GOAPPLY V2 USER GUIDE

A guide for Individual Applicants utilizing GOapply.

INTRODUCTION

The Muskingum County Community Foundation is using a system called GOapply to accept **Children's Medical Support Fund** applications. The following guide will take you through the process of creating an account, starting an application, and applying.

First, a brief overview of how applications are set up in GOapply:
When you login to GOapply, under the first tab, In Progress, you will see a list of applications that you have started but not yet submitted. Under the Second tab, Submitted, you will see a list of applications that you have submitted. Under the third tab, Opportunities, you will see a list of applications that are open to apply to. You will be looking for "Children's Medical Support Fund Application".

(Please note - The screenshots in this guide are to be used for general reference, the appearance of GOapply or any related emails may be different in your experience, however the functionality remains the same.)
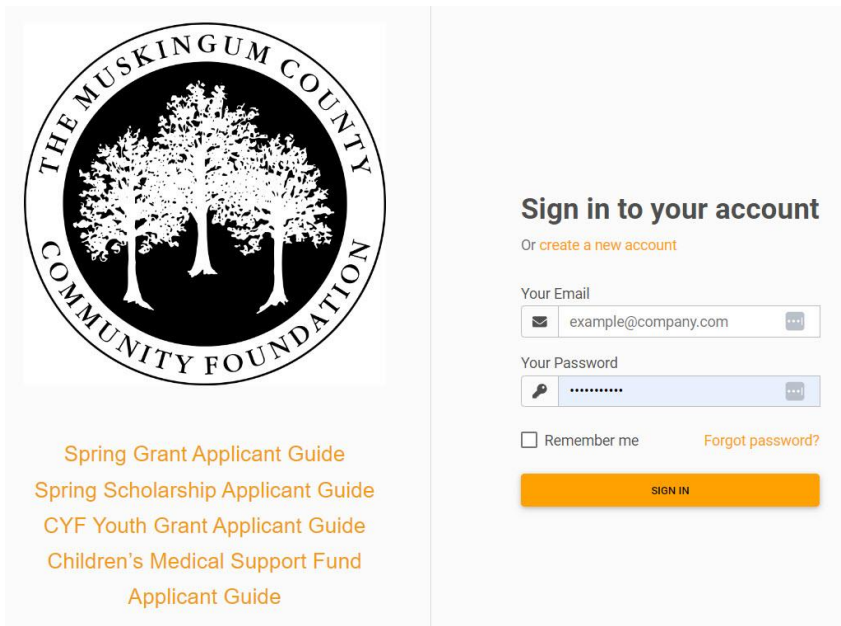
GETTING STARTED

You will need to register an account -or- login to an existing account.

REGISTERING AS AN INDIVIDUAL

If this is your first time using GOapply, you'll need **create a new account** as an individual.

This is the link to the login page: mccf.org/apply

Spring Grant Applicant Guide
Spring Scholarship Applicant Guide
CYF Youth Grant Applicant Guide
Children's Medical Support Fund
Applicant Guide

Click on **create a new account.** You'll be asked to register as an Individual or an Organization. Choose Individual.
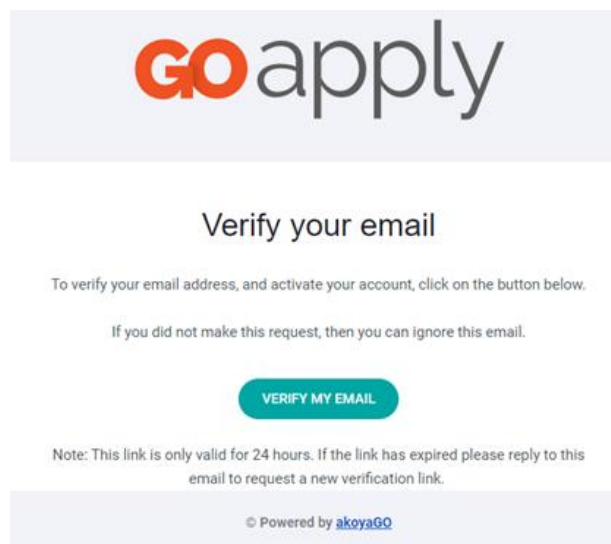

Register as:

INDIVIDUAL	ORGANIZATION

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.

GOapply

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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GOapply

Registration completed successfully

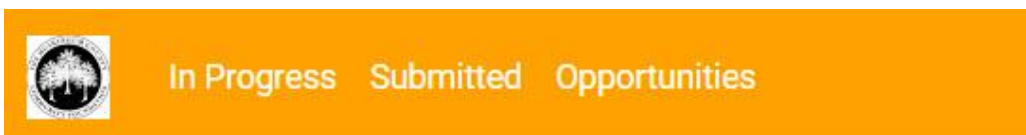Please check your inbox for the email verification to continue

RETURN TO LOGIN

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'll see three pages, In Progress, Submitted and Opportunities.

In Progress   Submitted   Opportunities

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. Be sure to choose the **Children's Medical Support Fund Application**.

My Opportunities

	Fiscal Year	Opportunity Name
VIEW	2024	2024 Spring Standard Scholarship Application
VIEW	2024	Caroyln Ann Weiner Scholarship (Nomination-Based)
VIEW	2024	Children's Medical Support Fund Application
VIEW	2024	Grant Hickman Memorial Scholarship - School Counselor Application ONLY
VIEW	2024	Howard and Norma Lavy Veterans Memorial Scholarship
VIEW	2024	Jesse Miller Memorial Scholarship -- Invite Only

In Progress

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

- **In Progress**: Click VIEW to continue working on the application.

In Progress

	Phase Due Date	Opportunity Name	Phase Name
VIEW	3/31/2024 11:59 PM	2024 Spring Standard Scholarship Application	Standard Application
VIEW	3/31/2024 11:59 PM	2024 Spring Standard Scholarship Application	Scholarship Opt-In
VIEW	12/30/2030 8:00 AM	Children's Medical Support Fund Application	Application

Submitted

The Submitted dashboard allows you to view your submitted applications.

- **Submitted**: Click VIEW to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

Submitted

	Opportunity Name	Most Recent Submit Date	Phase Name	Request	Request Status
VIEW	Children's Medical Support Fund Application	3/20/2024 4:12 PM	Application	017323	Pending
VIEW	2024 Spring Standard Scholarship Application	1/23/2024 1:38 PM	Standard Application	016684	Pending

Messages: If we send you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click there to view your messages.

To begin, choose the **Children's Medical Support Fund Application** from your Opportunities dashboard. Click View, then Apply from the application home page.

Starting an application

The application homepage is where you can find the due date, summary, brief description, 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 choose to 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, which can be finished from the In-Progress dashboard.

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 info@mccf.org.