



Login/register at rotarycharities.smapply.io

The screenshot shows a web browser window with the URL <https://rotarycharities.smapply.io> highlighted in red. The page features the Rotary Charities logo and a navigation bar with "Log In" and "Register" buttons, the latter being highlighted in red. The main content area contains a welcome message and instructions for first-time and returning users. Below this is a "Programs" section with a search bar and two program cards: "Seed Grant" (up to \$10,000) and "Assets for Thriving Communities" (up to \$150,000). Each card includes application dates and a "MORE >" button.

Welcome to our grant application portal. To learn more about our grant programs or to begin preparing an application, simply click the "MORE" button beneath the desired grant program below.

First time users: You will need to register yourself or your organization before you can prepare an application. Click the "REGISTER" button above to begin.

Returning users: Simply log in above to prepare or view your application(s).

Programs

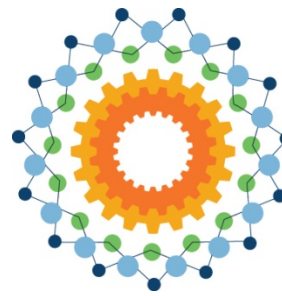
Search programs..

Seed Grant
Accepting applications on May 29 2018 12:00 AM (EDT)
Organizations and individual applicants can apply.
Up to \$10,000 MORE >

Assets for Thriving Communities
Accepting applications from May 29 2018 12:00 AM (EDT) to Sep 14 2018 11:59 PM (EDT)
Organizations and individual applicants can apply.
Up to \$150,000 MORE >

https://rotarycharities.smapply.io/acc/r/?g=57111

11:34 AM 05/28/2019



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How to register for the first time

The registration form is titled "Register with" and offers three social media options: Facebook (f), Twitter, and Google (G). Below these is an "OR" separator. There are two radio button options: "Register as an individual" and "Register as an organization". The "Register as an organization" option is selected and highlighted with a red box. Below the radio buttons are input fields for "First name" (with a placeholder "Please enter your first name"), "Last name", "Email", "Password" (with an eye icon to toggle visibility), and "Confirm password" (with an eye icon). At the bottom, there is a checkbox for "I'm not a robot" next to a reCAPTCHA logo and links for "Privacy" and "Terms". A green "CREATE ACCOUNT" button is at the very bottom.

1. Be sure to **register as an organization**. If you are planning to apply for a grant as a collaborative/network, the **fiscal agent** should register their organization first.
2. Fill in the name & email of the best contact for grants at your organization. They will become the *primary administrator* for your organization on Smapply.
3. Be sure to save your username & password. We are not able to help you recover your login info or assist with any other account logistics. You will need to contact SurveyMonkey Apply directly. Please do not create more than one account for your organization.

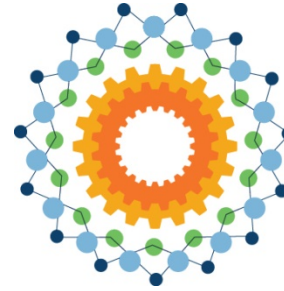


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What if I'm already registered as an individual?

1. Login to your Individual account within the site
2. Click on your name in the top right corner
3. Go to **My Account**
4. Click **Setup Organization**. Complete all required fields for the organization.
5. Click **Continue** to create the organization

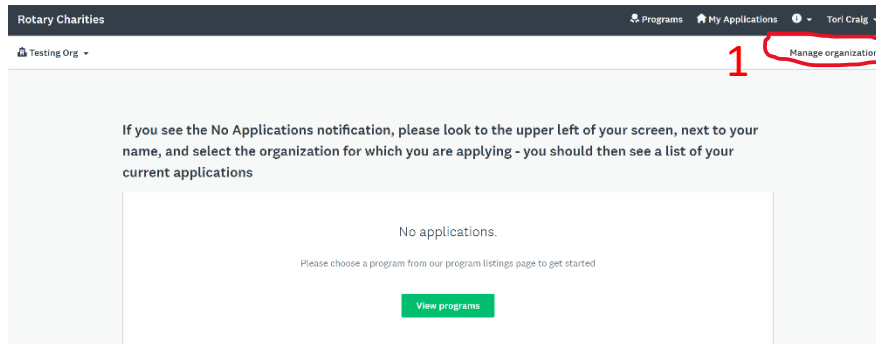
A screenshot of a web application interface showing a user profile page. At the top right, there is a navigation bar with "Programs", "My Applications", and the user's name "Victoria Craig". A dropdown menu is open next to the name, with "My Account" and "Log Out" options. The main content area has a header with "VC" and a "Choose file..." button. Below this is a "Personal Info" section with input fields for "First name" (Victoria), "Last name" (Craig), and "Email" (hellotocraig@gmail.com). A "Preferences" section follows, with dropdown menus for "Timezone" (GMT-0500 America/New York) and "Preferred Language" (English (US)). At the bottom, there is a button labeled "Set up organization" with the text "Set up an organization to apply on behalf of" above it. Red circles and numbers highlight the "My Account" dropdown and the "Set up organization" button.



