

Sona Systems for Researcher

Introduction to Sona Systems

(Study Management System)

uni-saarland.sona-systems.com

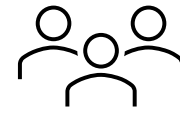
Are you interested in a particular topic? Follow the hyperlink to the respective slide.

Getting Started



Researcher gets an account from admin (sona-admin@uni-saarland.de)

- [Access the Uds-Sona website](#) (link to internet)
- [Admin and Sona-PIs](#)
- [How to get an account](#)



Interested participants can enroll in Sona Systems

Find participants



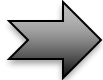
Researcher creates a study with timeslots for test sessions

- [Add a new study](#)
- [Select study type](#)
- [Fill in study information](#)
- [Add your Sona-PI for approval](#)
- [Specify the second session](#)
- [Advanced settings \(optional\)](#)
- [Add Sessions](#)



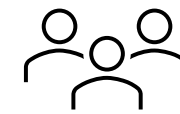
The PI approves the study

- [Request Approval](#)
- [Study Approval](#)



Researcher sends invitations to participants

- [How our study looks like for a participant](#)
- [Prescreen participants](#)
- [Invite participants via E-Mail](#)



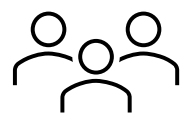
Interested participants book timeslots

- [Check registrations](#)
- [How does Sona look like in the mobile app?](#)



Researcher sends reminder to participants

After Study




Researcher marks participants as show or no-show

- [Add participants manually to your study](#)
- [Mark shows and No-shows](#)


General Information

- [Troubleshooting](#)
- [Privacy](#)
- [Additional information](#)
- [3rd party integration \(currently supported services\)](#)

Sona Systems Uni Saarland (*uni-saarland.sona-systems.com*)



UNIVERSITÄT
DES
SAARLANDES



UdS Sona Systems Teilnahme-Management System

System Message: You have been logged out.

SONA SYSTEMS TEILNAHME-MANAGEMENT SYSTEM

[Deutsch]

User ID

Password

Log In

Request Account

Forgot Password?

What is Sona Systems?

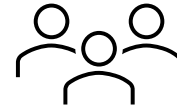
- Online platform to manage
 - Studies
 - Participants
 - Lab usage
 - Course credit*
- Founded in 2002, it is now used by 27¹ (now 28 😊) out of 55 psychological departments at federal universities² in Germany
- Sona provides a detailed documentation:
 - Resources sorted by topics:
<https://www.sona-systems.com/resources/>
 - Complete documentation:
https://www.sona-systems.com/support/docs/ems_docs.pdf

The Flow of Events

Getting
Started



Researcher gets an account from admin
(sona-admin@uni-saarland.de)

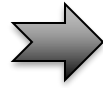


Interested participants are advertised to
enroll in Sona Systems

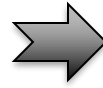
Find
participants



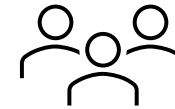
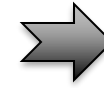
Researcher creates a
study with timeslots for
test sessions



The PI approves the
study



Researcher sends
invitations to
participants



Interested participants
book timeslots via web
interface or the app



Researcher sends
reminder to **participants**

After the
experiment



Researcher marks
participants as show or
no-show

Who are Admin & Sona-PIs

Admin: Dr. Michaela Rohr
sona-admin@uni-saarland.de

Sona-PIs:

Dr. Julia Meßmer
Experimentelle Neuropsychologie
julia.messmer@uni-saarland.de

Alexandra Alles
Allgemeine Psychologie & Methodenlehre
alexandra.alles@uni-saarland.de

Dr. Kathi Diel
Sozialpsychologie
katharina.diel@uni-saarland.de

Dr. Michaela Rohr
Klinische Psychologie & Psychotherapie
m.rohr@mx.uni-saarland.de

