Steps to Add an Author

1. Select the “Add Author” icon

2. Input the Author’s First and Last Name

Submission Edit

SSO

Enter your Information in the fields provided:

First Name  Add Author First Name
Last Name  Add Author Last Name

Search  Cancel

3. If the Author is listed in the ACAAI System, select the name from the list provided. If the Author is Not Found in the ACAAI System, click “Go Back and Fix Error(s)”

Submission Edit

Oops.
The Author you have entered is not in our system. Please click the “Go Back and Fix Error(s)” button and enter the Author’s email address in the “New Registration” box.

Go Back and Fix Error(s)

4. Enter the Unknown Author’s email into the New Registration text box and complete the profile when it appears on screen.

Submission Edit

SSO

Enter your Information in the fields provided:

First Name  
Last Name  

Search  Cancel

Email  

New Registration