



**State of Alaska**  
Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Office of History and Archaeology  
550 W. 7<sup>th</sup> Avenue, Suite 1310 Anchorage, AK 99501



## **How to Invite Collaborators in Submittable**

### **1. Start or Open Your Application**

- Log in to your Submittable account.
- Begin a new application or open an existing draft.

### **2. Locate the Collaboration Option**

- In the upper-right corner of the application form, look for the **“Invite Collaborators”** button or link.

### **3. Add Collaborator Emails**

- Click **Invite Collaborators**.
- Enter the email addresses of the people you want to collaborate with.
- You can add multiple emails at once.

### **4. Send Invitations**

- Click **Send Invite**.
- Each collaborator will receive an email invitation to join the draft.

### **5. Collaborator Access**

- Invited collaborators must log in or create a Submittable account.
- They can edit and save the draft but **cannot submit the application** or invite others.

### **6. Manage Collaborators**

- Use the **Manage Collaborators** panel to:
  - Check invitation status (Pending or Accepted).
  - Remove collaborators if needed.

### **7. Submit the Application**

- Only the original applicant (submission owner) can finalize and submit the application.