

Submittable Instructions

Once you click on the following website -

<https://specialolympicspa.submittable.com/submit> you will see the following page...
(Scroll down on your computer/phone/tablet to see all the leadership awards)




- Once you see the award application you would like to work on click the “Nominate Here” tab. You will then see the Nomination instructions for that award.
- At the bottom you will have the option to “Create your Account” or “Have an account? Sign In”

When Creating an Account – you will need an Email, Password, first and last name to fill out the information. Once you are signed in you can select a form to fill out. At any point when in a form and you want to save your work - scroll to the bottom and click *save draft*.

One the right side under your username you can find the following drop down:

User Account	My Profile – Update personal Info My Settings – Options for info from Submittable Site Map – General overview of site options
My Profile	
My Settings	When in any of these settings to get back to the main account using your browsers back arrow works best.
Sitemap	
LOGOUT	On some screen you will see the “Home” button this will take you to the SOPA website - https://specialolympicspa.org/

Menu at top of pages

Submittable  Submissions Discover Saved Following

Submissions – Click to find Drafts or Submissions

Discovery/Saved/Following - Items available from Submittable

Please contact me if you have any questions about the application process and we will walk you through it.