Basic steps to submit your paper/etc.---For Undergraduate Students

For technical assistance, contact support@meetingsavvy.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)

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.

Fill out the information and click 'Register'.

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Register

First Name _____

Last Name _____

Position [Select a position ▼]

Institution
Select an institution, or type yours in & press enter ↵
[Select an institution ▼]

E-Mail Address _____

Password _____

Confirm Password _____

[Register]

Lora Bristow ▼

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PSA2022

About You

Lora Bristow
UCSC
l...@hotmail...
✎

Submissions   Messages

Presentations   + Add New

Title

Sessions

Title

Use the **+** button to add a new presentation.

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 (undergraduate students cannot enter complete sessions, since this does not apply to them).

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

First, in Submission Type, choose either the poster or roundtable format. Then fill out your presentation title (type carefully and use ASA format—this is how your title will appear in program materials), abstract/information, and provide the name and email for a faculty who is familiar with your work. The Keywords are how papers are sorted into sessions—please select the one that best fits your presentation topic.

Click Next.

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New Undergraduate Presentation

Submission Type [Select a presentation type ▼]

title _____

abstract
Provide a proposal that includes approximately two-three pages of information about your research question, intended contribution of your research, a description of theory and methods, and a list of source references.
[text area]

Schedule Requests (if any) [text area]

Faculty Sponsor [text area]

Faculty Sponsor Email [text area]

Keywords [select up to 1]
[▼]

[Next]

Adding authors for:
Demo Poster

Authors

[Add Author]

#	Author Name	action
	No data available in table	

Drag and drop rows to reorder authors

Presenting/Contact Author: [Select the author who will present and/or be the primary contact ... ▼]

[Next]

Now you will add authors. Click the Add Author button.

There are three options in the popup.

Find a Participant

[Use Me!]

Search by first or last name-> [   ]

name	institution	

To add yourself, click the Use Me button.

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. Be sure to add any people who actively work with you on this research project, including writing the paper/producing the poster, as co-authors. All co-authors for undergraduate presentations should be undergraduate students.

Find a Participant

[Use Me!]

Search by first or last name-> [bris]

[Enter a totally new person]

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

Find a Participant

Search by first or last name-> [bris]

[Enter a totally new person]

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

User info

First Name	[ ]
Last Name	[ ]
Position	[Faculty ▼]
	Select an institution, or type yours in & press enter ↵
Institution (select, or type yours in)	[ ]
E-Mail Address	[ ]

[Add] [Search Again]

Once you have added all your authors, select who will be the presenting/contact author.

Your Submission

Submitted By:	Lora Bristow, UCSC;
Submission ID:	187349
Title:	Demo Poster
Type:	Undergraduate Poster
Keywords:	Education (Higher Education and other)
Presenting Author:	Lora Bristow, UCSC
Faculty Sponsor:	fdsafds
Faculty Sponsor Email:	fadsfds
Authors:	1 Lora Bristow, UCSC
Abstract:	adfsa

[Edit] [Finished]

Then click Next, and you will see a summary of your submission. If needed, use the Edit button, or click Finished.

You will be returned to your dashboard, with your submission now showing; you can return here to edit your submission until mid-December.

The system also sends an email confirming your submission, so look for this and rescue it from junk if needed.

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About You

Lora Bristow
UCSC

Submissions | Messages

Presentations

[+ Add New]

Title			
Demo Poster **submitter: Lora Bristow, UCSC;** Undergraduate Poster	👁	✏	🗑