**Core Concept: Application Configuration 3**

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| Script  |
| Welcome to the AmpliFund Core Concept training video focused application configuration.  There will be 3 videos focused on application configuration in our series.  |
| There are a number of steps to successfully build and publish an application for your opportunity in AmpliFund.  In this Core Concept video we begin to review building the application form.  To ensure a smooth process through building the form, be sure you’ve configured the application settings first.  |
| This is the last video in the application configuration series, in this video we’ll focus on reviewer only fields, scoring and final comments and wrapping up with a few best practices for consideration.  |
| Efficiency and clarity in the review process are critical to ensuring you select the right recipients.  That’s why AmpliFund has built in the ability to provide content and ask reviewers questions in the same screen while they are checking an application.  You can use the content fields including the text options, link and file option to provide reviewers instruction, reminders, links to other materials or files to review.  You can also solicit feedback from reviewers by asking them questions.  You can ask for detailed comments, multiple choice questions and all the same field types we reviewed in our previous two videos.  We’ll demonstrate these capabilities in AmpliFund Shortly.  |
| We also know a critical part of reviewing and considering applications is scoring.  In AmpliFund, you have the option for each question to identify if it should be scored or unscored.  This can allow you to gather useful information about applicants, but not consider it in the overall applicant score.  In AmpliFund you can configure scoring categories in the application settings.  This will allow you to group like questions based on how you want them scored and/or so you can see metrics about these categories.  For instance if you want to group all questions about prior performance to one category, that could be your scoring category.  You have the flexibility to have questions that belong to that category in different sections or even forms.  Finally, you set a default scoring scale in the application settings, but that can be adjusted on a per question basis.  This ensures reviewers are using the right scale per question.  |
| Each application form you create will automatically have a spot for final reviewer comments.  This is an optional section but can be used to gather reviewer feedback or overall impressions of the application form.  So long as there is one scored question in an application form, the comments will appear in the Opportunity Scoring report, which you’ll be learning more about in our reporting section.  |
| Now, let’s just into AmpliFund to look at reviewer only fields and scoring a bit further.  From the calendar when we log in, we’ll click on Award Management then Fund opportunities.  |
| From my list of opportunities, I’ll click on the name of the relevant opportunity.  |
| Then I’ll go to configuration, Application forms.    |
| This takes me to the list of available forms that I’ve created.  Today we are demonstrating editing an existing form and adding reviewer only fields and scoring, however you can do this at the same time as building your questions within the application.  |
| I’m going to jump into our Community Overview form by clicking on the pencil next to that name.  This takes me to an editable view of that form.  |
| I’ll click add field at the bottom and I’m going to add a content field for my reviewers using the text label field.  |
| To make it visible to reviewers only, I’ll check the box for visible to reviewer only.  That means that applicants cannot see this content.  I’ll enter my text.  Now lets add one more reviewer only field.  |
| This time, I’m going to ask my reviewers a question.  I will ask reviewers a multiple choice question by selecting that question type and will click on the box next to reviewers only.  I added my question options just like I did when we built our applicant questions.  Note that reviewer only questions cannot be required.  Now I’ll save these two questions.  |
| Next, I may want to upload a scoring rubric for my reviewers.  I can do that by adding a reviewer only content field with a document.  |
| After I hit save, it looks like my questions are gone, but don’t worry they are still there.  Scroll to the top and on the right hand side you will notice two options.  One to view the form as an applicant, which is what you are in right now and one to view the form as a reviewer, to see your reviewer only questions click on that box.  |
| Now when I scroll to the bottom, which is where I placed my questions, I can see them present.  Notice these have the large text on the right indicating they are reviewer only.  Now, I want to move these to a different spot, so I’ll click on edit and use the arrows to move them up in my form.  |
| After I’m done moving them I’ll click on save.  |
| Now, let’s work on scoring.  As a reminder, if you have not set your scoring categories for the application or the default scoring range, you can do that under the application settings, which you can find under the configuration tab.  For detailed instructions on that process please review our application configuration video.  |
| Let’s go into our question about park restrooms and set up scoring for that question.  I’ll hit the pencil icon.  |
| On this question, I’ll click on score field to make this a scored question.  Then I need to select my scoring category.  Questions can only be present in one scoring category.  After I select my scoring category.  I’ll confirm my score scale.  |
| In my application settings I configured a default scoring scale of 0 to 5, right now a reviewer could only provide those values as a score for this question.  But let’s say this question should be scored on a 10 point scale.  I can simply change the top number to 10.  |
| Then I can hit save to update my changes.  |
| Updating or adding scoring on each question can be completed as we’ve done here after you’ve built the questions or you can do it all at the same time as building the questions and content fields for your applicants.  Note that content only fields cannot be scored only question fields.  |
| Now let’s review a few application best practices before wrapping up.  First, your AmpliFund subscription allows for unlimited forms per application and applications have unlimited sections.  Use these to your advantage to organize content for applicants and reviewers.  Begin at the end, think through what kind of data and responses you want and carefully consider all the question field options to select the type that will provide you with the best data.  We recommend asking one question per question, you have unlimited questions so use them!  In application forms, applicants can quickly overlook a the second part of a two part question.  Leverage the content type fields to provide clarity to both applicants and reviewers, this will reduce questions coming your way.  Consistency is a great benefit from using multiple choice questions, required questions and scoring ranges and other features AmpliFund offers.  Use the available features to gather data from applicants and reviewers consistently.  Finally, consider what efficiency you can provide both applicants and reviewers in the process via the question types, forms and features available.  Our goal is to help you provide a seamless experience for all involved.  |
| Through this Core Concept video you’ve learned about application configuration, including reviewer only fields, scoring and best practices to consider during your application build process.  Should you have additional questions, please reference our support site.  Thank you!  |