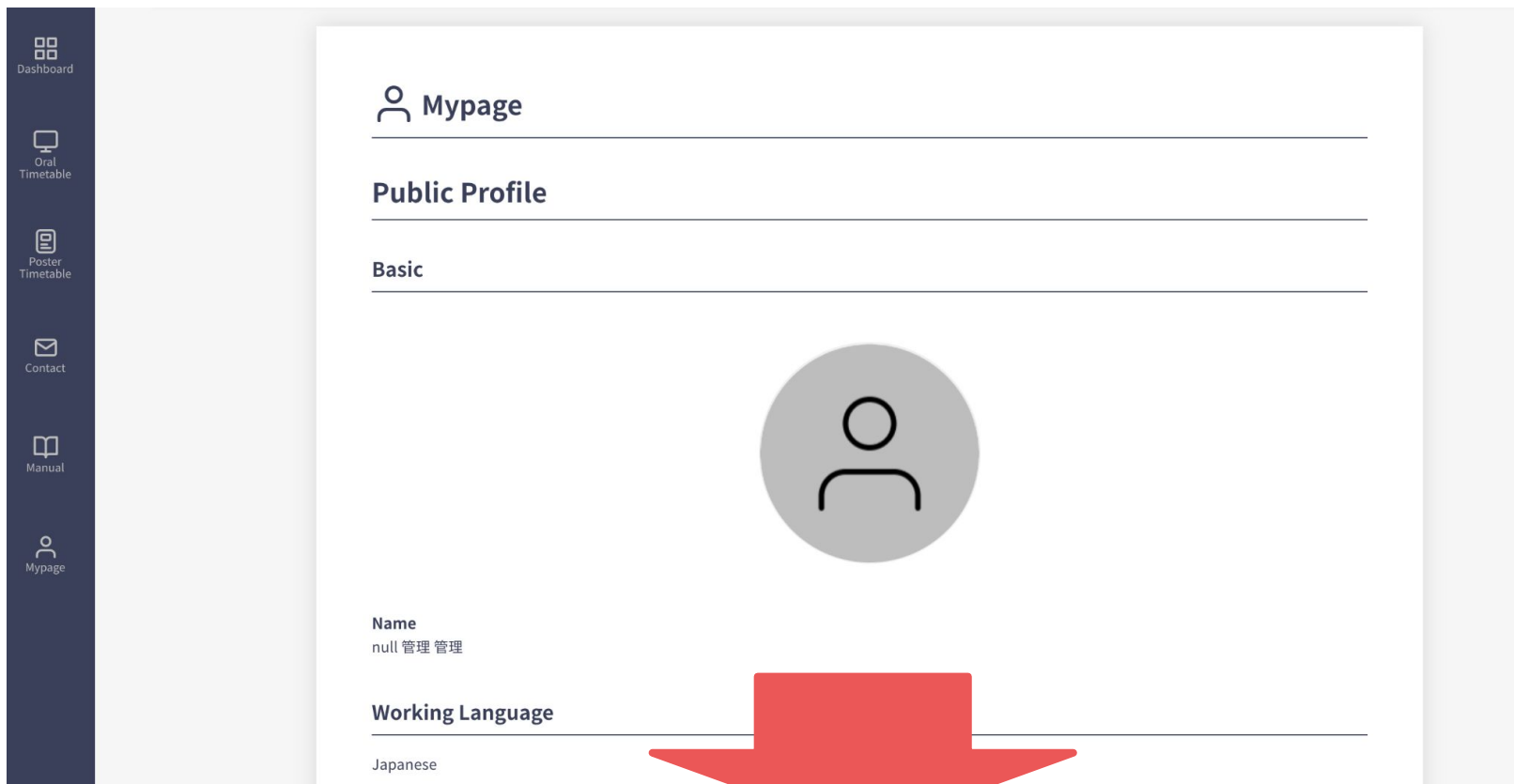
# 1. マイページに行く

- ・システムに入るとダッシュボードが選択されている



## 2. 宛名を変更し、編集後ダウンロードする

- ・マイページをスクロールする



The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is titled 'Mypage' and includes sections for 'Public Profile' and 'Basic'. A large grey circular placeholder with a person icon is centered. Below it, the 'Name' field is set to 'null 管理 管理'. The 'Working Language' field is set to 'Japanese' and is highlighted by a large red arrow pointing downwards.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Mypage

Public Profile

Basic

Name  
null 管理 管理

Working Language  
Japanese

## 2. 宛名を変更し、編集後ダウンロードする

・情報を編集する

The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is white and contains several sections: Working (Japanese), Affiliation (Organization/Company/University: 管理, Department/Laboratory, Lab: null(null), Position/Rank), and Interest Keywords. A red box highlights the text '① 編集ボタンをクリック' (Click the edit button) with a red arrow pointing to an 'EDIT' button with a pencil icon, which is also highlighted by a red box.

