

Instructions for Abstract Submission

NASSH2020

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Account Registration

Step 1, Browser: Open a browser window and enter the URL:

<https://www.conftool.org/nassh2020/>

Step 2, Register New Account: To create a new ConfTool account, please click on “**Register new**” on the login page (see image below).

The screenshot shows the top banner for the 2020 Annual Convention of the North American Society for Sport History (NASSH), held from May 22-25, 2020 in Chicago, Illinois. Below the banner is a navigation bar with a "Register New" button and a "Conference Time: 26/Nov/2019 4:13:19 pm CST" indicator. The main content area is titled "ConfTool Conference Administration" and contains instructions for logging in to submit contributions or access reviews. It offers options for "First time here?" (with "Register new" link) and "Registered users" (with "User name:" and "Password:" fields, "Login" button, and "Forgotten your user name?" / "Forgotten your password?" links). The footer includes contact information, a "Mobile View" link, and a "Screenshot" button.

Note: If you already hold a ConfTool account for this conference, do **not create a second account for the same event** in ConfTool. For example: 1) If you have already submitted a paper, please use the same account to register for conference participation, too; 2) you are a co-author on another submission, please use the same email address used for the original submission.

Step 3, Personal Information: Please fill in all fields marked with an asterisk “*” which are required information for NASSH2020. All other fields are optional.

Personal Information	
* Organization / Company	NASSH
Department	
* Title	<input type="radio"/> Ms. <input type="radio"/> Mr. <input checked="" type="radio"/> Dr. <input type="radio"/> Prof. <input type="radio"/> Mrs.
Full Academic Title / Professional Position	
* First & Middle Name	First Name
* Last Name / Family Name	Last Name
* Address Line 1	100 Sport History Way
Address Line 2	
(*) Postcode / ZIP Code	
* City	Chicago
(*) State / Territory / Province	Illinois
* Country	United States of America
Phone	
* E-Mail	conftool@nassh.org
Secondary E-Mail (Optional)	
Personal Assistant E-Mail (cc E-Mail)	

You may enter the e-mail address(es) of one or several person(s) to receive copies (CCs) of all personal messages sent to you by ConfTool. Several addresses have to be separated by commas.

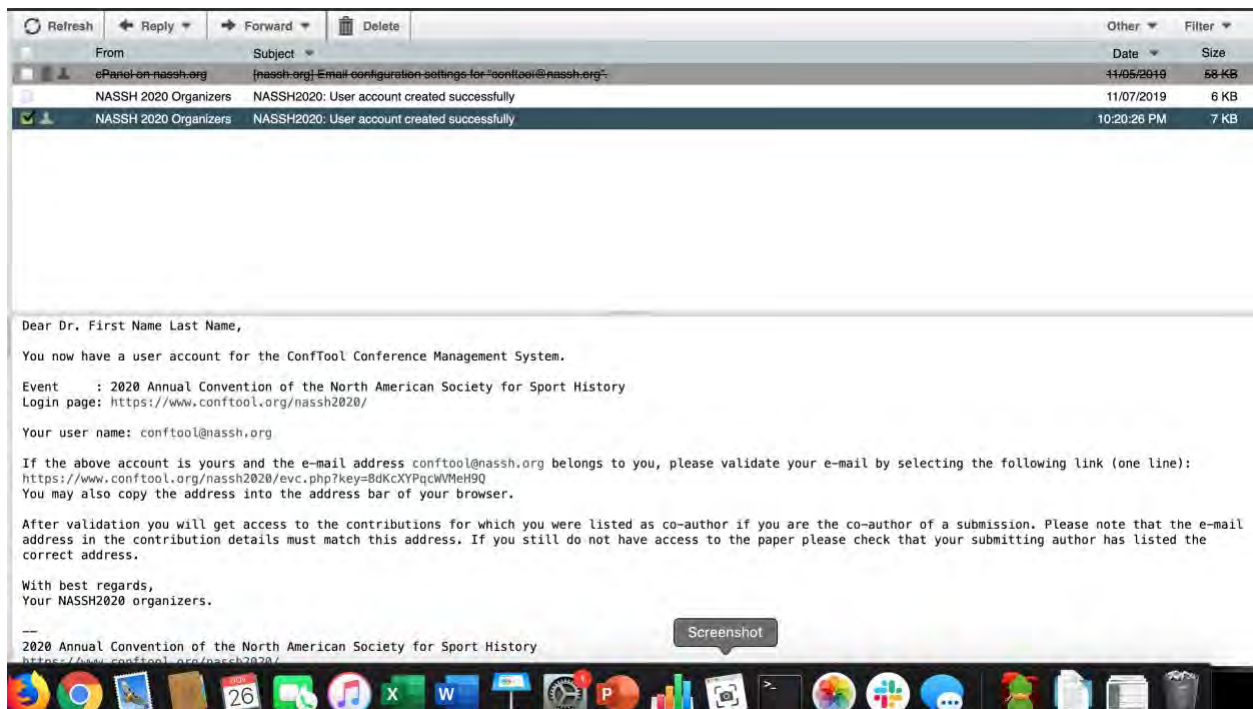
Step 4, Data Privacy, Twitter, and Username & Password: Accept the data privacy agreement by checking the box, fill in your twitter handle if you use social media, and establish your username and password.