Getting started

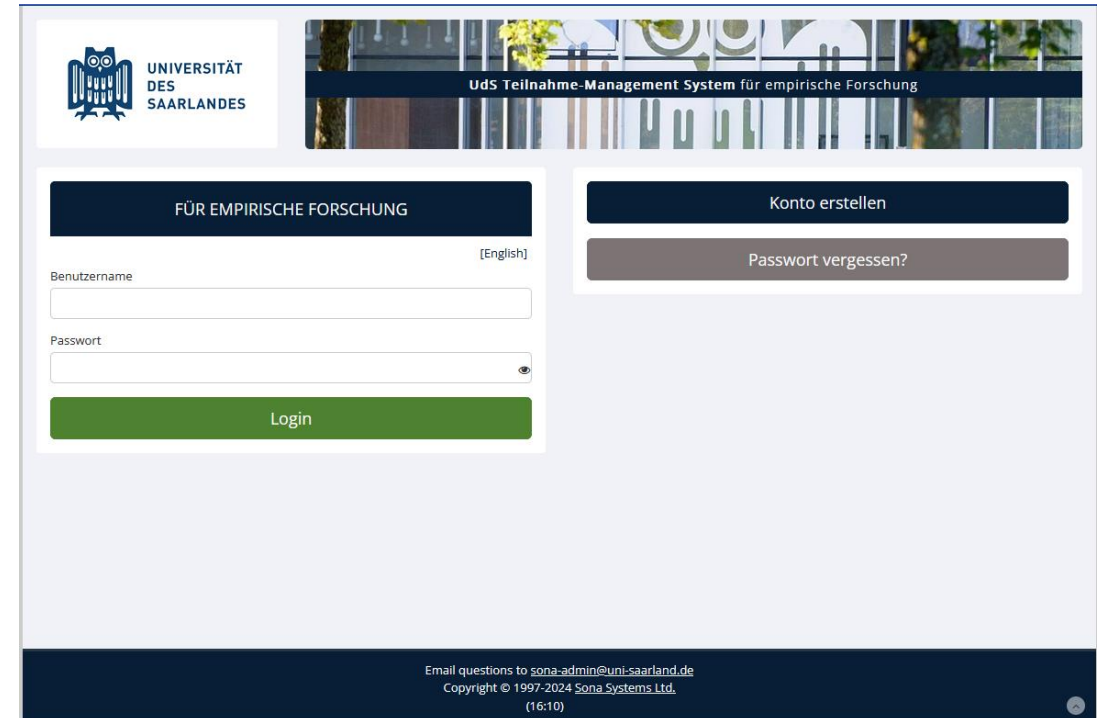
1. Contact your Sona-PI.

PIs create Excel Sheet who needs access in their AE, which role they have (Matrikelnummer oder Mitarbeiter-Kürzel) and send the sheet to the Admin (m.rohr@)

2. Log in, read & approve the user policy

3. Create your first study

4. In case someone leaves their position, the PI will contact the Admin.



The screenshot shows the login interface for the 'Uds Teilnahme-Management System für empirische Forschung'. The page features the University of Saarland logo and name in the top left. A navigation bar at the top right contains the system title. The main content area is divided into two sections: a login form on the left and a registration/forget password section on the right. The login form includes a header 'FÜR EMPIRISCHE FORSCHUNG', a language selector '[English]', input fields for 'Benutzername' and 'Passwort', and a green 'Login' button. The registration section has buttons for 'Konto erstellen' and 'Passwort vergessen?'. The footer contains contact information: 'Email questions to sona-admin@uni-saarland.de', 'Copyright © 1997-2024 Sona Systems Ltd.', and the time '(16:10)'.

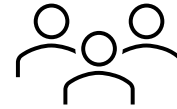
uni-saarland.sona-systems.com

The Flow of Events

Getting
Started

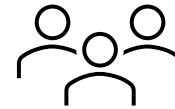
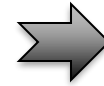
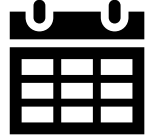


Researcher gets an account from admin
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Interested participants are advertised to
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Find
participants



