

**Instructions for Recommenders on
Global Emergency Medicine Fellowship Consortium
Applications**

For Letter Recommenders:

Login Instructions for New Users

Once an applicant has sent you a recommendation letter request from the application portal, you will receive an email inviting you to upload the letter. Click the green “Give recommendation” button in the email to complete the task.

SAEM and SAEM Foundation

Dear ,

Melissa McMillian has invited you to provide a recommendation on their behalf for the following program: **Global EM Fellowship Application**.

Sincerely,

Melissa McMillian, CNP

Director, Foundation and Business Development

Society for Academic Emergency Medicine | saem.org

1111 East Touhy Avenue, Suite 540 | Des Plaines, IL 60018

Ph: (847) 813-9823 Direct: (847) 257-7233

Fax: (847) 813-5450

mmcmillian@saem.org

Message from Melissa:

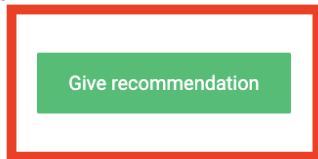
Hi Melissa, Thank you for agreeing to provide a letter of recommendation for my global EM fellowship application. Please upload the letter to the SAEM portal. Thank you, [Your Name]

Instructions for giving this recommendation:

Please upload a letter of support for the fellow applicant. Please include the following details:

- Name
- Contact information

Please click the button below to accept this request and begin working on your recommendation.



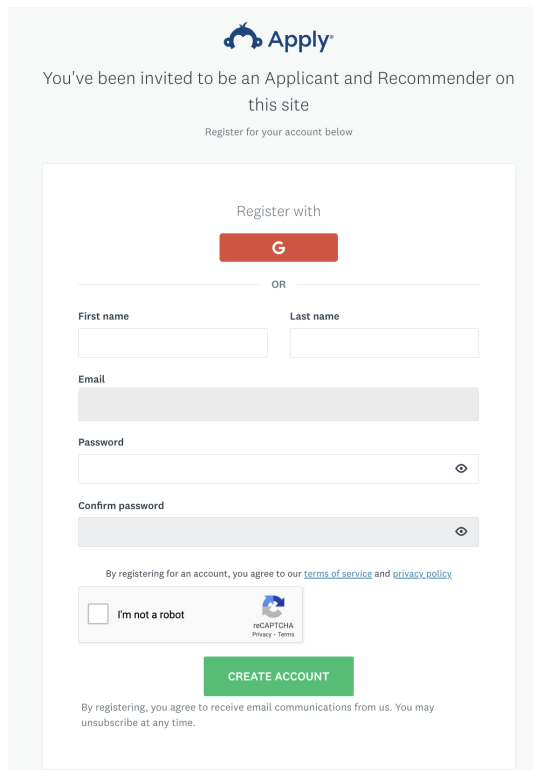
[I decline to give this recommendation](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://saem.smapply.io/acc/!ae1608f4-c606-4998-a121-9a50394bcee2/?next=/r/cmdr/>

[28612592/215313392/startacc](#)

If you have not yet created an account, you will be prompted to create one.



The image shows a registration form for 'Apply'. At the top, it says 'You've been invited to be an Applicant and Recommender on this site' and 'Register for your account below'. The form has a 'Register with' section with a red button containing a 'G' logo. Below this is an 'OR' separator. The form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. There are eye icons for password visibility. Below the fields, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A green 'CREATE ACCOUNT' button is at the bottom. A small disclaimer at the bottom states: 'By registering, you agree to receive email communications from us. You may unsubscribe at any time.'

If you already have an account, you can use the login instructions below.

Login Instructions for Existing Users


Log in to your fellowship program's SAEM Account by clicking here: [SAEM Application Portal Login](#) OR go to : "Log In" and choose "SAEM.org Member Login"


- a. If you do not remember your username and password, you can contact **HelpDesk** at helpdesk@saem.org to have it reset for you.
- b. If you do not have an SAEM.org user account, you will need to create one at www.saem.org/login before proceeding on the SAEM Application Portal.
- c. Please DO NOT create a new account on SurveyMonkey Apply.

Upload the Letter of Recommendation

Once you have created the account, you will see the option to upload the letter of recommendation. Click the green button to select your letter of recommendation from your computer files.

You have been asked to provide a recommendation on behalf of:


 **Melissa McMillian**
MMcMillian@saem.org

[Preview application](#) [Review Global EM Fellowship Application](#) 

Deadline: Nov 30 2023 12:00 AM (CST)
Instructions: Please upload a letter of support for the fellow applicant. Please include the following details:

- Name
- Contact information

Accepted! Change decision
You have agreed to submit a recommendation




Upload your recommendation file

Accepted formats
.doc, .docx, .mp3, .odt, .pdf, .ppt, .rtf, .txt

SUBMIT


Find the file you wish to upload, then click submit.

Accepted! Change decision
You have agreed to submit a recommendation



Upload your recommendation file

Accepted formats
.doc, .docx, .mp3, .odt, .pdf, .ppt, .rtf, .txt

 Recommendation_Melissa_McMillian_Feb_28_2023.pdf **DELETE**

SUBMIT

You will receive a popup to confirm that you wish to submit your letter. Click confirm on the popup. Your letter has now been submitted.

You will be prompted to either log out, or to view your recommendations. Click Return to My Recommendations to view all of the recommendations you have submitted.



Recommendation received for:



Melissa McMillian
MMcMillian@saem.org

Thank you for providing a recommendation.

[Return to my recommendations](#)

[Logout](#)

You will see a list of all of your letters. Once a letter has been submitted, you cannot remove or delete the letter. If you made a mistake, contact the applicant directly to ask them to remove your letter from their application and make a new request.