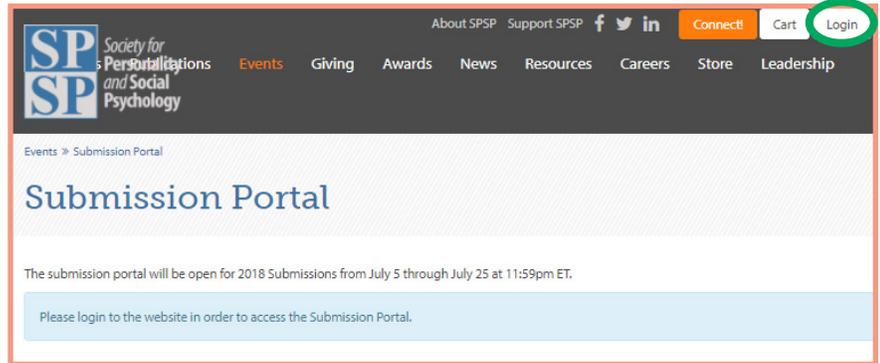




SPSP 2018: How to Submit a Professional Development or Workshop Submission

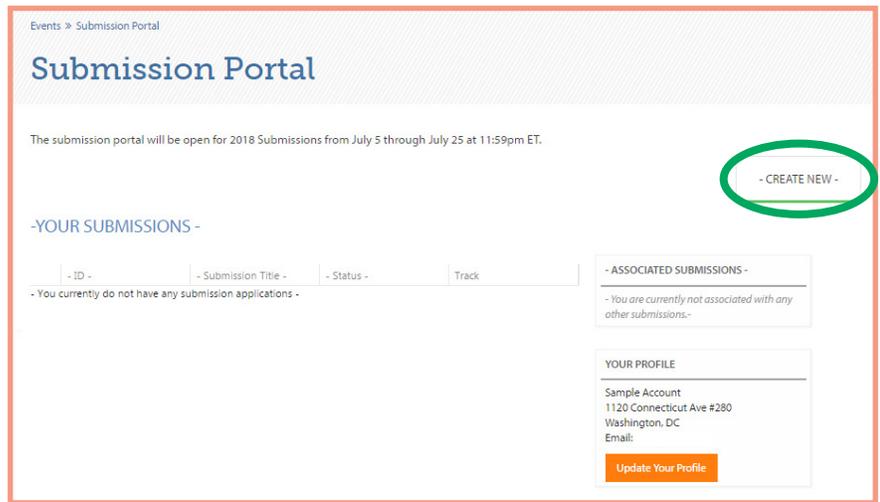
1. Go to this website:

<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 page.)



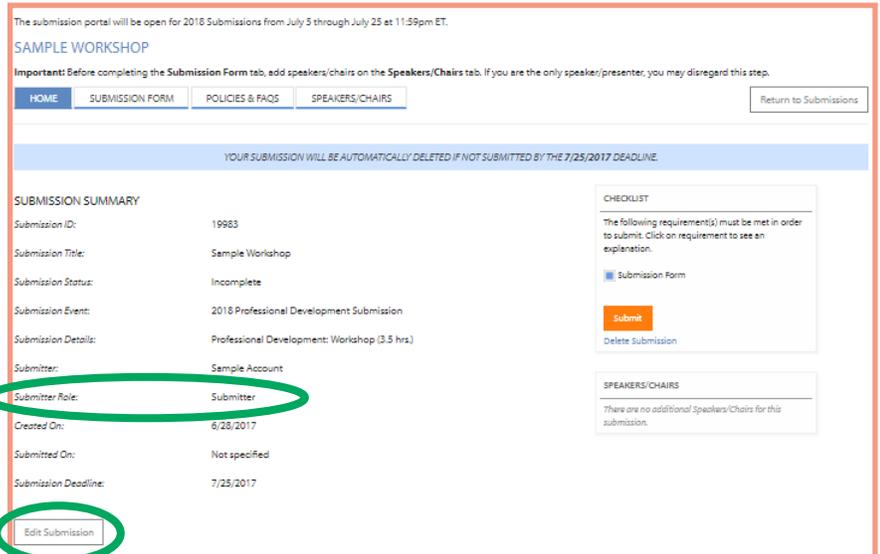
2. Click **“Create New”** on the top right.