Researcher creates a
study with timeslots for
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The PI approves the
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Interested participants
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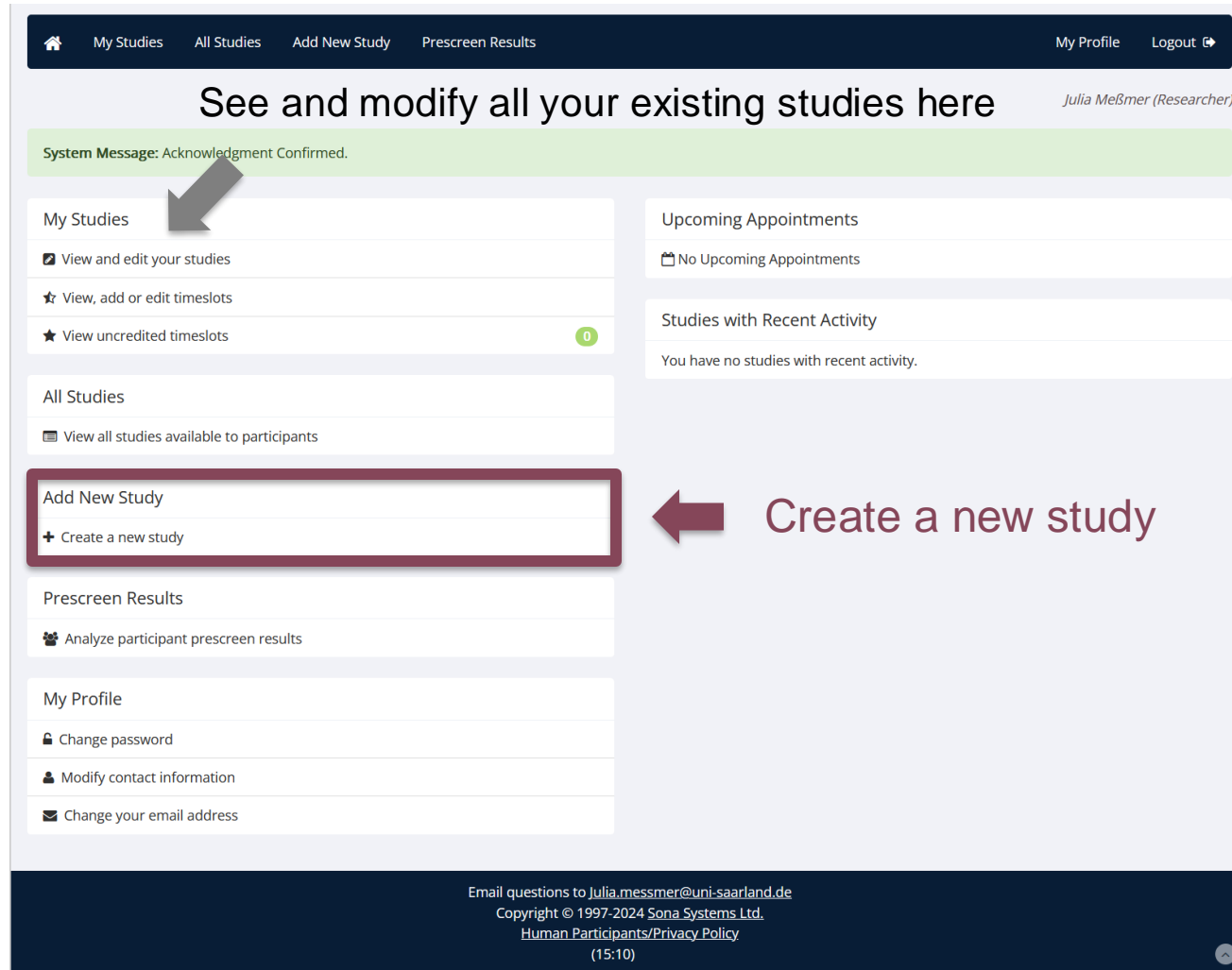
After the
experiment



Researcher marks
participants as show or
no-show

Example: Create a study spanning several days (2 sessions per participant)

1. Add a new study



The screenshot shows a dashboard for a researcher named Julia Meßmer. The navigation bar includes 'My Studies', 'All Studies', 'Add New Study', and 'Prescreen Results'. A system message at the top reads 'System Message: Acknowledgment Confirmed.' The main content area is divided into several sections: 'My Studies' (with a grey arrow pointing to the 'View and edit your studies' link), 'All Studies' (with a 'View all studies available to participants' link), 'Add New Study' (highlighted with a red box and a red arrow pointing to it from the text 'Create a new study'), 'Prescreen Results' (with an 'Analyze participant prescreen results' link), and 'My Profile' (with links for 'Change password', 'Modify contact information', and 'Change your email address'). On the right side, there are sections for 'Upcoming Appointments' (showing 'No Upcoming Appointments') and 'Studies with Recent Activity' (showing 'You have no studies with recent activity.'). The footer contains contact information: 'Email questions to julia.messmer@uni-saarland.de', 'Copyright © 1997-2024 Sona Systems Ltd.', and a link to the 'Human Participants/Privacy Policy'.

Example: Create a study spanning several days (2 sessions per participant)

2. Select study type

Create a study with a single session per participant






Create a study with more than one session per participant









You must select whether participants will receive payment or course credit.
Note, however, that for now, neither payment nor course credit can be directly transferred via the system

Select Study Type

To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change the study type or the compensation type once you have added it, so please be sure to select the correct options now.

 If you are conducting your study over **videoconference**, like Zoom, Webex, or a similar tool, set it up as either a  Standard Study or a  Multi-Part Standard Study.

Standard Study		A study that is scheduled to take place at a specific time, in a specific place or over videoconference, and where there is only one part to the study that participants will participate in. <input type="radio"/> Paid <input checked="" type="radio"/> Credit
Multi-Part Standard Study		A study that is scheduled to take place at a specific time, in a specific place or over videoconference, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. <input checked="" type="radio"/> Two-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Three-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Four-Part: <input type="radio"/> Paid <input type="radio"/> Credit
Online External Study		An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlovía), REDCap, or any other website. <input type="radio"/> Paid <input type="radio"/> Credit
Multi-Part Online External Study		An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlovía), REDCap, or any other website, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. <input checked="" type="radio"/> Two-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Three-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Four-Part: <input type="radio"/> Paid <input type="radio"/> Credit
Online Internal Survey Study		An online survey study where the questions are set up in the system. <input type="radio"/> Paid <input type="radio"/> Credit

Continue 



3rd party integration

Example: Create a study spanning several days (2 sessions per participant)

3. Fill in study information

1. Create a unique, but meaningful name
2. Put important information about the study in “Detailed Description” and “Eligibility Requirements”, which are visible to participants.
Be precise on
 - What the study is about
 - What participants will have to do
 - Whether it is a lab or online study
 - Participation inclusion criteria
 - Which compensation participants will receive for participation
 - Anything else participants must know before they decide to participate (duration, psychophysiological measurements...)

