LEAD Atlanta Class of 2024
Application Online User Guide

The application is the *ONLY* information used to advance candidates to the Interview phase of LEAD Atlanta's Selections process.

The LEAD Atlanta application process remains very competitive. Each year, we receive four to five times as many applications as there are slots available. An independent alumni Selections Committee reviews each application over several weeks, and participants are selected from a variety of occupations, organizations, backgrounds, counties and ages to result in a diverse, demographically-balanced class.

We only accept applications submitted using our online system. Please review this user guide carefully before proceeding. You will have the best experience if you adhere to the technical guidelines contained herein.

Application Deadline is on Monday, February 20, 2023 at 11:30 pm.

If you run into any issues during the application process, please contact:

Sara Reaves
LEAD Atlanta
(404) 876-8770, ext. 1030
LEADAtlanta@leadershipatlanta.org

BEFORE YOU BEGIN

1. BROWSER COMPATIBILITY WITH LEADERSHIP ATLANTA WEBSITE
Information about browsers will help you have the best experience possible when visiting www.leadershipatlanta.org.

A. **Recommended Browsers**
We recommend using the *latest* version of one of the following supported browsers: Internet Explorer, Firefox, Chrome, and Safari). If your browser does not update automatically to its latest version, we suggest doing so before you begin. Most browsers offer free updates online. Newer browsers help protect against internet scams, viruses, Trojans, phishing and other threats.

B. **Enable Cookies and JavaScript**
To access the full functionality of our website, Cookies and JavaScript **must** be enabled in your browser preferences. Disabling any of these features (or using an older or non-compatible browser) may mean that you won't be able to take full advantage of leadershipatlanta.org or complete the application successfully. If using a corporate computer, address these concerns with your organization's IT team.

C. **Common Browser Related Issues**
- <u>Cookies:</u> Ensure cookies are enabled on your browser to ensure an optimum experience.
- <u>Firewalls:</u> Please be aware that your home or office firewall, or network settings, could impact the ability to enable cookies. Check with your IT team if you have questions.
- <u>Pop-Up Blockers:</u> If you have a pop-up blocker installed, some functionality may be blocked on our site.
- <u>Outdated and Unsupported Browsers:</u> Using an older or non-compatible browser could mean that you won't be able to take full advantage of leadershipatlanta.org.
- <u>Session Timeouts:</u> For security purposes, leadershipatlanta.org sessions expire due to inactivity or if you leave leadershipatlanta.org. Session timeouts occur in 30 minutes.
- <u>Inability to access application information:</u> It is best to use the same browser on the same computer as you are completing your application. Errors can occur when beginning an application in one place and opening it in another.

2. TECHNICAL DEVICES

A. **Company-Owned Computer Devices**
- Most businesses have well-defined policies and procedures in place regarding Company devices. Corporate IT protocols may purposefully restrict an employee's ability to use the web in certain ways.
  - Please review this User Guide with your company's IT department **BEGINNING YOUR APPLICATION.** They will be your resource to ensure the device is configured properly, and your source for help with any feature issues you may experience (such as LOGIN and SAVE/SUBMIT scores).
  - The Leadership Atlanta staff is unable to help you address any technical issues with your application originating in your employer's corporate IT protocols, software, devices, or procedures.

B. **Internet (Wireless, Wired, or other Connective Means)**
- We recommend completing your application using your personal (wired or wireless) internet and/or networks.
- Using your company's internet/network may cause technical malfunctions due to restrictions placed on that network by your employer. Consult your IT department before beginning!
- Using Wireless? Make sure you're using a secure Wi-Fi network with password protection. Using an open Wi-Fi network without password protection will cause technical malfunctions!
  - If using corporate Wi-Fi, check w your IT department to understand potential restrictions.

3. CLEARING YOUR CACHE!

The Leadership Atlanta web address (URL) is the same (www.leadershipatlanta.org), but our website functionalities are constantly being enhanced. In order to access the latest version of our site with its new functionalities, you **MUST** first clear your browser history.

- Clearing your web browser's history will ensure arrival at the latest version of our website.
- **Why do this?** Search engines store (*cache*) websites visited – if your computer has ever visited Leadership Atlanta, its browser might open an obsolete, stored version.

4. TIME COMMITMENT

Membership in the LEAD Atlanta class year is extremely rewarding but also demanding. It requires a substantial commitment of time and energy as well as full and active participation. The program is designed to maximize interaction between participants, so any absences will affect the group as a whole. Please review the program calendar carefully before applying and check to ensure there are no foreseeable conflicts with the program dates.

5. TUITION, PARTIAL SCHOLARSHIP REQUESTS, PAYMENT PLANS

The LEAD Atlanta tuition fee is **$2000**.

- Partial Scholarship Request: LEAD Atlanta has limited scholarship funds available, and the applicant must request assistance at the time of the application.
  - *Check* the Partial Scholarship Request box located on last page of application.
  - Partial Scholarship Request is stored **outside** of the selections process and will not influence acceptance into the program.
  - If accepted into the Class of 2023, prospective class members will be required to complete a confidential scholarship application.
  - Assistance will be based on your statement of need and on the amount of funds available.
  - Every request will receive confidential, thorough, and fair assessment; every effort to be supportive will be made. LEAD Atlanta only offers **partial** financial assistance and only to those individuals who **clearly** cannot otherwise afford the $2000 tuition.
- Tuition Payment Plans are also available (installments due in June 2023, August 2023, October 2023, and January 2024).
- Tuition paid by credit card will incur a 3% processing fee (*as charged by the credit company*).

