**Supplemental Video Quick Tip Creating Application Form Overview**

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| Script |
| Welcome to the AmpliFund Training video focused creating an application form.  Through our Core Concept series you’ve learned in detail how to create an application form this video can be used as a quick reminder. |
| After logging into AmpliFund, you can access your opportunity by going to |
| Award Management>Fund Opportunities |
| Click on the name of the relevant opportunity. |
| Once on the opportunity details page you can access the application settings under the configuration drop down, this is also where you can set up the budget template or performance plan template.  To build a form click on application forms. |
| To start a form click on the plus icon in the top right corner. |
| You will land in the editable form builder, start by naming your form and then use the buttons to add sections or fields. |
| When you click on the field addition box, additional options will appear to name the field, select scoring information, and select the type of field. |
| Once you’ve added fields, you can click on create to save and create the application form. |
| Through this quick tip video you’ve learned how to build an application form.  For detailed instructions please reference our other videos on the support site.  Thank you! |