

How to Submit an SETC Program Proposal (Print or save this document for later use)

Program Proposals for the 2011 Convention should be submitted online by **SEPTEMBER 15th** for priority consideration. All presenters, presiders and participants must PRE-Register for the Convention no later than December 3, 2010. (Registration opens October 15, 2010.)

FROM THE SETC MAIN WEBSITE

1. Go to the menu bar at the top of the SETC homepage and choose "Program Proposal" from the "Annual Convention" drop-down menu.
2. On the "Program Proposal" page, click on the "**Submit Your Proposal**" button.
3. You are now on the login page for the SETC Online Database & Event Registration System. You must have a Username and Password to enter this site. If you have ever submitted a program proposal or attended our annual Conventions or Fall Auditions you most likely have a Username and Password. [If you cannot remember your username or password, please use the Password Hint option or email setc@setc.org for assistance. Please include your full name (including middle initial), address, and phone number in the email. We will then send you your username and password.]
4. If you are new to SETC, please use the "New members please register here." link located below the "Login" button. Simply complete all the fields to create your profile.
5. On the Login page, enter your Username and Password. Make sure the Event field shows Convention 2011 Program Proposal. (You may need to use the drop down menu to select the Program Proposal option.)
6. You are on the "Convention 2011 Program Proposal" page. Scroll to the bottom of the page and click in the box beside "Proposal #1 for 2011". (You may repeat this step if you are submitting additional proposals.)
7. Click the "Save" button. You'll see a ✓ in the box and the wording has changed from "not selected" to "selected". Now, click on the "Proposal #1 for 2011" link to begin answering each question.
8. You may need to update your personal contact information. You will also need the name(s), address(es), phone number(s), e-mail address(es) and affiliation(s) of any additional participant(s).

PLEASE NOTE THE FOLLOWING:

- The proposal should be listed under the **LEAD PRESENTER's** record. If you are submitting the program proposal on behalf of the lead presenter, you should log in using the lead presenter's Username and Password.
- Use your TAB key to move between fields. **After you complete each page of your application, click the "SAVE" button.** If information is missing, you will see the required fields listed in red at the top of the page.
- After saving each page, click on the "Previous question" or "Next question" at the top of the page to move between pages. "Up one level" will take you back to the beginning menu.

FROM THE SETC DATABASE

1. To begin entering your proposal, click "1 Name and Contact". Most of this information will automatically populate. Update necessary information and complete any blank fields. Scroll to the bottom of the page and click on the "Save" button. (*Note: Changing information here changes contact information for the entire record as well.*) Scroll to the top of the page and click on "Next question".
2. Lead Bio & Other Individuals Involved in this Program Proposal If you have bio information you can enter or copy/paste it here. Make sure to click on the "Save" button. This will be used in

If you have any questions or experience any problems, email us or give us a call.
Email: setc@setc.org Phone: 336-272-3645 (9a - 4p)

the Convention information.

You can enter information for “ALL Other Participants” manually, or you can use the “Lookup & Prefill” button located at the bottom of the page. To use the “Lookup & Prefill” button, enter the name of the person and click onto the “Search” button. A list of potential matching names will appear. If the person you are looking for is listed, click the “Select” link and the information will automatically populate. Check each field for accuracy, fill in any missing information and click the “Add” button. Repeat this process for each panel participant. After entering information for all panel participants, scroll to the top of the page and click “Next question”.

3. Program Title and Description: Enter your workshop titles and provide a brief description of your program. Please follow instructions as to maximum number of characters or words accepted in each field. You can use abbreviations to create your title. Scroll to the bottom of the page and click onto the “Save” button, then scroll up and click “Next question”.
4. Target Audience & Subject Matter: Please check the appropriate boxes and then click the “Save” button. Scroll to the top of the page and click on "Next question".
5. Supporting Documentation: This may take a small amount of time to provide a concise description of how your proposal will be of benefit as a workshop at the SETC convention. When you have completed your description, click “Save” button at the bottom of the page. Scroll to the top of the page and click on "Next question".
6. Requirements for this Program: After completing all of the fields on this page, click “Save”. Scroll to the top of the page and click on "Next question".
7. Terms and Conditions: Carefully read each of the questions on this page. You must click in the box next to each question then click the “Save” button at the bottom of the page.

YOU HAVE NOW ENTERED ALL REQUIRED INFORMATION
AND MUST SUBMIT THE PROPOSAL

8. Scroll to the top of the page and click on “Up one level”. This will take you back to the original Program Proposal page. Scroll to the bottom and click the “Submit” button. If information is missing, you will see the required fields listed in red at the top of the page. Simply click on the specific question and complete the mandatory items. If there are no red colored items listed, after the page refreshes itself, then your proposal has been completed and properly submitted.
 9. Scroll down to the bottom of this page and click onto the “Back” button. This will bring you back to the page where you selected “Proposal #1 for 2011”. In the Status column, to the right, your proposal should say “**Submitted**”. If you wish to make a second program proposal, click “Proposal #2 for 2011” and follow the above steps.
- Within 24 hours you should receive an email notifying you that we have received your proposal.
 - Once your program is reviewed you will receive a notice of whether or not it has been approved for inclusion in our Convention. This may take several weeks. However, it may not be until after the new year when you hear about the actual date/time scheduling of your program.
 - PLEASE – watch your email carefully for correspondence from SETC. Sometimes our emails are considered spam. If you have not heard from us in a reasonable amount of time, please contact us.

Remember, SETC is ready to assist you in this process at any time; don’t hesitate to ask!