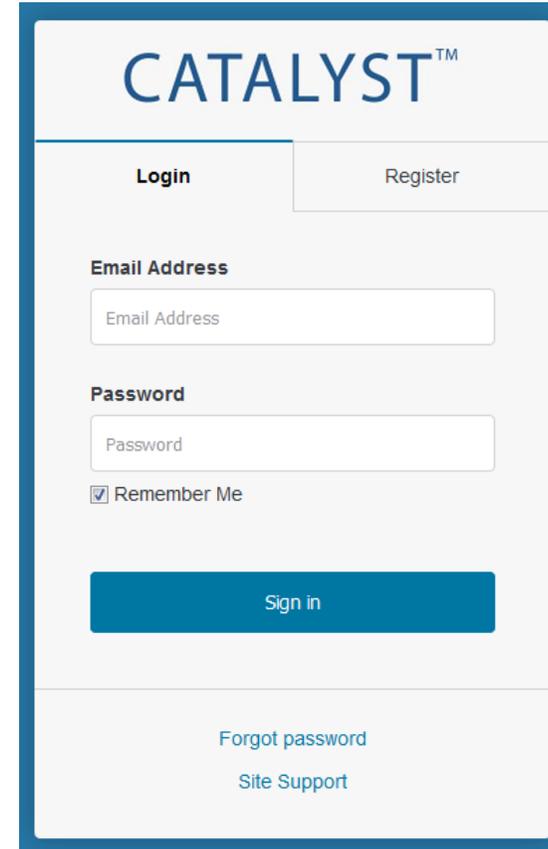CATALYST™ by Omnipress
Training Guide

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.
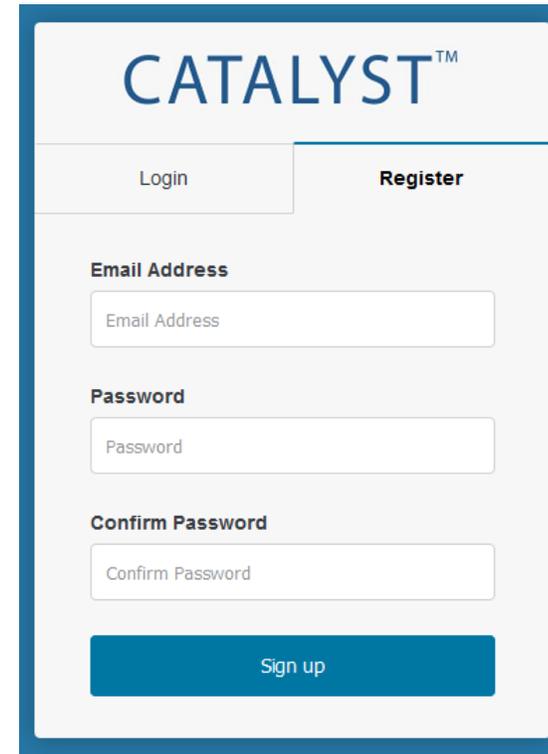   - The **Forgot password** link sends you a password reset email.

- 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. *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.

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.

CATALYST™
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[0040-000248] (UNTITLED SUBMISSION)

| Guidelines | Abstract | Supporting Info | Authors |

< Back   Next >

Abstract Information

Fields marked with an asterisk (*) are **required**.

Title *
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Submission Type *
Please select the type of proposal you are submitting:
- ○ Oral Presentation
- ○ Poster

Topic *
Select the topic you believe best fits your

EXAMPLE FORM

Please click **Next** below to continue.

< Back   Next >

Not published

Save   Submit   Withdraw   Print

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.

