

Detailed Documentation for Participants – Web

(1) General information

Main functions

- Signing up for psychological studies with appointment scheduling
- Personal schedule
- Automatic reminders and emails
- Credit management
- Communication with researchers

Website: <https://uni-mannheim.sona-systems.com>

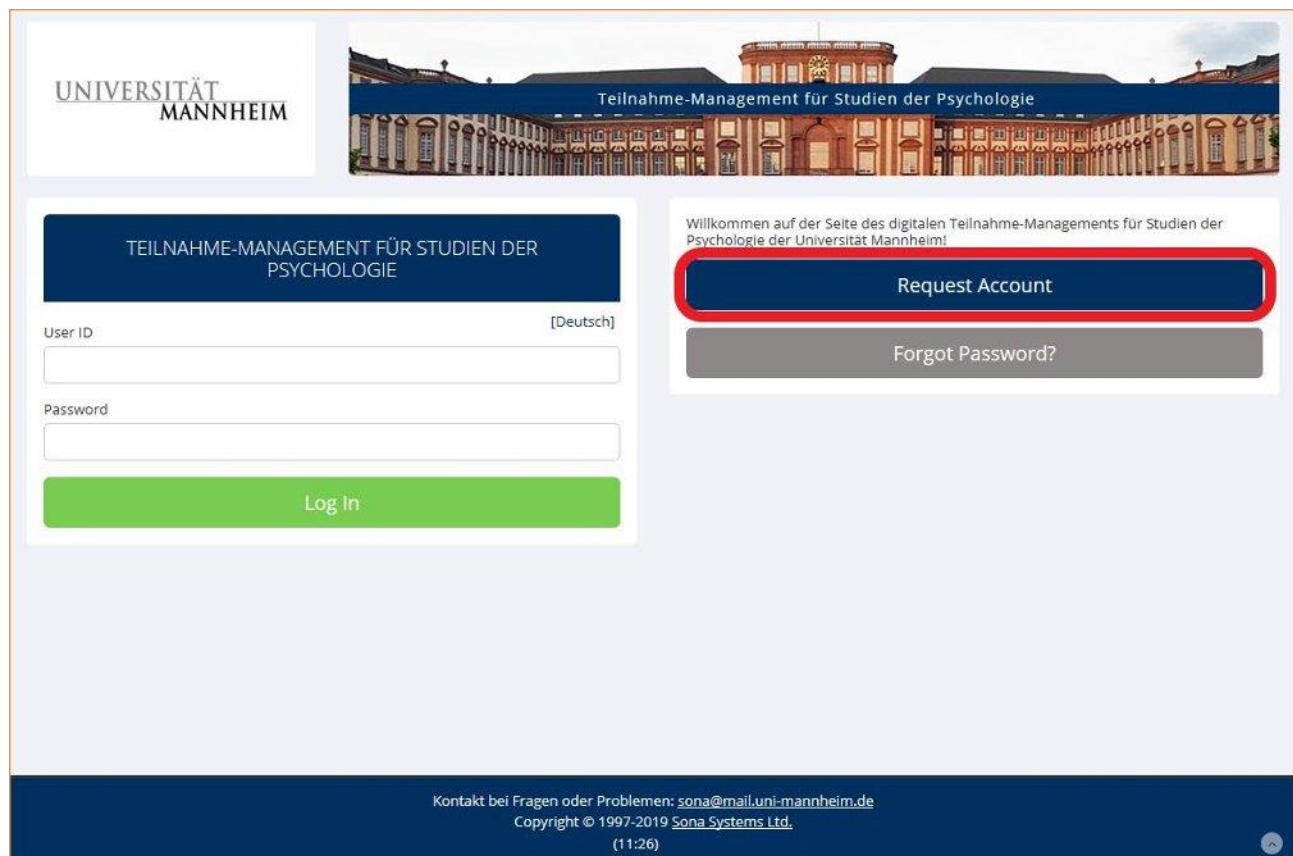
ID/Identity Code

The system will automatically assign a unique numeric ID code to each participant. The purpose of the ID code is to identify the participants to researchers in a way that does not reveal the identity or compromise privacy. Participants need to provide this ID code when taking part in studies or when communicating with researchers, as the participant's name is not visible to them within the system.

