



Applicant Dashboard

Step by Step Guide

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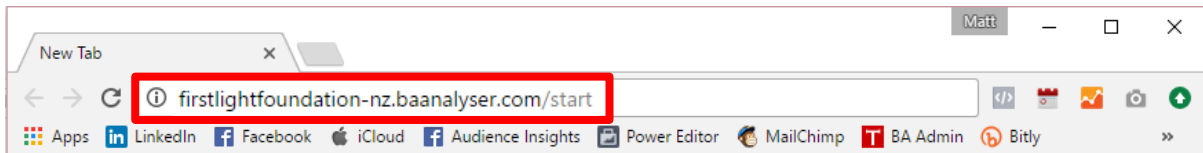
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Accessing the Applicant Dashboard

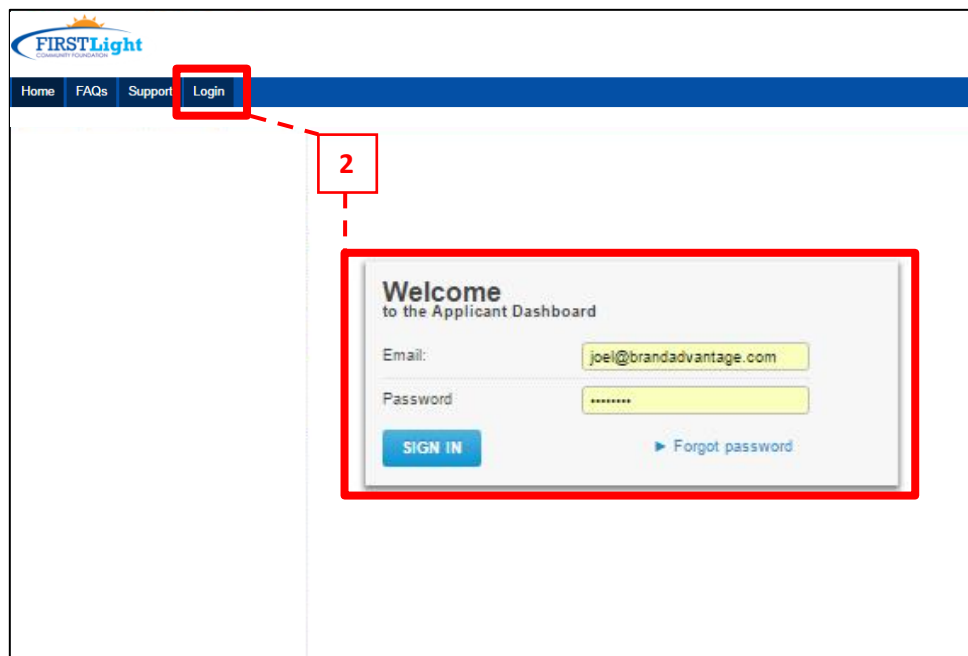
1. To access the Applicant Dashboard, enter into the Grant homepage first.

➤ To open the site, enter **firstlightfoundation-nz.baanalyser.com/start** in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example:



2. Click “Login” located at the top and enter in your ‘Email’ and ‘Password’.



Important Note:

If this is your first time logging in, you will see the prompt below to ask you to assign a password. After you have confirmed your password, you can then use the new password assigned to login and view your application details.

A screenshot of a form for assigning a password. It has three input fields: 'Email' (pre-filled with 'joel@brandadvantage.com'), 'New Password', and 'Confirm Password'. A red box highlights the 'SAVE' button at the bottom left of the form.

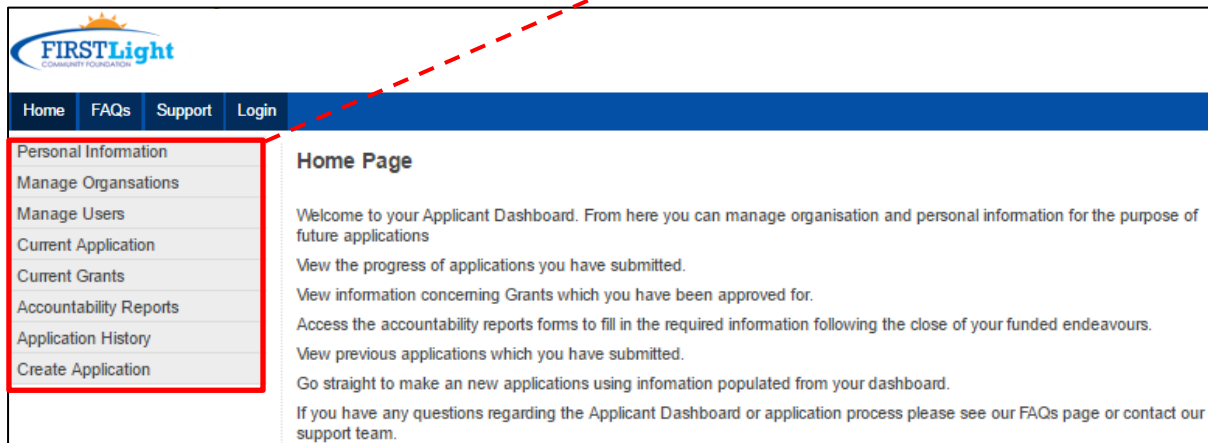
Assign a password and click **Save** for first time users.

