

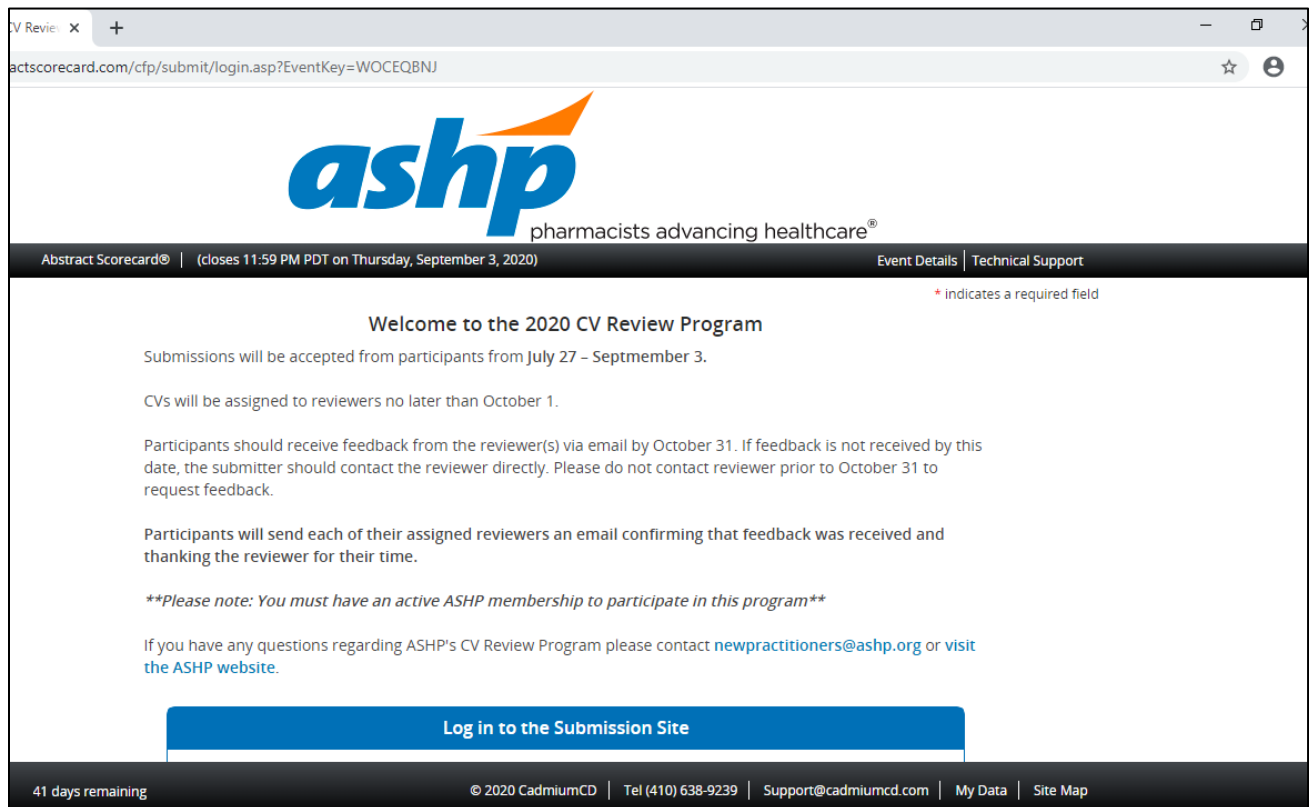
CV Review Program Guide – For CV Submitters

Logging in

Website: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ>

If this is your first time using the new platform, click on ‘Join Now’ to sign up as a new user.

If you are not a new CV Review Cadmium user, enter your email address and Access Key (password). If you do not remember your password, click on lost your access key.



