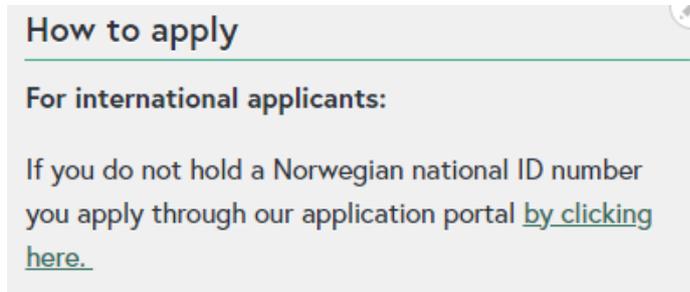
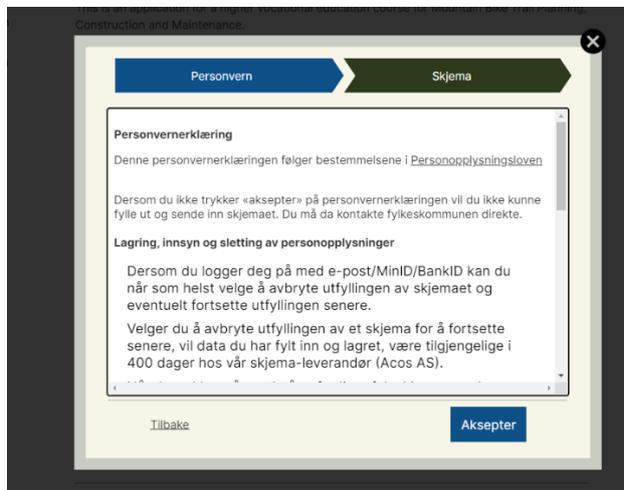


A short guide on how to apply to Mountain Bike Trail Planning, Construction and Maintenance.

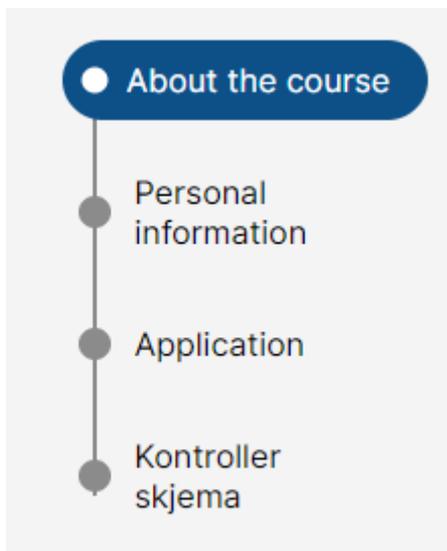
1: Click the link on our website: <https://fagskolen-viken.no/study-fagskolen-i-viken>



2: The application portal will open. You will have to accept the privacy statement (Personvern) which unfortunately is in Norwegian. The privacy statement is according to The Personal Data Act. To accept, press the blue button “Aksepter” (Accept).



3: Fill out the personal information and application. Remember to attach your documentation of your qualifications. The picture below shows an overview of the application form.



4. Check your application. If you forget to fill in parts of your application, you will be notified on the last page. The red exclamation mark will notify you.

The screenshot shows a web interface for checking an application. On the left, a vertical navigation menu has four items: 'About the course', 'Personal information', 'Application', and 'Kontroller skjema' (which is highlighted with a blue circle). The main content area is titled 'Kontroller skjema' and displays a red exclamation mark icon followed by the text 'Skjemaet er ikke korrekt utfylt'. Below this, the word 'Application' is written in bold. Underneath, there is another red exclamation mark icon and the text 'Må legge til vedlegg'. A form titled 'Personal information' is visible, with a field for 'First name(s)'.

5. When you fill in all the necessary information, you will be able to submit in the application. When application is complete, you will see a green ✓.

The screenshot shows the same web interface as above, but now the message is green and reads 'Skjemaet er klart for innsending.' followed by a link: 'Se gjennom og fullfør skjema nederst på siden'. A 'HJELP ?' button is visible in the top right corner. The 'Personal information' form now contains the text 'ewf' in the 'First name(s)' field and 'reg' in the 'Last name(s)' field. The 'Kontroller skjema' button in the navigation menu is still highlighted.

6. To submit your application, press the “send inn”-button at the bottom right.

A close-up image of a dark grey rectangular button with the white text 'Send inn' centered on it.

7. You have completed and submitted your application! If we need any more information, you will be contacted directly. You can expect an answer to your application on the 24th of May.