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like. On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View applicant/user details.
2. **Manage Organisations** – View applicant organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of Approved grants.
6. **Accountability Reports** – Required to complete if you receive an email notification indicating your application status as approved.
7. **Application History** – View the history of current application.
8. **Creating a new Application**

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Home Page

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

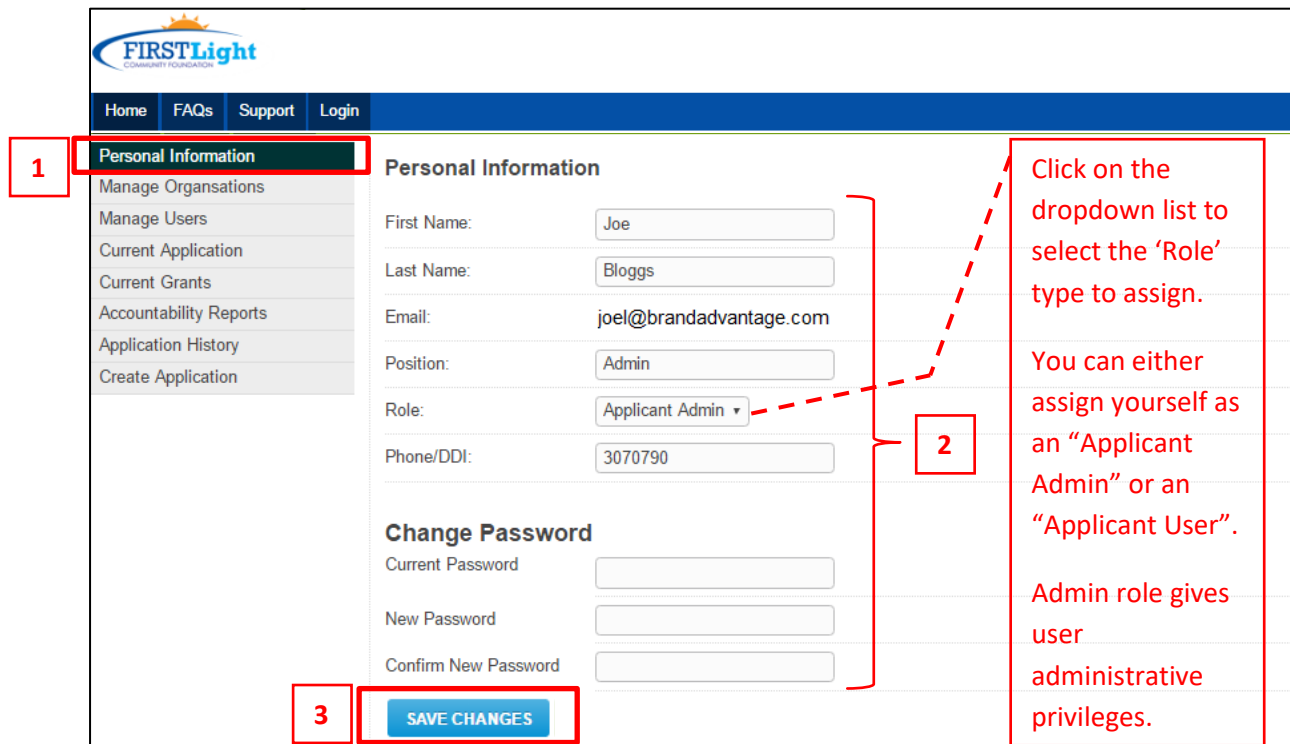
Go straight to make an new applications using infomation populated from your dashboard.

If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.

Personal Information

This is where you can view and edit your personal profile and reset your password

1. Click “**Personal Information**” to access.
2. To edit the fields, click in the boxes and type your changes.
3. Once you have finished editing, click “**SAVE CHANGES**” to save your changes.



