**Submittable**

Accessing your submission

The first time you logged into Submittable, you will have done so by clicking a "new submission" link sent via email.

This link was for **one time use**. All future attempts to access Submittable must be made via logging in at Submittable Sign In

Be sure to make a note of your username and password. It can be used by other members of your team if required, or alternatively you can Invite Collaborators.

When you log in, you will see the navigation bar at the top of the page:
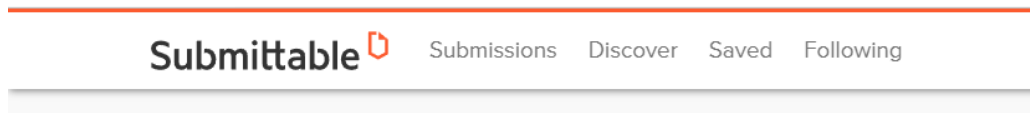
Clicking on the "Submissions" tab will take you to the "My Submissions" page:
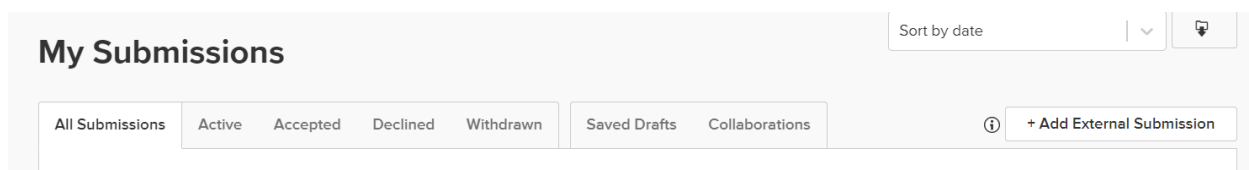
From there, you will be able to view your submissions and drafts.

Clicking on a submission will take you to the details page for that submission. From there, you will be able to view recent activity, messages, forms, and notes.

Clicking "forms" will allow you to view the submission content. If a member of the Bild ACT team has opened your submission for editing, you will see the purple "edit" button at the right of the page.

For more information, please view the help pages here:

How can I view a submission that I've made? | Submittable Help Center

How can I edit my submission? | Submittable Help Center

Editing your submission

It is recommended that you refer to a copy of the RRN Training Standards whilst completing or making edits to your submission. This will help you to link evidence items to specific standards in any explanatory text you include.

A digital copy of the standards is available from the RRN website: The Restraint Reduction Network Training Standards - Restraint Reduction Network

Uploading multiple copies of the same document may make your submission clunky and slow to load.

In order to ensure that your submission can be easily and efficiently reviewed, please upload all course materials under "COMPONENT 2: TRAINING CURRICULA" and then refer to the relevant pieces of evidence throughout the submission by name, e.g. "*See [course name] presentation, slides 4-15*".

Similarly, policies and other key pieces of documentary evidence should be uploaded once, at the first time of mention, and subsequently referred to by name.

Once all edits are complete, you can either save as a draft (so you can continue to work on it) or submit.

Please note, your assessor will be unable to view changes made to your submission until you click "submit".