

## Instructions for Track Chairs

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If you did not receive an email notifying you of receipt of a submission for your track, follow these instructions:

1. Log into your Digital Commons account.
2. Click on “My Account.”
3. You should be taken to a screen where you will see a section entitled “Atlantic Marketing Association Proceedings.”
4. Under this section, click on “Manage Abstracts/papers.”
5. The next screen should list the papers that have been received for your track.
6. Click on the title of a submission.
7. On the next screen which shows “Submission Metadata” about half-way down the page, there is a Reviewers link on the left-hand side of the screen.
8. Under “Suggest Reviewers”, you may enter a new reviewer, choose from a Master List of Reviewers or from an Author List.
9. Continuing along this process, Digital Commons will send a request to review to potential reviewers.

If you have trouble with any of this process, please be sure to let me, Laura Robinson ([lrobin39@kennesaw.edu](mailto:lrobin39@kennesaw.edu)), or Aajay Murphy ([amurph18@kennesaw.edu](mailto:amurph18@kennesaw.edu)) know so that we can assist you.”