

## Basic steps to submit your paper or session---For Graduate students/faculty/etc.

Enter the PSA portal, using your email address (or enter your email address and create your account if you do not already have one—just follow the pages; if you have forgotten your password, use the link at the bottom to re-set it.)



### Welcome to the PSA Member Portal

You must use one and only one email address to access this site.

Let's get started by entering your e-mail address.

Email:  

From this page, click the button to go to the submission system part of the portal.

The screenshot shows the PSA Member Portal interface. On the left is a sidebar with the PSA logo and a list of navigation options: 'My PSA Portal', 'Update my Information', 'Change login/email/password', 'Update my profile', 'PSA Annual Meeting', 'Submit a Paper/Poster' (circled in red), 'PSA E-Store', 'Membership/Registration/Endowment Donation', 'See my past purchases', 'Access Sociological Perspectives', 'Logout & Return to PSA Website', and 'Logout'. The main content area has a blue header 'Welcome to the PSA Portal' and text: 'Here, you can update your PSA membership information, purchase or renew membership and meeting registration and view your purchase history. We'll be adding new functions here over time, so check back with us on a regular basis.'

Click on the Enter Submission System button.

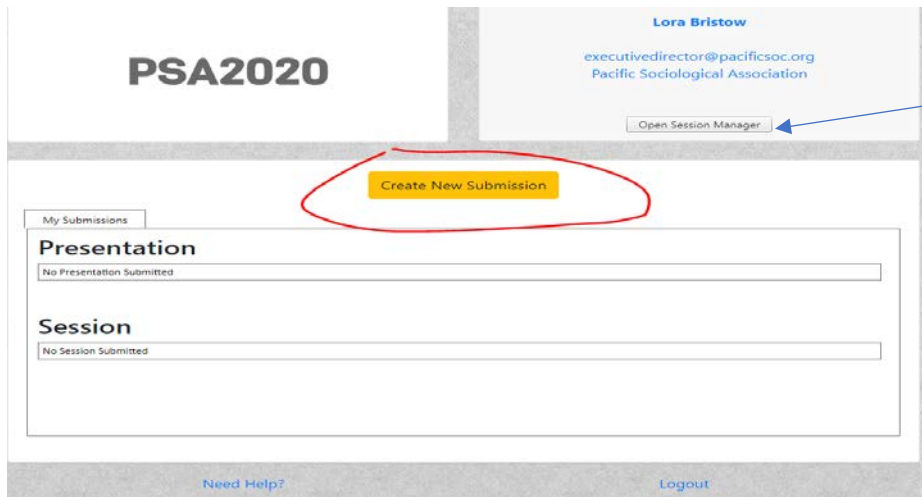
The screenshot shows the 'Paper/Poster/Roundtable Submission' page. The left sidebar is identical to the previous page. The main content area has a blue header 'Paper/Poster/Roundtable Submission' and a large blue button labeled 'Enter Submission System' which is circled in red.

And click one more time on the blue Enter button. These clicks are transferring your personal information into the submission system, so that you do not have to re-enter it.

The screenshot shows the confirmation page with the PSA logo at the top. Below the logo, it says: 'Welcome to the PSA conference submission system. You will receive an email confirmation when the submission has been successful. You may also pay your membership dues and conference registration fees through the [PSA E-commerce portal](#) where you logged in today.'

**ENTER**

You will now see your “Dashboard”. Once you have entered your submission(s), they will show here on your “My Submissions” tab; you can return to edit them, etc. Any messages sent to you from within the system (notice of paper acceptance, etc.) will show on your “My Messages” tab. Note also the “Need Help?” feature at the bottom. Use the “Create New Submission” button to begin.



Note: The “Open Session Manager” tab will only appear if you are a topical area organizer (program committee member) or organizer for a committee-sponsored open call session.

Confirm your status:

**About You...**

So we can direct you to the right submission form, please indicate your status by selecting a choice below. If you are submitting information for someone else, please indicate THEIR status.

- Faculty
- Undergraduate Student
- Graduate Student
- Applied, Public, or Practicing Sociologist
- Emeritus/Retired
- Other Professional

Then select whether you are submitting a *paper* or an *entire session*.

