

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

Login Register

For technical assistance, contact support@meetingsavvy.freshdesk.com

PSA

PSA's 94th Annual Meeting
Hyatt Regency Bellevue (East Seattle)
March 30-April 2, 2023
[Call for Papers](#)

Use the same email address that you use for your PSA membership/registration portal account.

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

Login or Register

E-Mail Address

Password

Remember Me

[Login](#)

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[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'.

For technical assistance, contact support@meetingsavvy.freshdesk.com

Register

First Name

Last Name

Position

Institution Access enter"/>

E-Mail Address

Password

Confirm Password

[Register](#)

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.

Use the + button to add a new presentation.

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.

For technical assistance, contact support@meetingsavvy.freshdesk.com

PSA's 94th Annual Meeting

Submissions [Messages](#)

Presentations [+ Add New](#)

Title

Sessions

Title

About You

Lora Bristow
University of California Santa Cruz

[Logout](#)

New Undergraduate Presentation

Submission 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.

Schedule Requests (if any)

Faculty Sponsor

Faculty Sponsor Email

Keywords [select up to 1]

[Next](#)

For technical assistance, contact support@meetingsavvy.freshdesk.com

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->

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: Faculty

Institution (select, or type yours in): Select an institution, or type yours in & cross enter

E-Mail Address:

Add
Search Again

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

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 view, edit, or delete your submission.

The system also sends an email confirming your submission; a copy of this is now on your Messages tab.

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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:	fsesfds
Faculty Sponsor Email:	fsesfds
Authors:	1 Lora Bristow, UCSC
Abstract:	adfsa

Edit
Finished

For technical assistance, contact support@meetingsavvy.freshdesk.com

PSA's 94th Annual Meeting

About You

Lora Bristow
University of California Santa Cruz

✔

Submissions: Messages

Presentations + Add New

Title: Demo UG poster

submitter: Lora Bristow, University of California Santa Cruz

Undergraduate Poster

▶
▶
▶

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

For a *paper* submission:

Login Register

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First Name

Last Name

Position

Institution

E-Mail Address

Password

Confirm Password

[Register](#)

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Use the + button to add a new presentation.

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PSA's 94th Annual Meeting

About You

Lora Bristow
 Pacific Sociological Association
 executive@director@pacificsoc.org

Submissions [Messages](#)

Presentations [+ Add New](#)

Title

Sessions [+ Add New](#)

Title

For technical assistance, contact support@meetingsavy.freshdesk.com

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

You have 250 words remaining

AV Requests

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

Schedule Requests (if any)

Keywords (select up to 1)

[Next](#)

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

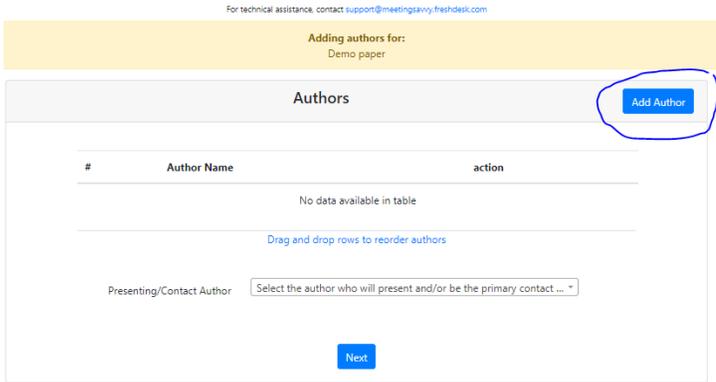
Indicate if you are willing to be a President. (Presiders generally help sessions run smoothly; they are NOT expected to read all the presenters' papers or act as 'discussants'. Detailed instructions will be sent to all Presiders before the conference.)

Tell about your paper.

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

Choose the topical area that best fits your paper's topic. (This is how papers are assigned to Organizers from the Program Committee, who then arrange them into sessions.)

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

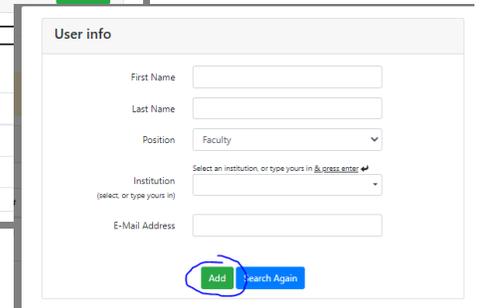
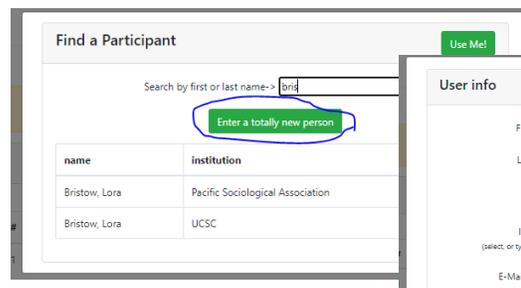
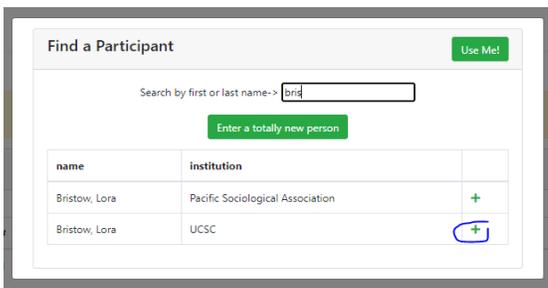


Start by clicking the Add Author button; then there are three options in the popup. To add yourself, click the Use Me button.



