

## Basic steps to submit your paper or session---For Graduate students, faculty, applied sociologists, 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 explaining that users can update membership information, purchase or renew membership, and view purchase history.

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 “Add New Presentation” button to submit a paper, or the “Add New Session” button to submit a complete session (a session you have put together, with all participants and papers confirmed).

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.

## For a *paper* submission:

Indicate if you are willing to be a Presider. If you click on either “Yes”, you will be asked to give more specifics.

Note: For any virtual sessions in 2021, the role of the Presider will be really important, as they will be the ‘host’ in the software.

**USE THE GREEN ARROWS TO NAVIGATE BETWEEN SCREENS.**

Tell about your paper. Note that there are a LOT of topical areas (keywords) and special committee-sponsored sessions to choose from. You must choose either a topical 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, in ASA style.**

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.

After you click the “Add Author” button:

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

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.

On the next screen, 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 (if onsite presentation). For 2021, indicate your preference for onsite or virtual presentation, or either.

### PSA Paper Submission

Presenting Author:

(the author who will present the paper at the meeting)

Type of Submission:

Audio Visual Requests (onsite only) Each room for paper sessions will have a projector and basic laptop. Note other needs here:

We are not yet sure what the 2021 meeting will look like, whether it will be in-person, virtual or some type of hybrid. Please indicate your preference from the choices at right:

I would be willing to participate either virtually or in person

I would be willing to participate ONLY virtually

I would be willing to participate ONLY if the meeting is in-person

Please note any scheduling requests here (onsite only):



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: 161309

Topic Area: Art, Culture, and Popular Culture

Title & Authorship: adja.jk, Lora Bristow, Pacific Sociological Association

Abstract: asdf Please REVIEW all the information above. Use back arrow 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.

[Print](#) | [Close Window](#)

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

PSA2021

Lora Bristow

executivedirector@pacificsoc.org  
Pacific Sociological Association

Open Session Manager

My Submissions

#### Presentation Add New Presentation

ID	Title/Authorship	Type	First Keyword	Date Submitted	
P385047	T221 paper Contact Author: Lora Bristow, Pacific Sociological Association	Research in Progress	Art, Culture, and Popular Culture	9/18/2020 12:43:00 AM	Delete edit

#### Session Add New Session

No Session Submitted

## For a *session* submission:

Tell us if you can serve as Presider. *Note: For any virtual sessions in 2021, the role of the Presider will be really important, as they will be the 'host' in the software.*

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 topical area, indicate any special AV needs and scheduling request (for onsite only), and indicate your preference for onsite, virtual, or either form of participation.

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, Public Sociology, and Community Research

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:

We are not yet sure what the 2021 meeting will look like, whether it will be in-person, virtual or some type of hybrid. Please indicate your preference from the choices at right:

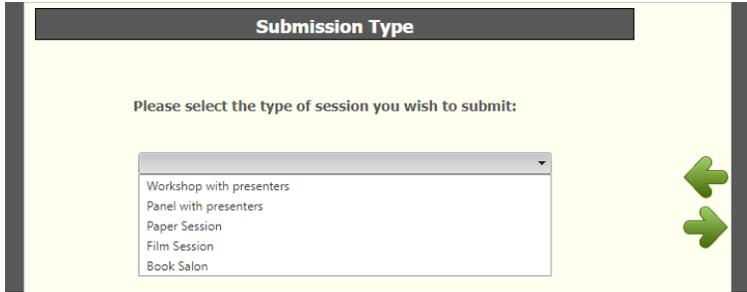
I would be willing to participate either virtually or in person

I would be willing to participate ONLY virtually

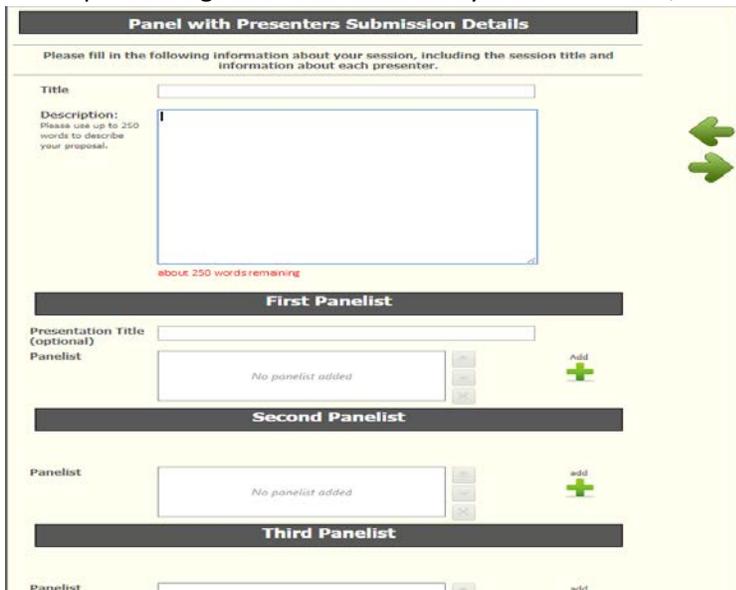
I would be willing to participate ONLY if the meeting is in-person

This session is sponsored by a PSA Committee

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

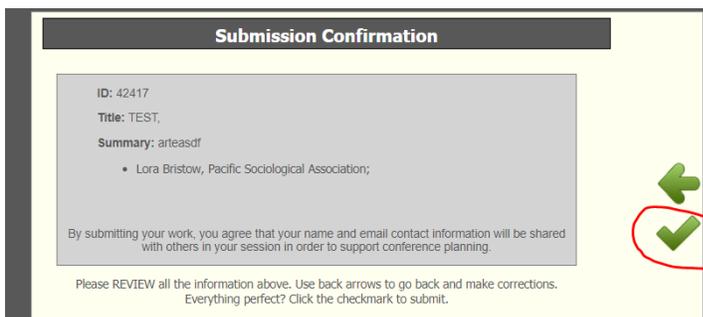


Each option will gather information on your session title, description, and participants.



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!**



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](#)

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

# PSA2021

**Lora Bristow**  
[executivedirector@pacificsoc.org](mailto:executivedirector@pacificsoc.org)  
 Pacific Sociological Association

[Open Session Manager](#)

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My Submissions

## Presentation

[Add New Presentation](#)

ID#	Title/Authorship	Type	First Keyword	Date Submitted		
P185048	<a href="#">Discussant [IN SESSION]</a> Contact Author: ,			9/18/2020 1:02:00 AM	Delete	edit
P185047	<a href="#">TEST paper</a> Contact Author: Lora Bristow, Pacific Sociological Association	Research in Progress	Art, Culture, and Popular Culture	9/18/2020 12:43:00 AM	Delete	edit

## Session

[Add New Session](#)

Title/Authorship	Type	First Keyword	Date Submitted		
<a href="#">TEST</a> Lora Bristow, Pacific Sociological Association	Film Session	Applied, Public Sociology, and Community Research	9/18/2020 1:02:02 AM	Delete	edit