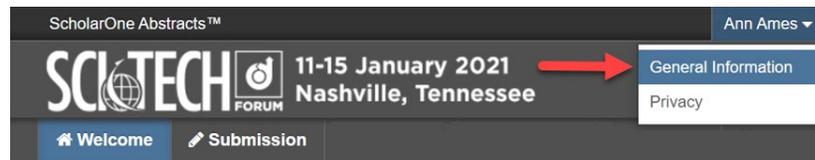


## ScholarOne Abstracts, Reviewer Expertise Input

1. Go to your forum/conference web page.
2. Access ScholarOne
  - a. **Through the abstract deadline** click the “Submit a Paper” button.
  - b. **After the abstract deadline** click the “Manage Submissions” button, same button, just a new label.
3. If not already logged into AIAA, you will be prompted to do so, and the submission site will then automatically open. Users who need to create a record will be able to do so as well.
4. Once you have reached the submission site, ScholarOne will collect your identifying information from AIAA, creating a new record for new users or updating existing records (e.g. an updated email address) as necessary.
5. The one element of a ScholarOne user record that is edited from within ScholarOne is **Reviewer Expertise**:
  - a. Find your name at the top right of the page, click it, and choose “General Information.”



- b. Scroll down to the Professional Information section. Select all the areas in which you have review expertise. You may use shift+click or control+click to make multiple selections simultaneously.
- c. Click the “Add Expertise” button.
- d. Click the “Save Changes” button at the bottom right.

*When entering your review expertise you are volunteering to review in each selected area.  
Please limit the number of your selections appropriately.*