



ASHE

ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

2021 ASHE Conference Portal Volunteer Guide

In this guide, you'll find:

- Overall Notes
- Navigating To The ASHE Conference Portal
- Logging In
- Applying To Volunteer
 - Chair
 - Discussant
 - Reviewer

If you have questions about the proposal system, contact the ASHE Office:

- conference@ashe.ws
- (702) 895-2737

OVERALL NOTES

The ASHE Conference Portal, which is software designed by All Academic, can be accessed via the ASHE website: www.ashe.ws/conference. This is the system where proposals can be submitted; members can volunteer to be a reviewer, chair, and/or discussant; reviewers will complete reviews; reviewer feedback will be available to authors in early July; the final conference schedule will be posted; research and scholarly paper authors will upload their final papers; and discussants and chairs will be able to access papers for their sessions.

Once you are on a page for 60 minutes with no activity, be aware of the timer in the upper right corner. If you time out, none of your progress or changes will be saved. There is a timer refresh button in the top right corner that you can click to reset the timer.

Use the navigation menu under the ASHE logo to move around in the system. Do not use the back button on your browser!

NAVIGATING TO THE ASHE CONFERENCE PORTAL

Go to www.ashe.ws/volunteers.

Click the blue "ASHE Conference Portal" button.

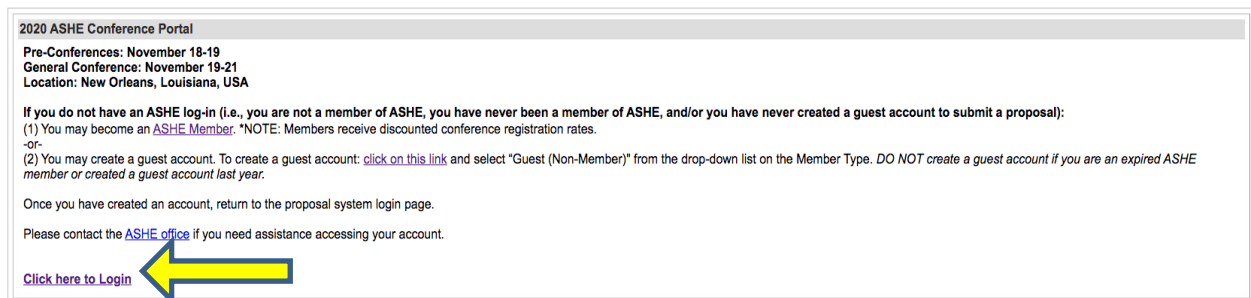
LOGGING IN

If you have an ASHE Log-In (ASHE Members, Former Members, And Those With A Guest Account)

To access the ASHE Conference Portal, use your ASHE login credentials. All authors will need an ASHE account to be added to proposals in the system (e.g., the author submitting the proposal will search the system for co-authors to add).*

Note: If you already have an ASHE account (either as a current or expired member or a guest account), do not create a new account as the system will likely suspend all of your accounts. If you have questions or need help accessing your account, please contact the ASHE Office.

1. Click "Click here to Login" link at the bottom right side of the page.



2020 ASHE Conference Portal

Pre-Conferences: November 18-19
General Conference: November 19-21
Location: New Orleans, Louisiana, USA

If you do not have an ASHE log-in (i.e., you are not a member of ASHE, you have never been a member of ASHE, and/or you have never created a guest account to submit a proposal):

(1) You may become an [ASHE Member](#). *NOTE: Members receive discounted conference registration rates.

-or-

(2) You may create a guest account. To create a guest account: [click on this link](#) and select "Guest (Non-Member)" from the drop-down list on the Member Type. *DO NOT create a guest account if you are an expired ASHE member or created a guest account last year.*

Once you have created an account, return to the proposal system login page.

Please contact the [ASHE office](#) if you need assistance accessing your account.

[Click here to Login](#)

2. Once you click "Click here to login" you will be redirected to the ASHE member login webpage.
3. Use your ASHE username and password to login. If you forgot your password or username, you can select "Forgot your password?" If you have issues logging in, DO NOT create a new account. Contact the ASHE Office (office@ashe.ws; 702.895.2737) for assistance.

