

Screen shots and step-by-step instructions on adding abstract reviewers (due in system by May 29, 2020) and oral session moderators (due in system by June 22, 2020) are below.

- Only the **Program Chair** for each Affiliate Society, Professional Groups, and Special Interest Group are provided links to add in reviewers and moderators. DO NOT SHARE YOUR LINK with others – it is specific to your account.

**You were provided a link in the email asking for abstract reviewers and moderators – this link is specific to you – click on it.**

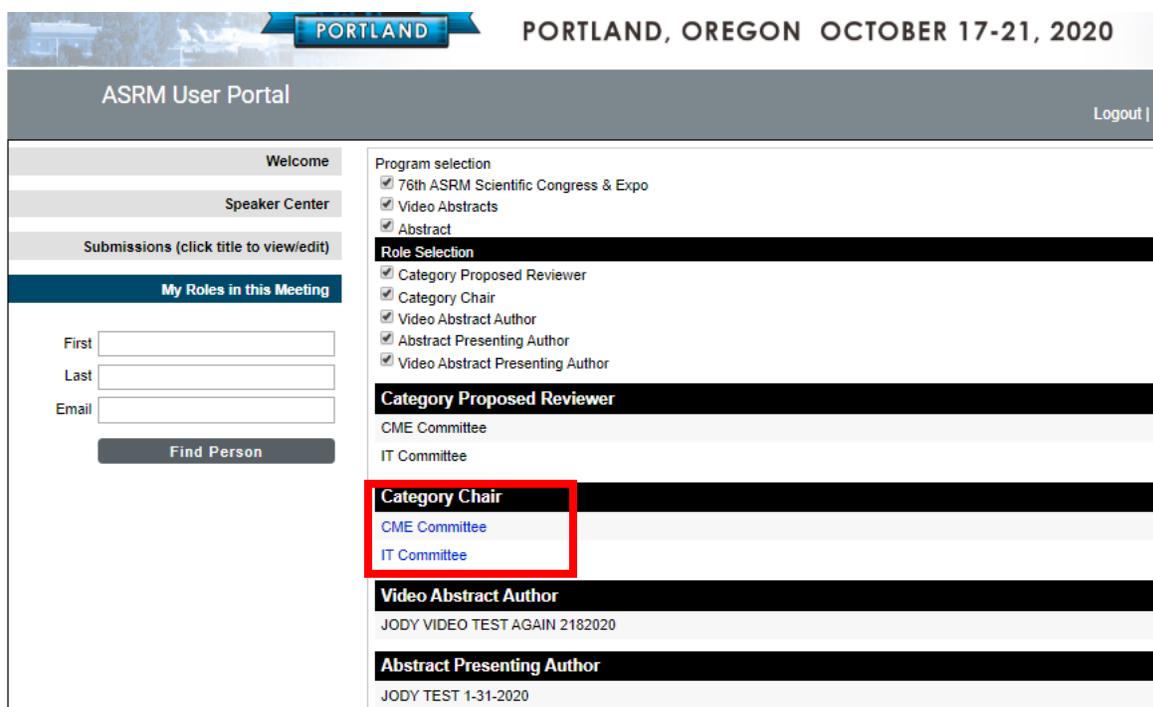
**Once you click the link:**

The link takes you to your Gateway. The Gateway looks like this:



Click on "My Roles in this Meeting" from the menu options on the left (highlighted in a red box above).

Then, to perform your duties as chair for an assigned category, click on the hyperlinked category title under the heading "Category Chair".



From the next screen, you might be asked to login. If you do not already have a login setup in the ASRM abstract system, then you will need to create one to do this work. When prompted, please enter your email address as it's provided in your solicitation email. You will set your own

password in this system. Although this system is not directly connected to the ASRM membership database, you might find it convenient to use your regular ASRM password here. If you do already have a login, please use that login to access the system.

Once logged in, you will be on the "propose reviewers" page and **Add new person should be a button.**

**AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE**  
**ASRM 2020**  
**SCIENTIFIC CONGRESS & EXPO**  
 PORTLAND, OREGON OCTOBER 17-21, 2020

Category ID: 94 Show Password Impersonate: [dropdown]

Define Category Propose Reviewers

**Add/Edit People**  
 you should input a minimum of 4 reviewers

ROLE	PERSON	EDIT	DELETE	MOVE	IMPERSONATE
Proposed Reviewer	Jody Thrash, MBA	[edit icon]	[trash icon]		[minus icon]
Category Chair	Jody Thrash, MBA Missing information	[edit icon]	[trash icon]		[minus icon]

**Add new person**

Example: ASRM Authors' Group. Do not use this field to enter individual author names.

Click this and the system takes you to a screen to search for people to add as reviewers by typing their first or last name or email address.

**SCIENTIFIC CONGRESS & EXPO**  
 PORTLAND, OREGON OCTOBER 17-21, 2020

Category ID: 94 Show Password

Define Category Propose Reviewers

**Search For A Person**

Before adding a new name, search the database to see if that name and contact information have already been entered. The search is not case sensitive and returns only exact matches. Do not use wildcard characters such as \*. You may use accented characters but it is not necessary to do so. If the name is not found, enter it in the data entry form that appears next.

