

Contents

1. Account Registration
2. Applicant dashboard
3. Account details change
4. Change in applicant details
5. Forgot Password
6. British Council Submittable page
7. General technical issues and customer support

1. Account Registration

The Submittable platform is owned by Submittable and can be search via google.

<https://manager.submittable.com/signup>

- Fill in your details. Then press Sign Up
- Submittable will issue a welcome email and email verification email.
- Verify your email to finish your account set up
- Once logged in to Submittable save the link as a favourite

2. Applicant Dashboard

Once logged into Submittable you will be presented with the dashboard area:

My Submissions – all Submitted applications, including current status. You can click into the application by clicking onto the reference number.

Drafts – Applications you have started and saved, but not yet finished

Collaborations – Applications you have been invited to work on by other Submitters

Submittable  Submissions Discover Saved Following

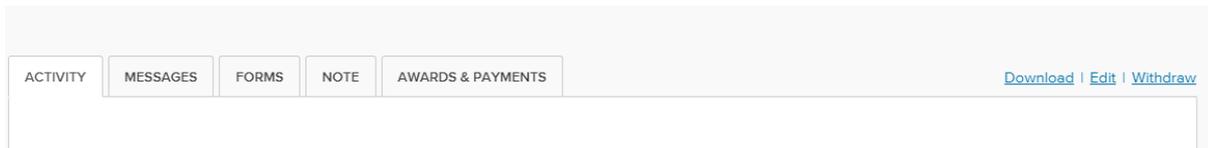
My Submissions

My Submissions Drafts Collaborations External Submissions

Sort by Date (most recent) Filter Select...

STATUS	SUBMISSION	ORGANIZATION
Accepted	0002	British Council
In-Progress	0003	British Council

Clicking onto the Submission number will allow you to see a Submission details page. Here you can monitor the progress of the application, download a PDF copy, take actions such as withdrawing, and view any feedback shared by assessors. You will also be notified of important updates via email which will contain a link to easily access your Submission details page.



3. Account details change

If you are unable to complete the application form, or need to change ownership of a submission to a colleague, then please reach out to the Submittable support team who will assist you directly via the link below: <https://www.submittable.com/help/submitter/>

If the initial point of contact is not available to make this request, Submittable support team can move a submission from one account to another existing account but they will request the following details:

- The name and email address of the initial submitter.
- The title of the submission and what form it was submitted on.
- The name and email address of the new point of contact (note: they will need to create a Submittable account before it can be moved to them).