LOGGING IN: IF YOU DO NOT HAVE AN ASHE LOG-IN
(Never an ASHE member and never created a guest account)

NOTE: Only current ASHE members are eligible to serve in conference volunteer roles. As such, the option to volunteer will not appear for expired members or Guest members.

If you do not have an ASHE account—meaning you’ve never had an ASHE membership or guest account, you may become an ASHE member; more information can be found at www.ashe.ws/membership.

****DO NOT create a guest account if you are an expired ASHE member or created a guest account in previous years.** Please contact the [ASHE Office](#) if you need assistance accessing your account.**

*Please note that it can take 10-60 minutes for a new account to flow from the ASHE membership system to the ASHE Conference Portal. As such, we encourage submitters who have co-authors who are not ASHE members, who were never ASHE members, and who do not have a Guest account to become a member or create a guest account well in advance of the proposal submission deadline.

You may either become an ASHE Member - OR - create a Guest Non-Member Account.

You do not have to pay for an ASHE membership to submit a proposal, but you must create an account to be recognized in the ASHE Conference Portal.

VOLUNTEERING FOR THE 2021 ASHE CONFERENCE

Reviewers

Reviewers are needed to evaluate proposals in all conference sections. Reviewers ensure the quality and integrity of the conference program. Ideally, they also provide ASHE members a valuable service by providing concrete feedback on their work, regardless of whether or not a paper is accepted to the conference. The Program Committee will make every effort to ensure that reviewers receive proposals related to their area(s) of expertise in topic and/or method. At times, however, reviewers may be assigned as a “higher education generalist” reviewer who understands the general context of higher education and research methods, but may not have expertise in the specific topic or method. Ideally, at least two of the three assigned reviewers will have knowledge in the topic and/or method, if not all three.

Interactive Symposia, Self-Designed Paper Sessions, Research Papers, Scholarly Papers, and PVDS sessions will be assigned 3 reviewers, at least 2 doctoral/terminal degree holders (e.g. PhD, EdD, JD, etc.) and no more than one doctoral candidate. Roundtables and Posters sessions will be assigned 2 reviewers, with at least 1 doctoral/terminal degree holder and no more than to 2 graduate students. As such, all ASHE members may apply to be a reviewer.

Session Chairs and Discussants

The program committee will assign session chairs and discussants to each research and scholarly paper session. Web-based training will be offered leading up to the Conference.

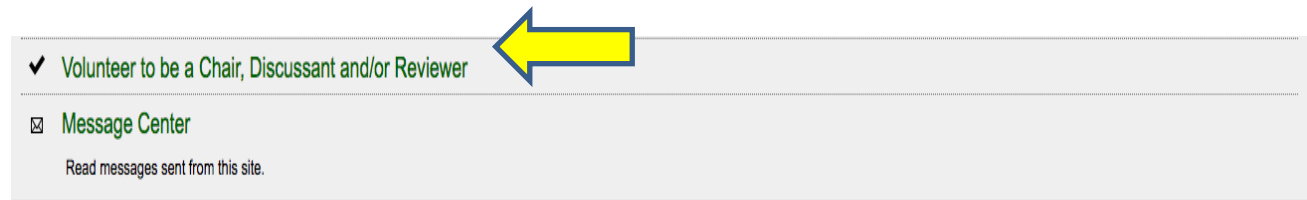
Session Chairs facilitate the session by introducing speakers, keeping time, and moderating post-presentation discussion. Prior to the conference, chairs should coordinate communication among the presenters and ensure that authors have uploaded the papers to the ASHE Conference Portal on time. Chairs do not need to be a doctoral/terminal degree holder; this is especially a great volunteer opportunity for

graduate students.

Discussants play an integral role in the quality of the annual conference. They read the papers in advance of the conference, provide oral and written feedback to authors at the session, and offer comments that inform and integrate the papers in the larger session. The discussant's comments should last about ten minutes. Critiques of individual papers should be framed constructively to assist the author(s) with revisions for publication. Discussant comments are most helpful when they integrate and emphasize how the paper topics, theories, study designs, and methods reveal or obscure important knowledge or ways of understanding key issues in the field. Discussants must be a doctoral/terminal degree holder.

APPLYING TO VOLUNTEER

1. Once logged in, click the “Volunteer to be a Chair, Discussant and/or Reviewer” link



✓ Volunteer to be a Chair, Discussant and/or Reviewer

☑ Message Center
Read messages sent from this site.

