

ONLINE USER GUIDE

Leadership Atlanta Application

Class of 2021

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

The 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 online using our website. Please review this user guide carefully before proceeding. You will have the best experience if you adhere to the technical guidelines contained herein.

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Application Deadline is January 18, 2020, 12:00 pm.

Leadership Atlanta Contact Information

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BEFORE YOU BEGIN

1. BROWSER COMPATIBILITY WITH LEADERSHIP ATLANTA WEBSITE

Confirm your computer or network is protected by a firewall or proxy, make sure your browser is permitted to access the web. (financial, healthcare, and educational institutions often restrict an employee's ability to use the web in certain ways).

Enable Cookies and JavaScript

Nowadays almost all web pages contain JavaScript. It makes web pages functional for specific purposes, and if disabled for some reason, the content or the functionality of the web page can be limited or unavailable. If using a corporate device, address these concerns with your organization's IT team.

Common Browser Related Issues

- Cookies: Ensure cookies are enabled on your browser to ensure an optimum experience.
- Firewalls: 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.
- Pop-Up Blockers: If you have a pop-up blocker installed, some functionality may be blocked on our site.
- Outdated and Unsupported Browsers: Using an older or non-compatible browser could mean that you won't be able to take full advantage of leadershipatlanta.org.
- Session / Time Outs: For security purposes, leadershipatlanta.org sessions expire due to inactivity or if you leave leadershipatlanta.org. **Session time outs occur in 30 minutes.**

2. TECHNICAL DEVICES

Company-Owned or Personal Computer Devices

- Company. Most businesses have well-defined policies and procedures in place regarding Company devices. Corporate IT protocols may purposely restrict an employee's ability to use the web in certain ways.
 - Please review this User Guide with your company's IT department **BEFORE 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.

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 COULD cause technical malfunctions!
 - If using corporate Wi-Fi, check with your IT department to understand potential restrictions.

3. CLEARING YOUR CACHE!

The Leadership Atlanta web address (URL) is the same (www.leadershipatlanta.org), **and our website functionalities are constantly being enhanced.** In order to access the latest version of our site with its enhanced 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 Leadership 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.

A less-than-full commitment is unfair to fellow participants and to the many qualified candidates who were not accepted. The program year spans a nine-month time frame. Included and **mandatory** are:

- Overnight Opening Retreat Weekend
- Two-Day Race Awareness Workshop
- Overnight Closing Retreat

In addition, Leadership Atlanta hosts substantive program days focusing on key leadership and community topics. Class members participate in small discussion group meetings, "Study Groups," after each program day, and they also participate in a service learning project that spans the nine-month period.

- Review: Leadership Atlanta's Class of 2021 Program Year Calendar before applying.
- Attendance Policy: Leadership Atlanta members are allowed a total of two absences from non-mandatory programs or Study Group meetings.

Please review the Class of 2021 Program Calendar link located on the website.

5. TUITION, PARTIAL SCHOLARSHIP REQUESTS, PAYMENT PLANS

The Leadership Atlanta tuition fee is \$4,500.

- A limited number of partial scholarships are available for bold and visionary leaders from the non-profit, government, or education sector who may not otherwise be able to participate in the program due to financial limitations.
- **Check** the Partial Scholarship Request box located on last page of application.
- If accepted into the Class of 2020, 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. Leadership Atlanta offers **only partial** financial assistance and only to those individuals who **clearly** cannot otherwise afford the \$4,500 tuition. Tuition Payment Plans are also available (installments due in May 2020, August 2020, October 2020, and January 2021).
- Tuition paid by credit card will incur a 3% processing fee (*as charged by the credit company*).

6. ADDITIONAL CRITICAL TIME SAVERS

- 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!

- We strongly encourage each applicant to save copies of essays and other short answers in a separate document.
- 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.
- **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, and you are ready to submit the \$75 application fee.
- **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.

[THE ONLINE APPLICATION](#)

7. APPLICATION ONLINE

Confirm compatibility before beginning/completing:

Fill in random fields throughout, SAVE, then re-open following the instructions below.

This step will help ensure that the application is working properly in your system.

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 ONLINE APPLICANTS only) – if you’ve applied online in the past two years, go directly to Step 9)

The **FIRST** time you access the application, follow these steps:

- **Go to** <http://www.leadershipatlanta.org/>
- **Scroll down home page and tap GREEN banner entitled** LEADERSHIP ATLANTA.
- **Tap APPLY.**
- **Tap** “New to LeadershipAtlanta.org? Register here.” (located below LOG IN AS MEMBER)
- **Create New Account:**
 - Enter contact information
 - Enter the PRIMARY EMAIL address for this applicant (**remember, no typos please!**)
 - 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
 - “Apply to Leadership Atlanta Application” appears.

9. HOW TO LOGIN (AFTER THE FIRST TIME)

- **Go to** <http://www.leadershipatlanta.org/>
 - **Tap** MEMBER 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.

11. HOW TO SUBMIT APPLICATION - \$75 APPLICATION FEE

- **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.
 - \$75 application fee is required.
 - Fill in required payment fields on the form.
 - **Fee** must be completed online using AMEX, MC, 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.

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.