The screenshot shows a web browser window displaying the ASHP CV Review Program login page. The browser's address bar shows the URL: [abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ](https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ). The page features the ASHP logo (pharmacists advancing healthcare®) and a navigation bar with links for 'Abstract Scorecard©', '(closes 11:59 PM PDT on Thursday, September 3, 2020)', 'Event Details', and 'Technical Support'. A red asterisk indicates a required field. The main content area is titled 'Welcome to the 2020 CV Review Program' and contains the following text: 'Submissions will be accepted from participants from July 27 – Septmber 3.', 'CVs will be assigned to reviewers no later than October 1.', 'Participants should receive feedback from the reviewer(s) via email by October 31. If feedback is not received by this date, the submitter should contact the reviewer directly. Please do not contact reviewer prior to October 31 to request feedback.', 'Participants will send each of their assigned reviewers an email confirming that feedback was received and thanking the reviewer for their time.', and a note: '**Please note: You must have an active ASHP membership to participate in this program**'. At the bottom of the main content area, there is a blue button labeled 'Log in to the Submission Site'. The footer of the page includes '41 days remaining', '© 2020 CadmiumCD', 'Tel (410) 638-9239', 'Support@cadmiumcd.com', 'My Data', and 'Site Map'.

Participants will send each of their assigned reviewers an email confirming that feedback was received and thanking the reviewer for their time.

****Please note: You must have an active ASHP membership to participate in this program****

If you have any questions regarding ASHP's CV Review Program please contact newpractitioners@ashp.org or visit [the ASHP website](#).

Log in to the Submission Site

<h4>New Users</h4> <p>Click 'Join Now' to begin your first submission.</p> <p>Join Now</p>	<h4>Already a User?</h4> <p>Email Address *</p> <input type="text" value="Email Address"/> <p>Access Key *</p> <input type="text" value="Access Key"/> Show <p>Lost your access key?</p> <p>Login</p>
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Questions? Organizer: Jennifer Tyra - jtyra@ashp.org

If you are a new user, you will be asked to enter profile information before continuing.

abstractscorecard.com/cfp/account/signup.asp?EventKey=NVVQWNVV

ashp

pharmacists advancing healthcare®

← Login Page | Abstract Scorecard® Event Details | Technical Support

ACCOUNT PROFILE Create Account

Please complete the information below and then press the 'Create Account' button.
You will be the contact person for all information that you submit using this account.

Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.

* indicates a required field

Personal Details	Mailing Address	Contact Details
Prefix * <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
First Name * <input type="text"/>	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>

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After you complete your profile information, or if you are a current user, the next step is to click on [+Click here to begin a new submission](#)

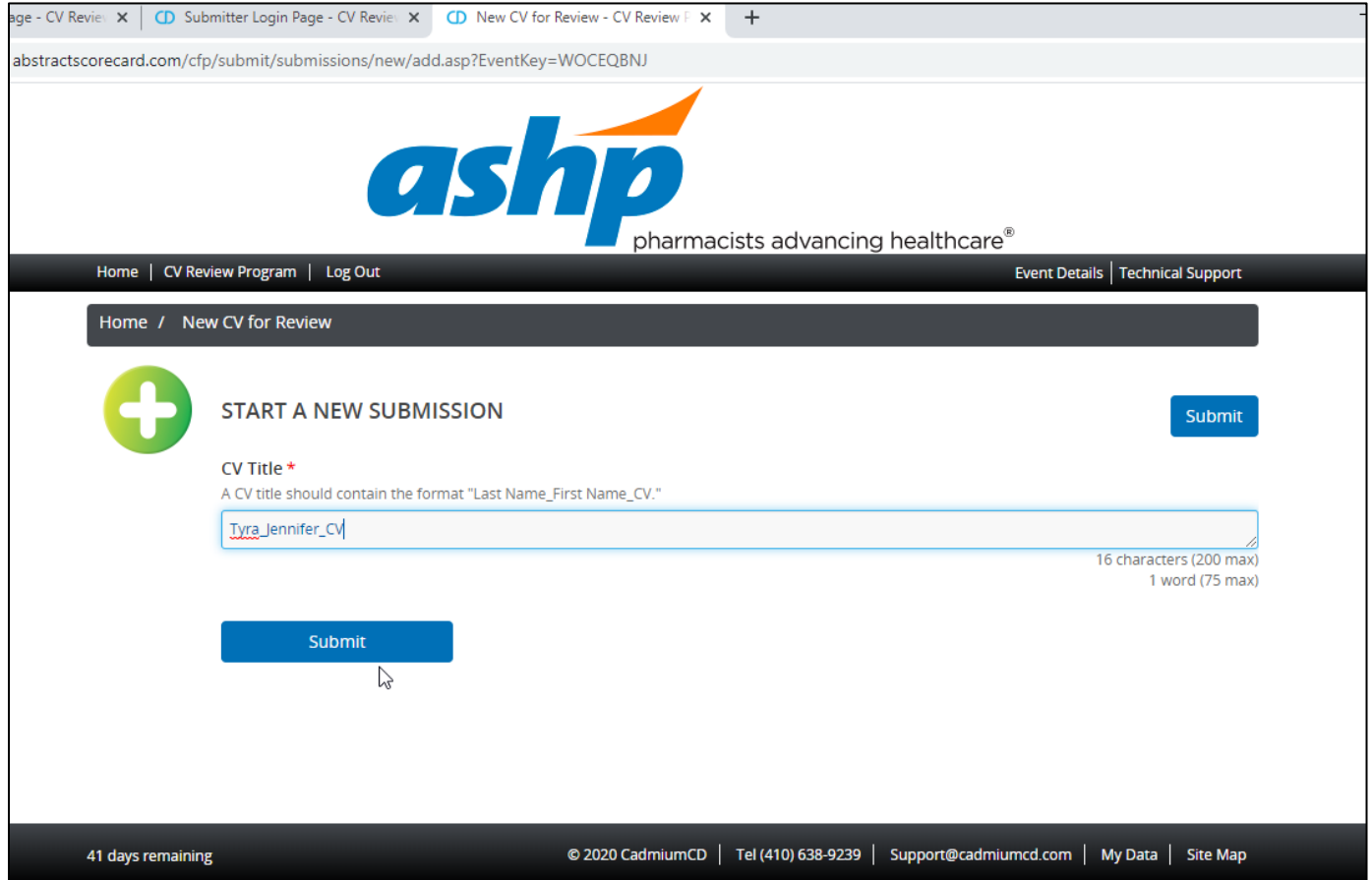
If you are a new or past user, this is where you submit your CV and information about yourself such as your interests in specific areas of specialty (i.e. Administrative Practice, Ambulatory Care) for this cycle only (i.e. Fall 2020).