1 Click on the **Personal Information** menu item.

2 Click on the dropdown list to select the 'Role' type to assign. You can either assign yourself as an “Applicant Admin” or an “Applicant User”. Admin role gives user administrative privileges.

3 Click on the **SAVE CHANGES** button.

Personal Information

First Name:

Last Name:

Email:

Position:

Role:

Phone/DDI:

Change Password

Current Password:

New Password:

Confirm New Password:

SAVE CHANGES

Manage Organisations

This is where you can view and edit applicant organisation details.

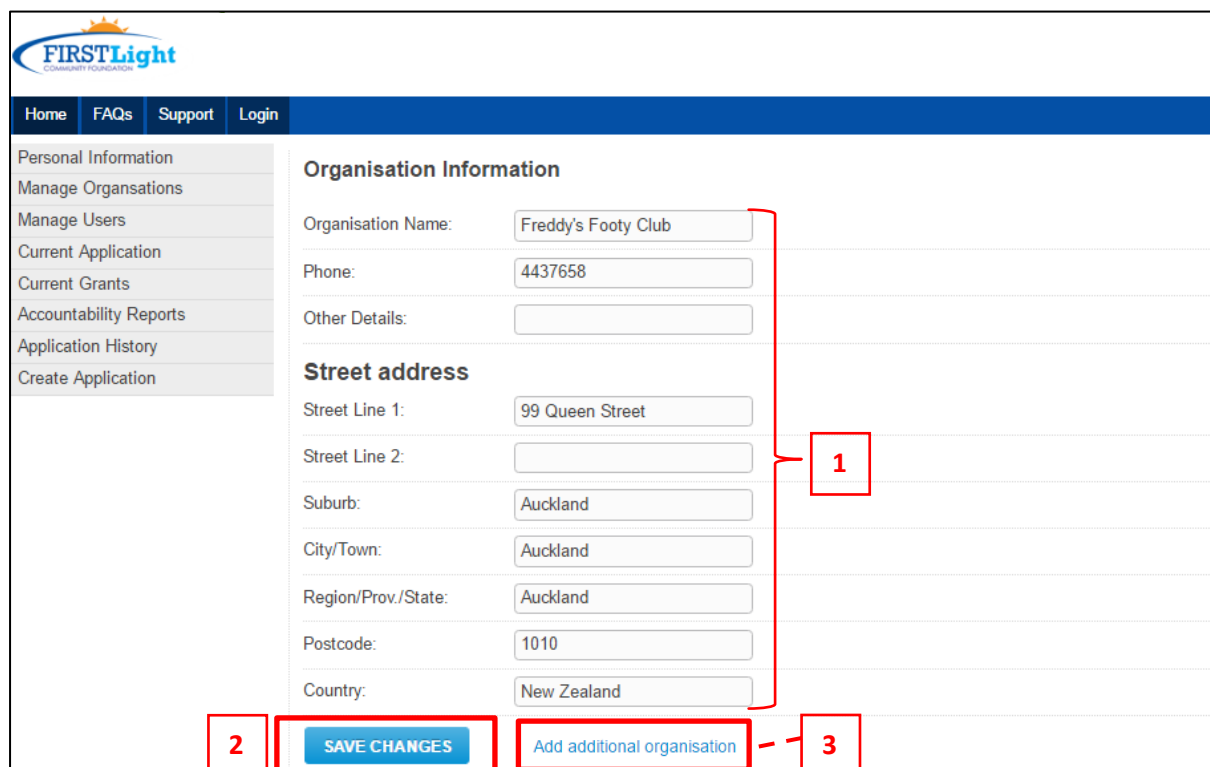
1. Click “**Manage Organisations**” to access.
2. To edit an existing applicant organisation, click “**Edit**” located on the right.



The screenshot shows the 'Manage Organisations' page. On the left, a sidebar menu has 'Manage Organisations' highlighted with a red box and labeled '1'. The main content area displays a table of organisations. The table has columns for 'Organisation Name', 'Phone', and 'Other Details'. The first row is '1st Test Soccer'. The second row is 'Freddy's Footy Club' with phone number '4437658'. The third row is 'J's Sports Footy' with phone number '0212107614'. The fourth row is 'Onehunga Sports Club' with phone number '0212107614'. The fifth row is 'Ron's Rugby' with phone number '0212107614'. An 'Edit' link is visible at the end of each row. The 'Edit' link for 'Freddy's Footy Club' is highlighted with a red box and labeled '2'.

