**How to Complete an Application**

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| Script  |
| Welcome to the AmpliFund applicant series video focused on how to complete an application.  |
| There are a number of key steps to successfully apply to an opportunity on the AmpliFund applicant portal.  First you will click apply from an opportunity, you will need to complete the project information and any relevant forms.  If applicable, you may need to complete a budget template and/or performance plan template.  Each section must be marked as complete.  At the end you have the option to review and download your completed application and finally the last step is to hit submit.  |
| The application progress bar will be your guide to help you successfully complete and submit your application.  A green circle with a check mark means the section is complete.  A fully green circle means a section has been saved.  A Green circle with a dot in the middle means you are actively in that section and it is incomplete.  An empty circle means the section is not complete.  Any section that has an asterisk next to the name is required.  Finally, a green circle with a white dot means you are actively in that section and it is saved or complete.  Some important notes about completing   |
| You can complete the application sections in any order you’d like.  To navigate to a different section, simply click on the circle for that section on the progress bar.  To save your work you must mark the section as Save or Mark as Complete.  If you’ve marked a section as complete you can still go back and edit the section by hitting Mark as In Progress, after you make any required edits you will need to mark save as complete again on that section.  Most importantly all sections must be marked as save and complete to submit your application.  You are not able to edit any applications that have been submitted but you can withdraw your application.  IF you withdraw and still want to apply, you will need to start a new application.  |
| Let’s dive into the applicant portal and review, from the link you received from your funder, you should land on the opportunity detail page after you log in.  If you’ve never logged into the applicant portal, you can watch our video on new user registration.  On the opportunity click Apply to begin your application.  You may want to check with others at your organization to confirm no one else has started an application first.  |
| After you hit apply, you will land on the project information page, which is included on every opportunity you apply for in the AmpliFund applicant portal.  At the top you can see the progress bar we described earlier.  |
| On project information page you need to complete your application name, the amount you are requesting and your primary contact information.  The name and email will populate from your user name, but they can be adjusted as necessary.  If a budget template has been included by your funder, the amount requested will populate into the budget template.    |
| Once you complete all required information, you have 3 options: Save, which will save you work and keep you on this page, Mark as Complete, which will save your work and mark this section as complete or Save and Continue, which will save your entries and will move you onto the next page.  Note that all sections must be marked as complete before you can submit your application, so if you are done with updates on this page, you may want to mark as complete and then also hit save and continue to move to the next page.  Alternatively, you can use the timeline at the top to navigate to the next page which is the Application forms or any other section.  |
| In the application forms section, you may have one or multiple forms to complete based on what the funder has determined is required for this opportunity.  Each form will have the status of New before you enter the form.  If you start a form and save progress, the form will then be listed as In progress.  To be marked as complete the form needs to have all required fields completed and you need to mark as complete at the bottom of the screen.  |
| Let’s jump into an application form and review the types of questions you might see.  The first two question types you might see in an application are a single line text box or a multi line text box.  Sometimes the multi line text box may have a formatting tool bar.  Or you may have a multi line text box option that has a character limit like this one.  |
| Next you may find multiple choice questions or check box questions.  As you can see here the multiple choice question is marked with an asterisk so it is required.  All required questions must be completed before you can mark an application form as complete.  |
| The next options you may see include a drop down list, a question to upload files or date entry questions.  |
| You may also have numeric questions to answer on the application or a table to fill out.  |
| As you complete the application, based on your answers you may see additional questions appear.  Funders have the ability to include conditional questions.  In this example when you enter the first question as yes, another question will appear.  |
| Once you get to the bottom of an application, you have 3 options, Save and stay on the page, Mark as Complete to mark the page as done, or Save and Continue to save your progress and navigate you to the next section of the application.  As a reminder all forms and sections must be marked as complete to submit your application.  |
| If I jumped to the submit page at this point, I have an error indicating that not all my sections are marked as complete, in order for the submit button to be available, I need to mark all sections as complete.  |
| Your funder may include the budget template or performance plan sections for you to complete, if those are included in your application, you can watch our videos on how to complete those sections.  |
| Finally once you are done with your application, you have an opportunity to review and download the application and also the option to submit your application.  |
| Once you hit submit you should see a Success! Screen to confirm your application has been submitted.  |
| You will also receive email confirmation that your application has been submitted.  |
| Through this applicant series video you learned how to complete an application.  Thank you for attending!  |