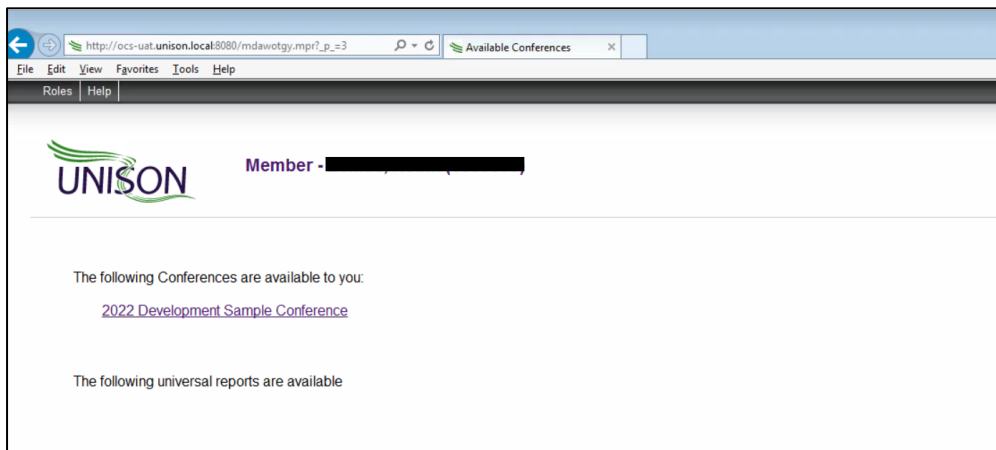# Personal Pronouns within OCS

Introduction

The latest release of the Online Conference System (OCS) website includes the ability for delegates to select personal pronouns for subsequent display on Conference badges.

This document is intended to act as a guide for conference delegates on how to set personal pronouns within OCS.
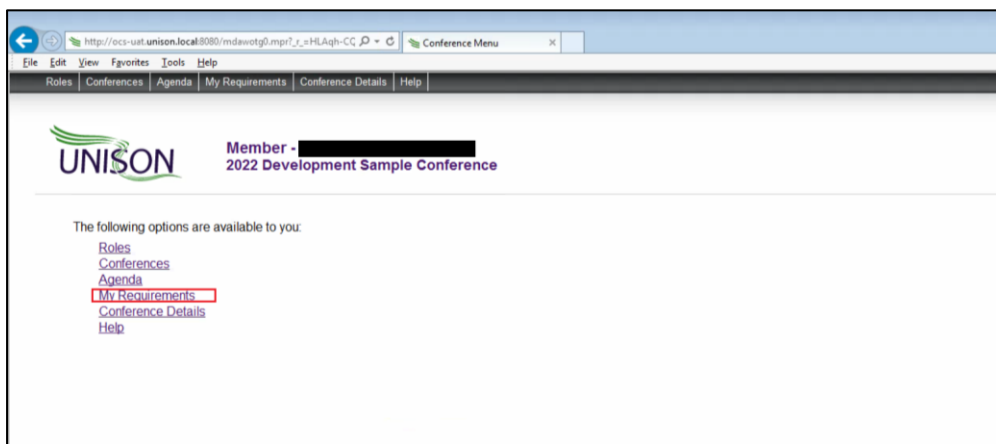
Accessing the Personal Pronouns Setting Screen

Having started OCS via Citrix or My Unison and selected a role to log in as, users are presented with a list of conferences, for which they have been registered as delegates, on the "Conference Selection" screen (PP1), as shown below.
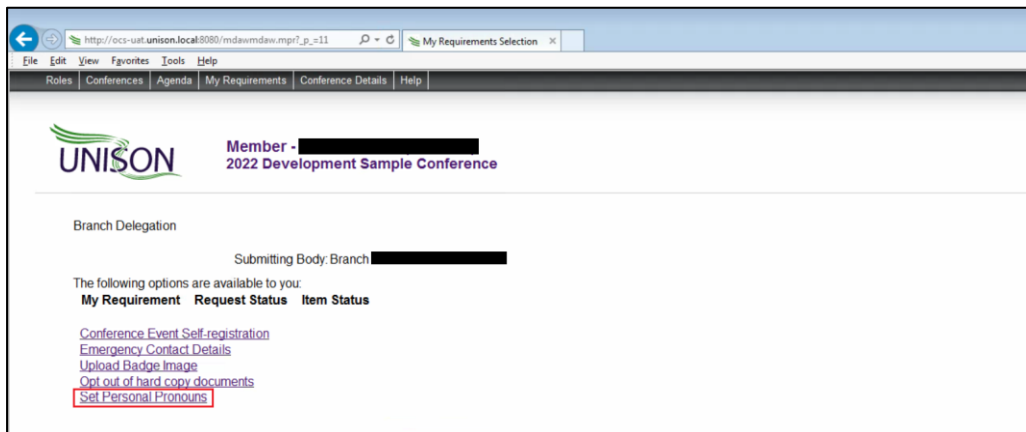

