

Application Management System – User Guide (Teachers)

A guide for teachers using the Arkwright Application
Management System (AMS) to submit candidates for
an
Arkwright Engineering Scholarship

INTRODUCTION

The Application Management System (AMS) has been designed to meet the needs and expectations of all our users, and to provide them with a seamless and satisfying experience. The system allows you to create, view, and manage your student applications in a user-friendly interface.

The system is an entirely web based application; as such, you can access the system from anywhere and on any device.

You can add new applicants, view your students' applications, track their status, and monitor progress as needed.

This user guide is designed to walk you through the nomination process on the new system and show you how to use it effectively.

We will explain how to create an account, how to log in, how to navigate the system, how to create and view applications, how to submit and track applications, how to revise and resubmit applications, and how to manage your profile and settings.

Let's get started!

STEP 1

You should have received an email invitation to register with the new portal, click on the “Join Now” button at the foot of this email. If you are registered as the Arkwright contact and haven’t received this email, please contact scholarships@smallpeicetrust.org.uk

Dear Demo Teacher,

You have been invited to register for the following site, **The Smallpeice Trust** in order to submit applications for the Arkwright Engineering Scholarship programme.


Please click on the following link to complete the registration process.

Thanks,
Arkwright Team

[Join now](#)

STEP 2

You will be taken to the following page. Your name and email address will auto populate. Please chose a password and the click “Create Account”



You've been invited to be an Applicant on this site

Register for your account below

Register with

G

OR

First name

Demo

Last name

Teacher

Email


RichardArkwrightSPT+DemoTeacher@Gmail.com

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot

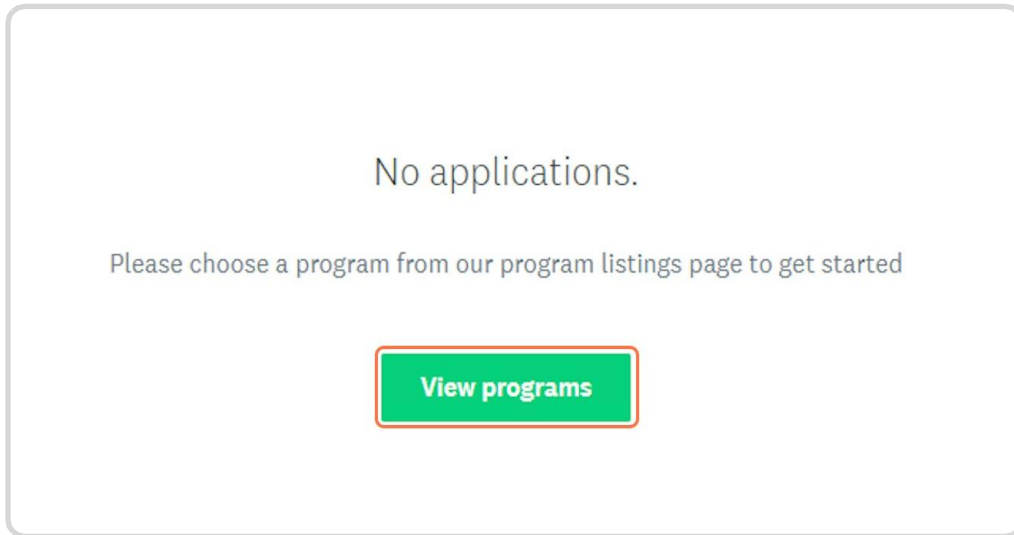

reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

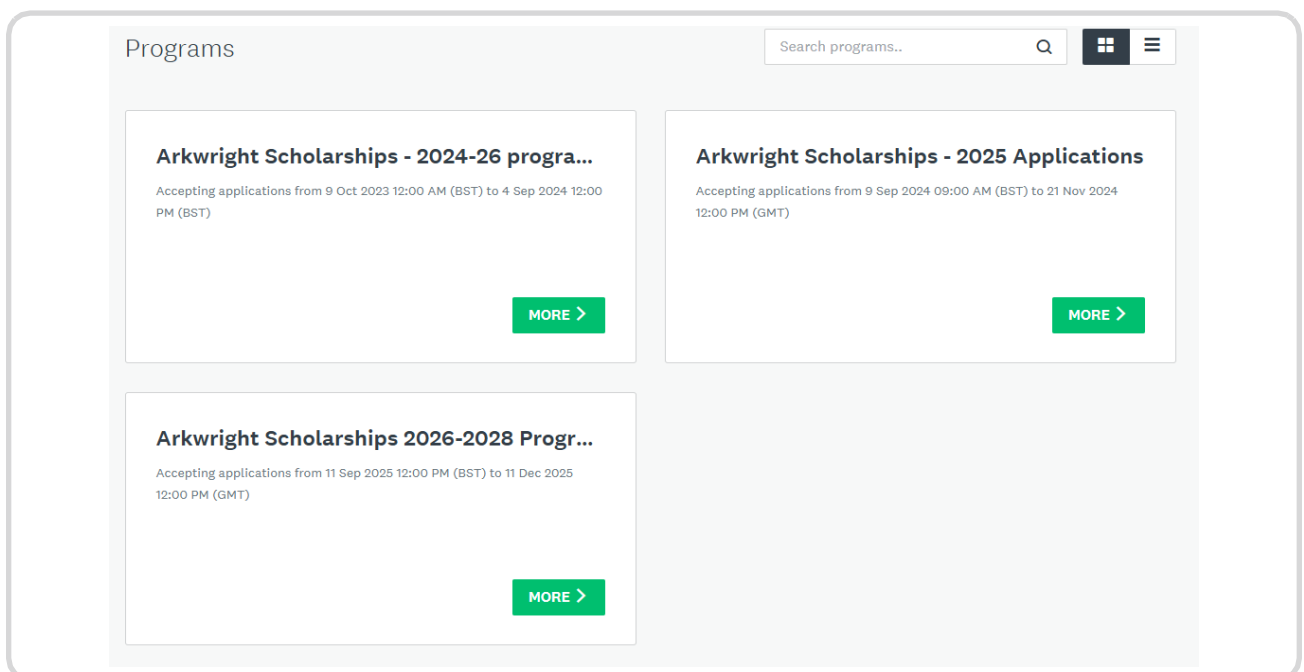
STEP 3

On the next screen, click on “View Programs”



