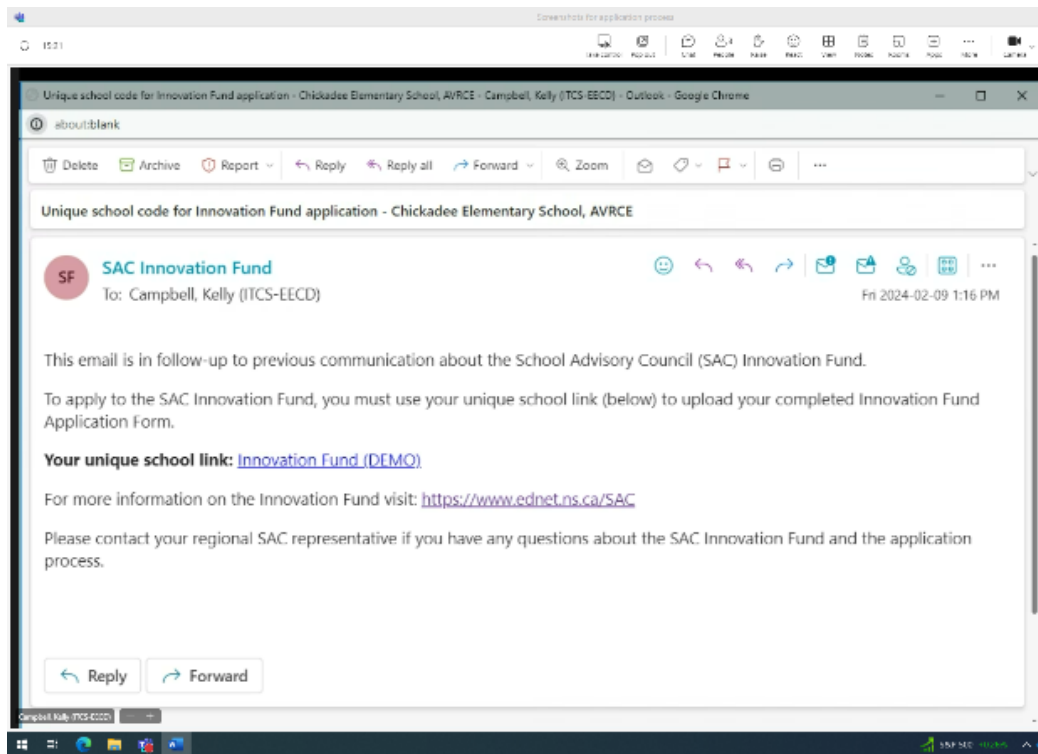


Step by Step Guide to Applying to the SAC innovation Fund

1. You have received an email in the SAC GNSPES account. This email contains a link, unique to the school, that must be used to submit the completed application. The email will look like this:



If you have not received an email with a link, please contact your Regional SAC representative.

