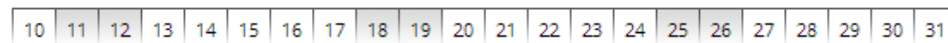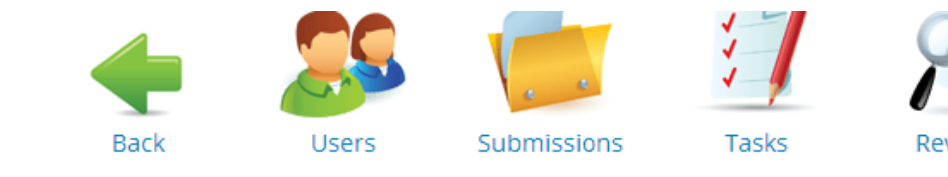**LINK TO SUBMISSION SITE**

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:

<u>On Home Page</u>

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

Back	Users	Submissions	Tasks	Rev

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

SYSTEM DETAILS

👤 0 users (0 sessions)

🔀 4 Tasks

ℹ️

🔧 System Status: Active (event history)

💬 User Feedback (0)

▦ User Index

🔗 Launch Submission Form

SUBN

📅 Clo

⊙ Cu

⭐ Cor

☆ Act

★ Wi

▦ Su

▦ Au

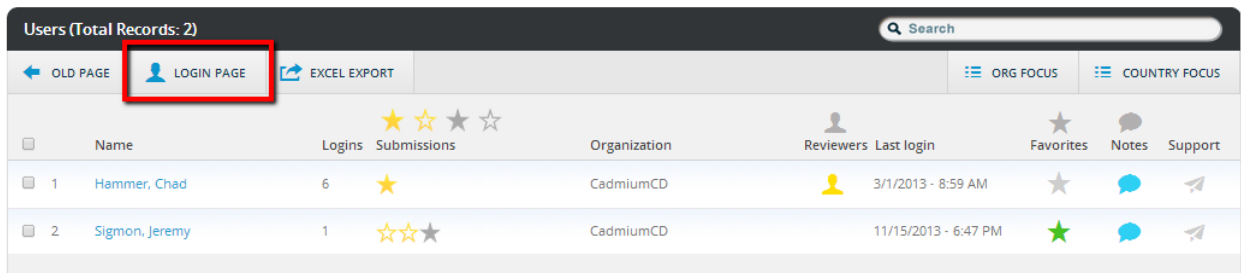We're currently busy making big improvements to the Abstract Scorecard.

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

Users

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