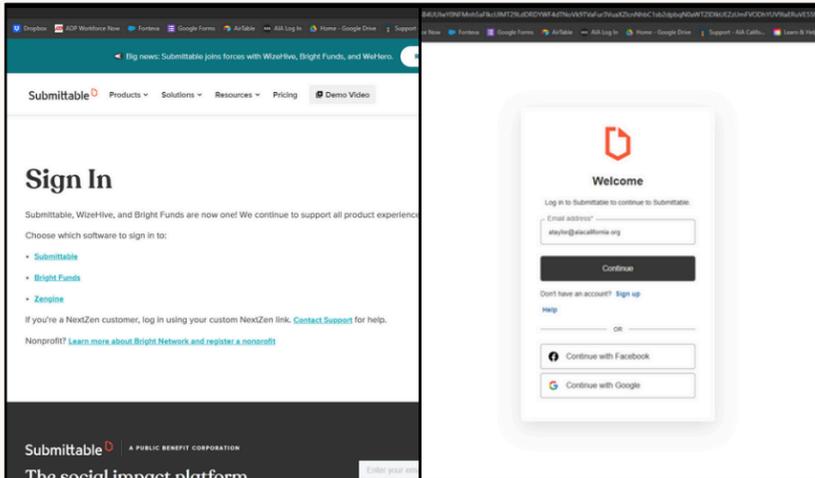


How to Submit

SUBMITTABLE GUIDE

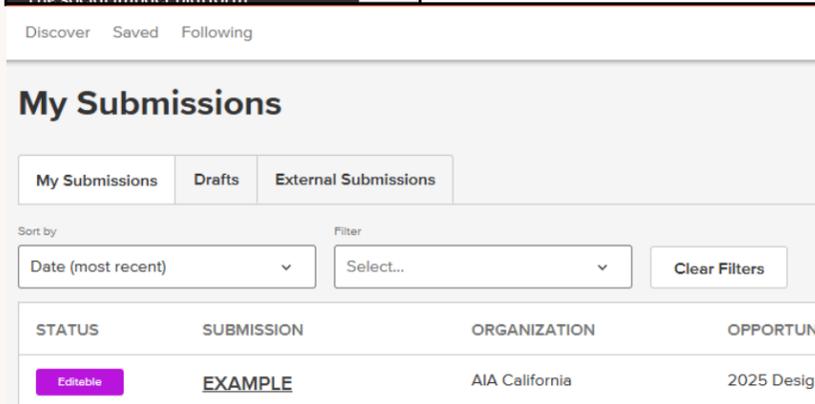


Sign In

After registering, log in via submittable. Go to the page linked, and log into the account(s) used for current or past submissions.

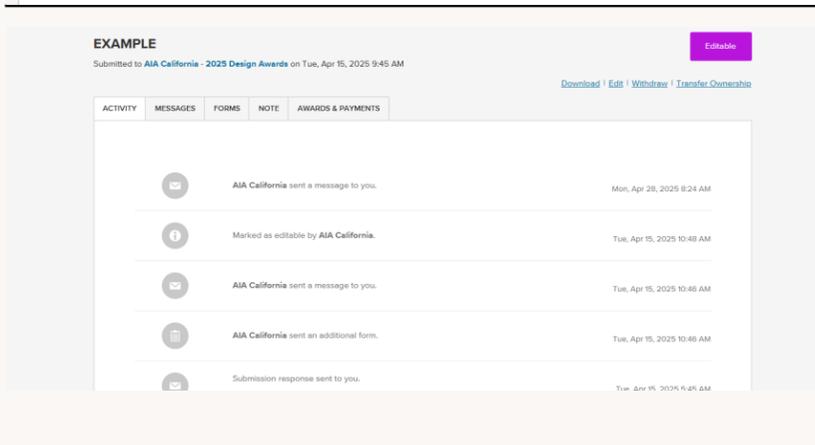
[Log in here](#)

Do not try to access your submission through the AIA CA submittable portal. That is only for registrations.



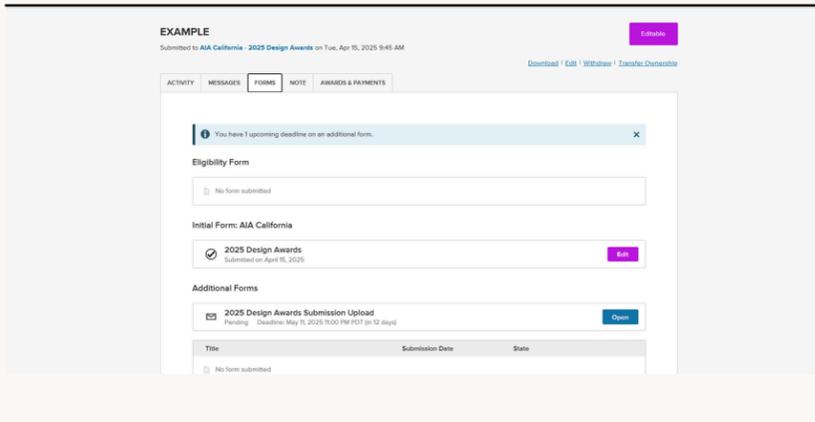
My Submissions

All submissions and drafts can be accessed in your account, including submissions for other chapters using submittable. To view one, click on the title of the specific project/submission.



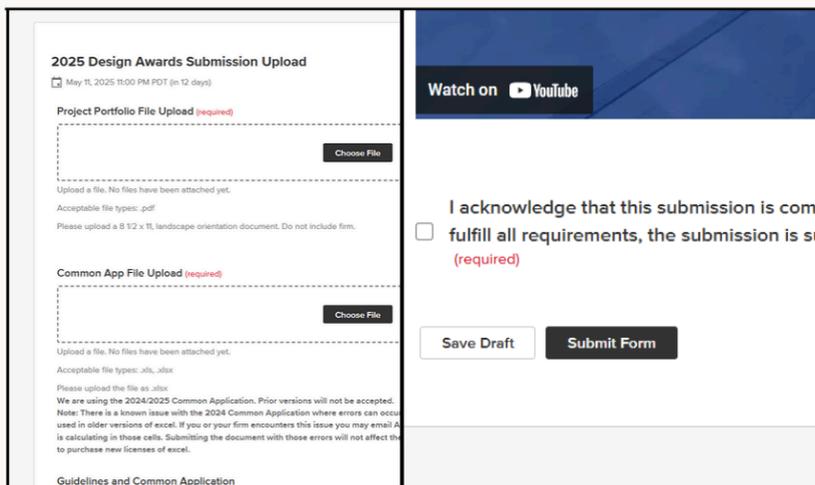
Forms/Messages/Downloads/Transfers

All materials to complete your submission is found here, along with reminders. You can message staff directly about the submission or read all past messages in the message tab. You can also download past submissions or transfer ownership to a different account here.



Forms

Your registration form and any additional forms will be found here along with due dates and options such as open (if incomplete) or edit (if complete).



Submitting Forms

You can save forms as drafts and return to them later without submitting them. However, nothing will show up on AIACA's end until you hit the final "submit form" so please remember to do so before the deadline.