

## Guidelines for Submitting a New Material

Please review these guidelines before you fill out the application

**General note:** After you submit the application, the resource will be reviewed by the Health Promotion and Social Determinants Technical Working Group (HP&SD TWG) for approval before publication.

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

- Some fields are REQUIRED: Any fields marked 'required' must be completed in order to proceed to the next page or submit the form.
  - You will not be able to proceed further in the form or submit until those fields are filled in.
  - If you do not have the information for those fields but need to proceed to the next page, type in “placeholder text” until you can get the correct information.
- Some fields provide a drop-down list of options:
  - If you see a list of options below a certain field, please choose at least one from the options in that list.
  - To choose more than one item in the list, click on as many options as you like from the drop-down list.
- To have your organization listed on the [Sector Partners](#) page, be sure to check the box below the organization name field in the first page of the form. You will be contacted for further details about your organization so that the information is complete.

### 2. Upload the material.

- Any file which you upload in the application must be less than 25 MB in size.
- The allowed file types are: .txt .pdf .doc .docx .mp3 .mp4 .ppt .pptx .xls .xlsx
- An image will be taken from the front page of your resource to be used as a thumbnail.
- Re-sizing files - To shrink a PDF to under 25 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

- When you have filled out all the relevant fields in the form and you are satisfied with the application, click on “*Submit Resource*”. The Health Promotion and Social Determinants Technical Working Group (HP&SD TWG) will receive the resource for review. Once submitted, you will receive a reply email that confirms receipt, and contact information if you have any questions.
  - Please allow up to 1 week for approval and publishing.

### 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 materials and upload the revised version; or,
  - Request a face-to-face meeting to discuss the comments.
- Once the content administrator has reviewed and proofread the application, you will receive an email asking you to give your final OK before the resource is published.