

Instructions for Submitting a 2009 CSTE Position Statement

These instructions apply to both general policy position statements and position statements for placing a condition under national surveillance (NNC)

1. Log into the CSTE website (only Active members can submit position statements)
2. Click on the Position Statement Submission link on the members home page

2009 Position Statement Submission

New Position statements are developed by CSTE and are an integral part of our work as a membership organization. Position statements provide programmatic guidance and influence public health on national, state and local levels.

Members Only Feature!

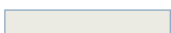
3. Click on the appropriate Category (e.g., Infectious disease, Chronic Disease, Environmental Health, Executive Committee, etc) for submission of the final position statement.
4. Press the Add a New Topic button to open the field for submission

5. Enter a Subject for the submission (short title of the position statement)
6. Submit a brief description of the content of the position statement in the text box
7. Attach the final position statement by clicking the gray arrow on the Attachment box
8. Browse for the final position statement (filename must be short for successful upload)

Subscribe: ☐ Check the box to receive email notifications for this topic.

Attachments 

Current Attachments: My Files (57)

9. Press the upload button

Attachments

Current Attachments (1) My Files (57)

Shows successful upload after browsing and pressing the green Upload arrow

File Name	File Size	Create Thumbnail	Insert Image	Display Lin
Final_position_statement_email.docx	15.59 KB			

10. Once the position statement has been successfully uploaded, review before pressing the Submit button

11. All new position statements must be submitted to CSTE by April 2, 2009