PP1 – Conference Selection screen

Users should select a conference from the list and are then presented with the "Conference Options Menu" screen (PP2) as shown below.
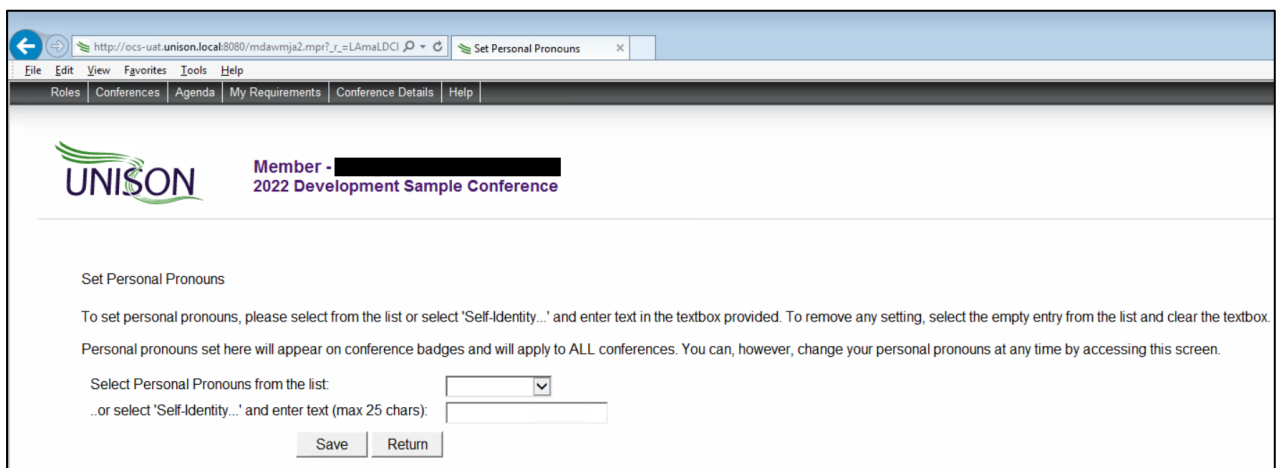

PP2 – Conference Options Menu screen

To access the Personal Pronoun setting, users should click the "My Requirements" link (highlighted) to access the "My Requirements" screen (PP3) as below.

PP3 -My Requirements screen

Users should then click the new "Set Personal Pronouns" link (highlighted) to access the new "Personal Pronouns" screen (PP4) as below.

PP4 – Personal Pronouns screen

Setting Personal pronouns

The screen shown above (PP4) allows users to set their personal pronouns for inclusion on conference badges.
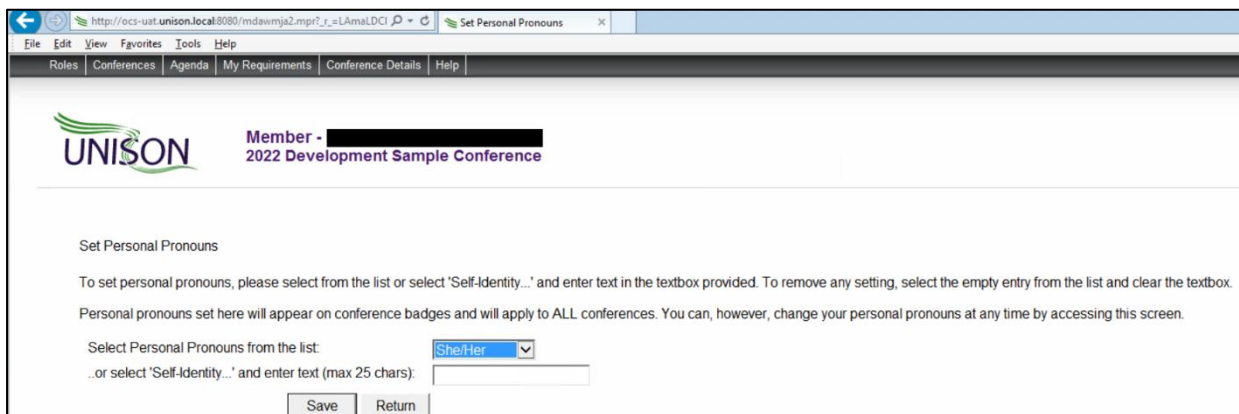
By default, no personal pronouns are set for users and so the initial setting of the screen will be as shown above, with the empty item selected in the "Personal Pronouns" list and no entry in the "Self-Identity" text box.

