



GO: Applicant Dashboard Tutorial

The registered user dashboard allows applicants to apply to your grant programs and view existing grant applications. To begin you must first register as a user. To do this please click the **Sign Up** tab.



Would you like to associate this user account with an organization? * [?](#)

First Name *

Last Name *

Address 1 *

Address 2

City *

State *

Zip Code *

Phone No. *

Email *

Confirm Email *

Username *

Password * [?](#)

Confirm Password *

Registration

Once you click the tab you will be brought to the User registration form. You must fill out all fields marked with an asterisk.

Drag the slider and move it to the right side before you submit the form.
This action is required in order to prove that you're a human.



Locked : form can't be submitted

Would you like to associate this user account with an organization? * [?](#)

Select ▾

Is your organization a fiscal receiver? * [?](#)

No ▾

FEIN Number

94-5322365

Organization Name *

Art org

Address 1 *

1275

Address 2

City *

Denver

State *

Colorado ▾

Zip Code *

80020

Phone *

333-333-3333

Fax *

333-333-3333

Website *

testsite.com

State Senate District

State House District

Congressional District

Validate Districts

User Association

You must answer the following question. If you are an **Individual** select **No** to this question. If you are an **Organization** select **Yes** to this question. You cannot change your user role after you submit this page.

Organization Registration

If you selected **Yes** to the question above you will be brought to the Organization Registration page. This is where you will fill out all fields related to your Organization.

You do not need to fill out the District fields. These fields will be found for you once you click the Validate Districts button

Validate Districts

Once you click this you will need to Submit the form

GO™: GRANTS ONLINE END USER TERMS AND CONDITIONS

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms (the "Agreement") apply between user (referred to as the applicant) and the Western States Arts Federation ("WSAF"), a Colorado non-profit corporation, with respect to the applicant's use of the website and GO™ service, as defined b

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Do you agree with all the terms and conditions above *

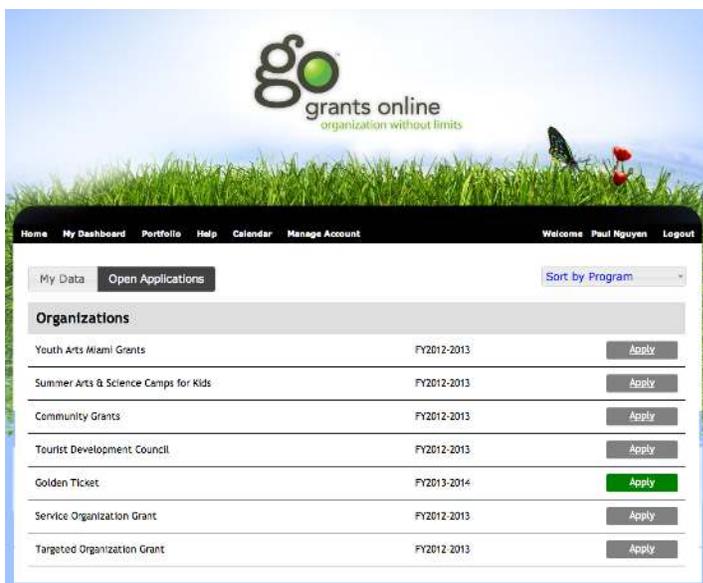
Yes
 No

Submit

Reset

Terms and Conditions

After you register and submit, both **Individuals and Organizations** will be brought to a Terms and Conditions Page. Select **Yes** and **submit**. Congratulations! You are now ready to begin applying to an application.



Open Applications

Now that you are registered as a user you will be able to apply. You will see a green “Apply” button means the user can apply. Grey means the user has already applied. Once you click apply you will be taken to the application.

Grant Contact Information - Please enter your primary grant contact here

Grant Contact First Name *

Grant Contact Last Name *

Phone Number

Numéro de téléphone *

Email

In what **Region** is your organization located?

Available Features

- ✓ Data integrity, Control field formats throughout the system ie, phone numbers, DUNS, zip codes, etc.
- ✓ Required Fields
- ✓ Design Form Layouts and Field Order

Entering data

You will need to enter in data and save your application at least one time before the GO™ System will allow you to view it in the **My Data** tab.



My Data

The system will automatically list all grants you have started or submitted. You will be able to sort by cycle or grant program. Each cycle will be identified by an application number which will make it easier for admins to identify a Your application. Actions like print and edit will be directly tied to the application to reduce the number of clicks. You will also be able to view any uploads you submitted to your application in a slideshow.

This concludes the tutorial of the Applicant Dashboard. Your grant managers will be able to answer any questions you may have.