* Data Privacy Agreement	Data Privacy Agreement In order to use the ConfTool system, you will create a user account with your personal details. Your user data, your actions and the results of your actions will be stored within the system. Use and Disclosure of Personal Data Information stored in the ConfTool system will exclusively be used in relation to this event or a subsequent event. Your personal data will only be passed on to third parties if this is necessary for the organization of the event, for billing purposes or for legal reasons (e. g. in the case of an external audit), but it will not be distributed or sold to other parties for other purposes. Right to Information Upon request, the organisers of this event will provide you, in writing, with all personal data they have stored about you. You can inquire where the data were collected, to whom they are disclosed and the purposes for which they have been stored. <input checked="" type="checkbox"/> I accept the data privacy agreement.
Please share your twitter handle (no @)	JournSportHist
User Comments	
Account Information	
* User Name	conftool@nassh.org Your user name must be at least two (2) characters long. It is case sensitive.
* Password Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.
* Confirm Password Please repeat your password for verification.
<input type="button" value="Create User Account Only"/>	

- The **user name** has to consist of at least 2 characters, is case-sensitive and must be unique, i.e., no other ConfTool user must already be registered with the same name.
- The **password** has to consist of at least 5 characters, is case-sensitive and has to contain at least one Latin character (a-z) and one number (0-9).
- The password must **not be simplistic**, for instance it must not be equal to your name.

Select Create User Account to finalize account creation.

Step 5, Validate your email: Login to the email account you used when creating your conftool account and look for an email from NASSH 2020 Organizers. Select the validate link in the email to activate your account.



Once you have validated your email, you can then begin the abstract submission process.


Please note that you can login in at any time to the user information provided during account registration. The information provided here will be used later to register for the conference.

After having obtained a user account, you can log in with your username and password under "Registered Users". If you have forgotten your password, a new one can be obtained through the "Forgotten your password?" link on the Conftool homepage.

Abstract Submission

Step 6, Submission: Select your submissions from the list of menu options on the Conftool homepage to bring up the list of different submission formats. Note: you may submit a maximum of two submissions for consideration.

NORTH AMERICAN SOCIETY FOR SPORT HISTORY
NASSH
EST. 1972








2020 Annual Convention of the North American Society for Sport History
May 22-25, 2020 | Chicago, Illinois


Overview	5:23:14 pm CST	First Name Last Name ▾	Logout
-----------------	----------------	------------------------	---------------

Welcome, Dr. First Name Last Name

You are logged in as user **conftool@nassh.org**.

You can select from the following options:

