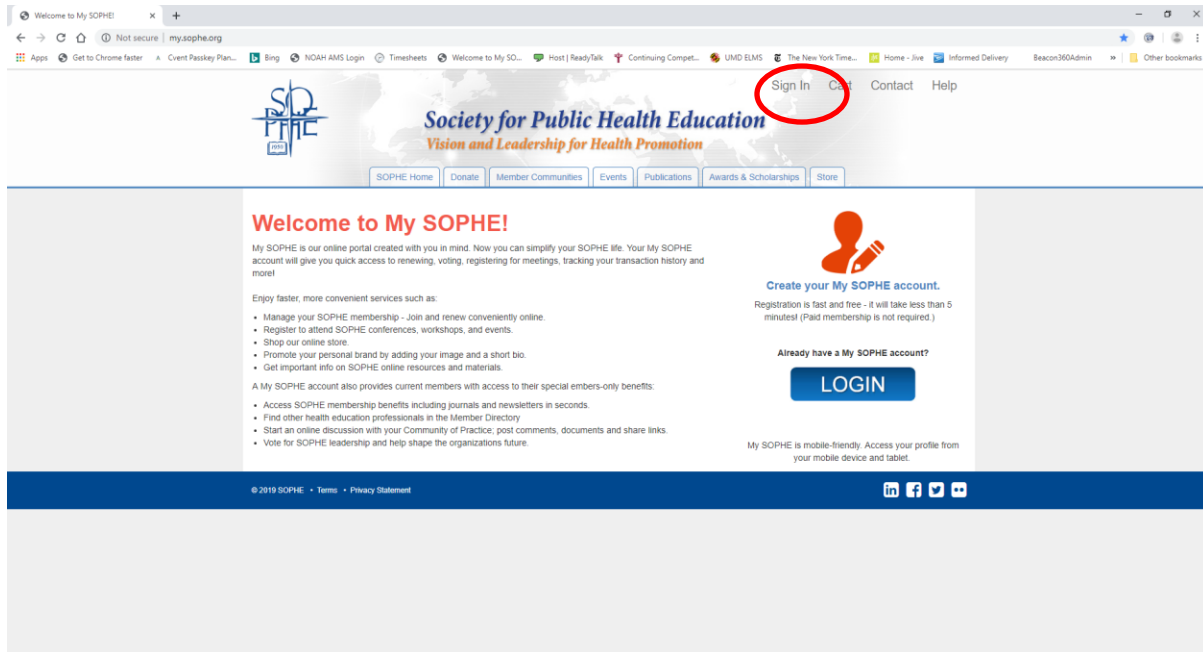


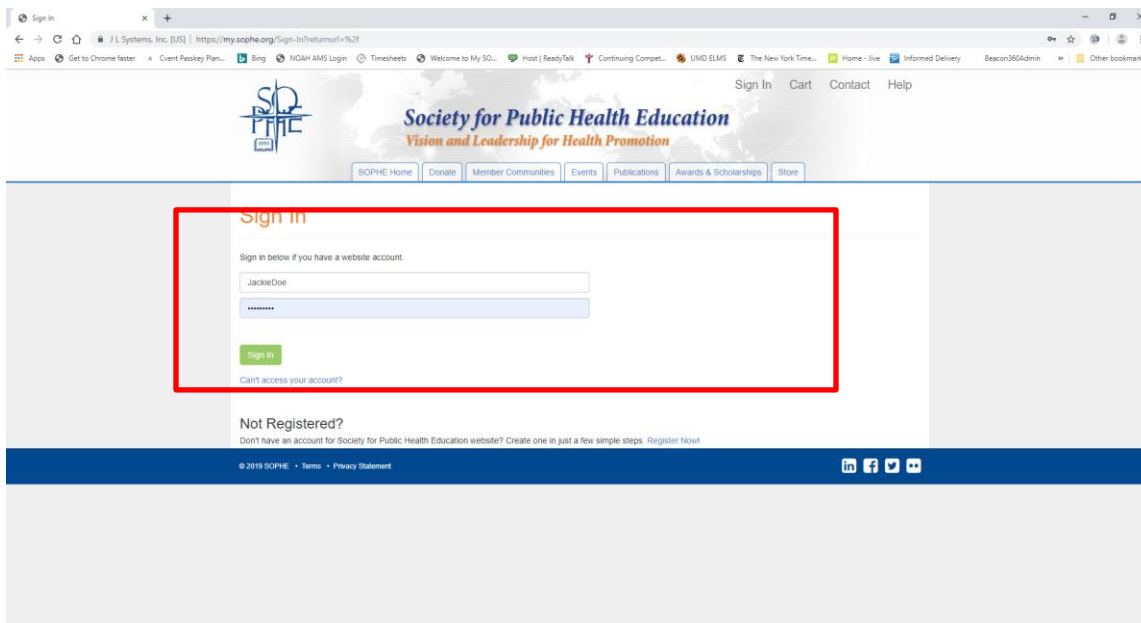
SOPHE 2020 Abstract Reviewer Instructions

