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?

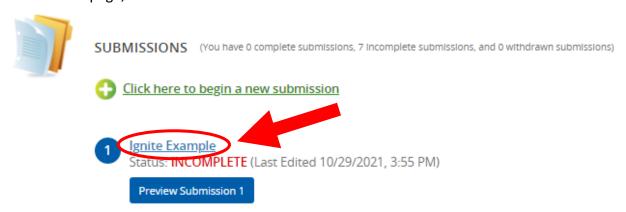
How do I start a new submission?

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

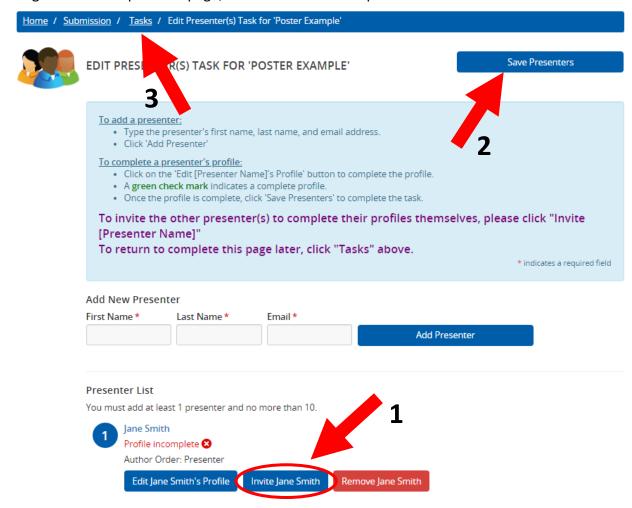


How do I complete a co-presenter's profile if I don't know all the information?

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

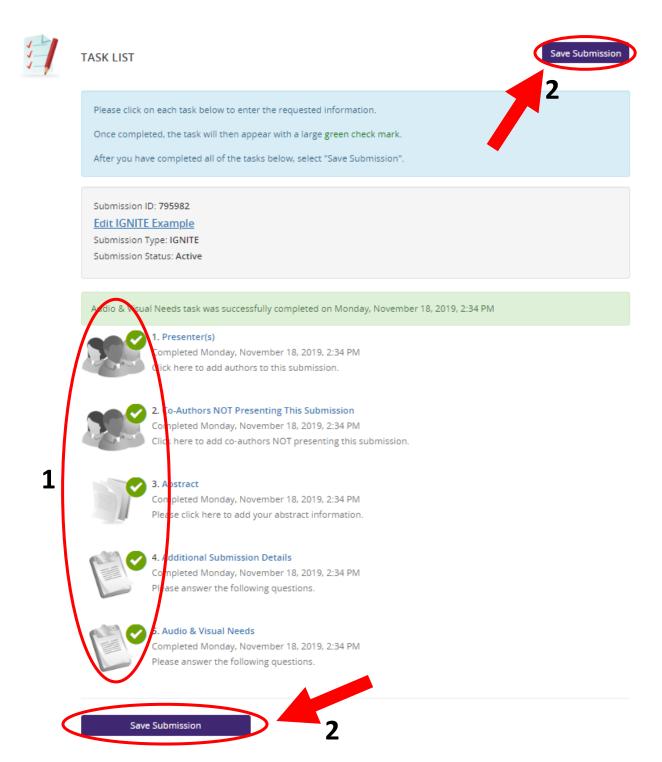
This section will not be complete until all authors have finished their profiles.

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

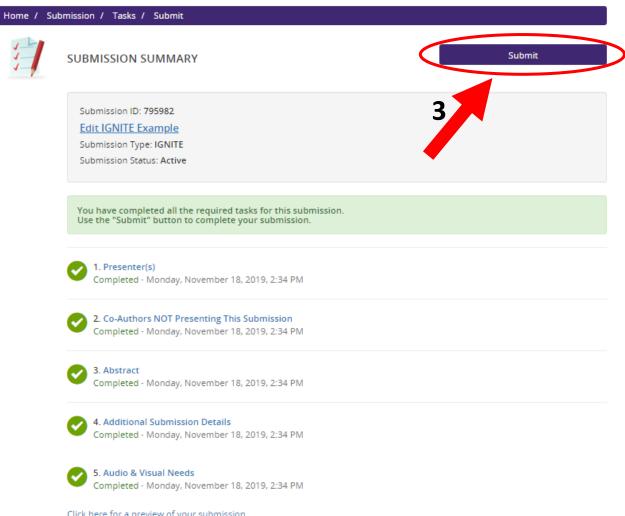


How do I submit my session?

- 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"



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".



