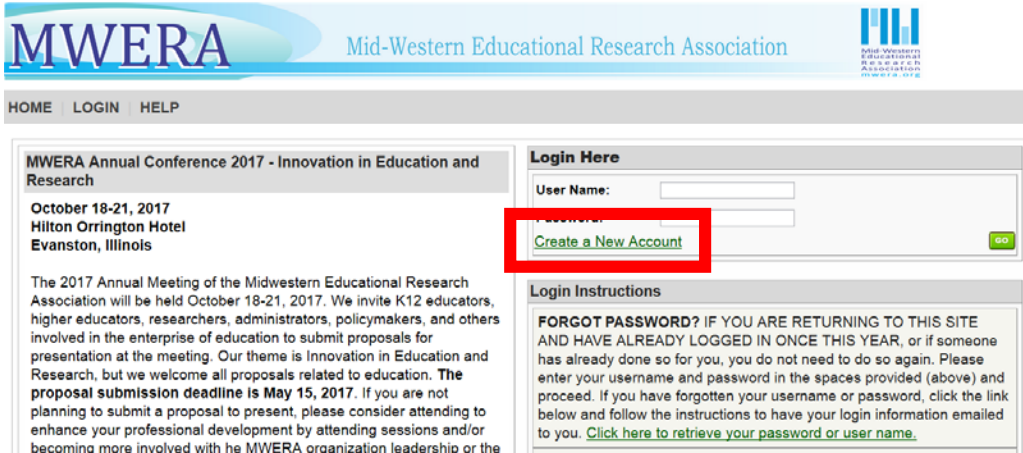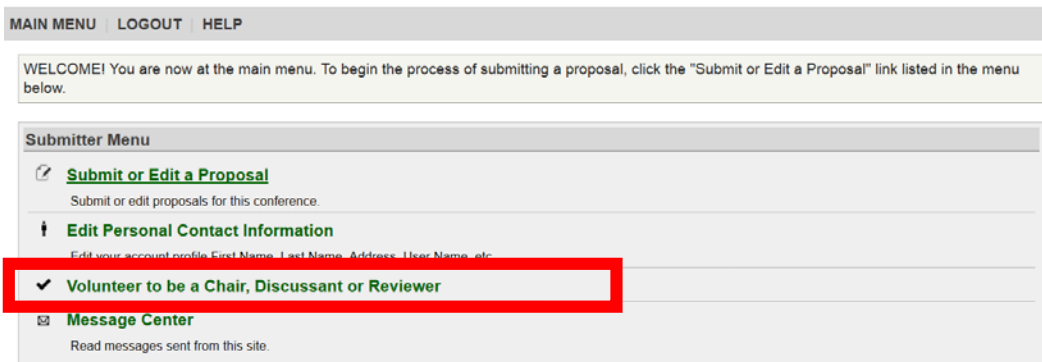1. Go to this website: https://convention2.allacademic.com/one/mwera/mwera17/ to create a new account. Everyone creates a new account in the system each year. Look to the right of the screen to find the "Login Here" box and click the link, "Create a New Account."

2. Once you have completed that process, you will be directed to the Main Menu page. Click the link that says "Volunteer to be a Chair, Discussant, or Reviewer" to go to the volunteer form.

3. If not already completed, complete the form with your name and contact information. Also, select three descriptors that best describe your areas of interest/expertise. Click "Accept and Continue" (bottom right corner of screen) to go to the next page.

4. You will see all of the MWERA Divisions listed. Scroll to find the division of your interest and check the box to sign up for the role you want (i.e., "Chair" or "Discussant" or "Reviewer") for those divisions. Try not to overcommit as a reviewer—you may be asked to review 3 or more papers per division. Scroll down to the bottom and click "Accept and Continue" (bottom right corner) to move the next page.

Volunteer		
- Select the Division(s) for which you are willing to review, then click the "Accept & Continue" button.		
MWERA		
Chair	Discussant	Reviewer
☑	☐	☐
A - Administration, Organization, & Leadership		
Chair	Discussant	Reviewer
☐	☐	☐
B - Curriculum Studies		
Chair	Discussant	Reviewer
☐	☑	☐
C - Learning and Instruction		
Chair	Discussant	Reviewer
☐	☐	☐
D - Measurement and Research Methodology		
Chair	Discussant	Reviewer
☐	☐	☐
E - Counseling & Human Development		
Chair	Discussant	Reviewer
☐	☐	☐
F - History & Historiography		
Chair	Discussant	Reviewer
☐	☐	☐

5. Next it shows you what you selected—verify that you selected the role(s) you want for the division(s) of your interest. If it is incorrect, click the "Edit" button (bottom left corner of screen) to go back and make changes. If it is correct, click "Accept and Continue" to submit your volunteer form to the system.

Volunteer Report			
Review the following volunteer registration information. To edit your profile, select "Edit Profile" located in the middle of right side. To edit your role, select "Edit" at the bottom middle of the page. **When you are finished, click "Accept and Continue" at the bottom right to save your work.**			
Unit/Sub Unit	**Chair**	**Discussant**	**Reviewer**
MWERA	X		
B - Curriculum Studies		X	
Summary:			
The X shows you are willing to serve as a Reviewer, Chair, or Discussant.			
	X	X	
To edit your current choice(s), click "Edit"			
Edit			Accept and Continue

Thanks again for your interest in MWERA and we look forward to working with you this year!