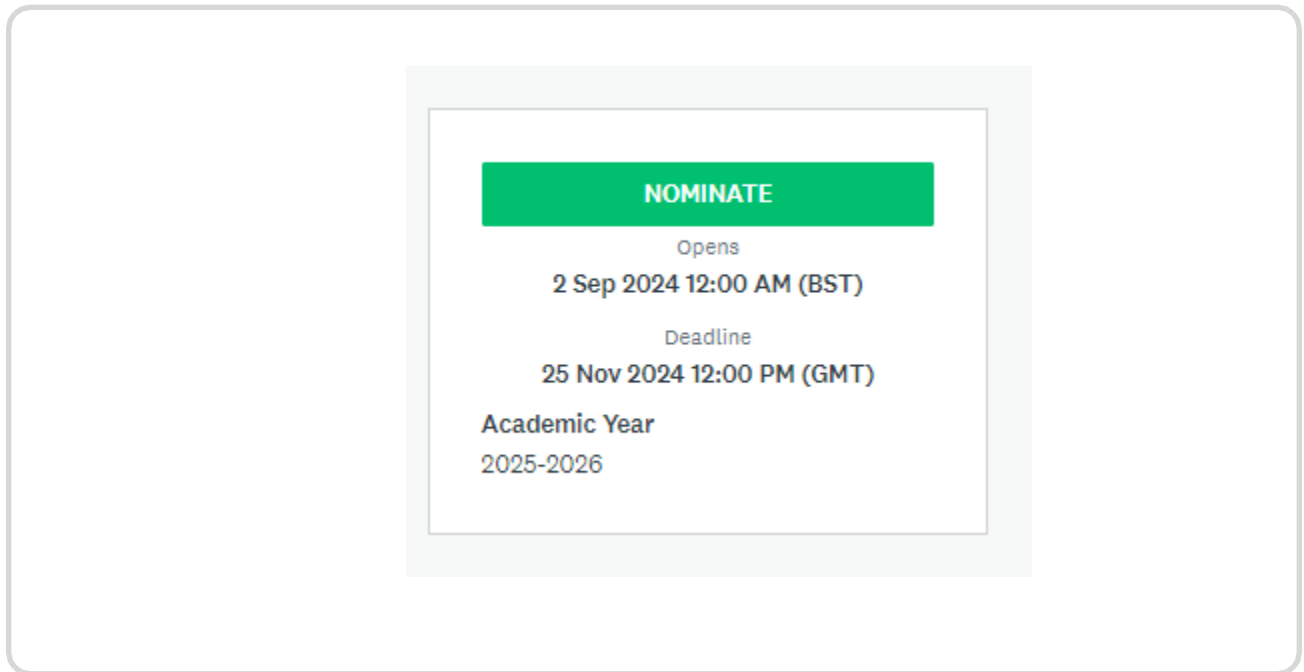
STEP 4

Select Arkwright Scholarships - 2026-2028 Programme. Click on “More”.



STEP 5

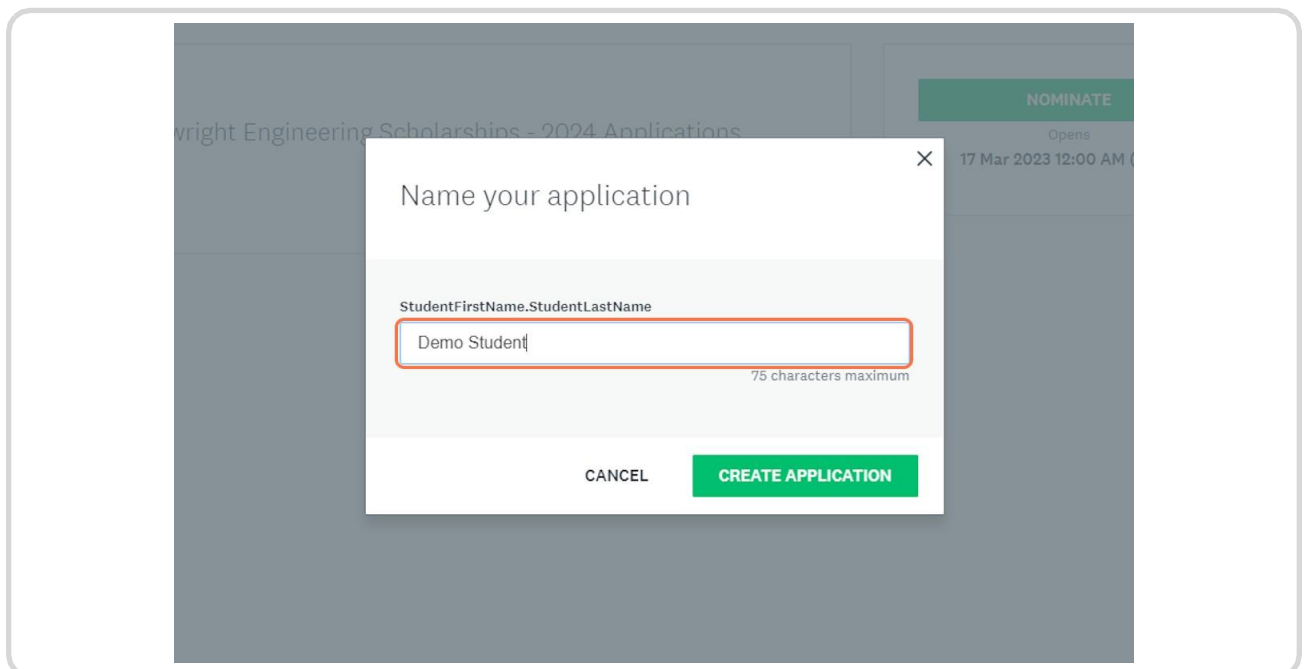
Click on “Nominate” for the correct academic year.



STEP 6

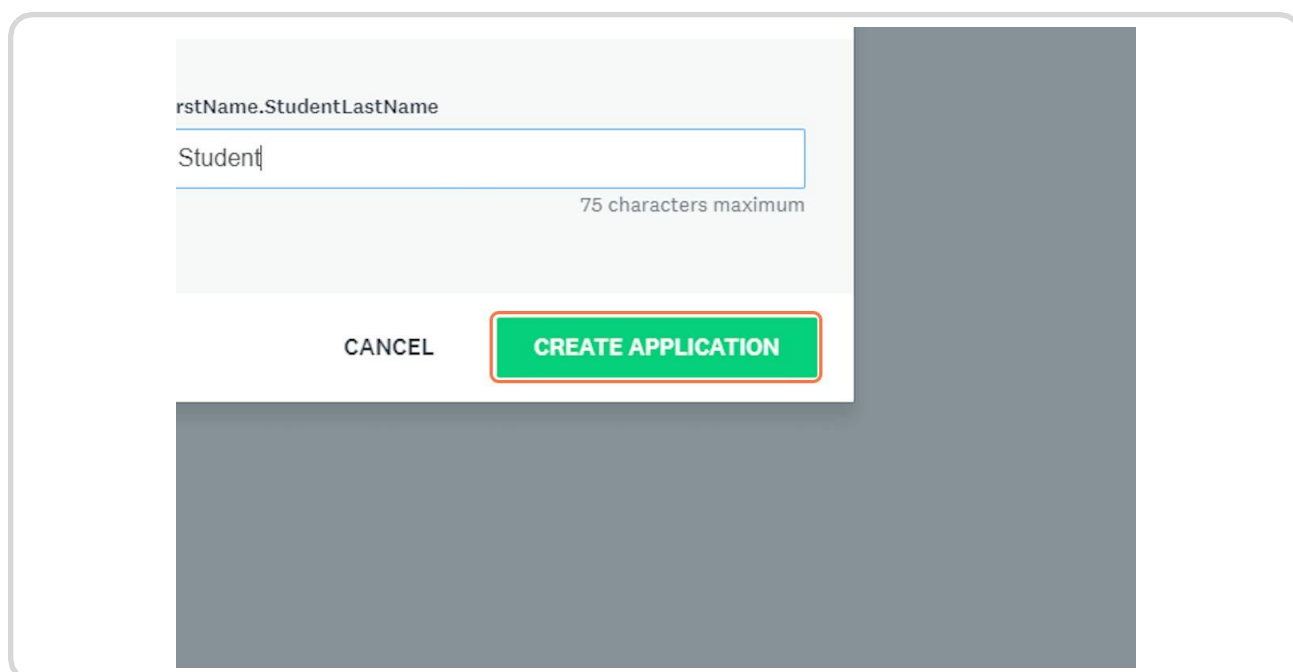
Type the name of the student you want to send the application to in the box.

