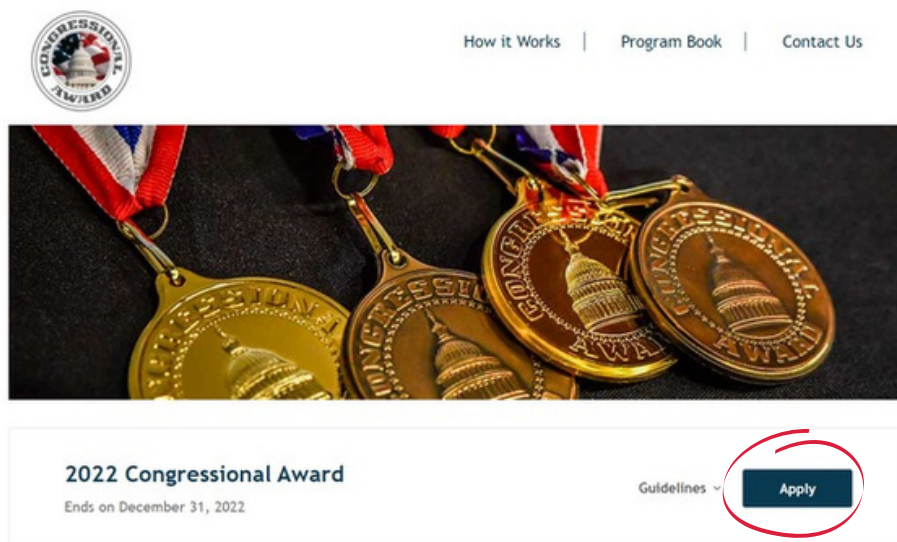


SUBMITTABLE GET STARTED WITH THE 2023 FORM

**THE 2023 SUBMITTABLE FORM IS NOW
OPEN!**

Get started on your journey to your Congressional Award.

congressionalaward.submittable.com/submit



CREATE A NEW ACCOUNT

If this is your first Submittable application, participants will need to create a new account.

RETURN TO YOUR SAVED PROGRESS

If you are returning, please log in with your information.

Please note, The Congressional Award does not assign or have access to login information.

If you forget your login, please reset your password or contact Submittable.

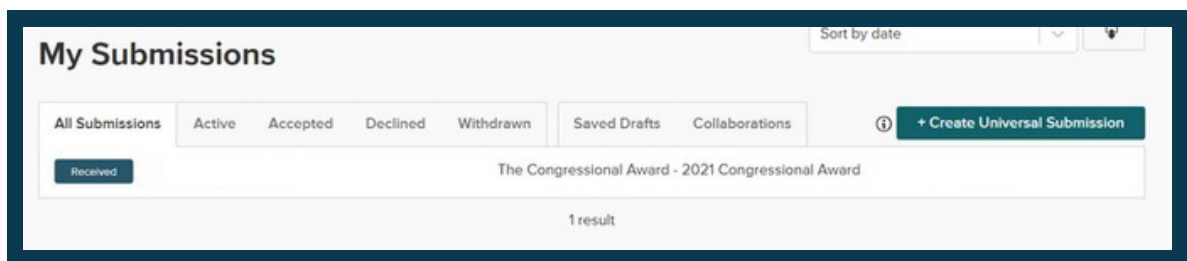
SUBMITTABLE

VIEW YOUR 2021 DRAFT

If you saved your progress as a draft in the 2021 form, you can access your previous application by viewing "my submissions." Please note, this only applies to 2021 forms saved as a draft. If you previously submitted your 2021 form, it is currently in review.

TO TRANSFER YOUR WORK FROM 2021 TO 2023:

1. After you sign in to your account, on the homepage, click 'apply' to the 2023 application.
2. In a new tab, go to The Congressional Award Submittable dashboard and find 'My Submissions.'
3. Copy and paste your work from the 2021 form to your new 2023 application. Please request new advisor and validator signatures in the 2023 form.



