How do I start a new submission?

How do I edit my submission?

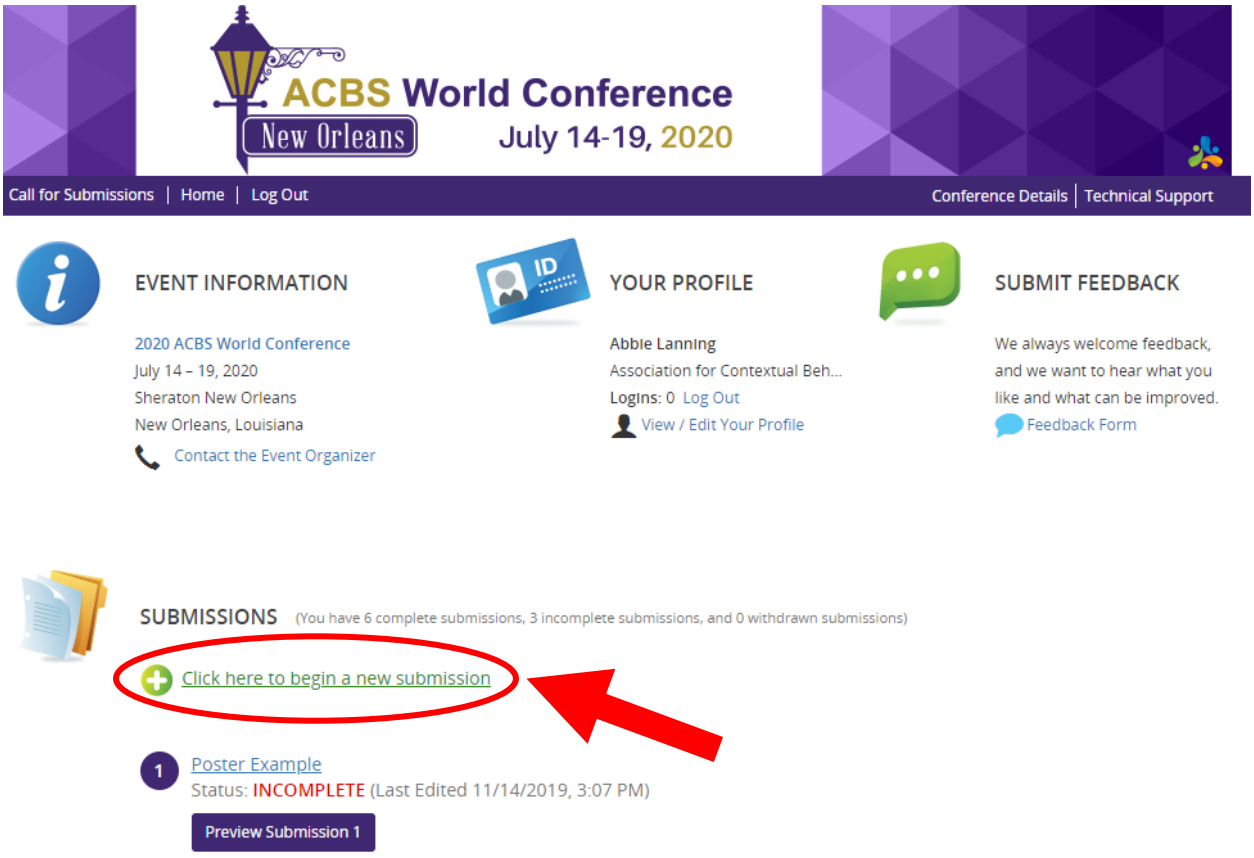
How do I complete a co-author's profile if I don't know all the information?

How do I submit my session?

How do I know if my session was successfully submitted?

