

# Sherburn House Charity

## Guidelines on creating, saving and printing an online Relief in Need application

Please read and understand the 'Application guidelines for Relief in Need' before you commence your application. These guidelines tell you in what circumstances Sherburn House Charity is likely to support your client. Any application that does not fulfil these guidelines will be rejected. Therefore we strongly recommend you download that document and read it thoroughly before commencing any application. It could save you considerable wasted time.

From our website's front page at [www.sherburnhouse.org](http://www.sherburnhouse.org), click 'Relief in Need' to be taken to the main Relief in Need page. Click on 'Relief in Need Application' on the orange menu bar. You will be presented with the login screen. First of all you need to register with the website, by clicking the 'Register here' button. You will then be prompted to enter your email address, your name and a password, which you have to enter a second time to confirm its accuracy. Once you have registered with our website you can login using your email address and password from any computer with an internet connection.

When you are logged in, you can click the 'New application for Relief in Need' link to commence a new application. Alternatively, if you have already commenced an application and you are returning to make changes, once you have logged in a list of applications created by you will be displayed. To the right of each application will be an 'Edit' link and a PDF icon. Click the 'Edit' link for the application you wish to change. The application will be displayed for you to edit. When you are editing your application it is very important that you do not use your browser's 'Back' button. Always use the 'Save' button at the bottom of the form to save the current state of your application before you navigate to another page. Failure to do this will result in a loss of your latest changes!

You can return to your application at any time and make changes.

When you are happy that you have completed your application, first of all ensure you have saved it, as described above. Then leave 'Edit Mode' by clicking on 'Relief in Need Application' on the orange menu bar. The list of applications you have commenced will be displayed. Click the PDF icon to generate a PDF version of your application and display it on your computer screen. The application will be exactly three pages long. You need to print this out, as the form needs to be signed both by you as the applicant and by the client in need before it is submitted to us. You can also save a copy to your own computer if you wish. If the PDF generation does not work, it may be that you don't have software that can display PDF files installed on your computer. See below for details on how to install software that can display PDF files.

In order to successfully complete an online application, you need to have Adobe Acrobat Reader (or another program capable of displaying PDF files) on your computer. If you don't have this functionality, please install this now, before commencing your application. There is a link on the same page you downloaded these guidelines from, which will take you to Adobe's website, where you can download the appropriate version of their Acrobat Reader software for your computer. There are versions suitable for Windows, Macintosh OS and Linux operating systems. If you are restricted from installing software on your computer, you should ask whoever is in charge of your computer system to do this for you.

When you submit your signed application form to us by post, please include copies of any documentation you have in support of your client's application. Failure to do this may delay or jeopardise your application.