First Name: [input]  Match "Like"  Starts with

Last Name: [input]  Match "Like"  Starts with

Email Address: [input]  Match "Like"  Starts with

**Search**

If that person is already in the system for other reasons, they will show up when you search for them. Simply select the radio button by their name and then the SELECT button.

If they are not in the system, you will be required to provide their full name (please remember to capitalize first letters of the names), degree(s), and email address. Without this information, we cannot contact the reviewers. If the system requires any additional information that you do not know (affiliation, address, etc.), simply type UPDATE into the field(s). If you would like step-by-step instructions with screen shots on these steps, please download those here.

## Session Moderators

You are also asked to ***nominate 2 moderators*** for the oral abstract session(s) typically assigned to your group. To do that, while logged in the system via Gateway as above, click the hyperlinked words "Transfer and Build" under the heading "**SESSIONS:**" to the left in the Category Control Panel.

Category ID: 94 Show Password ? Impersonate: [ ]

Define Category Propose Reviewers

you should input a minimum of 4 reviewers

ROLE	PERSON	EDIT	DELETE	MOVE	IMPERSONATE
Proposed Reviewer	Jody Thrash, MBA	[edit]	[delete]		
Category Chair	Jody Thrash, MBA <b>Missing information</b>	[edit]	[delete]		

Add new person

Example: ASRM Authors' Group. Do not use this field to enter individual author names.

A chart will appear with all oral sessions your group is assigned. Click on the pencil inside a box in the "Edit People" column on the right for all sessions that are categorized as ORAL sessions.

Category ID: 94 Show Password ? Impersonate: [ ]

Define Category Propose Reviewers

Sessions: 2 Abstracts: 0 [Transfer Session(s) to Category] [Transfer Selected Session(s)] [Any Program]

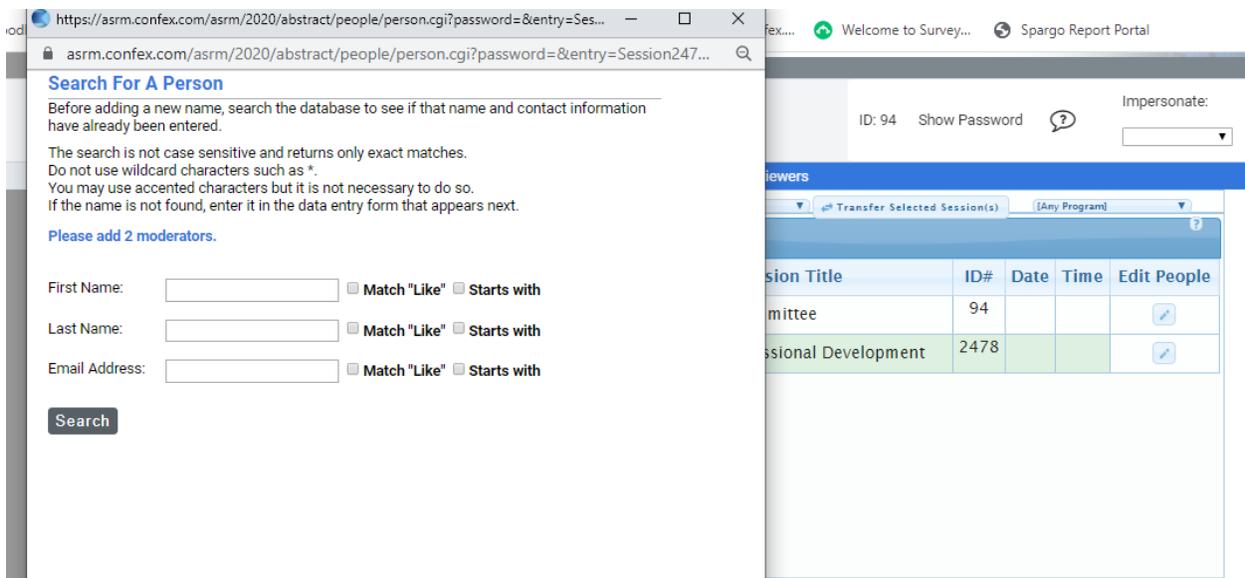
Order	Session Type	Abstracts	Session Title	ID#	Date	Time	Edit People
1	Category 0	0	CME Committee	94			[edit]
2	<u>Oral</u>	0	Professional Development	2478			[edit]

Search By: id Title Author Search

[Transfer Abstract(s) to Category] [Transfer Selected Abstract(s)]

Order	Rating	ID	Title	Presenter	Score	Keywords	Session Preference	Category
[checkbox]	None							

You can add your 2 moderators on the box that pops up. (see next page for screen shot)



Once you've added the two names, you can close the box, you do not need to complete any further steps. ASRM requests that you if you are asked to nominate two or more moderators that you attempt to include one fellow and one experienced moderator per pair. Please add them by **June 22, 2020.**