- Enter the title of your session (10-word maximum).
- For Submission Event—select **“2018 Professional Development Submission”**
- For Submission Details:
 - Select **“Professional Development”**
 - Select the proposed length of your session from the dropdown list
- Click **“Create Submission”**



3. On the Home tab:

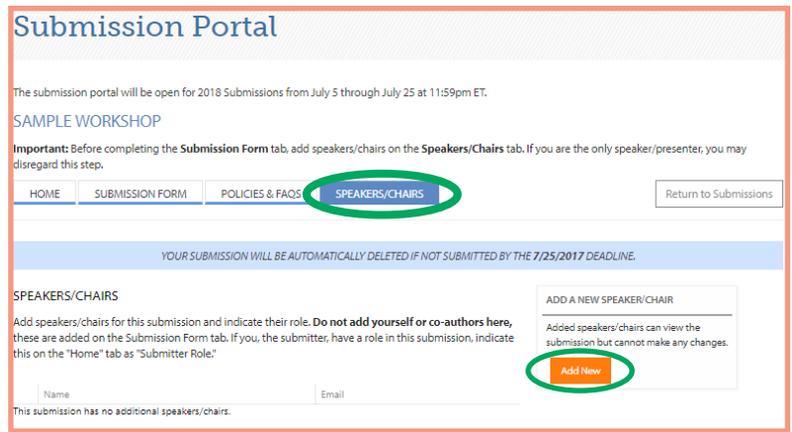
- If you, the submitter, have a role in the session (chair, speaker, or both), you will need to update the **“Submitter Role”**:
 - Scroll to bottom of the page and click **“Edit Submission”** to assign your role.
 - For **“Submitter Role,”** select one of the options on the dropdown list.
 - Verify the accuracy of the other information in the Submission Summary.
 - Click **“Save.”**
- If you are a submitter only and not a participant in the session, while you do not need to update the **“Submitter Role,”** you should:
 - 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.



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

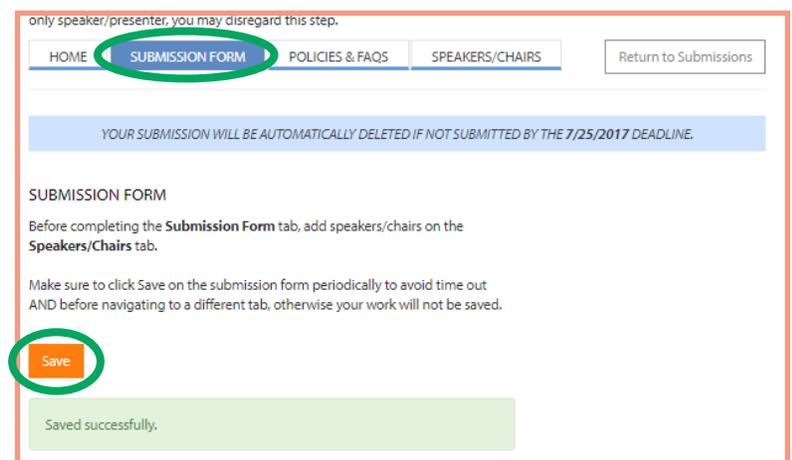
****Very important to do this step before the Submission Form****

- a. Here, you will add all individuals who are either chairs or speakers in this submission.
- 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 session 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.)
- c. Also, make sure to save periodically to avoid session timeout.



6. Once you’ve entered and saved all information on all tabs 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 July 25 at 11:59PM ET, but note that you will not receive additional confirmation emails after making updates.