Please note, if your 2021 form was submitted, you will not be able to edit it. It has been submitted for review.

SUBMITTABLE

COMMON QUESTIONS & TIPS

Do parents, advisors, or validators need to make a Submittable account?

- No, only the participant needs to make an account!

Will participants be able to know the application status with Submittable?

- Yes! Participants will now be able to log in and view their review status.

Can participants work on the next application while the current one is being reviewed on Submittable?

- Yes, participants are able to start a new application on Submittable. Please only submit once the current one is approved.

How to add an additional goal in a program section?

- Once participants finish writing the first goal, a box will pop up and ask if you would like to add another goal to the section.

If you accidentally make another goal for a category but do not need it, please note you cannot delete it.

- Please write 'N/A' in the spaces and send the validator email to yourself to approve. Program Managers will know you accidentally clicked an extra goal if it is blank.

When should I send my validator an email request?

- Please only send a validator an email once the goal is completed. Please do not send while the goal is still a work in progress.
- Then, participants can only submit the application once all validators have approved.

What to do if participants are submitting at a higher level and a core area or the exploration was previously fulfilled at a lower level?

- Please write "Requirement met at the previous award." in the spaces provided.

The Virtual Exploration Accommodation has been extended until June 30, 2023. Participants may submit virtual explorations until that date.

- The exploration section of Submittable will have attachment spots for participants to upload write-up documents. If participants submit an attachment, please write in the text boxes, 'see attachment.'

What should I do if I plan to submit my application in 2024 or beyond?

- If participants plan to submit in 2024 or beyond, you may save your progress and hours in the 2023 form, but do not request signatures. Please wait to send advisor and validator requests until you are in the year you are ready to submit.

SUBMITTABLE

LOGGING IN AND COMMON ERROR

LOGGING INTO SUBMITTABLE

- For the first Submittable application, participants will need to first create their own Submittable account. The Congressional Award does not create logins for participants. Please keep this login information for future reference.
- If you need help logging into your Submittable account or forgot your password, please reset your password or contact Submittable.

DID YOU RECEIVE THIS ERROR AFTER LOGGING IN?

Click the first link “View this organization’s submissions page” and it will take you to the Award page.

The image shows a screenshot of a Submittable login page. At the top, there is a light red error message box with the text: "You are logged in as [redacted] but do not have access to this page. From here you can:" followed by a bulleted list: "• view this organization's submissions page, or", "• view your submissions, or", and "• sign in as a different user below." Two red arrows point from the text "view this organization's submissions page, or" to the left and from "view your submissions, or" to the right. Below the error message is a "Sign Up" button on the left and a "Sign In" button on the right. The main content area says "Welcome back!" and "Sign in to your Submittable account." It features an "Email" input field, a "Password" input field, and a "Forgot?" link. At the bottom is a large dark blue "Sign In" button.