Organisation Name	Phone	Other Details
1st Test Soccer		
Freddy's Footy Club	4437658	
J's Sports Footy	0212107614	
Onehunga Sports Club	0212107614	
Ron's Rugby	0212107614	

1. To edit the fields, click in the boxes and type your changes.
 2. Once you have finished editing, click “**SAVE CHANGES**” to save your changes.
 3. You can also add an additional organisation you are part of by clicking “**Add additional organisation**”.
- ↳ The fields you can edit are exactly the same as you see below; click “**SAVE CHANGES**” when you have finished adding the new organisation details.



The screenshot shows the 'Organisation Information' form. The form has a sidebar menu on the left with 'Manage Organisations' highlighted. The main content area contains the following fields:

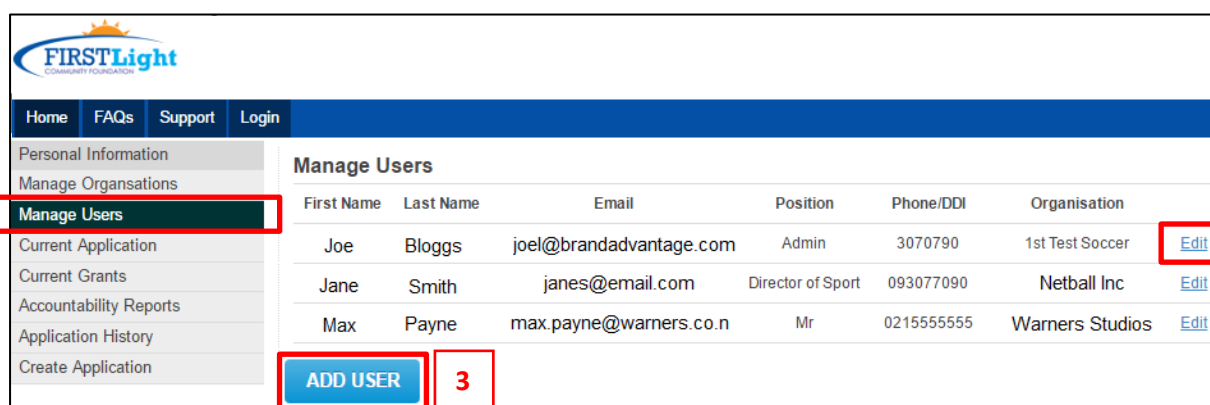
- Organisation Name:
- Phone:
- Other Details:
- Street address:
 - Street Line 1:
 - Street Line 2:
 - Suburb:
 - City/Town:
 - Region/Prov./State:
 - Postcode:
 - Country:

At the bottom of the form, there are three buttons: 'SAVE CHANGES' (labeled '2'), 'Add additional organisation' (labeled '3'), and a '1' label pointing to the 'Street address' fields.

Manage Users

You can enter the email addresses of colleagues or other contacts whom you wish to have access to the selected organisations information available on the dashboard here. An email will then be sent asking the new user to create a login.

1. Click “**Manage Users**” to access.
2. To edit an existing user, click “**Edit**” on the right.
 ↳ Click “**SAVE CHANGES**” after you have completed your changes.
3. To add a new user, click “**ADD USER**”.

