

Trouble shooting template problems

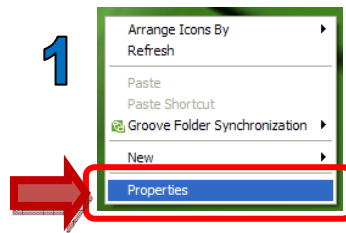
- Problem: I cannot see the save button on my template and cannot save my inputted data –

How to solve this problem:

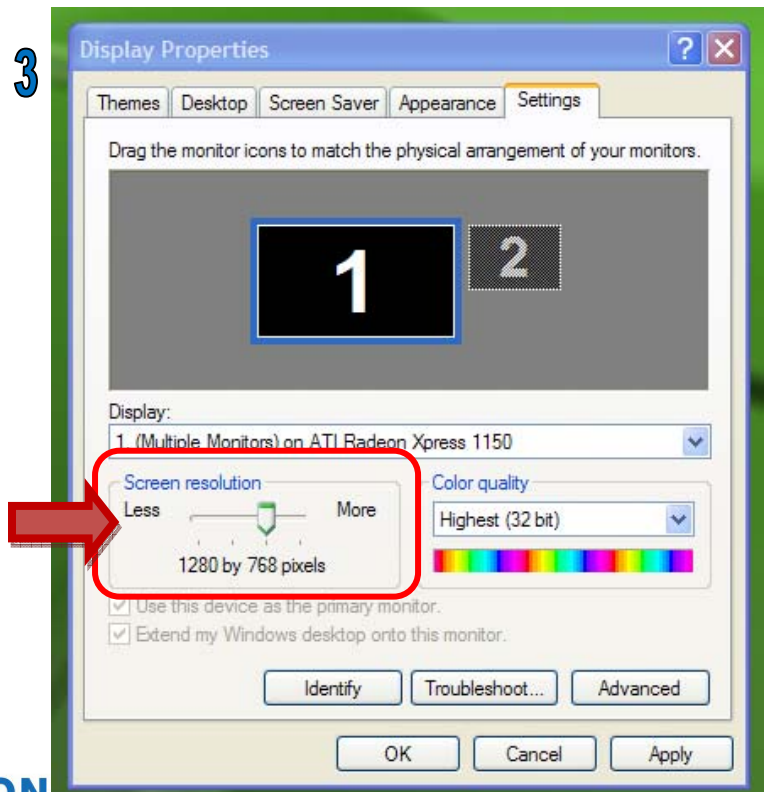
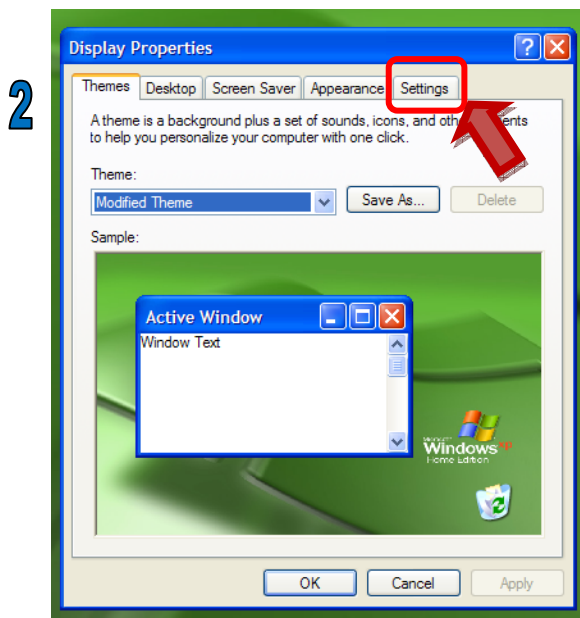
This problem can occur two ways: a) the resolution on your screen is too low for the application to work properly, or b) you have accessed the templates from the application summary section which does not have a save function. To resolve situation b) make sure you are accessing the templates from the *Teamwork & Leadership*, *Curriculum* and *Environmental Stewardship* sections (you will see a save button on the templates at this point).

Adjusting your computer to the correct resolution

1. On a PC, go to your desktop and right click the screen. You should see the following pop-up on your screen.



2. Click on **Properties** and then click on the **Settings** tab.
3. In the Settings section make your screen resolution **1280 by 768 pixels** or 1280 by 800 pixels and click on **OK**. Then enter the online application again to input and save your data.



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