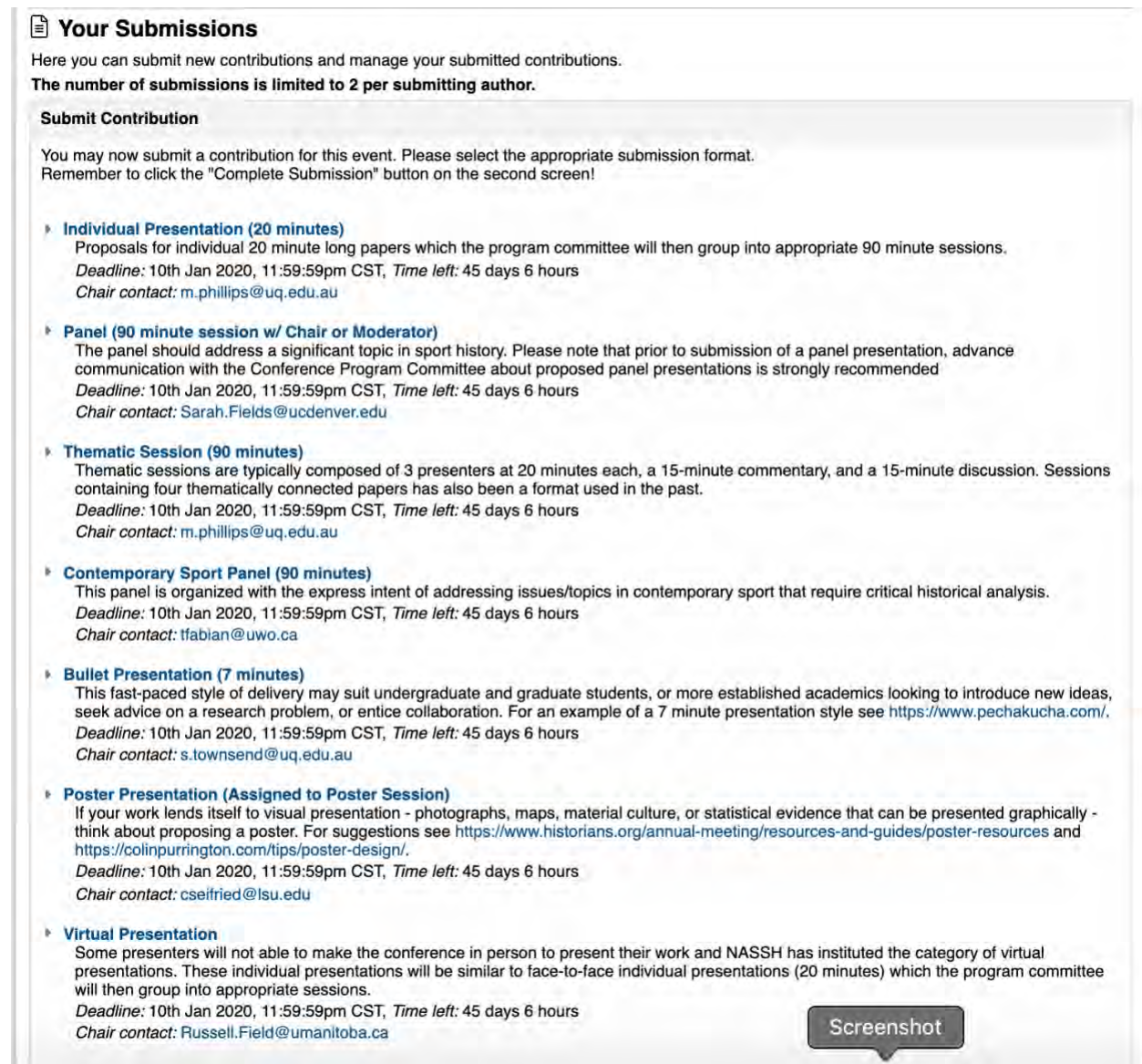
-  **Your Submissions**
Here you can submit new contributions and manage your submitted contributions.
-  **Show User Account Details**
Here you can access the personal data of your user account.
-  **Edit User Account Details**
Here you can update your personal user data.
-  **Logout**
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**
Sign out and return to the website "2020 Annual Convention of the North American Society for Sport History".

[Print View](#) 

Contact and Legal Notice · Contact Address: conftool@nassh.org
Conference: NASSH2020

Conference Software - **ConfTool Pro** 2.6.129
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Step 7, Submission Types: Select the format of the submission you intend to present.



Your Submissions

Here you can submit new contributions and manage your submitted contributions.
The number of submissions is limited to 2 per submitting author.

Submit Contribution

You may now submit a contribution for this event. Please select the appropriate submission format. Remember to click the "Complete Submission" button on the second screen!

