Read the instructions or guidelines provided by the event organizers, if there are any present.

If you are not signed in to CATALYST®, click the **Sign In** in the upper right or the button at the bottom of the page to be taken to the sign in page.

- Some events may sign you in to CATALYST® automatically, if you are already signed in to the event or association’s website. This will depend on the event.
- Your page will have different artwork and instructions than the example at right.
Signing In

Enter your *email address* and *password* for your CATALYST® account and click **Sign In**.

If you can’t sign in:

- Make sure you entered your email and password correctly.
- The **Forgot password** link emails you a password reset email with a special link.

Association memberships or event registrations are *separate* from having a CATALYST® account.

You may not yet have a CATALYST® account and need to create one. Click the **Create New Account** button.
Creating an Account

To create a CATALYST® account, enter your Email Address, Password, Confirm Password, First Name, and Last Name.

- Follow the password requirements.
- Be sure to spell your email address correctly!

Click the **Create Account** button.

- CATALYST® will send you a “Confirm your account” email in a few minutes. Click the link in the email to verify your account.

To return to the sign in page click **Sign In**.

To get technical support, click the **Contact CATALYST Support** link to open a ticket.

Password must
- Be at least 8 characters long
- Contain a lowercase letter (a-z)
- Contain an uppercase letter (A-Z)
- Contain a digit (0-9)
The CATALYST® Dashboard
Dashboard

The **Dashboard** is the overview for all your activity in CATALYST®.

You can visit your Dashboard directly when you click the **Dashboard** link in the header, or when you sign in to CATALYST® directly using:

[https://catalyst.omnipress.com/](https://catalyst.omnipress.com/)
Dashboard: My Summary

Under **My Summary** to the right, the **To Do** section lets you know if you have submissions still in progress, or upcoming deadlines.

A count of your unread and new notifications will appear under the **Notifications** section.

If you’ve participated in an event in CATALYST® before, you might see recommendations for currently open events under **Suggested Events**.
Dashboard: Submissions

If you have one or more submissions in an event, the statuses will be summarized under the event’s name on the Dashboard under **My Events**.

- You can use **Search** or check **Show Upcoming Deadlines** to filter the list.
- Click **View All** to go to the submission instructions page and your list of submissions in that event, or to create a new submission.

Looking to create a new submission, but you have no events listed?

**Go to the website for the event** and find the link to start a new submission.
Dashboard: Past Events

To access past events you have participated in, click **Past Events**.

The *event organizers* decide how long to keep information in CATALYST® once the event has ended.

- Once an event has been removed from CATALYST®, its submissions are permanently erased and cannot be recovered.

CATALYST® should not be relied on for long term storage of your submission. Keep a copy of submitted form data on your computer!
Messages

If your event organizers sends you a message through CATALYST®, a copy is retained under Notifications.

To view your messages:

- Click View all in the Notifications section on your Dashboard, or
- Select Messages from the account menu next to your name (or email address) 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® at this time.
- You should use your regular email software to communicate back and forth with event organizers.
Submissions
Managing Your Submissions

Once signed in, any submissions you have access to appear on the Event Home page, below the instructions.

- If it is before the deadline, you may click **New Submission** to start a new submission.
- Click any box under **Filter Submissions** to only show submissions with that status. You may select multiple.
- Click a submission to view or edit that submission.
- You can collapse or expand the section by clicking the arrow at upper right.
Creating a Submission

After clicking **New Submission**, a new submission form will be created for you.

- A message “New submission has been created” will display briefly.

You can now start filling out your submission.
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.

Click a **page tab** to jump directly to that form step.

- Forms usually have more than one page tabs.
Saving your Submission

At any time you can click **Save** to save your progress.

- It is strongly recommended you save your form data frequently.

Saving only stores 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.

All your submissions for an event are visible on the event **Home.**
Required Fields

Fields marked with an asterisk (*) are required and must be completed.

CATALYST® will indicate which required fields are incomplete when you click Save or Submit.

- 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 review 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)
Submission Confirmation

Once your form is submitted, you will be taken to a confirmation page.

- This page may contain more 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 or upload files, 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.
- It is not possible to **delete** a submission. Submissions can only be **withdrawn**.
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 data from a previous round.

Printed copies of a form, or those filled out by hand are not acceptable for submission.
Reviewers
Dashboard: Reviews

If you have been selected to be a reviewer for an event, your review assignments summary will appear under the event, as well as the number of completed reviews under My Summary.

Click View All to go to your reviews page for that event.
Review Assignments

From this page you can:

- View your review assignments and progress for the event
- Begin or edit review assessments (if review deadline has not passed)
- Show all assignments, or narrow the list to a particular review round (if multiple rounds available)
- Filter the list to a particular status or Track (if Tracks are used)
- Search submissions by title or reference number
Review Management

Selecting a status under **Filter Reviews** narrows the list to that status. You may select or deselect any combination of filters.

- If a submission is withdrawn after it was assigned to be reviewed, it will not appear in your list.
- Check the **Show Withdrawn Submissions** box to see these submissions.

Click **Closed** to access your assessments in review rounds that are no longer open for review.
CATALYST® Support
Click **Support** in the header of most pages to bring up CATALYST® Technical Support.

- Ask your question and click **Search** to see if it can be answered by the CATALYST® Knowledgebase first.
- If an answer to your question is not found, click **Leave us a message** to create a support ticket.

The Support form **does not contact the event organizers.** It is only for system technical support.
Filling out the support form with as many details as possible helps support agents investigate your issue.

- It is important to enter the name of the event, as there are hundreds of active events in CATALYST®.

Support can only answer technical questions related to the CATALYST® system.

- For questions related to the event or submission/review process, please visit the event website or contact the organizers directly.

Support has no authority to accept submissions or extend deadlines.