



SUBMISSION PORTAL INSTRUCTIONS

1. Visit https://berylinstitute.smapply.io/prog/elevate_px_2022/
2. Click the green 'Register' button in the top right corner.
3. Create your account by entering your contact information and creating a password.
 - If you have an existing account from the previous Fluid Review site, you will receive a message that “An account with this email already exists.”
 - You can reset your password by clicking the reset password link or create a new account using a different email.
4. Check your inbox for an email with a confirmation link to verify your email address. You won't be able to submit an application until your email is verified.
5. Complete the steps in the email to confirm your email address.
6. The verification email will redirect you to the submission portal or you can visit https://berylinstitute.smapply.io/prog/elevate_px_2022/ at any time.
7. Log in to the site using your recently created account information.
8. Click the 'View Programs' button.
9. Select the 'More' button under Elevate PX 2022 for the submission portal.
10. Click the green 'Apply' button.

Note: If you would like to give someone else permission to access and edit the application, such as a co-presenter, please click the 'Add collaborator' button.
11. Complete the Submission Form.
12. Complete the Contact & Presenter Details Form.
13. Complete the Additional Information Form.
14. Click the green 'Review & Submit' button.
15. Review the information entered into both forms; you will not be able to edit the information once the application is submitted.
16. Click the green 'Submit Your Application' button to finish your application.
17. Check your email for confirmation email that your application has been submitted.