6. ADDITIONAL CRITICAL TIME SAVERS

- Primary Email Address: Be careful – **no typos** when inputting this field, or:
  - You won't be able to Login to the website.
  - We won't be able to communicate with you.
  - You may SAVE an incomplete application and return at a later date to finish.
  - You must remember Username and Password (*described in Section 7, below).* We cannot recover them for you.
  - We recommend you SAVE the application often!
    - **Application Back-Up Copies:** We strongly encourage each applicant to save copies of essays and other short answers on your computer's hard drive, on a Google drive, in Apple iCloud, etc. This extra step will ensure your peace of mind.
  - Character Counts: Strict character limits exist for the application essays and short answer questions. Note these limits before starting. The character limits include both letters AND spaces. (*Different word counting programs may give varying results, depending on the text segmentation rule details*).
  - BACK Key Function: Do NOT use the "Back" key function on your web browser when working on your application. Hitting the "back" function may cause the text you have entered since you last saved your application to be lost.
  - Are you using an up-to-date internet browser? If your browser isn't updated automatically to its latest version, we suggest doing so before you begin. Most browsers offer free updates online.

- o ENTER Key Function: Do NOT use the 'Enter' key function key as this action will attempt to submit your application and highlight all *required* fields left blank.
- o SAVE vs. SUBMIT: Understand the distinction between the "Save and Close" vs. "Submit and Pay Application Fee" buttons. Use the "Save" button to open and edit your application as often as necessary. Use the "Submit' button once your application is final.

THE ONLINE APPLICATION

7. APPLICATION ONLINE

The application process remains very competitive. Each year, we receive four to five times as many applications as slots available. An independent Selection Committee reviews each application over several weeks, and participants are selected from a variety of occupations, organizations, backgrounds, counties, and ages to result in a diverse, demographically balanced class of men and women.

Please review all sections of the application before beginning. (*Each section can be opened by tapping on the + symbol located on the right side of its Title*).
+ Personal Information
+ Employment
+ Community, Civic and Voluntary Service
+ Awards, Honors or Other Activities
+ Professional Affiliations
+ Education
+ Leadership
+ Commitment
+ Tuition, Selections and Submission

8. HOW TO ACCESS THE APPLICATION (FIRST TIME)

The **FIRST** time you access the application, follow these steps:
- *Go to* **http://www.leadershipatlanta.org/**
- *Scroll down home page and tap GOLD banner entitled* LEAD ATLANTA.
- *Tap APPLY.*
- *Tap "*New to LeadershipAtlanta.org? Register here." (*located below LOG IN AS MEMBE*R)
- *Create New Account:*
   - o Enter contact information
   - o Enter the PRIMARY EMAIL address for this applicant (***remember, no typos please!)***
   - o Create a **Username and Password** (*and retain for future use*)
- *Tap* CREATE ACCOUNT
- Confirmation Message appears*: Your account has been successfully created*
- *Tap* CONTINUE TO APPLICATION
   - o "Apply to LEAD Atlanta Application" appears

9. HOW TO LOGIN (AFTER THE FIRST TIME)

- *Go to* http://www.leadershipatlanta.org/
- *Tap* APPLICANT LOGIN **(**top Right, Home Page)
- *Enter* USERNAME and PASSWORD
- *Tap* LOG IN AS MEMBER
- *Tap* MEMBER MENU
- *Tap* MY APPLICATIONS
- *Tap* Your Name (View Application)

10. HOW TO SAVE APPLICATION
- Make sure to save your work early and often using the SAVE AND CLOSE button located at the bottom of the application form.
- For extra back-up, we would recommend saving a copy of your application and respective answers into a Word document in case your information is unrecoverable due to technical errors.

11. HOW TO SUBMIT APPLICATION
- *Click* PAY AND SUBMIT APPLICATION button located at the bottom of the application form.
    - If required fields were inadvertently left blank, they will HIGHLIGHT in RED. Please complete all required fields, then click PAY AND SUBMIT again.
- *Pay* Application Fee to Submit Your Application Now.
    - **The $25 application fee is required.** No refunds will be given.
    - Fill in required payment fields on the form.
    - *Fee* must be completed online using AMEX, MasterCard, Discover, or Visa.
    - *Confirmation* will appear on your screen once payment is received confirming receipt of application
    - *Continue* to revise/edit application until the deadline. Only the final submission will be retained. **Once the final application is submitted, do NOT go back into your application**. This can cause a large amount of application data loss, which may or may not be covered.

12. FORGOT YOUR PASSWORD?
- *Tap* APPLICANT LOGIN **(**top Right Home Page)
- *Tap* LOG IN AS MEMBER
- *Tap* FORGOT PASSWORD?
    - *Enter* USERNAME
    - *Enter* PRIMARY EMAIL address used to CREATE ACCOUNT
    - Password reset instructions will be delivered to the Primary Email Address (and remain active for 30 minutes*)*

13. FORGOT YOUR USERNAME?
- Follow Password Reset instructions
- *Tap* FORGOT USERNAME?
- *Enter* PRIMARY EMAIL address used to CREATE ACCOUNT
- Username will be delivered to the Primary Email Address.

14. HOW TO Print the Application
- Use the 'Print this Application' function located on the top right corner of the first page.