

Guidelines for Submitting a New Material

Please review these guidelines before you fill out the application

General note: After you submit the application, the approval process should take about two weeks.

1. Fill in each field that is relevant for the material.

- Some fields are REQUIRED: Any field marked with a * is required; you must complete those fields in order to save the form.
 - You will not be able to save the application until those fields are filled in
 - If you do not have the information for those fields but need to save the application, type in “placeholder text” until you can get the correct information.
- Some fields provide a dropdown list of options:
 - If you see a list of options below a certain field, please choose from at least one of the options in that list.
 - To choose more than one item in the list, hit the “CTRL” or “Command” button and click on as many options as you like.
- Make sure your organization is listed on the [Sector Partners](#) page. If it's not there, [submit information about your organization](#) before submitting material for approval.

2. Upload the material.

- Any file which you upload to the application must be less than 24 MB in size.
- The types of file which is allowed is: pdf.
- An automatic image will be taken from the front page of your pdf.
- Re-sizing files and images - To shrink a PDF to under 24 MB you have several options:
 - If you have Adobe Acrobat Pro you can “Save as.....Reduced file size”
 - If you don't have Adobe Acrobat Pro or you save as reduced file size and the file is still too big, do a Google search for “shrink size of PDF” to find free online services such as: <https://smallpdf.com/compress-pdf> and <https://shrinkpdf.com/>.

3. Submit the application OR save it for additional editing later.

- When you have filled out all the relevant fields in the application, you have two options:

My application is complete

- If you are satisfied with the application, click on “*My application is complete. Please submit for approval*”. If this is selected your submission will be sent to the Health Promotion and Social Determinants Technical Working Group for review. Once submitted, you will not be able to make edits until you receive feedback.
- When you do that, you’ll receive a reply email that confirms receipt, gives an estimated timeline, and contact information if you have any questions.
- The process is expected to take up to 2 weeks.

My application is not complete

- If you want to return to the application at a later date to complete it, click on “*My application is not complete. Please save in my profile for further editing*”.
- You can access your application by going to your profile. Your content will be listed on the right side listed as either published or not published.

4. Application review and approval.

- After review, you will receive an email with from the HP&SD TWG Secretariat stating either approval or a set of consolidated comments. At this point you may:
 - Make the edits on your original application and materials, uploading the revised version; or,
 - Request a face-to-face meeting to discuss the comments.
- After your edits are complete, send an email to the Secretariat letting them know you’ve completed editing.
- Once the content administrator has reviewed and proofread the application, you will receive an email asking you to give your final OK before the page is published.