**EAACL 2021 Virtual Website Login Steps**

**Step 0** Make sure you have [registered](#) for EAACL 2021. After you register, you should receive an registration confirmation email “congrex Account: Confirm your account” and another email “EAACL 2021 - registration confirmation” from no-reply@m-anage.com. If you haven’t received the email from no-reply@m-anage.com please check the following:

- Everyone should register (including EAACL 2021 organizers, invited speakers, workshop/tutorial organizers and volunteers). You will need to register to get the welcome email.
- Please check your spam folder and other email categories as well for the welcome email.
- Please search for an email from no-reply@m-anage.com since the welcome email will come from this email.
- The email will come to the email address you used in your registration form (please check the row “Email”. It is between the “Address” row and the “Are you completing this registration on behalf of the attendee” row.)

If you still don’t find the email, please contact: registration.eacl@congrex.com and include your registration confirmation email. If you encounter any other issues, please also contact our helpdesk under virtual2021@eacl.org.

**Step 1** When you go to [https://www.virtual2021.eacl.org/](https://www.virtual2021.eacl.org/) you will be asked for your username and password. Click on “Continue with Eacl-congrex-login”. Login with the same email and password which you used for registration at Congrex.

**PLEASE NOTE:**

- Make sure you received a welcome email (see step 0).
- The username is your email and is case-sensitive
- Make sure there are no extra spaces in your password
- Try typing in the username/password instead of copy-pasting (just to make sure you don’t miss out on any characters).

If you are still unable to login, please contact: registration.eacl@congrex.com and include the username you were sent in the welcome email.
Step 2 Now you will be redirected to our website. Go to the “Chat” page to access RocketChat.

Step 3 Please click the “Log in with EACL 2021 account” button. **Note:** This window can sometimes be blocked. Click the “allow pop-up window” to unblock. If you are using Firefox, please disable tracking protection.

Step 4 You need to set up your username.

Now you will be able to access the RocketChat space.
Step 5 (optional) You can edit your RocketChat profile to change your displayed name and include your pronouns. See the screenshots below:
Note from EACL 2021 Professional Code of Conduct Chairs

On both RocketChat and Zoom, please ensure that your name and affiliation are displayed in a way that matches your registration (i.e. one or more of the name fields, including preferred name, in the conference registration form). You are also encouraged to include your pronouns. Obfuscating your identity or displaying the name of another attendee instead may be considered harassment under the ACL’s anti-harassment policy.