**Student Partnership Impact Award - online application instructions**

**A: Individual Submission (same person purchasing and submitting):**

1. Go to: <https://www.seda.ac.uk/product/spia-student-partnerships-impact-award/>
2. Under *Type* choose the *Individual* option and under *Quantity* choose the amount required
3. Click *Add to cart*
4. Click *View cart*
5. If you have the discount code (if you are a SEDA member then you can email office@seda.ac.uk for this) then add it into the Coupon box and click *Apply coupon*
6. Click *Proceed to checkout*
7. At this point you can login if a returning customer/existing user
8. If not already a user, register a new account by clicking the *Register* button at the top of the page:
	1. Enter your email address, you will then receive an email with a link to set a password
	2. Set a password and login
	3. Then click the shopping bag icon at the top of the screen to return to your shopping cart (check the discount is still applied, you may need to re-enter it at this point)
	4. Click *Proceed to checkout*
9. Complete details and click *Pay securely with WorldPay*
10. Complete the WorldPay payment process
11. You will then receive three emails: one from WorldPay confirming the payment has gone through and two from SEDA
12. Follow the instructions in the email from SEDA containing the subject line: *Student Partnership Impact Award - New Order* (i.e. Go to *My Account* and under *Award entries to complete* click on the link to submit your application)
13. Choose *Individual Entry*, according to what was purchased at the previous stage
14. Complete the fields in the form
15. Click *Review your Entry* and then *Submit Entry*
16. You are then taken to a page called *Your entry*
17. You will then receive an email from SEDA with the subject line *Student Partnership Impact Award - Application Received*

**B: Team Submission (same person purchasing and submitting):**

1. Steps 1 – 12 are as in A above (except you would choose the *Team* option at step 2)
2. Choose *Team Entry*,according to what was purchased at the previous stage
3. Add the details for the main contact
4. Click *Save and add team member*
5. Enter the details for the next team member
6. If you need to add another team member then click *Save and Add Another*
7. When you have added all the team members, click *Save and Review Your Entry*
8. Then click *Submit entry*
9. You are then taken to a page called *Your entry*
10. You will then receive an email from SEDA with the subject line *Student Partnership Impact Award - Application Received*

**C: Individual or Team Submission (different people doing the purchasing and submitting, i.e. staff member purchases the entries and then assigns them to the student(s)):**

1. Steps 1 – 12 are as in A above
2. Choose *Team Entry* or *Individual Entry*, as per what was purchased at the previous stage
3. In the *Assign entry to another user* box, enter the email address of the person who will be doing the submission.
4. Note that this individual will need to have a user account on the SEDA website
	1. You can either advise them to set up their own account by clicking on the *Register* button at the top right of the page, OR
	2. You can do this on their behalf by logging out of your account (or opening an incognito window in your browser), clicking on *Register* at the top right of the page and entering the person's email address (they will receive an email with a link to set a password, which they should do)
	3. You can then log back in and assign the entry to this user
5. If that user exists then the next screen will confirm this, ask you to choose *Individual* or *Team* entry and then confirm you wish to assign an entry to them, click *Yes assign*
6. That user will then receive two emails – one with the subject line: *Your seda order is now complete* and another with the subject line: *Student Partnership Impact Award – Individual Entry Assigned* (or Team as per the entry type)
7. They need to follow the instructions in the latter email (i.e. go to [www.seda.ac.uk](http://www.seda.ac.uk), log into *My Account* and under *Award entries to complete* click on the link, which will take you to the next stage)
8. They then complete their application as per steps 13-17 in A above, or steps 2-10 in B above