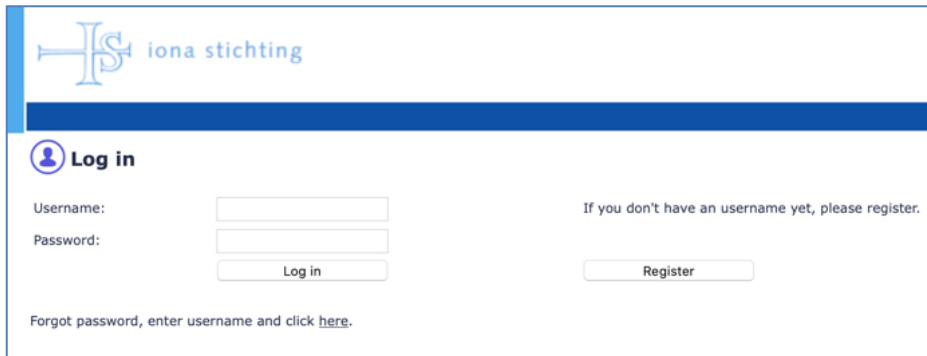


Manual online application system Iona Stichting *for personal development (course/training)*

- Your e-mail address and password will give you access to your own online Iona page. Did you forget your password? Click on the *forgot password* link on the home screen.
- It is possible your e-mail address is already registered because you applied before. In that case, click on the link *forgot password*.
- Click on the question mark in the upper right hand corner to receive more information about the page.
- Your personal project description is essential. Keep the requested information on the website short and to the point.

1. Log in

(First click on the British flag at the right hand top of your screen)




The screenshot shows the login page of the Iona Stichting website. At the top left is the logo and the text "iona stichting". Below this is a blue header bar. The main content area is titled "Log in" with a user icon. It contains two input fields: "Username:" and "Password:". To the right of the "Username:" field is the text "If you don't have an username yet, please register." Below the input fields are two buttons: "Log in" and "Register". At the bottom left, there is a link: "Forgot password, enter username and click [here](#)."

Your e-mail is your username. If you have forgotten your password or the system indicates your e-mail is already registered, enter your username and click on *forgot password*. The password will be sent to your e-mail address.

If your username is not yet registered, choose *register*.

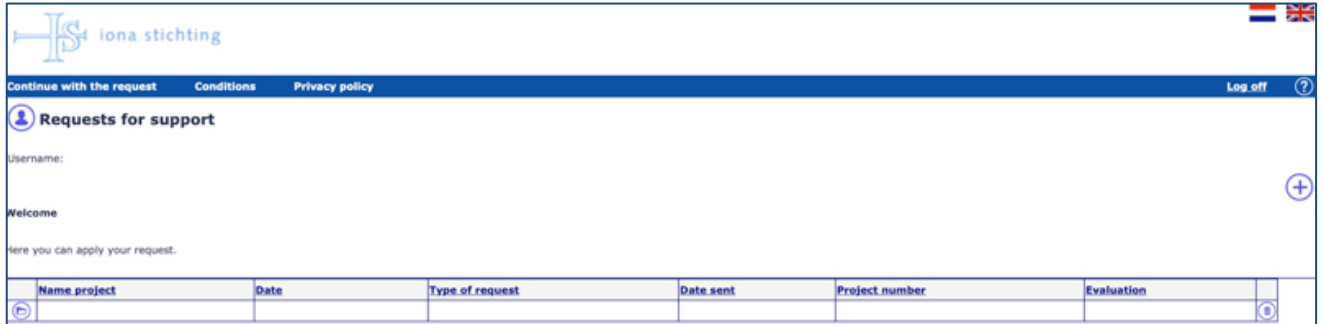
2. Register *(skip this step if you can log in)*



The screenshot shows the registration page of the Iona Stichting website. At the top left is the logo and the text "iona stichting". Below this is a blue header bar. The main content area is titled "To create a username". It contains an input field for "E-mail applicant:". Below this is a captcha image showing the letters "HHS 18" with a refresh button and a help button. Below the captcha is an input field for "Captcha code:". At the bottom, there is a button labeled "Password request".

Enter the details and click on *Password request*. You will receive an email with your password. You will immediately be redirected to your own home page.

3. Homepage



The screenshot shows the homepage of the Iona Stichting application system. At the top, there is a navigation bar with links for 'Continue with the request', 'Conditions', and 'Privacy policy', along with a 'Log off' button and a help icon. Below this is a section titled 'Requests for support' with a user profile icon. There is a 'Username:' field and a 'Welcome' message. A table is displayed with the following columns: Name project, Date, Type of request, Date sent, Project number, and Evaluation. A plus sign icon is located in the top right corner of the table area.

