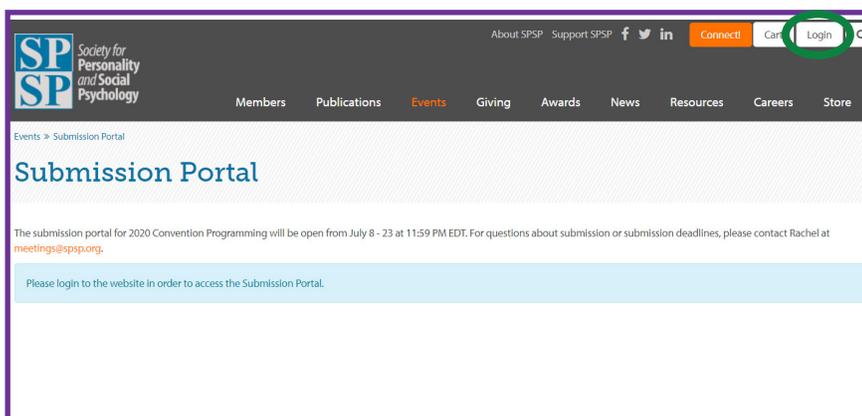


SPSP How to Submit an Undergraduate Poster



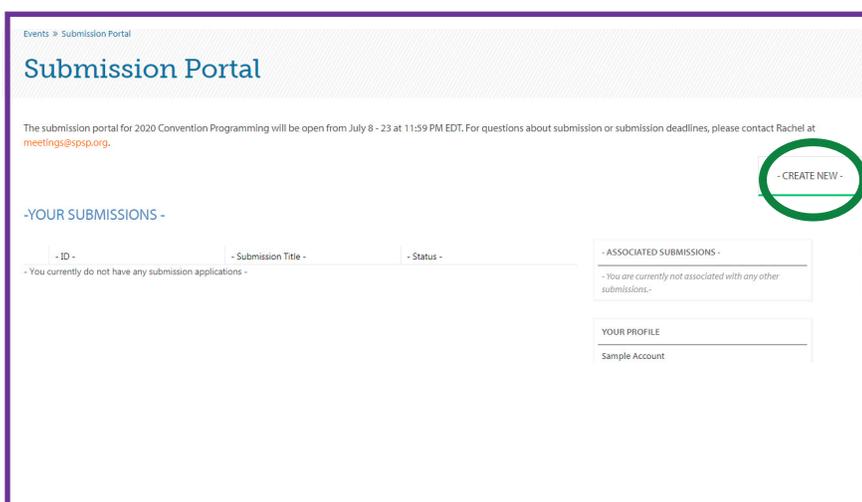
1. Go to this website:

<https://my.spsp.org/Events/Submission-Portal> and login to your SPSP account by clicking the “Login” button on the top right. (Don’t have an account? Click Register Now on the bottom of the login)



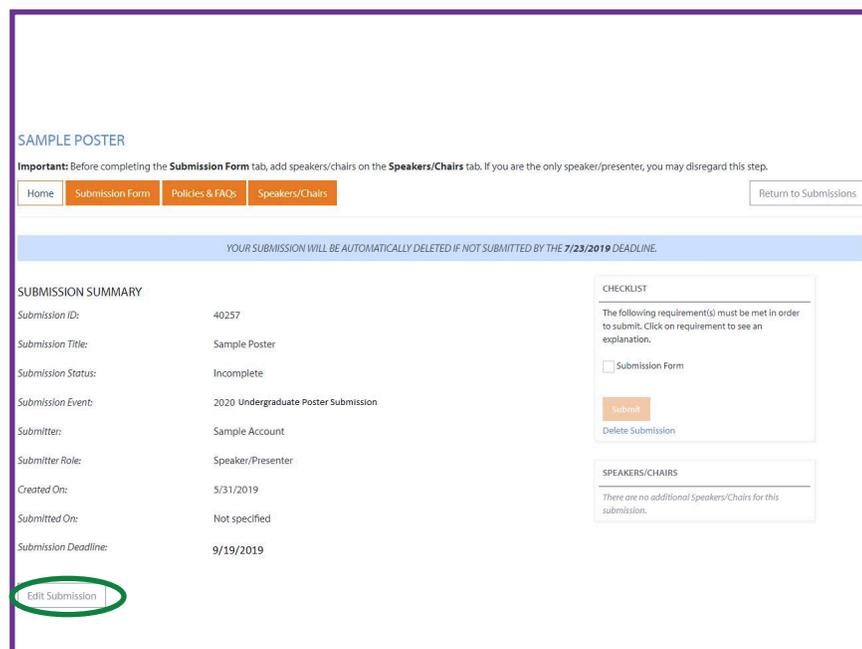
2. Click “Create New” on the top right.

