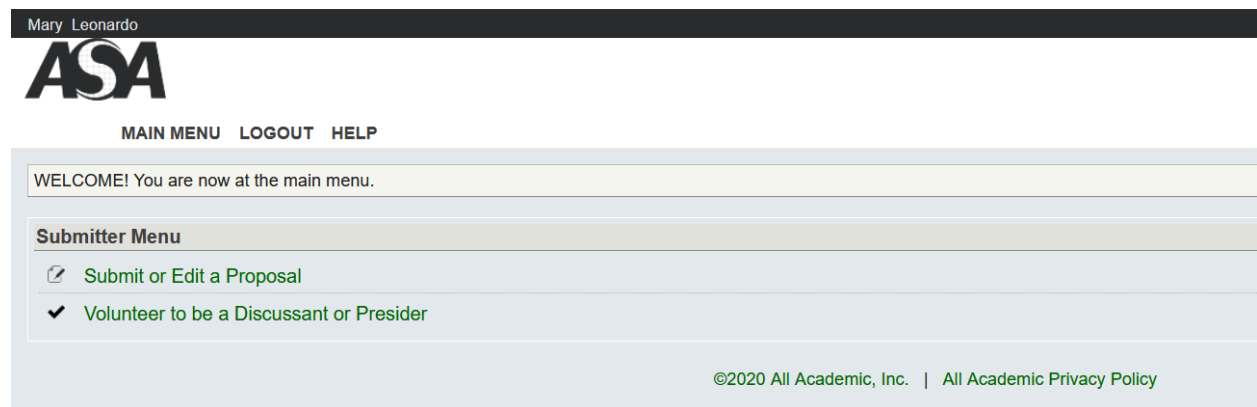


# How to Submit a Course

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Courses are half- or full-day opportunities for sociologists to gain new skills and knowledge. Topics and content should reflect the training sociologists need and seek. The following instructions walk through the process of submitting a course proposal.

1. Go to the online portal.
2. Sign in using your ASA username and password.
3. You will see your Submitter Menu below. Click on *Submit or Edit a Proposal* to continue.



Mary Leonardo

**ASA**

MAIN MENU LOGOUT HELP

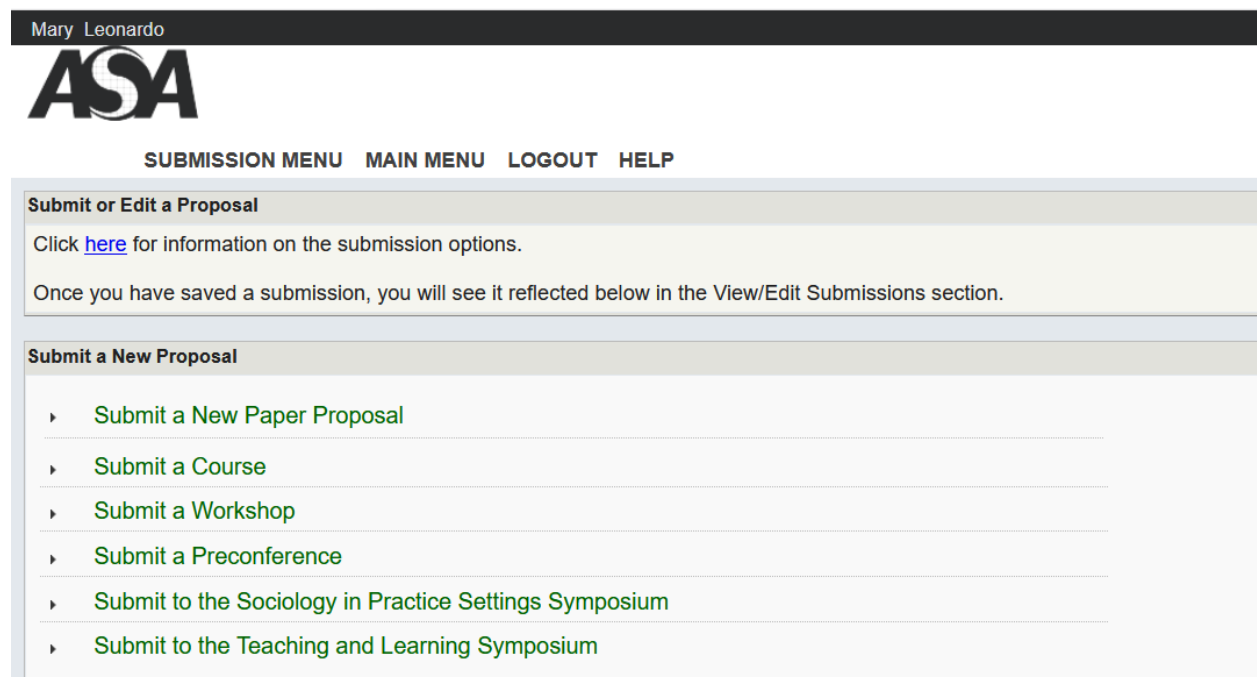
WELCOME! You are now at the main menu.

