**Administration Section**

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| Script |
| Welcome to the AmpliFund applicant series video focused on the administration section. |
| In the administration section of the applicant portal you can: view applications, update your account information, add additional users from your organization and access our applicant portal FAQ. |
| To access the administration section, you will click on the logo in the top left corner of the applicant portal.  You may see an AmpliFund logo, or your funders logo.  Click on the logo in the top left of the screen to get to the administration section. |
| Let’s jump into the applicant portal and review the administration section.  As we just described, to get to the administration section, click on the logo in the top left corner. |
| The first section you will land on is applications, here you can see each opportunity where you’ve saved, started or submitted an application.   To see the opportunity or your application click on the name of the application.  You will notice other opportunity details in this section such as the funder name, opportunity status – whether open or closed and the opportunity open/closed dates, which indicate the period during which you can submit an application to the funder. |
| On the next tab you can update your account information.  To update your address or other contact information click on the edit button. |
| The next section is the Users tab.  Here you have the option to add additional users from your organization.  Adding users to your organizations account allows you to collaborate with others on applications.  To review how to set up your organization and users you can also watch our new user registration video.  To add a user click on the plus sign next to add user. |
| A user entry screen will appear, you can enter the users email address and contact information.  You have two options for roles – the first is an editor.  An editor would have permissions to update an application and their own account settings.  Adding users who are editors within your organizations account can allow you to collaborate with others on your applications in the applicant portal. |
| The other user option is administrator.  An administrator can create, edit, delete, and withdraw applications; create and edit accounts; and add new users. |
| The final tab in the administration section is the FAQ, here you can access the AmpliFund applicant portal help guide.  This provides step by step instructions on how to use the applicant portal. |
| Through this AmpliFund applicant series video you learned about the administration section of the applicant portal.  Thank you for attending! |