

GOAPPLY USER GUIDE

A GUIDE FOR GOAPPLY VERSION 2 USERS (APPLICANTS)



TABLE OF CONTENTS

Introduction.....	2
Getting Started	2
Register.....	2
Password Assistance	3
Dashboards.....	3
Completing Applications	4

INTRODUCTION

Teichert Foundation is using a system called GOapply to accept grant 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 login to GOapply, you will see a list of applications that you are eligible to apply for. Applications with multiple phases will be advanced by Teichert Foundation. Once the next phase is available to you, you will see it in your Applicant Dashboard.

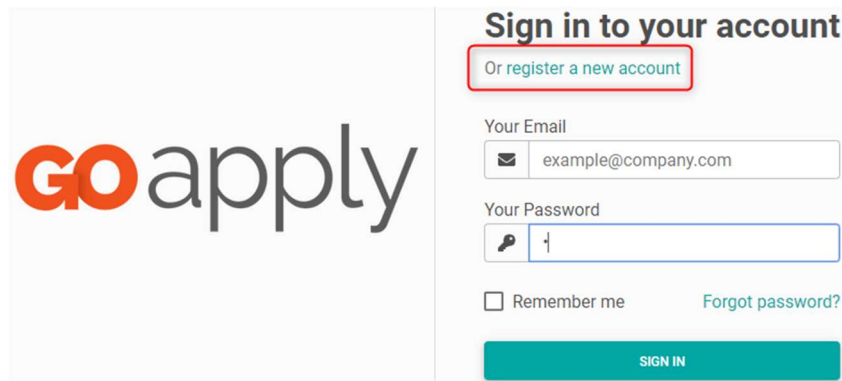
Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

GETTING STARTED

REGISTER

You will need to register your account. You will have the option of registering as an individual or an organization.

Access the link provided to you by Teichert Foundation. Click the link to register a new account



You'll be asked to register as an Individual or an Organization. Choose Individual.

Register as:

INDIVIDUAL	ORGANIZATION
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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.

Fill in the form with your information. The email address you enter will be what you use to log in. Click Register. If your registration processed successfully, you'll see confirmation on the screen.

Next, **verify your email**. You should have a verification link in your inbox. If you don't see the email, check your Spam folder. If it goes to Spam, you need to classify it as Not Spam before you can click the link.



Registration completed successfully

Please check your inbox for the email verification to continue

RETURN TO LOGIN



Verify your email

To verify your email address, and activate your account, click on the button below.

If you did not make this request, then you can ignore this email.

VERIFY MY EMAIL

Note: This link is only valid for 24 hours. If the link has expired please reply to this email to request a new verification link.

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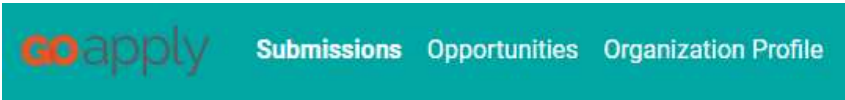
PASSWORD ASSISTANCE

If you forgot your password, click Forgot Password from the log in screen and follow the steps to reset.

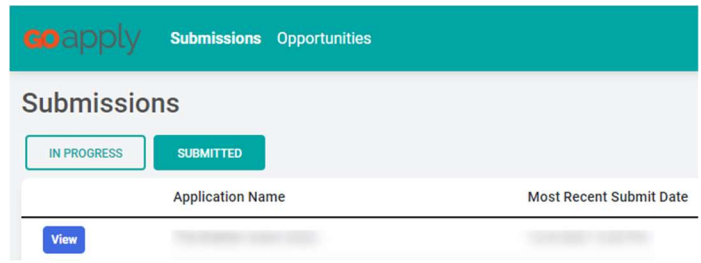
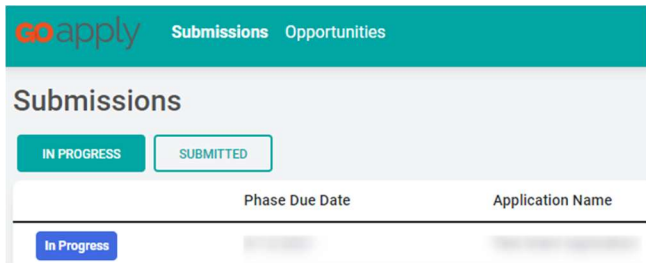
You can also reset your password at any time by clicking on the dropdown next to your name in the top right and going to User Settings.

DASHBOARDS

Once you are approved and logged into GOApply, you will see two pages, Submissions and Opportunities. Organizational applicants will see a third page for their Organizational Profile.



Submissions: The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.



- In Progress: Click In Progress to continue working on the application
- Submitted: Click View to view your submitted application

Opportunities: The Opportunities Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase.

COMPLETING APPLICATIONS

Starting an application: To begin, choose an application from your Opportunities dashboard. Click View, then Apply from the application home page.

The application homepage is where you can find the Employee Matching Grant Guidelines, and the contact for that application. If you need assistance with the application, please reach out to the application contact.

On each page, 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.

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.

A light blue rounded rectangular box containing an information icon (a lowercase 'i' inside a circle) followed by the text: "There are previous submissions or drafts for this application. See submissions".

 There are previous submissions or drafts for this application. [See submissions](#)

Submitting: You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please contact Teichert Foundation.