Signing In

- If you have an account in CATALYST™:
  - Enter your email address and password for your CATALYST™ account and click Sign In.
Sign In Issues

- If you can’t sign in:
  - Make sure you entered your email and password correctly.
  - The **Forgot password** link sends you a password reset email.

- Association membership or event registration is separate from your CATALYST™ account.

- You may not yet have an account and need to create one.
Creating an Account

- If you *do not* have an account in CATALYST™:
  - Create an account by clicking on the **Register** tab.
  - Enter your Email Address, Password and Confirm Password. *Be sure to spell your email address correctly!*
  - Click the Sign up button.
  - CATALYST will send you a “Confirm your account” email. Click the link in the email to verify your account.
Dashboard: Reviews

- If you have been selected to be a reviewer for an event, your unfinished review assignments appear in the Reviews column.

- Click the title of a submission to begin, view or edit your review assessment for that submission.

- Completed and Ineligible reviews are only listed in the Reviews section on the left.
Navigating the Form

- The **Back** and **Next** buttons move you through the form steps.
  - These are found at the top and bottom of each form page.

- You can click a **page tab** to go directly to that form step.
  - Review forms may have one or more page tabs.
Submission Information

- In the review assessment form, submission information is visible in read-only boxes.
- Reviewers may also need to download any supplemental files linked in these boxes, if provided by the submitter.

**EXAMPLE FORM**
Required Fields

- Fields marked with an asterisk (*) are required and must be completed.

- CATALYST™ will indicate which required fields are incomplete when you save.
  - A form tab will display a △ symbol if one or more required fields on that tab are incomplete.
Saving your Review

- At any time you can click **Save** to save your review progress.
  - It is recommended to save your reviews frequently.

- Saving only keeps your progress. **It does not submit the form.**
  - You can leave the CATALYST™ system and return to edit a review any time before the deadline.

- Incomplete reviews are visible on your Dashboard.
Completing your Review

- Once a review form is completed, click **Submit** to mark the review as complete.
- The form cannot be submitted if:
  - It is past the submission deadline
  - There are incomplete required fields
  - The submitter has Withdrawn or is currently in the process of Editing their submission.
- Completed reviews are found under “Reviews” on your Dashboard.

**EXAMPLE FORM**
Completing Assignments

- After clicking **Submit**, you will be returned to the Dashboard.
- Before the review deadline, continue to complete your review assignments on your Dashboard until none remain.
- Any new review assignments will appear under this list.
- Completed reviews will be listed under the **Reviews** section to the left.
All Reviews

- Click **View all** at the top of the Reviews column, or **Reviews** on the left, to view all your review assignments.

- From this list you can:
  - View your assigned reviews and review progress
  - Begin or edit reviews, if before the review deadline
  - Filter the list to a particular event or status
  - Search submissions by title
Review Assignments

- Click the **View** button next to an assignment in your Reviews listing to open up the review form for that submission.
If you submitted a review but need to make changes, you must click **Edit** to unlock the form. 
- If it is past the review deadline, you will not be able to make changes to your assessment.

It is important to click **Submit** again to commit your changes, even if you clicked Submit before. 
- Reviews left in Edit mode after the deadline are not considered complete and may not be applied to the submission.
Printing a Review Form

- Click **Print** to preview and print a copy of the current review form.
  - Print can only create a printout of the current visible form.
  - At this time, it is not possible to print out all your review assignments at one time.
- Printed copies of a form filled out by hand are not acceptable for completing review.
Technical Support

- CATALYST™ technical support can be accessed anywhere by clicking **Support**.
  - Ask your question and click **Search** to see if it can be answered by the CATALYST™ Knowledgebase.
  - If an answer to your question is not found, click **Leave us a message** to start a support ticket.

- **Support** can only answer sign-in and technical questions related to CATALYST™.
  - For questions related to the event or collection process, please visit the event website or contact the organizers directly.