

AGMA Fall Technical Meeting CATALYST® Submission Portal Instructions

See below for submission instructions on submitting your abstract for FTM.

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

1. Click on the link provided on the AGMA FTM webpage to create a submission.
2. Click **Sign In/Create Account** at the bottom of the page.
3. Enter your email address and password, then click **Sign In**. *(if you do not already have a CATALYST account, see the instructions below the line.)*
4. Click **Switch to New Dashboard View** at the top.
5. At the bottom of the Home page click **New Submission** to create a submission.
6. Complete all the required fields on all the tabs.
7. 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.
8. Click **Submit** on the bottom right of your screen when you are ready to submit your abstract.

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

1. Click on the link provided on the AGMA FTM webpage to create a submission.
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**.
 - a. 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.

IMPORTANT NOTE:

All emails 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 like “omnipress.com.”

If you have any technical issues, please click on **Site Support**,” at the bottom of the log in page.