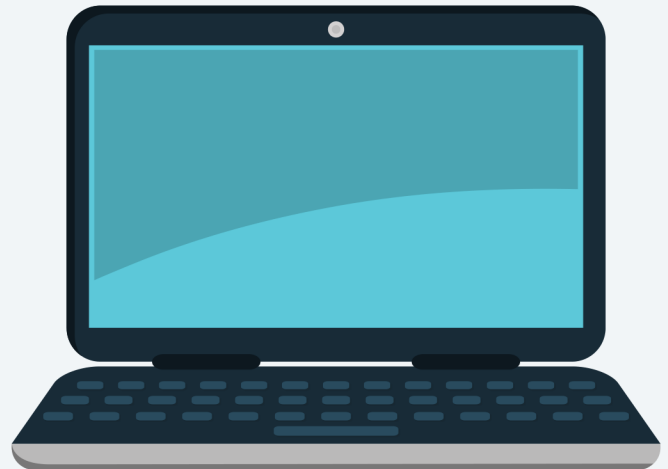




# Submittable Collaborator Guide

For Advisors & Validators



## What is a collaborator?

Participants may now add Advisors and/or Validators as “Collaborators” on their Record Book submissions.

## What can a collaborator do?

Advisors and Validators will be able to confirm goal hours, months, and activities – or double check the participant's application before submitting for review.

In addition, Advisors/Validators will be able to participate in the Submittable message feature for the application and can directly message the Program Manager/Officer who is reviewing the Record Book.

## GET STARTED

If you are an Advisor/Validator who is not interested in the collaboration feature, you do not need a Submittable account. If you would like to use the Collaborative feature, you will need to make a free Submittable account, which you can do [here](#).

## STEP-BY-STEP GUIDE

**1) To invite collaborators to their Record Book submission**, participants must choose the “Invite Collaborators” option at the top right corner of the application (Figure 1).



Figure 1

**2) Add the Advisor/Validator emails of those who would like to see the application.** Please be sure to use the email address that is associated with the Submittable account of your Advisor/Validator (Figure 2).

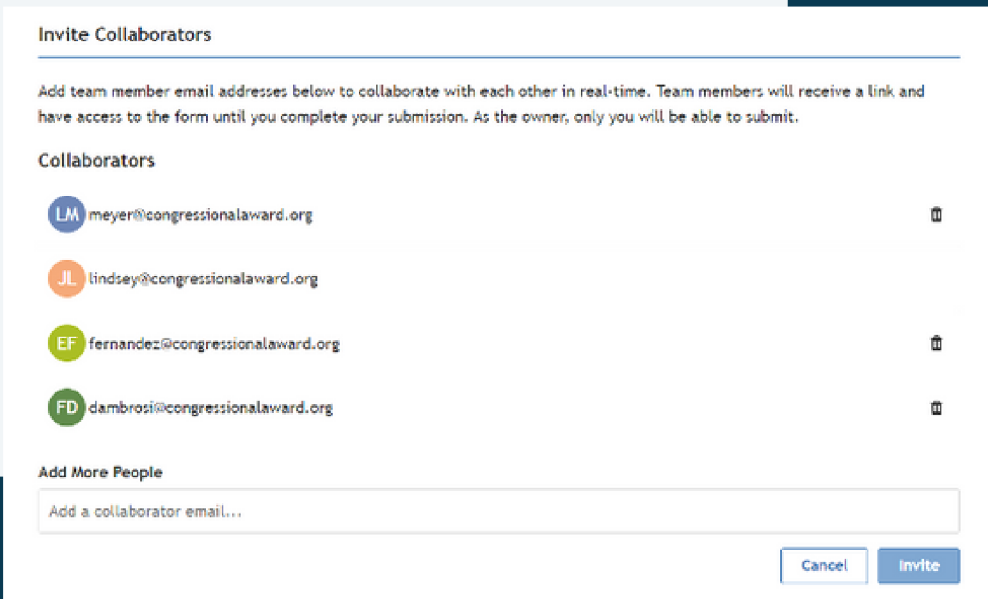


Figure 2

**2a) The Advisor/Validators should receive an email that looks similar to the image below,** inviting them to view the application (Figure 2a):