**About You...**

And then tell us if you would like to submit an individual submission (a paper) or a group of presentations (a session)

- Paper
- Session

## For a *paper* submission:


Indicate if you are willing to be a President. If you click on either “Yes”, you will be asked to give more specifics. **USE THE GREEN ARROWS TO NAVIGATE BETWEEN SCREENS.**

**Presider Willingness**

Would you be willing to preside over the session to which your paper is assigned?  Yes, I would be willing to serve as a presider in the session to which my paper is assigned.  
Presiders keep time, introduce speakers, may facilitate Q&A or discussion and generally make sure the session runs smoothly.

Would you be willing to preside over ANOTHER session in one or more topical areas?  Yes, I would be willing to serve as a presider in other sessions.

\_\_\_\_\_



Tell about your paper. Note that there are a LOT of topical areas (keywords) and a LOT of special committee-sponsored sessions to choose from. You must choose either a topic area OR a committee-sponsored session. **Please type your title and all other information exactly as it should show in the printed program/program app—do not use all capitals or quotations around your title.** Use the green plus sign to add yourself as author, then the other green plus sign to add any other authors. If a person already exists within the system, you will be able to simply select their names and add them. If not, you will need to provide their information—please be careful to be accurate with their name, etc.

**Submission Details**

Please type carefully as your entries are used verbatim for program generation.

Select a topic area or a sponsored session that best describes your submission:

Topic Areas  
Select a topic

Sponsored Sessions --what is a sponsored session?  
Select a sponsored session

Title:

Authors:

Abstract:  
(200 words, include objectives, methods, results, conclusion)

about 200 words remaining

After you click the “Add Author” button:

Find Participant

Enter Participant's Last Name (whole or partial):

Next >>

For example, I searched for “smi” and found:

Find Participant

Select the name of the person you would like to use OR click "Add New" to enter a new person.

Smith, Brad (McDaniel College)

Use Selected Search Again Enter New Person

If Brad is the correct person, just click on their name and then the “Use Selected” button. If not, use the “Enter New Person” button.

Tell us who will be the presenting author, and whether your paper will be completed research (formal paper) or research in progress; this helps us organize sessions. Indicate any special AV or scheduling requests. For the 2020 conference, wifi should be available in all session rooms—a big thank you to the hotel for making this possible! Also, some papers will have to be scheduled on the first and last days of the conference.

**Additional Information**

Presenting Author:  
(the author that will present the paper at the meeting)

Select the presenting author

Type of Submission:

Research in Progress

**Audio Visual and Scheduling Requests**

Each room for paper sessions will have a projector and basic laptop. Note other needs here:

Please note any scheduling requests here:

You will then see a summary of your submission. If you need to make any changes, use the green back arrow. If all is good x out the pop up reminder box, and **click the green checkmark for your submission to be saved.**

**Confirmation**

By submitting your work, you agree that your name and email contact information will be shared with others in your session in order to support conference planning.

ID: 161509

Topic Area: Art, Culture, and Popular Culture,

Title & Authorship: odjajk, Lora Binstow, Pacific Sociological Association;

Abstract: odj's Please REVIEW all the information above. Use back arrows to go back and make corrections. Everything perfect? Click the checkmark to submit.

Please review your submission, and use the back arrow to go back and edit as needed. When your submission is ready, click the green checkmark to complete your submission

On the confirmation screen, click the Close Window button.

**Submission Confirmation**

Thanks for your interest in PSA. Your submission is complete.

Please check your email for confirmation -- and your spam filter if you do not see a message confirming your paper. Close this window to finish.

You will now see your submission on your Dashboard, where you can return to edit/etc.

## PSA2020

**Lora Bristow**

executivedirector@pacificsoc.org  
Pacific Sociological Association

My Submissions

### Presentation

ID#	Title/Authorship	Type	First Keyword	Date Submitted		
P161509	<a href="#">edit</a> Contact Author: Lora Bristow, Pacific Sociological Association	Research in Progress	Art, Culture, and Popular Culture	8/6/2019 4:02:00 AM	<a href="#">Delete</a>	<a href="#">edit</a>

### Session

No Session Submitted

## For a session submission:

Tell us if you can serve as Presider. USE THE GREEN ARROWS TO NAVIGATE BETWEEN PAGES.

**Presider Willingness**

**On this page, you may ONLY propose a complete session, such as a panel or a slate of paper presentations on a related theme/topic. All individual submissions should be submitted by clicking the Add Paper/Poster link.**

**If you want to submit a paper or a poster, close this window and return to your portal.**

Would you be willing to preside over the session to which your paper is assigned?

