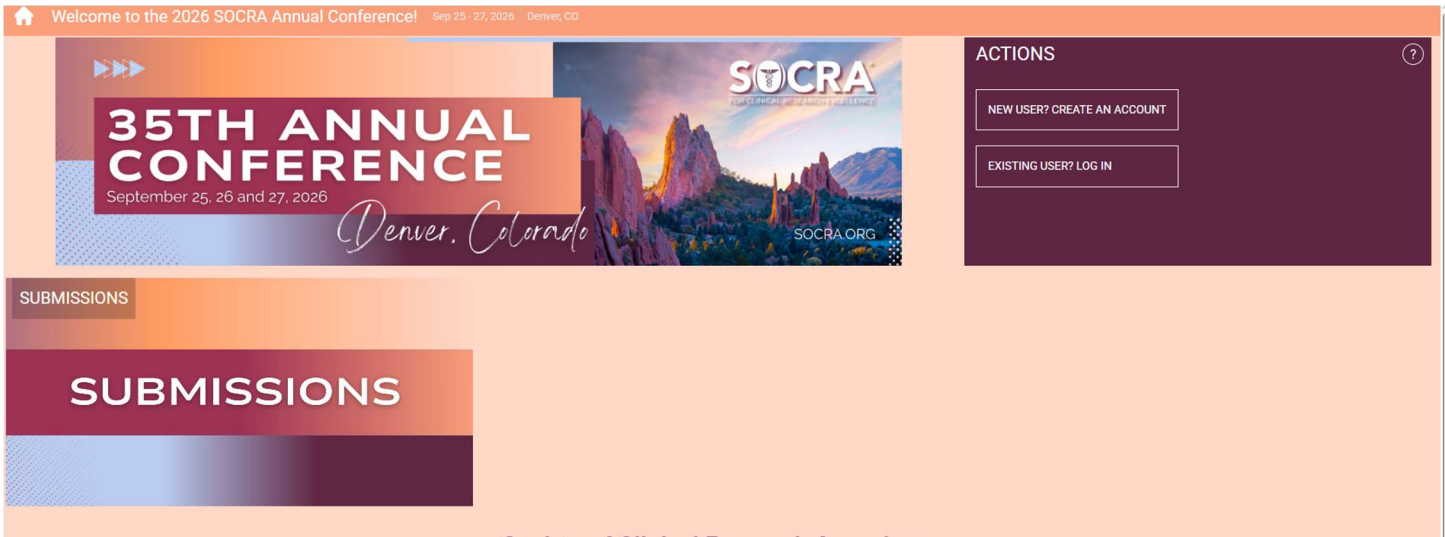


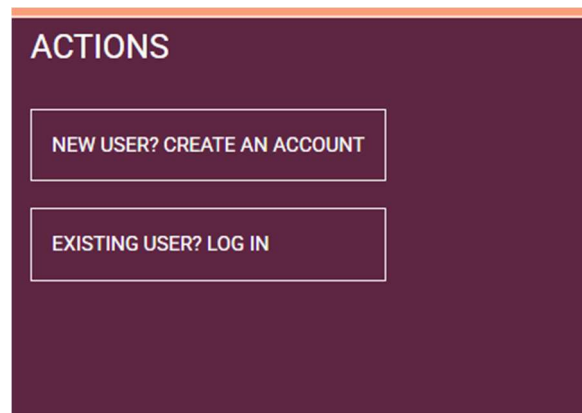
SOCRA Annual Conference Poster Submission Site

User Guide

Visit: [SOCRA Annual Conference Submission Portal](#)



- ❖ If this is your first time signing in, Click on the **“New User? Create an account”**, It should redirect you to the create profile screen. Please note if you have already created an account, you will hit **“Existing User? Log in”** and be prompted to log in with your email and password.



SOCRA Annual Conference Poster Submission Site

User Guide

The screenshot shows the 'Create a User Account' form. At the top left, there is a 'Close' button and a 'Look Up Login ID' button. At the top right, there is a 'Save Profile' button. The form is divided into two main sections: 'Login Information' and 'Personal Info'. The 'Login Information' section includes fields for 'Email *', 'Password *', and 'Confirm Password *'. The 'Personal Info' section includes a 'Profile Picture' field with an 'Upload Photo' button, a 'Prefix' dropdown menu, and several text input fields for 'First Name *', 'Middle Name', 'Suffix', 'Gender', 'Degree *', 'Preferred Name', 'Last Name *', 'Pronoun', 'Ethnicity', and 'Certifications *'. There is also a 'Dietary Restrictions' field at the bottom.

