How to Submit a Course

Courses are half- or full-day opportunities for sociologists to gain new skills and knowledge. Topics and content should reflect the training sociologists need and seek. The following instructions walk through the process of submitting a course proposal.

1. Go to the online portal.

2. Sign in using your ASA username and password.

3. You will see your Submitter Menu below. Click on Submit or Edit a Proposal to continue.

4. You will see all of the submission options. Click on Submit a Course.
5. From there you will enter your course details. Please enter a title – with correct capitalization, spelling, and punctuation – along with a description. Because this is a training experience, the description should include the specific learning goals/objectives for the course and the material you will cover.

6. Click *Accept and Continue* when finished.
7. Next you will add and confirm Session Organizer and Presenter details for your proposed course. Your name is automatically added the Session Organizer. If there are other organizers, please enter them by typing their last name and clicking Search by Last Name (Step 1). All course participants must be confirmed before submission. When you are finished entering the Organizers and Presenters, click Accept and Continue.

8. Please review the information you have entered thus far. You may go back to any section to edit it.

9. You must upload a Preliminary Agenda and Presenter Qualifications as an attached document. Click Upload Proposal and attach your file. Click Accept and Continue when finished.
10. You will get a confirmation screen and a copy of the submission confirmation will be emailed to you. If you do not receive the email within 5-10 minutes, please check your junk/spam folder. Keep a copy of the email for your records.

11. After making a submission, you will see it listed on your Submission Menu. You may edit your submission until the deadline. If your submission is missing any required components, it will be noted as INCOMPLETE. Incomplete submissions are not considered.

Questions? Contact the ASA Meetings Team at meetings@asanet.org