GOapply User Guide

Erie Community Foundation
Scholarship Application

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.

Use this link to open the registration page.

AS AN INDIVIDUAL

Click "create a new account" on the log in screen and select "Individual".

Register as:

Individual	Organization

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.

< Return to login

You will then need to complete the form with your full legal name, your email address, and password.

* First Name

* Last Name

* Email

* Confirm Email

* Password

* Confirm Password

Your password must be 10-100 characters long.

Register

The Password must be at least 10 and at most 100 characters long. The email address you enter will be what you use to log in. *(Erie Community Foundation strongly recommends using a personal email address, not a school email address.)*

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   Submitted   Opportunities

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 (%)	Created On	
View	4/15/2025 11:59 PM	Frederick Douglass Scholarship-Amanda	Frederick Douglass Scholarship		10/10/2024 9:43 AM	Delete
View	4/15/2025 11:59 PM	PSN Labs-Amanda	PSN Lab Scholarship		10/10/2024 9:33 AM	Delete
View		Scholarship Application	2024 H.O. Hirt Scholarship Acceptance		6/17/2024 12:45 PM	Delete
View	5/1/2024 11:59 PM	Scholarship Application	Scholarship Opt In	1	2/15/2024 3:58 PM	Delete

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 (Dep.)	Phase Name	Request	Request Status	Grant Amount	Decision/Board Date	
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	6/14/2024 7:37 AM	Scholarship Application	20241539	Pending			Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	4/9/2024 2:31 PM	Scholarship Application	20240705	Pending			Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 4:25 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 4:08 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 4:01 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:57 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:53 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:50 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:44 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:41 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:37 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:31 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:29 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:20 PM	Scholarship Application					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:11 PM	Scholarship Opt In					Download
View	Scholarship Application		jjaeger@eriecommunityfoundation.org	2/15/2024 3:09 PM	Scholarship Application					Download

Opportunities: The Opportunities Dashboard shows which applications are available to you. Click "View" to see details about the application.

My Opportunities

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
View		Erie County Emergency Medical Services Scholarship	https://www.eriecommunityfoundation.org/assets/documents/Erie_Community_Foundation-GOapply_Individual_User_Guide.pdf	Meghan O'Brien	mobrien@eriecommunityfoundation.org

Click "Apply" to start working on the first phase.

| Application | **Scholarship Title** | Print Blank | Apply |

Summary

[   ]

Contact

[Meghan O'Brien   ]

Guidelines

[https://www.eriecommunityfoundation.org/assets/documents/Erie_Community_Foundation-GOapply_Individual_User_Guide.pdf]

COMPLETING APPLICATIONS

Applying: To begin, choose an application from your Opportunities dashboard. Click "View", then either "Print Blank" (if you want to print a blank copy to complete ahead of time) 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 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 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 (%)	Created On	
View	5/1/2024 11:59 PM	Scholarship Application	Scholarship Opt In	1	2/15/2024 3:58 PM	Delete

Clicking the "View" button on this page will bring you to a list of scholarships for which you may qualify. You will have the option to apply to each of them by clicking the linked name of the scholarship for which you would like to apply.

Scholarship Applications
Links to individual scholarship applications.

Please click on each link below to complete that application.

The Lucinda Kelsey Scholarship

The Joseph M. Kulka Jr. Scholarship

The Tom Roberts Memorial Scholarship

Save Draft	< Previous	Submit

On this page, you can click each individual link to complete the full application for that scholarship.

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

IMPORTANT NOTE:

Clicking "Submit" official submits the application. This action cannot be undone. Please be sure that you have fully completed responses to **each** question in the applications to which you are applying 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.

> ⓘ 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'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.