

Unleashing Your Potential 2019

Submission How-to Guide

We're so excited that you've decided to complete a submission for Unleashing Your Potential as part of the 2019 class! Below is a visual step-by-step guide to assist you through the process. Along with Unleashing Your Potential, ADHA uses the same portal to collect proposals for education opportunities, so just make sure you follow the guide below so you're entering your information into the correct area. If you have questions, please reach out to Ashley Boser at ashleyb@adha.net



Welcome to the 2020 ADHA Submission Site

You will be using this form to provide your contact information and your required submission details for review. [Click here](#) to access the Abstract Submission Guidelines. Click Join Now below to begin.

The screenshot shows a login form titled "Log in to the Abstract ScoreCard". It is divided into two columns. The left column is titled "New Users" and contains the text "Click 'Join Now' to begin your first submission." Below this is a red-bordered box containing an orange "Join Now" button. The right column is titled "Already a User?" and contains two input fields: "Email Address *" and "Access Key *". The "Access Key" field has a "Show" button to its right. Below these fields is a "Login" button and a link "Lost your access key?". A black callout box with white text "Type in your access key to log in" points to the "Access Key" field. A red arrow points from the "Join Now" button to the text "Click here to begin" below the form.

Questions? Organizer: Ashley Boser - ashleyb@adha.net / 312-481-8813 ext. 289

[Click here to begin](#)



ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button.
You will be the contact person for all information that you submit using this account.

* indicates required

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Country


Contact Details

Office Phone

Cell Phone

Fax

Email *

 **Administrative Assistant** (they will be copied on all abstract emails)


Name

Telephone

Email

Not Applicable

**Likely not applicable,
just click the box**


 **Professional Information**

Position *

Affiliation *

Credentials *

Not Applicable

 **Access Key**

Please type in an access key that you will use to access your submission information in the future.

The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character.

Enter Access Key *

 Show

Access Key Strength

Re-type Access Key *

 Show

**Complete all fields
and create account**

Create Account



PRIVACY NOTICE

Please carefully read the text below and then indicate your consent at the bottom of the page.



Summary

We are collecting your personal data on behalf of ADHA to allow them to manage the submission, review, selection, and scheduling process for your conference submissions, awards, or grants through our platform. We may share your information with ADHA's vendors related to registration, membership and 3rd party analytics services.



Full Text (version 1144-9746-907)

[Print](#)[Export](#)

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumcd.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are used interchangeably. ADHA is a Controller of the personal data you (data subject) provide us. CadmiumCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

2. Why we need it

We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

3. What we do with it

Your personal data is processed in Forest Hill, Maryland located in the United States. Hosting and storage of your data takes place in the Rackspace Cloud which has a global footprint and in our dedicated Rackspace Servers which are located in the United States. As requested by ADHA, we may share your information with ADHA's vendors related to registration, membership and 3rd party analytics services.

4. How long we keep it

According to our Data Retention Policy we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through data subject access request form found on our website at <https://cadmiumcd.com/mydata>.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Administrator at privacy@cadmiumcd.com or in writing at

CadmiumCD
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.



Consent

I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.

Please type your full name on the line above

Continue



EVENT INFORMATION

2020 Call for Proposals
Deadline: Tuesday, August 27, 2019, 11:59 PM CST
[Contact the Event Organizer](#)



YOUR PROFILE

Test Tester
ADHA
Logins: 1 [Log Out](#)
[View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)



ABSTRACTS (You have 0 complete abstracts, 0 incomplete abstracts, and 0 withdrawn abstracts)

[Click here to begin a new abstract](#)

[Click here to begin your submission](#)



FREQUENTLY ASKED QUESTIONS

[2020 ADHA Annual Conference Guide \(PDF\)](#)

Home / New Abstract



START A NEW SUBMISSION

Submit

Please fill in the submission title and select a category.

Proposal Title * Enter your full name as the "Proposal Title" (e.g. Jane Smith, RDH)

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

0 characters (200 max)
0 words (75 max)

Submission Category *

[Click here to access submission categories](#)

[View Submission Category descriptions.](#)

Submit

[Click here for details on different categories](#)



START A NEW SUBMISSION

Submit

Please fill in the submission title and select a category.

Proposal Title *

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

0 characters (200 max)
0 words (75 max)

Submission Category *

- Select Submission Category --
- Select Submission Category --
- 2020 Annual Meeting Abstract Submission
- Webinar Submission
- Learning Management Submission
- Unleashing Your Potential Submission



Make sure to click Unleashing Your Potential



TASK LIST

Save Submission

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.
After you have completed all of the tasks below, select "Save Submission".

Abstract ID: 692542
[Edit Test Tester](#)
Submission Category: Unleashing Your Potential Submission
Abstract Status: Active

Abstract was successfully updated on Friday, May 24, 2019, 11:35 AM



1. Application Information

Click here to answer the required questions.



2. Application Questions

Click here to provide the required essay answers.



3. Video Upload

Click here to provide the required video upload.



Complete these three tasks, if you need to come back to the application you can 'Save Submission' and log back in at a later time using your email and password

Save Submission

Sponsored by:



Please answer the required questions to continue.

1 Constituent: *

2 District: *

3 Have you applied to UYP before? *

4 Date of Graduation from Dental Hygiene Program: *

5 How many years have you been a member of ADHA? *

6 What will your leadership role be in November 2019? *



Continue

Complete all 6 questions before hitting 'continue'



EDIT APPLICATION QUESTIONS TASK FOR 'TEST TESTER'

Continue

* indicates required

Sponsored by:



Please answer the required fields below to continue.