UNISON's Equalities Unit have provided a pre-set list of personal pronouns. This list includes the following personal pronouns:

- He/Him
- She/Her
- They/Them
- He/They
- She/They
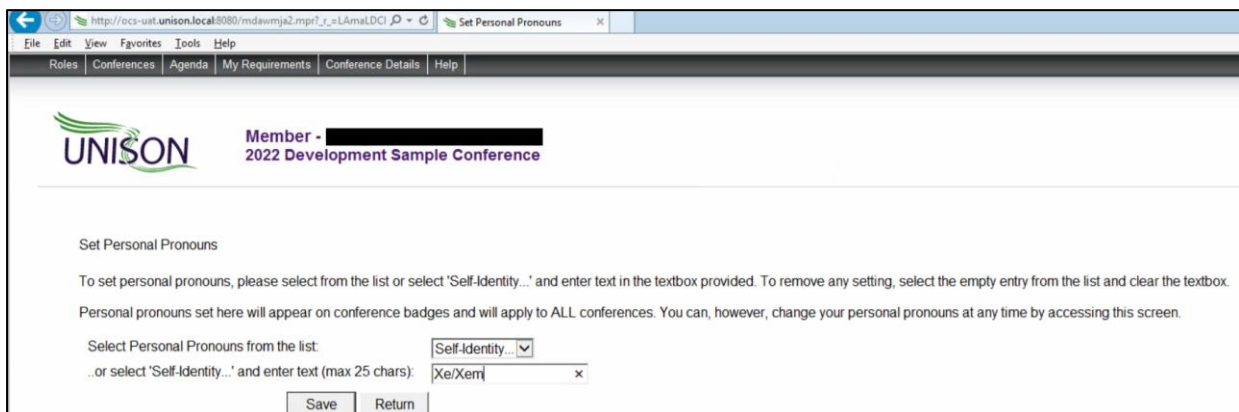
Users may now either:

- Select a pre-set entry from the list (as shown in PP5)
- Select the "Self-Identity..." item from the list and enter their own personal pronouns in the "Self-Identity" text box if none of the pre-set entries are suitable (as shown in PP6)
- Select the empty entry from the list (as shown in PP4)

PP5 – Selected Personal Pronoun

*PP6 – Self-Identity selected, text entered*

Once a selection has been made, clicking the "Save" button saves the setting and returns the user to the "My Requirements" screen (PP3).

Clicking the "Return" button instead will return the user to the "My Requirements" screen without saving any changes in personal pronoun settings.

Users can check their current personal pronouns setting simply by accessing the "Personal Pronouns" screen (PP4) where the current setting, if any, will be shown.
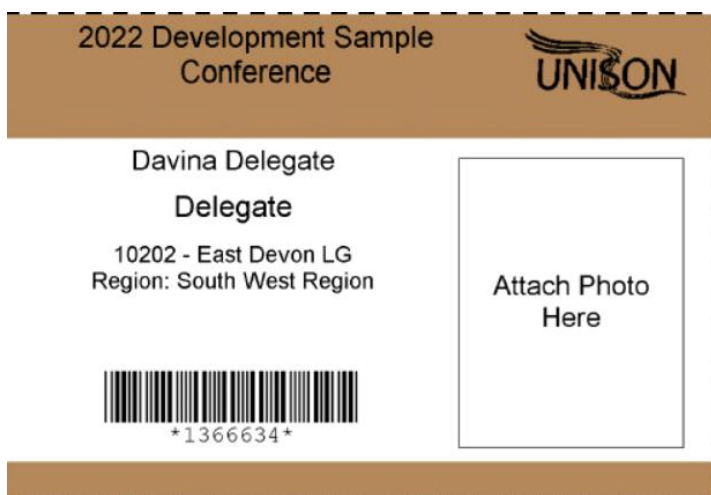
Conference Badges

