



# Green Submissions

Intro Guide for Publishers (Use this to get started or demo the program)

1. Click the link to sign up as a publisher from the bottom of the front page of Green Submissions. <http://GreenSubmissions.com>
2. You will receive a confirmation email. Click the link in the email and login. This will take you to your control panel.
  - a. In the future you can login from the front page of Green Submissions or bookmark the login page.
3. Once you are inside your control panel area, you will see the link to your page (your public page). This is unique to your company. You can paste that link into a new browser window and view it if you like.
4. Click the link called “Page Setup” and enter your information. You can enter your publication name, the home page text and the guidelines text. Once you are finished click update and then view your public page by visiting the public link provided.
5. Once you are happy with the way the homepage and guidelines of your submissions page look, you can test the system in real time.
  - a. Using a separate email address, signup as a writer and test it. Submit some fake submissions to yourself.
  - b. Then log out of your writer account and log back in as the publisher. Look in the slush pile. Test the “accept” / “reject” function etc. Test private messaging, commenting to the writer, emailing users etc. Keep doing this until you have tested how everything works.
6. Once you understand the system and you are happy with how your submissions page looks, just link to it from your website. Your writers will begin using your new submission page. You can login and manage the new submissions whenever you want.

If you have questions about any feature, email [sales@greensubmissions.com](mailto:sales@greensubmissions.com)

The private version works the same. You can demo the features and buy the private version if you want it. Most publications choose to use the free version we provide. That is up to you.