Managing Session Proposal Collaborators:

Once you start a session proposal you automatically become the owner and Primary Collaborator with access to the Manage Collaborators page.

The Primary Collaborator is the owner of the proposal. They can invite or remove collaborators and transfer ownership to a collaborator. Only they can submit the proposal for review.

Collaborators only have access to the proposal's submission form. They cannot see who else is collaborating on the session proposal, and they cannot submit the proposal for review.

Communication about the contents of a proposal:
If the Session Manager (entered on the first page of the session proposal submission form) is not the owner/Primary Collaborator, SACNAS will contact the owner **and** the Session Manager with questions about the proposal's content. If someone else writes to SACNAS about a proposal the owner/Primary Collaborator and Session Manager will be looped in.

Other Communication about a proposal:
All other communication will be directed solely at the Session Manager, who is responsible for sharing any updates with those involved in the proposal.

Table of Contents:

Add a Collaborator

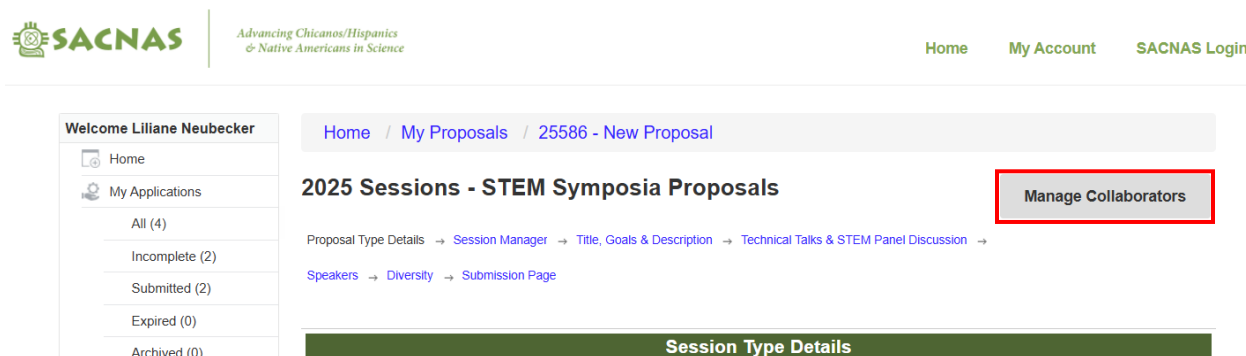Collaborators only have editing access to the proposal, they cannot change ownership, see, add, or remove other collaborators, and they cannot submit the proposal for review.

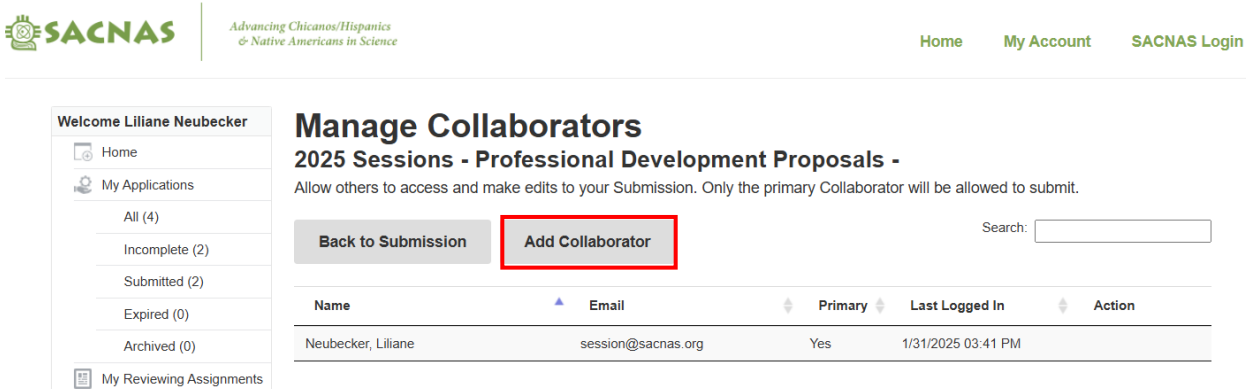1. From the Session Proposal Submission Form click on the "Manage Collaborators" button

2.

From the Manage Collaborators page click on the "Add Collaborators" button

3. You will then be prompted to add the name and email of the person you would like to invite. Once you click Save they will receive an email from sessions@sacnas.org that will inform them that they have been added as a collaborator to edit the proposal. Read on for Removing a Collaborator.
Note: collaborators only have access to the form fields, they cannot see or change other collaborators, nor can they submit the proposal for review.
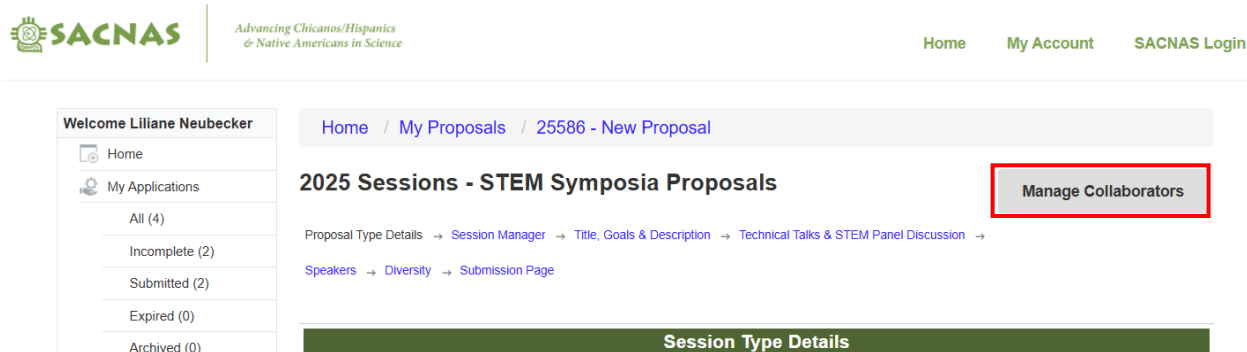
Remove a Collaborator