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.

User Account

Jackie Doe (#30750)
Society for Public Health Education
10 G St NE
Ste 605
Washington, DC 20002
Email: education@sophe.org
Phone: 2024089804

Membership Info
Type: Individual Member
SubType: Student Member
Expires: 2/29/2020
Joined: 8/2/2016
[Manage My Membership](#)

Account Actions
[Edit Profile](#)
[Edit Bio](#)
[Address Book](#)
[Contact Information](#)
[Demographic Info](#)
[Privacy Settings](#)
[Join the Community of Practice Forum](#)
[Pay Outstanding Orders](#)
[Change Username](#)
[Reset Password](#)

Demographics
Description
There are no demographics to display.

Governance
Current | - All Positions -

Name	Start	End
2020 Call for Abstract Reviewers - No Preference - Reviewer	6/27/2019	7/19/2019
2020 Call For Abstract Reviewers - Practice - Reviewer	6/27/2019	7/19/2019
2020 Call for Abstract Reviewers - Practice - Reviewer	6/27/2019	7/19/2019

Recent Orders
Click the arrow to view order details.

Step 4:

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

SOPHE 2020 Abstract Review

Atlanta
March 17-20, 2020
annual conference

Thank you for volunteering to review SOPHE 2020 Annual Conference abstract submissions.
Abstract reviewer volunteers must **complete ALL abstract reviews between July 1-July 17, 2019**

[How-to Review Abstract Instructions]
If you have any questions, please email education@sophe.org.

PENDING ABSTRACT REVIEWS

search by ID, title, track, or event...

ID	Abstract Title	Event	Track	Method	Review Deadline	Avg Score	Total Score
303	(Re)designing Health Communications on Campus: Testing a Design Thinking Approach to Developing Health Campaigns	2020 Conference Call for Abstracts	Changing Systems: Policy, Advocacy, Communications		7/31/2019		

[View All Other Reviews](#)

SUMMARY
• Reviews Assigned Total: 24
• Reviews Not Started Total: 24
• Reviews In Progress Total: 0
• Reviews Submitted Total: 0

RECENTLY REVIEWED
You have not reviewed any abstract recently.

YOUR PROFILE
Jackie Doe
Society for Public Health Education
10 G St NE
Ste 605
Washington, DC 20002
Email: education@sophe.org
[Update Your Profile](#)

Step 5:

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

The screenshot shows a web browser window with the URL my.sophe.org/Events/SOPHE-2020-Abstract-Review/LoadCtrl/ReviewPresentation/id/47303. The page title is "(RE)DESIGNING HEALTH COMMUNICATIONS ON CAMPUS: TESTING A DESIGN THINKING APPROACH TO DEVELOPING HEALTH CAMPAIGNS". At the top, there are three tabs: "Home", "Review Form", and "Abstract Info". The "Abstract Info" tab is highlighted with a red box. Below the tabs, there is a blue banner that says "PLEASE SUBMIT YOUR REVIEW BY THE 7/31/2019 DEADLINE". The main content area is titled "ABSTRACT" and contains a form for reviewing the abstract. The form includes sections for "General Questions", "Abstract Information", and "Disclosure". The "Abstract Information" section is currently active and contains several questions with radio button options. The "Disclosure" section is also visible and contains a "Save Review" button. The footer of the page includes the text "© 2019 SOPHE" and social media icons for LinkedIn, Facebook, Twitter, and YouTube.

