www.mpi.nl/ppdb
Page where you as an experimenter can access the participant database.
Please note: If you are working from outside the Institute, you can only access the link through Remote Desktop!
This manual will explain how to use this database. To login, you use:
login: MPI username (eg. annwij) / *password*: MPI password (Don't forget to log out!)
N.B.: Please don't use the back button of your browser to navigate back through the application!
www.mpi.nl/ppreg
Page where participants can (un-) register as a participant, and change their personal data.
www.mpi.nl/ppexp
Page where participants can sign up for experiments (timeslots). Same login as for /ppreg.

<u>Creating your experiment</u>
You start by setting up your experiment in the database.

1. Database Home -> Click on *Experiment administration*.

2. In the top window, click on *New* to create your experiment.

3. In the next window, fill in the necessary fields. When you click with your mouse in one of the fields, you will get more information on what should be written in the field. (For online experiments, please give the experiment a name starting with the word 'online', and choose 'web-experiment' as 'Type'.)

4. With regards to payment, all <u>online experiments</u> will be paid €10 per hour, and all i<u>n-house experiments</u> €15 per hour. However, for the shorter in-house experiments (under 45 minutes), we pay all experiments €12,50 per hour. This means that an in-house experiment of (up to) 45 minutes will be €12,50, as well as an experiment of 15 or 30 minutes. An experiment of 60 minutes will be €15, an experiment of 75 minutes €18,75, an experiment of 90 minutes €22,50 etc. Please note that we calculate experiment time and rate in blocks of 15 minutes. So "an experiment of 60 minutes" means "an experiment between 45-60 minutes".

5. Click on *Save* when you're done.

6. If you later want to make changes to your experiment, click on *Edit* in the top window of this menu.

7. In the lower window of this menu, click on *Add Experimenter* to add other people to your experiment. They will then also be able to access your experiment. You can add them by searching a name on the left side, and dragging the name to the right.

8. Click on *Exclude from Selection* to make exclusions on the basis of participation in other experiments. Participants who participated in these experiments will be excluded when you select your participants. It might be useful to also exclude your current experiment, to avoid scheduling them twice. Again, find an experiment on the left side, then drag it to the right side.

9. Click on *Add Keywords* to add *Technique* and *Task* keywords. This might help other researchers when selecting participants.

10. The tabs *Add Timetable* and *Add Subjects* will be explained elsewhere in this manual.

11. Click *Save & Home* at the top right to leave the page. (Don't use the back button of your browser!)

Creating a Timetable

In the Timetable, you provide some more information about the experiment, of which most of it will be visible to the participants.

1. Database Home -> Click on *Experiment administration*.

2. Select your experiment in the list at the top of the page.

3. In the lower window, select the tab *Add Timetable*.

4. Click on *New*.

5. Create an *Exp short name* at the top. This name will be visible to your participants.

6. Give your Timetable a *name* (easiest is to have part of your experiment name in it).

7. Give a *Timeslot length* in minutes.

8. Set your *Timetable status* on UNDER CONSTRUCTION. Later, you can change it to OPEN FOR REGISTRATION, but only do this right before you are ready to invite participants.

9. Set minimum and maximum participants per timeslot. (For online experiments, this can only be 1.)

10. Select a *Contact* person. This person will get the automatic e-mails (confirmations/cancellations). You can select multiple contacts if you like. This could be useful if you are running an experiment with several people, and you would all like to receive the confirmation and cancellation e-mails.

11. Select a *Location*.

12. If you want, you can set a *maximum number* of participants for this timetable.

13. At *HoursBeforeRegisTimeslot*, you can decide what the time limit is (in hours) for signing up (before each timeslot). The default is 0.5 hours. Participants will only see the timeslots that are still available.

14. At *HoursBeforeCancelTimeslot*, you can decide what the time limit is (in hours) for cancelling an experiment/timeslot. The default is 0 hours. Participants will see this limit when signing up. When they want to cancel within this time limit, they won't be able to do so through the system anymore. However, they can still cancel by sending an e-mail to the experimenter, or by calling the reception.

15. Write the *SubjectInfo*, where you explain what participants need to do in your experiment. This information will be visible to your participants. (For online experiments, please explain that they don't need to come to the institute, but still need to select a (random) timeslot. After they have signed up, you can send them an e-mail with more information. Please explain this as well.)

16. If you want, you could add a Pdf-file at *InfoFile*. For example, with more specific information about the experiment (e.g. EEG Info), or with the consent information. You can upload 1 file, so if you have several documents, you should merge them first.

17. At *ExpRoom*, you need to choose an experiment room. Please note that this doesn't mean that you book the room! We need this information for an overview of which rooms are taken at a certain time (Corona measures).

