



Your Guide to Using the Submittable Submission Management System

Getting Started

If you don't already have a free Submittable account, applying for any mentorship, grant, or job at the Loft through the Submittable submission management system will automatically create one. Submittable is the main submission manager used by literary magazines.

Applying

On the webpage for any open opportunity, there will be a large "Submit" or "Apply" button. This will take you to our Submittable portal, where you can either create an account or sign in if you already have an account. Our Submittable portal for each opportunity includes the rules or guidelines for submission, a series of text box questions (this serves as your cover sheet or letter), and the option to upload files. The accepted file types vary, so pay attention to the guidelines. **Be sure that you are titling your submitted files per the guidelines.**

Troubleshooting

If you are having trouble with your Submittable account, there is a fantastic knowledge base on the Submittable website (help.submittable.com/knowledgebase). Additionally, during most working hours there is a Submittable staff member on hand to live chat.

Things to Note

- Be careful entering your information. You will not be able to go back and edit. In order to fix any errors, you'll need to withdraw your application and submit again.
- You will be able to view the status of your submissions or applications (Received, In-Progress, Accepted, Declined, Withdrawn) through your account dashboard.
- Please make sure that you are listing the same email address in your materials as you use for your Submittable account.
- If you need to upload multiple files for an application, please have all your files in one location and SHIFT-Select (COMMAND-Select with Mac) to select multiple files.
- If you are using an Android or iOS (iPad, iPhone) device to upload your work, you will also need to collect your documents in a Dropbox account.