Sponsor Circles

A Step-by-Step Guide On How to Submit the Application to Become a Sponsor Circle

Thank you for your interest in the Sponsor Circle Program! Below is a guide to submitting an application. While it is broken into sections, please follow the directions sequentially to complete the application.

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Initiating the application

To apply, use this link. Follow the "Next Steps" as indicated. You will not be able to save the application and return to it, so be prepared to complete it in one sitting.

https://www.sponsorcircles.org/apply

There are multiple places on this page to click on apply. You will eventually be greeted with this image:

After selecting a cohort with whom you are prepared to work, select the red "Next" on the bottom right of the screen.

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Supplying the initial required information

Begin supplying the required information. You will need to fill out each field in order for the application to be accepted by the system. A blank field will require you to go back and fill it in.

Begin adding members. You will be required to enter at least 5. You will need to enter their complete contact information.

Note that when you fill in the names of the group members, ensure that you do not add a space to the beginning or end of the email addresses. This will create an error message when you attempt to submit the application that will urge you to use the correct format for the entry.

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Adding additional members

After you have entered the minimum required five members, you may continue to add more core members by clicking on the "Yes" to the inquiry, which will open a box to fill in with the member's info. You may do this for up to 10 members:

![Sponsor Circles logo]

Completing the addition of members

Once you have entered the final member, select "No" to the inquiry. This will allow you to move forward with the application.

Adding a specific Newcomer

Continue to answer questions as asked, and you will come to a section asking for "Newcomer Information." This is where you can add the name of a newcomer with whom you would like to be matched, or not, depending on your situation. If you know the newcomer already, select "Yes" to the inquiry and you will see the following- fill out as much as you are able:

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No specific newcomer and adding an associated Sponsor Circle if relevant

If there is no newcomer with whom you would like to be matched, select "No" and fill in the size of the family your group is prepared to welcome. Also, if your application is associated with another Sponsor Circle application, you would select "Yes" and supply the information as relevant or if not, simply select "No" and move forward:

Uploading files

Once you have completed the above sections, it is time to upload the required files. You can upload them from your computer or drag and drop them into the correct section. Once the file is uploaded, simply select the red "Done" button and continue.

![Sponsor Circles logo]

Completing hCaptcha

Finally, when all the files are uploaded, you will come to the hCaptcha- the section that asks you to verify that you are human. Check this box:

Expanding hCaptcha examples

In selecting that box, a larger box will open and ask you to click on all the boxes containing a certain description. In the example, the image required would contain a hedgehog surrounded by flowers. If you select the "+" sign, you will see examples of what this means. We recommend you select the + sign. The added visual examples are helpful:
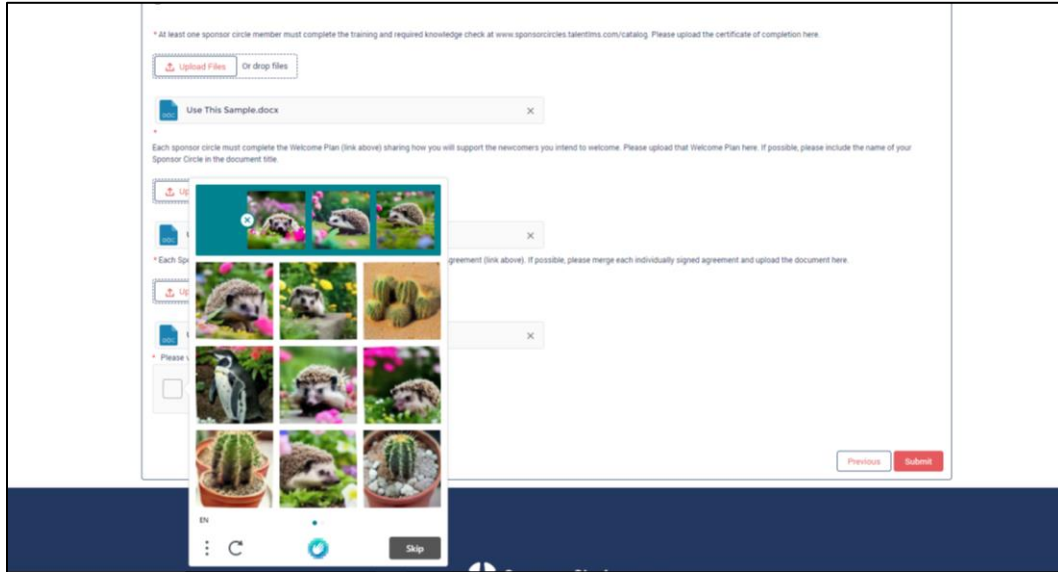
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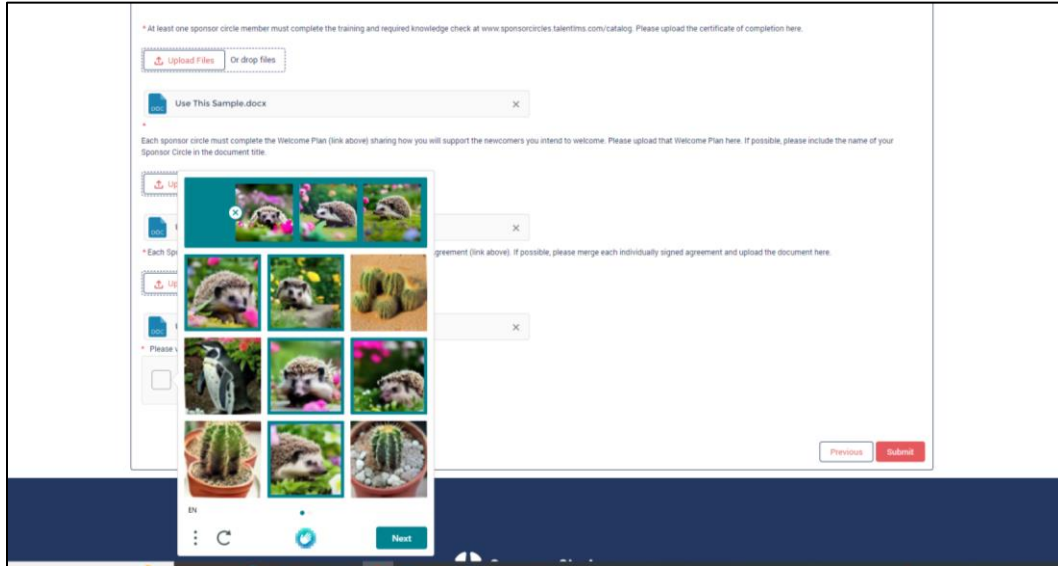Here is a visual of the examples:

Example of hCaptcha with correct options selected

See the correct options selected:

![Sponsor Circles logo]

Submitting the application

You will know the correct options are selected when you see the message "I am human." Then simply select the red "Submit" button:

Successful submission of application

If the application submits successfully, you will see the following message on your screen:

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Errors in application submission

If there is an error in the application, you will not see the above message. In this case, look over the application and correct any mistakes. They will be outlined in red. For example:

Once the mistakes are corrected, you will go through the hCaptcha process once more then click submit.

No reply email for correct submission

You will receive the following email from no-reply@sponsorcircles.org. If you do not receive an email confirming submission of your application, search your spam filter:
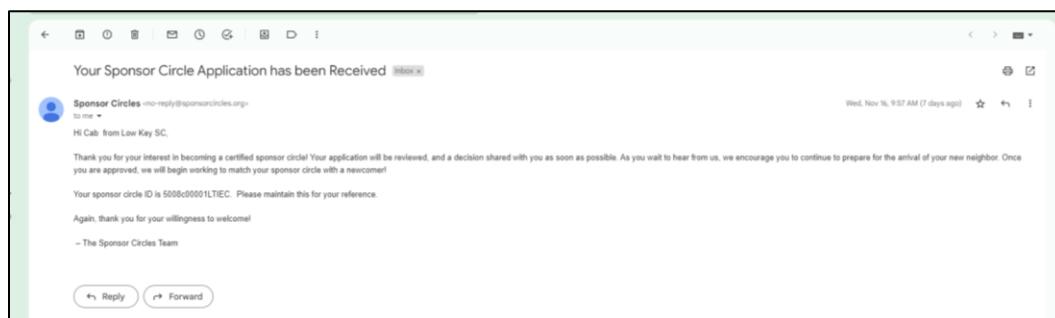
If you have followed the steps outlined above and are still encountering difficulty in submitting your application, please contact Sponsor Circles at applications@sponsorcircles.org.