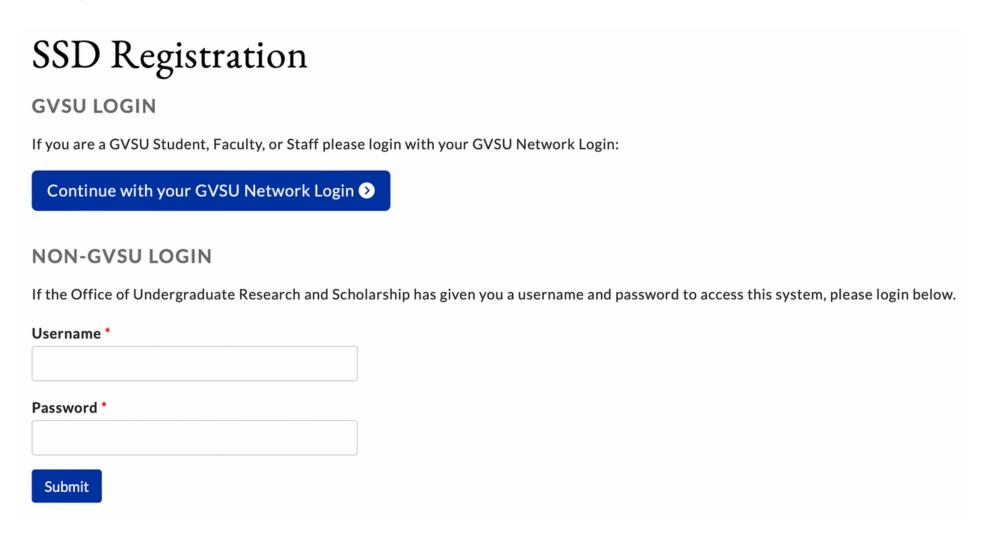
# SSD REGISTRATION CUIDE POSTER PRESENTATION

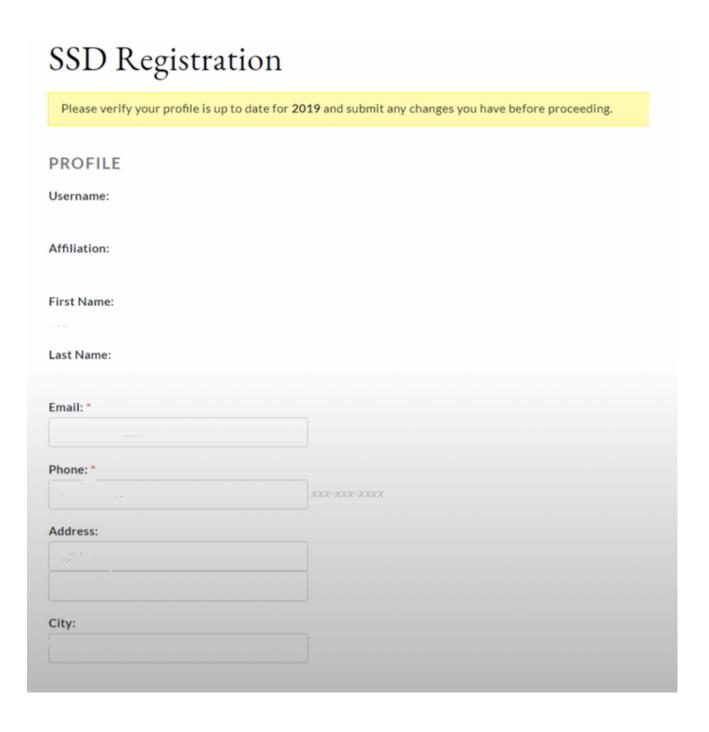
Step 1: Log in

Log into the SSD registration site using your GVSU network username and password



Step 2: Your profile

Create or update your student profile



Step 3: Start you presentation

Click on the green "Start a new Presentation" button to begin creating your presentation