(2) Login and profile

Requesting an account

1. Open the website/app.
2. Click on "Request Account".



UNIVERSITÄT MANNHEIM

Teilnahme-Management für Studien der Psychologie

TEILNAHME-MANAGEMENT FÜR STUDIEN DER PSYCHOLOGIE

User ID [Deutsch]

Password

Log In

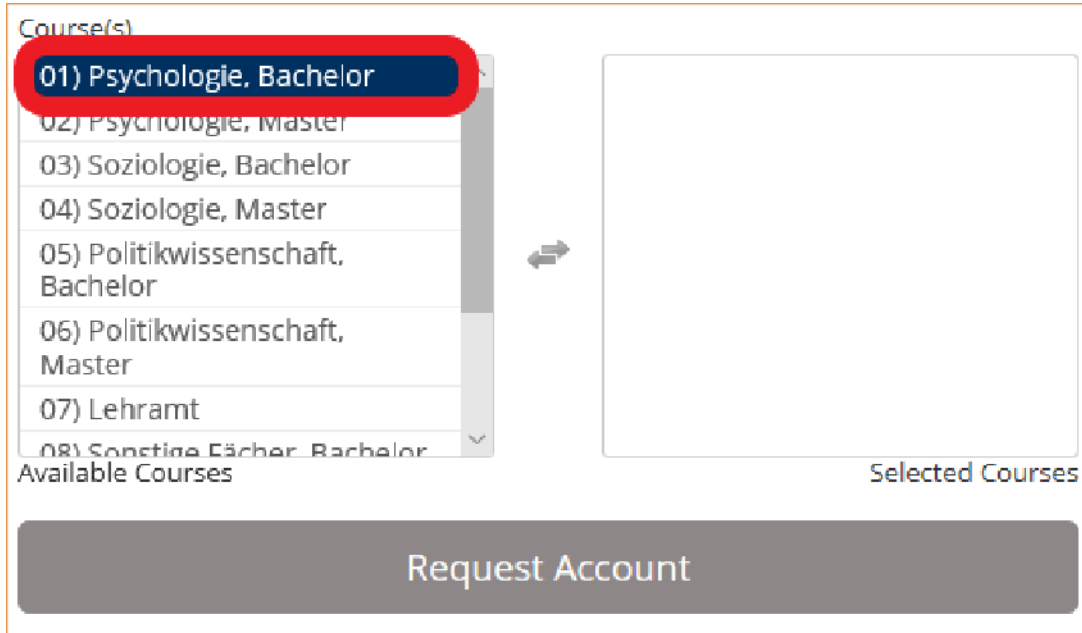
Willkommen auf der Seite des digitalen Teilnahme-Managements für Studien der Psychologie der Universität Mannheim!

Request Account

Forgot Password?

Kontakt bei Fragen oder Problemen: sona@mail.uni-mannheim.de
Copyright © 1997-2019 [Sona Systems Ltd.](#)
(11:26)

3. Enter your account information.
 - o Select your course so that the participation credits ("Vpn-Stunden") can be assigned correctly.



4. Your login information is sent via email (sender: uni-mannheim-admin@sonasystems.net). You might have to check your spam folder and allow emails from this sender for future correspondence.

Logging in/out

- Enter your user name and password, click on "Log In".
- You will be logged out of session automatically after 20 minutes of inactivity.
- Log out manually via menu item "Log Out".