EXAMPLE FORM

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.
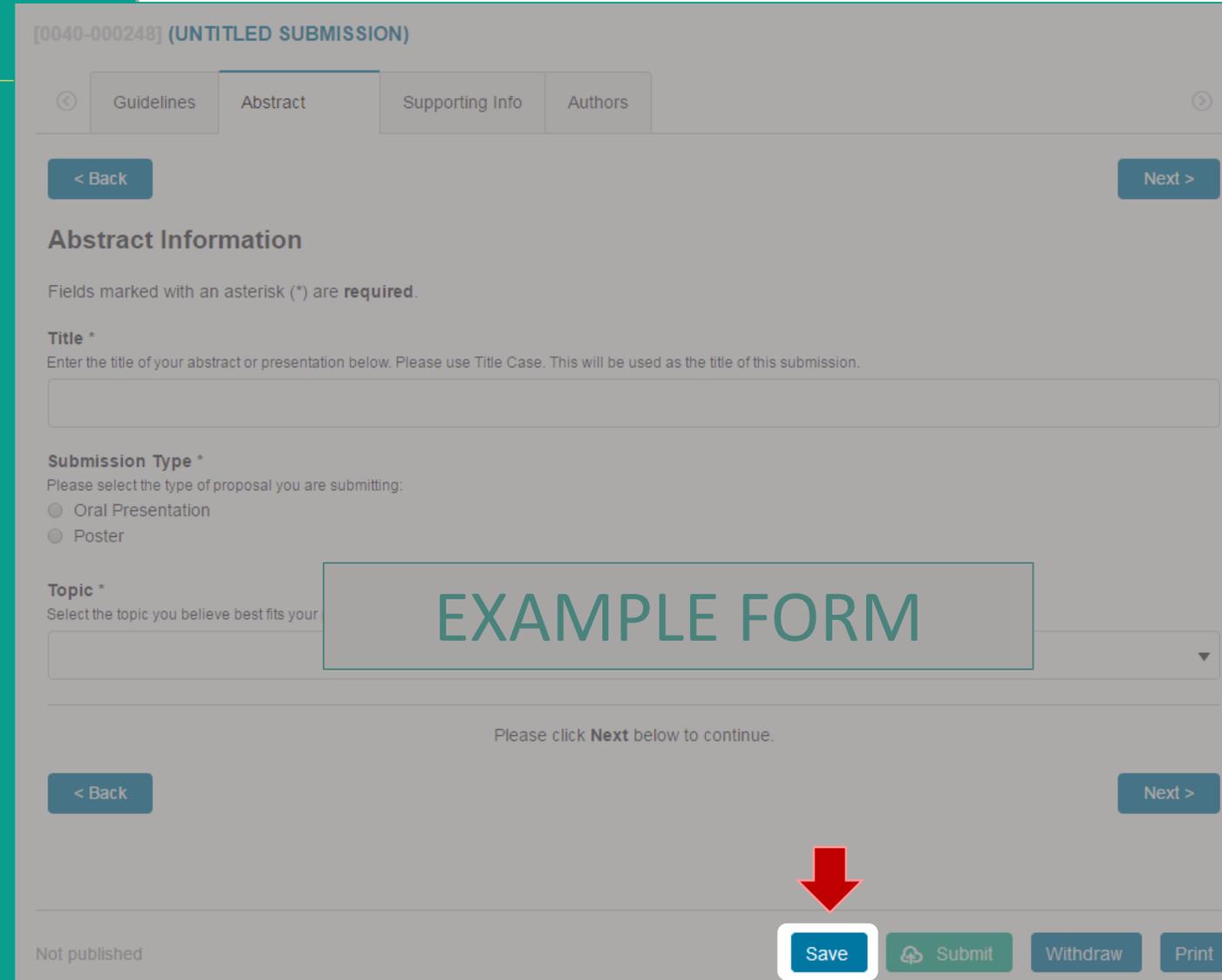
Required Fields

- 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.

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Guidelines | Abstract | Supporting Info | Authors

< Back   Next >

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EXAMPLE FORM

Please click **Next** below to continue.

< Back   Next >

Not published   Save   ⬆ Submit   Withdraw   Print

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

← Return to Submission

Create Another Submission   You have completed **1** submissions out of **8** allowed

Go to my Dashboard

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.

CATALYST™
by Omnipress

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines | Abstract | Supporting Info | Authors

< Back   Next >

Abstract Information

Fields marked with an asterisk (*) are **required**.

