

## **Mentor Instructions for Approving Abstracts**

1. Sign into Pirateport
2. Go to the “My Apps” tab at the top of the page and click the “Student Abstract Submission” icon.
3. On the “Abstract Approval” screen, select the abstracts that need to be approved or rejected.
4. If abstracts are rejected, please enter comments.
5. If there is any part of the Abstract Submission form that needs correcting/editing, you may send the abstract back to the student for corrections (through multiple cycles if necessary), but once the abstract is acceptable to you, you must click on the “Approved” button to officially submit the abstract to RCAW.
6. After carefully confirming that the abstract, title, authors, etc. are as you need them to be, you must click on the “Accept Abstract” button on the student’s abstract submission form by the Abstract Submission deadline date in order for the student to present at RCAW before the RCAW submission deadline.