

Instructions for Online Application for APTA's Emerging Leaders Program Class of 2024

November 29, 2022

1. Go to: https://aptf.smapply.org/prog/emerging_leaders_program
2. Click "Register" in the top right corner.
3. Complete information and click "Create an Account." Next you should see a "Welcome!" message for successful registration for a SurveyMonkey Apply account for APTAU.
4. Check your email (the email address with which you registered) for a message with the subject, "American Public Transportation Association APTAU Program Account." Click the "Confirm email address" link to validate your account. You will see a message saying, "Thanks! Your email address is now verified."
5. Click "Continue." If you see a "No applications" message, click "View programs."
6. Next, you will need to confirm your eligibility to apply for the program. Click "Fill out eligibility profile." Complete 5 questions in the Eligibility Questionnaire and click "Save my profile."
7. The next page lists under Programs, "Emerging Leaders Program . . . Now accepting applications for the Class of 2024." Click "More."
8. On the Emerging Leaders Program application homepage, click "Apply." Note the deadline of February 3, 2023.
9. Next, name your application in the following format: Last Name, First Name. Click "Create Application."
10. As shown below, at the top of the following page will be your application name, application ID number, and a list of "Your tasks." Click on each task to complete it.

The screenshot displays the APTAU application interface. At the top, the navigation bar includes 'APTAU', 'Programs', 'My Applications', and a user profile for 'Test Stober'. The main content area is divided into two columns. The left column shows a progress indicator for '0 of 4 tasks complete' with a 'Last edited' timestamp of 'Nov 29 2021 10:50 AM (EST)' and a 'Deadline' of 'Feb 4 2022 11:59 PM (EST)'. Below this are 'REVIEW' and 'SUBMIT' buttons. The right column features the application title 'Emerging Leaders Program' with a 'Preview' link, the applicant's name 'Stober, Test', and the application ID '0216342171'. Below the name are tabs for 'APPLICATION' and 'ACTIVITY'. A 'Your tasks' section lists four pending tasks, each with a circular progress indicator and a right-pointing arrow: 'Emerging Leaders Application Form', 'Upload Letter of Recommendation - Supervisor/Client/transit agency senior official', 'Upload Letter of Recommendation - General Manager/CEO', and 'Upload Resume'.

11. For each task, you will see “Task instructions” available on the right and a menu of each task with level of completion shown in the dashed circle to the left of each task. You may click “Back to application” at the top of the left-hand menu to return to the list of “Your tasks.”
12. In the “Emerging Leaders Application Form” task, a percentage complete bar is available near the top right of the page to indicate your progress (there are 4 pages in this task). Remember to click "Save and Continue Editing" as you work on your application.
 - Click “Next” to move on to the next page of this task.
 - You may also click “Previous” to return to a previous page.
 - When completing the Application Short-Answer Questions, your response to each of the 5 questions must be between 150 and 250 words. The current word count is provided below the text box when you type in your response.
13. When you are done with the task, click "Mark as Complete." In the left-hand menu of tasks, you will see a green and white checkmark next to each task when it's completed.
14. To edit any task after you have marked as complete, in the left-hand menu click on the task. Click on the 3 dots in the top corner of the task and a drop-down menu appears. Click “Edit.” Once you have made your changes, click "Mark as Complete."
15. In the 3 tasks where a PDF file must be uploaded, click “Attach file,” select your document and click “Open.” You will see the file appear near the bottom of the page. You may click on the 3 dots to the right of the file name for a drop-down menu of options to Edit, Preview, Remove, or Download the file. When you have confirmed the document is correct, click "Mark as Complete."
16. Your letters of recommendation should be addressed to:

Emerging Leaders Program Committee Members
c/o American Public Transportation Association
1300 I Street NW
Suite 1200 East
Washington, DC 20005
17. Complete all 4 tasks including the Emerging Leaders Application Form, upload two letters of recommendation, and upload your resume. The progress bar at the bottom of the left-hand menu will be full and indicate “4 of 4 tasks complete.”
18. Review your entire application by clicking the “Review” button at the bottom of the left-hand menu. On the next page, scroll down to review all 4 tasks.
19. In the header of this review page (where you see your application name and ID number), you have the option to download your application by clicking “Download” in the top right corner.

You will see a message “The selected applications are available for download.” Click “Download” to obtain a PDF copy of your application.

20. To edit any portions of your application, click “Back to application” in the top left of the review page.
21. When you are ready to submit your application, click "Submit Your Application" in the top right of the review page (or click "Submit" back on the application page).
22. A "Submit application" message will appear. To confirm you are ready to submit, click "Submit." Note that once you submit your application, you may no longer edit your materials.
23. Lastly, you will see an "Application Submitted!" message. You will also receive an email with the subject “APTAU: Your application has been submitted,” noting the date and time that your online application was submitted.