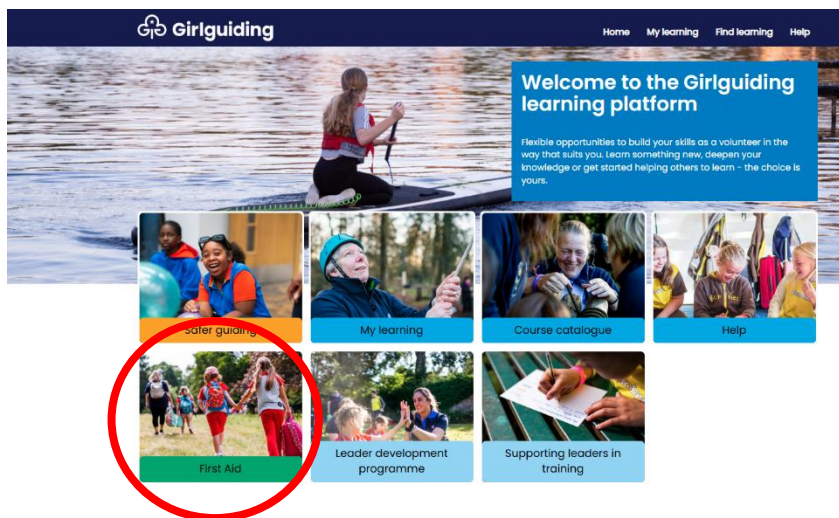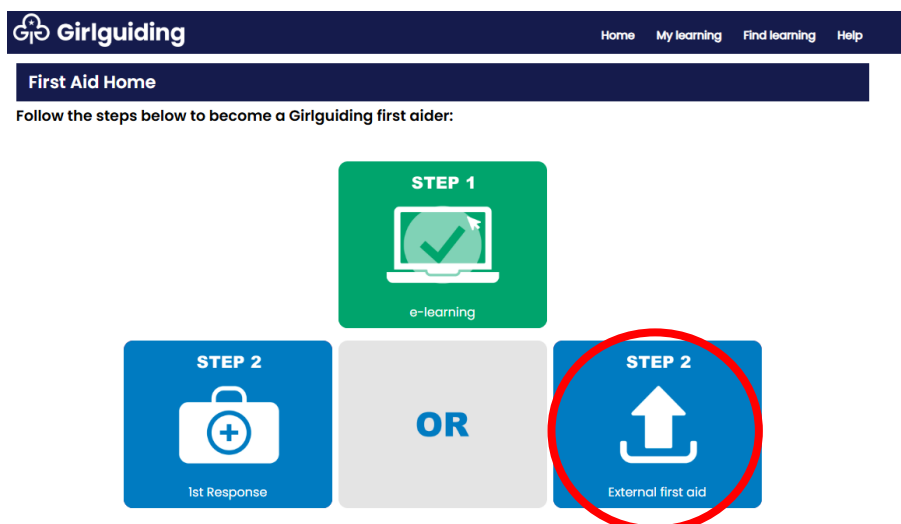# Quick guide to uploading additional information

This is for when a course has already been uploaded to be verified and, following feedback from a verifier, more information needs adding to the application.

Step 1 – Log on to the learning platform

Step 2 – Click on the first aid box

Step 3 - Click on 'STEP 2 – external first aid'

Step 4 – Select either 1 or 3 year, depending on how long your course is valid for


Step 5 – Click on 'upload your evidence'

Step 6 – You will see your original entry

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted
Grading status	Released
Last modified	
File submissions	.docx .pdf .pdf
Submission comments	▸ Comments (0)

Edit submission

Step 7 – To respond to the feedback, click on 'comments' where you will be able to add that you have actioned the feedback. Remember to save.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted
Grading status	Released
Last modified	Friday, 10 January 2025, 2:26 PM
File submissions	External first aid information form 2024 (PH).docx Nuco-EFAW-course (1).pdf Paula Hannant (1).pdf
Submission comments	▸ Comments (0)

Edit submission

Submission comments

▾ Comments (0)

Save comment | Cancel

Edit submission

Step 8 – To add additional documents, click on 'edit submission'

Remember to merge documents if you have more than 3 to upload

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted
Grading status	Released
Last modified	
File submissions	.docx .pdf .pdf
Submission comments	▸ Comments (0)

Edit submission

File submissions

Maximum size for new files: 5MB, maximum attachments: 3

▸ ☐ Files

Save changes Cancel

Once you have added the additional documents click 'save changes'.

Step 9 – Once you have added the additional information that the verifier has requested, email firstresponse@girlguiding-anglia.org.uk to make them aware that you have completed the actions.