Password

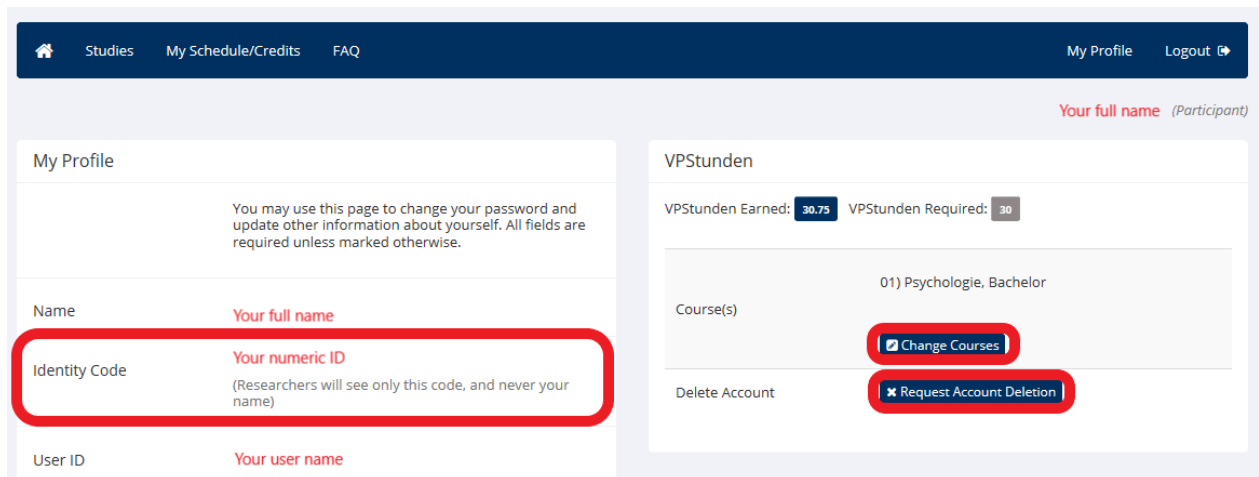
- Can be changed via menu item "My Profile".
- In case you lost your password:
 1. Open the website/app, click on "Forgot Password?" (below "Request Account").
 2. Enter your user name and email address.
 3. The link for resetting the old password is sent via email. After opening the link your new password will be emailed to you.

Profile

- Can be viewed and edited via menu item "My Profile".
- ☐ There you can view your *Identity Code* (necessary for taking part in studies).
- ☐ There you may edit your personal information, such as the password, course*, email address (confirm by clicking "Update" at the bottom), and delete your account*.

*only possible on website

- o It is important to choose the right course so that earned credits can be granted. In order to delete a chosen course, please contact the administrator (see '(5) Any questions?').
- o After clicking on "Request Account Deletion" your account will be deactivated immediately. You will no longer be able to log in and no more email notifications will be sent. The final cancellation will be executed by the administrator to prevent losing credits that are already assigned in the case of an accidental deletion of your account.



The screenshot shows the 'My Profile' and 'VPStunden' sections of the portal. In the 'My Profile' section, the 'Name' field is labeled 'Your full name', the 'Identity Code' field is labeled 'Your numeric ID' and is circled in red, and the 'User ID' field is labeled 'Your user name'. In the 'VPStunden' section, it shows 'VPStunden Earned: 30.75' and 'VPStunden Required: 30'. Below this, it lists '01) Psychologie, Bachelor' as the course(s). There are two buttons circled in red: 'Change Courses' and 'Request Account Deletion'.

(3) Participating in studies

Available studies

- For an overview of all active studies click “Studies” or “View available studies” on the homepage. All available studies will be displayed with a short description including the compensation.
- If you would like to take part in a study on a certain date, you can choose to view studies only available on the particular date by choosing the day and clicking “GO” (top right corner of the page).
- If you click on the name of the study, detailed information will be displayed, such as the type of study, duration, location, researcher and their mail address.

Types of studies

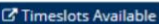
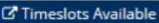
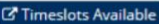
The system differentiates three types of studies, each of which can be rewarded either with credits (Vpn-Stunden), payment (vouchers are also possible) or the possibility of choosing between these two.

- Standard study: regular lab study
- Two-part standard study: lab study consisting of two parts (e.g. memory experiment)
- Online study: Online study on an external website

For your information: If you are not enrolled in a course for which collecting credits is required, only payment studies will be visible to you.

Signing up for studies

(a) In the overview, **standard studies**, which are run in the lab on a specific date, are characterized by the lack of additional explanation on the type of study. This means that only the study information and the type of reward will be displayed.

