CATALYST™ by Omnipress
Training Guide
Signing In

- Click on the link shared with you.

- 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.
  - Click the Sign up button.
  - You will receive a confirmation email. Click the link in the email to verify your account.
Creating a Submission

- After signing in, a new submission will be created for you.
  - The message “New submission has been created” will display.

- Now you can start filling out your submission.
  - The first tab often contains the event overview, form instructions or guidelines.

EXAMPLE FORM
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.
Saving your Submission

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

- Saving only stores your progress. **It does not submit the form.**

- You can leave the CATALYST™ system and return to edit a saved submission at any time until the collection deadline.
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.
Publishing your Submission

- Once your submission form is completed, click Publish to mark the submission as complete and ready for review.

- The submission cannot be published if:
  - It is past the collection deadline
  - There are incomplete required fields
Publish Confirmation

- Once your submission is published, you will see a confirmation page.
  - This page may contain further instructions about the collection process.

- From this page, you can:
  - **Return to Submission** for viewing or editing
  - **Create Another Submission** if the collection permits more than one, and you have created fewer than the maximum allowed
  - **Go to my Dashboard** to see all your submissions and notifications
Managing Submissions

- If you published your submission but need to make changes, you must click **Un-Publish** to edit.
  - If it is past the submission deadline, you will not be able to save or publish any changes.

- If you wish to withdraw your submission, click **Withdraw**.
  - If permitted by the event organizers, one can click **Un-Withdraw** to restore the submission.
  - There may be a limit to the number of withdrawn submissions allowed.
Dashboard

- The **Dashboard** is the hub for all your activity in CATALYST™.
- The Overview displays notifications, submissions or reviews that need your attention.
- Use the **Filter events** menu to show activity in only one event.
- You can visit your Dashboard directly when you sign in at:

  https://catalyst.omnipress.com/
Dashboard: Submissions

- If you have one or more incomplete submissions, they will appear in the Submissions column on your Dashboard.

- You can click the title of a submission to go directly to that submission.
All Submissions

- Click **View all** at the top of the Submissions column, or **Submissions** on the left, to view all submissions managed in your account.

- From this list you can:
  - View a submission
  - Create a new submission, if collection permits
  - Filter the list to a particular event or status
  - Search submissions by title
Dashboard: Notifications

- If you have one or more unread message, it will appear under the Notifications column.

- A count of your unread notifications will also appear next to your profile picture in the upper right corner.

- You can click the subject line of a notification to view the message.
All Notifications

- Click **View all** at the top of the Notifications column, or **Notifications** on the left, to view all your messages.

- You can also go directly to your Notifications list by selecting **Messages** from the account menu next to your name:
Managing Notifications

- From this list you can:
  - Click the subject line of a message to read the message
  - Use the [...] menu to Mark as Read, Mark as Unread, Delete
  - Filter the list to a particular event or status
  - Search messages by title

- Notifications are only copies of emails sent to you.
  - Messages cannot be replied to from within CATALYST™.
  - You should use your own email client to communicate back and forth with event organizers.
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.
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
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.