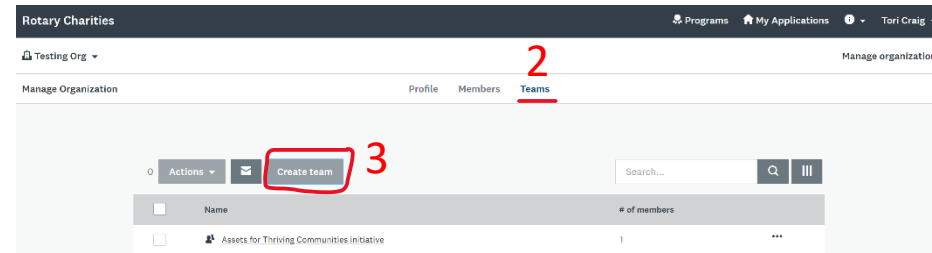
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Teams are useful for applications with multiple contributors ...

- Organizations that have multiple program administrators who may apply for grants in different program areas over the years.
- Those applying for a grant on behalf of a network/collaborative initiative.

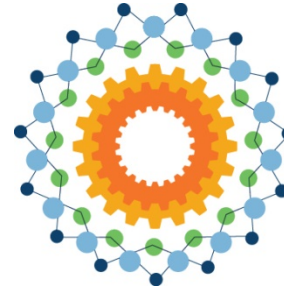


1. Select Manage organization on your organization's main page.



2. Select Teams, Create team.

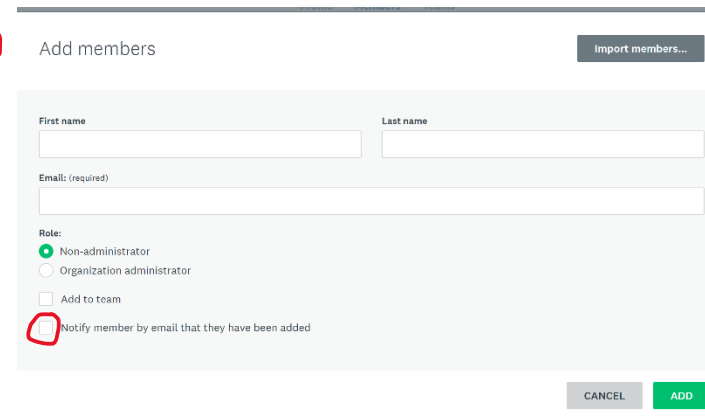
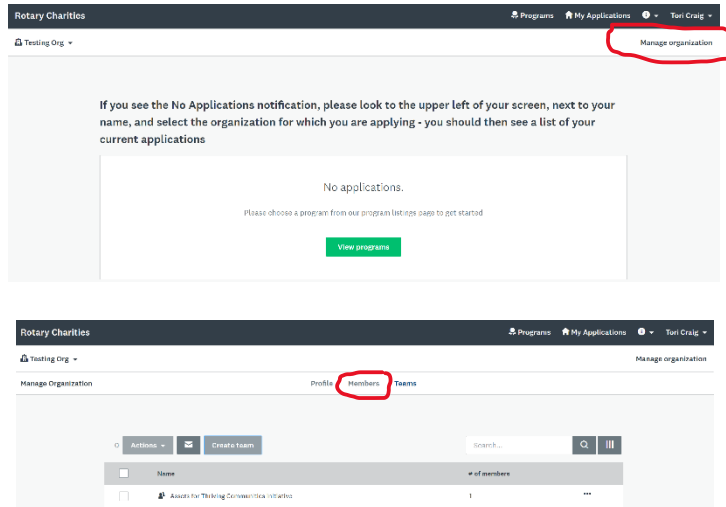
3. Create a team name that is reflective of your internal program area OR your network.



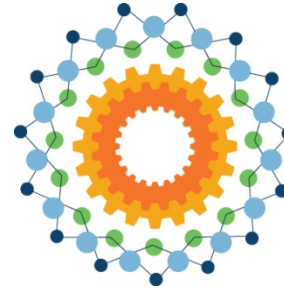
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Adding members

The *primary administrator* for your organization's Smapply account, and anyone else they assign as *administrator*, can create *teams* and invite *members*. Only administrators can **create** or **submit** applications. Members can **edit** applications.



1. Select Manage organization on your organization's main page.
2. Add members. Be sure to notify them via email.



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Where is my application?!

If you login to Smapply and don't see the application you've been working on, you're likely on your individual dashboard. Toggle over to your organizational dashboard to find your saved application.

A screenshot of the Rotary Charities dashboard. At the top, a dark grey header bar contains the text "Rotary Charities" on the left and navigation links for "Programs", "My Applications", a user profile icon, and "Tori Craig" on the right. Below the header, a dropdown menu is open for the user "Tori Craig", showing two options: "Tori Craig" and "Testing Org". The main content area features a message: "If you see the No Applications notification, please look to the upper left of your screen, next to your name, and select the organization for which you are applying - you should then see a list of your current applications". Below this message is a white box containing the text "No applications." and "Please choose a program from our program listings page to get started", with a green "View programs" button at the bottom.