Please type their first name, then a space, then their surname so it looks like the image below.



STEP 7

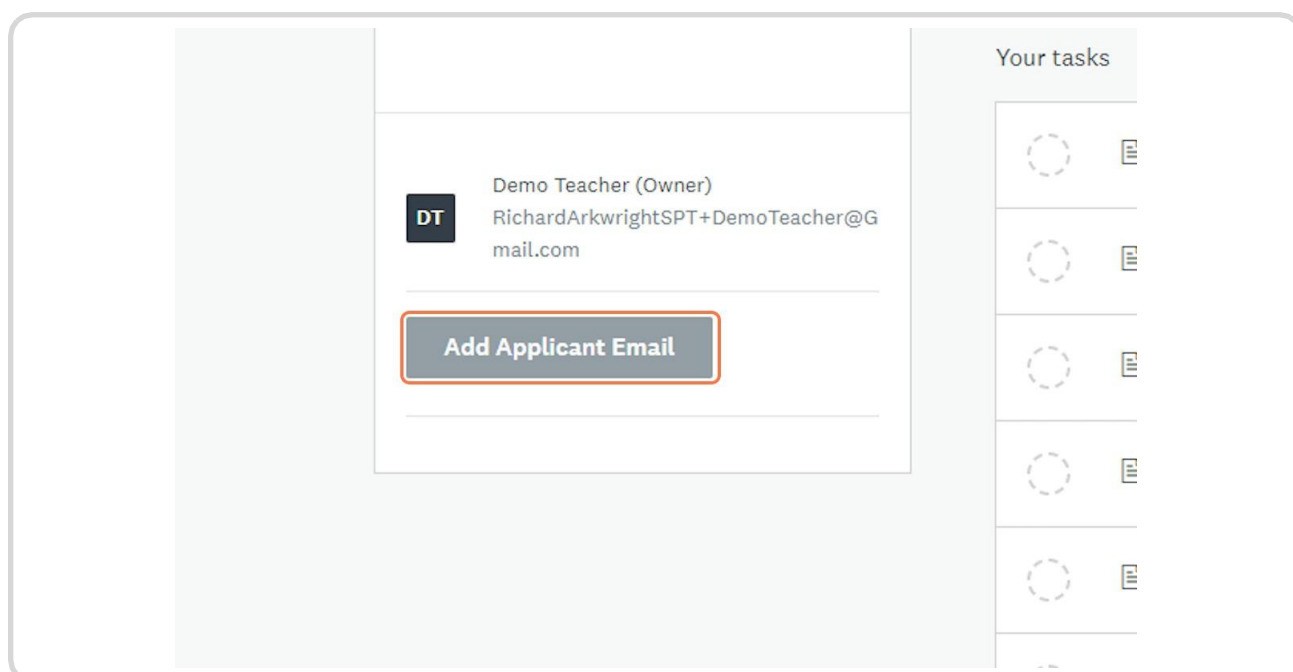
Click on “Create Application”



A screenshot of a web form for creating an application. The form is titled 'rstName.StudentLastName' and contains a text input field with the placeholder text 'Student'. Below the input field, it says '75 characters maximum'. At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE APPLICATION'. The 'CREATE APPLICATION' button is highlighted with a red border.

STEP 8

On the next screen click on “Add Applicant Email” on the left



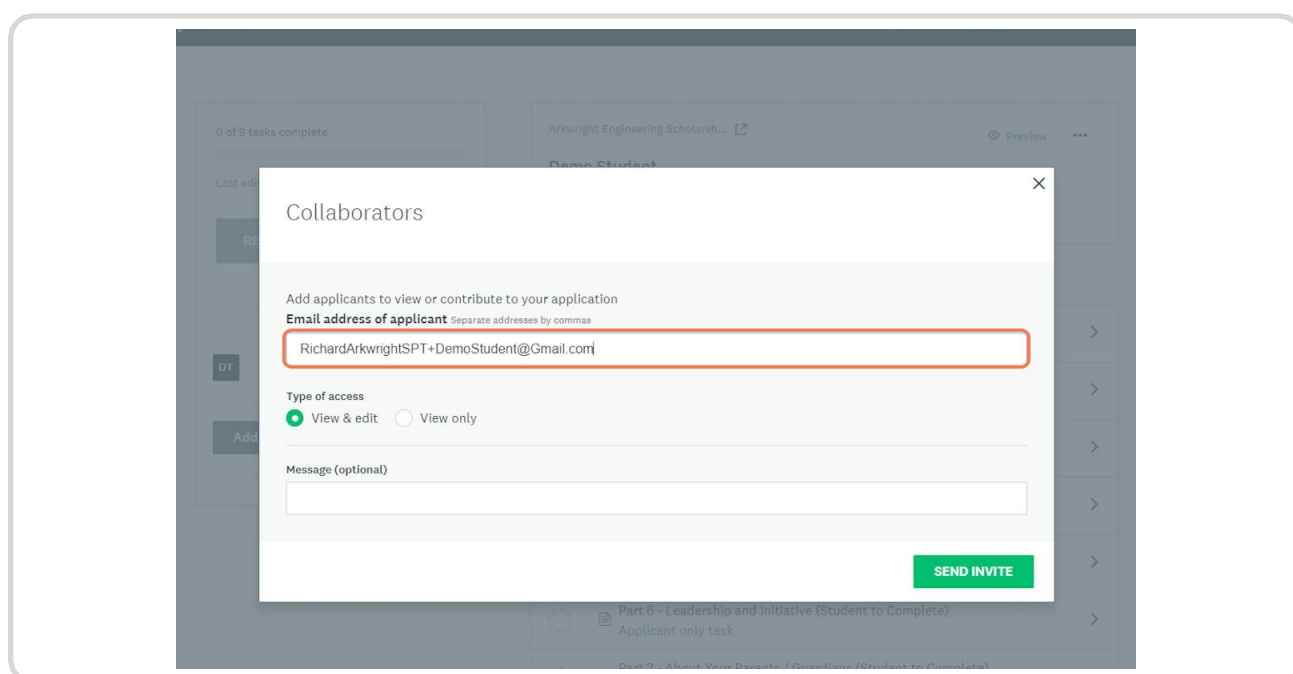
A screenshot of a web interface for adding an applicant email. The main content area shows a profile for 'Demo Teacher (Owner)' with a dark blue square icon containing the letters 'DT' and the email address 'RichardArkwrightSPT+DemoTeacher@Gmail.com'. Below this, there is a button labeled 'Add Applicant Email' which is highlighted with a red border. To the right of the main content area, there is a sidebar titled 'Your tasks' which contains a list of five tasks, each represented by a dashed circle icon and a document icon.