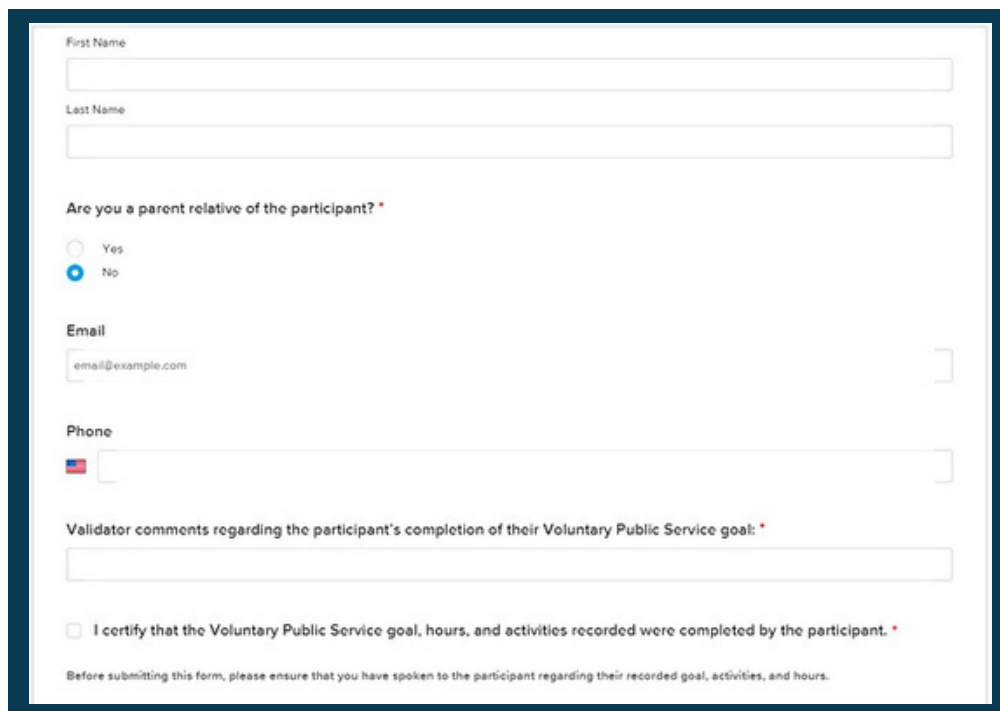
SUBMITTABLE ADVISOR AND VALIDATOR FORM

At the end of each goal, participants will enter the advisor or validator's name and email address and select 'send request now.' Remember, parents or guardians cannot be advisors or validators. If you cannot find an appropriate validator, your advisor may also act as your validator.

Advisors and validators will receive a Submittable notification email and will need to fill out the form below. Please note, advisors or validators do not need to create a Submittable account.

Participants will receive an email when their advisor or validator has completed the verification. Participants should not submit their award until all signatures have been acquired on Submittable.

PREVIEW OF THE ADVISOR & VALIDATOR EMAIL



The image shows a preview of a form for advisors and validators. The form is enclosed in a dark blue border and contains the following fields and elements:

- First Name:** A text input field.
- Last Name:** A text input field.
- Are you a parent relative of the participant? ***: A radio button selection with "Yes" and "No" options. The "No" option is selected.
- Email:** A text input field containing the placeholder "email@example.com".
- Phone:** A text input field with a small US flag icon on the left.
- Validator comments regarding the participant's completion of their Voluntary Public Service goal: ***: A text area for comments.
- I certify that the Voluntary Public Service goal, hours, and activities recorded were completed by the participant. ***: A checkbox.
- Before submitting this form, please ensure that you have spoken to the participant regarding their recorded goal, activities, and hours.**: A small note at the bottom.

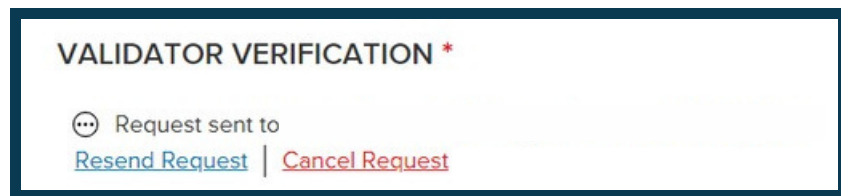
SUBMITTABLE ADVISOR AND VALIDATOR FORM

DO YOU NEED TO RESEND OR CANCEL YOUR REQUEST?

If the application has been submitted, first request to have your application be reopened for editing by your Program Manager.



Once reopened, go into your application and find the validator request(s) you would like to edit and select "resend request" if you would like to send a reminder to your validator, or "cancel request" if you would like to send it to a new validator.



If the validation form has already been completed, that part cannot be modified. If it is critical the signature be modified, the new validator or advisor can send a simple email to the program manager conducting the review. Please note, advisors and validators do not need to create a Submittable account.

QUESTIONS OR NEED HELP?

**CONTACT YOUR PROGRAM MANAGER
IN SUBMITTABLE MESSAGES,
OR EMAIL INFORMATION@CONGRESSIONALAWARD.ORG**