If you are a past participant, you can view your previous submission, for Spring 2020. You cannot make changes, as it is complete and locked.

The screenshot shows the homepage of the stractscorecard.com website. The URL is stractscorecard.com/cfp/home.asp?EventKey=WOCEQBNJ. The website features a navigation bar with links for Home, CV Review Program, Log Out, Event Details, and Technical Support. The main content area is divided into three columns: Event Information, Your Profile, and Submit Feedback. The Event Information section includes details for the CV Review Program 2020 in the United States and a link to contact the event organizer. The Your Profile section shows the user's name as TEST Jennifer Tyra, with an affiliation of ASHP, 4 logins, and a link to view or edit the profile. The Submit Feedback section includes a message about welcoming feedback and a link to a feedback form. Below these sections is a 'CV FOR REVIEWS' section, which indicates that the user has 0 complete CVs for reviews, 1 incomplete CV for review, and 0 withdrawn CVs for reviews. A green plus icon and a link to 'Click here to begin a new cv for review' are present. Below this, a locked CV titled 'Tyra_Jennifer_CV' is shown with a status of 'Incomplete (CV for Review locked)' and a 'Preview CV for Review' button. The footer of the website displays '41 days remaining', copyright information for CadmiumCD, contact details, and links to My Data and Site Map.

Next step: Start a New Submission

Enter your CV name, click 'Submit'. See formatting below. (Last Name_First Name_CV)



The screenshot shows a web browser with three tabs: 'page - CV Review', 'Submitter Login Page - CV Review', and 'New CV for Review - CV Review'. The address bar shows the URL: `abstractscorecard.com/cfp/submit/submissions/new/add.asp?EventKey=WOCEQBNJ`. The page features the ASHP logo (pharmacists advancing healthcare) and navigation links for Home, CV Review Program, Log Out, Event Details, and Technical Support. A breadcrumb trail indicates 'Home / New CV for Review'. The main content area is titled 'START A NEW SUBMISSION' and includes a green plus icon, a blue 'Submit' button, and a form for 'CV Title *'. The form contains the text 'Tyra_Jennifer_CV' and a character/word count indicator: '16 characters (200 max)' and '1 word (75 max)'. A blue 'Submit' button is located below the form. The footer contains the text '41 days remaining', '© 2020 CadmiumCD', 'Tel (410) 638-9239', 'Support@cadmiumcd.com', 'My Data', and 'Site Map'.

