

SETTING UP A STUDY

1. Log in. Please remember your user ID is not necessarily the same as your email address. You can have this and a reset password link emailed to you if you forget using the forgotten password link.
2. On the front page, go to ‘**+Create a new study**’ under ‘Add New Study’
3. Select the type of study. Usually the studies will be Standard studies,
4. After pressing “**Continue**”, enter the basic study information. In the payment section, simply put in a range of possible earnings if they will differ between participants. If you wish to explain the payment logic, please type this into the description boxes instead.
5. Ensure that your name is selected as researcher.
6. Please MAKE SURE you press **YES** on both **Approved?** and on **Active Study?** as otherwise your study will not show up for participants!
7. ‘**Add This study**’ OR continue below to Advanced Settings
8. You can specify studies that a participant must have/not participated in to be eligible for your study.
9. You can specify the deadline for sign-ups and cancellations, the default is set at 24 hours.
10. ‘**Add This study**’

ADDING TIMESLOTS FOR YOUR STUDY

1. Straight from creating the study: Click on ‘**Study Menu**’, and find ‘**View/administer Timeslots**’
2. From the Sona front page: Click on ‘**View and edit your studies**’ under My Studies, click on study menu, and find ‘**View/administer Timeslots**’
3. Press ‘+ **Add A Timeslot**’
4. Choose the date and the time. The end time will automatically be the time you registered down for the Study. Please use the ‘**View Schedule**’ button to check if the lab is free on the dates and times you intend to book.
5. Add the number of participants you need (NB. For one timeslots only, so if you are carrying out this experiment more than once, this number should be the number of participants in one session only, not the total needed). Also keep in mind ACT has space for a maximum of 20 participants at any one time.
6. Select location → ACT (H0.29)
7. ‘**Add This Timeslot**’. If the date and time you specified have been booked, the system will inform you of this.