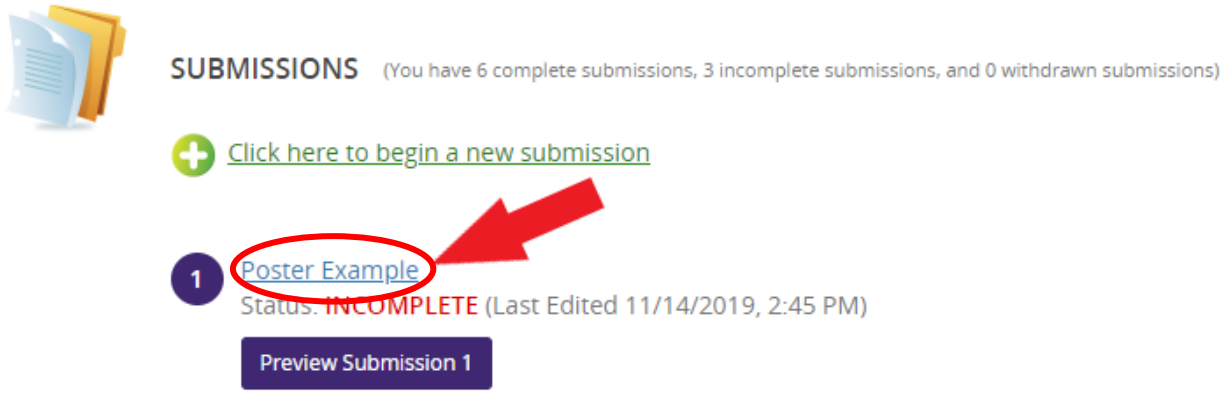
How do I start a new submission?

On the homepage, click on “click here to begin a new submission”



How do I edit my submission?

