

Uploading documents in Formstack

Most scholarships managed by the Department of Education require uploading documents to a system called Formstack. To see the steps, open and print an application form from the website. You can use this to organise your information before filling out the application form.

To complete the online application form, ask your school for two documents: a reference from the principal (or their appointed representative) and a copy of your child's report as a multi-page PDF. Please make these requests early so your application is not delayed. Post Offices, libraries and other commercial outlets can also scan documents and create PDFs. If you are not able to obtain a multipage PDF, another method is outlined below. This method does not always give the clearest results, so scanned documents are always preferred.

Note: Only one document can be accepted in each upload window in the application form. If you try to upload several documents in one window (e.g. different pages of a school report) the application will 'time out' or the previous uploaded page will be erased.

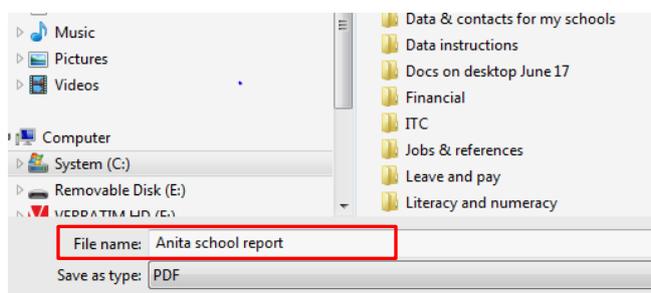
Creating and uploading a multi-page document - alternative method

Step 1: Take a clear photograph of each page of the school report using your phone camera.

Step 2: Choose the largest file size available and email each photo to yourself.

Step 3: Open a Word document on your computer, click on landscape orientation and leave the document open. Now open a photo from your email account. Right click on the photo and select 'Copy'. Then click on the Word document window and choose 'Paste'.

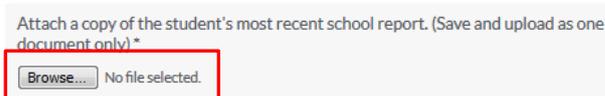
Step 4: To resize photos, click on a corner and an arrow will appear. Hold down the left side of your mouse and drag outwards or inwards in a diagonal direction.



Step 5: Go to 'File' (top left) and choose 'Save As' to save your Word document to a folder on your computer.

Optional: Save the Word document as a PDF by clicking on 'Save as type' at the bottom of your screen and choosing 'PDF'. NOTE: Formstack will accept PDF or Word documents.

Step 6: Upload your document into the online application form by clicking on the 'Browse' button. This will take you to a list of locations on your computer.



Step 7: Find where you saved your document, click on it to highlight the title. Now click on 'Open' (bottom right) and the upload will start.

Note: Documents should upload within a few seconds. If your document is taking a long time to upload it may be advisable to go back to Step 6 and try again.