Study Information

Please enter information below about the study. The study name may require the administrator's approval so that it is visible to participants. If you are creating a simple study, you only need to complete the Basic Information available in the other sections of the form.

Basic Study Information

Study Name	Schließen
Brief Abstract (Up to 255 characters, optional)	Es hat
Detailed Description (Up to 15,000 characters, optional)	In die Veränderung Teil der Exper
Eligibility Requirements	t sein
Part 1 Duration (Minutes)	60
Part 1 Payment	12 Eu
Total Payment	12 Eu
Preparation (Up to 255 characters, optional)	

scroll down to continue

Example: Create a study spanning several days (2 sessions per participant)

4. Add your Sona-PI for approval

You can **add other researchers**, if required



Researcher	<div style="border: 1px solid #ccc; padding: 5px;"><p>Bader, Regine</p><p>Gieseler, Karolin</p></div> <p>Available</p>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Meßmer, Julia</p></div> <p>Selected</p>
Principal Investigator	<div style="border: 1px solid #ccc; padding: 5px;"><p>Bader, Regine</p></div>	
Ethikkommission Approval Code (optional)	<div style="border: 1px solid #ccc; height: 20px;"></div>	
Approved?	Currently not approved. Approval is required.	
Active Study?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<small>(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)</small>		
<div style="background-color: #2e8b57; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">Add This Study</div>		

PI-Feature: A Sona-PI can edit and supervise the study and **must approve it before it is visible to participants**



We have not configured part 2 yet. You can now either click on "Add this Study" and modify part 2 later, or scroll down to the end of the page to modify part 2 (next slide)

Example: Create a study spanning several days (2 sessions per participant)

5. Specify the second session

Part 2 Study Settings

Payment, Part 2

Part 2 Duration (Minutes)

Part 2 Scheduling Range Part 2 must be scheduled to take place between and days after Part 1 of the study

Part 2 Scheduling Leniency Must Part 2 be scheduled to take place at exactly the same time (on a different day) as Part 1?
 Yes
 No

[Add This Study](#)

Example: Create a study spanning several days (2 sessions per participant)

6. Advanced settings (optional)


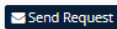
You could...

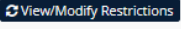
- Filter participants who did or did not take part in another Sona Systems study or are currently enrolled in another Sona Systems study (study can be selected) or from a course*
- Add a password to limit registrations
- Add an age range potential participants must fulfill
- Add a study URL
- Change how long participants can enroll or cancel participation before the session starts
- Allow participants to see how many other people enrolled for a session
- Enable or disable e-mail notifications for sign-ups and cancellations (for yourself)
- Assign researchers to studies
- **Add comments visible for all or assigned researchers and PIs only**

**a course is a structure required to grant course credit. Course credit cannot be assigned within the system, but for technical reasons, courses still exist.*



Example: Create a study spanning several days (2 sessions per participant)

7. Request Approval and add Sessions

Study Information	
Study Name	Schläfchen-Dummy
Study Type	 Multi-Part Study This is a Multi-Part study. There are 2 parts. All parts must be signed up for at the same time. Part 2 should be scheduled to occur 1 day(s) after Part 1 Part 2 should be scheduled to occur at exactly the same time (on a different day) as Part 1.
Study Status	Not visible to participants : Not Approved  Active study : Does not appear on list of available studies -- must also be approved
Duration	60 minutes (Part 1) 60 minutes (Part 2)
Pay	12 Euro (Part 1) 12 Euro (Part 2) (12 Euro total)
Abstract	Es handelt sich um eine behaviorale Schlafstudie mit 2 Testzeitpunkten.
Description	In dieser Studie interessieren wir uns dafür, wie sich das Gedächtnis für Assoziationen durch Schlaf verändert. Es gibt eine Schlafgruppe und eine Wachgruppe. Die Schlafgruppe kommt abends zum ersten Teil des Experiments und nach 12h zum zweiten Teil. Die Wachgruppe kommt morgens zum ersten Teil des Experiments und abends zum zweiten Teil.
Eligibility Requirements	Testpersonen müssen zwischen 18 und 30 Jahre alt sein, Deutsche Muttersprachler sein und dürfen noch nicht an einer Unicorns-Studie teilgenommen haben.