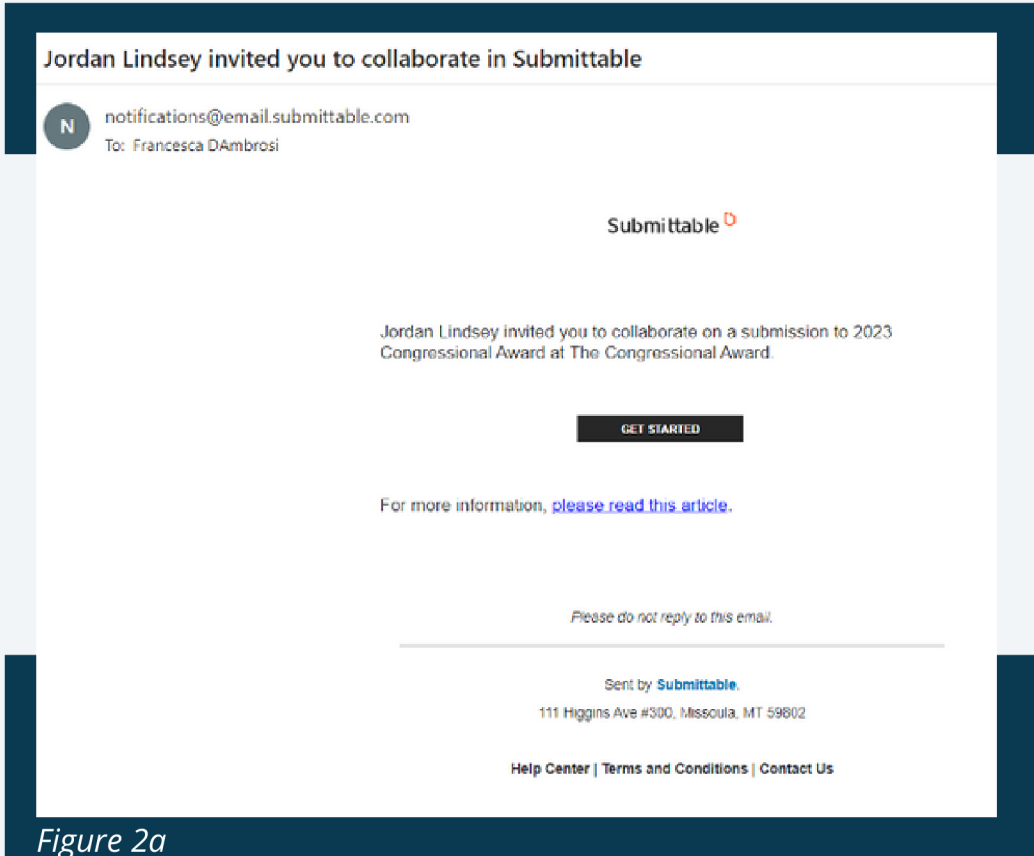


Figure 2a

**3) Once the Advisor/Validators have accepted the invitation to collaborate on the Record Book, they will be able to access the participant’s application from their own Submittable dashboard under the “Collaborations” tab.**

For Advisors/Validators working with multiple participants, each participant’s name is also listed on the right side of each entry (Figure 3).

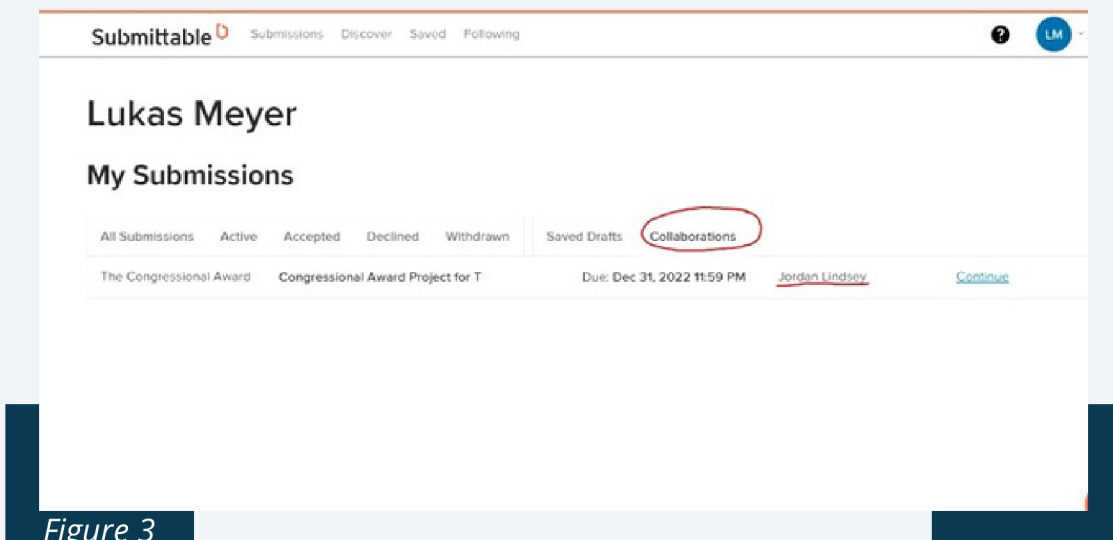


Figure 3

**4) Participants, Advisors, and Validators will be able to see whenever multiple collaborators are in an application at the same time.** At the top of the Record Book, an icon will be listed with the initials of each person currently in the application (Figure 4).




Figure 4

**4a) In addition, where each person is located on the application can also be seen.** Their icon will be shown next to the field that they are currently clicked on (Figure 4a):

Lindsey


Please use the same name you used in your Congressional Award registration. If you are not sure what name you registered with, please first email the info box ( [information@congressionalaward.org](mailto:information@congressionalaward.org) ) or your region's Program Manager to find out. This helps avoid any confusion or mix-ups during your application's review.

2. Date of Birth: \*

12/20/1994 

You may participate only if you are between 13 1/2 and 23 years old.

3. Phone Number: \*

 +1 202 226 0130

4. Participant Email Address: \*

## **Wow that's it? Easy peasy!**

The collaboration feature allows Advisors/Validators to check the participant's submitted material and the hours they have approved. It also makes it easier to give guidance on their Record Book before the participant submits it for review. Please note, however, that only the participant can submit the Record Book.

**If you have any questions**, please contact your region's Program Manager, or email us at [information@congressionalaward.org](mailto:information@congressionalaward.org).

## **What about Validator forms? Are those going away?**

Advisor/Validators must still complete the validation forms that are sent by the participant.

Participants should fill out their Record Book application and send the validation forms for approval to their Advisor/Validators. After the Advisor/Validators have visited the application to confirm the hours and approve the validation form, participants may then submit their application for review.