 	"Was siehst Du?" Untersuchung zur Wahrnehmung von unterschiedlichen Bildern und Spinnenangst (0.5 VPStunden) Untersuchung zu Spinnenangst und visueller Wahrnehmung von unterschiedlichen Bildern, darunter auch Spinnenbilder. Auch Geld als Vergütung möglich. Voraussetzung: Teilnahme am Screening Online oder in der Vorlesung
 	(10 Euro oder 1,5 Vpn-Stunden) Bewertungen von emotionalen Erfahrungen (1.5 VPStunden) Eine Pause vom Lernen machen und dabei 10 Euro oder 1.5 Vpn-Stunden verdienen!
	No pain, no gain: Leo macht euch VPN-Stunden-mäßig fit für den Sommer (Part 1) (1 VPStunden) Komm ins ZI (J5), verdiene ganze 2 VPN-Stunden, unterstütze mich bei meiner Bachelor-Arbeit und gewinne einen von zwei 10-Euro-Amazon-Gutscheinen
	MRT-Studie zu Schmerzwahrnehmung (10 VPStunden) (2-Part Study)
	Immobilisierungsstudie am ZI Mannheim (28 VPStunden) (3-Part Study) oder 350€ Der rechte Arm (inkl. der Finger) wird für 2 Wochen per Schiene immobilisiert. Dies führt dazu, dass Tätigkeiten wie Tippen, Schreiben oder Sport während dieser Zeit nur eingeschränkt möglich sind. Stört dich nicht? Super!
 	Studie zur Bewertung von Tierbildern (1 VPStunden) Prüfungsphase, lenk dich ab und bekomme 1 VPN plus leckere Schokolade.

You can receive further information about a study by clicking on its name.

Study Information	
Study Name	Studie zur Bewertung von Tierbildern
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
VPStunden	1 VPStunden
Duration	60 minutes
Abstract	Prüfungsphase, lenk dich ab und bekomme 1 VPN plus leckere Schokolade. Description of the study as shown in the overview
Description	Im Rahmen meiner Bachelorarbeit führe ich eine Studie durch, welche die Bearbeitung unterschiedlicher Aufgaben sowie die Bewertung positiver und negativer Bilder unter verschiedenen äußeren Einflüssen untersucht. Die Studie dauert ca 50-60 Minuten, zum Dank erhältst du 1 VPN, leckere Schokolade und die Möglichkeit, einen von zwei 10€ Amazon-Gutscheinen zu gewinnen. Ich kann leider keine VPN- Stunden am Lehramtsstudierende vergeben. • Ausschlusskriterien: - akute und/oder chronische körperliche Erkrankungen (Kardiovaskuläre-, Atemwegs- oder neurologische Krankheiten wie z.B. Diabetes mellitus, Niereninsuffizienz, nicht eingestellter Hypertonus, Schädelhirntrauma) - akute und/oder chronische psychische Störungen (z.B. Depression, Psychose) - Beeinträchtigung der Sehkraft, die nicht durch Brille oder Kontaktlinsen ausgeglichen werden kann - ärztlicher Rat, stressbehaftete Situationen zu meiden - aktuelle Einnahme von Psychopharmaka, Substanzabhängigkeit und/oder -missbrauch - Schwangerschaft • Termin: - Vom 29.05.19 bis 11.06.19, montags bis sonntags - Die Studie findet in der Universität Mannheim (Schloss), im Raum EO250 statt. Falls du noch Fragen hast, kannst du mir gerne eine Email schreiben (dwisniew@mail.uni-mannheim.de) Optional detailed description
Eligibility Requirements	Frauen Please take note of the eligibility requirements!
Researcher	Dagmara Wisniewska Executing researcher
Principal Investigator	Antje Gerdes Responsible principal investigator (P.I.)
Deadlines	Sign-Up: 1 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment
 View Time Slots for This Study	

1. After clicking on “View Time Slots for This Study” all available time slots are shown. Choose one and click on the green “Sign Up” button.
2. A successful sign-up will be confirmed in the system as well as via email containing all information on the study. On the evening before the study you will get another reminder via email.

(b) In the overview, two-part standard studies, which are run in the lab on two separate dates, can be identified by the additional information “2-Part Study” next to the declared type of reward. You can receive further information about a study by clicking on its name.