2. Review the auto-filled “Personal Information”

Personal Information

Please fill out all personal information in the fields provided.

NOTE: If any information provided below is incorrect, you can update this information in the "My Profile" tab in your ASHE account. You can access your account by logging into the ASHE website: <https://www.ashe.ws/login.asp>

The ASHE Volunteer Guide can be accessed via the following link:

First Name
James

Middle Name
E

Last Name
Hines

Email Address
james@ashe.ws

Affiliation
Association for the Study of Higher Education

Highest Degree
MA/MS

Faculty Rank
No Rank

NOTE: If the personal information is incorrect, log in to your ASHE account ([ashe.ws/login.asp](https://www.ashe.ws/login.asp)) to update your personal information through the “My Profile” tab.

3. Input or update your Recent Work and Research Expertise

***Recent Work**

Hines, J. E., Calica, M., & Lough, N. (2019). Finding Common Ground for Improved Well-Being: Investigating Best Practices for Positive Student-Athlete and Faculty Interaction. Applied Sport Management Association 2019, Nashville, TN.

Hines, J. E., & Lough, N. (2018, March 3). A higher power: Review of the Youngstown State University and Ma'lik Richmond case. Sport and Recreation Law Association Conference 2018, San Antonio, TX.

***Research Expertise**

Please check all that apply.

Community Engaged Research and/or Participatory Action Research

Historical

Legal

Literature Reviews

Mixed Methods

Philosophical

Qualitative

Quantitative

Other

Other Research Expertise

Quantitative Areas of Expertise

If you selected "Quantitative" as a research qualification, please check all areas of expertise that apply.

Correlation/Regression/ANOVA

Data Analytic

Experiments

Multi-level Modeling

Quasi-Experimental

Structural Equation Modeling

Other

Other Quantitative Areas of Expertise

Qualitative Areas of Expertise

If you selected "Qualitative" as a research qualification, please check all areas of expertise that apply.

Case Study

Ethnography

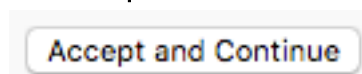
Grounded Theory

Narrative

Phenomenology

Other

4. Click "Accept and Continue"



5. On the Volunteer Menu page, select your desired role(s):

- To apply to volunteer as a Chair, click the check box for the section and/or pre-conference forum
- To apply to volunteer as a Discussant, click the check box for the section and/or pre-conference forum

- To apply to volunteer as a Reviewer, enter the number of reviews you would like to complete for a section and/or pre-conference forum.

NOTE: The maximum number of reviews you are allowed to apply for across all sections and pre-conferences is 18. In previous years, the average number of reviews assigned was 8. The Program Committee will make an effort to limit the number of reviews a reviewer may be assigned to a maximum of 12 total across all sections and pre-conferences.

Contexts, Foundations, & Methods		
Chair	Discussant	Reviewer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="5"/>
Faculty, Academic, Administrative, & Classified Staff		
Chair	Discussant	Reviewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Graduate & Professional Education & Students		
Chair	Discussant	Reviewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>
International Higher Education		
Chair	Discussant	Reviewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Organization, Administration, & Leadership		
Chair	Discussant	Reviewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2"/>

- Once you have selected your desired roles and number of reviews per section, click "Accept and Continue"

- On the "Volunteer Report" page, **review your volunteer choices**
If you need to change any of your choices click the "Edit" button on the left side of the webpage and make the adjustments and repeat the process listed above

Volunteer Report

Review your selections. To edit your choices, click the "Edit" button located at the bottom of the page. **To save your choices, click "Accept and Continue" at the bottom right.**

Unit/Sub Section	Chair	Discussant	Reviewer
Contexts, Foundations, & Methods	X	X	5
Graduate & Professional Education & Students			1
Organization, Administration, & Leadership			2
Summary:			
	X	X	8

To edit your current choice(s), click "Edit"

← Click Here to edit
Click Here to submit →

- Once you are satisfied with your volunteer role choices, click "Accept and Continue"

You will then reach a volunteer confirmation page and receive a volunteer confirmation email.

EDITING YOUR VOLUNTEER APPLICATION

Repeat the steps above to update or change your volunteer choices after you have received your confirmation email