Title *
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Studying Scatter/Gather I/O Using Compact Information

Submission Type *
Please select the type of proposal you are submitting:
- Oral Presentation
- Poster

Topic *
Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

< Back   Next >

Published on Sep 28, 2016 7:37 PM   Edit   Withdraw   Print

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/
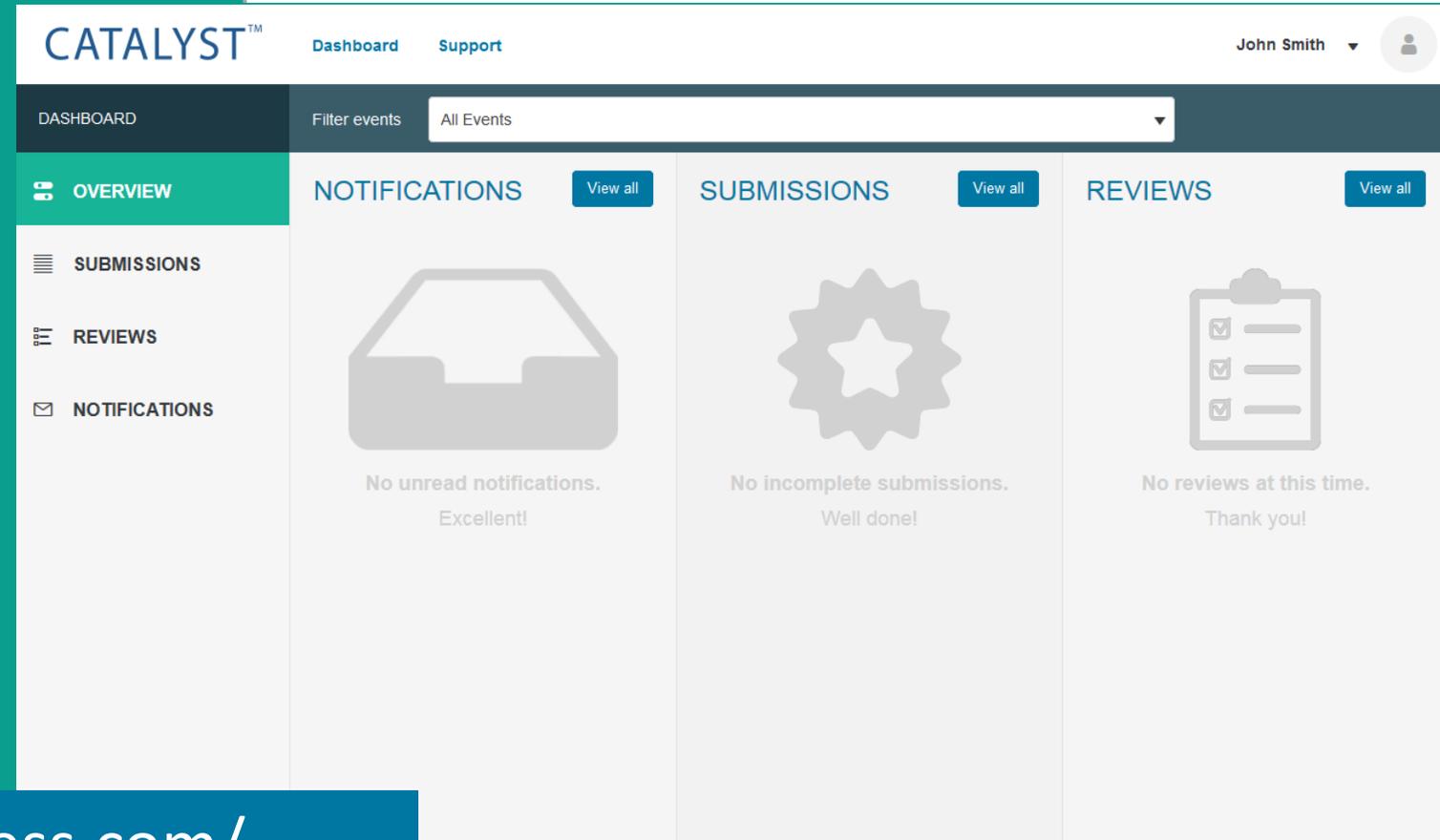
Dashboard: Submissions