Restrictions	
Prescreen Restrictions	No Restrictions 

Additional Study Information	
Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
Ethikkommission Approval Code	
Direct Study Link	<input type="text" value="https://saarland-psychology.sona-systems.com"/> This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	4 March 2024

Researcher Information	
Researcher	<input type="checkbox"/> Julia Maßmer 
	<input type="checkbox"/> Regine Bader
Principal Investigator	<input type="checkbox"/> Regine Bader 
	<input type="checkbox"/> Julia Maßmer

Request approval

Here, you can see the study we created. Now, we have to add time slots for when test sessions should occur. The menu on the right can be found at the end of the page, below the study information page.

- ### Study Menu
-  View/Administer Time Slots - Part 1
 -  View/Administer Time Slots - Part 2
 -  Timeslot Usage Summary
 -  Download Participant List - Part 1
 -  Download Participant List - Part 2
 -  Contact Participants
 -  View Bulk Mail Summary
 -  Download Prescreen Responses
 -  Change Study Information
 -  Participant Study View
 -  Study Modification Log
 -  Copy Study
 -  Delete Study

Example: Create a study spanning several days (2 sessions per participant)

8. Add Sessions

Click here, to add
multiple timeslots
at once



Study Menu ▾

[+ Add A Timeslot](#) [+ Add Multiple Timeslots](#) [Delete Multiple Timeslots](#) [View Printer-Friendly List of Signups](#) [Print](#)

All Timeslots **Recent Timeslots** Upcoming Timeslots Older Timeslots

Timeslots : Schläfchen-Dummy-Part1

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :

There are no recent timeslots for this study.

Fill Status **All** Full Open Spaces

Example: Create a study spanning several days (2 sessions per participant)

8. Add Sessions

[+ Add A Timeslot](#) [+ Add Multiple Timeslots](#) [Delete Multiple Timeslots](#) [View Printer-Friendly List of Signups](#) [Print](#)

Add Timeslots : Schläfchen-Dummy - Part 1

There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate the timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over.

NOTE: You are adding timeslots to a study that is **unapproved**, so participants will not be able to sign up for the study. With either option, you will have an option to review the information before the timeslot addition is performed. Please choose one of the 2 options below:

Number of Timeslots

Date

Start Time

Free time between slots Minutes

Location Or

Enter URL if this timeslot will be conducted over videoconference instead of in person.

Move timeslots to business hours? Yes No

Timeslots that fall outside normal business hours will be shifted to the next business day.

We can see that the PI has not approved our study yet, however, we can already create sessions (participants cannot see yet)

You can create multiple sessions at once, just telling Sona

- how many,
- when to start, how long and
- how much time between sessions

You can modify them in the next step

Room availability is checked and ensured across all Sona System studies

You can make sure that the automatically created sessions fall within “business hours” (can be specified below)

Example: Create a study spanning several days (2 sessions per participant)

8. Add Sessions

Business Hours Start

Business Hours End

Number of Participants
(Per timeslot)

Click on "Add" when you are done.

You can define "business hours" here

Example: Create a study spanning several days (2 sessions per participant)

8. Add Sessions

Study Menu

- View/Administer Time Slots - Part 1
- View/Administer Time Slots - Part 2

Timeslot Usage Summary

Download Participant List - Part 1

Download Participant List - Part 2

Contact Participants

View Bulk Mail Summary

Download Prescreen Responses

Change Study Information

Participant Study View

Study Modification Log

Copy Study

Delete Study

Copy Timeslots from a Specific Week

From the week of

Part Part 1
 Part 2

To

Add

You can copy-paste sessions from week to week, so you do not have to create them from scratch every time. You can find the respective menu (shown below) at the end of the page, after having clicked on "View/Administer Time Slots – Part 1" in the Study Menu

+ Add A Timeslot Add Multiple Timeslots Delete Multiple Timeslots View Printer-Friendly List of Signups Print

Timeslots

Date	Start Time	Num. Participants	Location	Add This Timeslot?
Wednesday, 6 March 2024	09:00	1	Gebäude A2 4 Raum 2.19 Or Videoconference URL	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, 6 March 2024	10:15	1	Gebäude A2 4 Raum 2.19 Or Videoconference URL	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, 6 March 2024	11:30	1	Gebäude A2 4 Raum 2.19 Or Videoconference URL	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, 6 March 2024	12:45	1	Gebäude A2 4 Raum 2.19 Or Videoconference URL	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, 6 March 2024	14:00	1	Gebäude A2 4 Raum 2.19 Or Videoconference URL	<input checked="" type="radio"/> Yes <input type="radio"/> No

You can modify the automatically created sessions

Example: Create a study spanning several days (2 sessions per participant)

9. Check registrations

[+ Add A Timeslot](#) [+ Add Multiple Timeslots](#) [Delete Multiple Timeslots](#) [View Printer-Friendly List of Signups](#) [Print](#)

Timeslots : Schläfchen-Dummy - Part 1

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :

▼ Fill Status [All](#) [Full](#) [Open Spaces](#)

