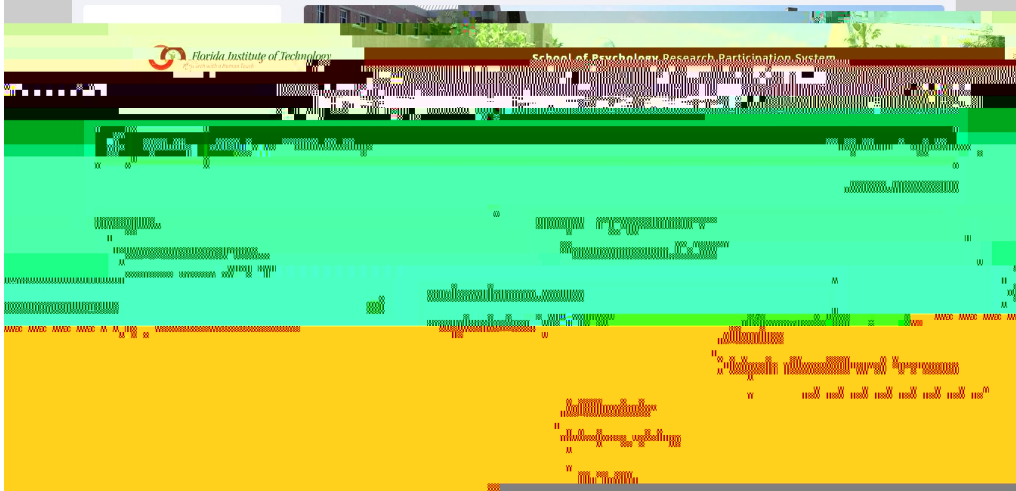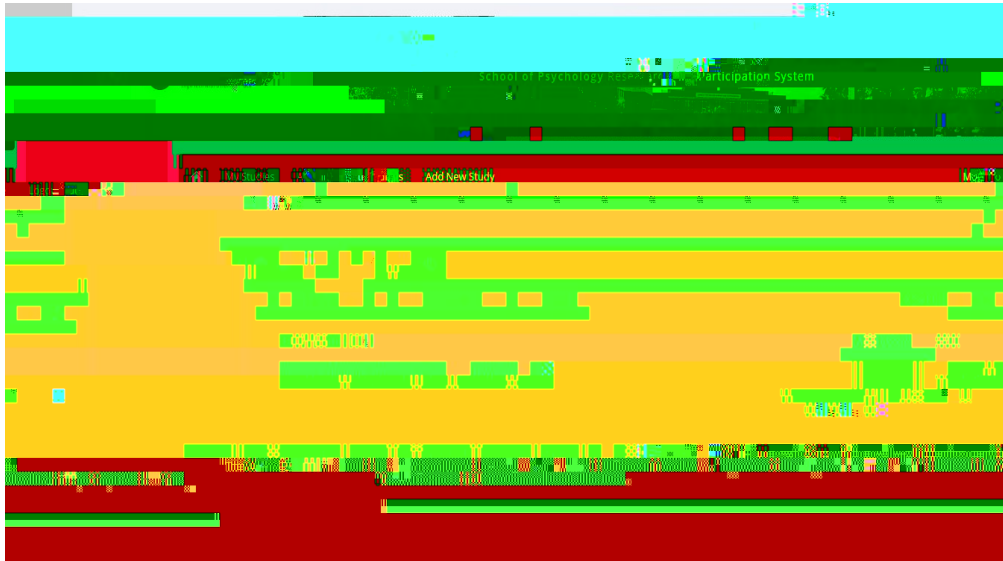Log into Sona Systems (http://floridatech.sona-systems.com). If you do not have a Researcher account, see "Requesting a Researcher Account."
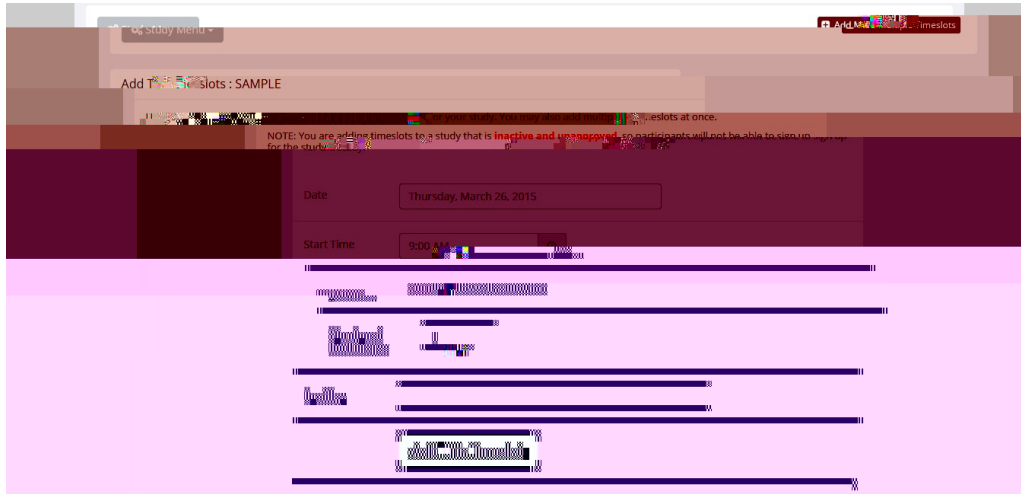
- Click on *My Studies.*

- Study must be approved – look for the check mark.

- Click on *Timeslots* and *Add a timeslot.*
- Select a date, a time, a number of participants that you can have at any one time, and a location.

- Click *Add This Timeslot.*

- Students can now see your study and information that you entered under *Available Studies.*

- Once a student has signed up, his/her name will show up. Next to the name, it will say *Awaiting action*, which will become bold once the study has passed.

- Assign credit within 24 hours. See "Crediting Participants for On-Campus Studies."