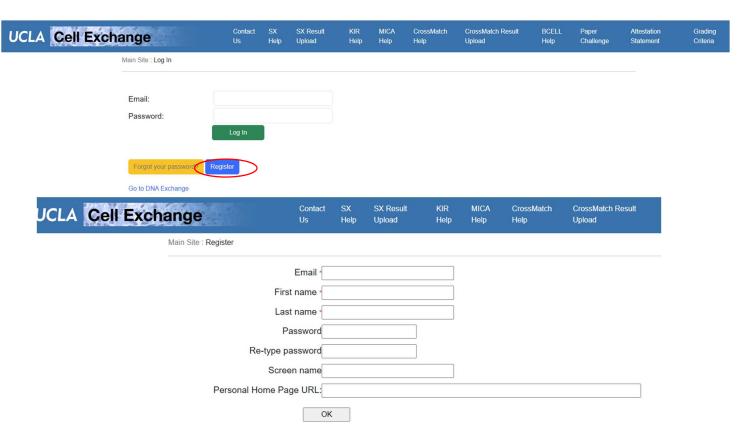# Instructions for reporting results for the Virtual Paper Challenge

The website, https://cell-exch.ctrl.ucla.edu/register/, works best in the latest version of Firefox, Google Chrome, or Microsoft Edge.
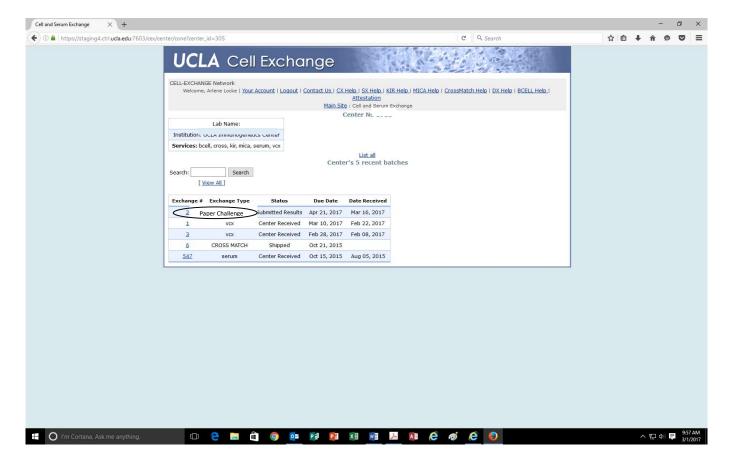
1. Go to https://cell-exch.ctrl.ucla.edu/register/.

2. Click on Register to set up an account.
   a. Passwords must at least 12 characters in length and consist of the following:
      1. one lower case letter
      2. one upper case letter
      3. one number
      4. one of the following special characters: !@#$%^*

3. Once you have registered your email address, please contact an administrator, Arlene Locke at alocke@mednet.ucla.edu or Maria Cabarong at MCabarong@mednet.ucla.edu, to have your email account activated. *Please note*: you will not be able to enter results until your account has been activated.
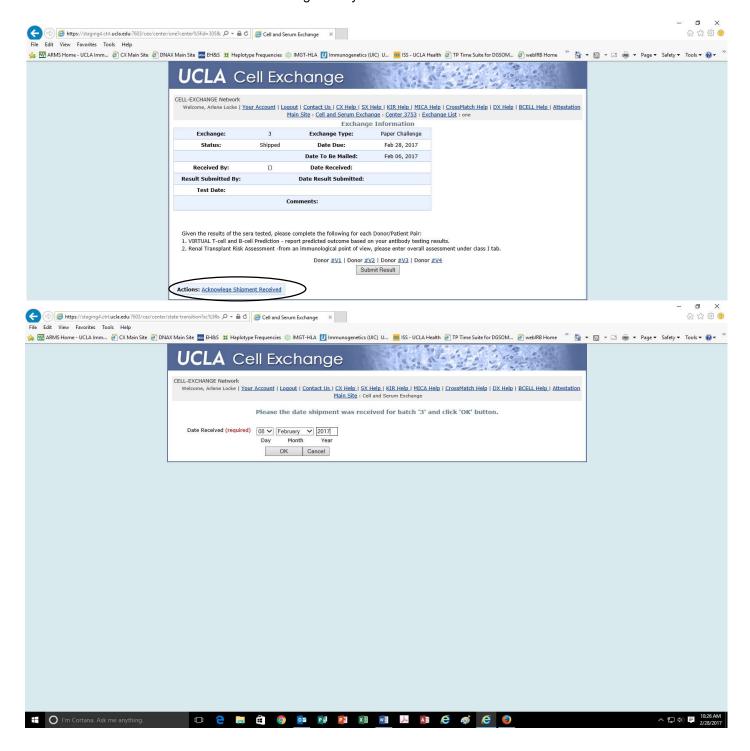

