



# LEADERSHIP ADVANCE

## APPLICATION DEADLINE

**MAY 31, 2018**

**4:00 PM**

### APPLICATION INSTRUCTIONS

1. **Completion of this application will require a google account.**
2. If you do not have a Google Account, you can create one with **your current email address**.
3. Click the link on our website to open. Read and follow the instructions to complete and submit the application.
4. The application **MUST BE COMPLETED** and submitted through the link on our website. No other version of the application will be accepted. This includes but is not limited to cell phone photos, pdf, word, email or excel versions.
5. The application cannot be downloaded and saved to your computer, however, you will be able to edit your application once it has been submitted with the instructions below.

### HOW TO: CREATE A GOOGLE ACCOUNT WITHOUT A GMAIL ADDRESS.

- Go to <https://www.google.com>
- Click **SIGN IN**
- Click **Use another account**
- Click **More options / Create account**
- In the short form box **CLICK ON I prefer to use my current email address** located under the **CHOOSE YOUR USERNAME** line.
- Complete the required fields and click **Next Step**
- In the **PRIVACY & TERMS** box. Click on **I AGREE** at the bottom.
- An email will be sent from [account-verification-noreply@google.com](mailto:account-verification-noreply@google.com)

### EXAMPLE:

Hi, Kimberly --

Welcome to Google!

Just click the link below to verify your email address and complete your signup:

<https://accounts.google.com/VEH?c=CMO-4cubutDk0QEQhoirmNLKteVR&hl=en>

If clicking the link above doesn't work, copy and paste the url into a new browser window.

For questions about your account, you can always visit the Google Accounts Help Center at <https://support.google.com/accounts/>

Enjoy using your Google Account!



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## HOW TO: EDIT YOUR APPLICATION?

- This application is lengthy, and some questions will take careful thought.
- If you are unable to complete all at once, you may **edit** your answers at another time by following the instructions below.

## EDIT APPLICATION INSTRUCTIONS

1. Answer ALL REQUIRED QUESTIONS, these will be indicated by an \*. REQUIRED QUESTIONS are located throughout the application. Keep clicking the "NEXT" button all the way to the end of the application.
2. Click the "SUBMIT" button. NOTE: The SUBMIT button MUST be clicked, otherwise, all work will be lost.
3. An automatic **CONFIRMATION EMAIL** will be generated to the email address provided.
4. **SAVE THE CONFIRMATION EMAIL.** We will not be able to generate another one.
5. Check your junk mail or clutter box if you don't find it in your inbox.
5. Confirmation email will come from the sender: **GOOGLE FORMS.**
6. Subject will read: **LEADERSHIP ADVANCE CLASS OF 2019 APPLICATION**
7. The body of the email will contain a colored box that says **EDIT RESPONSE.** Clicking on this link will take you to your application to make edits or complete the application. Use the **EDIT RESPONSE** link each time you want to make changes your application. **IMPORTANT: CLICK THE SUBMIT BUTTON** for changes to be saved.
8. If your employer blocks this type of link, a personal email should be used and completion should be done at home.
9. The application may be edited until the deadline on **Thursday, May 31, 2018, 4:00 PM.**

## ALTERNATE EDIT INSTRUCTIONS

1. Type your answers in WORD, NOTES, BLANK EMAIL, etc. then copy and paste answers into the online application when complete.