



what is it?

eSelect is a module that handles submission and selection processes. The module is popularly used for:

- Abstract management
- Session and topic submissions (call for papers)
- Poster, bookcover, and essay contest submissions and judging
- Award nominations and judging
- Volunteer and leader nominations & submission processes
- Speaker management

how does it work?

eSelect is a module that is part of the etouches' +Plus Program of products that can be added to the etouches Quad or Pro product lines to add more sophisticated submission and selection capabilities. eSelect has been designed to work with eReg to allow you to offer comprehensive speaker management and ecommerce capabilities. Once enabled, eSelect is accessed from the etouches' administration portal and provides an easy-to-use interface in which to design your submission website and processes.

eSelect is divided in three parts for ease of understanding:

- submission rules and workflow design
- review rules and workflow design
- administrative configuration and management

Submission Rules & Workflow Design

etouches approaches eSelect from the idea that there is a role of "submitter", i.e. a person that is the individual applying for an award, a speaking slot, the publication of a paper, etc. This person will access eSelect from a website that can carry its own look and feel, or use the look and feel that was set up in eReg for a particular event. Setting the submission rules and workflow design includes deciding what the submission website experience will be, inclusive of the look/feel, navigation, content and how/when you wish the submitter to begin to enter his/her submission. All of these decisions can then be configured in the "My Website" tab which governs the eSelect public-facing website and works in a similar manner to eHome.

The Facts:

- Works with etouches Quad or Pro Lines
- Allows organizations to easily handle any selection process:
 - abstracts
 - speakers
 - sessions
 - poster contests
 - awards
 - volunteers
- Automatically convert selected submissions & speakers into sessions within eReg for easy event scheduling & speaker management

Simplify the complex processes involved in abstract & speaker management.

eSelect offers the flexibility you need to handle any selection process with ease!

Once the rules have been decided, they can be configured in the Submission Question section which allows you to add as many questions as necessary, along with selecting how information can be collected: via upload, checkbox, multi-select, essay format, etc. The flexibility of the Submission Question section provides the power to design the workflow process exactly as you wish.

The submitter is able to start, modify and view status of submissions through his/her own profile which is accessible through the eSelect public-facing website. Once logged in using login credentials chosen by the submitter, he/she will be able to effectively manage their own submissions and return to finish incomplete submissions or make modifications.

Reviewer Rules & Workflow Design

The second part of eSelect allows you to configure the rules for reviewers of submissions. Your selection process may require you to have a panel of reviewers as well as a “super” reviewer, all of which is possible to do with point-and-click configuration in eSelect.

Reviewers use the same eSelect public-facing website to log into their personal profile where they will find assigned submissions awaiting their review. The review process can be set up to allow for a variety of types of review process: by numeric ranking, by voting, and by weighted rank.

Administrative Configuration & Management Tools

The administrator of eSelect has the ability to design and configure the submitter and reviewer workflow processes, as well as the eSelect website. Using point-and-click configuration, the administrator can decide what navigation to use, where to add in buttons to allow submitters and reviewers to log in and more.

Aside from configuration, the administrator has the ability to manage both the submitters and the reviewers and can decide at which point in the process that emails should be sent to open the submission process, invite reviewers in for the evaluation period, etc. The administrator has total control over how they want the eSelect website to work with their overall event eHome and eReg websites and can choose to add in social media capabilities such as Twitter and YouTube.

Administrators also have the ability to assign selected submitters to speakers that are then stored in eReg. Additionally, administrators can auto-convert submissions into sessions. This unique feature of eSelect is a tremendous timesaver and eliminates the need to type in speaker information into the speaker database and session information into the agenda/schedule. This information can then be easily displayed in eHome and/or in eSocial.

What We Love:

- eSelect website feature works just like eHome
- Summary report that gives at-a-glance stats on complete & incomplete submissions
- Reporting that uses filters to get the exact report you need
- Flexibility to automatically assign submissions by topic to a group of reviewers, and/or assign specific submissions to a specific reviewer

Save time in handling complex selection processes and get clean, precise reports that keep you organized and one, up-to-date schedule that includes speakers!