4. After your email address has been activated, return to the login page, https://cell-exch.ctrl.ucla.edu/register/ to enter the site.
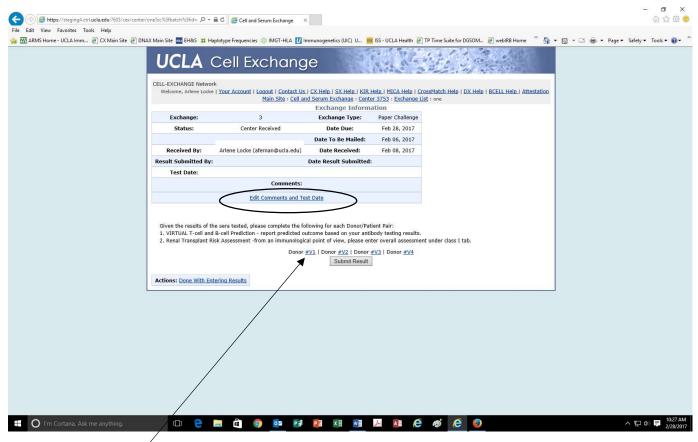
5. The Main Site page will show the most recent exchanges. Only the programs you are enrolled in will be shown.

6. Click on the exchange number next to the exchange type you wish to report results.
   a. For example, to report results for Virtual Crossmatch Exchange 1, click on 3 next to Paper Challenge.

7. The next screen will have details for the Exchange study selected: Virtual crossmatch Exchange number, mailing date, shipment status, and due date.

8. Before entering results, you must click on "**Acknowledge Shipment Received**."

9. Enter date shipment was received. **Note:** If you accidently enter the date incorrectly, you will need to contact an administrator to change it for you.

10. After entering the received date, you will be returned to the Exchange details page. The exchange status will be updated from "Shipped" to "Center Received."

11. Edit Comments and Test Date (optional) – Use this section to enter your test date and comments. For example, shipping/sample issues, additional tests done, etc.
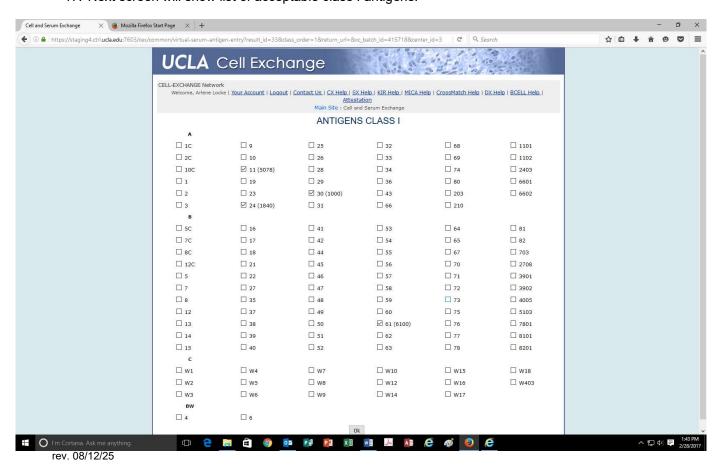

12. Select a donor # to enter results for that specific donor. For example, to enter results for virtual Donor 1, click on #V1.
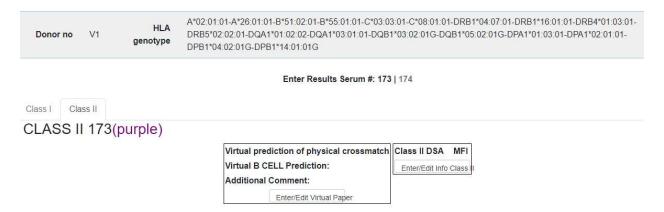
13. Select the serum you wish to report results on for the selected donor. The program will automatically default to the first serum listed (in this example serum 173). To enter predictions and DSA for virtual donor V1 against the second serum (serum 174), click on serum 174 in the middle of the screen.

