

Table Of Contents

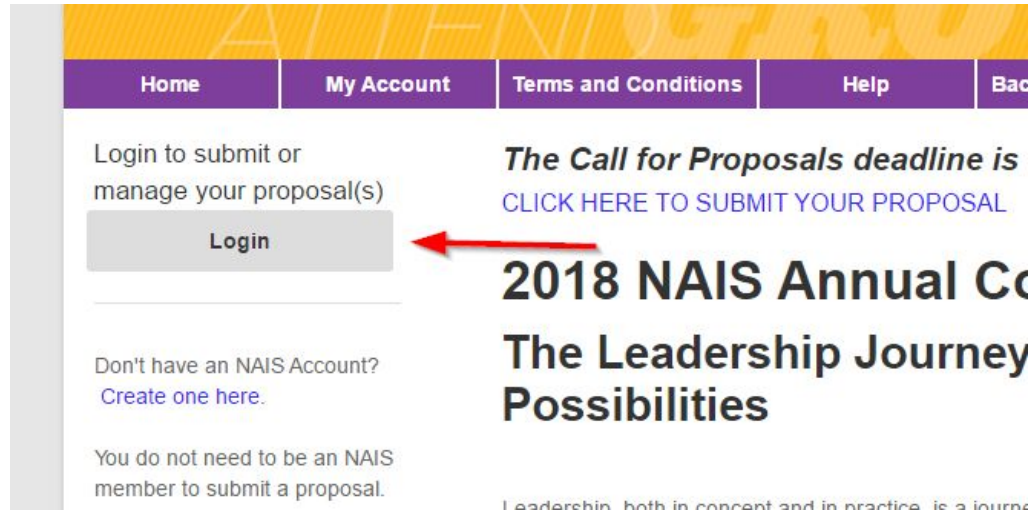
<u>1. How To Login To Your Account</u>	<u>1</u>
<u>2. Reviewing Assignments.....</u>	<u>2</u>
<u>3. Lost Password: How To Recover Password.....</u>	<u>5</u>

Introduction

Thank you for joining the 2018 NAIS Annual Conference as a Reviewer. Below we will cover the basics of the platform from login to reviewing proposals and submissions.

How To Login To Your Account

1. Click the "Login" button on the left hand side of the home or help page to be taken to the login screen.



2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login.

A screenshot of the NAIS login screen. At the top, there is the NAIS logo, which consists of four colored squares (blue, red, green, purple) each containing a white symbol (N, A, I, S). Below the logo, the text "Connect with all of NAIS" is displayed. Underneath, there are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". At the bottom of the login section is a blue button labeled "LOGIN". Below the login section, there is a blue box containing the text "Need Help?" followed by two links: "I forgot my username or password" and "Create a user account".

Reviewing Assignments

1. Once logged in you will be able to select “My Reviewing Assignments” on the left hand control box. This will take you to a list of categories under which you will have a number of assignments to review.

Home My Account Terms and Conditions Help

Welcome findlay hilchie

- Home
- My Proposals
 - Complete (1)
 - Expired (3)
- My Reviewing Assignments**
- Admin Panel
- Log Out

The Call for Proposals deadl
[CLICK HERE TO SUBMIT YOUR PROP](#)

2018 NAIS Annua

The Leadership Jou




Possibilities

Leadership, both in concept and in practice, i
Conference this March 7 – 9, in Atlanta to exp
as a head of school, teacher, trustee, or in mi
landscape, the independent school communit
When NAIS was founded over 50 years ago,
While many of the building blocks of effective

2. From here you will be able to select “Open” under the action column to be taken to a list view of those entries assigned to you.

Category Name	# Pending	# Reviewed	Action
View All Categories	5	0	Open
One-Hour Workshop	3	0	Open
Three-Hour Workshop	2	0	Open

3. From the list view you will be able to view each proposal by selecting the “View Proposal” on the right hand side of the screen.

What Makes Good Governance Category: Three-Hour Workshop Proposal # 191	 <div>VIEW PROPOSAL</div> <div>Score: -</div>
HOLD: InnovationKitchen: Innovation Workshop Category: Three-Hour Workshop Proposal # 199	 <div>VIEW PROPOSAL</div> <div>Score: -</div>
Pivot Leadership. The Modern Face of School Leadership Category: One-Hour Workshop Proposal # 210	 <div>VIEW PROPOSAL</div> <div>Score: -</div>

- Once selected the proposal will load, on the left hand side of the screen you will be able to review all information associated with that entry, clicking through each page of information via the top controls outlined in the first red block below.

Presenter → Proposal → Co-Presenter(s)

Primary Presenter Details

First Name *

Last Name *

Job Title


5. Once you have reviewed the submission you will be able to enter your review of it on the right hand side under the “Evaluation Form”. You will be reviewing the submission for “Relevance”, “Clarity”, “Impact and Applicability”, “Uniqueness”, and “Audience Experience” along with leaving notes and a “Final Recommendation”.

