

### Technical guidance on completing the online application form

1. The online application system will only allow you to progress to a new page once all mandatory questions on the current page have been completed i.e. you will not be able to move onto page two of the application form until all mandatory questions on page one have been completed. The system will highlight any missing information you need to fill out before letting you move on to the next page.

2. The online application system allows you to save your progress once you have filled out the first page of the online application form. In order to do this please click on the 'Save and continue later' button in the top right hand corner of the page. You will be asked to enter your email address twice. Please take time to ensure you spell your email address correctly both within this feature and on the application form itself. You will then receive an email with a link to return to your work. Please check your spam/junk folders as the email may be directed there by your mail service. If you don't receive an email you should contact Children in Scotland on [accesstochildcarefund@childreninscotland.org.uk](mailto:accesstochildcarefund@childreninscotland.org.uk). **NB:** If you save your application more than once prior to submitting the final version you will receive a new link by email each time, please always use the latest link to access your application.

3. In order to review your answers on the previous page you can use the 'back' button at the bottom of the form.

4. After completing the supplementary questions on the final page of the online form you will need to press the submit button at the bottom of the page. You will receive an email (to the email address you listed on page 1 of the application form) confirming your application has been received. The email will contain a PDF of the completed form.

5. If you have any problems with the online application form please email [accesstochildcarefund@childreninscotland.org.uk](mailto:accesstochildcarefund@childreninscotland.org.uk)