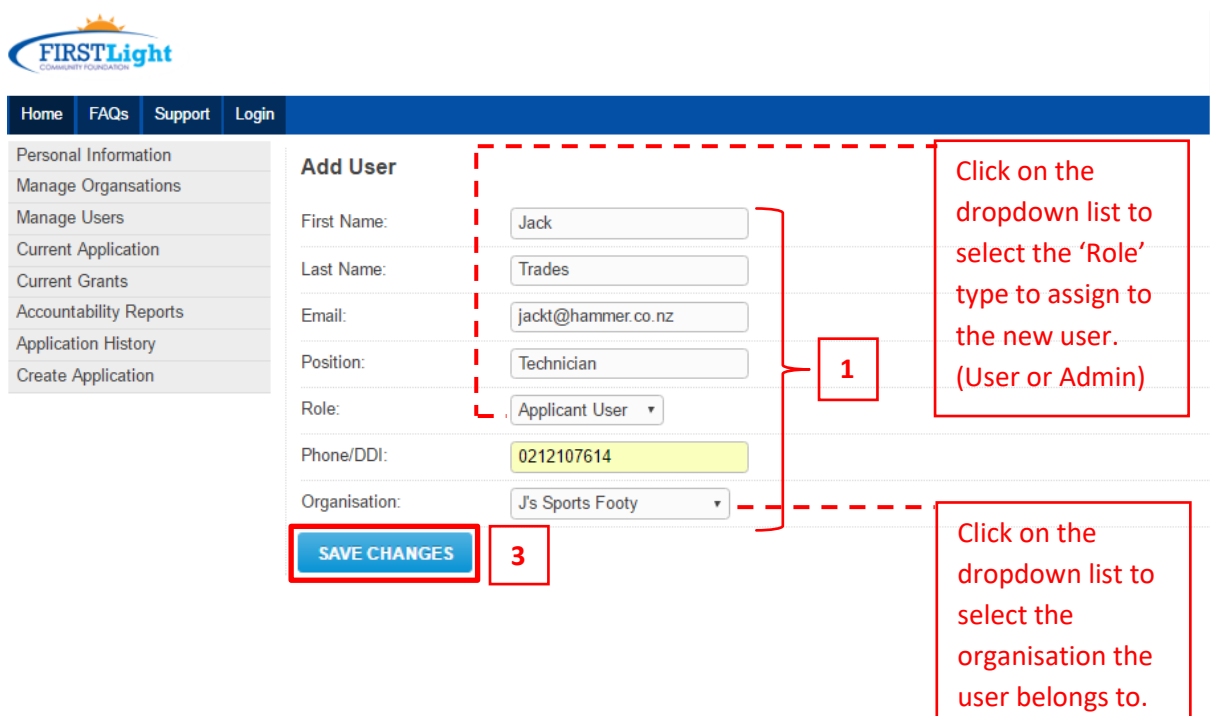


First Name	Last Name	Email	Position	Phone/DDI	Organisation	
Joe	Bloggs	joel@brandadventure.com	Admin	3070790	1st Test Soccer	Edit
Jane	Smith	janes@email.com	Director of Sport	093077090	Netball Inc	Edit
Max	Payne	max.payne@warners.co.n	Mr	0215555555	Warners Studios	Edit

ADD USER

Adding a User

1. For adding a new user fill in the fields provided.
2. Click “**SAVE CHANGES**” once you have filled in the necessary fields.



Add User

First Name: Jack

Last Name: Trades

Email: jackt@hammer.co.nz

Position: Technician

Role: Applicant User

Phone/DDI: 0212107614

Organisation: Js Sports Footy

SAVE CHANGES

Current Application

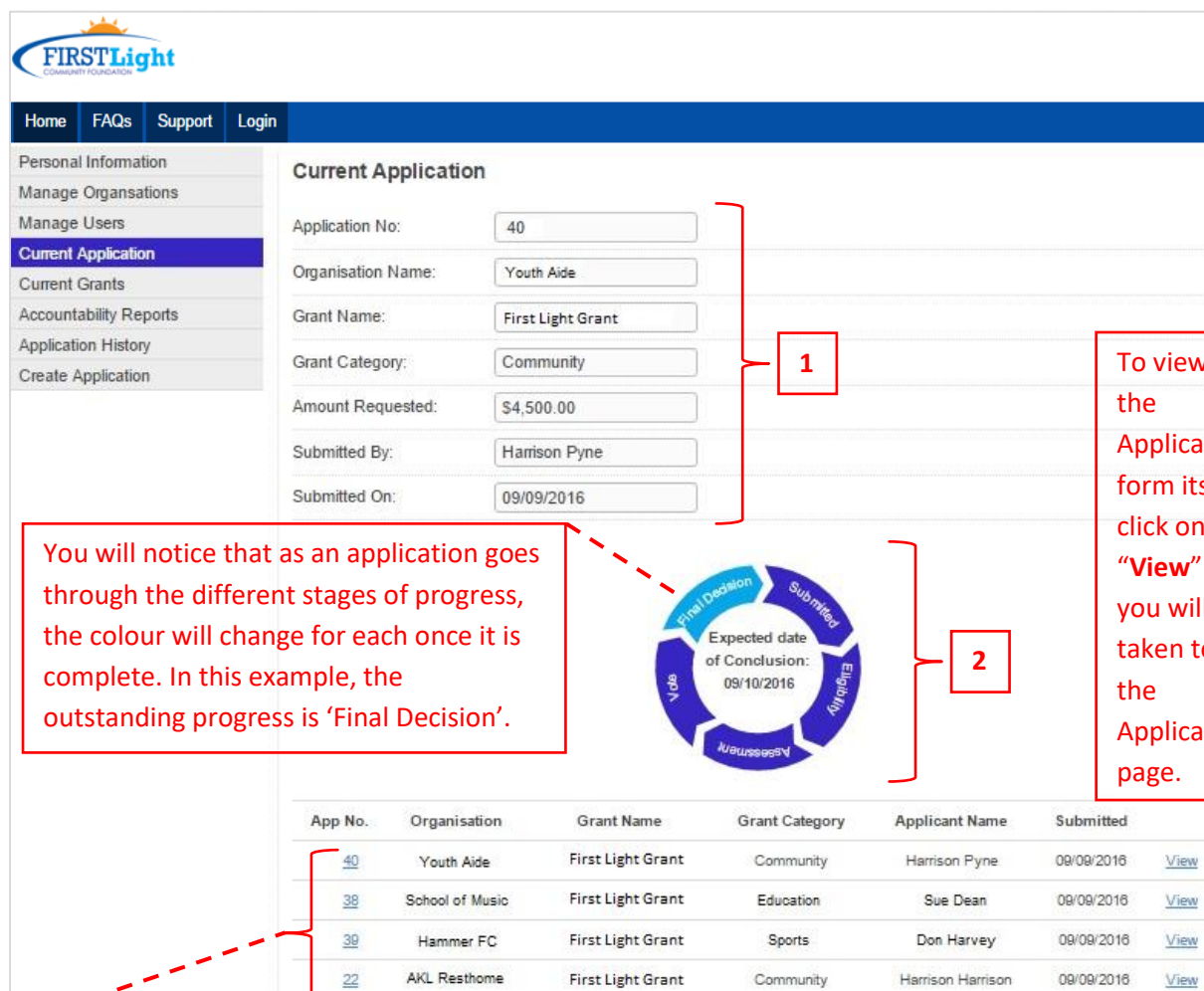
You will be able to see all the applications currently in progress or has been submitted but requires further action for the selected organisation here.

