



Comitê Brasileiro de Tênis

## MANUAL PARA INSCRIÇÃO E SUBMISSÃO DE RESUMOS DO PRÊMIO PROF. FIGUEIREDO FERRAZ 2021

1. Acesse o site: <https://easychair.org/cfp/pff21>. Clique em “Create an account”, para criar sua conta.

User name:

Password:

**Log in**

[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

**Submission of new papers for PFF-21 is open.**

2. Clique na opção “Não sou um robô”, para aceitar os termos de uso.

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

Não sou um robô

reCAPTCHA  
Privacidade - Termos

**Continue**



3. Insira os dados para criar sua conta.

First name <sup>†</sup> *	<input type="text" value="Primeiro Nome"/>
Last name *	<input type="text" value="Sobrenome"/>
Email *	<input type="text" value="E-mail"/>
Retype email address *	<input type="text" value="Digite novamente o endereço de e-mail"/>

4. Depois de inserir os dados, será enviado um link no e-mail cadastrado para verificar o candidato.

 Data / Link

---

**Account Application Received** 

We received your application. A mail with further instructions has been sent to the email address [seuemail@gmail.com](mailto:seuemail@gmail.com).

**If You Do not receive the instructions**

If you do not receive our email with instruction on how to create an account, please read the following information:

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem:

- Incorrectly typed email address**  
Try to use the most likely class of delays.
- Slow mail processing**  
Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.
- "Naggy-cat" mail protection**  
Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address used such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain [www.easychair.org](http://www.easychair.org).
- Mailbox problems and quotas**  
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.
- Anti-spam filters**  
It is possible that your spam filter will classify our email as spam. Please check your spam mail boxes.
- General connection problems**  
There might be general connection problems, for example your mail server may be unavailable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo! Mail, or iCloud. You will be able to change your email address to EasyChair on your profile email addresses associated with your account later.

We can reopen your application at any time, another email will be sent to you.



5. Acesse o link enviado ao seu e-mail. Caso não encontre na caixa de entrada, verifique na caixa de *Spam*.

EasyChair account confirmation  Caixa de entrada x

 **EasyChair** <noreply@easychair.org>  
para mim ▾

Dear

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

<https://easychair.org/account/create?code=nPPG0UYXjcUE8CvJ3N5b> 

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

---

Please be aware that this is an unmonitored email alias, so please do not reply to this email.  
To contact EasyChair use the EasyChair contact Web page  
<https://easychair.org/contact>

 Responder  Encaminhar



6. Faça a criação do seu usuário.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

---

Enter your personal data.

First name<sup>†</sup>: \* Primeiro Nome

Last name: \* Sobrenome

Organization: \* Empresa

Country/region: \* Brazil

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.*

Your personal Web page: Página Pessoal na Web

---

Enter your account information. Note that user names are case-insensitive

**User name Usuário is taken!**

User name: \* Usuário

Password: \* .....

Retype the password: \* .....

**Create my account**

7. Depois da confirmação, o próximo passo é logar novamente para entrar e fazer a submissão.

Account Created

Your EasyChair account has been created!

To log in and access PFF-21 pages [click here.](#)



8. Clique em “Make a new submission” e faça a submissão do resumo.

## PFF-21 (Prêmio Figueiredo Ferraz 2021)

You are logged in to PFF-21 (Prêmio Figueiredo Ferraz 2021).

Use the links below to access PFF-21.

### Author

- [make a new submission](#)

9. Adicione os autores do documento.

### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*  ▼

Organization: \*

Web page:

corresponding author

10. Caso tenha mais de três autores, clique aqui para adicionar.

[Click here to add more authors](#)

<sup>†</sup> Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names.](#)



11. Insira o título, resumo com texto simples sem elementos HTML, e palavras-chaves.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

12. Selecione o arquivo, faça a submissão do arquivo e envie.

Files

The following part of the submission form was added by PFF-21. It has neither been checked nor endorsed by EasyChair

---

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

Nenhum arquivo selecionado

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Boa sorte!**