Monday, 4 March 2024

GO

Date	Participants Pool	Participants	Location	Modify
Wednesday, 6 March 2024 09:00 - 10:00	Signed Up: 0 Open Slots: 1 Total: 1		Gebäude A2 4 Raum 2.19	Modify
Wednesday, 6 March 2024 10:15 - 11:15	Signed Up: 0 Open Slots: 1 Total: 1		Gebäude A2 4 Raum 2.19	Modify
Wednesday, 6 March 2024 11:30 - 12:30	Signed Up: 0 Open Slots: 1 Total: 1		Gebäude A2 4 Raum 2.19	Modify
Wednesday, 6 March 2024 12:45 - 13:45	Signed Up: 0 Open Slots: 1 Total: 1		Gebäude A2 4 Raum 2.19	Modify

Here, you can see registrations for your sessions

Example: Create a study spanning several days (2 sessions per participant)

10. Study Approval

Study Approval Notification : Schläfchen-Dummy



Von [Research Participation System](#) ·

An julia.messmer@uni-saarland.de

Antwort an

Datum Heute 15:33

 Zusammenfassung  Kopfzeilen

This is an email notification to inform you that the study 'Schläfchen-Dummy', which has you as a researcher, has been approved.

For more information, please log on to the site at

The PI approved our study 😊 (E-Mail notification is sent to researcher)

Example: Create a study spanning several days (2 sessions per participant)

11. How our study looks like for a participant

Currently Viewing: All Studies

View studies with available timeslots on :

Tuesday, 5 March 2024



Available?	Study Information	Eligibility
	Schläfchen-Dummy (12 Euro) (2-Part Study) Es handelt sich um eine behaviorale Schlafstudie mit 2 Testzeitpunkten.	Testpersonen müssen zwischen 18 und 30 Jahre alt sein, Deutsche Muttersprachler sein und dürfen noch nicht an einer Unicorns-Studie teilgenommen haben.



Timeslots for Study

Schläfchen-Dummy - Part 1

Calendar View

NOTE: This is a 2-part study. Please select a suitable time below for the first part, and you will then be shown the list of eligible times for the other parts, which you must also sign up for now.

Date	Location	Sign Up?
Wednesday, 6 March 2024		
09:00 - 10:00	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
10:15 - 11:15	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
11:30 - 12:30	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
12:45 - 13:45	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
14:00 - 15:00	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
15:15 - 16:15	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2
16:30 - 17:30	Gebäude A2 4 Raum 2.19	Sign Up and Choose Part 2

Study Information

Study Name	Schläfchen-Dummy
Study Type	Multi-Part Study There are 2 parts. You must sign up for all parts at the same time. Part 2 should be scheduled to occur 1 day(s) after Part 1.
Pay	12 Euro (Part 1) 12 Euro (Part 2) (12 Euro total)
Duration	60 minutes (Part 1) 60 minutes (Part 2)
Abstract	Es handelt sich um eine behaviorale Schlafstudie mit 2 Testzeitpunkten.
Description	In dieser Studie interessieren wir uns dafür, wie sich das Gedächtnis für Assoziationen durch Schlaf verändert. Es gibt eine Schlafgruppe und eine Wachgruppe. Die Schlafgruppe kommt abends zum ersten Teil des Experiments und nach 12h zum zweiten Teil. Die Wachgruppe kommt morgens zum ersten Teil des Experiments und abends zum zweiten Teil.
Eligibility Requirements	Testpersonen müssen zwischen 18 und 30 Jahre alt sein, Deutsche Muttersprachler sein und dürfen noch nicht an einer Unicorns-Studie teilgenommen haben.
Researcher	Julia Meßmer
Principal Investigator	Regine Bader
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment



[View Time Slots for This Study](#)

Participants can now see our study when they log in and can register

Example: Create a study spanning several days (2 sessions per participant)

12. Add participants manually to your study

All Timeslots **Recent Timeslots** Upcoming Timeslots Older Timeslots

Timeslots : Test - Part 1

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :

▼ Fill Status

Date	Participants Pool	Participants	Location	Modify
Saturday, 19 October 2024 09:00 - 10:00	Signed Up: 0 Open Slots: 1 Total: 1		A2 4 2.14	<input type="button" value="Modify"/> ←

Signup Confirmation

Are you SURE you want to sign up **Identity Code 3022** for the study "Schlächchen-Dummy - Part 2" on 5 March 2024 14:00 - 15:00?

WARNING: Identity Code 3022 has already signed up for this study on **7 March 2024 09:00 - 10:00**

Comments

(Optional. Any comments will be included in the email notifying participant of the sign-up.)