Working ① 編集ボタンをクリック

Japanese

**Affiliation**

Organization/Company/University  
管理

Department/Laboratory

Lab  
null(null)

Position/Rank

**Interest Keywords**

EDIT

## 2. 宛名を変更し、編集後ダウンロードする

・情報を変更する

③ 法人格名 or 会社名 を入力する

② 法人格名 or 会社名 を入力する

The screenshot shows a user profile editing interface. On the left is a dark sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section has a placeholder and a 'Select a Image' button. The Basic section contains three input fields: 'First Name' (with a 'Required' tag), 'Middle Name', and 'Last Name' (with a 'Required' tag). The 'First Name' and 'Last Name' fields contain the text '管理'. The Affiliation section is currently empty. Two red callout boxes with lines pointing to the 'First Name' and 'Last Name' fields contain the text '② 法人格名 or 会社名 を入力する'. A third red callout box with a line pointing to the 'Last Name' field contains the text '③ 法人格名 or 会社名 を入力する'.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Profile Image

Select a Image

Basic

First Name **Required**

Middle Name

Last Name **Required**

管理

管理

Affiliation

## 2. 宛名を変更し、編集後ダウンロードする

・情報の変更を確定する

④ クリックする

The screenshot shows a user profile editing interface. On the left is a dark blue sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area has several input fields:

- First Name** (Required): Input field containing "管理".
- Middle Name**: Empty input field.
- Last Name** (Required): Input field containing "管理".
- Affiliation**
  - Organization/Company/University** (Required): Input field containing "管理".
  - Department/Laboratory** (Required): Input field containing "XXX Lab. / XXX Dept.".
  - Position/Rank** (Required): Input field containing "Position/Rank".
- Keyword Registration** (Please set categories and keywords you are interested in.): A section with a "+ Add Keyword" button.

A red callout box with the text "④ クリックする" points to the "Update >" button at the bottom right of the form.

## 2. 宛名を変更し、編集後ダウンロードする

- ・参加証明書あるいは領収書をダウンロードする

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is white and contains the following sections:

- Name:** 株式会社AGRI SMILE 管理
- Affiliation:** Organization/Company/University: 管理
- Interest Keywords:** (empty field with an EDIT button)
- Private Info:** (empty field)
- Basic:** Email Address: manager@example.com; Password: \*\*\*\*\*
- Certificate:** [Certificate of attendance](#)

A red callout box at the top right contains the text "⑤ クリックしてダウンロード" (Click to download), with a red line pointing to the "Certificate of attendance" link.

# 3. 氏名を元に戻す

・先ほどと同様にして、マイページから情報を変更する

② 名を入力する(太郎)

① 姓を入力する(学会)

The image shows a user profile page with a sidebar on the left and a main content area. The sidebar contains icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area has sections for Profile Image, Basic, and Affiliation. The Profile Image section has a placeholder image and a 'Select a Image' button. The Basic section has input fields for First Name, Middle Name, and Last Name, each with a 'Required' label. The First Name and Last Name fields contain the text '管理'. Red boxes and lines highlight the First Name and Last Name fields, with callouts indicating the input: '① 姓を入力する(学会)' for the First Name field and '② 名を入力する(太郎)' for the Last Name field.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Profile Image

Select a Image

Basic

First Name **Required**

Middle Name

Last Name **Required**

管理

管理

Affiliation

# 3. 氏名を元に戻す

・情報の変更を確定する

③ クリックする

The image shows a user profile update form with a dark blue sidebar on the left. The sidebar contains icons and labels for 'Dashboard', 'Oral Timetable', 'Poster Timetable', 'Contact', 'Manual', and 'My page'. The main form area has several input fields with red 'Required' labels:

- First Name** (Required): Input field containing '管理'.
- Middle Name**: Empty input field.
- Last Name** (Required): Input field containing '管理'.
- Affiliation**
  - Organization/Company/University** (Required): Input field containing '管理'.
  - Department/Laboratory** (Required): Input field containing 'XXX Lab. / XXX Dept.'.
  - Position/Rank** (Required): Input field containing 'Position/Rank'.
- Keyword Registration** (Please set categories and keywords you are interested in.): A green button labeled '+ Add Keyword' is visible below the heading.

A red callout box with the text '③ クリックする' points to a green button labeled 'Update >' at the bottom right of the form.