1. Provides you with the details of the Application which includes:

- Application number
- Organisation name
- Grant organisation name
- Grant category the application is for
- Amount requested by the Applicant Organisation
- Who the application is submitted by
- When the application was submitted

2. What stage an application is at represented by the progress circle which includes:

- Application being submitted
- Application being assessed
- Final decision of the Application made by the Board
- Eligibility of the Application
- Application being voted on



The screenshot shows the FIRSTLight Applicant Dashboard. On the left is a navigation menu with options: Home, FAQs, Support, Login, Personal Information, Manage Organisations, Manage Users, **Current Application**, Current Grants, Accountability Reports, Application History, and Create Application. The main content area is titled 'Current Application' and contains a form with the following fields:

- Application No: 40
- Organisation Name: Youth Aide
- Grant Name: First Light Grant
- Grant Category: Community
- Amount Requested: \$4,500.00
- Submitted By: Harrison Pyne
- Submitted On: 09/09/2016

Below the form is a progress circle with five stages: Submitted, Eligibility, Assessment, Vote, and Final Decision. The 'Final Decision' stage is highlighted in blue, indicating it is the current stage. The circle also displays 'Expected date of Conclusion: 09/10/2016'.

At the bottom of the dashboard is a table listing applications:

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	
40	Youth Aide	First Light Grant	Community	Harrison Pyne	09/09/2016	View
38	School of Music	First Light Grant	Education	Sue Dean	09/09/2016	View
39	Hammer FC	First Light Grant	Sports	Don Harvey	09/09/2016	View
22	AKL Resthome	First Light Grant	Community	Harrison Harrison	09/09/2016	View

You will notice that as an application goes through the different stages of progress, the colour will change for each once it is complete. In this example, the outstanding progress is 'Final Decision'.

To view the Application form itself, click on "View" and you will be taken to the Application page.

To view the progress of a particular application, click on the "App No."

Current Grants

You can see information about any grants that have been approved for the organisation and the conditions attached to them.

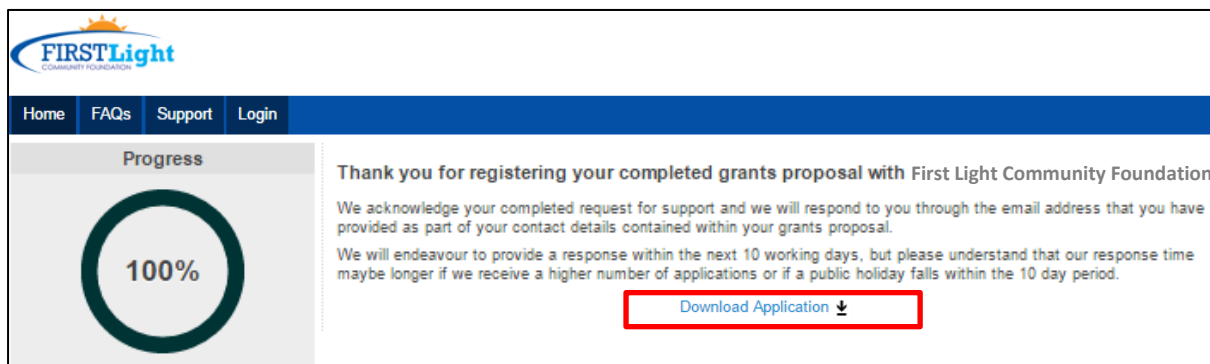
You can also make notes regarding these grants for all with access to the applicant dashboard to see.