18. Click *Save & Home* at the top right. (Don't use the back button of your browser!)

<u>Creating timeslots</u>

Within the Timetable, you can create timeslots for participants to sign up to.

1. Database Home -> Click on *Experiment administration*.

2. Select your experiment.

3. In the lower window, select the tab *Add Timetable*.

4. Click on *Edit*.

5. In the lower window and to the right, click on *Add/Delete/Update timeslots*.

6. Click on either *Add timeslots 1* or *Add timeslots 2*.

7. Fill in the necessary fields.

8. Click on *Generate timeslot(s)*. (For online experiments, you can choose random slots, preferably in the far future, to emphasize that the slots are 'fake'.)

9. In the lower window, you can see the timeslots that are generated. Click on *Delete* if you want to delete a certain timeslot. You can also choose *Delete all*.

10. Click *Save & Home* at the top right.

Selecting participants

When your experiment is 'ready to go', you can make a selection of eligible participants.

1. Database Home -> Click on *Subject selection*.

2. Choose your experiment (top right). That way, your exclusions are also taken into account.

3. Select your participants through the different fields. If you click on *Add Fields* to the right, you can add more criteria. (Tip: you can also go to View->Sort->Advanced, to make a sorting in your selection.) Please note, that we have only added the question WO/HBO at a later point. So, we don't have this information for all participants.

4. Choose your timetable (at the top).

5. Optionally, give a number of people you want to add to your timetable in *AddMax*. Note: It will select the participants on the basis of your selection/ordering, starting from the top.

6. Click *Add selection to timetable*.

7. Click *Home*.

Having participants register for your experiment

When you are ready, you can open up your experiment to your selected participants.

1. Database Home -> Click on *Experiment administration*.

2. Select your experiment.

3. Go to the tab *Add Timetable*, and click on *Edit* for the timetable you created.

4. Double check everything, and set your *Timetable status* to 'Open for registration'.

5. Click on *Save & Back* or *Save & Home* to save your settings. From this moment on, all participants in the tab *Subject selection* (lower window) will see the available timeslots.

<u>E-mailing your participants</u>

You don't need to e-mail participants. However, you are still able to do so if you need some last-minute participants. Also, for our older participants, you will probably still need to e-mail (or call) them, since they won't check the registration website on a regular basis.

1. Database Home -> Click on *Experiment administration*.

2. Select your experiment.

3. Go to the tab *Add Timetable*, and click on *Edit* for the timetable you created.

4. In the lower window, click on the tab *Subject selection*.

5. In the right panel, you can now create your e-mail. This should at least contain a (short) explanation about the experiment, and a link to the page where they can sign up for the experiment (www.mpi.nl/ppexp). Also, you should give the link for participants to unsubscribe as a participant "Als u geen proefpersoon meer wilt zijn, kunt u zich uitschrijven via www.mpi.nl/ppreg."

6. Choose a *From* address (this is what the participant will see as sender).

7. Choose a *To* address (a copy of the e-mail will be sent to this address).

8. Create a *Subject*.

9. Note that the program will send the e-mail in *Bcc* in blocks of 50 addresses at the same time. You will receive a copy of the e-mail per group of 50 (so if your limit of recipients is 100, you should get 2 e-mails). Please also note that you can only send 500 e-mails per 24 hours. If you need to send out more, you need to send a request to our system administrators (Gert-Jan/Tobias).

10. In *NrOfRecipientsLimit*, choose the amount of participants you want to send the e-mail to.

11. At *EmailSent*, choose where you want to send the e-mail to. (Preferably to participants with 'EmailSent = No'. These participants did not receive the e-mail before.)

12. Choose the randomization procedure. If you choose 'Do not use random selection', it will start at the top of your selection. You can sort by all the collumns that are visible.

13. Set your *Timetable status* as 'Open for registration' (if you haven't done so already).

14. Double check everything, and click on *Send email*!

15. When you want to e-mail everyone again from the top of your list, click on *Reset EmailSent*. The column EmailSent will be set to 'No' again for all participants.

16. Click on *Synchronize* to update the exclusions, in case you are e-mailing the same participants again, or if one of your excluded experiments is still running. If you exclude participants from your current experiment, you avoid inviting them twice. Make sure the list of participants that should be excluded is up to date by doing the following two things every time you send out e-mails: First, click on *Add subjects in timetable to exp* (in the timeslots window), then click on *Synchronize* (in the e-mail window).

17. Finally, click on *Save & Back* or *Save & Home* to save your settings.

<u>Manually adding participants to a timeslot</u>

Sometimes you would like to manually add a participant to a timeslot. For example, if you called (older) participants to take part, or if you have multiple sessions.

1. Home -> Click on *Experiment administration*.

2. Select your experiment in the list at the top.

3. Go to the tab *Add Timetable*, and click on *Edit* for the timetable you created.

4. Click on *Add* for the specific timeslot, and then click on the magnifier.

5. Provide the details of your participant (SubjectID, name and/or email), and click on *Search* at the bottom of the upper window.

