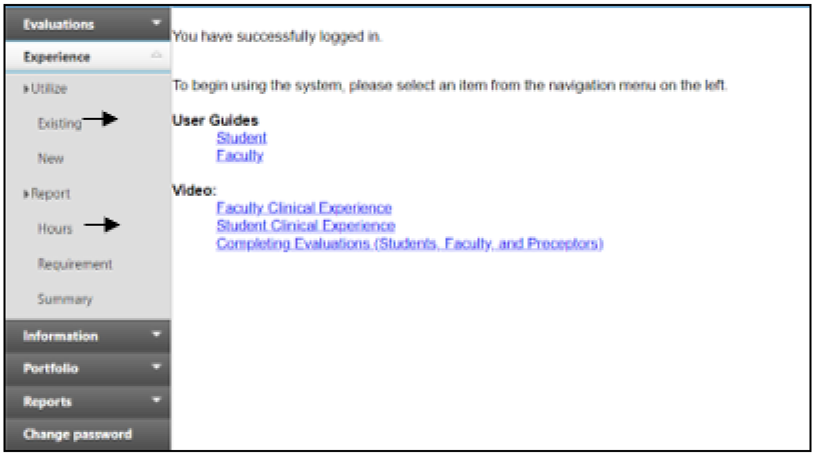
ProjectConcert

Experience Entry Format Instructions

I. Accessing the format

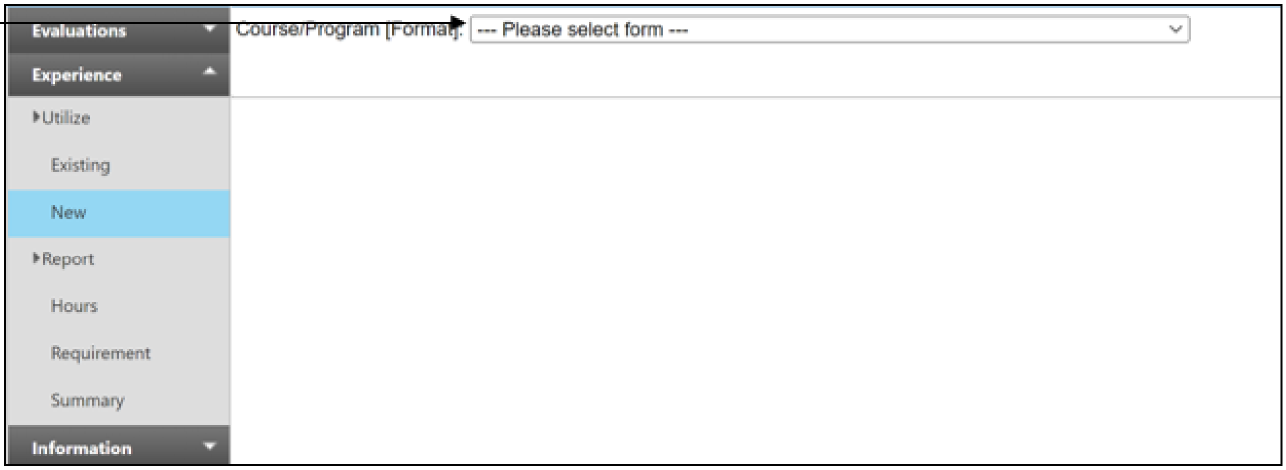
On the Left side:

