

# CCSubmit Help

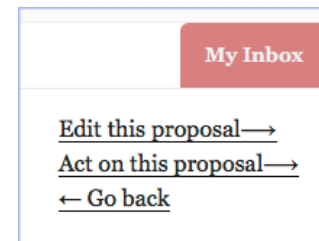
## General

CCSubmit is HILR's system for submitting, reviewing, editing, and publishing course proposals.

- HILR Members can **submit** their proposals by going to [ccsubmit.com](https://ccsubmit.com).
- Proposals that are not complete may be saved as **drafts**. Drafts do not enter the proposal workflow until they are submitted.
- Members of the Curriculum Committee can **log in** to the system by going to [ccsubmit.com/cc](https://ccsubmit.com/cc). If you have a problem logging in, please contact one of the Curriculum Committee co-chairs or Steven Cabral.
- To ensure that you receive emails from CCSubmit, please add this address to your email address book (called Contacts in some email systems):

[hilradmin@ccsubmit.com](mailto:hilradmin@ccsubmit.com)

- If you are viewing a proposal, and want to act on it, check out the links at the top left of the screen. For example, there may be a link to [Edit this proposal](#), or to [Act on this proposal](#). These links will take you to the correct screen.
- If you have difficulties, or don't know how to accomplish something, please ask the co-chairs or email [Dick Rubinstein](mailto:Dick.Rubinstein). Please don't struggle.



## Views of Proposals

How a proposal is presented on the screen is determined by how you get to it. To say this another way, the activity you're performing on a proposal determines how you view it. There are three views:

1. Commenting on a proposal: Read the proposal and previous comments, then add your own.
2. Editing a proposal: If you're the sponsor or co-chair, you can make changes to the proposal content.
3. Acting on a proposal: You can move a proposal to the next step in the workflow, for example, you can send it to the co-chairs to be voted upon.

## Committee Members

When a proposal is assigned to you as the Sponsor, you will receive an email from the system. Your proposals, when they are under review or require your action, will be in your **Inbox** on CCSubmit. Other proposals that may need your attention are under **Active Proposals**. Once proposals start to be submitted, you should log into CCSubmit at least daily, check on the proposals you Sponsor, and also provide review comments for all other **Proposals Under Review**. Note that to provide review comments, you must access the proposal through the **Proposals Under Review** tab. Prior to a meeting, please review **Proposals Ready for Vote**, accessing them through that tab..

## Committee Co-chairs

- When a proposal is submitted, one of the co-chairs must assign it a Sponsor. Proposals that require your attention or action will be in your **Inbox** on CCSubmit. All active proposals will be available under **Active Proposals**. Once proposals start to be submitted, you should log into CCSubmit at least daily, check your Inbox, and also monitor the review comments for **Active Proposals**.

*If you have difficulties, or don't know how to accomplish something, please ask [Dick Rubinstein](mailto:Dick.Rubinstein).*