6. Click on the participant in the lower window, click on *OK* and click on *Add subject*.

<u>Checking your schedule</u>

Here you can check and clear timeslots.

1. Home -> Click on *Experiment administration*.

2. Select your experiment in the list at the top.

3. Go to the tab *Add Timetable*, and click on *Edit* for the timetable you created.

4. In the lower window, you will see who signed up for your experiment.

5. Click on *Menu* and *Export to Excel* to save a copy of the list.

6. If you click on *Refresh*, you can see if something changed in the meantime (more sign-ups or cancellations).

7. If you click on the number in the column *SubjectId/DeclForm*, you will be able to print the declaration forms. You and the participant sign the form directly after the experiment (no signature needed from the participant for online experiments). The forms go (preferably the same day) in the closed pigeon hole of Operations (across the reception). After printing them, please go to your "Downloads" folder in the File Explorer, and remove the downloaded forms. (Since they hold personal information.)

8. If you are unable to hand in the forms (for example when you are working from home), you can save the files as pdf's (without signing them), and send them to Arnold Harbers by e-mail. After sending the files, please delete them from your pc/workspace, and also from your sent items, since it holds personal information.

9. Please inform you participants that the payment can take a few weeks. If they didn't receiver their payment after 4 weeks, they can contact us.

10. Please note that the MPI can't pay participants who have a contract at the MPI!

11. When you are unable to come, click on *Clear Sign-up + notify subject* for every participant/timeslot you want to cancel. They will get a cancellation e-mail. Don't forget to also delete the timeslot, in case someone else signs up.

12. When a participant cancelled by phone, or didn't show up, or you cancelled them manually, click on *Clear Sign-up without notify*.

13. Click on *Add subjects in timetable to exp* to add them to your experiment. They will now also be visible in your 'Experiment administration' (Home -> *Experiment administration* -> tab *Add Subjects*).

14. You can also manually add participants to your experiment through the tab *Add Subjects* in the menu *Experiment administration*. This can be useful for example if you called (older) participants to take part, of if you have multiple sessions.

15. Click on *Save & Back* or *Save & Home* to save your settings.

Automatic e-mails sent by the program for experiments with a minimum of 1 participant per timeslot

1. When a participant registers for a certain timeslot, the participant will receive a confirmation e-mail (with a Cc to the contact person(s)). You decide yourself until when participants can register for a timeslot. (The default is 0.5 hours before the start of the timeslot.) Please note that you as the experimenter can choose at any time to delete empty timeslots if you don't want participants to register themselves anymore. (Note: participants of online experiments get a different confirmation e-mail, where it says that they don't need to come to the institute, and that they will receive an e-mail with more information soon by the experimenter.)

2. At 7:00 am the day before the experiment, the participant will receive a reminder e-mail. (Not for participants to online experiments, since the timeslot date is 'fake'.)

3. When a participant unsubscribes for a certain timeslot, the contact person(s) will receive a cancellation e-mail. You decide until when participants can unsubscribe before the start of the timeslot. (The default is 0 hours before the start of the timeslot.)

4. When the experimenter is unable to run the experiment, he/she will click on *clear sign-up + notify subject*, and the participant will get a general cancellation. Don't forget to also delete the timeslot, in case someone else wants to sign up.

Automatic e-mails sent by the program for experiments with a minimum of 2 participants per timeslot

1. When the first participant(s) registers for a certain timeslot, both the participant and the contact person(s) will receive a preliminary confirmation e-mail. You decide yourself until when participants can register for a timeslot. (The default is 0.5 hours before the start of the timeslot. Please note, that you as the experimenter can choose at any time to cancel timeslots (by clearing and deleting the timeslots).

2. When the last participant (to reach the minimum number of participants) registers for a certain timeslot, all the participants of this timeslot (and the contact person(s)) will get a definite confirmation.

3. When all the slots for a certain timeslot are full (the minimum number is reached), all the participants of this timeslot will receive a reminder e-mail at 7:00 am the day before the experiment.

4. When a participant unsubscribes for a certain timeslot, the contact person(s) and the other participants of that timeslot will receive a cancellation e-mail. You decide until when participants can unsubscribe before the start of the timeslot. (The default is 0 hours before the start of the timeslot.)

5. When a participant unsubscribes for a certain timeslot, or when the timeslot didn't reach the minimum number of participants at all, the other participants of the timeslot will receive a cancellation e-mail.

6. When the experimenter is unable to run the experiment, he/she will click on *clear sign-up + notify subject*, and the participant(s) will get a cancellation. Don't forget to also delete the timeslot, in case someone else wants to sign up.