

# PARTICIPANT BASIC INSTRUCTIONS

**\*If upon reading this documentation you still have questions, please read the complete system instruction document available at: [www.marketing.pamplin.vt.edu/research/student.htm](http://www.marketing.pamplin.vt.edu/research/student.htm)**

## Getting Started - Requesting an Account

Please go to: <http://vt-marketing.sona-systems.com/>  
And click the “New Participant” link on the bottom left.

Once you fill in the form, your ID and Password will be automatically sent to your email address.  
You can then go to: <http://vt-marketing.sona-systems.com/> and login.

You can change your default password once you log in (see complete system documentation for details).

## Signing up for Studies

Once you log in for the first time, you will be asked to complete a pretest question and indicate your gender. Please help administer the system properly by answering this question. You will only have to fill this in one time.

Once you have logged in, you can click the “Study Sign Up” button.

You will be shown all the studies available on the system that you are eligible to complete.

Click the link to any study to see the time slots available, and click the “Sign Up” button next to the study, date, and time you’d like to sign up for.

**\*\*PLEASE PAY ATTENTION TO ANY RESTRICTIONS NOTED ON THE STUDY AND MAKE SURE YOU QUALIFY BEFORE SIGNING UP\*\***

## Viewing my Schedule, Credits, and Canceling a Sign-Up

To view your schedule and credits click the link for “My schedule/Credits”.

You will also receive an automatic email the night before the study to remind you of your participation.

If you need to cancel a timeslot you have registered for click the link for “My Schedule/Credits” and click on that study/timeslot. Click the “Cancel” button if available.

**\*\*SOME STUDIES MAY HAVE A TIMELINE RESTRICTION WHERE YOU CAN ONLY MAKE CHANGES TO YOUR PARTICIPATION (SIGN UP/CANCEL) WITHIN A GIVEN TIMEFRAME, E.G., 24 HOURS BEFORE THE STUDY\*\***

## Online Studies

Most studies will be conducted at the Pamplin Behavioral lab in room 3003.

Some studies might be conducted online. You will sign up the same way you would a regular study, except rather than a timeslot, you will receive a deadline.

**\*\*IT IS BEST IF YOU COMPLETE THE ONLINE STUDY AS SOON AFTER YOU SIGN UP AS POSSIBLE\*\***

Online studies carry the same credit as regular studies.

You will have to finish the study in one sitting, so make sure you have set aside enough time and are not being distracted. It is best to complete these in a quiet environment and when you are on your own.