- ▶ **Individual Presentation (20 minutes)**
Proposals for individual 20 minute long papers which the program committee will then group into appropriate 90 minute sessions.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: m.phillips@uq.edu.au
- ▶ **Panel (90 minute session w/ Chair or Moderator)**
The panel should address a significant topic in sport history. Please note that prior to submission of a panel presentation, advance communication with the Conference Program Committee about proposed panel presentations is strongly recommended
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: Sarah.Fields@ucdenver.edu
- ▶ **Thematic Session (90 minutes)**
Thematic sessions are typically composed of 3 presenters at 20 minutes each, a 15-minute commentary, and a 15-minute discussion. Sessions containing four thematically connected papers has also been a format used in the past.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: m.phillips@uq.edu.au
- ▶ **Contemporary Sport Panel (90 minutes)**
This panel is organized with the express intent of addressing issues/topics in contemporary sport that require critical historical analysis.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: tfabian@uwo.ca
- ▶ **Bullet Presentation (7 minutes)**
This fast-paced style of delivery may suit undergraduate and graduate students, or more established academics looking to introduce new ideas, seek advice on a research problem, or entice collaboration. For an example of a 7 minute presentation style see <https://www.pechakucha.com/>.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: s.townsend@uq.edu.au
- ▶ **Poster Presentation (Assigned to Poster Session)**
If your work lends itself to visual presentation - photographs, maps, material culture, or statistical evidence that can be presented graphically - think about proposing a poster. For suggestions see <https://www.historians.org/annual-meeting/resources-and-guides/poster-resources> and <https://colinpurrington.com/tips/poster-design/>.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: cseifried@lsu.edu
- ▶ **Virtual Presentation**
Some presenters will not be able to make the conference in person to present their work and NASSH has instituted the category of virtual presentations. These individual presentations will be similar to face-to-face individual presentations (20 minutes) which the program committee will then group into appropriate sessions.
Deadline: 10th Jan 2020, 11:59:59pm CST, *Time left:* 45 days 6 hours
Chair contact: Russell.Field@umanitoba.ca

Screenshot

Note: if you have questions regarding submission formats, you can click the email address below the format type and it will automatically create an email directed to the appropriate member of the program committee.

Chairs and moderators *should not* be listed as AUTHORS in your contribution. Instead, you should list them in the remarks to the Program Committee in step 8. You must include their name and email address. They will be added to these roles once acceptances have been sent.

Step 8: Submission Authors:

First, you will fill in the details on all authors on the submission. You should provide their first name, last name, and email address. You can also, if available, include their ORCID id number.

← Submissions | 5:28:34 pm CST | First Name Last Name | Logout

Overview > Your Submissions > New Submission

Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. The next steps will allow you to preview your submission, upload files to the server (if required), and to save your submission. **Once completed, you can return to and update this abstract at any time before the abstract submission deadline (10th Jan 2020, 11:59:59pm CST).**

Information on This Contribution

Submitting Author	Dr. First Name Last Name (User ID: 1001)
Conference Track / Submission Type	Panel (90 minute session w/ Chair or Moderator)

Information on Author(s)

* Author(s)	ORCID of Author	First & Middle Name/s	Last Name	E-Mail	Org. Index	Pre-senting Author
1		First Name	Last Name	conftool@nassh.or	1	<input checked="" type="checkbox"/>
2		Second Author	Second Last Name	author@uni.edu	2	<input checked="" type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>

[Add Rows for More Authors](#)

Please list one author per line.
If the contribution has several authors from different organizations, please put an **index number** of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below.
Several organizations per author may be separated by commas.

* Organization(s)	
1	NASSH, USA
2	University, USA
3	
4	

[Add Rows for More Organizations](#)

Please **list every organization only once**. The line number of the organization has to **match the index number** listed above (behind the authors).

Preview List of Authors: First Name Last Name¹, Second Author Second Last Name² [Screenshot](#)

¹NASSH, USA; ²University, USA

It is required that all listed authors be selected as "Presenting Author". Additionally, for each author you must identify an organization/university. The line number of the organization is then copied to the author Index number so that each author correlates to their correct institution. Authors from the same institution should use the same index number. You can proof this information in the Preview List of Authors.

Step 9: Submission Title, Abstract, Keywords, and Copyright:



After you have listed all authors and institutions, you can then provide the title of your submission, a maximum 300 word abstract, and up to 5 keywords that can signal the content of your contribution.

Contribution Details	
* Title of Contribution	NASSH Rocks! A panel about the organization
* Abstract	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum</p> <p>231 words remaining Plain text only, do not use HTML in this field.</p>
* Keywords	<p>sport history, NASSH, organizational history</p> <p>Please enter up to five keywords for your contribution here, separated by commas.</p>
Student Contribution	<input type="checkbox"/> This contribution was solely written by students and/or doctoral candidates.
Copyright Transfer Terms and Licensing Policy	
	<p>So that my submission can be shared with reviewers and my peer-reviewed abstract may be included in conference materials, I (Dr. First Name Last Name) accept the following license: https://creativecommons.org/licenses/by/4.0/</p> <p>Creative Commons-Attribution 4.0 (CC-BY 4.0) is a widely used public license that meets the definition of Open Access. Licensing your Work under this License makes it easy to re-use for the whole community, which contributes to the progress of science. Please be informed that the License allows commercial use of your Work as well as making derivative works. On the other hand, it guarantees that you are mentioned as the author of the Work every time someone uses it.</p>
* Confirm Copyright Form	<input checked="" type="checkbox"/> Select checkbox to agree with the above terms.
Remarks on This Contribution	
Remark/Message from the Authors to the Program Committee and Chairs	

Students should check the “student contribution” box to ensure that they are eligible for student specific consideration.

