If you already have an account in CATALYST, follow these instructions below.

- 1. Click on the link to create a submission. <u>https://catalyst.omnipress.com/aspe2024</u>
- 2. Click **Sign In** at the top or the bottom of the page.
- 3. Enter your email address and password, then click Sign In.
- 4. At the bottom of the Home page click New Submission to create a submission.
- 5. Complete all the required fields on all the tabs.
- 6. Click **Save** on the bottom right of your screen as necessary. *If required fields are missing data, you will see the missing data tabs indicated with a red triangle.
- 7. Click "Submit" on the bottom right of your screen when you are ready to submit your abstract.

All emails come from <u>noreply@omnipress.com</u>. To ensure you receive all communication, please be sure "omnipress.com" is added as a safe sender or have your IT department whitelist "omnipress.com."

If you have any technical issues, please click on **Contact CATALYST Support** at the login page or **Support** once logged in.

If you do not have an account in CATALYST, follow these instructions below.

- 1. Click on the link to create a submission. https://catalyst.omnipress.com/aspe2024
- 2. Click Sign In / Create Account at the bottom of the page.
- 3. Click on the **Create New Account** to register an account.
- 4. Enter your email address, password and confirm password. Click Create Account. CATALYST will send you a "Confirm your account" email.
- 5. Click on the turquoise button in your email labeled, Confirm Account.
- 6. A pop-up will appear stating, "Thank you for confirming your email." Click on Sign In.
- 7. Once logged in, at the bottom of the Home page, click **New Submission** to create a submission.
- 8. Click **Save** on the bottom right of your screen as necessary. *If required fields are missing data, you will see the missing data tabs indicated with a red triangle.
- 9. Click **Submit** on the bottom right of your screen when you are ready to submit your abstract.

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