

Website Functionality

The public-facing pages and main content pages of the site are set up so that each page consists of two server-side files. One is an HTML file containing the body of the page content. The other is a PHP page which enforces permissions and performs other dynamic requirements before loading the HTML content inside the standard page template (the page header, navigation tool, and footer). This design provides a separation of each page's HTML content and the PHP code used to display that content which allows the HTML to be generated and maintained without needing knowledge of PHP coding.

The separation of PHP and HTML allows pages to display consistent site-wide headers, footers and navigation tools that are automatically placed on each content page as well as providing other dynamic features like login permissions requirements all handled by the PHP code. However, the main content blocks are taken from HTML files which the site administrator can modify as needed to update the website without needing to know the details of the PHP language.

The content pages are shown on the site map and provide public users with information about the organization, conferences, and other related information. Additional resources are available after a member logs in.

Membership Functionality

The member functions include the ability for any user to submit a membership application. Several membership levels are available including Full Member, Associate Member, Graduate Student, Undergraduate Student, and Non-member. The Non-member status allows a person to be added to the system so they can be listed as an author on a conference abstract for an adjunct organization.

The membership application collects all relevant data for the new user. Once a profile is created, that user can log into the site to gain access to additional pages such as the ability to edit their profile or submit a conference abstract.

The membership application supports endorsements for Associate and Student membership levels. For these membership levels, the applicant must list a current full member as an endorser. The application process then sends an email to the endorser



requesting confirmation. When the endorser logs in, they see the endorsement request on their member home page and have the opportunity to confirm the endorsement.

When a member logs in, their user home page displays relevant membership information such as the status of their dues payment, conference registration, endorsement requests, and conference abstract submissions.

The dues and registration functionality allows a logged-in user to pay membership dues, conference registration, or a bundle of both. The site uses the Skipjack merchant services to process online payments for dues and conference registration. Other merchant services could be integrated.

Member Abstract Submissions

The website includes an intuitive step-by-step process for submitting abstracts to be considered for conference presentation. The steps include:

- Organization selection (if your organization's conference includes adjunct organization sessions, users can choose to which category of sessions they will submit their abstract)
- Author list input, including a fuzzy-matching process for insuring only dues-paid members are listed as authors
- Faculty Advisor listing (if appropriate)
- Abstract Title
- Abstract Text (including word-count limit)
- Additional summary information for symposia submissions
- Topic selection
- Request for reviewer volunteers (displayed to full members)
- Review complete set of information before submission

In addition, full members who have volunteered to review submissions in specific topics areas are automatically sent email notices when they are assigned to review a paper. These users can then review the submission online and submit their review decision.

Abstract Submission Administration

Administrators have the ability to perform the following functions related to abstract submissions:



- Create a new submission (using a single form rather than the step-by-step process)
- Edit / Delete submissions
- Assign submissions to reviewers and generate appropriate emails to reviewers
- View reviewer reports (using a succinct summary display showing all reviewers' recommendations for each abstract)
- Assign accepted/rejected status and generate appropriate emails to authors
- Submission admin can be handled by multiple admins and separated based on the submitter's organization, providing confidentiality between organizations

Conference Program Administration

Administrators have the ability to generate the conference program from the accepted submissions using the following online tools:

- Room setup (defining rooms which will be used for presentations)
- Session setup (defining time periods in rooms)
- Assignment of presentations to sessions
- Export of conference program in a format which can be easily imported into Microsoft Word for further refinement and printing

Additional Administration

Administrators have additional functionality including:

- Membership report with capability to search and sort based on several criteria (e.g. name, member status/type, dues status, state of residence)
- Member edit, including editing a member's profile data, viewing and modifying payment transactions, and deleting a member
- Edit school list (when creating a profile, members can select their school/organization from a dropdown list or "Add New", which causes the new entry to automatically be added to the list in the future. This admin function allows superfluous or erroneous entries to be deleted)
- Assign administrators (designating which members have administrative permissions)

