Online submission directions:

If you already have an existing account, simply sign in using your username and password. Remember, *your user name and password are different from what you use to login to the CSCA website.*

STEP 1: Creating a user profile
When accessing the CSCA online submission system (AI) for the first time, the first thing you will need to do is create a profile (if you don't already have one). The *login and password are different than what you use on the CSCA website when you register and access the CSCA* members section.

STEP 2: Creating a new submission You can view all of the CSCA interest group or caucus calls on the CSCA website or through the CSCA online submission system (located along the top "View Calls" in blue font).

To start your submission, click "My Submissions" (in black font to the right of where you see "Welcome." (Note: You can save your submission and come back at any time to edit it. However, once you have "Finalized" your submission, you may not edit it. If you wish to edit a submission after the finalization process, you will need to delete the submission and start the process over. Only Finalized submissions will be sent out for review.)
• Select the interest group for your submission and then click the "Create New Submission" button.
• Enter in the title of your submission, and then choose submission type. There are three broad types of submissions in this system: (a) competitive paper, (b) discussion panel, and (c) paper panel. Some interest groups may have additional types of panels (e.g., debate panel, performance panel) that are welcomed in their call. However, for the CSCA submission system, choose either a discussion panel or paper panel and then provide the specifics of the type of panel in your abstract.
• Once you select which type of submission you have, different submission requirements will populate in tabs along the top of your submission. Complete each of these tabs. As you complete each tab be sure to click "Save" and you will see the tab turn from red to green.
• If you have a co-author, you can search for their name in the system. If they have not already created a profile, you can click the "Add Co-Author" button. When creating the new contact, be sure to use the email address that they plan on using. Your co-author will receive an email from the CSCA submission system letting them know that they have been designated as an author on a submission.
• Once you have Finalized your submission, you can come back to view it under "My Submissions" at any time.