

GUIDELINES FOR SUBMITTING SATI BURSARY APPLICATIONS VIA SUBMITTABLE

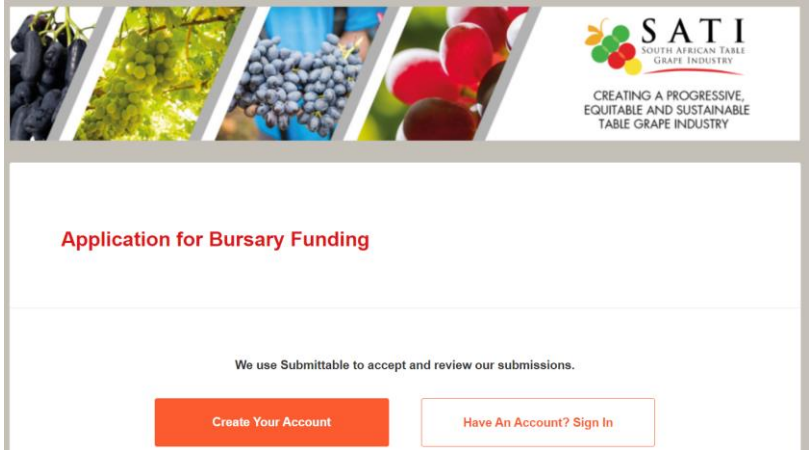
SATI (South African Table Grape Industry) has moved to an online platform, [Submittable](#), for receiving bursary applications. Part of the reason for this is to assist SATI with document tracking and to streamline management of application processes and hopefully make the process easier for applicants.

This document serves as a guide to help you get started.

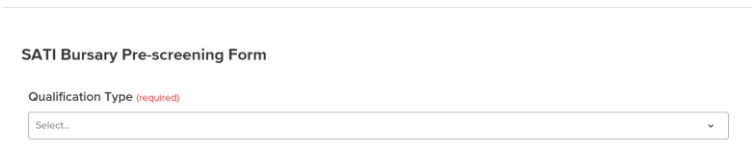
1. Getting started:

<ul style="list-style-type: none">• Please visit the link to the right to learn how to get started with Submittable.• The link provides a video and written instructions to support you with your application process.	https://submittable.help/en/articles/7940128-getting-started-as-a-new-submitter
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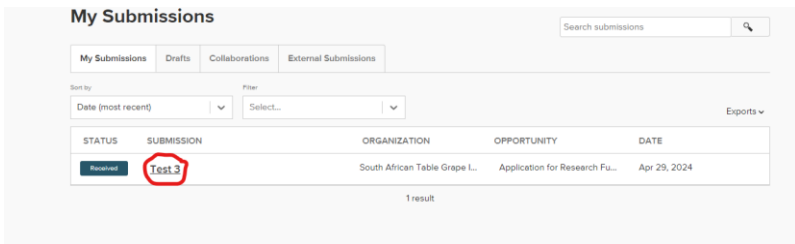
2. Creating your account

<ul style="list-style-type: none">• Click the Bursary Applications tab at the bottom the webpage provided in the link provided	https://www.satgi.co.za/support/bursaries/
<ul style="list-style-type: none">• Clicking the tab will take you to a page which prompts you to "Create Your Account" or "Sign In".• Select the option to "Create Your Account". You will need to do this to submit your Bursary Application.• When creating your profile, please make sure that you select the option to allow Submittable to send you notifications so that you can received notifications relating to the bursary application.	