You can enrol participants if you have their ID, e.g. if they were recruited on another way but are already registered in Sona (or create an account after completing the experiment)

Advantage: you can exclude them from future related studies in Sona

Example: Create a study spanning several days (2 sessions per participant)

13. Prescreening

Restrictions



Prescreen Restrictions	YES View/Modify Restrictions Invite Qualified Participants
-------------------------------	--

You can add prescreening restrictions on native language and handedness and invite qualified participants via email

Example: Create a study spanning several days (2 sessions per participant)

14. Invite participants via E-Mail

Participant Contact

Based on the selected choices, **1** participants currently qualify to participate in a study with such criteria. This *excludes* those who have already participated in the study or are currently signed up to participate. Participants who have chosen not to receive study invitation emails are also excluded. You may choose to contact participants and invite them to participate in a study. If you would like to do so, please fill out the area below with your message. You may choose to send the message to all qualified participants, or only those qualified participants who have not already signed up or participated in specified studies. If you prefer to send mail to only a random subset of the matching participants, choose the percentage. Choosing 100% will email to all matching participants. The randomization percentage is approximate, and is not effective when contacting a small group. The system will only send the message to participants with active accounts (i.e. allowed to log in to the system).

In order to prevent email abuse, information about the number of participants you sent to, as well as a summary of the email content, will be logged..

The administrator has configured the system so **you may only send an email if it will go to no more than 100 participants**

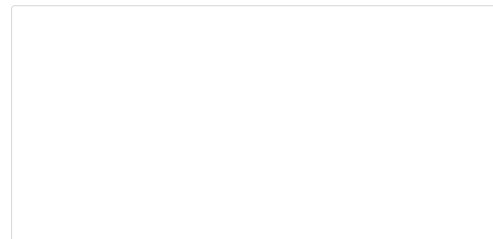
Percentage to Mail
(participant estimates are approximations)

Study Exclusions

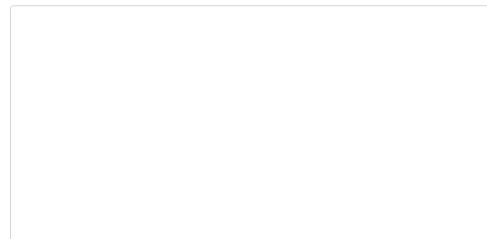
Exclude participants who have participated in the following studies:

My Studies All Studies

search...

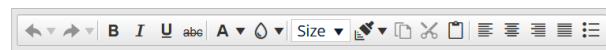


Available



Selected

Message

B I U abc A Size 
This is a special message regarding the study Test. The researcher is Julia Meßmer. At the moment, there are approximately 1 open timeslots for this study.

scroll down to continue...

Do never write to more than double the number of participants you need at once.
Wait 24hrs before you invite the next subsample.

...here

If you write the text %FIRST_NAME% %LAST_NAME% or %USERNAME%, the system will place the recipient's information in place of that text when it generates the email.

Direct Study Link:

This is a direct URL for participants to access the study. You may paste this into the message above.

Email Options Send a copy of the email to you

Emailing Delay

(the email(s) will be delivered after the chosen number of hours)

[Preview Messages...](#)

Example: Create a study spanning several days (2 sessions per participant)

15. After a session: Mark Shows and No-Shows

All Sign-Ups **Uncredited Sign-Ups**

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled. Comments will be visible to participants.

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
ID Code: 3046 View Prescreen Contact Cancel i	<input type="radio"/>	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input checked="" type="radio"/>	<input type="text"/>

[Update Sign-Ups](#) [Contact All Participants](#) [Cancel All Sign-ups for this Timeslot](#)

After the session, mark each participant as “Participated” or “No-Show” (Excused versus Unexcused).

Participant are informed via e-mail. No-show is not penalized, but accounts with many no-shows might be restricted by the Admi in the future

Additional information

- Studies are shown in random order, participants can see all studies available
- Researcher can add or remove participants from sessions, please use this carefully (admin will be informed automatically)
- Admin gets an email if new study is posted
- You could create password-secured studies to limit registrations
- You can add researchers to a study, they are notified about registrations (e.g., the student research assistant who collects the data)
- You can directly integrate studies hosted via several platforms for data collection (e.g., Sosci Survey) into Sona Systems
- Lab bookings could be organized via Sona Systems
- Get technical support via the admin
- There is a mobile app participants can use

Troubleshooting

Check Security Code

In most emails sent from the system to participants, including those regarding a study sign-up, cancellation, or credit grant, there is a code included at the bottom of the email text. If a participant is claiming a timeslot was changed by the researcher, or a reminder was sent for an incorrect date, please ask them for this code from the email, then enter it below. The code will provide information on the status of the study and timeslot (where applicable) at the time the email was sent. This is a security measure to prevent participants from altering emails sent by the system to claim study times and dates were changed when they were not, as a means of avoiding unexcused no-shows and the like.

Enter code here:

(example: XDSFAD-TWDBFAD-SWDBFAD-OWGBABAWDEFSG-EWGBABAWDEFSG-PDSFAD)

Check Code 

Most E-mails sent via the system contain a code. In case of issues (e.g., complaints about specific E-Mails), ask for the code. The Admin can verify whether the E-Mail was sent via the system with this code.