STEP 9

The next screen will be titled “Collaborators”, this is where you want to add the student email. Click on the text box “Email address of applicant” and add the students email address.

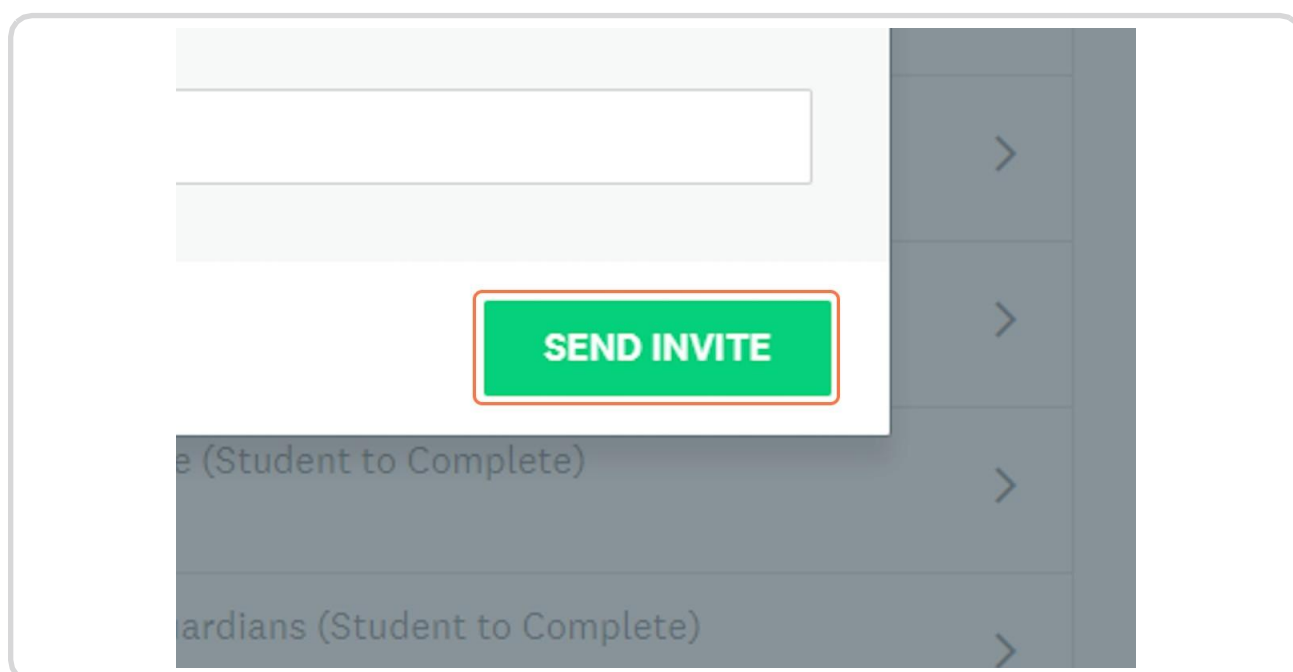
Leave the access set to “View & edit” so the student can view and complete their application

If you wish, you can add a custom message to the student at this point.



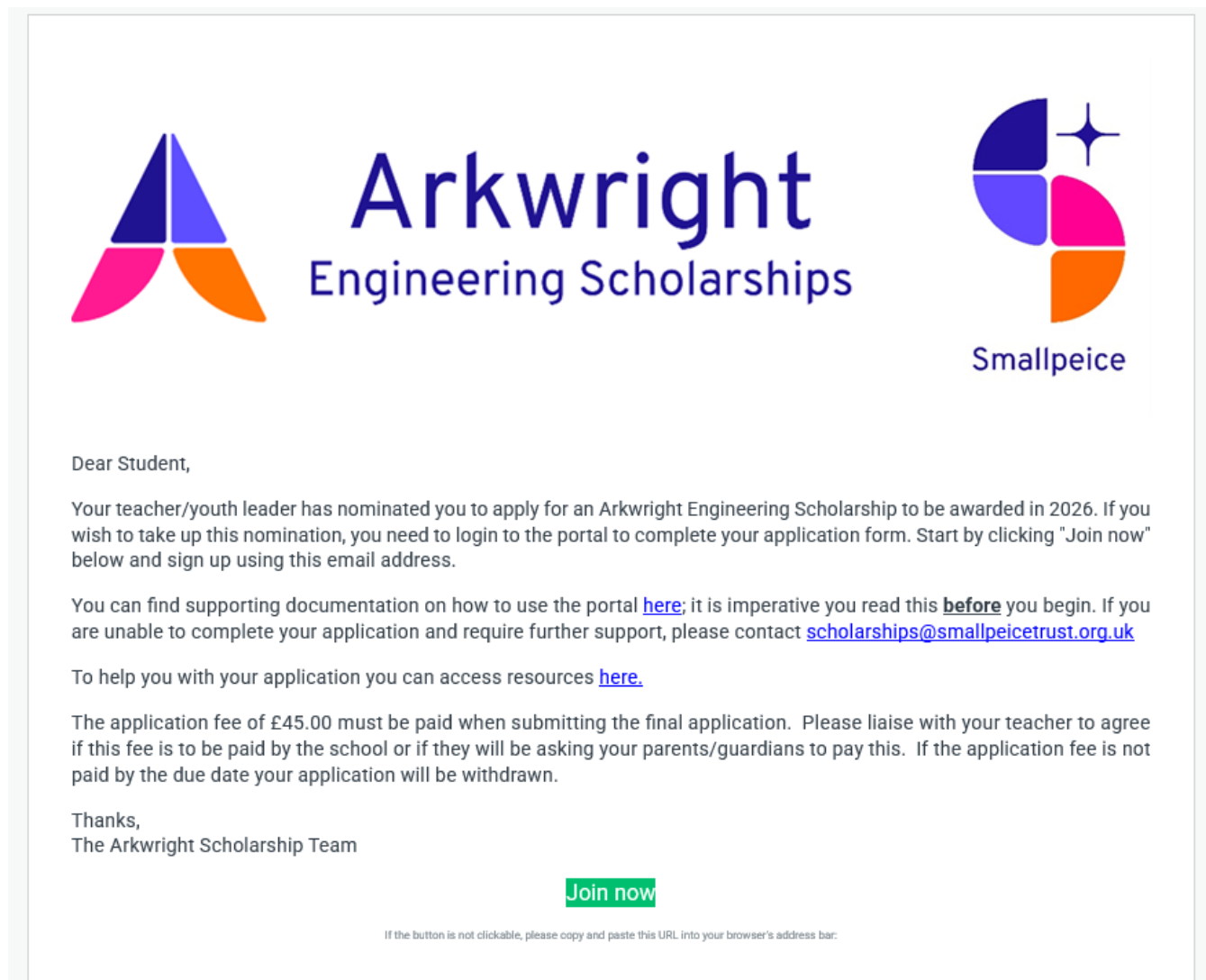
STEP 10

Click on “send invite” to send the sign-up email to the student.

