Log into Sona Systems (http://floridatech.sona-systems.com). If you do not have a Researcher account, see "Requesting a Researcher Account."

- Click on *My Studies.*
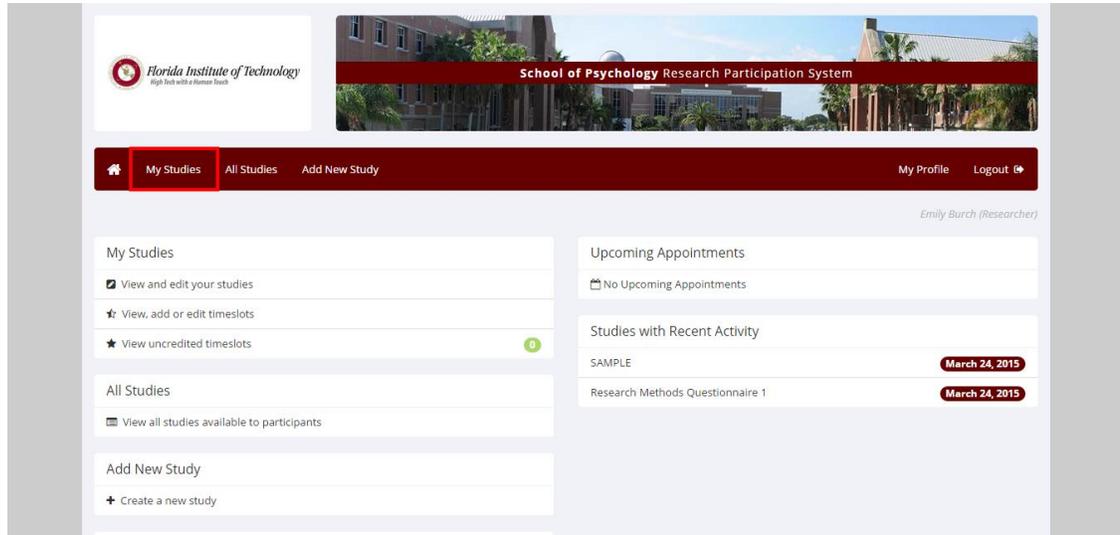
- Study must be approved (look for check mark).
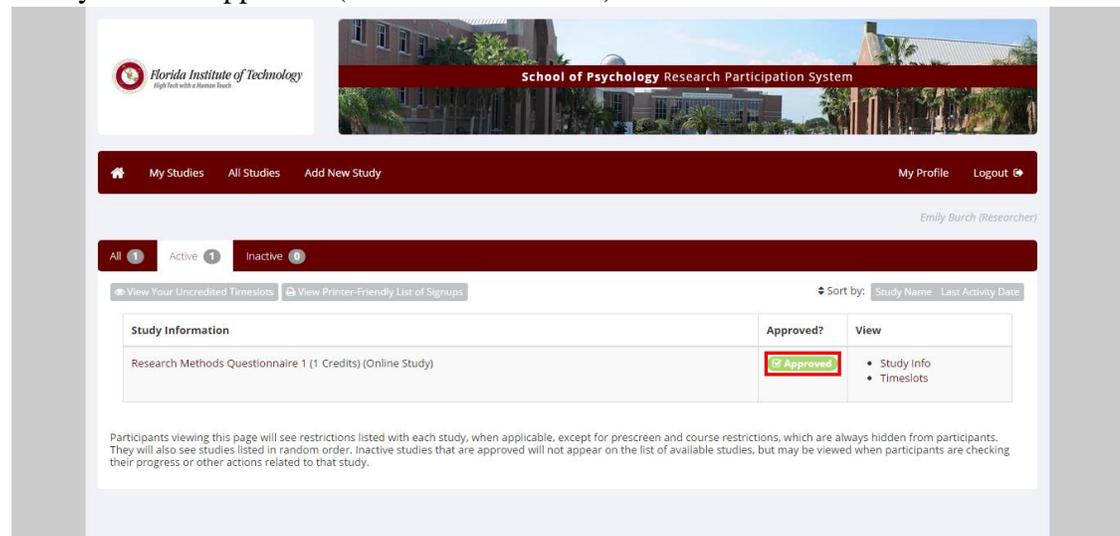
- Click on *Timeslots.*

- Click on *Add a timeslot.* If you already have timeslots, scroll down.

- Indicate the **last date** individuals may participate in your online study, and the number of maximum participants.

   This timeslot will shut off once you reached the maximum number of particisplant or once the date you set has past.

- Click *Add this timeslot.*

- **If participants can sign up outside Sona Systems**, but you want to grant them credit in Sona Systems, click on *My Studies*, click on *timeslots*, click on *modify*, then scroll down to manual sign up, and enter participant's last name.