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 Create Account 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.
Submissions
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.
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 keeps your progress. **It does not submit the form.**
  - You can leave the CATALYST® system and return to edit a submission any time before the deadline.

- Incomplete submissions are visible on your Dashboard.
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.
Completing your Submission

- Once your submission form is completed, click **Submit** to mark the submission as complete and ready for assessment.

- The form cannot be submitted if:
  - It is past the submission deadline
  - There are incomplete required fields
  - You have exceeded your maximum number of incomplete or submitted forms (if set by the event organizer)

- Completed forms are found under “Submissions” on your Dashboard.
Submission Confirmation

- Once your form is submitted, you will be taken to 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
Editing Submissions

- If you submitted the form but need to make changes, you must click **Edit** to unlock the form.
  - If it is past the submission deadline, you will not be able to make changes to your submission.

- It is important to click **Submit** again to commit your changes, even if you clicked **Submit** before.
  - Submissions left in Edit mode after the deadline are not considered complete and may not be accepted.
Withdrawing Submissions

- If you wish to completely withdraw your submission from the event, click **Withdraw**.
  - If permitted by the event organizers, one can click **Un-Withdraw** to restore the submission before the submission deadline.
  - There may be a limit to the number of submissions you can withdraw.
Printing a Submission Form

- Click **Print** to preview and print a copy of the current submission form.
  - Print can only create a printout of the current visible form. If your submission has been moved to a new form “round,” it is not currently possible to print out an older round.
- Printed copies of a form filled out by hand are not acceptable for submission.
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/](https://catalyst.omnipress.com/)
Dashboard: Submissions

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

- Completed and Withdrawn submissions are only listed in the Submissions section on the left side.

- 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 permitted
  - Filter the list to a particular event or status
  - Search submissions by title
Dashboard: Notifications

- If you have one or more unread messages, they 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 in the upper right:
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.
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.