

## **Participant Pool Research Participation Sign-Up Instructions – Spring 2012**

*Additional instructions may be provided by your instructors.*

- 1. Go to <http://tufts.sona-systems.com> and click on the “New Participant?” link on the bottom left.** Make sure to use your tufts.edu email address when you register. You will receive your username and password via email within 10 minutes. If your email program has a mail filter, be sure to add sona-systems.net to your safe/unblocked list.
  
- 2. Log in and complete the pre-test questionnaire.** When you log in for the first time, you will immediately be taken to the pre-test questionnaire. This is a 30-minute on-line questionnaire used to determine eligibility for studies during the semester. You do not have to complete it immediately, but you will not be able to search and sign up for studies until you do. You must complete the questionnaire in one sitting—you cannot save your work and come back to it another time—so make sure not to start the questionnaire without setting aside enough time to finish it. *The deadline for completing this pre-test questionnaire is Monday 2/6.* For any question, you may check the box that reads “I prefer not to provide an answer.” You must answer the question or click this box for each question to complete it. Keep in mind that the more questions you answer, the more studies for which you will likely be eligible to sign up during the semester.
  
- 3. Go to “My Profile.”** Use this option to change your password or to add a secondary, non-Tufts email address at which you would like to receive messages. If at any time you forget your password, follow the appropriate link on the main page of the site.
  
- 4. Note your participant identity code.** After your name, the next item of information listed at the top of “my profile” is your randomly assigned identity code. In order to preserve your anonymity as a research participant, you will only be known to researchers by this unique numeric ID code. This ID code should also appear in all emails you receive from the system. Please make a note of this number as you will need to bring it with you to all studies (and anytime you communicate with researchers about a study). You should, however, use your normal log-in username to log in to the website.
  
- 5. You are now ready to sign up for experiments.** Each experiment has a randomly assigned crayon color name used to identify it. Keep in mind that some experiments list specific requirements, such as “must not have previously participated in ‘Brick Red.’” The website will simply not let you sign up for a study for which you are not eligible. Also, consistent with departmental policy, the site will not allow you to cancel a session for which you have signed up less than 24 hours ahead of time. *Remember, if you fail to show up for two of the studies for which you sign up, the system will lock you out and you will not be able to sign up for additional studies this semester.*
  
- 6. Within 24 hours of participating in a study, your account should be updated to reflect the credit you earned.** If it has been 24 hours and you do not see a credit posted for a study you were in, you should get in touch with the contact person for that study.