

# Basic steps to submit your paper or session---For Graduate students, faculty, applied sociologists, etc.

Login Register

## For a *paper* submission:

The first time you enter the online submission system, you must create an account. When you return in the future, you will enter your email and password, then arrive at your personal Dashboard.

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

### PSA

PSA's 93rd Annual Meeting  
Sheraton, Sacramento  
April 07-10, 2022  
[Call for Papers](#)



Be sure to use the same email you use for your PSA account; also, be aware that many academic (.edu) email systems block most external mail, so may interfere with your receipt of messages from PSA.

Regular submissions close November 1;  
Undergraduate roundtable and poster sessions close December 3

### Login or Register

E-Mail Address

Password

Remember Me

[Login](#)

[Forgot Your Password?](#)

[Create a Submission Account](#)

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

### Register

First Name

Last Name

Position

Institution

E-Mail Address

Password

Confirm Password

[Register](#)

Fill out the information and click 'Register'.

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

### PSA2022

fake fake  
PSA  
fake2@fake.edu

[Logout](#)

Submissions [Messages](#)

### Presentations

[+ Add New](#)

Title

### Sessions

[+ Add New](#)

Title

You will then see your Dashboard.

Note several things here—the place to logout in the upper right; the tab where you can find any messages sent to you from PSA about your submissions; and the green + buttons to add a new presentation or session.

Once you have entered your submission(s), they will show here; you can return to edit them, etc.

Use the + button to add a new presentation.

Select your presentation type—is it (or will it be at the time of the conference) a formal, finished paper, or research in progress?

Indicate if you are willing to be a Presider. (Presiders generally help sessions run smoothly; they are NOT expected to read all the presenters' papers or act as 'discussants'. Detailed instructions will be sent to all Presiders before the conference.)

Tell about your paper.

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### New Practitioner/Faculty/Graduate Student Presentation

Submission Type

Are you willing to preside over your session?

Are you willing to preside over other sessions in your topical area?

title

abstract

AV Requests

Schedule Requests (if any)

Keywords [select up to 1]

[Next](#)

**Enter your title and all other information exactly as it should show in the printed program/program app, in ASA style.**

There are a LOT of topical areas (keywords) and special committee-sponsored sessions to choose from. Choose the one that best fits your paper's topic.

Click the Next button, and then add information about author(s).

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

Adding authors for:  
Demo paper

**Authors** Add Author

#	Author Name	action
No data available in table		
<a href="#">Drag and drop rows to reorder authors</a>		

Presenting/Contact Author:

Next

Start by clicking the Add Author button; then there are three options in the popup. To add yourself, click the Use Me button.

**Find a Participant** Use Me!

Search by first or last name->

name	institution

To add an author that is not yourself, use the search feature. If a person is already in the system, you will select them by clicking the + by their information in the search results. If they do not appear in the search results, use the Enter a totally new person button, then fill out the new popup. Please be accurate with names and email addresses! Errors mean that they will not receive important emails from PSA.

**Find a Participant** Use Me!

Search by first or last name->

Enter a totally new person

name	institution	
Bristow, Lora	Pacific Sociological Association	+
Bristow, Lora	UCSC	+

**Find a Participant** Use Me!

Search by first or last name->

Enter a totally new person

name	institution	
Bristow, Lora	Pacific Sociological Association	
Bristow, Lora	UCSC	

**User info**

First Name

Last Name

Position

Institution (select or type yours in)

E-Mail Address

Add
Search Again

Once you have added all authors, re-arrange their order if needed and select a primary presenting/contact author.

**Your Submission**

Submitted By: Lora Bristow, Pacific Sociological Association;

Submission ID: 187326

Title: Demo paper

Type: Research in Progress

Keywords: Art, Culture, and Popular Culture

Presenting Author: Lora Bristow, Pacific Sociological Association

Are you willing to preside over your session?: Yes, willing to preside in my session

Are you willing to preside over other sessions in your topical area?: Yes, willing to preside in other sessions

Authors: 1 Lora Bristow, Pacific Sociological Association  
2 Fake Fake, Fake University  
3 Lora Bristow, UCSC

Abstract: fsadafdsafdsafdsafa

Edit
Finished

Then click Next, and you will see a summary of your submission. Use the Edit button to make changes or click Finished.