**Submitter Menu**

- [Submit or Edit a Proposal](#)
- [Volunteer to be a Discussant or Presider](#)

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4. You will see all of the submission options. Click on *Submit a Course*.



Mary Leonardo

**ASA**

SUBMISSION MENU MAIN MENU LOGOUT HELP

**Submit or Edit a Proposal**

Click [here](#) for information on the submission options.

Once you have saved a submission, you will see it reflected below in the View/Edit Submissions section.

**Submit a New Proposal**

- ▶ [Submit a New Paper Proposal](#)
- ▶ [Submit a Course](#)
- ▶ [Submit a Workshop](#)
- ▶ [Submit a Preconference](#)
- ▶ [Submit to the Sociology in Practice Settings Symposium](#)
- ▶ [Submit to the Teaching and Learning Symposium](#)

- From there you will enter your course details. Please enter a title – with correct capitalization, spelling, and punctuation – along with a description. Because this is a training experience, the description should include the specific learning goals/objectives for the course and the material you will cover.
- Click *Accept and Continue* when finished.

Enter information about your Session.
Required fields are marked with an asterisk ( * ).
<p><b>*Title for the Course</b> Type title as it should appear in the Program (limit to fifteen words). DO NOT TYPE IN ALL CAPITAL LETTERS.</p> <input type="text" value="Test Course Proposal"/>
<p><b>*Description</b> Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">This is a test.</div>
<p><b>Additional Information</b> Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the convention. ASA will attempt, but does not guarantee, to fill all of these requests. <b>DO NOT MAKE AUDIO-VISUAL REQUESTS HERE. YOU WILL HAVE AN OPPORTUNITY TO MAKE AV REQUESTS ON A LATER PAGE.</b></p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"></div>

- Next you will add and confirm Session Organizer and Presenter details for your proposed course. Your name is automatically added the Session Organizer. If there are other organizers, please enter them by typing their last name and clicking Search by Last Name (Step 1). All course participants must be confirmed before submission. When you are finished entering the Organizers and Presenters, click *Accept and Continue*.

**Potential Session Participants:** Test Course Proposal

Chosen "Roles" are designated by the \*

# Person/Individual Submission	Role/Individual Submission Type	Action
1 *Mary Leonardo singmeanything@yahoo.com	*Session Organizer Presenter	Up 1 Down Remove
2 Michelle Randall mrdrh01@yahoo.com University of Michigan	Session Organizer *Presenter	Up 2 Down Remove

**Step 1. Add other participants (Chairs, Discussants, Presider, Co-Leaders, Last Name etc.).**  
Please indicate session organizer, leader, co-leader, presenters, etc. All leaders/presenters must be confirmed before submission.

randall  
Search by Last Name

**Step 2. Accept and continue.**  
When your session is fully populated click "Accept and Continue."

Accept and Continue

- Please review the information you have entered thus far. You may go back to any section to edit it.
- You must upload a Preliminary Agenda and Presenter Qualifications as an attached document. Click Upload Proposal and attach your file. Click *Accept and Continue* when finished.

**Review your submission information.**

Review your submission summary for any changes that you may want to make before you save your proposal. To save this information, click the "Accept and Continue" button at the bottom right-hand side of this form.

**Session Title** Edit Session Title  
Test Course Proposal

**Description** Edit Description  
This is a test.

**Additional Information** Edit Additional Information  
No Data Entered

**Participants** Edit Participants  
(Session Organizer) Mary Leonardo, singmeanything@yahoo.com;  
(Presenter) Michelle Randall, mrdrh01@yahoo.com; University of Michigan

**Proposal** Upload Proposal  
**You have not uploaded your Proposal. Click here to upload now.**

Accept and Continue

10. You will get a confirmation screen and a copy of the submission confirmation will be emailed to you. If you do not receive the email within 5-10 minutes, please check your junk/spam folder. Keep a copy of the email for your records.
11. After making a submission, you will see it listed on your Submission Menu. You may edit your submission until the deadline. If your submission is missing any required components, it will be noted as INCOMPLETE. Incomplete submissions are not considered.

Submissions			
Showing 1 through 3 of 3 records.			
##	Summary	Status	Action
1	<b>Test Workshop Proposal</b> Session Queue: Workshops Session: Policy and Research Workshop Session Submission type: Workshop	Received	<a href="#">edit</a> <a href="#">delete</a> <a href="#">download</a>
2	<b>Test Course Proposal</b> Session Queue: Course Session Submission type: Course	Received	<a href="#">edit</a> <a href="#">delete</a> <a href="#">download</a>
3	<b>Test Preconference Proposal</b> Session Queue: Preconference Session Submission type: Preconference	Received	<a href="#">edit</a> <a href="#">delete</a> INCOMPLETE

Questions? Contact the ASA Meetings Team at [meetings@asanet.org](mailto:meetings@asanet.org)