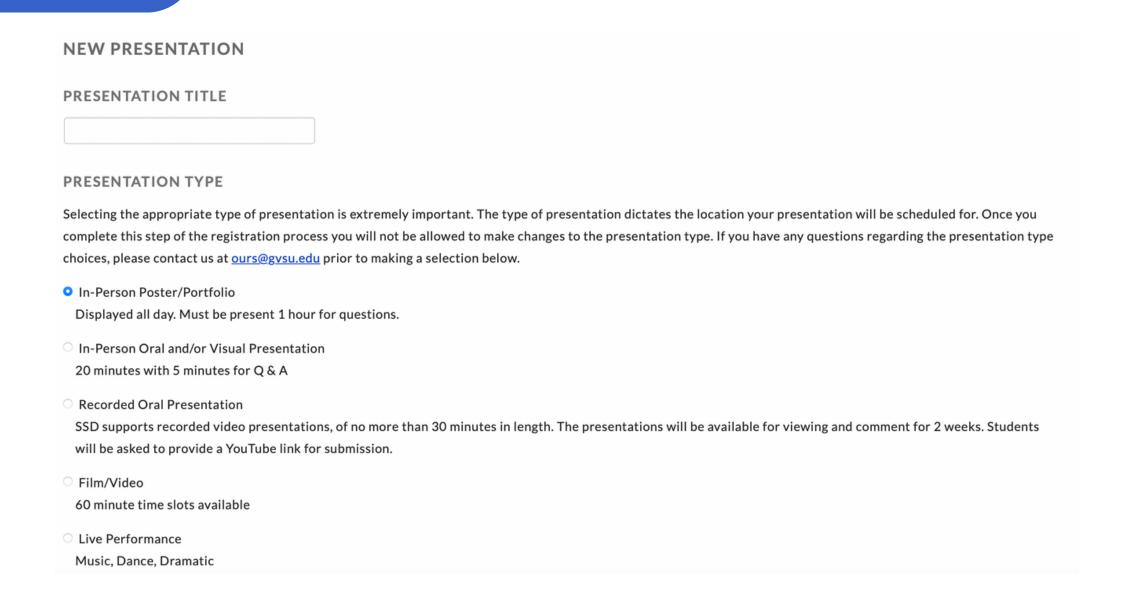
**PRESENTATIONS** 

+ Start a new presentation

## Step 4: Title and Presentation Type

Type in your presentation title in the box under "Presentation Title." This will be the title printed in the SSD abstract book

Choose your presentation type as "Poster/Portfolio."

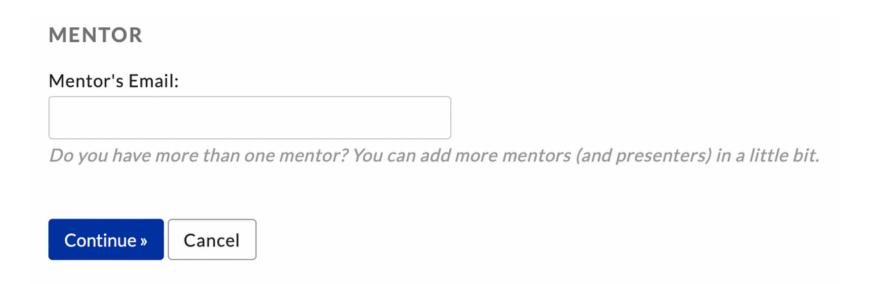


#### Your presentation has been submitted

### Step 5: Add your mentor

Enter the email of your mentor for this project

Once you presentation has been submitted, you mentor will receive
an email to confirm your presentation



Step 6: Select your presentation time

Poster locations are randomly assigned and cannot be changed
Leave "I would like to keep time and location above" selected.

Select and available 1 hour time block for you to stand next to and present your poster

PRESENTATION TIME
YOUR CURRENT PRESENTATION TIME
Kirkhof Center, GRR 008
4/10/24 9:00 AM - 5:00 PM
I would like to keep the time and location above
<ul> <li>I would like to select another time to present from what is available</li> </ul>
I have a special code given to me to access special times and locations
Participation Time(s):
☑ 9:00 AM - 10:00 AM
□ 10:00 AM - 11:00 AM
□ 11:00 AM - 12:00 PM
□ 12:00 PM - 1:00 PM
□ 1:00 PM - 2:00 PM
□ 2:00 PM - 3:00 PM
□ 3:00 PM - 4:00 PM
□ 4:00 PM - 5:00 PM
Submit Cancel

Step 7: Edit your presentation abstract

To edit your presentation title or abstract click on the "Edit" button.

Answer the Human or Animal Subjects question.

Let us know if you have previously presented this work.