1. After clicking on “View Time Slots for This Study” all available time slots for the first part are shown. Choose one and click on the green “Sign Up” button.
2. After signing up for the first part of the study another list of time slots for the second part appears. Only after choosing a second time slot and clicking on “Sign Up” the sign-up is complete. Attention: It may happen that only one possible time slot is displayed. This is the case if the second part of a study must take place after a certain interval or at the same time as the first part of the study (see study information).
3. A successful sign-up will be confirmed in the system as well as via email containing all information on the study. On the evening before the study you will get another reminder via email.

(c) In the overview, online studies, which is to be completed on an external website within a certain timeframe rather than on a specific date, can be identified by the additional information “Online Study” next to the declared type of reward. You can receive further information about a study by clicking on its name.

1. After clicking on “View Time Slots for This Study” only one time slot will be available. This date marks the participation deadline by which you must have taken part in the study. To complete the process click on the green “Sign Up” button.
2. A successful sign-up will be confirmed in the system as well as via email containing all information on the study. On the evening before the deadline will get another reminder via email.

(d) Special studies

- Some studies have *eligibility requirements* which will be shown in the study overview. Please adhere to those requirements as the system will not check if they are met.
- If you see the information “Invitation code required”, only participants who received an invitation code are able to participate in the study. Signing up is only possible once you enter the correct invitation code.
- Studies with certain *prior study restrictions* either require or forbid prior completion of a particular study. Those restrictions will be enforced by the system.
- Student teachers cannot collect credits digitally but may sign up for studies for which credits will be assigned on a credit sheet (“Vpn-Stunden-Zettel”). You can identify these studies by the information that student teachers are welcome in the study description.

Schedule

- Upcoming appointments are displayed on the home screen.
- Every study you have taken part in or that you have signed up for can be viewed by clicking on “My Schedule/Credits”.
- On the evening before the scheduled participation date you will receive an automatic email reminder.

Cancelling a sign-up

Unexcused absence is a considerable problem for every researcher and investigator. Therefore, you should always make sure to keep the appointment or cancel your sign-up in time. Please note that the system keeps track of the frequency of unexcused no-shows. If unexcused no-shows accumulate, further measures may be taken.

1. If you would like to cancel a study sign-up, click on the menu item "My Schedule/Credits".
2. You can only cancel a sign-up if you have not missed the deadline (often 24 hours before the scheduled date). Just click on the blue "Cancel?" button next to the study.
3. You will be asked to confirm the cancellation. Please click on the red "Yes, I want to cancel" button to cancel your participation successfully. The cancellation will be confirmed in the system as well as via email.

If you cancel your sign-up for the second part of a two-part study, your sign up for the first part will not be cancelled automatically. Participating in only one part of a two-part study is not possible, so please either (a) contact the executing researcher to arrange a different appointment for your participation, or (b) cancel your sign-up for the first part as well. If the cancellation deadline has passed please contact the researcher.

(4) Credit earnings

General information

Students enrolled at the University of Mannheim are required to earn a certain amount of credits (Vpn-Stunden) for study participation (see examination regulations). The researcher will grant the appropriate amount of credits after you have participated in a study or will note a missed appointment. You will receive a notification email every time your current credit earnings are updated.

Overview

- The current amount of earned credits is displayed on the home screen.
- Further details are shown by clicking menu item "My Schedule/Credits".
 - On the top, you see a short summary of your earned, pending and required credits.
 - Under "Study Signups", all studies you have signed up for (already taken part or going to take part) are displayed. For each study, there is a credit status. If you have already taken part in a study with credit compensation but have not received the credits after one week, you may contact the executing researcher of the study.
 - On the bottom, you find another summary of your earned and required credits.

Recognition

Once you have collected all required credits for your course, you may have them recognized and receive 1 ECTS credit. How to do this is explained in the document on the acquisition and recognition of participation credits ("Erwerb und Anerkennung von Versuchspersonenstunden").

VPStunden Earned by Course

Course	VPStunden Earned	VPStunden Required
01) Psychologie, Bachelor	30.5	30

(5) Any questions?

Further information and support concerning the system usage can be obtained in the following ways:

(a) Consult the FAQs, (b) consult the other documents for participants on the website of the School of Social Sciences, or (c) view the how-to-video provided by Sona Systems

(<https://www.youtube.com/watch?v=1OnT2ZU6QQQ>). (d) If you need information beyond that, please contact the administrator via email (sona@uni-mannheim.de).