On the homepage, click the title of the submission

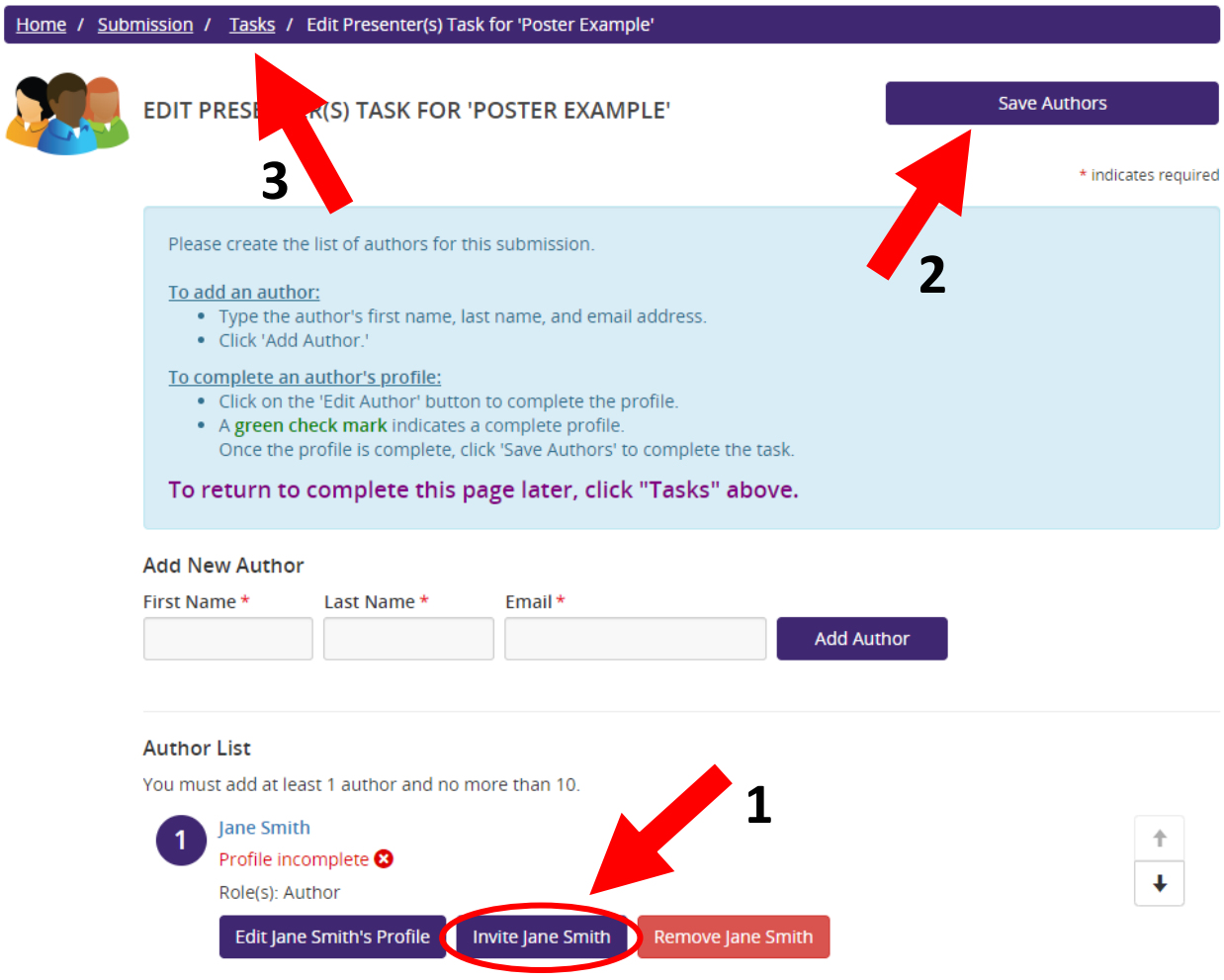


How do I complete a co-author's profile if I don't know all the information?

1. Click "invite [author's name]", this will send an email to the address you entered when adding a new author, and the person can complete their own profile.

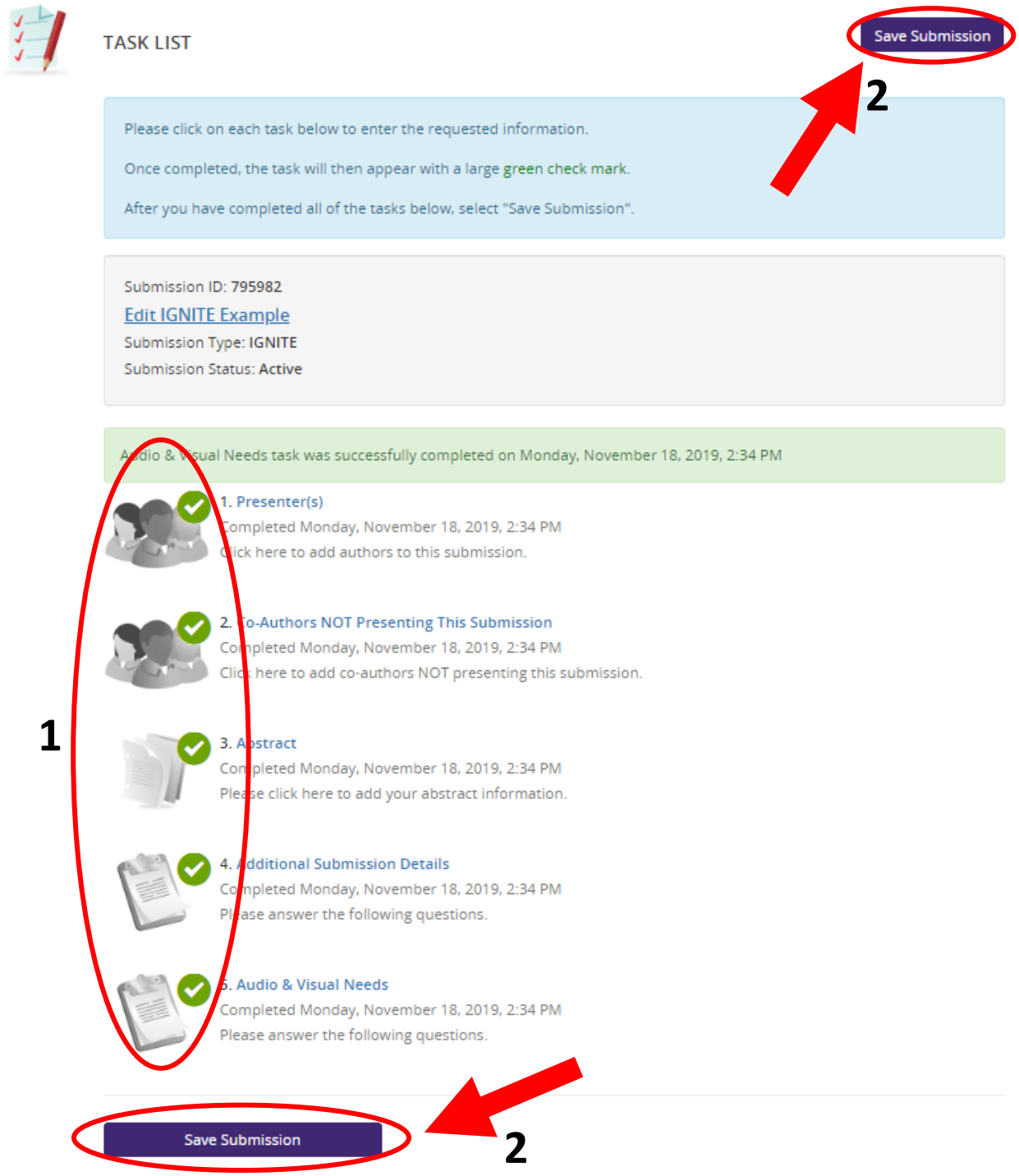
This section will not be complete until all authors have finished their profiles.

