Inviting Reviewers

Log in to www.sae.org/mytechzone
Drill to the Session Home by one of two ways:
1) Left-nav panel
2) Center nav panel
Session Home - This is where you will see all the accepted papers in your session.

You can invite reviewers two ways:
1) Assign multiple reviewers to single papers at once. Click the paper number to get to the Paper Details page.
2) Assign a single reviewer to multiple papers at once. Go to page 9 of these instructions.
Invite individual reviewers to review individual papers

To assign reviewers to this paper Click on Reviewers Tab
Invite individual reviewers to review individual papers

To assign an organizer to review, click the tick box to the left of the name and Click Add Selected Organizers below button.

To assign someone who is not listed above, click the Reviewer Search Screen button/bar.
Invite individual reviewers to review individual papers

Complete the last name field and only one of the following:
1) First initial
2) Country and state

Click the Specific Reviewer Search button

DO NOT SEARCH ON EMAIL UNLESS YOU ARE NOT ABLE TO FIND THE INDIVIDUAL.
Invite individual reviewers to review individual papers

Great! We have results.

Click the tick box to the left of the reviewer’s name and click Assign Reviewers button.
Invite individual reviewers to review individual papers

If the reviewer is NOT in the SAE database, only the email address will return in the results.
Now you will prepare and send the invite letter to reviewers. Click the tick box to the left of the reviewer you wish to assign.

Review and modify (if necessary) the letter, add a due date if applicable using the calendar function and click Send Email button.
Invite individual reviewers to review multiple papers at once

Session Home-
This is where you will see all the accepted papers in your session.

Click the Reviewers Tab
Invite individual reviewers to review multiple papers at once

Complete the last name field and **only one** of the following:
1) First initial
3) Country and state

Click the Specific Reviewer Search button

**DO NOT SEARCH ON EMAIL UNLESS YOU ARE NOT ABLE TO FIND THE INDIVIDUAL.**
Invite individual reviewers to review multiple papers at once

Great! We have results.

Click the Assign button.
Invite individual reviewers to review multiple papers at once

Click the tick box or boxes to the left of each paper as appropriate

Click the Calendar button and indicate a due date for the review.

Click Save and Send Reviewer Email
Invite individual reviewers to review multiple papers at once

You can confirm your multiple papers assigned to individual reviewers by drilling into a paper and clicking on the Reviewer tab. The Sent column in the Reviewer List will be populated.