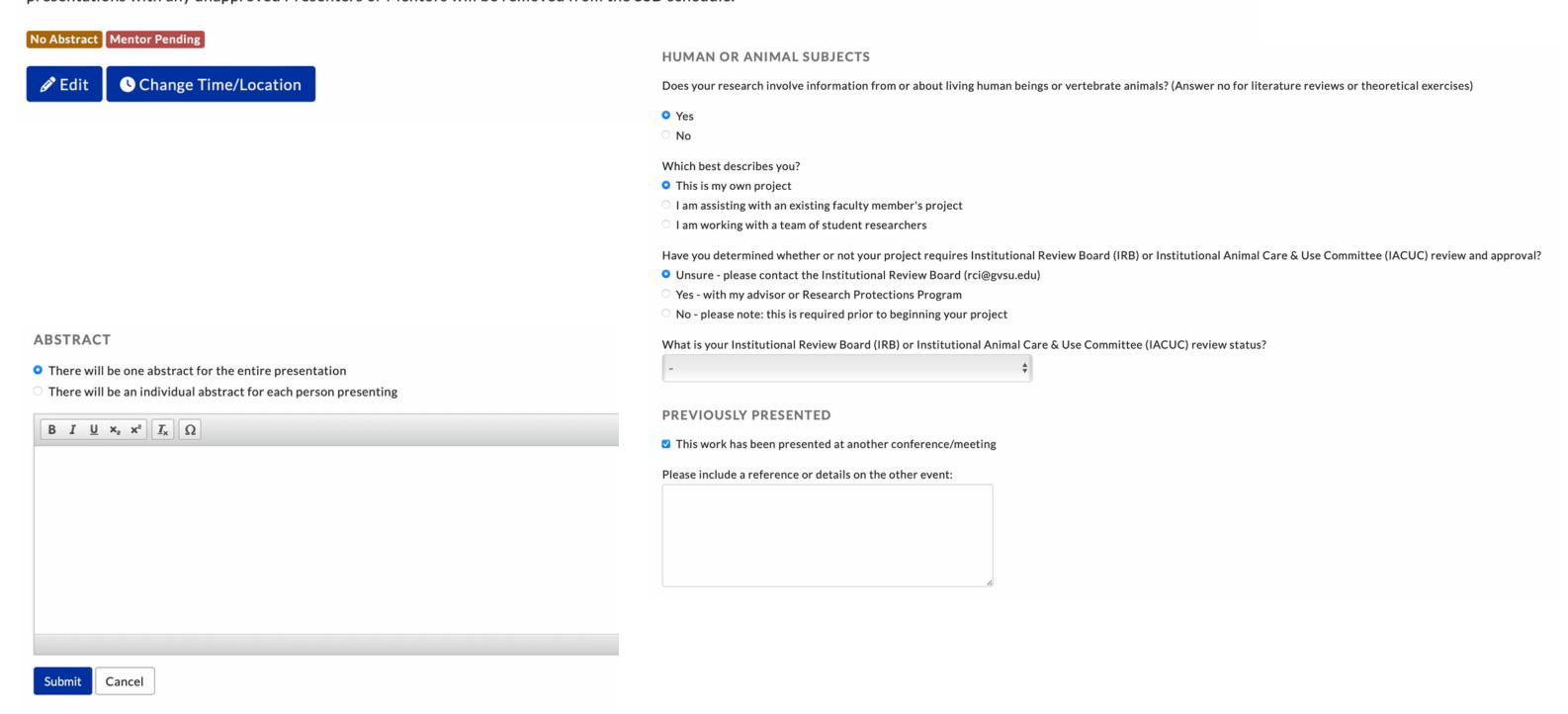
Please provide the additional information requested if you've answered either questions in the affirmative.

Type or paste your abstract into the abstract box and hit submit. Abstract are limited to 200 words.

You have until 11:45pm on deadline day to submit edits

#### **PRESENTATION DETAILS**

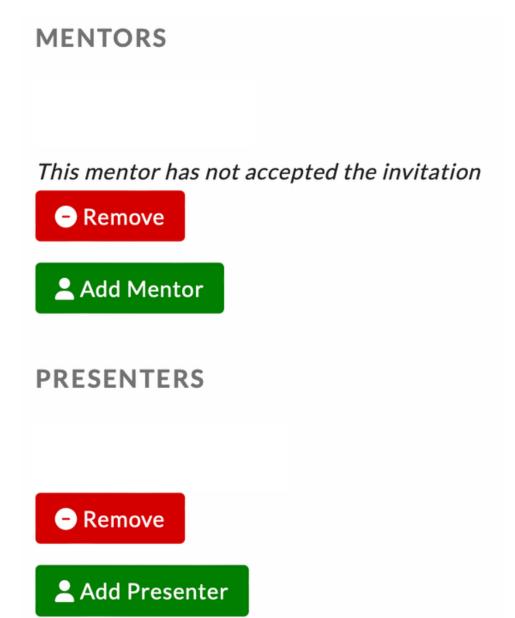
This presentation information can be edited until the end of registration on February 24, 2024 at 1:00 AM. Any changes made to the presentation details will automatically be sent to the Presenters and Faculty Mentors. Each Presenter and Mentor must log on individually and change his/her approval status for this presentation to "Approve" for the presentation to be accepted for Student Scholars Day. The option to approve and deny will be available until February 24, 2024 at 1:00 AM. At that time, presentations with any unapproved Presenters or Mentors will be removed from the SSD schedule.



Step 8: Add mentors or presentors If you have additional mentors, add them here by clicking the "Add Mentor" button If you have additional presenters, add them here by clicking the "Add Presenters" button They will receive an email to confirm the presentation.

Once co-presenters have accepted the presentation, they will be able to edit their own presentation information, if needed.

ADD PRESENTER			
First Name: *			
Last Name: *			
Email: *	@mail.gvsu.edu		
Add Cancel			



Step 9: Edit time for multiple presentors Co-presenters should click on the link received via email.

Click the green "Accept" button to accept the presentation.

Click the "Change Time/Location button to edit your presentation time.

Select the times that work for you to present.

Be sure to hit "Submit" to save your changes

