

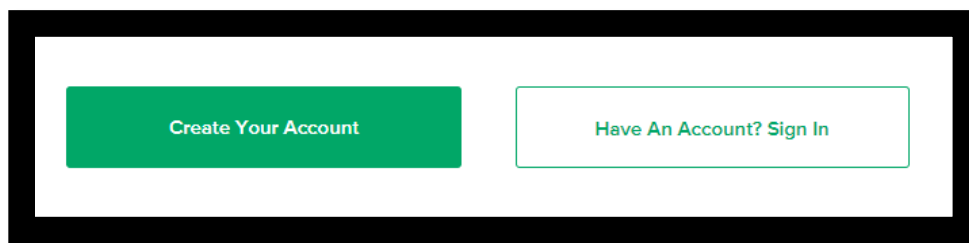


Frequently Asked Questions

How do I submit an application through Submittable?

PLEASE NOTE: You MUST use Google Chrome to properly access the Submittable application.

To submit an application, you need a Submittable account. When clicking on the application link, you will be directed to the application where you will see the options pictured below. If you don't have an account with Submittable, click on "Create Your Account." If you've used Submittable before, click on "Have An Account? Sign in" to log in to your existing account.



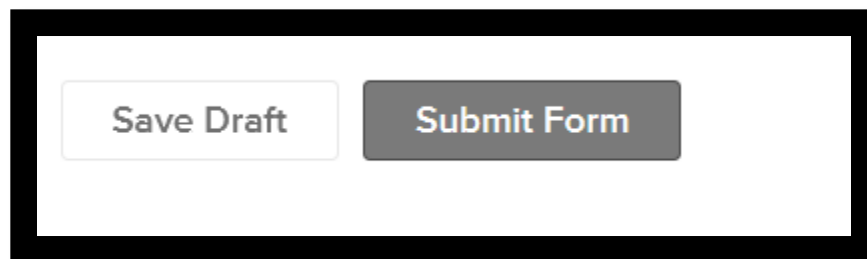
After you create an account, you will receive a validation email from Submittable Notifications. You will need to click a link to validate your email address.

Can I submit more than one application?

No. Only one application per account will be accepted.

How do I save my application?

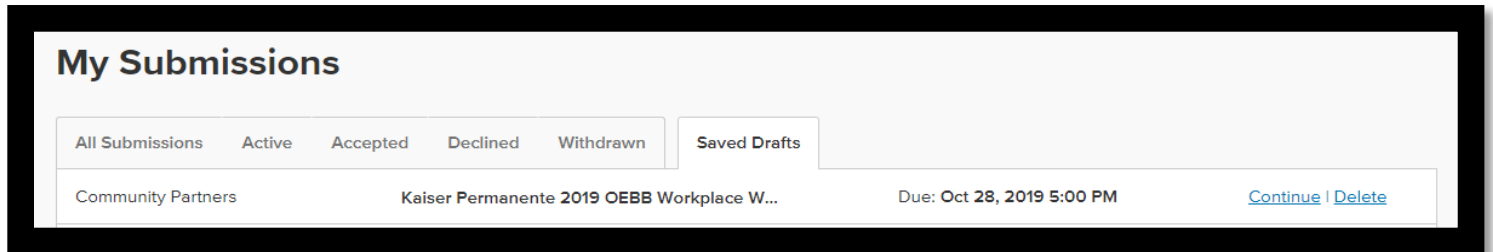
To save your application while you are working on it, scroll to the bottom of the webpage and click on "Save Draft." Please make sure to save your draft frequently.



How do I return to a saved draft?

To return to a saved draft, login to your Submittable account and click on Submissions. Then click on the "Saved Drafts" tab. Locate your draft and click "Continue" next to that draft. You will be taken back to your saved draft, which you can then continue to complete.

Frequently Asked Questions



How can I view my application after I have submitted it?

You can view your submissions at any time by logging into your account and clicking on the “Submissions” tab on the navigation bar at the top left of the page. Submissions are organized into six categorized tabs: *All Submissions, Active, Accepted, Declined, Withdrawn, and Saved Drafts.*



Can I edit my submission?

Once you have submitted an application you cannot make any edits to it.

To make any changes to a submitted application, please contact Kahlil Gasper, Community Partners Senior Program Manager at WorkplaceWellness@communitypartners.org to “open” your submission for editing.

You will receive an email from Submittable, allowing you to go into your application and edit.

How do I check the status of my submissions?

You can check the status of your submissions by signing in to your Submittable account. Once you are in your Submittable account, the submission status label will appear to the left of your submission.

- A Received status means your submission was successful.
- If your status is In-Progress, it means your submission is under review.
- Withdrawn status: This means you have withdrawn your submission as described above.

How can I download a copy of my submission?

You can download a summary of your submission by clicking on “Submissions” at the top of your page.

Find the submission you want to download and click on the submission title. This will open the submission’s details page, where you can click the Download button in the upper right of the viewing box.

Frequently Asked Questions



When you click Download, a PDF summary of your submission will be downloaded.

If you wish to download individual files from within your submission, scroll through the submission until you find the file you want to download, then hover over it and you will see a download icon appear. Click the icon and that file will download to your computer.

Who can see my submission?

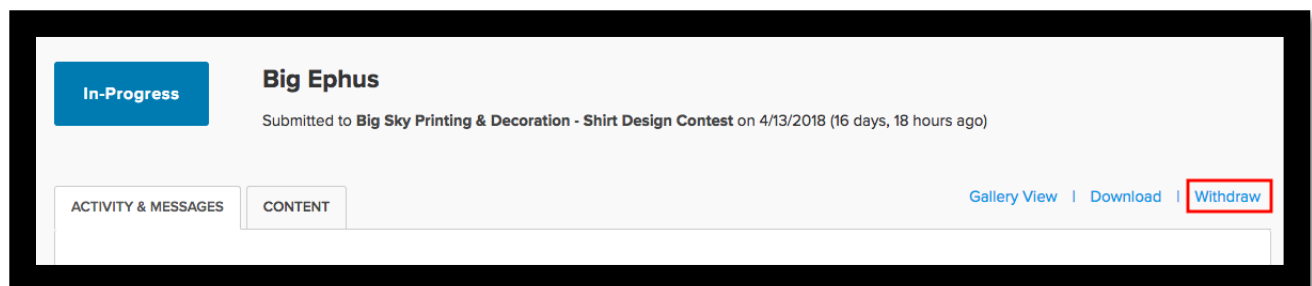
As a submitter, you are the only one who can view your submission. If you wish to share your submission, you can download a copy. See the question: “How can I download a copy of my submission?”

How do I delete a submission I’ve made?

Submissions that are received and not yet reviewed cannot be deleted from your Submissions List. If you don’t want your application to be considered, you can withdraw your application and then delete it from your submissions list.

You can withdraw your submission by clicking on the “Submissions” tab in the main navigation bar or by clicking your username in the upper right-hand corner of the screen and selecting “Submissions.” To see your active submissions, click on the “Active” tab and then click on the title of the submission that you wish to withdraw.

When the submission opens, look for the “Withdraw” link in the upper right area above the box.



Questions?

If you have any questions about Submittable please contact Kahlil Gasper, Community Partners Senior Program Manager at WorkplaceWellness@communitypartners.org.