Yes, I would be willing to serve as a presider in the session to which my paper is assigned.

Presiders keep time, introduce speakers, may facilitate Q&A or discussion and generally make sure the session runs smoothly.

Would you be willing to preside over ANOTHER session in one or more topical areas?

Yes, I would be willing to serve as a presider in other sessions.

Tell us about the session. Select the topic area, indicate any special AV needs and scheduling requests. Note: for the 2020 conference, there should be wifi in session rooms—a big thanks to the hotel for making this possible! If your session is sponsored by a PSA committee, check that box, and then select your committee.

### About your Session

**Note:** Sessions composed entirely of presenters from one school are highly discouraged. These sessions tend to have lower attendance. Please consider submitting your work as individual papers to the relevant topical areas, where you are likely to have a better audience and also the opportunity to interact with other presenters with similar research. Any sessions composed entirely of presenters from one school may not be accepted, due to limited space in the program.

Please select the topic area that best describes your session:

Applied, Clinical, and Public Sociology

Each room for regular paper sessions will have a screen and a basic laptop connected to a projector. Please list other AV or equipment needs here:

Please note any scheduling requests here:

This session is sponsored by a PSA Committee

Select the type of session. Depending on your choice, the next screens will be slightly different.

### Submission Type

Please select the type of session you wish to submit:

Workshop with presenters  
Panel with presenters  
Paper Session  
Film Session  
Book Salon

Each option will gather information on your session title, description, and participants.

### Panel with Presenters Submission Details

Please fill in the following information about your session, including the session title and information about each presenter.

Title

Description: Please use up to 250 words to describe your proposal.

about 250 words remaining

#### First Panelist

Presentation Title (optional)

Panelist

No panelist added

add

#### Second Panelist

Panelist

No panelist added

add

#### Third Panelist

Panelist

add

Click on a green plus sign to add a person. If they already exist in the system, you will be able to select and add them easily. If not, you may need to add them in manually, providing their name/etc.—be accurate!

You will then see a summary screen. **You MUST check the green checkmark for your session to be saved!**

**Submission Confirmation**

ID: 38661  
Title: dsfjasdk,  
Summary: adsfjlkj;  
• asfsd: Lora Bristow, Pacific Sociological Association;

By submitting your work, you agree that your name and email contact information will be shared with others in your session in order to support conference planning.

Please REVIEW all the information above. Use back arrows to go back and make corrections. Everything perfect? Click the checkmark to submit.

You must click the checkmark to complete your submission

The image shows a 'Submission Confirmation' screen. It contains a summary of the submission details, a consent statement, and a red circle around a message box that says 'You must click the checkmark to complete your submission'. A green checkmark icon is also visible on the right side of the screen.

The last screen is a confirmation; click the Close Window button.

**Submission Confirmation**

Thanks for your interest in presenting at the PSA Annual Meeting. Your submission is complete. A copy of this confirmation has been sent to the email you specified in your submission form. If it does not arrive soon, check your spam filter.

Close this window to finish.

By submitting your work, you agree that your name and email contact information will be shared with others in your session in order to support conference planning.

Print Close Window

The image shows a 'Submission Confirmation' screen with a confirmation message and two buttons: 'Print' and 'Close Window'.

Your session will now show on your Dashboard, where you can return to edit it.

**PSA2020**

Lora Bristow  
executivedirector@pacificsoc.org  
Pacific Sociological Association  
Open Session Manager

Create New Submission

My Submissions

**Presentation**

ID#	Title/Authorship	Type	First Keyword	Date Submitted		
P161510	asfd [IN SESSION] Contact Author: .			8/6/2019 4:22:00 AM	Delete	edit
P161509	asfdk Contact Author: Lora Bristow, Pacific Sociological Association	Research in Progress	Art, Culture, and Popular Culture	8/6/2019 4:02:00 AM	Delete	edit

**Session**

Title/Authorship	Type	First Keyword	Date Submitted		
dsfjasdk Lora Bristow, Pacific Sociological Association	Panel with Presenters	Applied, Clinical, and Public Sociology	8/6/2019 4:21:40 AM	Delete	edit

The image shows a dashboard for PSA2020. It includes a user profile for Lora Bristow, a 'Create New Submission' button, and a 'My Submissions' section. The 'My Submissions' section is divided into 'Presentation' and 'Session' categories, each with a table of submitted items.