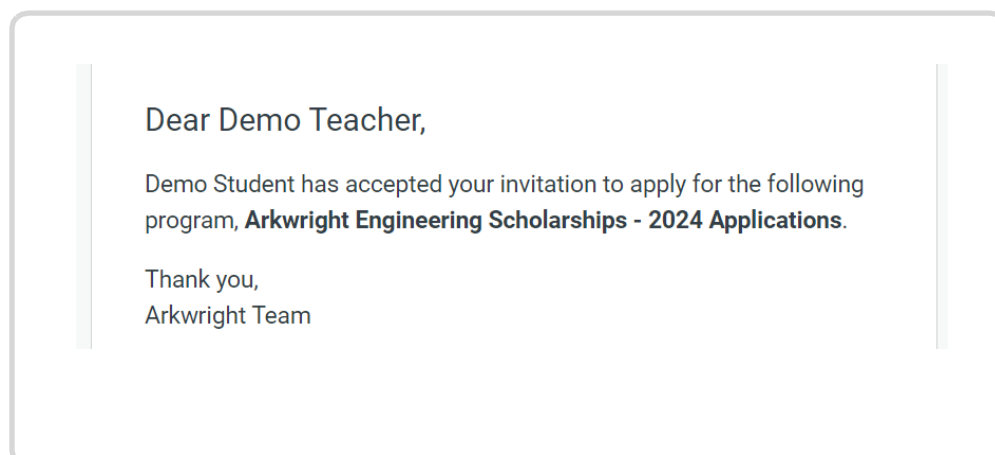


STEP 11

The student will need to follow the details in their own email and register for the site in the same way you did



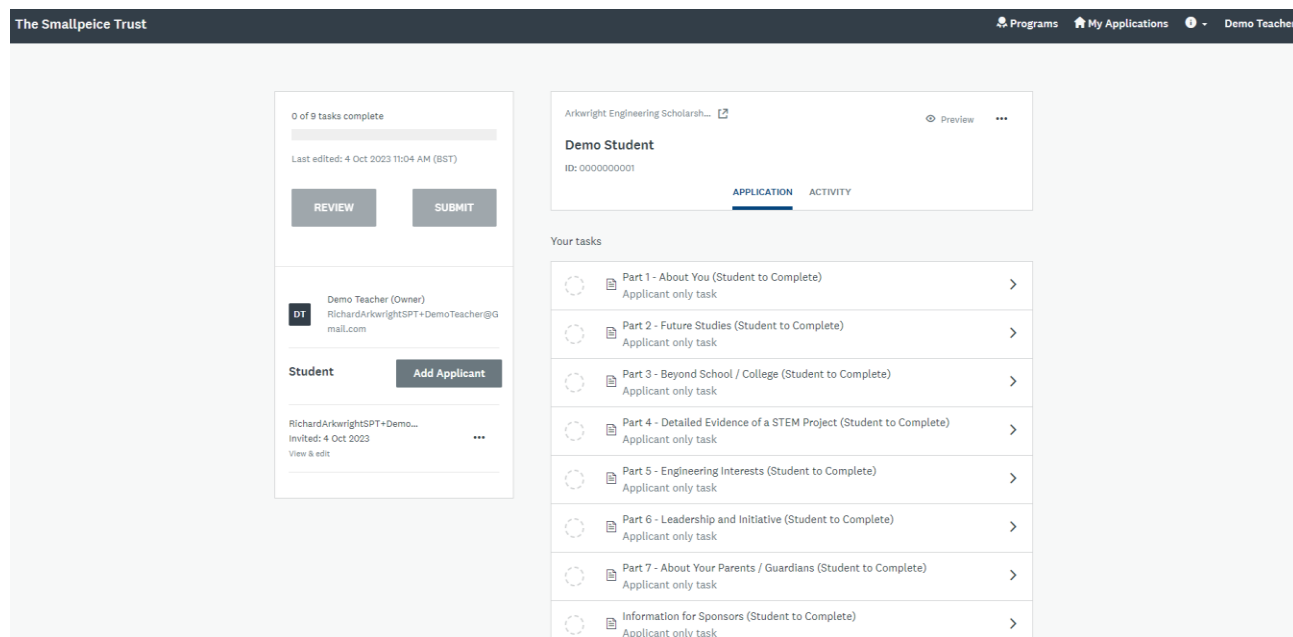
Once the student has accepted your invitation, you will be notified by email (shown below)



STEP 12

You should be left with a screen like this with:

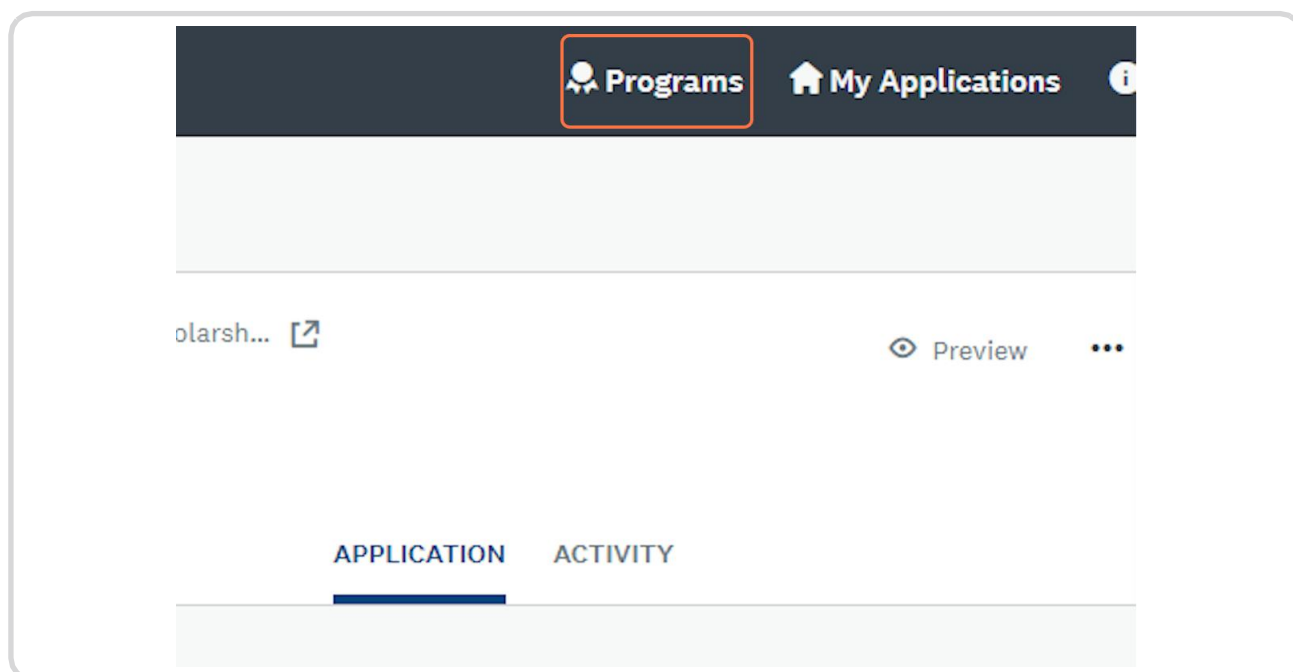
- Your name and email showing in the top left as the owner
- The students email address showing just below yours
- The students name at the top of the application