1. Click on "**Experience**"
2. Click on "**New**" under Utilize



1. Click on the "**Format**" dropdown and select a format

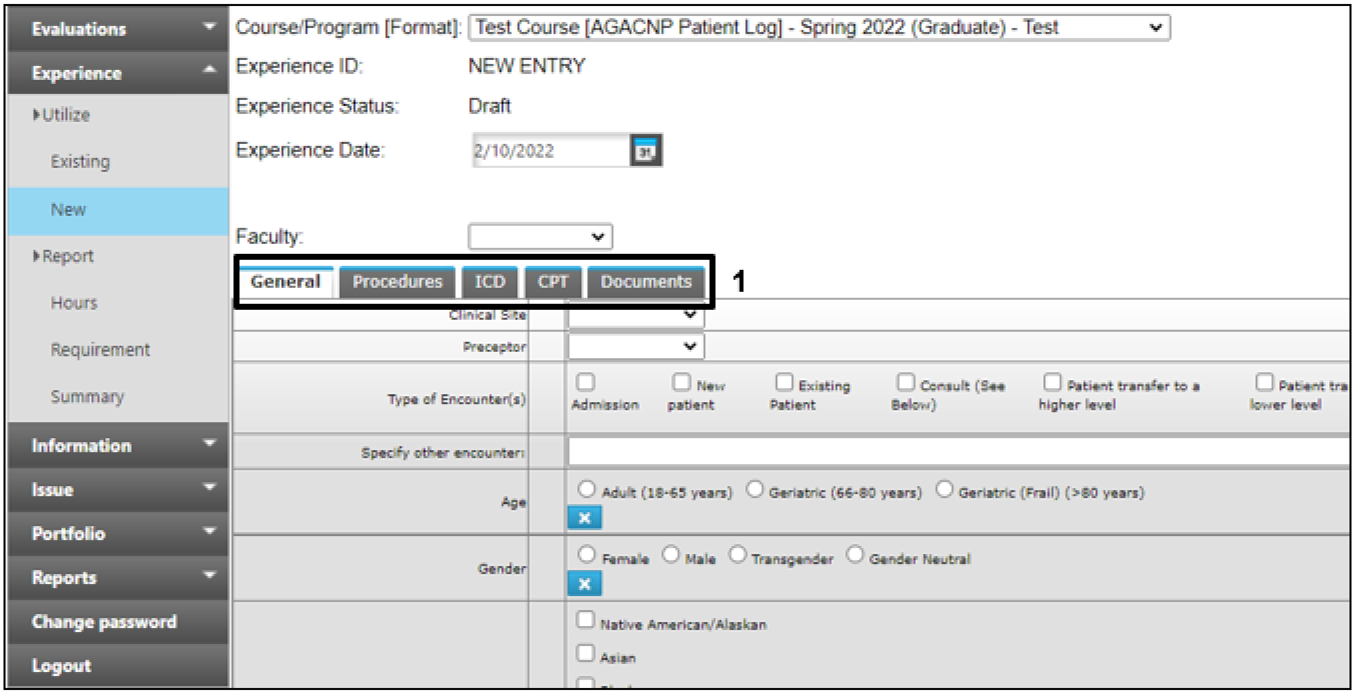
3



II. Completing the format

Complete the format in its entirety

1. If necessary, click on different tabs to complete the format

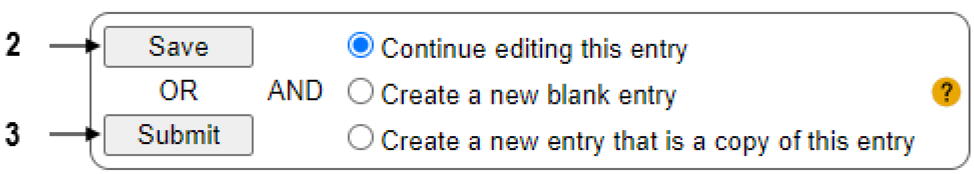


2. Click the **Save** button to save the entry – Located at the bottom the page

   - Hover your mouse over the yellow "?" for more information

3. Click the **Submit** button to submit the entry – Located at the bottom the page

   - Hover your mouse over the yellow "?" for more information



III. If Your Format is Rejected

