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:

![Gateway Image]

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".

![Category Chair Image]

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**.

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.

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) topically 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.

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.

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.