

The [SPP YouTube](#) Channel
Society of Pediatric Psychology Online Video Education
Instructions for Reviewers

Logging In:

- To log in, go to the [SPP YouTube Society of Pediatric Psychology Online Video Education Portal](https://cmt.research.microsoft.com/SPP2020/Default.aspx) at: <https://cmt.research.microsoft.com/SPP2020/Default.aspx>
 - If you are already registered in the CMT Portal, simply sign in with your email address and password.
 - If you are new to the CMT system, please click on link inviting new users to “Sign up here” and follow the instructions.
 - If you try to register and you get a message: "Unable to create User. The E-mail address is already registered in the system", a CMT User account has already been created using this email address. If you were added to the submission portal as a reviewer by the SPP YouTube committee chair, your name and email address would be registered in that CMT portal. In such cases, the system generates a random password for such accounts and you may need to reset the password in order to be able to access the account.
 - If you are trying to log-in to CMT and get a message: "Your login attempt was not successful. Please try again", you may be using a wrong password or email address.
 - If the email address is correct but you are not sure of the password, you can reset your password:
 - ❖ Click on “Reset your password” from CMT main login page.
 - ❖ Complete the Captcha verification.
 - ❖ Enter your email address that is registered in CMT as username and click on "Submit".
 - ❖ A link to reset your password and instructions will be sent to the email address which you used to register in CMT.
 - ❖ Click on the link that is sent to you in email, follow the instructions and you can login using the new password.
 - If you get the response 'E-mail address is invalid or unknown' when you try to use the 'Reset your password?' link, then try using another email address or contact your conference Chair to get your original login email or change your email.
 - "Reset your password" will send you an email with a link. Click on the link. Do not reply to the email. If you don't receive any email, check your "junk" email folder or verify you are looking for the email that you used with "Reset your password".

Getting Set Up as a Reviewer:

- Once you have created/verified your login as outlined above, please send an email to Dr. Jennifer Schurman (the SPP Member at Large for Continuing Education and YouTube Committee Chair) at jschurman@cmh.edu with “New SPP YouTube Channel Reviewer” in the Subject line. No other information is needed. This will trigger the “reviewer” role to be added to your available options.
- Once you are registered as a reviewer, you will receive an email asking you to “Accept” or “Decline” this invitation. After clicking on the “Accept” link, please log into the portal to complete your reviewer profile.
- Once you’re in the portal, please select “Reviewer” as your role on the top bar and you’ll be directed to enter your Reviewer Type and Subject Areas.
 - Reviewer Type simply asks for your training status and/or primary role emphasis. You will need to select the single answer that best fits you.
 - Subject Areas are aligned with the existing Special Interest Group (SIG) areas, but you do not need to be a member of that SIG in order to select an area. You will be asked to choose up to 2 subject areas (primary and secondary). These will be used to help match you to proposals falling within your stated areas of expertise.

Review Process:

- You will receive an email when a new proposal is assigned to you. When you receive this email, please click on the link to return to the CMT portal.
- Once you're in the portal, please select "Reviewer" as your role on the top bar and you'll be directed to the Reviewer Console. Your review assignments will be shown under the "[Detailed Reviews and Discussions](#)" section. Note that reviews are due **within 3 weeks**, as is standard for our companion journals. There is a list of shortcuts to view and modify reviews for papers assigned.
- Please adhere closely to the following steps to ensure an acceptable and successful review process:
 - In the section titled "[Detailed Reviews and Discussions](#)", point and click your cursor on the hyperlink "[Detailed Reviews and Discussion](#)". In the latter section, you will see a Paper Summary for submissions assigned to you. This summary includes **ID number**, **title**, and, in some cases, a **download link for PDF or PPT files**.
 - The abstract is embedded in each of the proposals and is accessible and can be opened by clicking on the **purple + sign (hyperlink)** located at the end of each title. **You should base your review on the abstract that is embedded in each of the submissions, as well as the PDF or PPT file, if available.** Talks should not be penalized for lacking this supplementary slideset; availability simply indicates that a talk has been previously given for CE credit in another format.
 - The review for the proposal assigned can be completed by clicking on the hyperlink "**Add**", under the "Review" column on the right hand side of the page. When you click on this hyperlink, you are redirected to the "**View/Edit Review**" page. In this page, you will no longer be able to see a copy of the paper abstract. The "View/Edit Review" page is where you will fill out the electronic review questionnaire consisting of 3 questions. This questionnaire has 2 questions that are required (and will be shared with the authors once the review is complete) and 1 optional question where you can include any confidential comments that you would like to provide to the SPP YouTube committee about the proposal.
 - You **MUST** answer both of the required questions and click on "**Submit**" in order to complete your review.
- After submitting your review, the CMT Portal will send you an automated email acknowledging that you uploaded a review for your assigned paper. This email will contain a Review Summary.

Please note:

- The "Download Assigned Papers" hyperlink on the Review Console will *only* download the PDF or PPT file attached to the abstract. We ask that you base your review on the abstract that is embedded within the proposal as described above, as well as any supplemental material.
- The link "View Paper Statuses and Reviewing Data for Papers Assigned to Me" shows a list of papers assigned to the reviewers with the corresponding Paper ID, Title, and Paper Status. You *cannot* access your assigned review papers on this page.
- If a proposal is accepted, you will be asked to provide initial review and feedback on a draft script and powerpoint slideset (if applicable) at a later date, prior to any video-/audio-taping. Continuity will be important and we hope to keep the same reviewers throughout the development process for each submission.

We appreciate the effort involved in reviewing these proposals, and we sincerely thank you for your time. Please contact Dr. Jennifer Schurman (the SPP Member at Large for Continuing Education and YouTube Committee Chair) at jschurman@cmh.edu should you have any questions about the CMT Portal or the review process.