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

- 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 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.
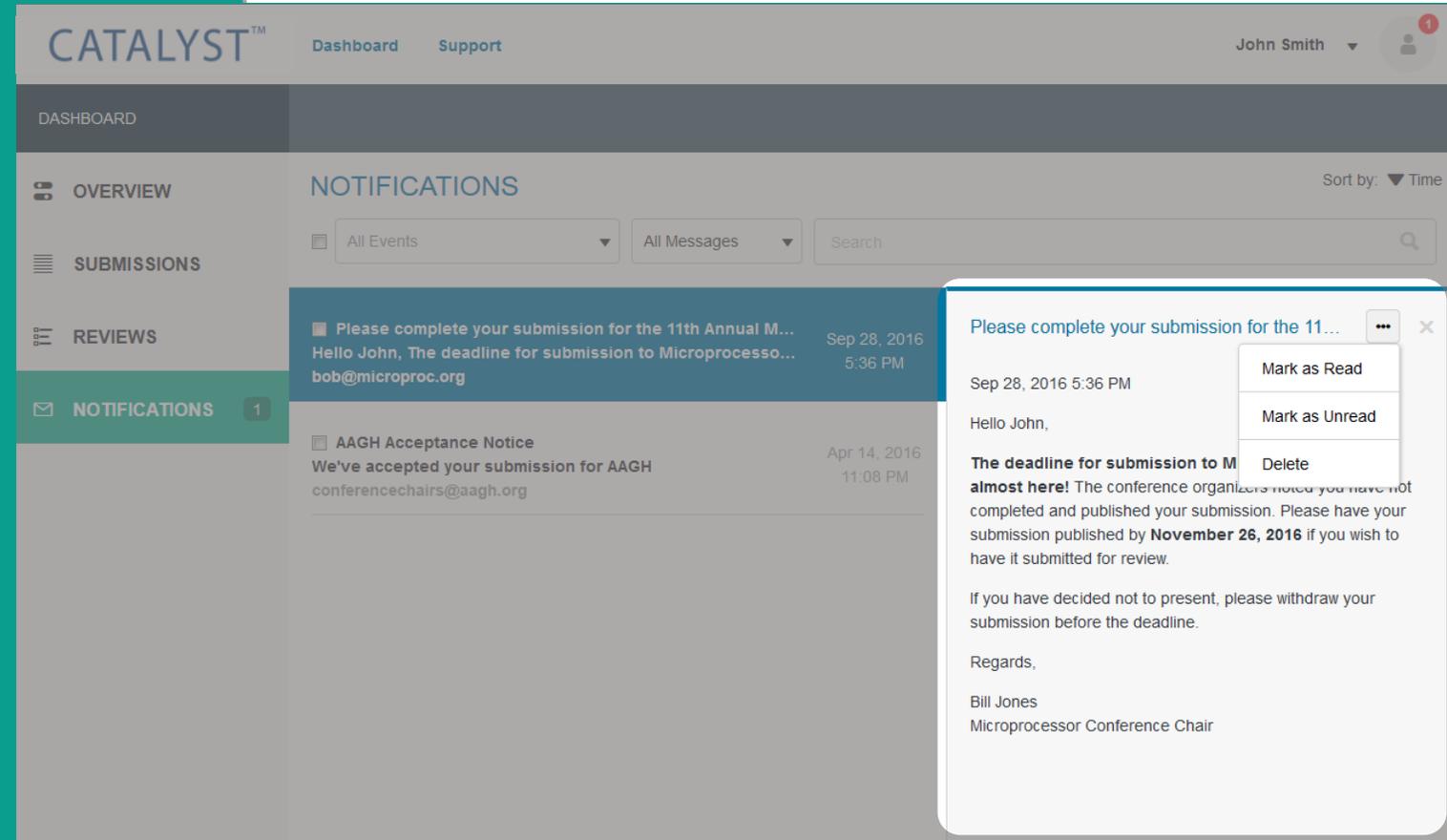
Dashboard: Reviews

- 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.

- Completed and Ineligible reviews are only listed in the **Reviews** section on 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

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.