1. Click “**Current Grants**” to access.
2. To view an approved grant application, click “**View**” located on the right.



App No	Organisation	Grant Name	Grant Category	Applicant Name	Requested Amount	Approved Amount	Date Granted
11	EA Sports	First Light Grant	Sports	Joe Bloggs	\$9,000.00	\$8,000.00	22/09/2016 View
13	Tester Footy Club	First Light Grant	Community	Jamie Lind	\$9,000.00	\$3,000.00	31/08/2016 View
14	Hockey Inc	First Light Grant	Sports	Arthur King	\$8,000.00	\$3,000.00	20/09/2016 View

1. To view the approved grant, you will need to click “**Download Application**”. A PDF document will be generated and downloaded to your computer.



Progress

100%

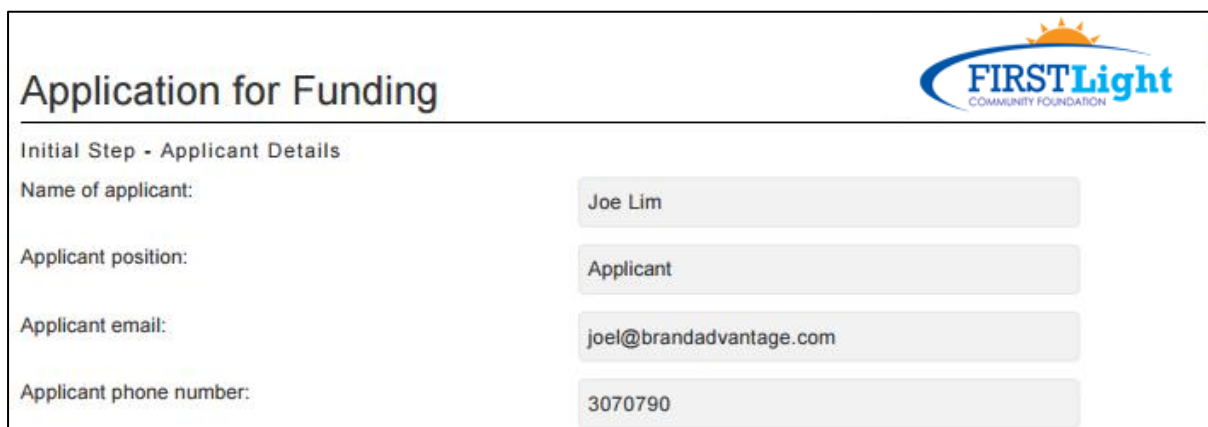
Thank you for registering your completed grants proposal with First Light Community Foundation

We acknowledge your completed request for support and we will respond to you through the email address that you have provided as part of your contact details contained within your grants proposal.

We will endeavour to provide a response within the next 10 working days, but please understand that our response time maybe longer if we receive a higher number of applications or if a public holiday falls within the 10 day period.

[Download Application](#) ↓

You can open the PDF document to view, it will have the heading ‘Application for Funding’ on top.



Application for Funding

Initial Step - Applicant Details

Name of applicant:

Applicant position:

Applicant email:

Applicant phone number:

Accountability Reports

When a grant has been received and used for its purposes the applicant/users can view the details of the grant and click through this link to go to the accountability report required of them to fill in.