Click 'Upload Curriculum Vitae'


Revie: x | Submitter Login Page - CV Revie: x | Task List for 'Tyra_Jennifer_CV' - C x +


tscorecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458

CV for Review Title: Tyra_Jennifer_CV

CV for Review ID: 919458
Proposal Category: Fall CV Submissions
CV for Review Status: Active

New cv for review was successfully added.

 **1. Upload Curriculum Vitae**
Click here to Upload Curriculum Vitae.


 **2. CV Submitter Information**
Click here to complete the CV Reviewer Information task.

[Save Submission](#)

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Click in box, or drag/drop your CV file into the box to upload your CV.

CV for Review Title: Tyra_Jennifer_CV

 EDIT UPLOAD CURRICULUM VITAE TASK FOR 'TYRA_JENNIFER... [Continue](#)

Please Upload Curriculum Vitae below. Please Note: CV must be submitted as a Word version with the following filing nomenclature: LastName_FirstName_CV (i.e. Smith_John_CV) to be accepted. * indicates a required field

Upload Curriculum Vitae *

Drop your file here to upload or click within to browse the files on your computer.

Uploaded File
No file has been uploaded yet

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You will see the name of the uploaded file. Click 'Continue'


Submitter Login Page - CV Review | Edit Upload Curriculum Vitae Task


card.com/cfp/tasks/upload/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50031

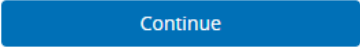
or Review Title: Tyra_Jennifer_CV

Drop your file here to upload or click within to browse the files on your computer.

Uploaded File

 TEST.docx
Jul 5th, 2020 @ 2:24 PM
0 x 0
11.5 KB





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Click on 'CV Submitter Information'. This is where you can enter information for the reviewer, such as your areas of interest, questions you have about your CV, etc.

Submitter Login Page - CV Review x Task List for Tyra_Jennifer_CV - C x +

ecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458

for Review Title: Tyra_Jennifer_CV



Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

[Edit Tyra Jennifer CV](#)

CV for Review ID: 919458
Proposal Category: Fall CV Submissions
CV for Review Status: Active

Upload Curriculum Vitae task was successfully completed on Friday, July 24, 2020, 2:25 PM

-  **1. Upload Curriculum Vitae**
Completed Friday, July 24, 2020, 2:25 PM
Click here to Upload Curriculum Vitae.
-  **2. CV Submitter Information**
Click here to complete the CV Reviewer Information task.

days remaining

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Please complete the questions on this page.

The screenshot shows a web browser window with three tabs: 'CV Review', 'Submitter Login Page - CV Review', and 'Edit CV Submitter Information Task'. The address bar shows the URL: `abstractscorecard.com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032`. The page header features the logo for 'pharmacists advancing healthcare' and navigation links for 'Home', 'CV Review Program', 'Log Out', 'Event Details', and 'Technical Support'. A dark banner below the header displays 'CV for Review Title: Tyra_Jennifer_CV'. A breadcrumb trail reads: 'Home / CV for Review / Tasks / Edit CV Submitter Information Task for 'Tyra_Jennifer_CV''. The main content area includes a clipboard icon, the title 'EDIT CV SUBMITTER INFORMATION TASK FOR 'TYRA_JENNIFE...', and a blue 'Continue' button. A light blue instruction box states: 'Please complete the required fields below.' with a note '* indicates a required field'. The first question is: '1 Please indicate your current professional background: *' with a sub-instruction 'Select One.' and a dropdown menu showing '-- Select one --'. The second question is: '2 Graduation Year for Pharm.D. Program (completed or anticipated): *' with a sub-instruction 'Please enter your graduation year below.' and an empty text input field. The footer contains '41 days remaining', '© 2020 CadmiumCD', 'Tel (410) 638-9239', 'Support@cadmiumcd.com', 'My Data', and 'Site Map'.

#5 and #6 are not required, but can be very helpful for the reviewer if you can share specific goals, plans, and/or questions.

Submitter Login Page - CV Review | Edit CV Submitter Information | +

card.com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032

or Review Title: Tyra_Jennifer_CV

5 Please provide a brief description explaining how you plan to use your CV, including short-term and long-term goals. This information will assist reviewers in evaluating your CV and help them provide the most relevant feedback.
**In your response, please do not use bullets or dashes.*

Plans for CV

Short-Term Goals

Long-Term Goals

6 If there is an area in which you would like your assigned reviewer(s) to provide specific feedback (i.e. I am most concerned with how information is listed under publications; I would like additional guidance on how to list my professional involvement; etc.), please include this information below.

