1. Initial e-mail for preliminaries
   1. Provide them with informed consent which they do not have to sign yet, but should ask us if they have any questions about.
   2. Inform them that they will have to use mouse-emulation for the study and check if they know how to enable it. If not, check if they know what type of eye gaze tracker they have. Refer them to Matthew for help.
2. Send them an e-mail for starting the study. The e-mail should include:
   1. Link to the Qualtrics survey (this could also be a personalized link to add an extra layer of attention
   2. Unique code
      1. Managing codes:
         1. Create a spreadsheet of the codes
         2. Mark a code in gray or some other demarcation when it has been used
         3. Before sending them the code make sure it is marked off the spreadsheet so it won’t get used twice
      2. Make sure that the code in the e-mail is bolded and LARGE
   3. Remind them that they will have to complete **8 PINs** on 3 different layouts as well as some survey questions at the end
   4. Warning that they must complete the entire study in one sitting or we will not get their results
   5. Reminder that they will need to turn on mouse emulation for us to get the correct data
   6. Double check that they have no questions
3. Check up in a week to see if they have completed the study. If not, ask them if they had any questions or needed any help
4. Check up again in two weeks if they still have not completed it