



## ONLINE APPLICATION INFORMATION – IAN POTTER MOVING IMAGE COMMISSION

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### BEFORE YOU BEGIN

To make your online submission experience easier please read all of this information before beginning your online application form – it may be useful to print or save it for reference.

If you have any questions or if you encounter technical difficulties, please don't hesitate to contact the Trust on 03 9650 3188 or by email at [applications@ianpotter.org.au](mailto:applications@ianpotter.org.au)

### Web Browser Requirements

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Ensure that internet "cookies" are enabled on your browser. If you aren't sure how to check this, or how to enable them, just Google - *how to enable internet cookies* and you will have several help options.

Most browsers are supported by the online application software however, for best results use: Internet Explorer® 8 or 9 or Mozilla Firefox. Safari is also supported – on Mac computers.

#### IMPORTANT:

Do NOT use your browser's back and forward buttons to navigate through the form as that may cause you to lose your application data. Use only the page links across the top of the application form or the "Next" link at the bottom of the application form.

### Creating and saving an account

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The first time you access the online system to begin an application; you can choose the "Save and Finish Later" button which appears at the bottom of each page. This will direct you to login to the system. Choose the "*New applicant?*" link and you will then be prompted to create an account.

You have not created an account unless you have completed a screen like this one:

### New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (minimum of 5 characters)

Confirm Password

[Continue](#)

[Return to login](#)

\*Make a note of the email address and password used for future reference.

## Saving your application

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Our online application system automatically saves your application form when you change pages i.e. click *Next*, or when you choose *Save and Finish Later* (this option will close the application). If you are concerned with saving while you are working on your application just click "*Next*" at the bottom of the page to go to the next page and it will save any information you have entered.

The *Save and Finish Later* option allows you to enter information and review your application in multiple online sessions before formally submitting it to the Trust.

To return to your saved application you can click on the URL emailed to you after you saved the application or access it via the *My Account* link on our website. This will take you to the account login page, which will allow you to open and continue working on an online application you have started but have not yet submitted.

## Troubleshooting

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To return to an online application form you have already started; do NOT click on the link on our website where you originally accessed the application. This will start an entirely new application form and will not give you access to the one you have already started. Access it via the *My Account* link on our website.

If you receive an error message when clicking on the URL to your saved information, it is likely because the email is in plain text, and part of the URL is hyperlinked and part is not. You should copy the hyperlinked portion of the URL into the browser's address field, and

then copy the un-hyperlinked part of the URL into the address field. This should create a full URL in the browser that will work.

## Writing Instructions

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It is recommended that you first print a *Printer-Friendly Version* of the form (see top right on screen) and also the list of Attachments. This will allow you to see all the information required and to prepare your responses and begin collation of your required attachments ahead of time.

For the narrative sections of the form, we recommend that you compose your answers in a separate document e.g. Microsoft Word. This will keep you from losing text that you have composed if your internet connection drops out. And, as there are word limits for many of the questions it is also a good idea to check your word count before copying and pasting your responses into the application form.

Please use only plain text for information you enter or copy into your online application form. You may use quotation marks, numbered or bulleted lists, apostrophes, \$ signs, parentheses, and hard returns. Do not use bold, underline, or italics as the software does not recognise this formatting.

### Spellcheck ✓

Please use the spellcheck which is indicated by a tick. ✓

Helpful information – wherever you see the  Click on the icon for more information.

## Working on your application

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There is no time limit on entering data in the online application; it will not "time out." You will lose your information, however, if you use the browser navigation buttons or close your browser window without using the "Save and Finish later" feature.

## Multiple people working on an application

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You should note that only one person can edit your application at a time i.e. only one person can make changes in the saved information at one time - as well, you cannot have multiple browser pages open on the application.

If more than one person is editing the web form at the same time or the web form is open in multiple browser sessions on your computer, you may receive the following message: "It appears that multiple people are editing the application." You may need to shut down all browser sessions and reopen only the one online application.

## Viewing privileges and Email Draft

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You may give someone else viewing privileges or email them a draft of your application for review and discussion before finalising the application and submitting it to the Trust. You can manage this when you login to your account - select from the three icons to the right of the application name:

- Transfer to new owner
- Manage viewers (grant others viewing privileges)
- Email a copy of the application

## Submitting Your Application

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When you have finished entering all the information into the form, click *Review My Application* in the header menu. Check and edit your application as necessary.

TIP: Ask someone who doesn't know what your project is to read the application before you submit it – if they can understand what you are proposing, it should be easy for our reviewers to understand your proposal.

To submit your application to the Trust you must scroll to the bottom of the page and click *Submit*. A confirmation page will immediately appear with your reference number. Your online application has not been submitted until you see the confirmation page with your reference number. An email confirmation and a copy of the submission will also be emailed to the email address listed for the submitter in the application. If confirmation is not received, check your email junk folder or spam.