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Introduction

Thank you for joining the 2021 NAIS Annual Conference as a Reviewer. Below we will cover the basics of the platform from login to reviewing abstracts 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.

![Login Screen](image)

   - Login to submit or manage your proposal(s).
   - Don't have an NAIS Account? [Create one here.](image)
   - You do not need to be an NAIS member to submit a proposal.

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

![Login Form](image)

   - Connect with all of NAIS
   - Username
   - Password
   - Remember me
   - [Login](image)

   Need Help?
   - I forgot my username or password
   - [Create a user account](image)
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.

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.
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.

<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Category</th>
<th>Proposal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Lead Change in Your School</td>
<td>Three-Hour Workshop</td>
<td># 3240</td>
</tr>
<tr>
<td>Fight, Flight, Rest and Digest Workshop: Executive Functioning, Stress and Seeds for Success</td>
<td>One-Hour Workshop</td>
<td># 3277</td>
</tr>
<tr>
<td>Cool, Calm and…you want me to do WHAT? Advice for new and aspiring administrators</td>
<td>One-Hour Workshop</td>
<td># 3283</td>
</tr>
<tr>
<td>Boys: How to Teach Them: How to Reach Them</td>
<td>One-Hour Workshop</td>
<td># 3284</td>
</tr>
</tbody>
</table>
4. 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.

Presenters → Proposal → Co-Presenters

Primary Presenter Details

First Name *
Jay

Last Name *
Rapp

Job Title
Vice President, Professional Development

School/Organization *
National Association of Independent Schools (NAIS)

Have you presented previously at the NAIS Annual Conference? *
- Yes
- No
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 other feedback.

### Evaluation Form

#### Relevance

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

— Acceptable —

#### Clarity

<table>
<thead>
<tr>
<th>Lacking</th>
<th>Acceptable</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session does not complete or provide enough detail for the session description, audience and objectives to make a valid judgement.</td>
<td>The session description, audience and objectives are adequate and unambiguous.</td>
<td>The session description, audience and objectives are fully detailed and present a clear and compelling picture of the session.</td>
</tr>
</tbody>
</table>
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”.

Overall / Comments
Overall: Detail your comments and overall impression here --- keeping in mind the factors above or other factors that you might be considering that you don’t feel are represented by the rest of the rubric.

Final Recommendation *
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 if by clicking “Login” and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.

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

Retrieve Username/Password

Please enter your information below to see if you already have an account with NAIS.

Email Address

Search