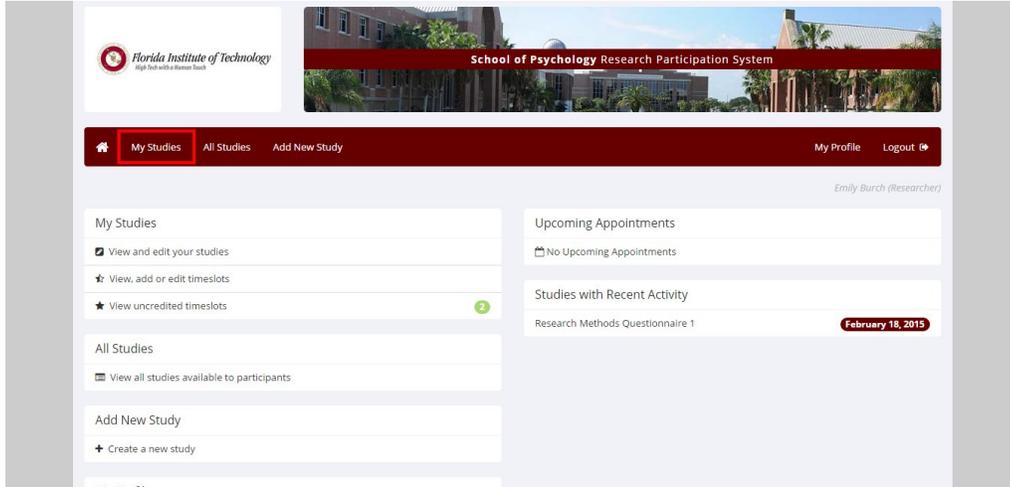
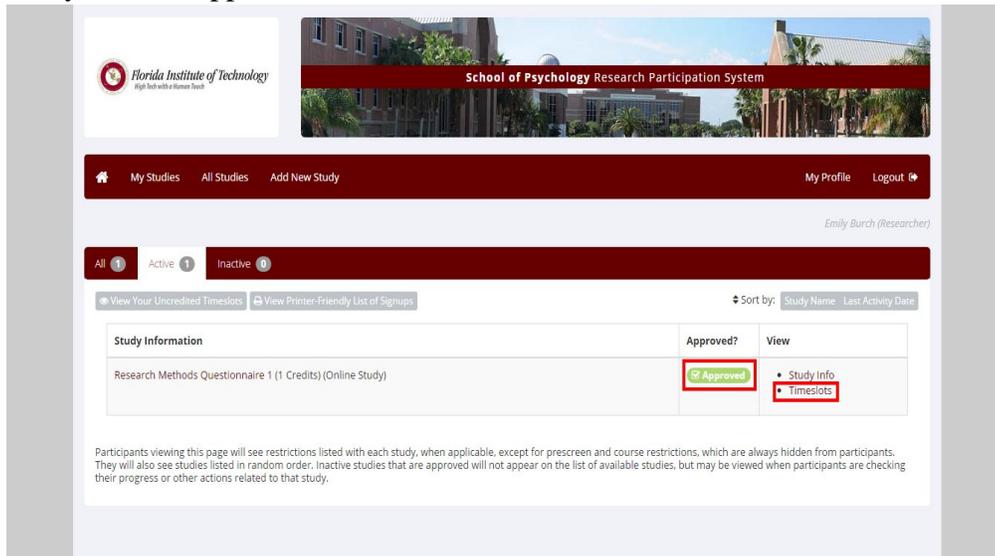


Log into Sona Systems (<http://floridatech.sona-systems.com>). If you do not have a Researcher account, see “Requesting a Researcher Account.”

- Click on *My Studies*.



- Study must be approved – look for the check mark.



- Click on *Timeslots* and *Add a timeslot*.
- Select a date, a time, a number of participants that you can have at any one time, and a location.

The screenshot shows a web interface for adding timeslots to a study. At the top left is a 'Study Menu' button, and at the top right is an 'Add Multiple Timeslots' button. The main heading is 'Add Timeslots : SAMPLE'. Below this is a paragraph of instructions: 'Use this page to add a single timeslot for your study. You may also add multiple timeslots at once. NOTE: You are adding timeslots to a study that is **inactive and unapproved**, so participants will not be able to sign up for the study.' The form contains several input fields: 'Date' with the value 'Thursday, March 26, 2015'; 'Start Time' with the value '9:00 AM' and a clock icon; 'End Time' with the value '30 minutes after start time'; 'Number of Participants' with the value '1'; and 'Location' which is currently empty. At the bottom of the form is a green button labeled 'Add This Timeslot'.

- Click *Add This Timeslot*.
- Students can now see your study and information that you entered under *Available Studies*.
- Once a student has signed up, his/her name will show up. Next to the name, it will say *Awaiting action*, which will become bold once the study has passed.
- Assign credit within 24 hours. See “Crediting Participants for On-Campus Studies.”