

How to Sign Up and Participate in Psychology Experiments

1. Go to the web site <https://gsw.sona-systems.com>. It looks like the following screenshot.

The screenshot shows the login page for the Research Management System at Georgia Southwestern State University. The page has a blue header with the university logo on the left and a banner for the Department of Psychology and Sociology. Below the banner, there is a login form with a blue header that says 'RESEARCH MANAGEMENT SYSTEM'. The form includes fields for 'User ID' and 'Password', a green 'Log In' button, and a 'Request Account' button highlighted with a red square. A 'Forgot Password?' link is also visible. The footer contains contact information and copyright details.

2. Click on the “[Request Account](#)” link (see the red square above).

3. Enter your personal information on the “Request an Account” page, such as your first and last name.

4. Register with an email address that you use frequently, such as a personal email address. This information is critical because the login information will be sent to this email address.

Important: It must be an email address that you use on a regular basis. This email address will be used to send important information, such as the login information and appointment reminders. The address does not need to be your student email address.

Important: Make sure that you enter your email address correctly when you register. Student email addresses should have radar.gsw.edu to the right of the @ symbol. An example would be jdoe3@radar.gsw.edu. Examples of incorrect student email addresses are radar.com or radar.edu. SONA will not be able to send your login information if you register with an incorrect email address.

5. The SONA registration will also ask you to select the course that you are enrolled in. The participation credit information will be sent to the professor of this course at the end of the semester.

Important: Select the correct class. You might not receive credit if you select the wrong class. Don't select classes that you are not enrolled in.

Important: Select only one course for credit if there are two or more courses that are

eligible for credit. Decide which course is the most important for receiving credit. If you feel that credit for two or more courses is justified, discuss the situation with your professor.

6. Click the “Request Account” button at the bottom of the page. Your user name information and an automatically generated password will be sent to your email address.
7. Check your email for the log in information. Be patient because the email from SONA with the log in information might take a few minutes to arrive.
8. Go back to the SONA web site at <https://gsw.sona-systems.com>. Log in with your new SONA user name and password.
9. Click on the “view available studies” button.

Study Sign-Up

[VIEW AVAILABLE STUDIES](#)

My Schedule & Credits

- View or cancel my study appointments
- ★ View studies I've participated in, and see if credit has been granted
- ★ View other Credits I've earned

Credits Overview

0 Earned

0 Pending

1 Required

Upcoming Appointments

10. SONA will list all of the available research projects under the “Study sign-up” link. Clicking on this link will bring up a screen that looks something like this:

Currently Viewing: All Studies

View studies with available timeslots on : Saturday, November 8, 2014 GO

Available?	Study Information	Eligibility
Timeslots Available	Experiences with Nature and Ecological Conceptual Knowledge (Online Study)	

11. Select a study that you want to participate in by clicking on the “timeslots available” button. Once you find a time that works for you, click on the “Sign Up” button.

12. After registration, SONA will provide specific information about how to participate in the survey or experiment.

- Online surveys or experiments: A web link will be given for participating in an online survey. SONA might call this a “time slot” or “appointment”, but it is more accurately understood as a deadline for completing an online study.
- Laboratory-based experiments: The experiment information will include the testing room. These will typically be located on the second floor of Health and Human Sciences #2 (sometimes called Carter 2 or the Psychology/Sociology Building). The psychology testing rooms are located in between the offices of some faculty members.

13. The SONA system will send you a reminder via email the day before your appointment. These messages are usually sent a few minutes after 5:00pm eastern time.

If you need to cancel, you can log into SONA and cancel up until 5:00pm of the day before the experiment.

The sign-up availability for laboratory-based experiments usually closes at 5:00pm the day before the experiment. This sign-up deadline helps the experimenters plan for their upcoming appointments.

14. After the experiment, the SONA web site can provide information about whether or not you’ve received credit for participation. An email will be sent that confirms the credit. It might take a few days if the credit must be manually entered into the system by the experimenter.

If you have problems, please contact the SONA administrator (Gary Fisk) by email at gary.fisk@gsw.edu.