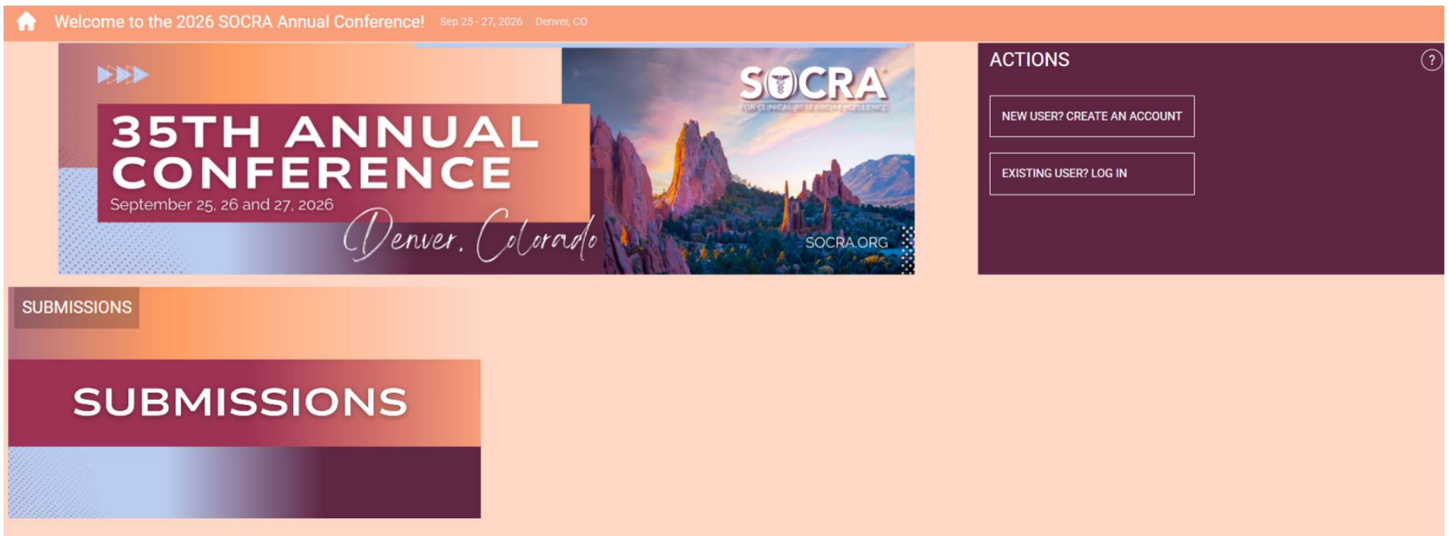
Create a user profile

- ❖ Fill in the required fields to create your profile.
NOTE: All applicants are required to create a profile.
- ❖ After completing all the necessary information, hit save profile in the top right corner to proceed.

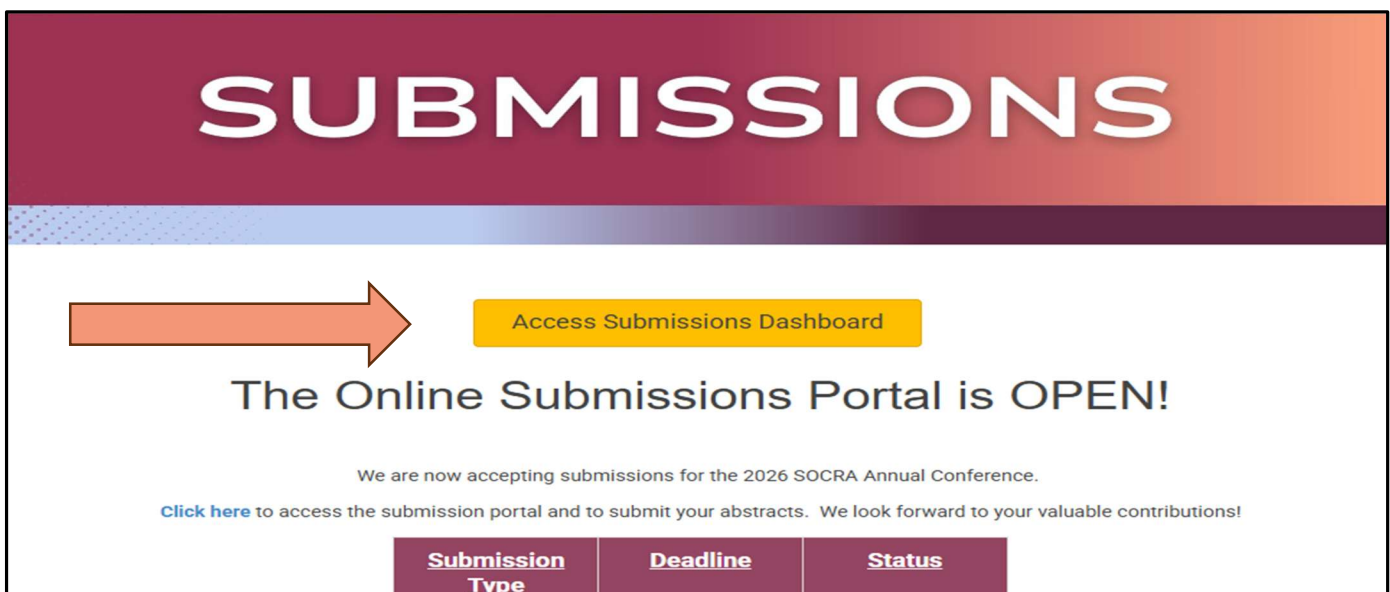
This screenshot is identical to the one above, but with a large orange arrow pointing from the right side of the form towards the 'Save Profile' button in the top right corner, highlighting the final step in the process.