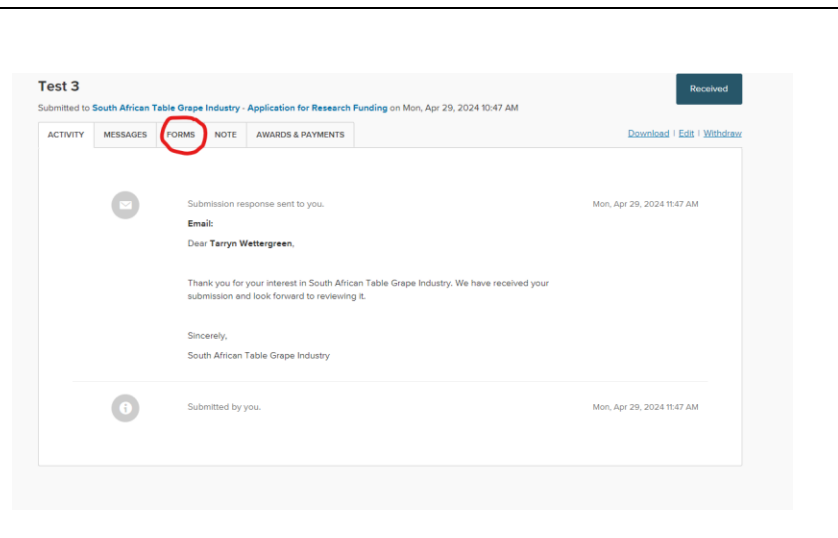
3. Submission Process:

<ul style="list-style-type: none"> Once you have completed creating your account, you will next be prompted to complete a Pre-Screening form. The pre-screening form screens applications to assess if your application meets SATI's basic criteria for support. Applications that do not meet SATI's basic criteria for support, will be rejected at this stage and applicants will receive a message to indicate this. Applications that do meet the basic criteria for support will automatically be taken to the next step, which is the completion of the "Bursary Application Form". Please take the time to read specific instructions relating to the questions when filling out this form. 	
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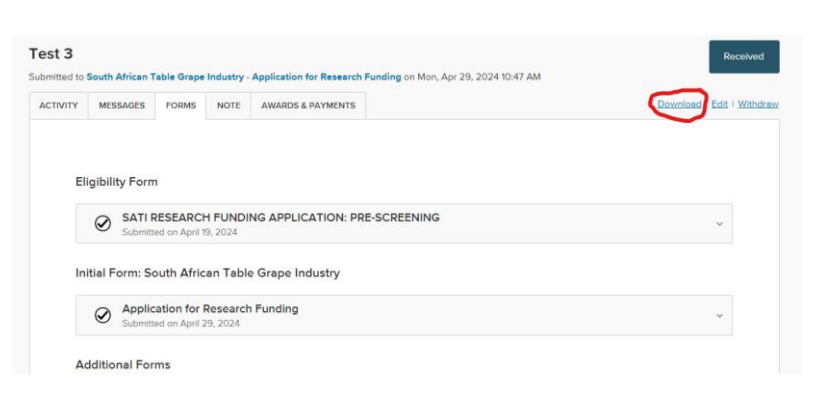
4. After submission

<ul style="list-style-type: none"> Once you have completed Bursary Application, click "Submit". You will be able to view your submission by visiting: 	<p>https://manager.submittable.com/login</p>
<ul style="list-style-type: none"> Log in using your login details. By clicking on the submission as indicated to the right, you will be directed to your submission dashboard, where you will be able to view the submission and other information relating to submission. 	

- To view your submission, select the "Forms" tab.



- Once in the "Forms" tab, you can download a PDF copy of your application by clicking "Download".



Further information and contact details

- Common questions by applicants: <https://submittable.help/en/collections/185534-help-for-applicants>
- Should you have any questions relating to the submission process, contact applications@satgi.co.za

Suggestions for using Submittable:

- The Submittable notifications may look like spam emails. Make sure to whitelist submittable to avoid emails landing in spam. It is recommended that you create a Rule in your mailbox that will redirect any emails from Submittable to a folder to ensure you don't miss any important notifications.
- When creating your profile, please make sure that you select the option to allow Submittable to send you notifications so that you can receive notifications relating to the application.
- Once you have created your profile you can go back to edit your settings.
- To revisit your profile at any time, go to: <https://manager.submittable.com/login>