2. To submit the application, click on the link. You will see the following page:

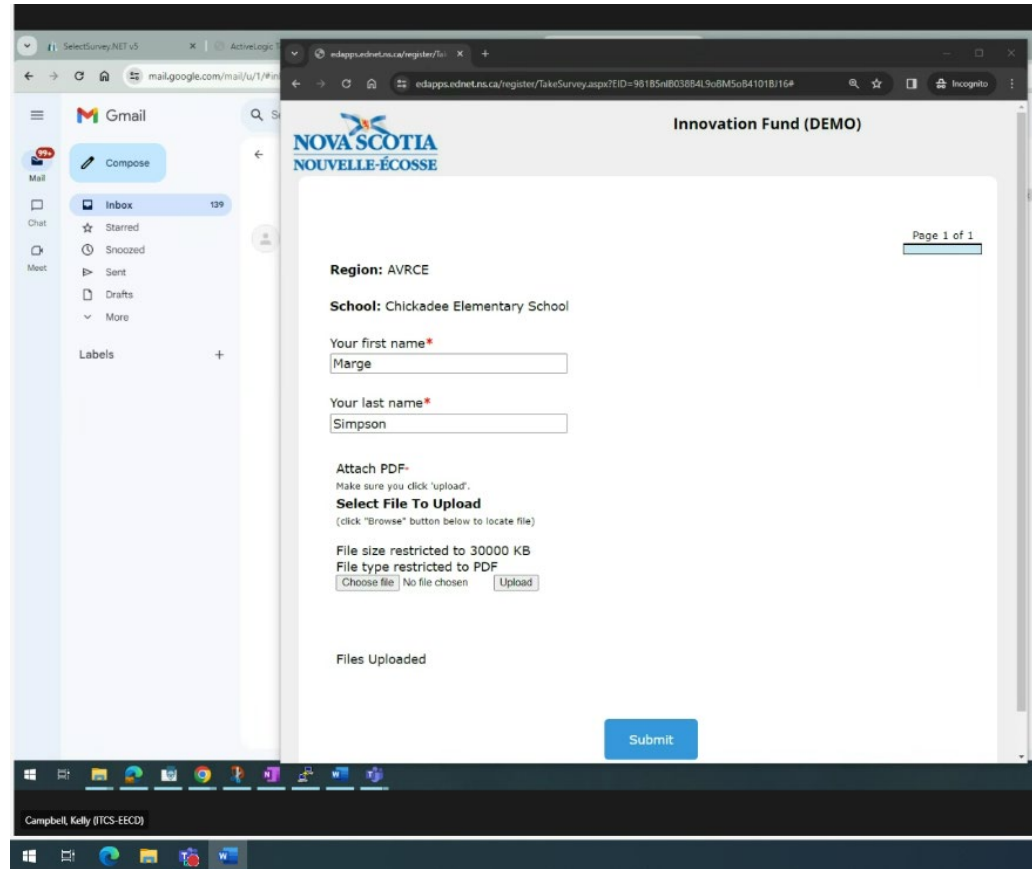
The screenshot shows a web browser window displaying the Nova Scotia Innovation Fund (DEMO) application page. The page features the Nova Scotia logo at the top left and the text "Innovation Fund (DEMO)" at the top right. Below the logo, the page is titled "Page 1 of 1". The form contains the following fields and instructions:

- Region:** AVRCB
- School:** Chickadee Elementary School
- Your first name***: [Text input field]
- Your last name***: [Text input field]
- Attach PDF:** Make sure you click "upload"
- Select File To Upload** (with a "Browse" button and a "Select File" button)
- File size restricted to 30000 KB**
- File type restricted to PDF**
- Files Uploaded**: [Empty list area]

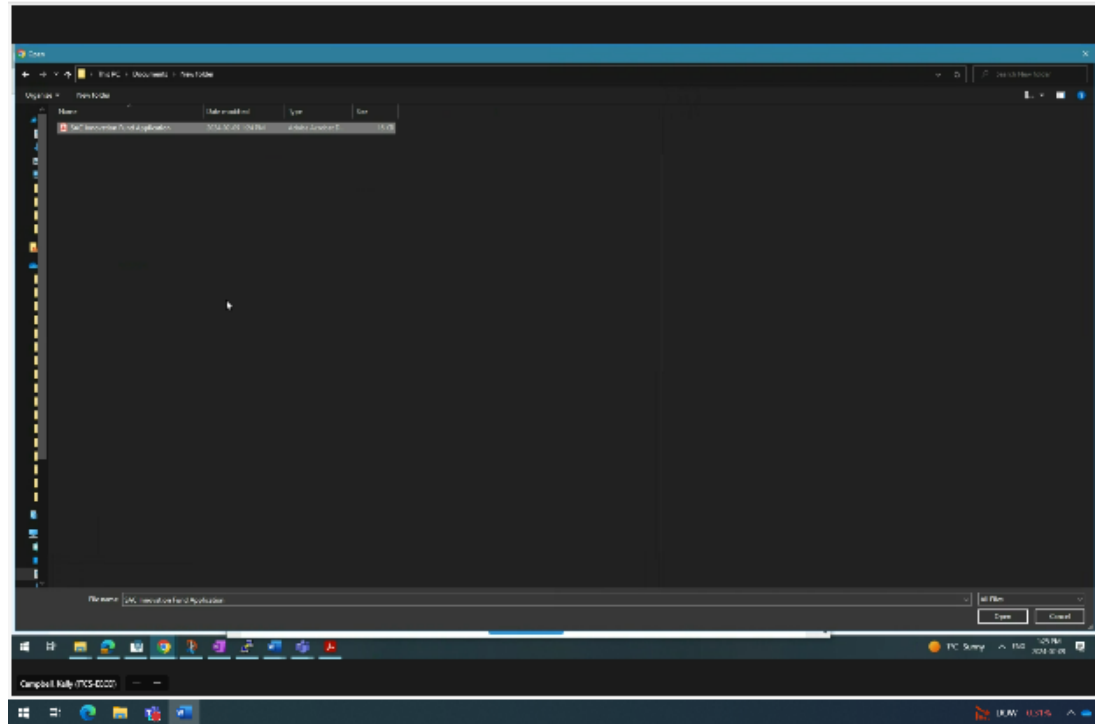
A blue "Submit" button is located at the bottom right of the form area. The browser's taskbar at the bottom shows the date and time as 2024-01-09 10:00.