- For Submission Event—select “2020 Undergraduate Poster Submission”
- Enter the title of your Poster Submission.
- Your default role as the submitter is **Speaker/Presenter** (If you are not the first/presenting author on this submission, change to “Submitter Only”)
- Click “Create Submission”



3. On the Home tab:

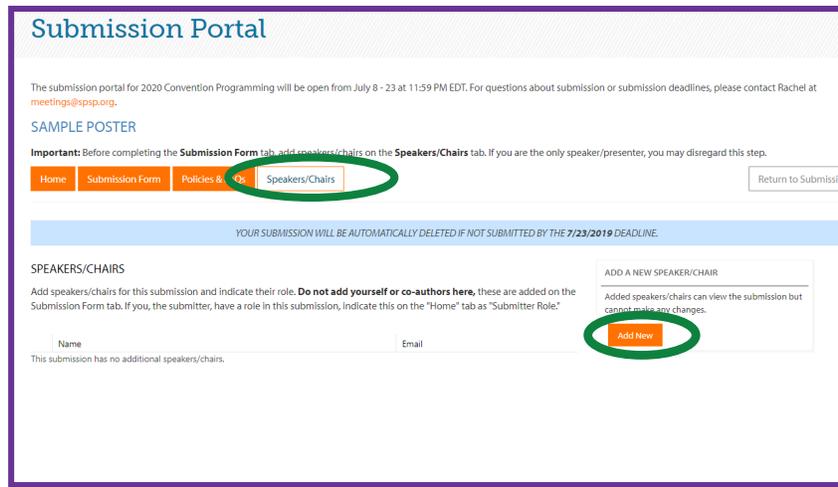
- Verify the accuracy of the Submission Summary. To make any updates, scroll to bottom of the page and click “Edit Submission.”
- Click “Save” after making any updates.



If you, the submitter, are presenting/first author on this submission, skip to Step 5.

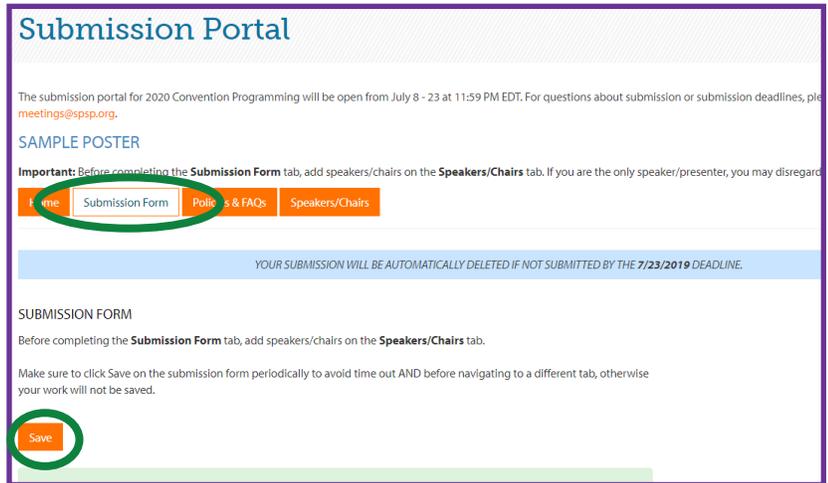
4. Click on the 4th tab, labeled "Speakers/Chairs," to tie the speakers and chairs to the submission.

- a. Here, you will add all individuals who are either chairs or speakers in this submission.
 - i. ****Very important to do this before the Submission Form.****
 - ii. Do not include non-speaking co-authors at this stage.
- b. Click the orange "Add New" button on the right.
- c. Search for each individual by name. This will search the SPSP Membership database.
- d. If the person you searched for is in the database, click on "Select" in the left-most column. (If the contact information is not up to date for the individual you selected, **DO NOT** create a new contact. Instead, contact the individual and request that they login to their account and update their information.)
- e. If the person you searched for is not in the database (be sure to search all iterations of the name), select "Add New Contact." Enter the required information and click "Save new contact." This creates a new record in our database.
- f. For each individual you add to the "Speakers/Chairs" list, assign their role in the symposium by selecting from the dropdown menu under each name
- g. Note: When you add someone to this list (regardless of role), they will receive a notification email.



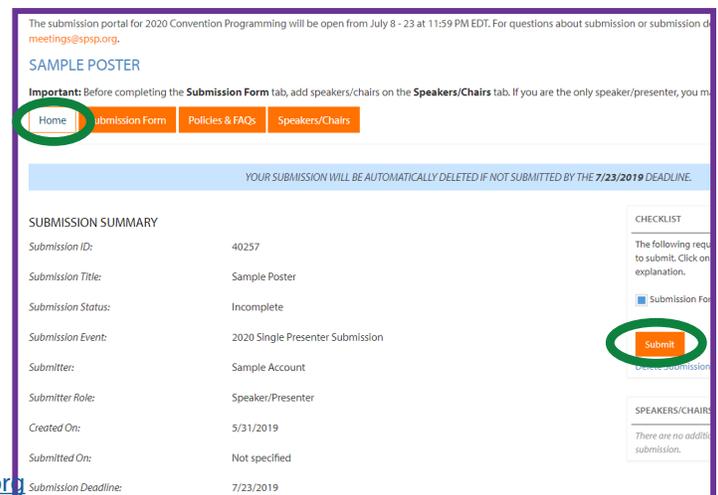
5. Click on the "Submission Form" tab

- a. Complete all relevant fields for this submission.
- b. Note: you must complete the required fields and click save before navigating to a different tab. Make sure you see the green "Saved Successfully" message bar before proceeding. (You will still be able to edit.)
- b. Make sure to save periodically to avoid session timeout.



6. Once you've entered and saved all information and verified for accuracy, return to the "Home" tab. In the sidebar titled "Checklist," click "Submit."

- a. You will receive a confirmation email for this submission.
- b. You will be able to make edits to your submission after it has been submitted until the portal closes on Sept. 19 at 11:59PM ET, but note that you will not receive additional confirmation emails after making updates.



For any questions, please contact SPSP Meetings staff at meetings@spssp.org