

Psychology Subject Pool Experimenter Checklist

Subject Pool Coordinator: Alexandra Loan

Email: spl@mail.psyc.memphis.edu

Signup and Password Help

A. How do I get an account?

1. Watch subject pool video.
2. Put signed verification in the subject pool coordinator's mailbox
3. An account will be created for you and the system will e-mail you your user name and password.

B. How do I log into the system?

1. Go to <http://memphis.sona-systems.com>
2. Enter user id and password into the labeled boxes.
3. Click "Log In" box.
4. First time users:
 - a. If this is your first time to log in, you will have to read and agree to the IRB policies.
 - b. Click "Yes" at the bottom of the page to indicate that you agree after you have looked over the page.

C. I forgot my password. What Do I do now?

1. Go to <http://memphis.sona-systems.com>
2. Click on "Click here to retrieve it!" under Lost your password in the bottom left part of the screen.
3. Enter your user id into the box provided.
4. An email will be sent to the email address on file.

Experiment Basics

D. How do I add a new experiment?

1. Submit experiment for IRB approval.
2. After approval is given, give a COPY of your approval letter to the subject pool coordinator.
3. Sign into system.
4. Click "Add new experiment" (beside the picture of the graph).
5. Fill in basic information for the experiment.
6. Click "Add This Experiment" button at the bottom center of the page.
7. After this is done and IRB approval is confirmed (step 2 above) the subject pool coordinator will open the experiment to the pool.

E. How can I view my experiment?

1. Sign into system.
2. Click "My Experiments" (beside the picture of the pencil).
3. A list of all experiments in which you are an experimenter on will appear.
4. Find the experiment that you want to view in the list of experiments and

click on the name of the experiment.

F. How do I cancel an experiment?

1. Sign into system.
2. Click “My Experiments” (beside the picture of the pencil).
3. Find the experiment that you want to cancel in the list of experiments.
4. Scroll to bottom of the page.
5. Click “Delete experiment” button.

Schedule and Credit Information

G. How do I schedule new sign up slots?

1. Sign into system.
2. Click “My Experiments” (beside the picture of the pencil).
3. A list of all experiments in which you are an experimenter on will appear.
4. Click on name of experiment that you want to add sign up slots to.
5. After experiment information sheet loads, scroll to bottom of the screen.
6. Click “View/Administer Time Slots”.
7. Click “Add a time slot”.
8. Enter time slot information.
9. Click “Add This Timeslot” button.

H. How to I assign credit for participation?

1. Sign into system.
2. Click “My Experiments” (beside the picture of the pencil).
3. A list of all experiments in which you are an experimenter on will appear.
4. Click on name of experiment that you want to add sign up slots to.
5. After experiment information sheet loads, scroll to bottom of the screen.
6. Click “View/Administer Time Slots”.
7. Click “Modify” button beside time slot in which you want assign credit.
8. Under “Sign Ups”, assign credit option by clicking on the radial button under your selection.
 - a. You might have to scroll down to get to Sign Ups section.
 - b. Your three options are as follows:
 1. Credit Granted – participants receive preset credit or another amount set by you.
 2. No-Show (No Penalty) – participants receive 0 credit.
 3. No Actions Taken – default setting.
9. Click “Update Sign-Ups” button.

I. How do I find out how many participants that I currently have signed up?

1. Sign into system.
2. Click “My Experiments” (beside the picture of the pencil).
3. A list of all experiments in which you are an experimenter on will appear.

4. Click on name of experiment that you want to add sign up slots to.
5. After experiment information sheet loads, scroll to bottom of the screen.
6. Click "View/Administer Time Slots".

User Profile Information

J. How do I change my password?

1. Sign into system.
2. Click "My profile" (beside the picture of the eye).
3. Type your new password into the two boxes beside "New Password".
4. Click "Update" button at the bottom center of the page.

K. How do I change my primary email address?

1. Sign into system.
2. Click "My profile" (beside the picture of the eye).
3. Enter email address beside the box labeled "**Alternate Email Address (+)**".
4. Click "Update" button at the bottom center of the page.

Other

L. How can I contact participants that have signed up for my experiment?

1. Sign into system.
2. Click "My Experiments" (beside the picture of the pencil).
3. A list of all experiments in which you are an experimenter on will appear.
4. Click on name of experiment that you want to add sign up slots to.
5. After experiment information sheet loads, scroll to bottom of the screen.
6. Click "Contact Participants"
7. Select 1 of 4 participant types to receive the email:
 - a. All Participants
 - b. Participants who were granted credit for the experiment
 - c. Participants who were marked as No shows
 - d. Participants who are marked as Awaiting action.
8. Type in your message in the message box.
9. Click "Send Message" button.

M. How to I get back to the main menu page?

1. Click on the University of Memphis Department of Psychology banner at the top of the page.

N. How do I log off?

1. Click "log off" in the top right corner of the browser window.

O. I posted an experiment and did not make it, what happens now?

1. If you perform a "no show" to an experiment, then you must give the participants signed up credit for your experiment.
2. If this is a recurring problem, you will be kicked off of the system for a

period of time. Contact Subject Pool Coordinator for more information.

Please contact the Subject Pool Coordinator at spl@mail.psyc.memphis.edu if you have questions.