Basic steps to submit your paper or session---For Graduate students/faculty/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.)

From this page, click the button to go to the submission system part of the portal.

Click on the Enter Submission System button.

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.
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 “Create New Submission” button to begin.

Confirm your status:

Then select whether you are submitting a paper or an entire 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. USE THE GREEN ARROWS TO NAVIGATE BETWEEN SCREENS.
Tell about your paper. Note that there are a LOT of topical areas (keywords) and a LOT of special committee-sponsored sessions to choose from. You must choose either a topic 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—do not use all capitals or quotations around your title. 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.

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. For the 2020 conference, wifi should be available in all session rooms—a big thank you to the hotel for making this possible! Also, some papers will have to be scheduled on the first and last days of the conference.

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.

On the confirmation screen, click the Close Window button.
You will now see your submission on your Dashboard, where you can return to edit/etc.

For a *session* submission:

Tell us if you can serve as Presider. USE THE GREEN ARROWS TO NAVIGATE BETWEEN PAGES.
Tell us about the session. Select the topic area, indicate any special AV needs and scheduling requests. Note: for the 2020 conference, there should be wifi in session rooms—a big thanks to the hotel for making this possible! If your session is sponsored by a PSA committee, check that box, and then select your 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.

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