You will now see your submission on your Dashboard, where you can return to edit/etc.

You should also receive an automatic email confirming your submission. Check your junk folder if you do not see this in your inbox—and mark as safe to help future emails from PSA about your submission to make it to your inbox.

PSA2022

About You

Lora Bristow  
Pacific Sociological Association  
[executivedirector@pacifcooc.org](mailto:executivedirector@pacifcooc.org)

Submissions Messages

**Presentations** + Add New

Title: Demo paper  
submitter: Lora Bristow, Pacific Sociological Association;  
Research in Progress

**Sessions** + Add New

Title:

# For a *session* submission:

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

PSA2022

About You

Lora Bristow  
Pacific Sociological Association  
[executivedirector@pacificsoc.org](mailto:executivedirector@pacificsoc.org)

Submissions Messages

Presentations + Add New

Title

Demo paper  
submitter: Lora Bristow, Pacific Sociological Association;  
Research in Progress

Sessions + Add New

Title

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New Session

First you will enter the session information; then you will enter any papers and authors, panelists, etc. Please be sure to complete all the pages.

Session Type

Title

Description

You have 250 words remaining

AV Needs

(if any, each regular session room will have a projector and laptop provided)

Schedule Requests (if any)

Keywords [select up to 1]

Next

Use the buttons to add Organizer(s), Discussant(s), and Presider(s) as appropriate for the session.

At PSA, most sessions do not have Discussants, but all sessions should have an Organizer listed (to give them credit), and a Presider named (to help the session run smoothly).

Start on your dashboard by clicking the + to add a new session.

On the next screen, enter the session information.

***If you are entering a session that is sponsored by a PSA committee, please include a suffix in the session title that tells this; example: This Is a Demo Session (sponsored by the Committee on Teaching).***

Click Next.

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

Organizers

#	Name
No data available in table	

Drag and drop rows to reorder.

Discussants

#	Name
No data available in table	

Drag and drop rows to reorder.

Presider

#	Name
No data available in table	

Drag and drop rows to reorder.

Next

Click Next, and you will see a summary of the session information.

**Now you will add any presenters and presentations (as appropriate) to your session, using the button at the bottom.**

Provide information for each participant. This is much the same as the process to submit a paper (see above instructions). Note the note about how to add someone as a Panelist, Presenter, etc by putting that as the 'title'.

When you click to add an Organizer, Discussant, or Presider, the new popup offers two choices—to add yourself, or to search for someone else. Use the + by a person's information in search results to add them, or use the Enter a totally new person button. Be accurate—errors mean the participant will not receive important emails from PSA.

[Edit Submission](#) [Add New Presentations/Presenters](#) [Finished](#)

**Click Next, and use the Add Author screen (see above in instructions for submitting a paper).**

After you have added authors, click Next, and you will see a summary just of this 'presentation' within your session.

Session Summary	
Submitted By:	Lora Bristow, Pacific Sociological Association
Submission ID:	43482
Title:	Demo workshop session
Type:	Workshop with Presenters
Description:	fadsafds
Keywords:	Applied, Public Sociology, and Community Research
Organizer:	Lora Bristow, Pacific Sociological Association
Presenter:	Lora Bristow, Pacific Sociological Association
<b>Presentations</b>	
<hr/>	
Panelist   Lora Bristow, Pacific Sociological Association 	
fdasdf	

[Edit Submission](#) [Add New Presentations/Presenters](#) [Finished](#)

Click **Finished**, and you will see the summary of your session so far.

Continue to use the **Add New Presentations/Presenters** button to add each further participant.

When you have added all your participants, click **Finished** on the session summary page.

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

# PSA2022

**About You**

Lora Bristow  
Pacific Sociological Association  
[executivedirector@pacificsoc.org](mailto:executivedirector@pacificsoc.org)  


Submissions [Messages](#)

**Presentations** [+ Add New](#)

Title  
Demo paper     
**submitter: Lora Bristow, Pacific Sociological Association;**  
Research in Progress

**Sessions** [+ Add New](#)

Title  
Demo workshop session    
**Lora Bristow, Pacific Sociological Association;**  
Workshop with Presenters  
Including 1 presentations.  
Panelist : Lora Bristow, Pacific Sociological Association 