



Participant Access & Invitations

Predefined Participants

CIAS now allows researchers to create a participant-specific intervention link that participants can use to directly access their session or sessions, **without having to create an account on CIAS**. This one link will always direct them to the next available session, and will save their data on a single line in that intervention's spreadsheet.

To generate the link and identify the participant on the back end,, researchers can provide the participant's cell number, name, researcher-generated study ID, email address, or phone number. All are optional, but of course you'll need at least one..

Step 1: Create a predefined participant

- 1) **Select "invite Participants" near the top of the session page of your published intervention.**
- 2) **Select the Predefined participants tab in the pop-up window**
- 3) **Select "Create predefined participant" and provide the desired participant Information**
- 4) **Click "Create predefined participant"**

Invite participants [X]

E-mail participants Predefined participants

There are no predefined participants yet

[Create predefined participant](#)

Session
Select session [v]

[Copy URL link to this session](#)

Create predefined participant [X]

[< Back to predefined participants list](#)

ⓘ For security reasons, predefined participants won't see Participant Report screen, thus receive PDF reports.

First name
Enter participant first name

Last name
Enter participant last name

E-mail
Enter participant e-mail

Participant ID
Enter participant ID

Phone prefix Phone number
US +1 [v] Enter phone number [v]

[Create participant](#)

Step 2: Invite a predefined participant

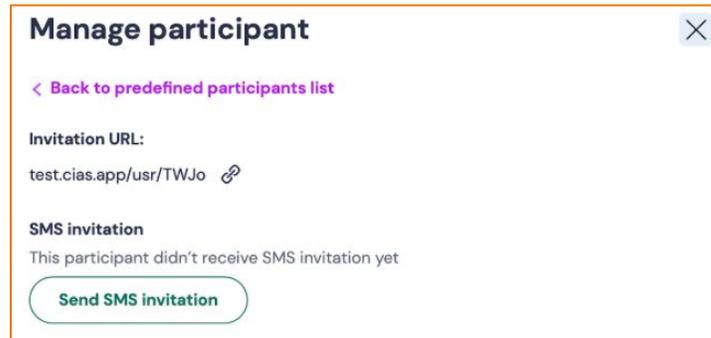
Use one or more of the sending options to share the intervention with participants:

A) Copy and paste the unique link

Copy the unique invitation URL and share it with the participant

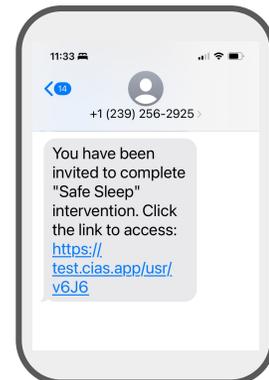
B) Send the SMS invitation through CIAS

This will prompt CIAS to generate and send an SMS to the participant with the unique invitation URL.



What will this look like for participants?

- When researchers invite a predefined participant through SMS, they will receive the following message: "You have been invited to complete [your intervention name]. Click the link to access. <https://cias.link>."
- If you want your intervention to appear in quotes, put them in your intervention name. Quotes will be automatic with the next release.



Notes, tips, & tricks

- For now, participants must proceed sequentially through sessions and cannot proceed until the most recent one is finished. The next release will allow you to close a session if it has not been filled within a predetermined time.
- You can edit predefined participant information at any time
- Predefined participants in multi-session interventions **won't receive reminders as sessions become available**. We recommend either creating SMS messages that remind them to check their unique intervention URL, or periodically re-sending the invitation containing that unique link.