

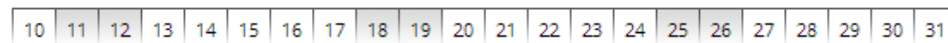
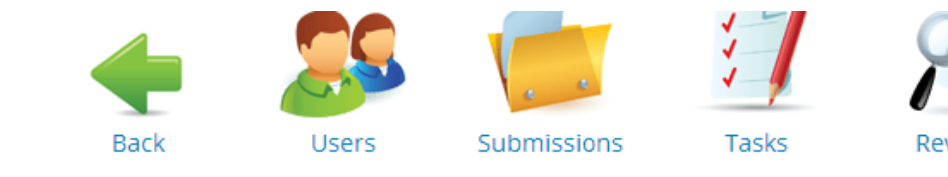
LINK TO SUBMISSION SITE

The link to the submission site is what submitters need to create an account and begin their submission. This is the link that should be advertised on the conference website, participant emails, marketing materials, etc. The link never changes despite changes made to the site/process.

There are two ways to retrieve the submission site link:

On Home Page

1. Login to the administrative portal
2. Look to the bottom left-hand side of the home screen and click "Launch Submission Form"



The screenshot shows the administrative dashboard. On the left, under 'SYSTEM DETAILS', there is a list of items: '0 users (0 sessions)', '4 Tasks', 'System Status: Active (event history)', 'User Feedback (0)', 'User Index', and 'Launch Submission Form'. A red arrow points to the 'Launch Submission Form' link. On the right, under 'SUBM', there is a list of items: 'Clc', 'Cu', 'Col', 'Act', 'Wit', 'Sul', and 'Au'. Each item has a small icon next to it.

We're currently busy making big improvements to the Abstract Scorecard.

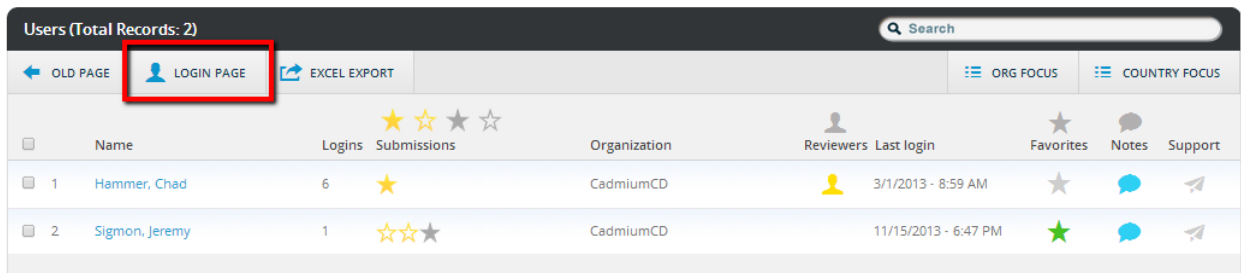
3. A new window will open, which will display the conference banner and details – this is the URL that should be distributed

In Users Page

1. Login to the administrative portal
2. Click on the users icon to access the user list



4. Click on Login Page located at the top of the users list. A new window will open, which will display the conference banner and details – this is the URL that should be distributed



Users (Total Records: 2)		Search							
← OLD PAGE	LOGIN PAGE	EXCEL EXPORT							
		≡ ORG FOCUS	≡ COUNTRY FOCUS						
<input type="checkbox"/>	Name	Logins	Submissions	Organization	Reviewers	Last login	Favorites	Notes	Support
<input type="checkbox"/>	1 Hammer, Chad	6	★	CadmiumCD		3/1/2013 - 8:59 AM	★		
<input type="checkbox"/>	2 Sigmon, Jeremy	1	★★★	CadmiumCD		11/15/2013 - 6:47 PM	★		