2. To save the section click "Save Authors"
3. To go back to the previous page, click "Tasks" at the top

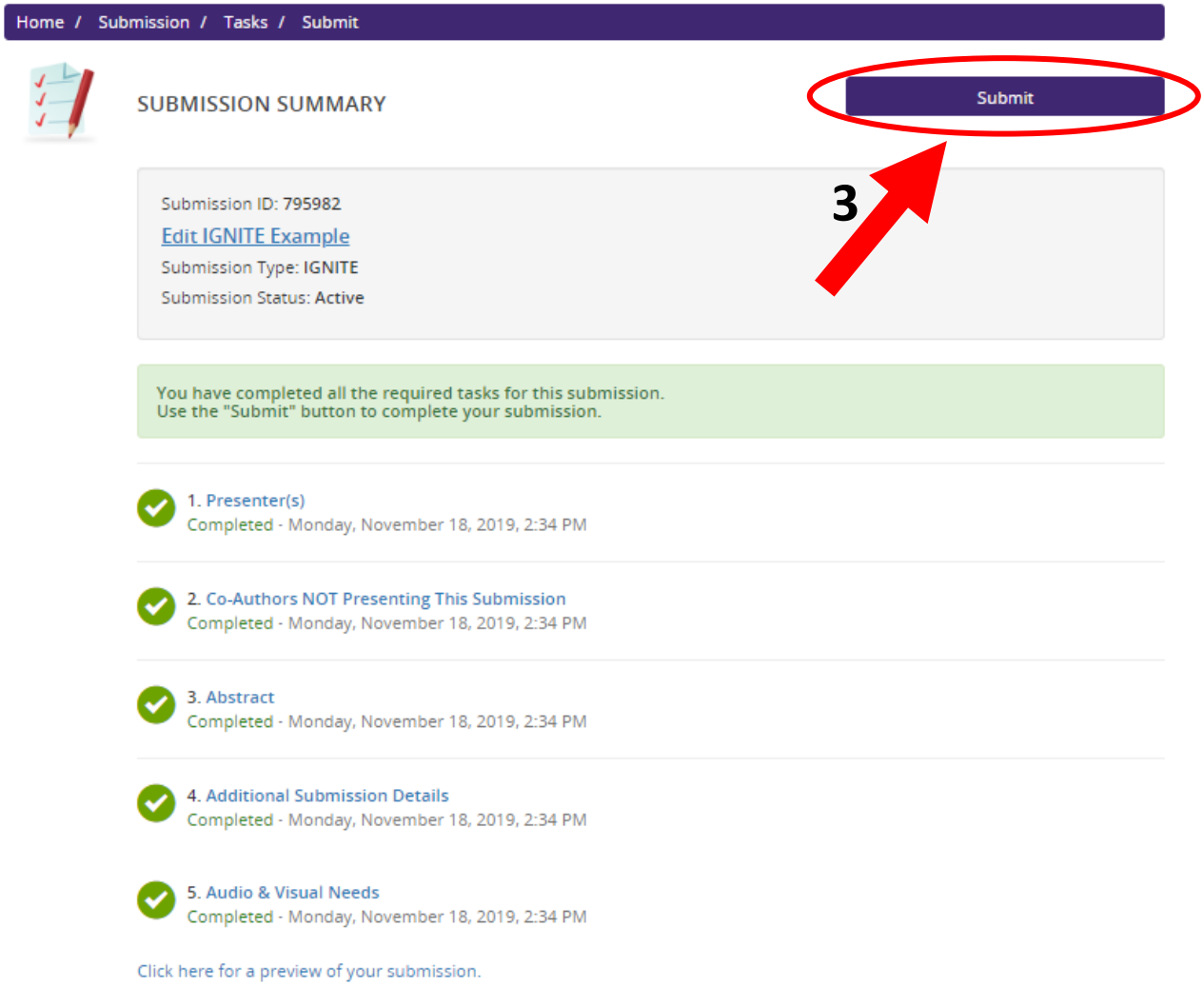


How do I submit my session?

