In the web browser type [http://abstract.msacad.org/](http://abstract.msacad.org/) (if you do not use the web-browser you will not be directed to the correct page)

Click on the word abstract submission in the upper right hand corner
You must first create an account to use for the first time. Then click on the word create an account (see photo above that shows the location).

Fill out the form (for personal URL and bio you can fill out if you want to all other fields should be completed)
After registering you will receive this screen and then a confirmation email. You must activate the account from your email.

Once you go to your email and either click on the link or copy and paste the link into the web browser you will see the screen below.
Now log in to submit your abstract and you will see the next screen.

Next click on the word new abstract (see circle above for location).
Add your title (All CAPs) then enter your abstract (250 words in the box where it says enter description here). Format Introduction: Methods: Results: Brief Discussion. On the right hand side of the screen, you will see a drop down box that says Select Topic (That is where you select your division). Below that you will see on the right hand side Author information. Please fill that out has well. If you need to add additional Authors please click the blue plus sign to add their information. Please also fill out the Presenter information as well. If you continue to scroll down you will see the following fields.
Under Presenter information please select Presenter preference the drop down box will have fields for types of presentations: example graduate student poster, faculty poster, undergraduate poster, high school student poster, graduate oral, faculty oral, undergraduate student oral).

On the right hand side of the screen there is a place to add a paper if you wish to submit a paper to the academy you can do so here. In the future all paper submissions for the academy will be through this site.

Right above the blue button is some additional information for paying for the abstracts. You can Pay now by credit card or if you wish to pay by check or invoice please send an email to msacademyofscience@comcast.net informing us that you will pay later. Regardless of paying now or please click the blue button to add the abstract to the chart. Once you do that the abstract will be added to your dashboard and you will see the following screen.

If you select to pay for the abstract now you will be able to pay either via paypal or a credit card. Just hit checkout with Paypal and it will redirect you to a secure screen.
Remember if you are paying later just email the academy that way we will make sure to include your abstract submission to the reviewers.

If you look above you will see a few important fields on your dashboard Status (box) and Action (circle). You can edit or delete your abstract and check the status of your abstract. The reviewers once the abstracts are reviewed will inform you of their decision and the review field and status fields should change.