

AASL 2023 Concurrent Proposals

Getting Started

How to set up account, access your dashboard, and start a submission

Setting up your account

Before starting your submission, you will need to set up your account. Visit this page <https://ww5.aievolution.com/aasl> and scroll down to “New Submitters.”

Prior to setting up your profile make note of two items and ensure that you have time to complete your profile after submitting:

- After submitting you will receive an email from ai-support@communitybrands.com with an assigned password. Please check your spam/junk folders if you have not received an email from this address or add this email to your contacts prior to submitting.
- You will receive a randomly assigned password and will need to follow the link to reset the password to one of your creation before your profile will be activated.

1. Use [this link to create a profile](#)
2. You will receive an email from ai-support@communitybrands.com with a temporary assigned password and a link to access your profile and set your password.
3. You will be prompted to reset your password and once reset will be automatically redirected to the Dashboard Page.
4. Click “Submissions” at the bottom right of the Dashboard page to begin.

Create A Profile

You will be asked to provide the following information:

- First name
- Last name
- Organization/School
 - If you are currently retired or unemployed please type N/A
- Position Title
 - If you are currently retired or unemployed you can enter the previous title you held, retired, or N/A
- City



- State/Province (drop down- other option)
- Country
- Phone
- Email
 - Please use the email that is most accessible to you throughout the year. There will be communications regarding the conference during the summer months.
- Confirm Email
- LinkedIn URL (optional)
- Twitter URL (optional)
- Facebook URL (optional)

Dashboard

Once your account is set up, your dashboard will be the first page you are taken to after logging in. Under the AASL logo is the “Dashboard” quick drop-down that will carry over to every page on the site. On this page you can:

1. View your profile and edit. Click “My Profile”. On the next page, you can review your information and click the “Edit” blue button if you’d like to make any changes. After making your changes click the “Save” button at the bottom of the page.

IMPORTANT: The proposal site is not connected to ALA’s membership database. If you update your contact information with ALA/AASL it will not be updated in the proposal site and communications will be sent to the information in the AASL Proposal Site system.

2. Update your password. On the next page, you will simply need to enter and confirm your new password, click the “Save” button and your password will be updated.
3. View your proposals. Two examples of submissions are screenshotted here.

Proposal # and title – are linked to your submission and by clicking will open the proposal

Submission Status – will confirm if the proposal has been completed or if there is something that was not saved or missing

Withdrawal – will remove your submission from the site

1022 - Test3
Conference: AASL National Conference
Proposal Type: Concurrent
Submission Status: Completed
[View/Print](#) | [Withdrawal](#)

1014 - Test
Conference: AASL National Conference
Proposal Type: Concurrent
Submission Status: Incomplete
[View/Print](#) | [Withdrawal](#)