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.

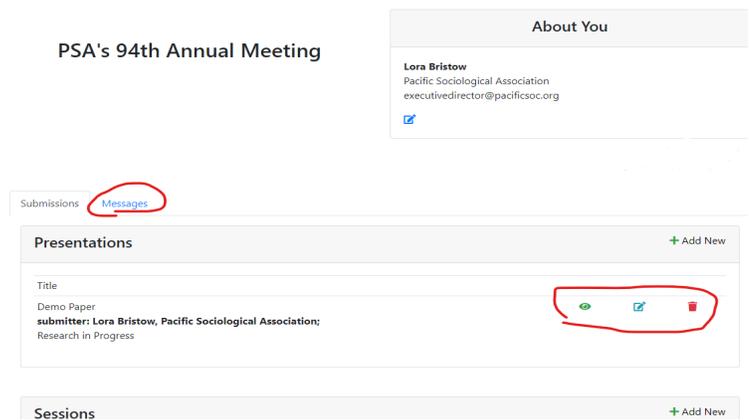


Once you have added all authors, re-arrange their order if needed and select a primary presenting/contact author.



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 view, edit, or delete it.



You should also receive an automatic email confirming your submission; a copy is now on your Messages tab.

For a session submission:

For technical assistance, contact support@meetingsavvy.freshdesk.com

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About You

Lora Bristow
Pacific Sociological Association
executivedirector@pacificsoc.org

Submissions
Messages

Presentations + Add New

Title

Sessions + Add New

Title

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, for example: This Is a Demo Session (sponsored by the Committee on Teaching).

Click 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 (to help the session run smoothly).

For technical assistance, contact support@meetingsavvy.freshdesk.com

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](#)

For technical assistance, contact support@meetingsavvy.freshdesk.com

Organizers Add Organizer

#	Name
No data available in table	

Drag and drop rows to reorder.

Discussants Add Discussant

#	Name
No data available in table	

Drag and drop rows to reorder.

Presider Add Presider

#	Name
No data available in table	

Drag and drop rows to reorder.

[Next](#)

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.

Find a Participant

Use Me!

Search by first or last name->

name	institution
No data available in table	

Drag and drop rows to reorder.

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'.

For technical assistance, contact support@meetingsavvy.freshdesk.com

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

Presentations

No presentations added. Click below to add presentations/presenters

For technical assistance, contact support@meetingsavvy.freshdesk.com

Adding presentations for session Demo workshop session

New Presentation in Session: Workshop with Presenters

Are you willing to preside over your session?

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

title
* For panels, use "Panelist"; for workshops use "Presenter", for paper sessions, use the paper title

abstract
abstract or short summary of the presentation. If it does not apply, just enter "NA"

You have 250 words remaining

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

Schedule Requests (if any)

[Next](#)

[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.

For technical assistance, contact support@meetingsavvy.freshdesk.com

Your Submission

In Session:	Demo workshop session
Submitted By:	Lora Bristow, Pacific Sociological Association
Submission ID:	167328
Title:	Panelist
Type:	
Keywords:	
Presenting Author:	Lora Bristow, Pacific Sociological Association
Are you willing to preside over your session?:	Not willing to preside in my session
Are you willing to preside over other sessions in your topical area?:	Not willing to preside in other sessions
Authors:	1 Lora Bristow, Pacific Sociological Association
Abstract:	fdsadf

[Edit](#) [Finished](#)

For technical assistance, contact support@meetingavvy.freshdesk.com

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				
Presider:	Lora Bristow, Pacific Sociological Association				
Presentations					
<table border="1"> <tr> <td>Panelist Lora Bristow, Pacific Sociological Association</td> <td></td> </tr> <tr> <td colspan="2">fadsaf</td> </tr> </table>		Panelist Lora Bristow, Pacific Sociological Association		fadsaf	
Panelist Lora Bristow, Pacific Sociological Association					
fadsaf					

[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 (or delete) it. The system will have auto-sent your submission summary to your email address; you can also see that message now on your Messages tab.

PSA's 94th Annual Meeting

About You
<p>Lora Bristow Pacific Sociological Association executivedirector@pacificsoc.org </p>

Submissions	Messages														
<table border="1"> <thead> <tr> <th>Presentations</th> <th>+ Add New</th> </tr> </thead> <tbody> <tr> <td>Title</td> <td></td> </tr> </tbody> </table>		Presentations	+ Add New	Title											
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