



Your Guide to Using the Submittable Submission Management System

The Loft has stepped into the 21st century by switching to the lit-world-renowned submission management system Submittable!

Getting Started

If you don't already have a free Submittable account, applying for any contest or grant through the Submittable submission management system will automatically create a free account for you. Once you have an account, you will not only be able to upload and track your Loft submissions, but also to other major journals and contests now using Submittable.

Applying

On the webpage for any open contest or grant opportunity, there will be a large red "Submit" or "Apply" button. This will take you to our Submittable portal where you can either create an account or sign in if you already have an account. Our Submittable portal for each contest and grant includes the rules or guidelines for submission, a series of text box questions (this serves as your cover sheet or letter), and the option to upload files. The accepted file types vary, so pay attention to the guidelines. **Be sure that you are titling your submitted files per the contest guidelines.**

Troubleshooting

If you are having trouble with your Submittable account, there is a fantastic knowledge base on the Submittable website (<http://help.submittable.com/knowledgebase>). Additionally, during most working hours there is a Submittable staff member on hand to live chat via a gold box at the bottom right hand corner of any Submittable page.

Things to Note

- There is no central location to create a free account via Submittable. You must be submitting or applying for a contest or grant to do so.
- Be careful entering your information. You will not be able to go back and edit. In order to fix any errors you'll need to withdraw your application and submit again.
- You will be able to view the status of your submissions or applications (Received, In-Progress, Accepted, Declined, Withdrawn) through your account dashboard.
- Please make sure that you are listing the same email address in your materials as you use for your Submittable account.
- If you need to upload multiple files for a contest or application, please have all your files in one location and SHIFT-Select (COMMAND-Select with Mac) to select multiple files.
- If you are using an Android or iOS (iPad, iPhone) device to upload your work, you will also need to collect your documents in a Dropbox account.

If you have any questions, please don't hesitate to email submit@loft.org.