



AmpliFund 



Applicant Training

Massachusetts Library LSTA

1/17/2023

Agenda

- Welcome & Introductions
- Logging into the Applicant Portal
- Applicant Portal Demonstration
 - Navigation Overview
 - Adding Users
 - Opportunity Review
 - Application Process Review
 - Administration Section
- Q&A
- Resources

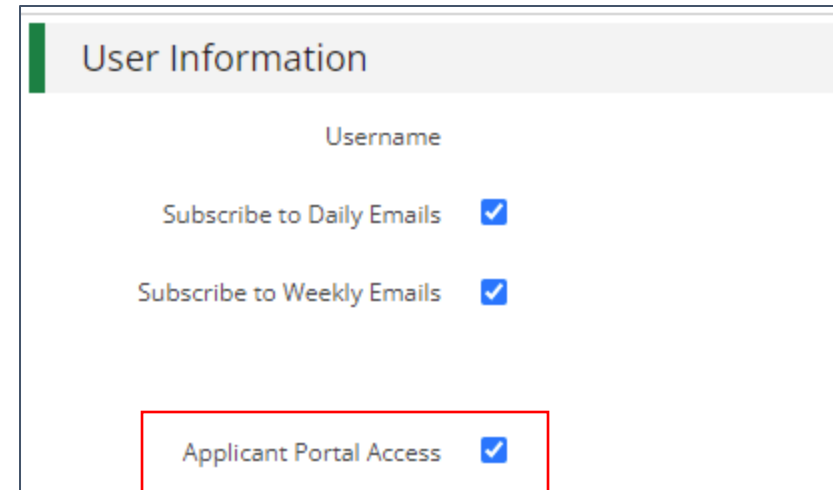
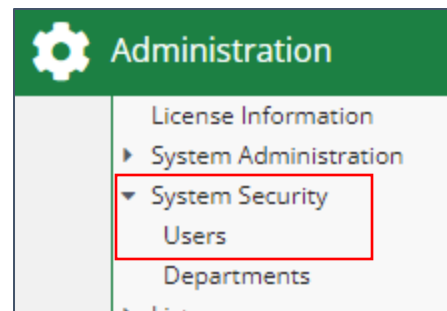
Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

We encourage the use of Google Chrome

Logging into the Applicant Portal Existing Users

- Access the link provided by the LSTA team
- Log-in using your existing AmpliFund credentials (username=email)
- Ensure users in your account have access to the applicant portal in their user profile



Applicant Portal Demonstration

Example Application Reopened Email



Hello Grace Grant,

AmpliFund Training: Lifecycle has reopened your Example 123 **application** for Park Development Opportunity opportunity for editing and resubmission. We have attached a copy of your original **application** for your records. Please revise and resubmit [your application](#).

Reopened Sections

[Project Information](#) – change name

[Application Forms](#) – missing XYZ

[Budget](#) – no details

[Performance Plan](#)

Regards,
AmpliFund Administrator

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Q&A

AmpliFund Support

Submit a support ticket:

support@amplifund.zendesk.com

Visit the support portal:

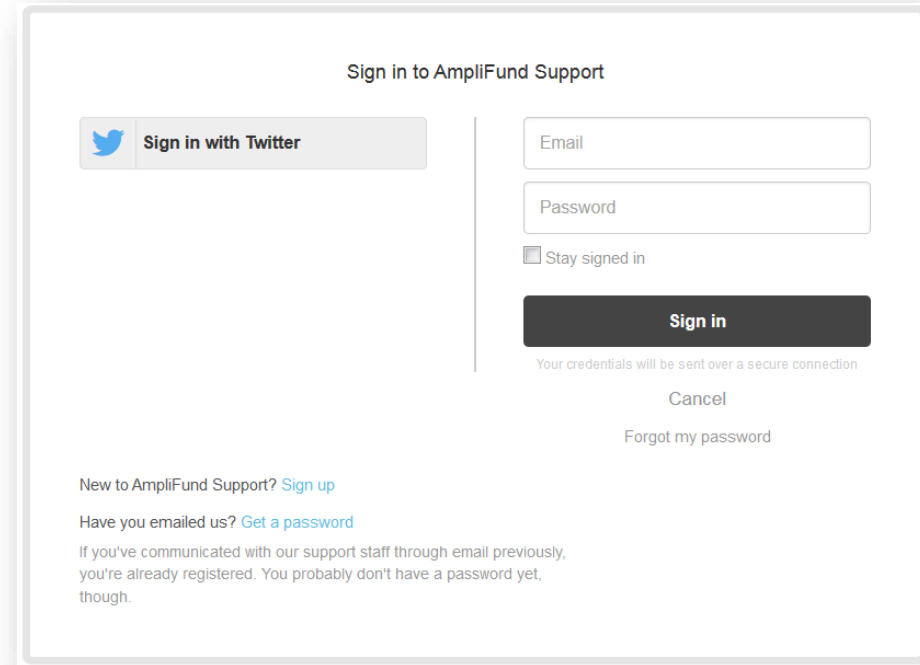
<https://amplifund.zendesk.com>

Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
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- Apple Safari 10+

AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

Sign in

Your credentials will be sent over a secure connection

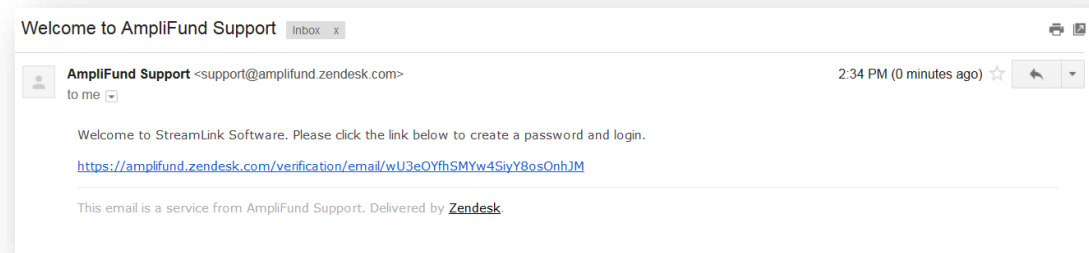
Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.



AmpliFund Support Site

AmpliFund





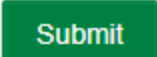
Have a question about AmpliFund? Search our support site.

- Release Notes**
Weekly announcement of enhancements, updates, and fixes in AmpliFund
- User Guides**
AmpliFund User Guides and Quickstart Guides for download
- Instructions**
Step-by-step instructions on using AmpliFund's features
- Upcoming Training and Videos**
Live training events and videos on how to use AmpliFund
- Import Templates**
Excel templates for importing data into AmpliFund
- FAQs**
Frequently Asked Questions about using AmpliFund
- Submit a Ticket**
Still need help? Submit a request to our help desk.

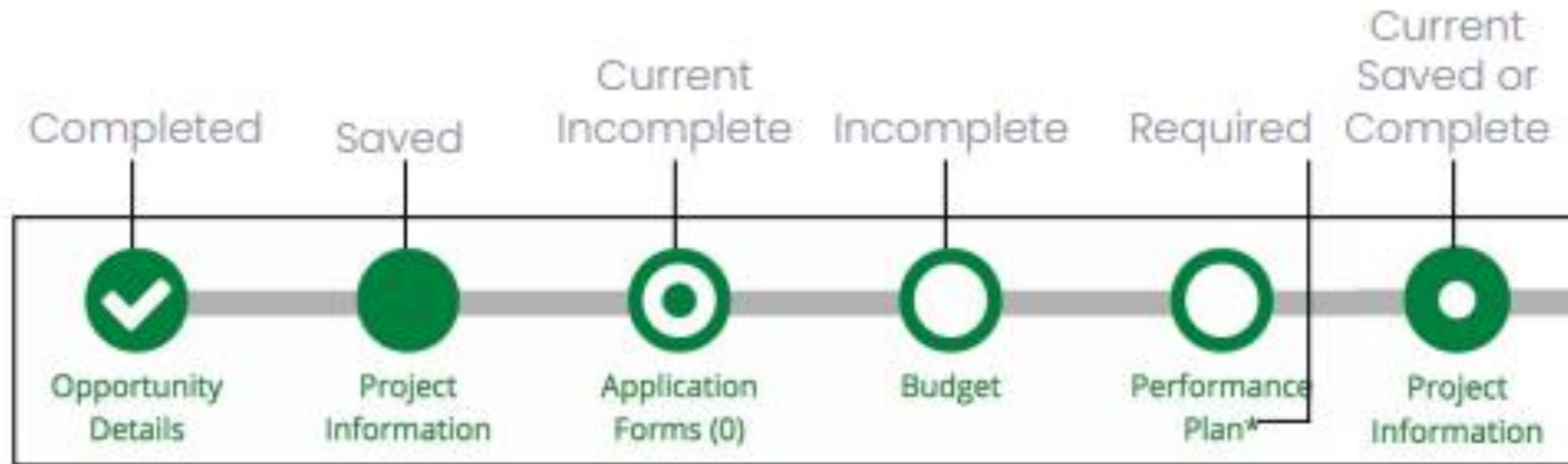
Key administration section features

- View applications
- Update account information
- Access FAQ

Key steps to complete an application


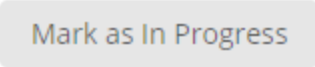
1. Click 
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete  = 
6. Review & Download Application (if desired) 
7. Click Submit 

Application Progress Bar



Application Tips

- You can complete the application sections in **any order**
- Click on the **circle** of a section to navigate to that section
- You must hit **Save** or **Mark as Complete** to save your work
- If you've marked a section as "*Mark as Complete*" you can go back and **edit** that section by hitting "*Mark as in Progress*"

 ✓ Mark as Complete Mark as In Progress

- **Every section must be marked as complete to submit your application**
- Submitted applications cannot be edited, you may **withdraw** but would need to complete a new application

Application submitted email confirmation

Hello Emily,

You are receiving this notification because the application test2 has been successfully submitted for the Example Opportunity.

test2 9/24/2020 4:57 PM (Eastern Daylight Time)

Please login to AmpliFund to review the submitted application.

Regards,
AmpliFund Administrator