1. From the Session Proposal Submission Form click on the "Manage Collaborators" button
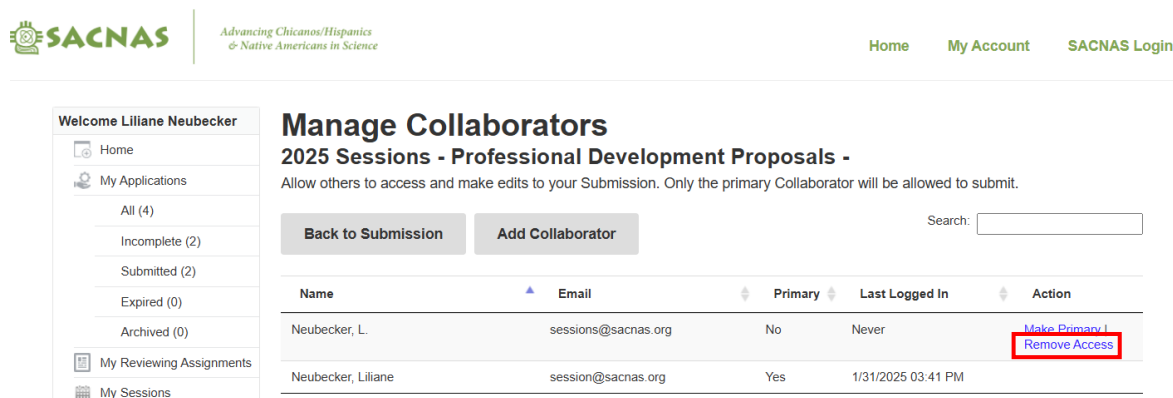
2. From the Manage Collaborators page click on "Remove Access" on the right-hand side of their row. **They will not be notified** of this change; you can add them back at any time using the Add Collaborator instructions.

Working in the Proposal Simultaneously

Users will receive notices if other users have the proposal open. The Primary Collaborator can kick-off other users from the proposal by clicking "Yes, I want to take over editing". Other users will only see an error message informing them. **Make sure you are not working at the same time to avoid losing your work.**
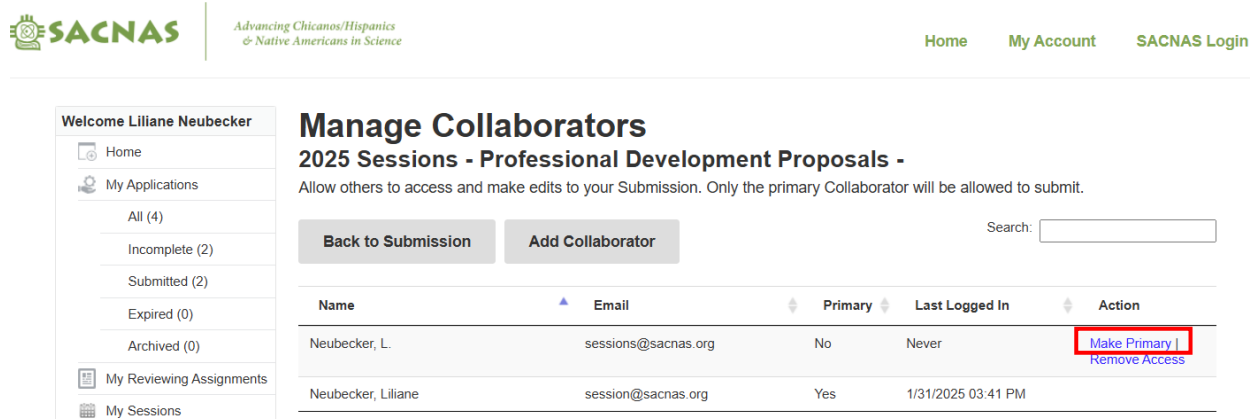
Transfer proposal ownership // Assign a new Primary Collaborator

The primary collaborator is considered the owner of the proposal and is the only user who can access the "Manage Collaborators" page and submit the proposal for review.

Transferring ownership means you will no longer be able to manage collaborators or submit the proposal, but you will still have access to the proposal as a collaborator, as long as the new Primary Collaborator does not remove you from the proposal.

1. To switch ownership of your proposal, first make sure that their email address is spelled correctly and that they still have access to that inbox.

2. Next click "Make Primary" on the row of collaborator you would like to transfer ownership to.

3. You will be prompted to confirm that you wish to assign a new Primary Collaborator. Once you click OK, they will receive an email informing them of this change and you will be redirected to the proposal as you will no longer have access to the Manage Collaborators page.