

# SPSP 2019 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.)

The screenshot shows the top navigation bar of the SPSP website. The 'Login' button is circled in red. Below the navigation bar, the page title is 'Submission Portal'. A message states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below this, a light blue box contains the text: 'Please login to the website in order to access the Submission Portal.'

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

- For Submission Event—select “2019 Professional Development Submission”
- Enter the title of your session (10-word maximum).
- Select your role in the session from the dropdown list
- Click “Create Submission”

The screenshot shows the Submission Portal page. The '- CREATE NEW -' button in the top right is circled in red. Below the navigation bar, the page title is 'Submission Portal'. A message states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below this, there are sections for '-YOUR SUBMISSIONS -' and '- ASSOCIATED SUBMISSIONS -'. A 'YOUR PROFILE' section is visible at the bottom right, showing 'Sample Account' and '1120 Connecticut Ave #280'.

## 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.

The screenshot shows the Submission Portal page with the 'SUBMISSION SUMMARY' section. The 'Edit Submission' button at the bottom is circled in red. The page title is 'SUBMISSION SUMMARY'. A message states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below this, there is a 'SAMPLE WORKSHOP' section. An 'Important' note states: 'Before completing the Submission Form tab, add speakers/chairs on the Speakers/Chairs tab. If you are the only speaker/presenter, you may disregard this step.' Below this, there are tabs for 'HOME', 'SUBMISSION FORM', 'POLICIES & FAQS', and 'SPEAKERS/CHAIRS'. A blue banner states: 'YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 7/24/2018 DEADLINE.' Below this, there is a 'SUBMISSION SUMMARY' table and a 'CHECKLIST' section.

SUBMISSION SUMMARY	
Submission ID:	29753
Submission Title:	Sample Workshop
Submission Status:	Incomplete
Submission Event:	2019 Professional Development Submission
Submitter:	Sample Account
Submitter Role:	Speaker/Presenter
Created On:	5/2/2018
Submitted On:	Not specified
Submission Deadline:	7/24/2018

The 'CHECKLIST' section contains the following requirements:

- Submission Form

Buttons: Submit, Delete Submission

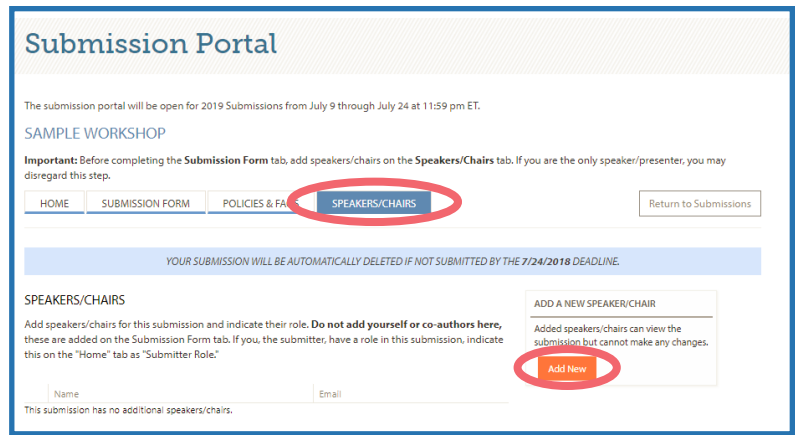
The 'SPEAKERS/CHAIRS' section contains the following requirements:

- There are no additional Speakers/Chairs for this submission.

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

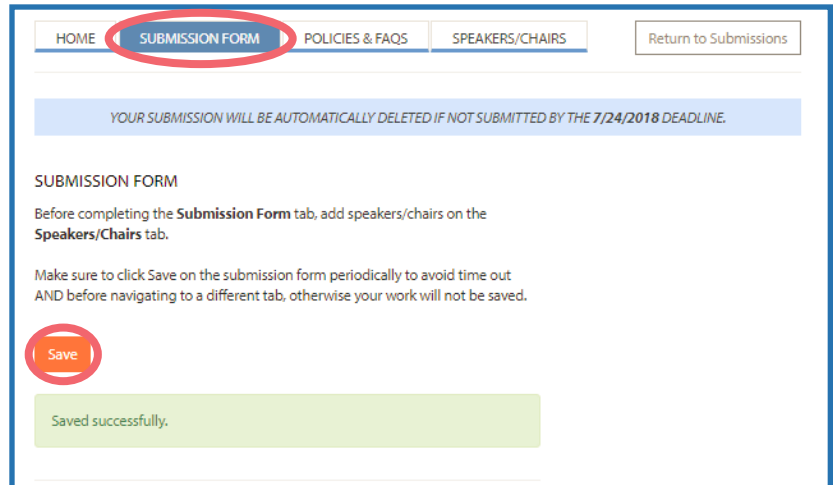
**\*\*Very important to do this step before the Submission Form\*\***

- 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 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.
  - i. Make sure to enter the talks in the order they will be presented if the symposium is accepted.
  - ii. **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 July 24 at 11:59PM ET, but note that you will not receive additional confirmation emails after making updates.