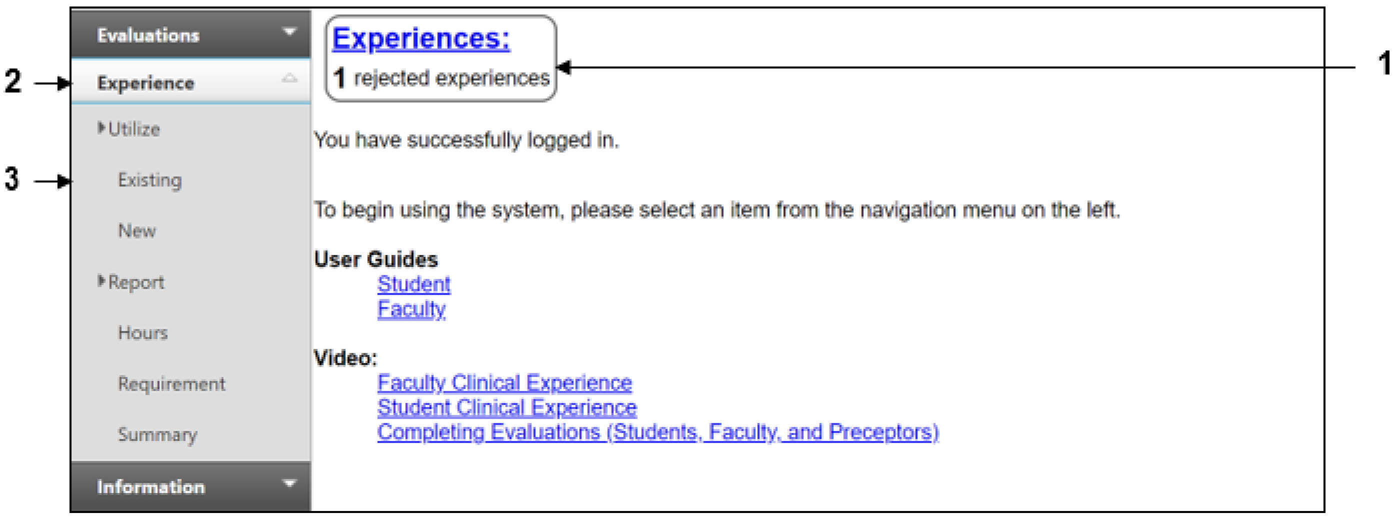
If your entry is rejected, you will receive an email notifying you that it was rejected.

1. You can also see rejected applications on the landing page via the “Experiences” Widget

On the Left side:

2. Click on “**Experience**”

3. Click on “**Existing”** under Utilize



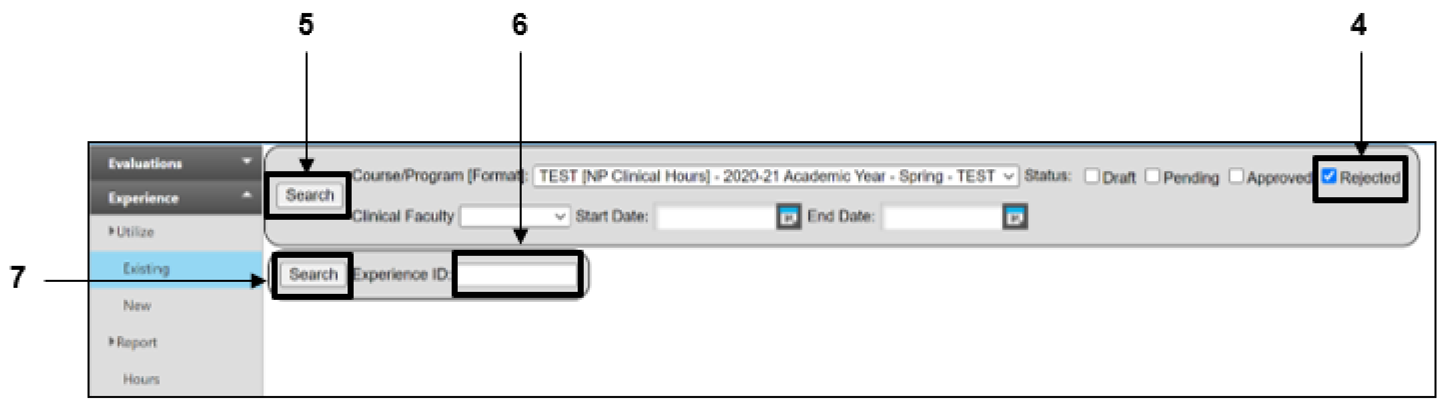
4. Select the “**Rejected**” Status

5. Click the “**Search**” button

OR

6. Enter the “**Experience ID**” in the text bx

7. Click the “**Search**” button



See the “**Comment**” column to see why the entry was rejected

8. **If necessary**, click the “**Edit**” link to update the application and re-submit