

GOAPPLY USER GUIDE



GREENVILLE AREA COMMUNITY FOUNDATION SCHOLARSHIP APPLICATION

INTRODUCTION

The Greenville Area Community Foundation (GACF) is using a system called GOapply to accept scholarship applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

GETTING STARTED

REGISTER

If this is your first time using GOapply, you will need to register a new account. You will register as an individual.

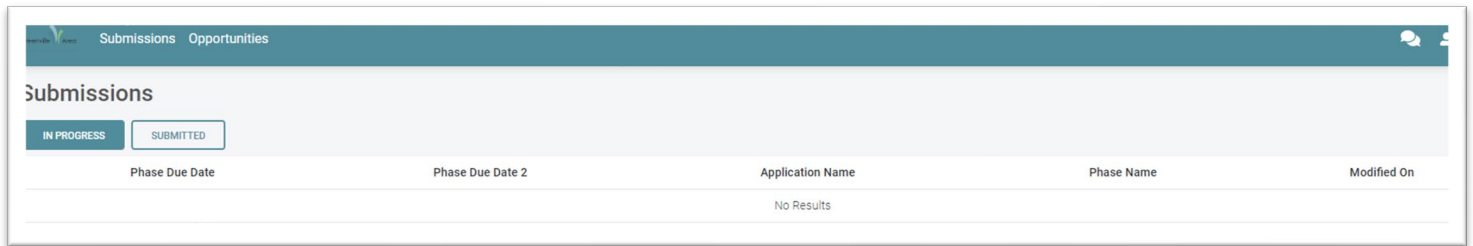
Use [this](#) link to open the registration page. Click “register a new account.”

A screenshot of the GOapply sign-in page. On the left is the Greenville Area Community Foundation logo. On the right, the heading "Sign in to your account" is followed by a link "Or register a new account". Below this are input fields for "Your Email" (containing "example@company.com") and "Your Password" (containing "Password"). There is a "Remember me" checkbox and a "Forgot password?" link. A blue "SIGN IN" button is at the bottom.

You will be asked to register as an Individual or an Organization. **Choose Individual.**

A screenshot of the "Register as:" selection screen. It features two buttons: "INDIVIDUAL" and "ORGANIZATION". Below the buttons is a paragraph of text: "GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant."

Fill in the form with your information. The email address you enter will be what you use to log in. (GACF strongly recommends using a personal email address, not a school email address.) Click Register. If your registration processed successfully, you will see the following home screen:



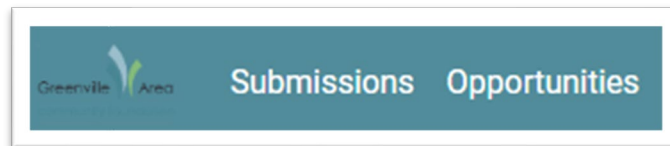
PASSWORD ASSISTANCE

If you forgot your password, click Forgot Password from the log in screen and follow the steps to reset.

You can also reset your password at any time by clicking on the dropdown next to your name in the top right and going to User Settings.

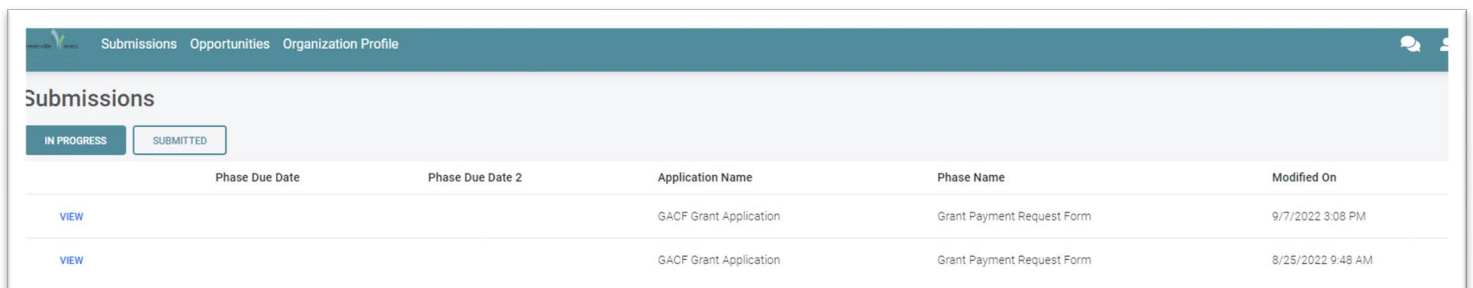
DASHBOARDS

Once you are logged into GOapply, you will see two pages, Submissions and Opportunities.



Submissions: The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress:** Click In Progress to continue working on the application

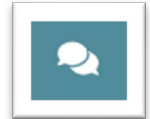


- **Submitted:** Click View to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

Submissions							
IN PROGRESS SUBMITTED							
	Application Name	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision Date
VIEW	Greenville Youth Advisory Council	11/2/2022 3:27 PM	Application	20220254	Pending		
VIEW	Lakeview Area Community Fund	8/5/2022 9:20 AM	Application				

Opportunities: The Opportunities Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase.

Messages: If GACF sends you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click there to view your messages.



COMPLETING APPLICATIONS

Starting an application: To begin, choose an application from your Opportunities dashboard. Click View, then Apply from the application home page.

The application homepage is where you can find the due date, a summary and a brief description, and the contact for that application. If you need assistance with the application, please reach out to **Kristen Kohn**, GACF Director of Community Impact.

On each page, you can either save a draft or continue without saving. Drafts will appear in your In-Progress dashboard. When you are finished with the phase, click Submit.

If you access an application from your Opportunities dashboard and see the below message, it means you either already submitted or have a draft submission of the application that you can finish from your In-Progress dashboard.

 There are previous submissions or drafts for this application. [See submissions](#)

Advancing to the next phase: When the next phase is available, it will appear in your In-Progress dashboard. If you would like to reference information you submitted in the previous phase, look in Submissions. You will complete each phase as it becomes available, with the option to save a draft on each page.

Submitting: You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please contact Kristen Kohn at GACF at 616.754.2640 or kristen@gacfmi.org.