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

1. Click on the link below to create a submission.
   https://catalyst.omnipress.com/#collection/394/submission
2. Enter your email address and password, then click **Sign In**.
3. Once logged in, a turquoise box will pop up at the top of your screen indicating you have created a submission. You will be in edit mode of that submission.
4. Complete all the required fields on all the tabs.
5. 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.
6. Click "**Submit**" on the bottom right of your screen when you are ready to submit your abstract.

All emails regarding your submission come from noreply@omnipress.com.  To ensure you receive all communication, please be sure "omnipress.com" is added as a safe sender or have your IT department white list "omnipress.com."

If you have any technical issues, please click on "**Contact CATALYST Support**," at the bottom of the log in page. For additional help, please use this **helpful guide.**

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**If you do <u>not</u> have an account in CATALYST, follow these instructions below.**

1. Click on the link below to create a submission.
   https://catalyst.omnipress.com/#collection/394/submission
2. Click on the **Create New Account** tab to register an account.
3. Enter your email address, password and confirm password. Click the **Sign up** button.
   a. **CATALYST will be send you a "Confirm your account" email.**
4. Click on the turquoise button in your email labeled, "Confirm Account."
5. A pop-up will appear stating, "Thank you for confirming your email."
6. Click on the "**Please click here to login**."
7. Once logged in, a turquoise box will pop up at the top of your screen indicating you have created a submission. You will be in edit mode of that submission.
8. Complete all the required fields on all the tabs.
9. 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.
10. Click "**Submit**" on the bottom right of your screen when you are ready to submit your abstract.

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