

## INTRODUCTION

Erie Community Foundation 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.

First, a brief overview of how applications are set up in GOapply. When you log in to GOapply, you will see a list of applications that you are eligible to apply for online. Applications with multiple phases will be advanced by the foundation. Once the next phase is available to you, you will see it in your Applicant Dashboard.

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

You will need to create your account.

## REGISTER

If this is your first time using GOapply, you'll need to register your account.

### AS AN INDIVIDUAL

Click "register a new account" on the log in screen and select "Individual". You will then need to complete the form with your full legal name, your email address, and password. The Password must be at least 10 and at most 100 characters long.

Once finished, click, "Register".

You will be notified via email when you have access to GOapply.

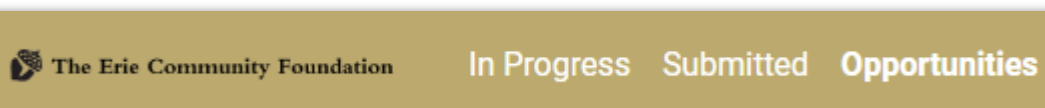
## PASSWORD ASSISTANCE

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 approved and logged in to GOapply, you will see 3 page headings: "In Progress", "Submitted" and "Opportunities". Organizational applicants will see a fourth page heading for their "Organizational Profile".



**In Progress:** The "In Progress" dashboard shows which applications you have in progress. Click "View" to continue working on the application.

In Progress			
Phase Due Date	Opportunity Name	Phase Name	Progress (%)
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*	Scholarship Application	0

**Submitted:** The “Submitted” dashboard allows you to view your submitted applications. 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.

Submitted										
	Opportunity Name	GOapply Applicant Organization	GOapply Applicant	Most Recent Submit Date	Phase Name	Request	Request Status	Grant Amount	Decision/Board Date	
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 2:39 PM	Scholarship Application	20232744	Pending			
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 2:20 PM	Scholarship Application	20232743	Pending			
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 2:06 PM	Scholarship Application	20232742	Pending			
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 2:03 PM	Scholarship Opt In	20232741	Pending			
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 1:57 PM	Scholarship Application	20232741	Pending			
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*		jjaegeer@eriecommunityfoundation.org	2/8/2024 10:55 AM	Scholarship Application	20232740	Pending			

**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 the foundation sends you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click the message bubble to view your messages.

## COMPLETING APPLICATIONS

**Applying:** To begin, choose an application from your Opportunities dashboard. Click “View”, then either “Print Blank” or “Apply” from the application home page.

Upon clicking “Apply”, you will be presented with the auto-matching scholarship application. This is a one-page application phase that will ask multiple questions in order to automatically match you to as many scholarships for which you qualify as possible. Please provide your best answer for each question listed on this application phase.

You can either save a draft or continue without saving. Drafts will appear in your In-Progress dashboard. When you’re finished with the phase, click “Submit”.

Once you click “Submit”, you will be sent an automatic email with a list of all of the Scholarships that you may qualify to apply for as well as a link to complete the second phase of the application, named “Scholarship Opt-in.”

### Scholarship Opt In:

This is the next phase of your application.

In Progress			
Phase Due Date	Opportunity Name	Phase Name	Progress (%)
<a href="#">VIEW</a>	Scholarship Application *In Development Do Not Apply*	Scholarship Opt In	

Clicking the “View” button on this page will bring you to a list of scholarships for which you qualify. You will have the option to “Opt In” to each of them by checking the box next to the name of the scholarship for which you would like to apply.

**Scholarships Opted In**

- Accudyn Scholarship Fund
- Autism Society Northwestern Pennsylvania Scholarship
- H.O. Hirt Scholarship Fund
- The Carlson Family Scholarship Fund
- The Joseph Michael Kulka Jr. Scholarship
- The Judith A. Dormann "Good Apple" Scholarship

SAVE DRAFT      NEXT >

Once you have checked all of the boxes next to the scholarships for which you would like to apply, click the “Next” button to be taken to the final page of the application. On this page, you will answer any questions and/or upload any documents required to complete your application for each scholarship.

In each page, you have the option to save your progress by clicking the “Save Draft” button. Once you have completed your responses to each question, click the “Submit” button to submit your application.

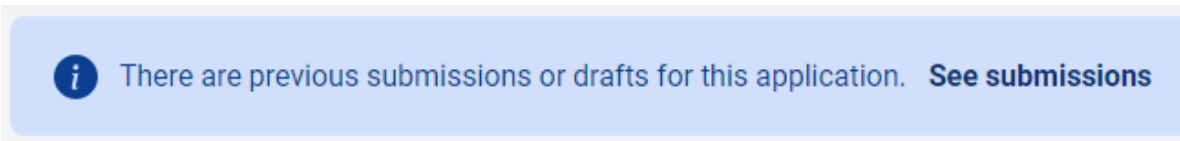
**IMPORTANT NOTE:**

Clicking “Submit” submits applications for each scholarship for which the applicant has opted in **all at the same time**. This action cannot be undone. Please be sure that you have fully completed responses to **each** question in the applications to which you are opting in before clicking “Submit”.

This will bring up a submission confirmation page and you will receive an email confirming receipt of your submitted application.

**Note:**

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.



**Advancing to the next phase:** When the next phase is available, it will appear in your In Progress dashboard. If you'd like to reference information you submitted in the previous phase, look in "Submitted". You'll 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 Submitted dashboard. Changes to an application cannot be made after submitting.