Evaluation Form

Relevance *

	Lacking	Acceptable	Outstanding
Relevance	Session explores needs that are relevant for a very small minority of conference attendees and/or covers topics that are not timely.	Session explores needs, challenges, and opportunities that are relevant to a portion of the independent school community, but that are still timely and critical.	Session explores critical and/or urgent needs, challenges and opportunities relevant to a wide cross-section of the independent school community.

Select ▼



6. Once you have entered your review you will be able to move on to the next entry for review by clicking “Save and Go to Next”, head back to the list by clicking “Save and Back to List”, or disregard your input by hitting “Cancel and Go Back”.

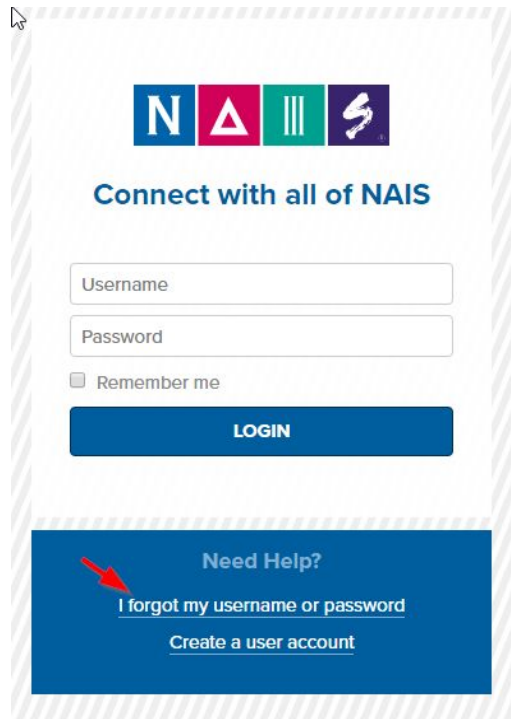
Select ▼

Cancel and Go Back Save and Back to List Save and Go to Next



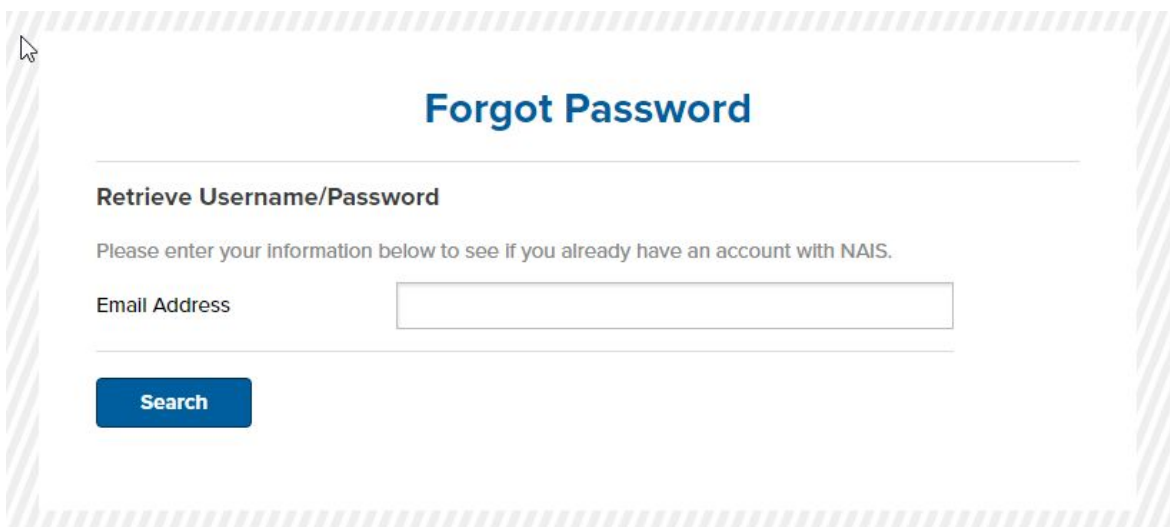
Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve it by clicking “Login” and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.



The image shows the NAIS login screen. At the top is the NAIS logo, which consists of four colored squares: blue with 'N', red with 'A', green with 'I', and purple with 'S'. Below the logo is the text "Connect with all of NAIS". There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue button labeled "LOGIN" is positioned below the checkbox. At the bottom, there is a blue box containing the text "Need Help?" and two links: "I forgot my username or password" (with a red arrow pointing to it) and "Create a user account".

2. You will be taken to the “Forgot Password” screen where you can enter your email address and retrieve your relevant information.



The image shows the "Forgot Password" screen. At the top is the title "Forgot Password". Below it is a horizontal line. Under the line is the text "Retrieve Username/Password". Below that is the instruction "Please enter your information below to see if you already have an account with NAIS." There is an input field labeled "Email Address". Below the input field is a blue button labeled "Search".