Once set, person pronouns are shown on conference badges as shown below.
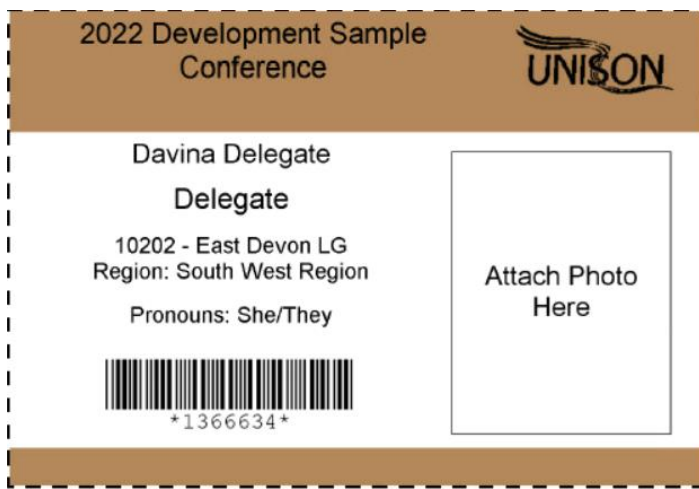
PP7 -Conference Badge where personal pronouns are set

Note that if no setting is made (i.e. the empty item from the list is selected), the badge will appear with no "Pronouns" text, as shown below

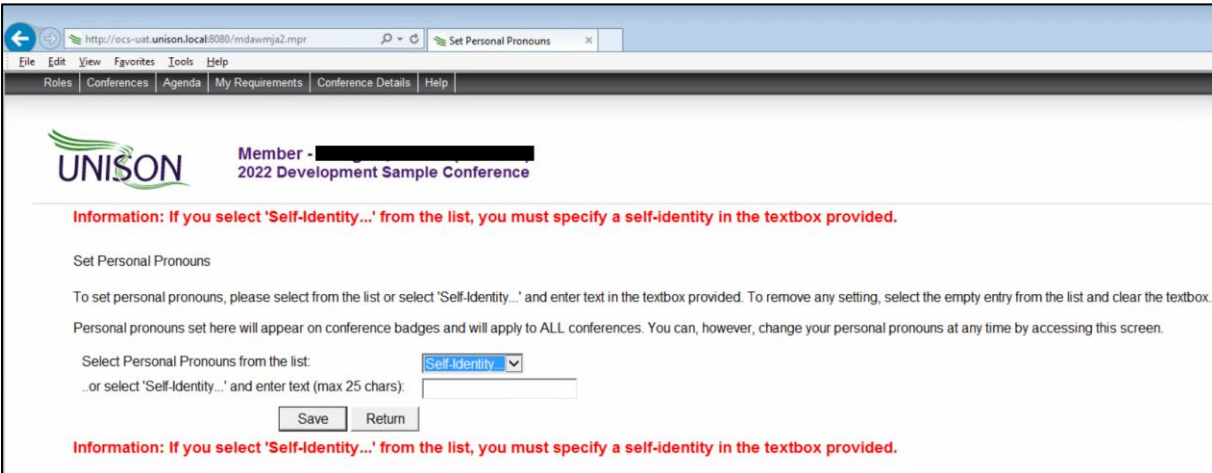*PP7 -Conference Badge where personal pronouns are not set*

Points to note

Note that any personal pronoun setting applies to ALL conferences for which the user is a delegate.

When setting personal pronouns, please note that:

- If the "Self-Identity…" item is selected from the list, text must be entered in the "Self-Identity" text box before the setting can be saved
- If the "Self-Identity…" item is selected from the list, the text entered in the "Self-Identity" text box must be 25 characters or less before the setting can be saved
- If an item other than the "Self-Identity…" item is selected from the list, text in the "Self-Identity" text box must be removed before the setting can be saved

Should a user attempt to save invalid personal pronoun settings, based on the above, an error message is shown, in red, at top and bottom of the screen as shown below (PP9).

PP9 – Personal Pronoun setting error message