7 Agreement *

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*Please note #7, this is required of all submitters.

I agree to send my assigned reviewer(s) an email that confirms that their feedback was received and thanks them for volunteering to review my CV.

Click 'Continue' at the bottom of the page when you are finished.

Submitter Login Page - CV Review x Edit CV Submitter Information Ta x +

com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032

Review Title: Tyra_Jennifer_CV

- ASHP Newslink, Newsletter, or E-mail
- ASHP Website
- ASHP Student Membership Campaign
- Social Media (Facebook, Twitter, LinkedIn, etc.)
- School/Student Society (SSHP)
- Word of Mouth
- Other (please explain below)

9 How did you hear about the CV Review Program? (other)
if you selected 'other' above, please type how you heard about the CV reviewer program here.

[Continue](#)

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Once you have submitted both your CV document, and the CV Submitter information, click 'Save Submission'


The screenshot shows a web browser window with two tabs: 'Submitter Login Page - CV Review' and 'Task List for Tyra_Jennifer_CV'. The address bar shows the URL: 'recard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458'. Below the browser window, a dark header bar contains the text 'V for Review Title: Tyra_Jennifer_CV'. The main content area features a grey box with a link 'Edit Tyra_Jennifer_CV' and details: 'CV for Review ID: 919458', 'Proposal Category: Fall CV Submissions', and 'CV for Review Status: Active'. A green success message states: 'CV Submitter Information task was successfully completed on Friday, July 24, 2020, 2:33 PM'. Below this, two tasks are listed: '1. Upload Curriculum Vitae' (completed Friday, July 24, 2020, 2:25 PM) and '2. CV Submitter Information' (completed Friday, July 24, 2020, 2:33 PM). A blue 'Save Submission' button is positioned at the bottom of the task list. The footer contains the text 'days remaining' on the left and '© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map' on the right.

You may preview your information, 'Click here for a preview of your cv for review' at the bottom of the screen. When you are ready to submit, click 'Submit' on the top right.

CV Review: x | Submitter Login Page - CV Review: x | Submit - CV Review Program - C x +


actscorecard.com/cfp/submit/submissions/submit.asp?EventKey=WOCEQBNJ&SubmissionID=919458


CV for Review Title: Tyra_Jennifer_CV

 **CV FOR REVIEW SUMMARY** [Submit](#)

[Edit Tyra Jennifer CV](#)
CV for Review ID: 919458
Proposal Category: Fall CV Submissions
CV for Review Status: Active

You have completed all the required tasks for this cv for review.
Use the "Submit" button to complete your cv for review.

 **1. Upload Curriculum Vitae**
Completed - Friday, July 24, 2020, 2:25 PM

 **2. CV Submitter Information**
Completed - Friday, July 24, 2020, 2:33 PM

[Click here for a preview of your cv for review.](#)

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You are finished! You can submit any feedback you have about the process using the Feedback form, as indicated below.

If you participated in a previous cycle, you might also see another review 'locked' (see is #1 below). The most current submission will say 'Status: Complete (Submitted Date/Time)', which is #2 in the image below.

You will also receive a confirmation email from: doNotReply@ConferenceAbstracts.com stating that your submission has been received.

The screenshot shows a web browser window with the URL actscorecard.com/cfp/home.asp?EventKey=WOCEQBNJ. The page header includes the event name "CV Review Program 2020", the user's name "TEST Jennfier Tyra", affiliation "ASHP", and login information. A green banner states "CV for Review successfully completed on Friday, July 24, 2020, 2:36 PM". Below this, a section titled "CV FOR REVIEWS" shows a list of two reviews. Review #1 is "Tyra_Jennifer_CV" with a status of "Incomplete (CV for Review locked)". Review #2 is "Tyra_Jennifer_CV" with a status of "Complete (Submitted 07/24/2020, 2:36 PM)". A blue circle highlights the "Feedback Form" link in the top right, with an arrow pointing to a handwritten note: "Thank you for completing your submission. We would love to hear your feedback on this system." The footer shows "41 days remaining" and contact information for CadmiumCD.

Any question related to the CV Review Program experience, please contact newpractitioners@ashp.org