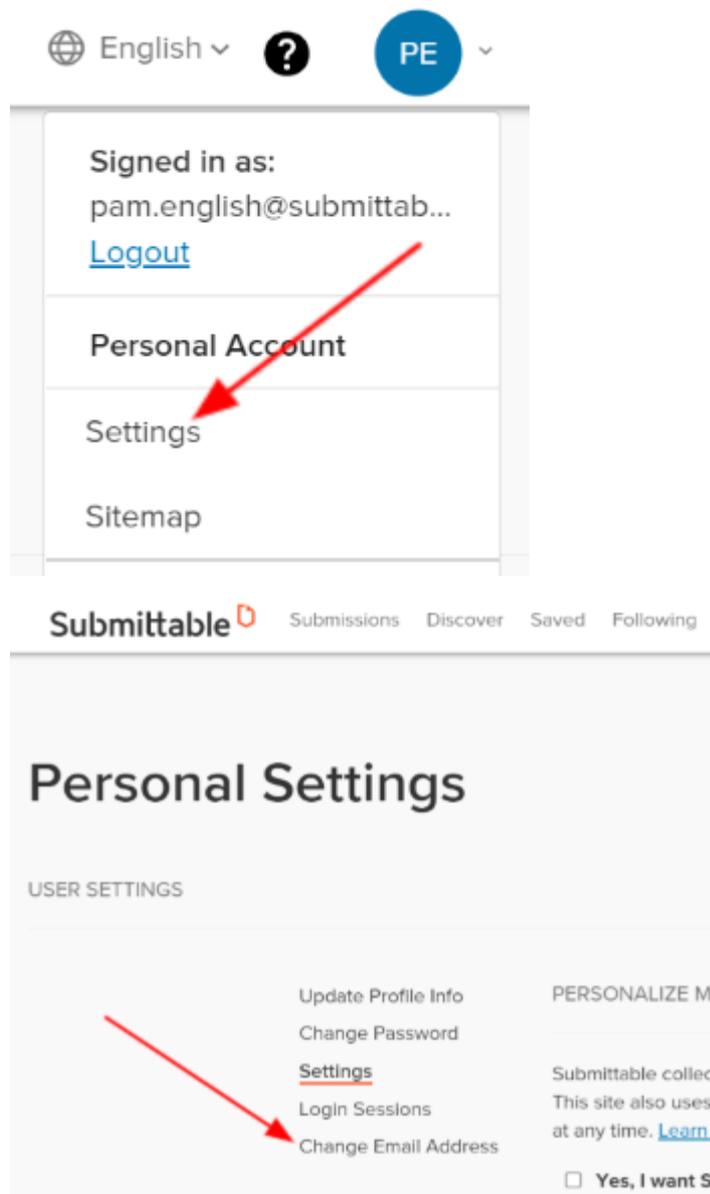
4. Change in applicant details

You can change the email address and other details associated with your Submittable account at any time by following these steps:

Click on your initials in the upper right corner.

Select Settings

From here you will have a list of options:



More details can be found here: <https://submittable.help/en/articles/2441500-how-can-i-change-the-email-address-associated-with-my-submittable-account>

5. Forgot Password

The forgot password/password reset can be found on the login page next to the password field. This should work almost instantly – please check your junk folders for the email if you haven't received anything.

More details on password resetting can be found here: <https://submittable.help/en/articles/904875-i-forgot-my-password>

6. British Council Submittable page

Within Submittable there is a British Council dashboard page which lists all currently live projects being offered by the organisation.

<https://britishcouncil.submittable.com/submit>

If you cannot see the programme which you are interested in, please contact the project team directly for more information.

7. Resubmission of deferred applications

If your application is deferred after assessment, it will be reopened for editing, and you will receive an email from the British Council Submittable account. To view the application in question, click the text link below the message that says '**Reply View Application**':

Dear Mark,

Thank you for submitting your International School Award Impact Evaluation form. Unfortunately, your school's application has not been successful. We appreciate that this is disappointing news, we will now help you in resubmitting your application, to ensure that you have accreditation this year.

The feedback on your application has been shared on Submittable and can be viewed by logging in and navigating to 'My Submissions' inside the submission details. Please read the comments carefully and take any constructive feedback into account as you progress your journey.

Please note that you now have four weeks from today in order to resubmit your application. Your application has now been reopened for editing. You can make changes based on the feedback provided. Follow the link below in this email to return to the application and then click 'Submit' to complete the form and submit as before.

Please contact us at isa@britishcouncil.org to discuss your resubmission.

You can use the assessor's feedback above to help edit your application. If you would like to view a best practice example of an application, please visit the following [website](#). You can also visit the British Council's School Award [webpages](#) for project ideas, advice and guidance. If you are interested in a resubmission, we would be happy to arrange for a school in your area that currently holds International School Award Accredited status to provide you with a resubmission. Please contact the International School Award team at the above e-mail address to express your interest in this.

Kind regards,

The International School Award team

British Council

[REPLY VIEW APPLICATION](#)

Application ID: 41533748

Alternatively, you can log into your account and locate your application under 'My Submissions'. In the Status column, any application currently open for editing will appear as 'Editable' (coloured purple):

My Submissions

My Submissions	Drafts	Collaborations	External Submissions
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Sort by: Date (most recent) | Filter: Select...

STATUS	SUBMISSION	ORGANIZATION
Editable	0007	British Council
Received	0006	British Council
Editable	0005	British Council
Received	0004	British Council

Upon entering the correct application, click on the purple Edit button over in the 'Forms' tab - this will reopen the application and you can now edit/save/submit as you normally would:

Editable **0005**
Submitted to **British Council - Mark Foster test project** on Wed, Aug 2, 2023 9:36 AM

ACTIVITY | MESSAGES | **FORMS** | NOTE | AWARDS & PAYMENTS [Download](#) | [Edit](#) | [Withdraw](#)

Mark Foster test project
Submitted on August 2, 2023

Name Question

Edit

8. General technical issues and customer support

For any technical issues please contact Submittable customer support. Submittable is not supported technically by the British Council and any issues and fixes have to be handled by the Submittable team:

<https://www.submittable.com/help/submitter/>

When contacting support please mention that you are applying for a British Council programme to ensure that you receive our priority response.

They have a very reliable response rate but if you feel you are not receiving adequate support, please contact us and we will escalate your case.