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HOW TO REGISTER AN ACCOUNT

Step 1

Create a log in by clicking on the option to sign.

Canadian Men's Health Network  
Movember's Mental Health Initiative

**MOVEMBER**

CANADIAN MEN'S HEALTH NETWORK  
REQUEST FOR APPLICATIONS  
MENTAL HEALTH INITIATIVE

ABOUT THE CANADIAN MEN'S HEALTH NETWORK  
The Canadian Men's Health Network is an Advisory Board to Movember Canada and is comprised of

Sign In

Email:  
Type your email here...

Password:  
[password field]

Sign In > Trouble Signing In?

Need An Account?

Sign Up >

Log in with LinkedIn

Step 2

Complete the necessary fields and check your timezone.

**MOVEMBER**

**Ready to go?**

We just need a bit more information from you before you can start.

Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!

If you already have an account, you can [log in here](#).

Full name [input field]

Email [input field]

Create a password [input field]

Confirm your password [input field]

Selected Timezone: (GMT+1000) Australia/Melbournd [dropdown]

Register

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**Step 3**

Review your emails – you will receive an email from [noreply@myreviewroom.com](mailto:noreply@myreviewroom.com) to confirm your registration.

Click the applicable link to activate your account.

Please ensure you check your junk mail box for the email if you don't receive it straight away.

**Step 4**

When you click the link, you are taken to the site and asked to enter your organisation name. Enter this information and click the “Get Started” button.

**Hi Applicant,**

You haven't submitted anything yet.

**Want to create a new submission?**

Please fill any of the necessary information shown below (if applicable) to get started.

Please enter your organization/institution name.:

HOW TO REGISTER FOR A TELE OR WEB CONFERENCE

If you would just like to register to attend the teleconference, without completing the Intent to Apply, simply click the title of the “Nominate to attend the Web Conference” task. Enter the relevant information and when finished click the “Save and Exit” button.

You may edit your preferences and return to the Intent to apply form at any time.

**Movember**

**Step 1 - Intent to Apply**

Please complete your Intent to Apply by 5:00 PM EST May 3, 2013.

The intent to Apply must outline the title of the project and a brief abstract (250 words maximum) of the intervention theme for the proposal. The use of social media to describe the project's goals would be of assistance (not mandatory) e.g. - a brief 2 min YouTube video. A list of the team members and/or collaborators with their affiliation and expertise (note: a final list at this stage is not required and can be adjusted for the full application) is required. The intent to Apply also provides the option to nominate team members to access Promoveo (Movember's knowledge sharing collaboration platform) to promote collaboration of groups across Canada.

If you are interested in attending a web conference, which will provide an opportunity to ask questions and gain a greater understanding of the process, please also complete the "Nominate to attend the Web Conference" form before submitting. There are two dates/times available: Friday 19th April, 12 noon EST and Friday 26th April, 3pm EST.

You must complete the intent to Apply form before gaining access to the Full Application round.

Information that was contained on the landing page of this system can be accessed either by logging out (top right) or by accessing the [Landing Page Attachment](#) resource.

Task	Actions	Status	Deadline
Complete Intent to Apply Form		Incomplete	
Nominate to attend the Web Conference		Incomplete	



**Edit Information**

**Progress**  
This submission is 0.0% complete. You still need to:

- Complete task "Complete Intent to Apply Form"

**Members**

Cizza Dixon (owner)

**Add Member**

**Edit Members**

**Withdraw Application**

# HOW TO REGISTER FOR A TELE OR WEB CONFERENCE

## UNDERSTANDING THE BUTTONS OF THE FORMS

Registration for the web conference is optional, but may provide additional information to help guide your application. Information on how to join the web conference will be sent closer to the meeting date.

### Registration for Webconference

	Title	First Name	Surname
Contact Person	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Best Contact Number	Email Address	Preferred Web Conference Date / Time
Contact Person	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Other Attendees

If more than one person from your team would like to register, and therefore will receive the confirmation email, please enter their details below.

	Title, First Name and Surname (eg. Prof. John Smith)	Best Contact Number	Contact Email Address	Preferred Web Conference Date/Time
Additional Attendee 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Attendee 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Attendee 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Attendee 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## UNDERSTANDING THE BUTTONS ON THE FORMS

Depending on the form you are presented with, you may be able to:

- Save & Continue Editing – Use this in between uploading multiple documents on one page.
- Save and Exit – This button will show when the page you are on is the last page of the form being completed. *If the page has mandatory questions that have not been completed, you will either need to complete the information or use the Save & Continue Editing option to save the content and return at a later stage.*
- Back – This button goes to the previous page of the form (and will save your content)
- Next – This button takes you to the next page of the form (and will save your content)

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## HOW TO ACCESS THE FULL APPLICATION EDITING THE FULL APPLICATION AFTER SUBMITTING IT

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### HOW TO ACCESS THE FULL APPLICATION

Once you have used the Save and Exit button on the Intent to Apply and return to your submission page, you will see a green message at the top like this:

This submission is eligible for the next stage of this ReviewRoom. [Click here to move this submission.](#)


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**Step 1 - Intent to Apply**


Click on the words 'Click here' to view the Full Application details. You will still be able to edit the Intent to Apply.

### EDITING THE FULL APPLICATION AFTER SUBMITTING IT

You may edit the Full Application after submitting it, by clicking the 'edit' associated with the task

 Upload your Project Proposal	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	<b>Complete</b>	07/31/2013 05:00:00 PM EDT
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**HOWEVER, you MUST resubmit your application afterwards, by clicking on 'Submit the Full Application' again.**

 <a href="#">Submit the Full Application</a>	<b>Complete</b>	07/31/2013 05:00:00 PM EDT
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