The screenshot shows the 'Arkwright Engineering Scholarships' application interface. At the top, there's a navigation bar with 'The Smallpeice Trust' on the left and 'Programs', 'My Applications', and 'Demo Teacher' on the right. The main content area is divided into two columns. The left column shows a progress bar for '0 of 9 tasks complete', the last edited date '4 Oct 2023 11:04 AM (BST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this, it lists the 'Demo Teacher (Owner)' as 'Richard ArkwrightSPT+DemoTeacher@gmail.com' and a 'Student' section with an 'Add Applicant' button. The right column shows the 'Demo Student' application form with the ID '0000000001'. It has tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs, there's a list of 'Your tasks' including 'Part 1 - About You (Student to Complete)', 'Part 2 - Future Studies (Student to Complete)', 'Part 3 - Beyond School / College (Student to Complete)', 'Part 4 - Detailed Evidence of a STEM Project (Student to Complete)', 'Part 5 - Engineering Interests (Student to Complete)', 'Part 6 - Leadership and Initiative (Student to Complete)', 'Part 7 - About Your Parents / Guardians (Student to Complete)', and 'Information for Sponsors (Student to Complete)'. Each task is marked as 'Applicant only task' and has a right arrow.

STEP 13

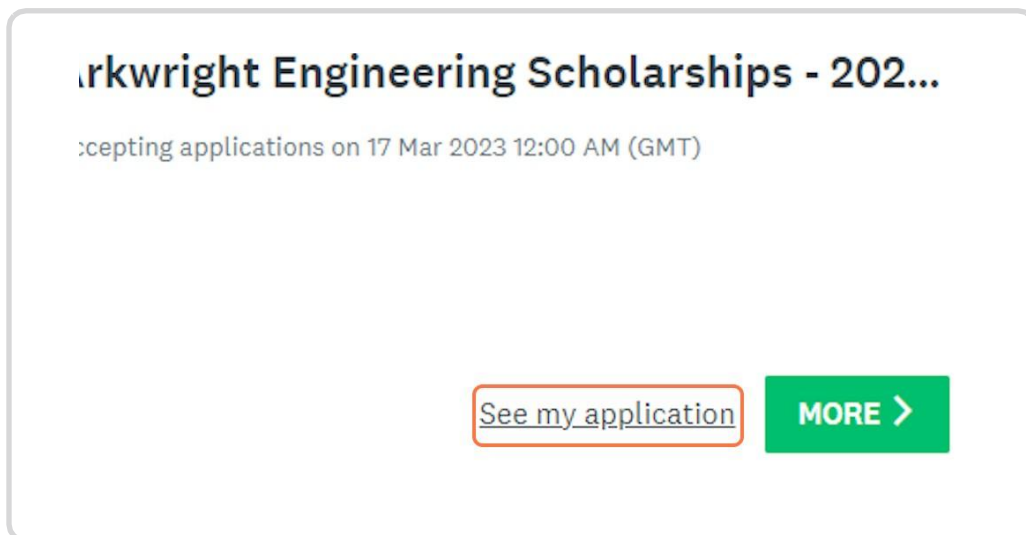
If you want to go back to the dashboard to add more students, click on “Programs” and then follow the steps from step 4 onwards



The screenshot shows the top navigation bar of the Arkwright Engineering Scholarships application interface. The 'Programs' button is highlighted with a red box. The navigation bar also includes 'My Applications' and an information icon. Below the navigation bar, the main content area shows the 'Arkwright Engineering Scholarships' application form with the ID '0000000001'. It has tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs, there's a list of 'Your tasks' including 'Part 1 - About You (Student to Complete)', 'Part 2 - Future Studies (Student to Complete)', 'Part 3 - Beyond School / College (Student to Complete)', 'Part 4 - Detailed Evidence of a STEM Project (Student to Complete)', 'Part 5 - Engineering Interests (Student to Complete)', 'Part 6 - Leadership and Initiative (Student to Complete)', 'Part 7 - About Your Parents / Guardians (Student to Complete)', and 'Information for Sponsors (Student to Complete)'. Each task is marked as 'Applicant only task' and has a right arrow.

STEP 14

If you wish to view your existing student applications, click on “See my application”. This will take you to an overview which you can view in either grid or list form.

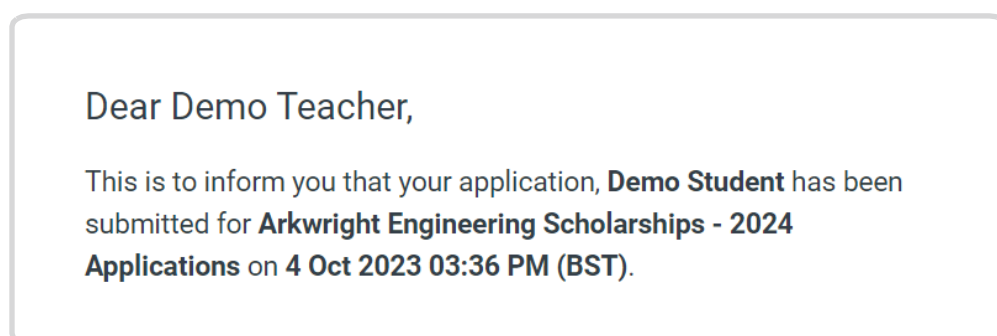


Before you can complete the next stages of the application process, the nominated student will need to complete their sections and submit the application back to you.

If you want to see what this looks like, please view the [students supporting documentation here](#). Otherwise please continue reading this guide.

STEP 15

When your student has submitted their application on our portal, you will receive a further email from the system (shown below).



