Using ‘Areas of Expertise’ while Assigning Paper Reviews
A Quick Reference for Review Coordinators

What are Areas of Expertise?
Areas of Expertise are voluntary terms Paper Review Coordinators choose to assign to your Committee’s Reviewer Pool. They help you match Reviewers with Papers. Using them requires action from both Review Coordinators and Reviewers. Once you have made your selection ahead of time, reviewers login to MyTRB to pick from the terms they identify as their area of expertise to let you know they are available to review any paper you think falls under that topic. Both need to happen before papers are assigned in August.

1. Login to www.MyTRB.org
   • Select: Annual Meeting
   • Select: Review Management in mid-August
   • Select: Assign Reviews by Paper
   • Find the Committee from the drop down
   • Click on Blue Select Button on the left of the row for the Paper you want to assign reviews

2. Select: ‘Assign Reviewer for Initial Review’
   • This will bring up another window
   • Reviewer pool names listed are listed in rows
   • Areas of Expertise are listed in their own column and may be blank if reviewer did not select any
   • You can sort the table by clicking Areas of Expertise header
   • The ‘Type to Filter’ box is also very helpful. Simply begin to type an Area of Expertise or Name and the table adjusts
   • Finish with the blue Assign the Reviewer(s) button

3. Alternatively, you may Assign Papers by Reviewer rather than Assigning Reviews by Paper
   • Areas of Expertise are also listed in a column for the names in the reviewer pool

Get a detailed User Guide for Review Coordinators at this link