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

The screenshot shows the same web browser window as the previous one, but now the "Review Form" tab is highlighted with a red box. The page title remains the same. Below the tabs, there is a blue banner that says "PLEASE SUBMIT YOUR REVIEW BY THE 7/31/2019 DEADLINE". The main content area is titled "REVIEW FORM" and contains a form for reviewing the abstract. The form includes sections for "General Questions", "Abstract Information", and "Disclosure". The "Abstract Information" section is currently active and contains several questions with radio button options. The "Disclosure" section is also visible and contains a "Save Review" button. The footer of the page includes the text "© 2019 SOPHE" and social media icons for LinkedIn, Facebook, Twitter, and YouTube.

Step 6:

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

The screenshot shows the 'REVIEW FORM' page for the Society for Public Health Education (SOPHE) 2019. The page has a header with the SOPHE logo and navigation links. Below the header, there are tabs for 'HOME', 'REVIEW FORM', and 'ABSTRACT INFO'. The 'REVIEW FORM' tab is active. The page contains instructions for reviewers and a form with several questions. A red arrow points to a green 'Save Review' button located on the left side of the form.

Step 7:

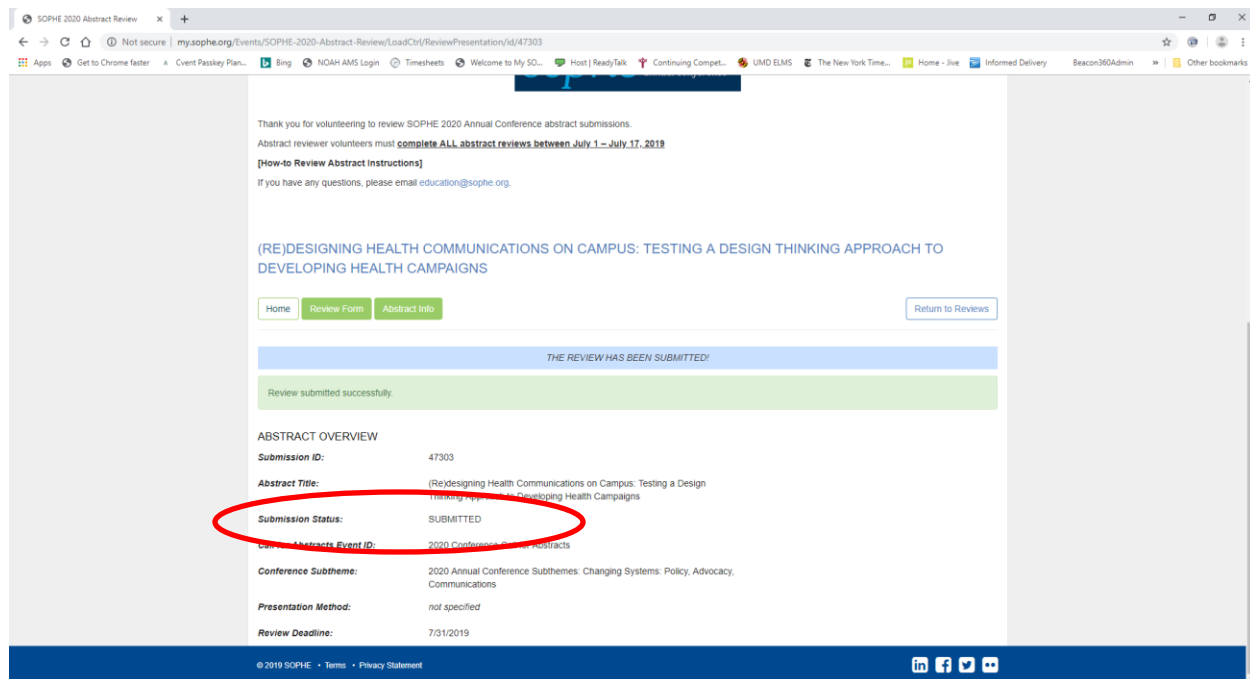
After you have answered all of the required questions and are ready to submit the Review, scroll back to the **HOME** tab next to the **REVIEW FORM** tab. (Note: You will not be able to make any changes once you Submit the Review)

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 cannot 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.

The screenshot shows the 'ABSTRACT REVIEW' page for the SOPHE 2020 Annual Conference. The page has a header with the SOPHE logo and navigation links. Below the header, there are tabs for 'Home', 'Review Form', and 'Abstract Info'. The 'Review Form' tab is active. The page contains instructions for reviewers and a form with several questions. A red arrow points to a green 'Submit Review' button located on the right side of the form.

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