This is the home page. You will see an overview where you will find more information about your application later in the process.

- *Name project* is the name that you give to your project when you submit your application
- *Type of request* indicates whether your application is about a project or a student grant
- *Project number* will be assigned by us
- *Evaluation*. after a possible grant from our board, a link to the evaluation form appears.

Note: you can always save your application, even if you haven't completed your request. After logging in again, click on the folder icon on the left side of your request.

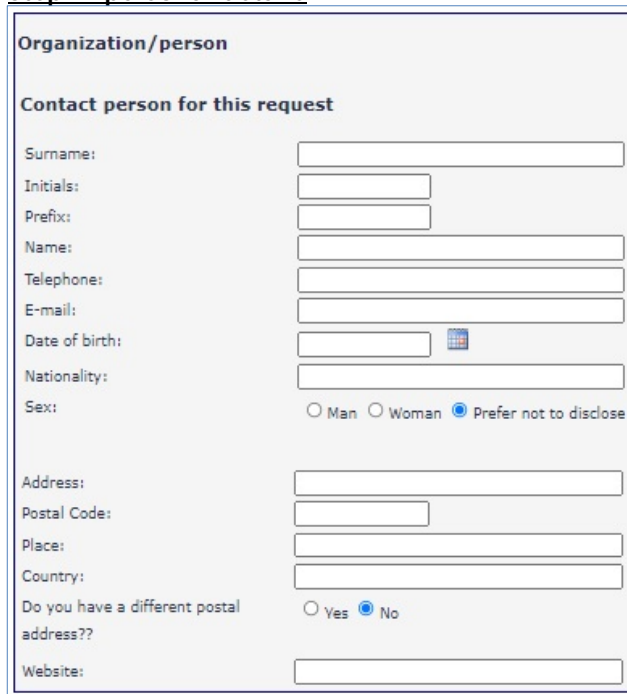


- You start a new request by clicking on the plus sign in the right corner above the table.



This manual is written for a course/training.

4. Step 1: personal details



The screenshot shows the 'Organization/person' form. The section is titled 'Contact person for this request'. It contains several input fields: Surname, Initials, Prefix, Name, Telephone, E-mail, Date of birth (with a calendar icon), Nationality, Sex (with radio buttons for Man, Woman, and Prefer not to disclose), Address, Postal Code, Place, Country, Do you have a different postal address?? (with radio buttons for Yes and No), and Website.

- Enter the contact details in the first step.
- You can always save while applying. Go to the disk icon in the top right corner.



5. Step 2: contact details continuation



Bank account: please enter the details of the training institute and do not enter any data from a private account. We never transfer a possible grant to a private person.

6. Step 3: the request

Course/training	
Name course/training:	<input type="text"/>
Address course/training:	<input type="text"/>
Postal code course/training:	<input type="text"/>
Place course/training:	<input type="text"/>
Website course/training:	<input type="text"/>
Motivation: Why do you want to take this course/training and what are your future plans?	
<input type="text"/>	
Background, short life description: what courses have you followed, with what results?	
<input type="text"/>	
Duration training/course: How long will the course/training last? When and where is it held?	
<input type="text"/>	
How did you find the Iona Stichting and why do think your application suits the foundation?	
<input type="text"/>	
Possible comments:	
<input type="text"/>	
Budget	
Total amount needed:	<input type="text" value="0,00"/>

7. Step 4: upload documents

Upload documents

Type of document: ▼

Title:

Attachment	Obligatory	Uploaded
Motivation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Short budget plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of registration of the course/training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employer statement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Uploaded documents

No documents

You have to upload 3 documents:

- Motivation
- Short budget plan
- Proof of registration of the course/training

If your employer co-finances the course or training, please upload a short statement.

- *Type of document*: make a choice.
- *Title*: you can change the title.

8. Step 6: send

[Continue with the request](#)
 [Conditions](#)
 [Privacy policy](#)

Request for support

← 1

Send

I have truthfully completed the entire application
 I accept the privacy policy of the foundation
 I agree that an evaluation form must be completed after the end of the project

*After agreeing to the above statements, you can send the application.
 Note: You cannot make any changes after sending.*

This is the last chance to make any changes in your application. If you're ready, agree to the three statements and click on *send*.

You will get an automatic confirmation by mail.

9. Process

We strive to give you a response within 6 weeks. The decision will be sent by e-mail.

For more information or questions, please contact our office via iona@iona.nl or via telephone number +3120 6233 353.

No rights can be derived from this document.