The copyright form is designed to allow us to share you submissions with reviewers and NASSH conference attendees. You are required to accept the terms of this copyright to submit to the conference.

Note: the Remark/Message from the Authors option should be used to signal any technical needs or other issues associated with your submission.

	<p>ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum</p>
	Plain text only, do not use HTML in this field.
* Keywords	<p>sport history, NASSH, organizational history</p> <p>Please enter up to five keywords for your contribution here, separated by commas.</p>
Student Contribution	<input type="checkbox"/> This contribution was solely written by students and/or doctoral candidates.
Copyright Transfer Terms and Licensing Policy	
	<p>So that my submission can be shared with reviewers and my peer-reviewed abstract may be included in conference materials, I (Dr. First Name Last Name) accept the following license: https://creativecommons.org/licenses/by/4.0/</p> <p>Creative Commons-Attribution 4.0 (CC-BY 4.0) is a widely used public license that meets the definition of Open Access. Licensing your Work under this License makes it easy to re-use for the whole community, which contributes to the progress of science. Please be informed that the License allows commercial use of your Work as well as making derivative works. On the other hand, it guarantees that you are mentioned as the author of the Work every time someone uses it.</p>
* Confirm Copyright Form	<input checked="" type="checkbox"/> Select checkbox to agree with the above terms.
Remarks on This Contribution	
Remark/Message from the Authors to the Program Committee and Chairs	<p>We need speakers as part of this presentation.</p>
Proceed ==>	
<p>Overview > Your Submissions > New Submission</p> <p>Contact and Legal Notice · Contact Address: conftool@nassh.org Conference: NASSH2020</p> <p style="text-align: right;">Print View  </p> <p style="text-align: right;">Screenshot Conference Software - ConfTool Pro 2.6.129 © 2007 - 2019 by Dr. H. Weinreich, Hamburg, Germany</p>	

Once you have completed this information, click PROCEED to finalize your submission.

Step 10, Finalize your Submission:

To finalize your submission, review all content and click COMPLETE SUBMISSION.

The screenshot shows the submission interface for the North American Society for Sport History (NASSH). At the top, the NASSH logo is displayed with the text "NORTH AMERICAN SOCIETY FOR SPORT HISTORY" and "EST. 1972". Below the logo is the title "2020 Annual Convention of the North American Society for Sport History" and the dates "May 22-25, 2020 | Chicago, Illinois". A navigation bar includes a "Submissions" link, the time "5:28:55 pm CST", a user profile "First Name Last Name", and a "Logout" button. The breadcrumb trail reads "Overview > Your Submissions > New Submission".

Submission of a Contribution - Step 2

Please check your entries before submitting your contribution.
Please note that you have to click on "Complete Submission" to confirm and save your contribution.

Contribution Details

Submission Type / Conference Track: Panel (90 minute session w/ Chair or Moderator)
NASSH Rocks! A panel about the organization

First Name Last Name¹, Second Author Second Last Name²
Organization(s): 1: NASSH, USA; 2: University, USA
Submitted by: Dr. First Name Last Name (NASSH, US), ID: 1001
Presenting Author: Last Name, First Name; Second Last Name, Second Author conftool@nassh.org author@uni.edu
Keywords: sport history, NASSH, organizational history
© Copyright form signed by Dr. First Name Last Name on 26th Nov 2019, 05:28:47pm

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Confirm data and complete submission

Return to Step 1 Screenshot Complete Submission

Note: you can click return to step 1 to revise/edit your submission prior to completion. Additionally, you are able to revise/edit your submission at any time prior to the conference deadline of 10 January 2020 by selecting Your Submissions from the main menu.

A confirmation of completed submission will be sent to the email you registered with.

You will repeat steps 6-10 to submit another contribution. You are limited to 2 submissions for NASSH2020.

Questions regarding how to use Conftool can be directed to conftool@nassh.org.