

How to Register on the Online Faculty System and submit an application

Please register using this link:

<https://facultyonline.churchofengland.org/>

In case you need it, there are "help" documents on the home page, and the following links may also be helpful.

Guidance on How to Register

<https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/how-to-register-as-an-applicant.pdf>

Link to help pages: <https://facultyonline.churchofengland.org/user-manuals>

When it asks you whether you want a daily digest of emails or to be notified each time there is some activity, it's better to **select the option to be notified each time something happens**. You won't be bombarded with emails.

Please make sure you **select your church** at the bottom of the second registration page – if you start typing the name of it, a drop-down menu should appear for you to choose the church.

Once you have registered, the DAC Secretary receives a request to approve your registration. Once that has been done, you can start the application by clicking on the box that says **"Start a new Application"**.

On the Summary of works, put a brief description like "Quinquennial repairs - stonework repairs to tower".

On the first page, you will need to select whether the work is in the church or the churchyard. Click **Next**

You will move through the pages for List A and List B applications. If the work is to be approved under List B, scroll right down to the bottom of the List A page, and **click on "none of the above" at the bottom of the page**. Then select the appropriate category in List B, scroll down and click on **Finish Form**. This will take you to the List B application page.

If a faculty is needed, scroll to the bottom of both the List A and the List B pages, **click on "none of the above" at the bottom of each page and "finish form"**, which then takes you on to the Faculty application page.

To fill in the forms, click on the small icon that looks like a notepad and pen.



List B applications

When completing the online "List B Application Details" form, please note it is better just to have a short description. The information in this form autofills on the Archdeacon's approval notice. If it is too detailed, we may need to edit it.

E.G: Quinquennial repairs as detailed in the following documents:

1. Statement of Needs
2. Specification prepared by Joe Bloggs
3. Quotation dated 1 April 2019 prepared by John Smith

Then click **Finish Form**

It is helpful if you can prepare an application document or Statement of Needs to include more details of what work is needed, and where on the church, and possibly including photos, rather than putting too much information in the online "List B Application Details"

form. This can then be uploaded with other supporting documents – see the instructions on how to do this at the bottom of the email.

Once you have uploaded all you need to and have a clicked Finish Form on the application details form, you should see a column of green ticks. Once you are happy, you can click **Submit** to send the application to the DAC. We don't do anything here until you have clicked Submit, as that is the signal that the application is ready for us to deal with. You will not be able to add any more photos or documents after you have pressed submit.

Faculty applications

At this stage in the application process, you only need to complete the **Summary description of the works**, and the **Standard Information form** but if you have them, you should also upload any supporting documents, like drawings and quotes, and "stand-alone" Statements of Needs and Significance as well. That may save time later and a bit of "to-ing and fro-ing" by email. See the instructions on how to upload documents at the bottom of the email.

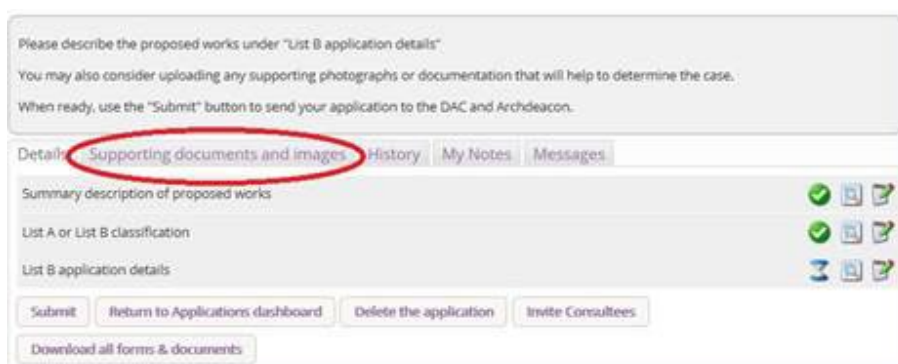
Once these forms have been completed, press "**Finish form**"

When you have uploaded all you wish to, at the bottom of the Application page, click "**Submit**". This sends the application through to the DAC for an initial review.

If a faculty is needed, we will "accept" the application, and will then be able to take the application forward.

Uploading supporting documents – Please do name the files clearly so we can see what they relate to.

On the main application screen, there is a tab that says "**Supporting documents and images**".



Click on that, then select "**add**". You can then either drag over the file from where you have it saved on your machine (it is not possible to drag it from an email, it has to be saved to your computer first) or click on "**select file**" near the bottom of the page, and you then find it from where it is saved on your machine, and click "**open**". You need to add the description, and click "**upload**" to save each document individually to the OFS. You can't upload more than one document at a time, and you have to **press "upload" after each document** is added.

To get back to the faculty application page, click on the tab that says "Details" (next to the "Supporting documents and images" tab) which will take you back to the page with the green ticks/egg timers.

Help on this: <https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/attaching-supporting-documents.pdf>