Your school name and Region should be automatically filled out. If they are not, or are not correct please advise your Regional SAC representative.

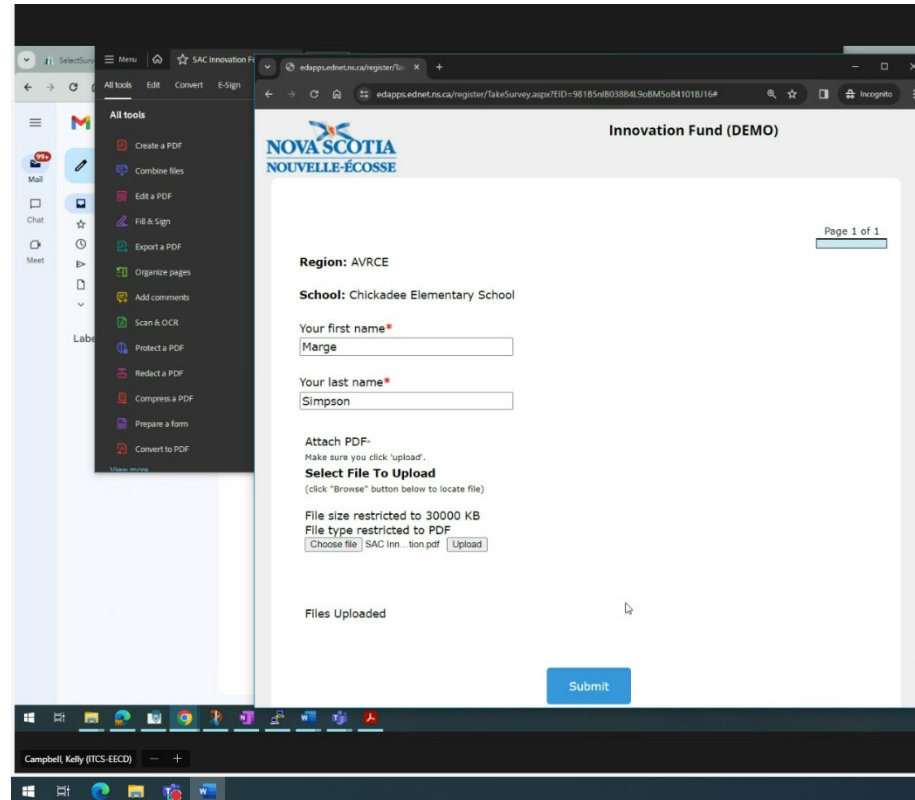
3. Enter your name, as the person submitting the application.



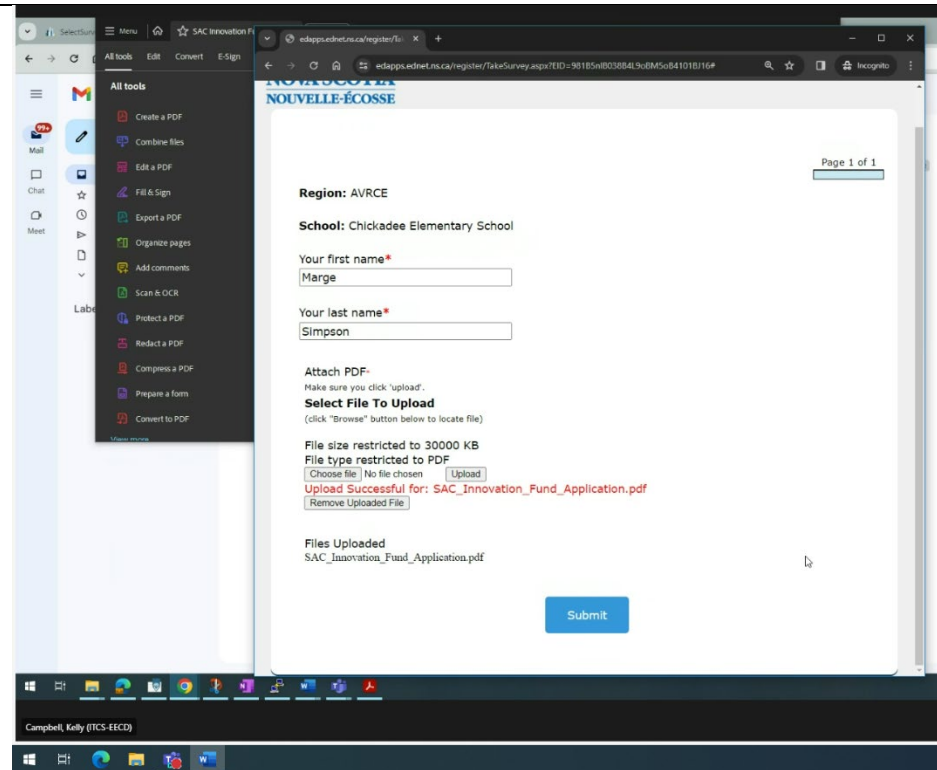
4. Next you should select “Choose File” and select the application PDF from your saved files.



