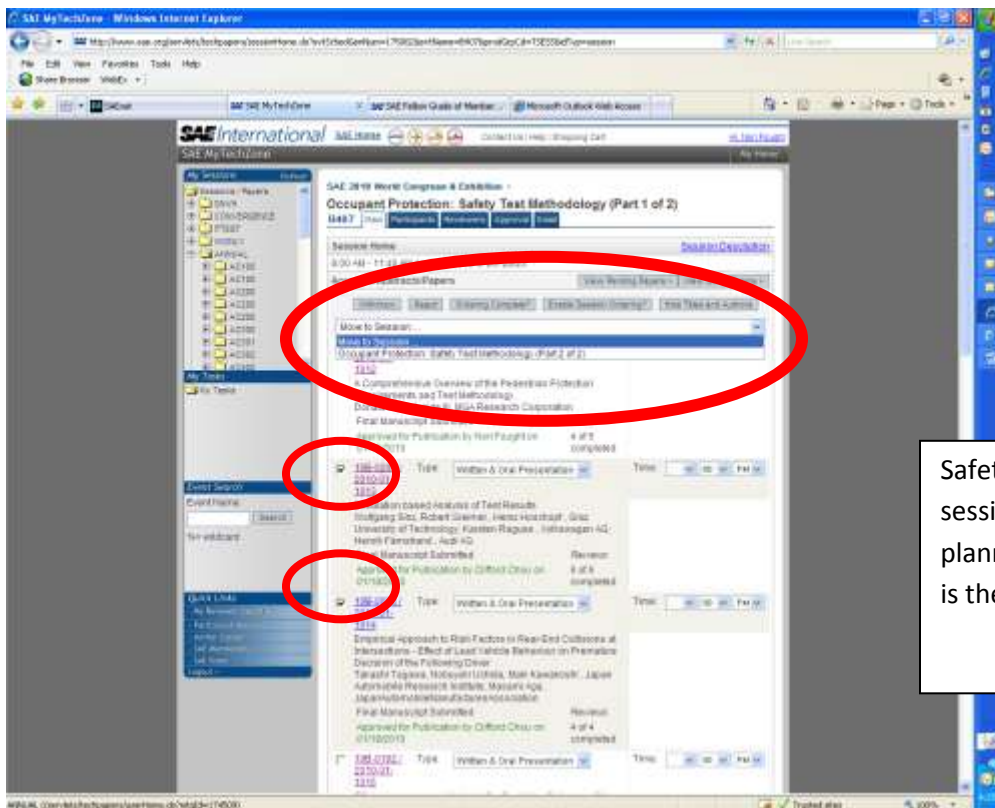# Move papers between session parts and Presentation lineup (Batting Order)

Log in at www.sae.org/mytechzone

To Move papers between session parts:

1. Click your Session title (part 1 of X)
2. Select checkbox next to each paper you wish to move into one session part e.g. all selected will be moved in Part 2 of 3)
3. Click the dropdown with words "Move to Session" near the upper center of your screen and select the appropriate session part (see red ovals on graphic below)

Safety Test Methodology session that is being planned for 2 session parts is the example shown.

Once you complete this action, the selected papers will be moved to that session part and you will access them via the Part X link on your My Events & Sessions page – see below
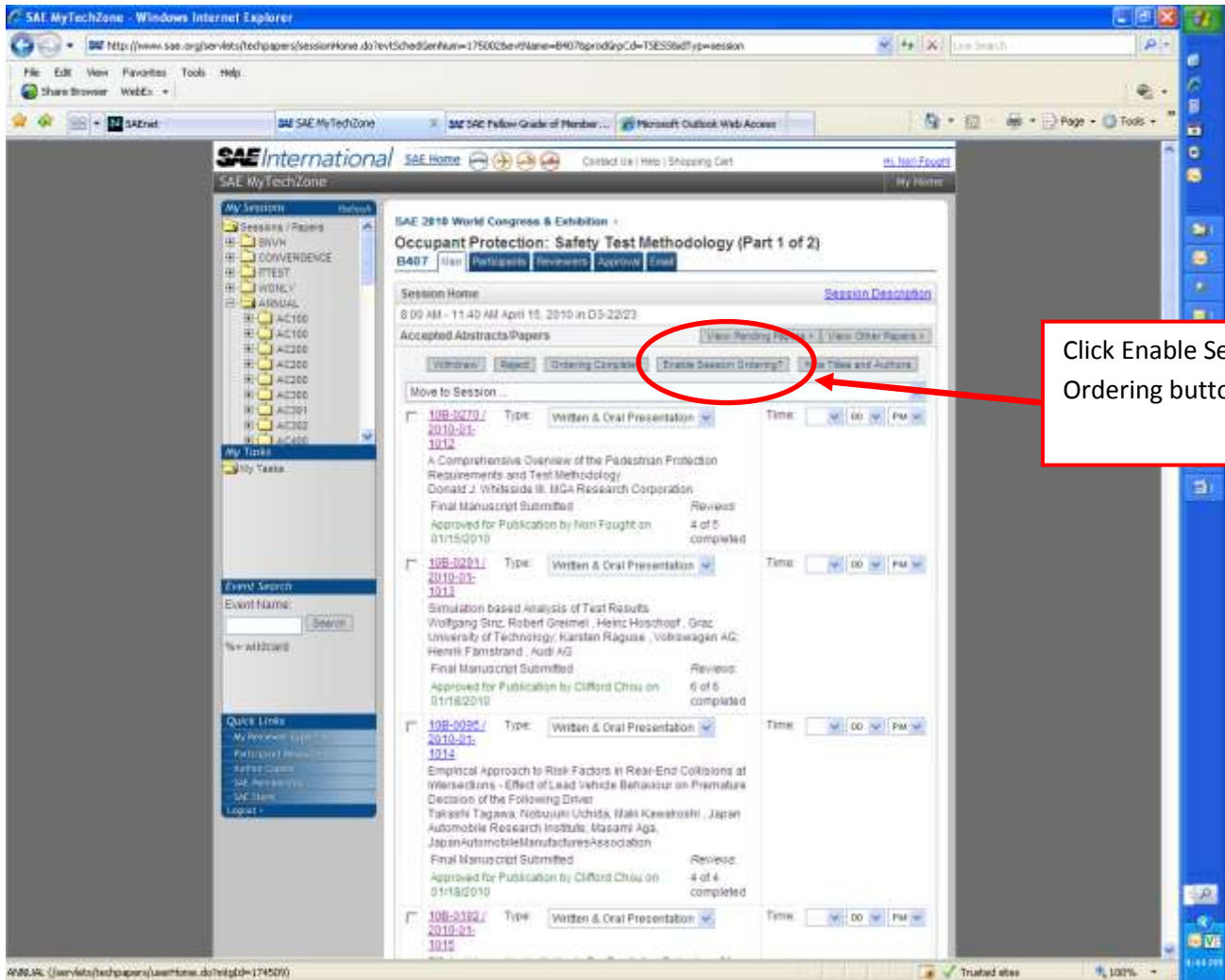

Access each session part by clicking the appropriate session title

Safety Test Methodology is the example shown

To complete the presentation lineup (Batting Order)

1. Drill into one session part
2. Click the Enable Session Ordering button near the top of the screen
3. Arrows will appear to the right of the paper listing. Move the papers around until you have the correct order.
4. Click the Ordering Complete button. (this notifies SAE staff to enter the time for each presentation)

Click Enable Session Ordering button

5.

Arrows appear for you to move the papers up or down to complete the ordering

When the order is complete, click the Ordering Complete button to notify SAE staff to enter the time for each presentation