



THE CONGRESSIONAL AWARD

HOW TO TRANSFER FROM PAPER TO SUBMITTABLE RECORD BOOKS

1. Sign up for a new Submittable account

First time submitting a record book on submittable? Sign up and make an account.

2. Enter your activities for your current level

'Save' your progress and you will be able to come back to your work.

Note: Do not enter previously submitted paper or earned Award levels.

3. Request digital Advisor and Validator signatures

Once finished with all activities, enter your advisor and validator information and send them a Submittable notification to digitally approve your work. They will receive an email to verify your work.

4. Submit! Check back on submittable for your status

WHAT YOU NEED TO KNOW:

- **Do you have previously earned or paper Awards, prior to Submittable?**
 - You will not need to re-enter your previous Awards on Submittable. You will only need to enter your new Award submission. We have all your previous work on file.
- **Did you gather paper signatures but want to submit on Submittable?**
 - You will need to request their signatures again on Submittable. Talk to your advisor and validators and let them know we have a brand new digital process and to look for an email request. On Submittable, you can simply request your advisors and validators to verify with 1 click of a button. Enter their emails for each section and click 'send request now.'
- **Do your Advisors and Validators need to make a Submittable account?**
 - No, only you - the participant - need to make an account!
- **Will you be able to know your approval status?**
 - Yes! You will now be able to log in to your account and view your status.
- **What do you do if you need an accommodation?**
 - If you do not have access to a computer or are experiencing a lack of available resources, please contact your Program Manager to mail your record book.

GET STARTED!

[SIGN UP FOR AN ACCOUNT](#)

[SUBMITTABLE HOW TO GUIDE](#)