14. On each result entry page, you will find the HLA genotype of the selected donor.

Donor no	V1	HLA genotype	A*02:01:01-A*26:01:01-B*51:02:01-B*55:01:01-C*03:03:01-C*08:01:01-DRB1*04:07:01-DRB1*16:01:01-DRB4*01:03:01-DRB5*02:02:01-DQA1*01:02:02-DQA1*03:01:01-DQB1*03:02:01G-DQB1*05:02:01G-DPA1*01:03:01-DPA1*02:01:01-DPB1*04:02:01G-DPB1*14:01:01G

Enter Results Serum #: 173 | 174

Class I   Class II

CLASS I 173(purple)

Virtual prediction of physical crossmatch	Class I DSA MFI
CPRA:	Enter/Edit Info Class
Virtual T CELL Prediction:	
Additional Comment:	
Enter/Edit Virtual Paper	

15. To enter your virtual T-cell prediction of the physical T-cell crossmatch (**Note**: The result entry screen is defaulted to class I) click on "Enter/Edit Virtual Paper". Please enter your calculated CPRA value as well.

16. To report class I DSA detected, click on "Enter/Edit Info Class I." If no class I DSA are present, enter "No class I DSA" under additional comments.

17. Next screen will show list of acceptable class I antigens.

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18. Check the box next to the antigen to select it. Enter the MFI value for the antigen when prompted. To delete an antigen, unselect the antigen in the list by clicking the box adjacent to it.

19. Click OK to exit page and save your entries. Antigens are listed in order of strength.

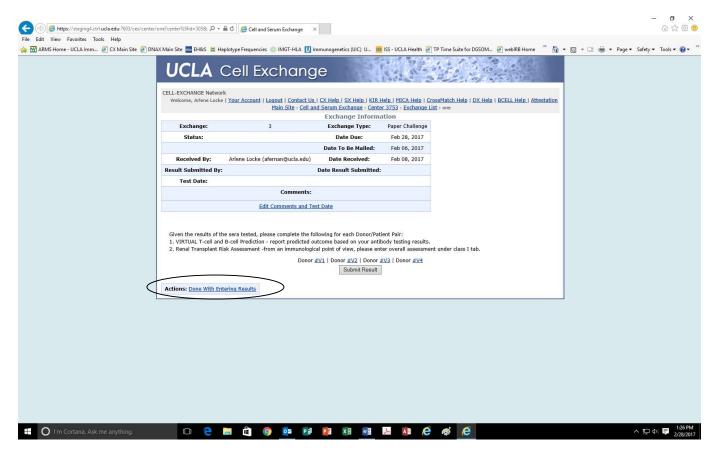20. Click on the class II tab to enter your virtual B-cell prediction of the physical B-cell crossmatch. Both class I AND class II DSA should be considered when predicting the expected B-cell flow crossmatch outcome.

Donor no	V1	HLA genotype	A*02:01:01-A*26:01:01-B*51:02:01-B*55:01:01-C*03:03:01-C*08:01:01-DRB1*04:07:01-DRB1*16:01:01-DRB4*01:03:01-DRB5*02:02:01-DQA1*01:02:02-DQA1*03:01:01-DQB1*03:02:01G-DQB1*05:02:01G-DPA1*01:03:01-DPA1*02:01:01-DPB1*04:02:01G-DPB1*14:01:01G

Enter Results Serum #: 173 | 174

Class I | Class II

CLASS II 173(purple)

Virtual prediction of physical crossmatch	Class II DSA MFI
Virtual B CELL Prediction:	Enter/Edit Info Class II
Additional Comment:	
Enter/Edit Virtual Paper	

21. To report class II DSA, click on "Enter/Edit Info class II". Repeat steps 18 and 19. If no class II DSA are present, enter "No class II DSA" under additional comments.

22. When you have completed all entries, click on "Done with Entering Results" on the bottom of the screen.
    a. The fields, "Results Submitted by" and Date Result Submitted" will be filled in with your email address and the date the results were submitted.
    Please note: these fields cannot be modified after the initial submission.
    b. Exchange status will be updated to "Submitted".

23. You may edit/modify your results as many times as needed before the due date. ***Important***: The program will not allow you to enter or edit results after the due date.

24. Please print a copy of the submitted results for your records.