SOCRA Annual Conference Poster Submission Site User Guide

❖ Click on “Submissions”



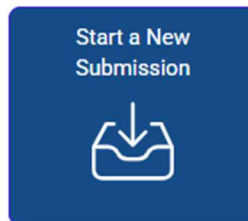
❖ After selecting “Submissions”, this screen will pop up with deadlines and guides. You will click on “Access Submissions Dashboard” to begin your application.



SOCRA Annual Conference Poster Submission Site

User Guide

- ❖ Click on “Start a New Submission”



- ❖ After selecting “Start a New Submission”, this screen should pop up for you to complete **Step 1 (General)**

Return to Dashboard Submit Conference Presenter

General 1 Participants 2 Submission 3 Disclosures 4

Save and Continue >

Please submit your form for review.

Submission Type
Conference Presenter

1 Enter Title *
The title must be brief and clearly indicate the nature of the proposal.

2 Select Track *
Select a track that is applicable to your submission. If the appropriate track is not available, please select miscellaneous.

SOCRA Annual Conference Submission Site User Guide

- ❖ Select your Submission Type. Select “Poster Presentation” from the drop down menu.

Step 2(Participants)

- ❖ You are automatically the lead speaker once you start the application. If you are the only speaker, hit save and continue.

Return to Dashboard Submit Conference Presenter

General Participants 2 Submission 3 Disclosures 4

35TH ANNUAL CONFERENCE
September 25, 26 and 27, 2020
Denver, Colorado

← Previous Save and Continue →

Participants

	Admin	Submission Status	Disclosure Status
Lead Speaker *	<input checked="" type="checkbox"/>	<input type="checkbox"/> In Progress	<input type="checkbox"/> In Progress
Erin Olinger eolinger@parthenonmgmt.com	remove		

Add Participant

- ❖ If there is a Co-Author for the presentation, you can search for the Co-Author if they have already created a profile; if not, you can add a new co-author.

SOCRA Annual Conference Submission Site User Guide

Return to Dashboard Submit Poster Presentation

General Participants Submission **3** Disclosures

← Previous Save and Continue ▶ Submit Abstract

1 Abstract

500 of 500 words remaining

2 Co-Author

Please search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order. This is the order that will be appear in our program and abstract books, as displayed in the yellow box below the grid.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name	Last Name	Affiliation	E-mail
-------	-----------	------------	-----------	-------------	--------

Step 3 (Submission)

- ❖ In step 3, you will complete your application information and answer any follow-up questions and then hit save & continue.

Step 4 (Disclosures)

- ❖ Complete your financial disclosure.

Return to Dashboard Submit Conference Presenter

General Participants Submission Disclosures **4**

← Previous Save Submit Abstract

Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.

Financial Relationships

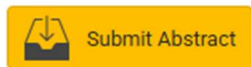
Definition of Financial Relationship--

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, owner, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

SOCRA Annual Conference Submission Site User Guide

- ❖ After completing all steps, you will hit “Submit Abstract” to finalize and submit your application.



- ❖ You will receive a confirmation email after submission.