Proposal Title *

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Test Tester 11 characters (Max 200 characters)
2 words (Max 75 words)

Professional Achievements and Leadership Roles *

In 250 words or less, please summarize your relevant professional achievements and leadership roles in your association. You may also augment your answer with work, or organizational (civil, fraternal, political) and professional activities outside of ADHA and your constituent.

0 characters
0 words (Max 250 words)

Pursuant Positions *

After attending UYP, please tell us what positions you intend to pursue with your constituent and/or ADHA and what your timeframe is for pursuing these leadership roles?

0 characters
0 words

Proudest Professional Moment *

tell us about your proudest professional moment. This could be a project, decision, accomplishment, etc.

0 characters
0 words

Professional Challenge *

Describe a professional challenge you have faced and how you resolved it.

0 characters
0 words

Explanation *

Explain why you should be part of the 2019 class of UYP.

0 characters
0 words

Continue

Make sure to complete all 5 essays before hitting continue, you cannot save in the middle of this step so it might be a good idea to complete essays in word then copy and paste.



EDIT VIDEO UPLOAD TASK FOR 'TEST TESTER'

Continue

* indicates required

Sponsored by:



In addition to your written application, you are required to submit a ninety second video, telling us why you should be selected 2019 UYP conference. This should be no more than 250 MB in a file format of .mov or .mp4. Once uploaded, click "Continue".

Upload Here

Drop your file here to upload or click within to browse the files on your computer.

Uploaded File



UYP Video Test.MP4
May 5th, 2019 @ 11:52 AM
0 x 0
2.9 MB

Remove File

Once the green bar is full you'll know the video is properly saved, then you can hit 'continue'

Continue



TASK LIST

Save Submission

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.
After you have completed all of the tasks below, select "Save Submission".

Abstract ID: 692542

[Edit Test Tester](#)

Submission Category: Unleashing Your Potential Submission

Abstract Status: Active

Video Upload task was successfully completed on Friday, May 24, 2019, 11:55 AM



1. Application Information

Completed Friday, May 24, 2019, 11:46 AM

[Click here to answer the required questions.](#)



2. Application Questions

Completed Friday, May 24, 2019, 11:50 AM

[Click here to provide the required essay answers.](#)



3. Video Upload

Completed Friday, May 24, 2019, 11:55 AM

[Click here to provide the required video upload.](#)

Save Submission

Once all tasks are complete hit 'save submission'



ABSTRACT SUMMARY

Submit

Abstract ID: 692542




[Edit Test Tester](#)

Submission Category: Unleashing Your Potential Submission

Abstract Status: Active

After the submission is saved, make sure to hit 'submit' as the final step!

You have completed all the required tasks for this abstract. Use the "Submit" button to complete your abstract.

-  **1. Application Information**
Completed - Friday, May 24, 2019, 11:46 AM
-  **2. Application Questions**
Completed - Friday, May 24, 2019, 11:50 AM
-  **3. Video Upload**
Completed - Friday, May 24, 2019, 11:55 AM

[Click here for a preview of your abstract.](#)

The screenshot displays a user dashboard with the following sections:

- EVENT INFORMATION:** 2020 Call for Proposals, Deadline: Tuesday, August 27, 2019, 11:59 PM CST. Includes a link to "Contact the Event Organizer".
- YOUR PROFILE:** Test Tester, ADHA, Logins: 2, Log Out, and a link to "View / Edit Your Profile".
- SUBMIT FEEDBACK:** A message stating "We always welcome feedback, and we want to hear what you like and what can be improved." with a link to "Feedback Form".
- ABSTRACTS:** A notification bar states "Abstract successfully completed on Friday, May 24, 2019, 11:57 AM". Below, it shows "ABSTRACTS (You have 1 complete abstract, 0 incomplete abstracts, and 0 withdrawn abstracts)". There is a link to "Click here to begin a new abstract" and a submission for "Test Tester" with status "Complete (Submitted 05/24/2019, 11:57 AM)". Two buttons are present: "Preview Abstract" (orange) and "Resend Abstract Confirmation Email" (green).
- FREQUENTLY ASKED QUESTIONS:** A link to "2020 ADHA Annual Conference Guide (PDF)".

A blue hand-drawn oval highlights the "Resend Abstract Confirmation Email" button, with a handwritten note: "Thank you for completing your submission. We would love to hear your feedback on this system." An arrow points from this note to the "Feedback Form" link in the "SUBMIT FEEDBACK" section.

You're all done! You should receive a confirmation email, but if not you can have it resent. You can also view your submission by clicking 'preview abstract.'

If you end up needing to save and come back to your submission, you can log back in and you will see the following image with an INCOMPLETE status listed. Click on the hyperlinked name of your submission and it should take you back to the task list where you can continue to work on your submission.



EVENT INFORMATION

2020 Call for Proposals
Deadline: Tuesday, August 27, 2019, 11:59 PM
CST
[Contact the Event Organizer](#)



YOUR PROFILE

Test Tester
ADHA
Logins: 2 [Log Out](#)
[View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

Click on the hyperlinked title (name) of your abstract to continue editing



ABSTRACTS (You have 0 complete abstracts, 1 Incomplete abstract, and 0 withdrawn abstracts)

[Click here to begin a new abstract](#)

[Test Tester](#)

Status: **INCOMPLETE** (Last Edited 05/24/2019, 11:37 AM)

[Preview Abstract](#)

This is what it will look like if you come back to complete your submission after saving it



FREQUENTLY ASKED QUESTIONS

[2020 ADHA Annual Conference Guide \(PDF\)](#)

Thank you again for taking this important step in your leadership journey! ADHA's Leadership Development Committee looks forward to reviewing your application soon!