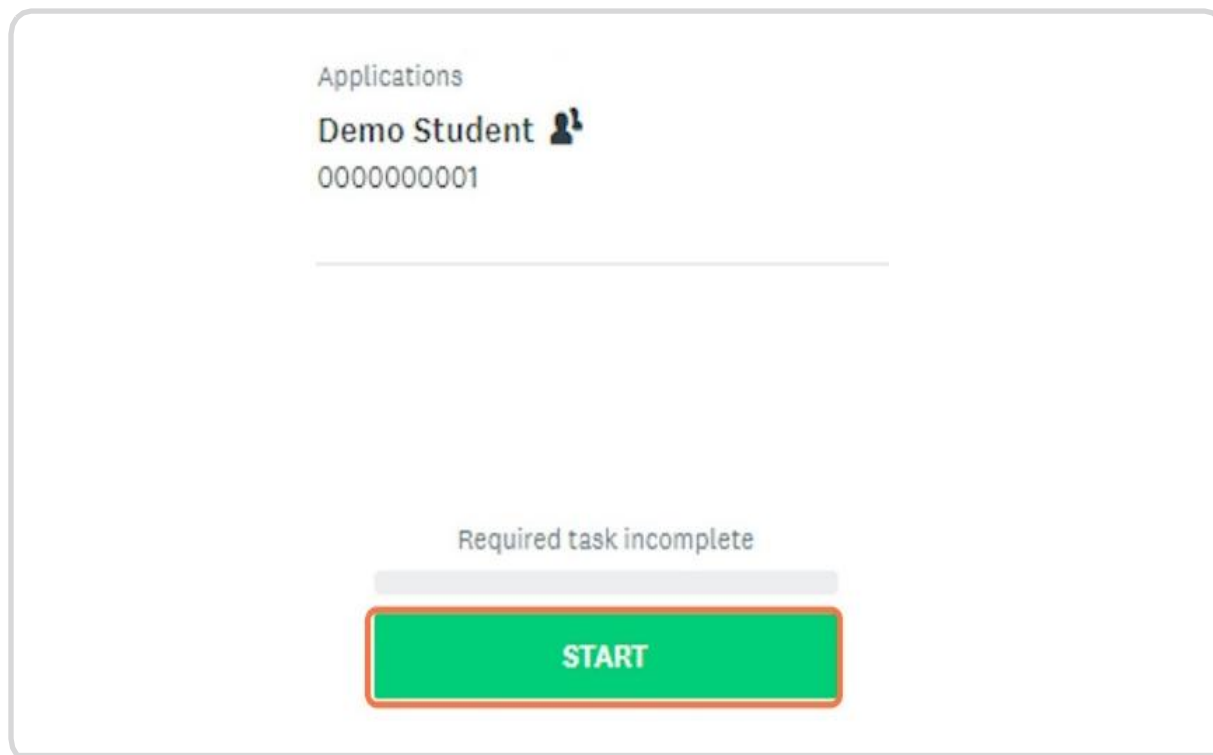
STEP 16

Navigate back to the portal (<https://thesmallpeicetrust.smapply.io/acc/I/>) and log back in.

You will then be taken to a screen showing all your student applications. In this example there is just one, but you may have nominated more.

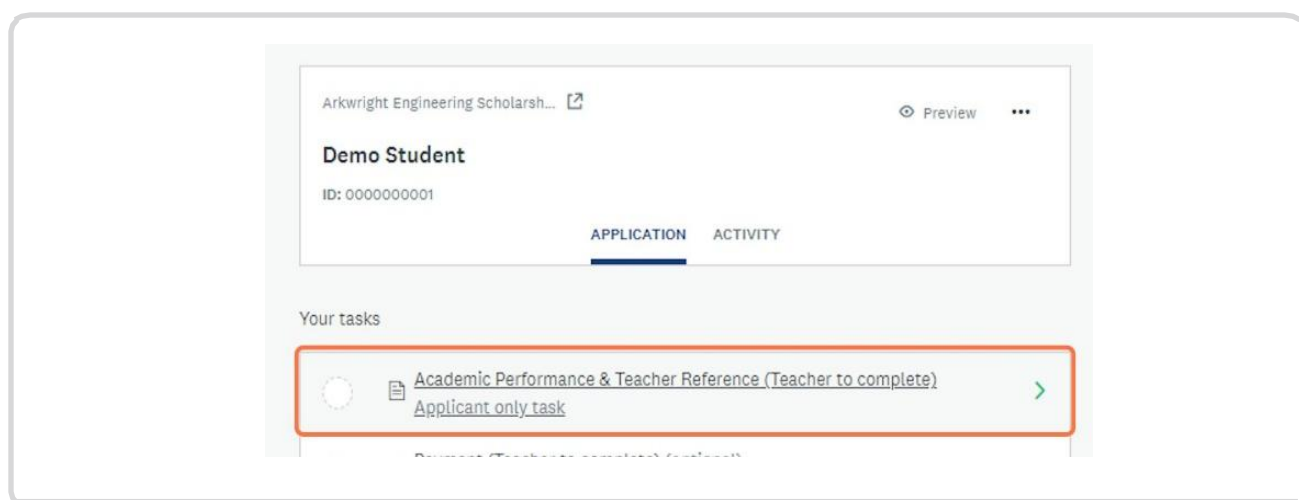
STEP 17

Click on “Start”; this will take you to that students application



STEP 18

Click on “Academic Performance & Teacher Reference (Teacher to complete)” on the next screen



You will note that the Teacher Reference is optional on this screen. Teacher references are often used by sponsoring organisations in the final stages of matching, so we strongly encourage you to complete this part.

Let us know if the student needs additional time for the exam and provide details, including the amount of additional time etc. Please also answer whether the student is eligible for pupil premium.

Does this student require any adjustments for the exam?

☒ Yes

☐ No

Clear

If yes, please provide the reason for exam concessions, including the amount of additional time required and any other adjustments that may be needed.

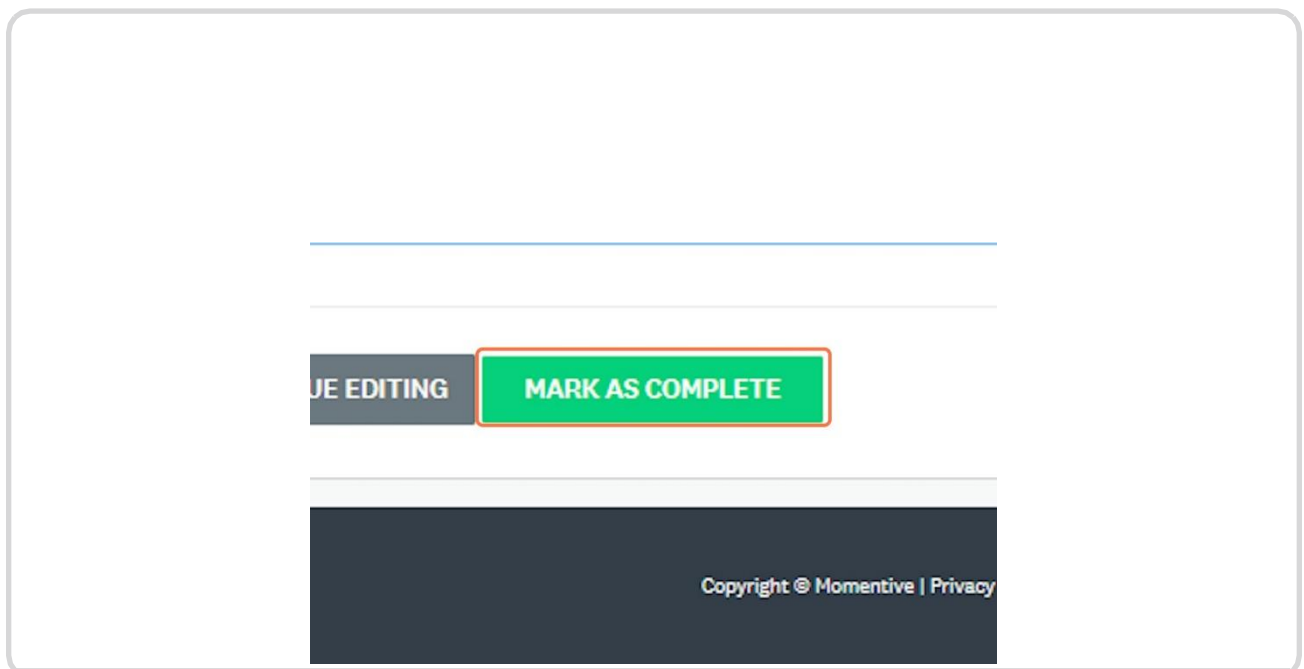
Is this student eligible for pupil premium?

