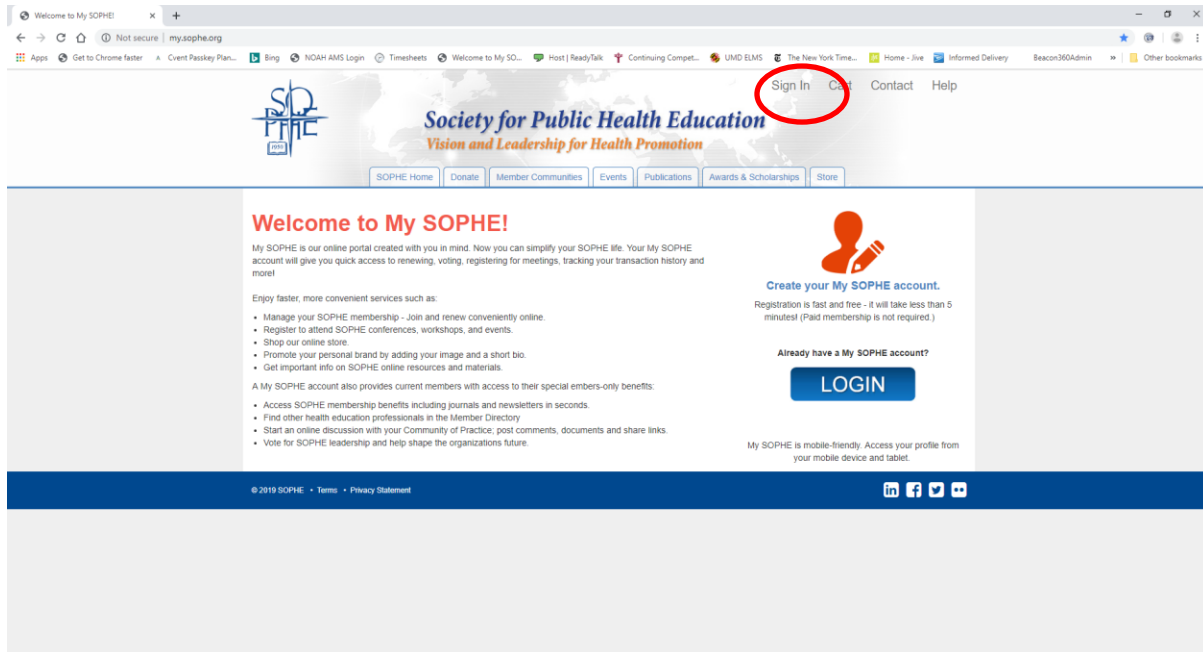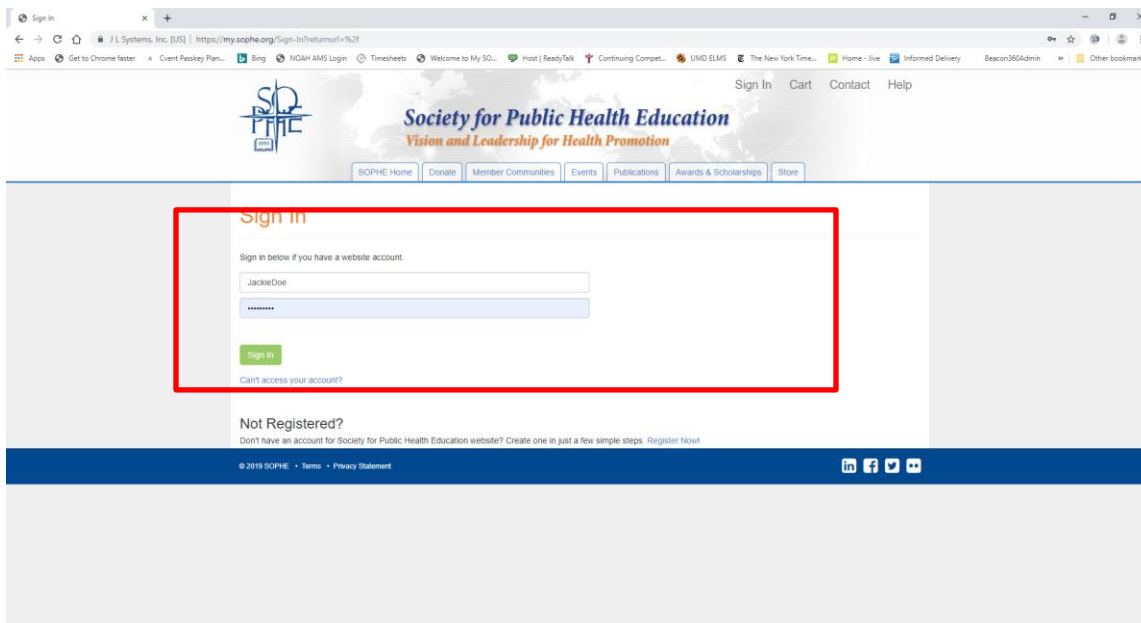# SOPHE 2020 Abstract Reviewer Instructions

Step 1: **Go to:** **my.sophe.org** (no http or www needed)

- ➤ Go to *Sign In*. (**Red** circle above) and sign in to your my.sophe.org profile.
- ➤ **PLEASE NOTE** that your profile may be under an alternate email (work vs personal).

