How do I start a new submission?

How do I edit my submission?

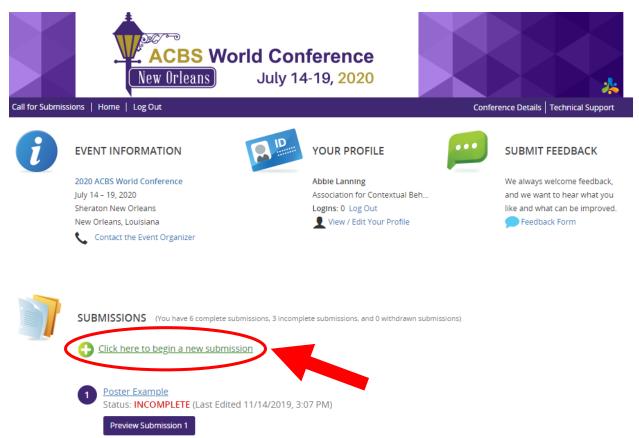
How do I complete a co-author's profile if I don't know all the information?

How do I submit my session?

How do I know if my session was successfully submitted?

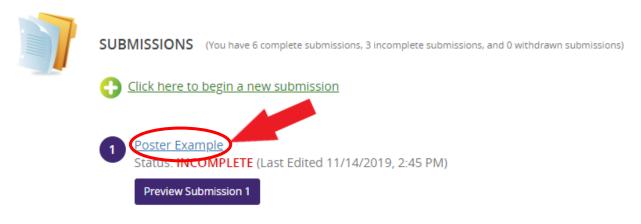
How do I start a new submission?

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.

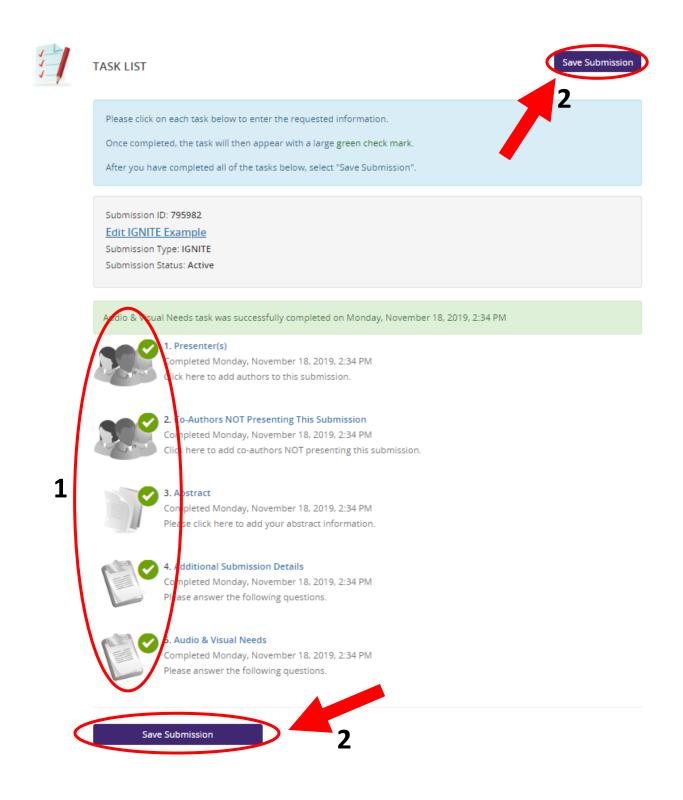
This section will not be complete until all authors have finished their profiles.

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

Home / Submission / Tasks / Edit Presenter(s) Task for 'Poster Example'	
EDIT PRESERVER(S) TASK FOR 'POSTER EXAMPLE'	Save Authors * indicates required
Please create the list of authors for this submission. <u>To add an author:</u> • Type the author's first name, last name, and email address. • Click 'Add Author.' <u>To complete an author's profile:</u> • Click on the 'Edit Author' button to complete the profile. • A green check mark indicates a complete profile. Once the profile is complete, click 'Save Authors' to complete the task. To return to complete this page later, click "Tasks" above.	
Add New Author First Name * Last Name * Email * Add Author	
Author List You must add at least 1 author and no more than 10. Jane Smith Profile incomplete Role(s): Author Edit Jane Smith's Profile Invite Jane Smith Remove Jane Smith	↑ ↓

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 <u>support@contextualscience.org</u> with the subject "Completed Submission Details"

Home / Submission / Tasks / Submit		
	SUBMISSION SUMMARY	Submit
	Submission ID: 795982 <u>Edit IGNITE Example</u> Submission Type: IGNITE Submission Status: Active	3
	You have completed all the required tasks for this submission. Use the "Submit" button to complete your submission.	
	Ompleted - Monday, November 18, 2019, 2:34 PM	
	2. Co-Authors NOT Presenting This Submission Completed - Monday, November 18, 2019, 2:34 PM	
	S. Abstract Completed - Monday, November 18, 2019, 2:34 PM	
	Additional Submission Details Completed - Monday, November 18, 2019, 2:34 PM	
	S. Audio & Visual Needs Completed - Monday, November 18, 2019, 2:34 PM	
	Click here for a preview of your submission.	

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".

