Once you have received your login details and you are ready to create your study:
- login to the system
- navigate to ‘Add New Study’
- select “Create a new study”

Choose which study option you want to use then click on the continue button
Fill in your study details and then click the add this study button

The study needs to be approved before it is active
Once “Add This Study” has been selected – an email notification will be generated to the administrator for review and approval

→ You can also view the status of your studies by selecting ‘My Studies’
Once your study has been approved, you will receive an email notification.

You can then go into your studies and make them ‘Active’ (if not done so already)

You have now successfully added a new study.

Please note, if the study name, abstract, description, eligibility requirements, duration, Credits or preparation value is changed, the study will need to be re-approved by the administrator before it is visible to participants.