Step 2: **Sign in will take you to the screen below. Put in your UserName and Password.** (**Red** box)

NOTE: If you have difficulty, please first click the *Can't access your account?* link to re-set your password. If you still have trouble, please email membership@sophe.org or call for assistance with your account.

Step 3: After login you will see a screen like this Test Profile (Jackie Doe) with your name and profile information. Navigate your mouse to the *Events* tab, hover over it and you will see a drop-down list.

➢ Choose *SOPHE 2020 Abstract Reviews* to view the page with your Pending Abstract Reviews.

Step 4:
To start Reviewing click the *Search icon* next to the first abstract you wish to review. (**Red** box below)

Step 5:

We recommend clicking on the ABSTRACT INFO tab (Red box below) FIRST to read and review the entire submitted abstract.

Once you have reviewed the abstract, then click on REVIEW FORM (Red box below) to start answering the review questions. Be sure to click SAVE before moving off this tab. You may toggle back and forth between these tabs without losing any selections you've made in the REVIEW FORM

Step 6:

Once you have COMPLETED your Review Form, click on the green SAVE button (top or bottom of the page).


Step 7:

After you have answered all of the required questions and are ready to submit the Review, scroll back to the HOME tab next to the REVIEW FORM tab. *(Note: You will not be able to make any changes once you Submit the Review)*

1. **The Submit Review button (Red arrow below) will now be available to click for final submission on the right side of the screen. You <u>cannot</u> go back and modify your Review after clicking the SUBMIT button.** *Please note that the Submit Review button will appear greyed-out until all the questions on the Review Form are answered.*

Step 8

The next page will take you to a screen confirming that your Review has been successfully submitted.

(Note: once you have completed a Review the item will disappear from your Reviews list)
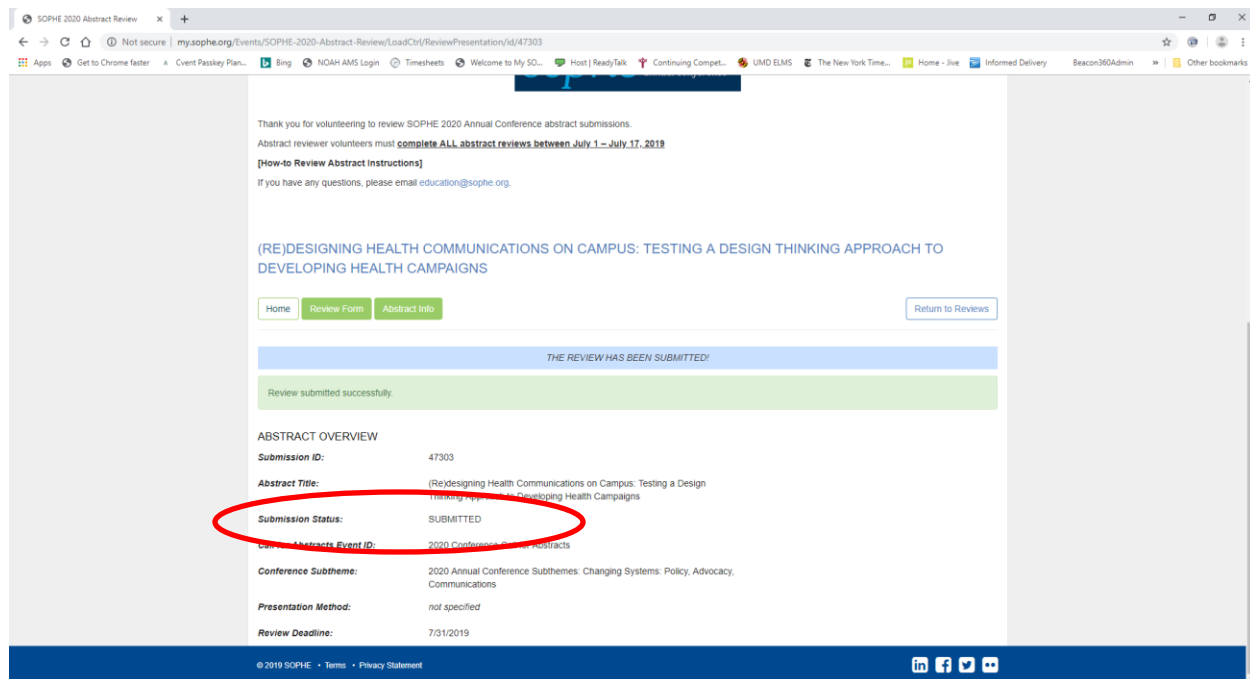
**Repeat for other Pending Reviews

You are finished <u>when there are no longer any reviews listed</u>: underlined in **Red** below, "You currently do not have any abstract reviews pending."