If you have (technical) issues, please contact the Admin.

Privacy

- In the system, all participants get a unique numerical ID
- **Researcher and Sona-PIs only see the ID, only the admin can see names and email addresses**
- Participants are “de-anonymized” when entering your lab, **please do never publish name-ID combinations or store them longer than absolutely necessary**
- **You are responsible for all actions taken with your account. Do never share your log in information or account with someone else. Student research assistants should get their own researcher account. Students (who are not student research assistants) could have an account, if you consider it useful.**

My Profile

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name	Julia Meßmer
Identity Code	3022 (Researchers will see only this code, and never your name)

3rd party integration (currently supported)

Qualtrics

SurveyMonkey

Gorilla

PsychoPy (Pavlovia)

Alchemer (SurveyGizmo)

Inquisit

REDCap

Cognition Lab

Fluidsurveys

iMotions

JATOS

Jitsutech

jsPsych

Labvanced

LimeSurvey

OTree

Psychstudio

PsyToolkit

QuestionPro

Resultal

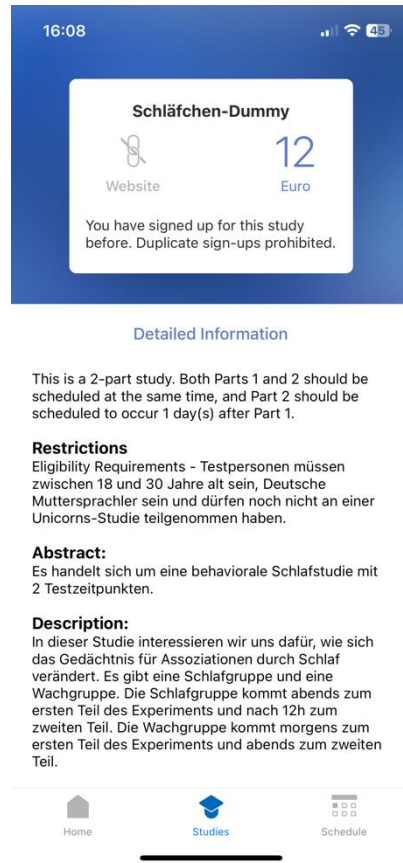
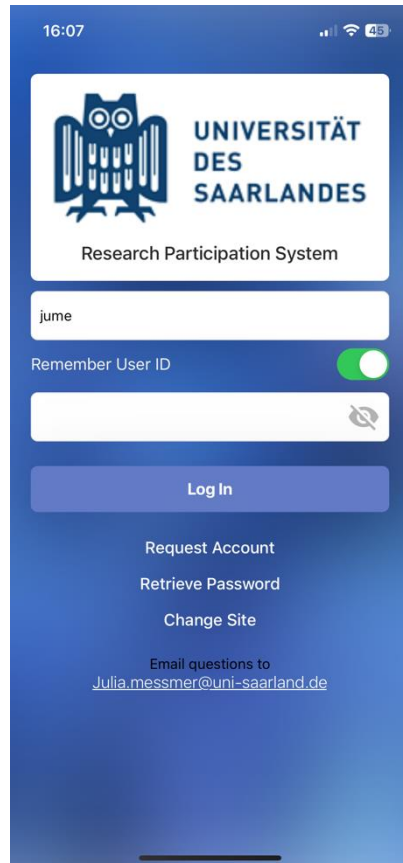
SoSci Survey

SurveyLab

Testable

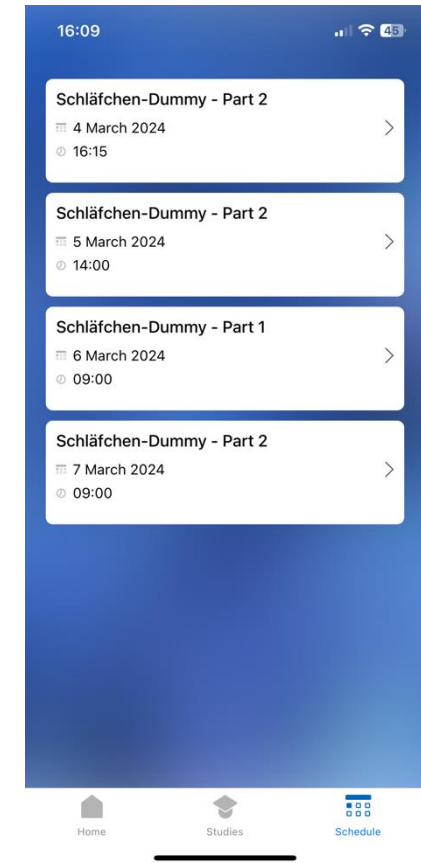
Unipark

How does Sona look in the mobile app?



You can see
new
studies...

...and book
sessions





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DES
SAARLANDES**

Thank you for using Sona Systems 😊