

## 5) Author/Co-author listing - Participants Tab

- 5a. Click the Participants tab and ensure the author/co-author listing is correct.
- 5b. Remove participants by clicking the red "x" button to the left of the participant.
- 5c. Add participants by clicking Add Participant button in the upper right hand corner of the Author Participant Information block.
  1. Search for Participant.
  2. Select the appropriate participant from the search results
  3. Assign a role
  4. Click Add Participant button.
- 5d. Change the order of the participants if necessary by using the up/down arrows to the right of each role field.
- 5e. Click Save Changes button at the bottom right hand of the screen

**CAREFUL: once you sign the copyright in the next step, no changes can be made to the author listing**

This screenshot shows the 'Author/Participant Information' form. Red boxes and arrows highlight the following elements:

- 5a. Participants Tab:** The 'Participants' tab is selected at the top of the form.
- 5b. delete:** A red 'x' button is shown next to a participant's role field.
- 5c. Add Participants:** The 'Add Participant' button is highlighted in the top right corner.
- 5d. set order:** Up and down arrows are shown next to the role field for a participant.
- 5e. Save changes:** The 'Save Changes' button is highlighted at the bottom right.

This screenshot shows the 'Query Participant Options' dialog box. Red arrows point to the search criteria fields:

- 5c.1. Search for new participants:** The 'Search Cust Num' field.
- Enter only one type of criteria: SAE customer # OR last name:** The 'Or Email & Last Name' section, which includes 'Last' and 'Email' fields.

This screenshot shows the 'Query Participant Results' dialog box. Red boxes and arrows highlight the following elements:

- 5c.2. Select from results:** A red box highlights the table of search results.
- 5c.3. Select role:** A red box highlights the 'Type' section with radio buttons for Author, Co-Author, Presenter, and Corresponding Contact.
- 5c.4. Add as Participant:** The 'Add as Participant' button is highlighted.
- Unable to find participant? Click here to add new:** The 'Enter New Customer' button is highlighted.

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