

You may download this document to have it on hand as a reference as you complete your reviews. Alternatively, it is available in the review portal under 'WAM 2024 Reviewer Resources' (located in the index on the left).

INSTRUCTIONS FOR ACCESSING AND REVIEWING YOUR ASSIGNED WAM 2024 SUBMISSIONS

In order to access the review system, you will require your Conference Manager 2.0 login details that you used to submit your own abstract. If you have forgotten your password, simply click the *Forgot my Password* link for a reset email to be sent to you. If you do not receive this email within an hour, please check your junk mail folder/clutter box and then <u>contact us</u>. *Some universities and government mail systems have spam filters that block the password reset emails.*

Steps to Complete Your Reviews:

1. Please click on the following link to log in and review abstracts that have been assigned to you – see screenshot below for location of forgot password link:

https://my.confmanager.com/community/26/login

WESTERN ACADEMY of HANNEDEDIT	Western Academy of Management
Login	ence Manager account, log in to Western Academy of Management (WAM) by entering your email address and password and clicking Login
Email Address *	
Password *	
Remember Me on this De	evice
Login New Users	
If you don't have a Conference Create User Profile	e Manager account, click the link below to create one now.
Exhibitor Login Are you an exhibitor? Click th	re link below to get logged in.
Exhibitor Login Forgot Password	
Forgot Password	

2. Once you log in, you will see the "Dashboard" screen.

WESTERN	E Western Academy of Management	logged in as rachel6504@icloud.com	
Deshboard Antracts User Profile	Too are legged into the home page for Western Academy of Management (W User Options Please take this opportunity to update your profile to ensure the most recent information is on file for registration and communications.	AM) These use the options below to register, update your profile and manage the con Abstract Submission The following abstracts are available for submission. • WAM 2024 - "work and Well-being" - Submit Now	nuntities with which you are associated. Abstract Admin You have one or more abstracts available to manage. • WAM 2024 - "Work and Week-Being"
	My Prome	View Your Abstract Submissions	

3. Click the Abstracts tab on the left side of the screen (circled in red below).

Abstracts	Abstracts Trese are the abstracts in the database that are available to you.				
	Created	Name	Registration Title	Status	
	23-Aug-2023 1:05 pm	WAM 2024 - "Work and Well-being"	WAM 2024 Conference	Active	•

- 4. Then choose the option that says WAM 2024 "Work and Well-being" by selecting the **purple box with a gauge** on the right side of the screen (circled above in purple).
- 5. You will then choose the hyperlinked phrase, **Score My Abstracts**, to access the submissions you've been assigned.

Scoring & Reports Scoring Reports	

Finally, click the purple box with a star to review the specific abstracts assigned to you. If you need to edit your scoring or comments, select the star again. Please note that the purple pencil button will be "grayed" out for you, as you are not permitted to edit the submission.

Score My Abstract Submissions These are the abstract submissions that are already scored or are awaiting scoring.			
Title	Score	Keywords	
Title	All Submissions V	Keywords	
WAM 2024 Long Beach Test Abstract	n/a	The Professoriate	☆ //
Brian WAM 2024 Test Submission	n/a	Conference Theme: Work & Well-being, People & Workplace	☆ ℓ
V Done			

- 7. Once you have access to the specific submission, you will see the following:
 - Abstract Submission Information (Abstract Title; Abstract Details)

- Author Information is hidden and not available to you as a Reviewer; please <u>email us</u> if this is not so
- Additional Information: Please click on the document in the 'Files' field which will download this file to your computer for you to review.

Abstract Submission Information			
Brian WAM 2024 Test Submission			
Details			
This submission is for Brian's Test			
Author Information	Author #2 Name		
Author name hidden *	Author name hidden *		
Author #1 Biography	Author #2 Biography		
Author biography hidden *	Author biography hidden *		
Additional Information			
Submitted Format	Accepted Format	Keywords	
Traditional Paper	Traditional Paper	Conference Theme: Work & Well-being, People &	
		Workplace	
Files			
WAM website descriptor - Submissions.docx			
* One or more fields have been hidden as per blinding rules.			

8. Once reviewed, please submit a numerical score to rate this submission. Please select from 1 to 5, with 5 being the best.

Please also provide your comments to the Track Chairs in the '**Comment to Lead Reviewers**' box. These comments will not be seen by the submitting authors but will be used by the Track Chair (along with your score) to make their recommendation to the Program Chair.

You may also make comments to the authors which will be conveyed to them **without identification of the reviewer**. Track Chairs will also have access to your comments to the authors.

Abstract Submission Score				
Score	- 1 + 1/5			
Final Score: 1.00	Final Score: 1.00			
Abstract Submission Comments				
Comment to Authors	Comment to Lead Reviewers	Segment to Chairs		

Please do not enter any comments in the 'Comment to Chairs' field.