☐ Yes

☐ No

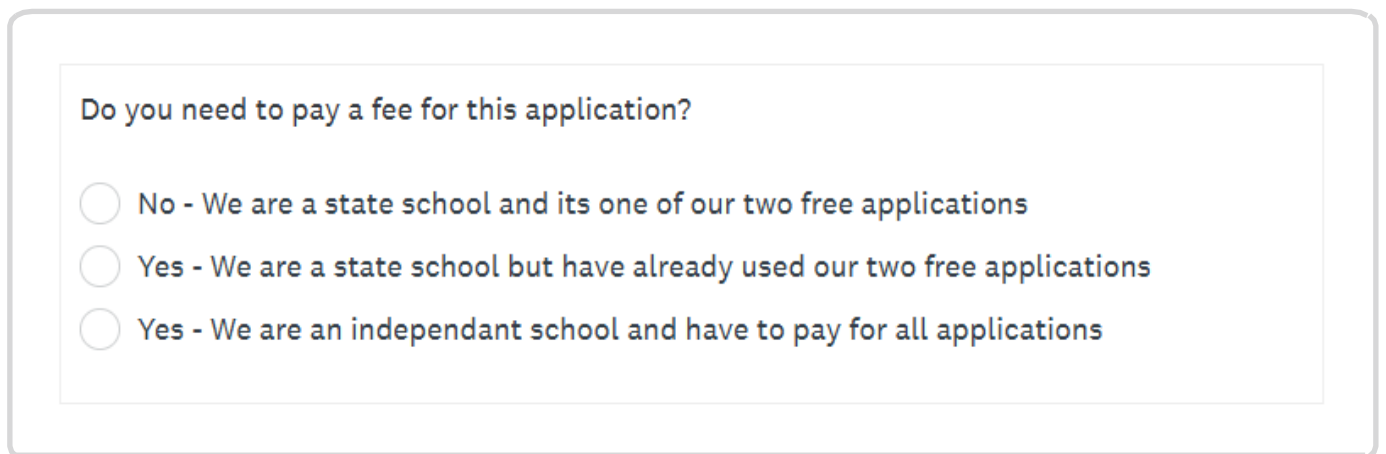
STEP 21

Click on “Mark as Complete” when you have finished

A screenshot of a web form. At the top, there are two horizontal lines for text input. Below these, there are two buttons: a grey button labeled 'CONTINUE EDITING' and a green button labeled 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red border. Below the buttons is a dark grey footer bar containing the text 'Copyright © Momentive | Privacy'.

STEP 22

You will then move to the ‘Confirmation of application type for payment’ section. Here you will be able to select from three options:

A screenshot of a web form titled 'Do you need to pay a fee for this application?'. It contains three radio button options:

- ☐ No - We are a state school and its one of our two free applications
- ☐ Yes - We are a state school but have already used our two free applications
- ☐ Yes - We are an independant school and have to pay for all applications

STEP 23

Depending on your response to the above question, you will then be moved on to either complete payment for the application or to complete final submission.

If you are moved to payment, you will be taken to the payment processor Stripe to complete payment via debit or credit card. As per last year all applications must be paid for online at time of final submission and we will no longer be issuing invoices.

Both students and Teachers have access to the payment section of the application so please liaise with student to confirm who will be making the payment. Once this has been completed, you will move on to final submission.

Please note: Applications must be paid for at the time of submission.

Payments can be made via debit or credit card using the options below. **We will not be issuing invoices this year.**

Before submitting, please ensure you've agreed with your teacher/student who will be completing the payment, as both parties have access to this section of the application.

****IMPORTANT**** - Please do not make the payment until both the following stages have been completed by the teacher (marked with a green tick to show completion)

- Academic Performance & Teacher Reference (Teacher to complete)
- Confirmation of application type for payment (Teacher to complete)

All payments must be completed by midday on Tuesday, 16th December.

Once you have completed the payment please click 'submit' on the left hand side to submit the application.

Outstanding balance

£45.00 (GBP)

Card number

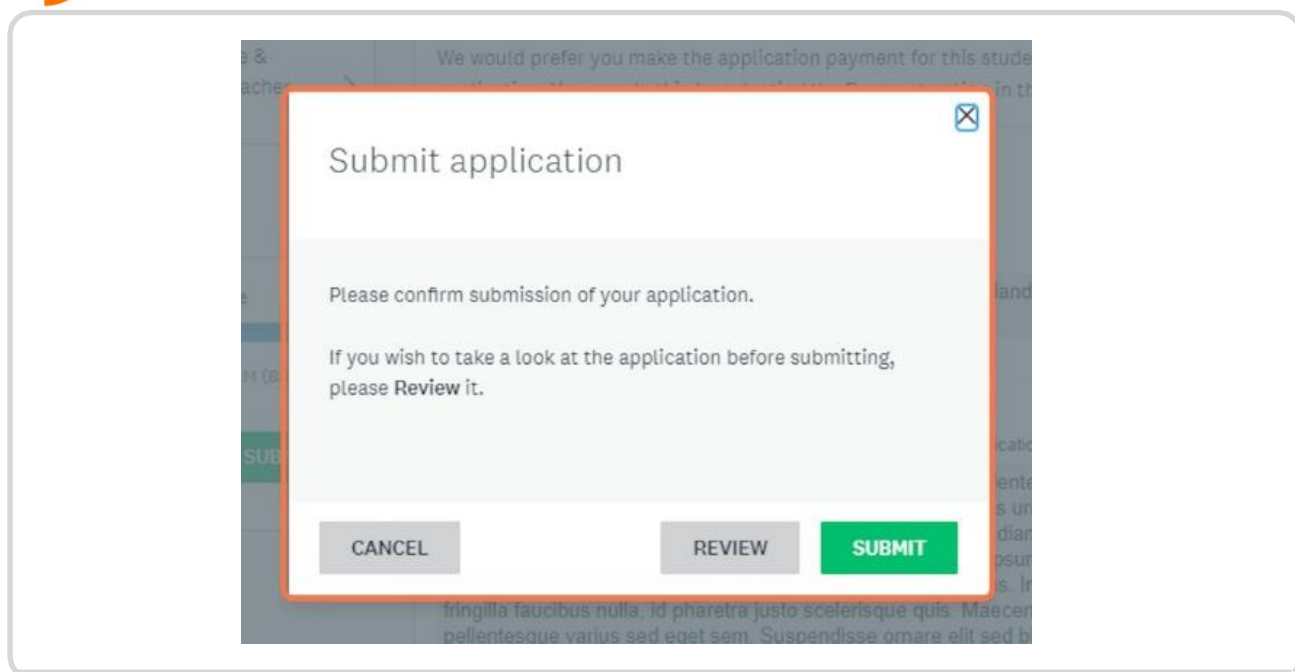
Expiration

CVC

PAY GBP 45.00

STEP 24

Once you have finished, click on "Submit" on the left-hand menu and follow the on screen instructions.



STEP 25

That's it, you're all done. We will be in touch following the closure of applications.

You should now be looking at the screen in the image below. If you wish to go to your applications (to either view them or add more), please click on "Go to my applications."

