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 registration 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.
Submissions
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.
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.
- Forms may have one or more page tabs.
Saving your Submission

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

- It is recommended to save your reviews 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 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)

Completed forms are found under the **Submissions** link on your Dashboard.
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, 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 an older round.

Printed copies of a form, or those filled out by hand are not acceptable for submission.
The CATALYST® Dashboard
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/](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 permitted
- Filter the list to a particular event or status
- Search submissions by title
Dashboard: Notifications

If you have one or more unread messages, they 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.

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 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®.**
- You should use your own email client to communicate back and forth with event organizers.
Reviewers
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 “conflict of interest” reviews are 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 past and current 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
Support
Technical Support

CATALYST® technical support can be accessed 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.