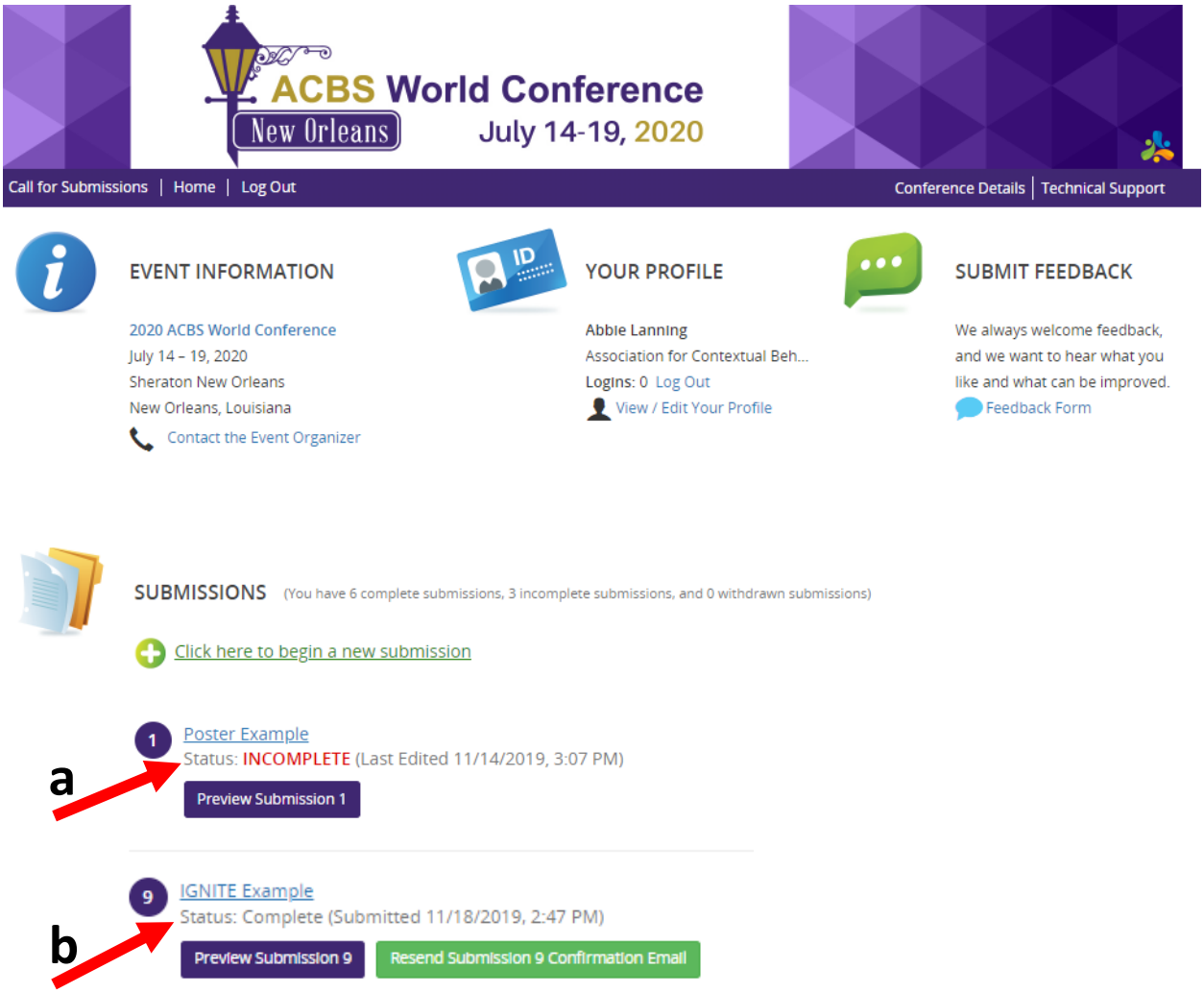
1. Make sure all the tasks are complete (they will be grey with a green check mark)
2. Click “Save Submission” either at the top right of the page or bottom left.



3. Click “Submit” at the top right
4. After the session is submitted, you should receive a confirmation email from support@contextualscience.org with the subject “Completed Submission Details”



How do I know if my session was successfully submitted?

A list of all your submissions is on the homepage.

a. Submissions that are in progress and haven't been submitted yet are "Incomplete".
b. Submissions that have been submitted are "Complete".