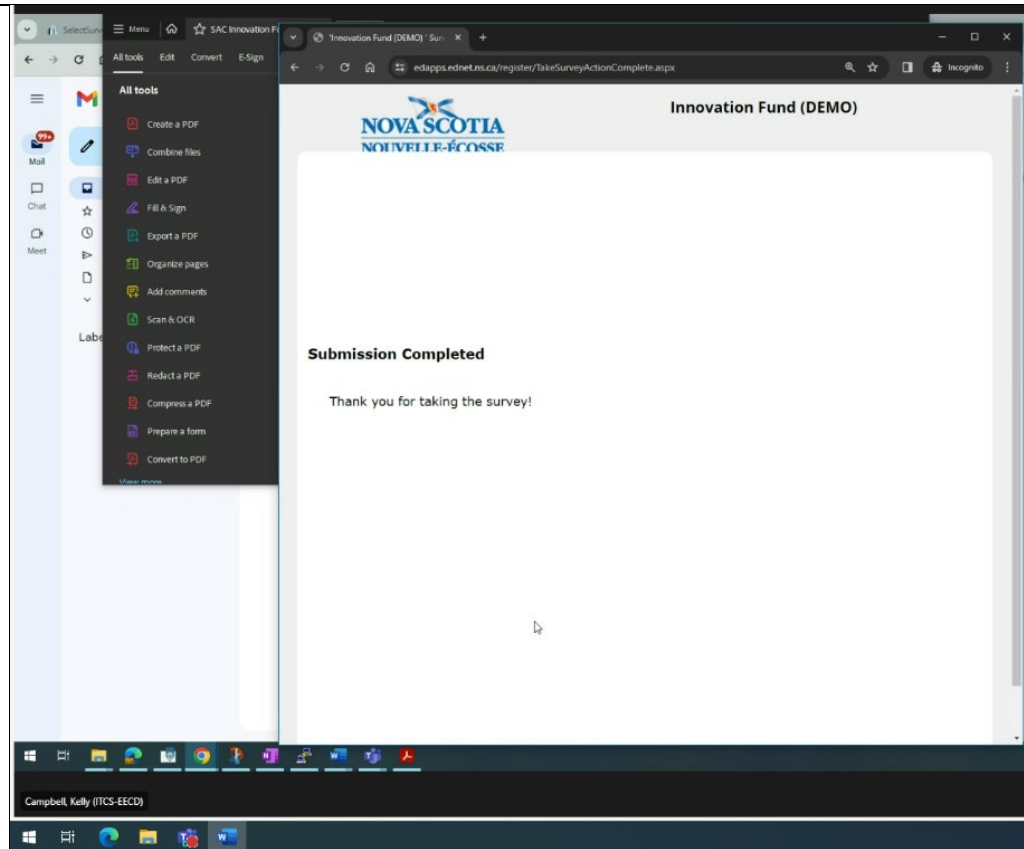
- Once you have selected the file you will see its name on the screen. In this case SAC_Inn...form.pdf.



6. Now click the upload button. You will see that the file is attached. It is written in red text.



7. Now click the upload button. You will get the following message:



You are done. You will receive an email confirming submission. Results of the competition will be communicated in June 2024.