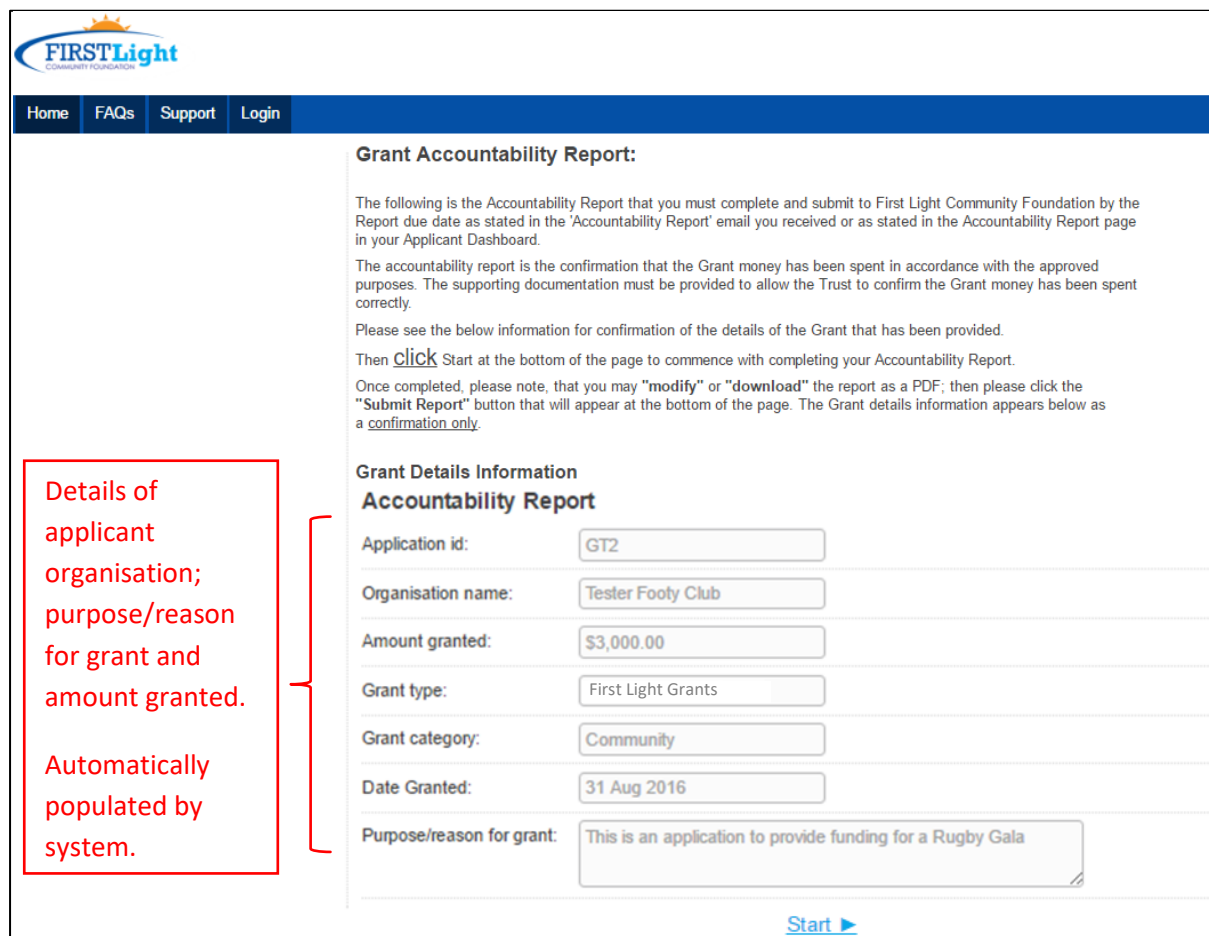
1. Click “**Accountability Reports**” in the Applicant Dashboard to enter:
2. Click on the “**App No**” that relates to your application to complete Accountability Report.



The screenshot shows the FIRSTLight Applicant Dashboard. On the left sidebar, the 'Accountability Reports' link is highlighted with a red box labeled '1'. The main content area displays a table titled 'Accountability Reports'. The table has columns: App No, Organisation, Grant Name, Grant Category, Applicant Name, Money Requested, Date Granted, Report Due, and Amount Approved. The first row of data is highlighted with a red box labeled '2' under the 'App No' column.

App No	Organisation	Grant Name	Grant Category	Applicant Name	Money Requested	Date Granted	Report Due	Amount Approved
2	Tester Footy Club	First Light Grant	Sports	Guy Bloggs	\$0.00	20/09/2016	30/11/2016	\$0.00

2. Here is the first page you will see for completing your Accountability Report. Please refer to “**Accountability Report Guide**” for instructions to complete an Accountability Report.



The screenshot shows the 'Grant Accountability Report' page. On the left, a red box contains the text: 'Details of applicant organisation; purpose/reason for grant and amount granted. Automatically populated by system.' The main content area shows the 'Grant Details Information' section with the following fields:

- Application id: GT2
- Organisation name: Tester Footy Club
- Amount granted: \$3,000.00
- Grant type: First Light Grants
- Grant category: Community
- Date Granted: 31 Aug 2016
- Purpose/reason for grant: This is an application to provide funding for a Rugby Gala

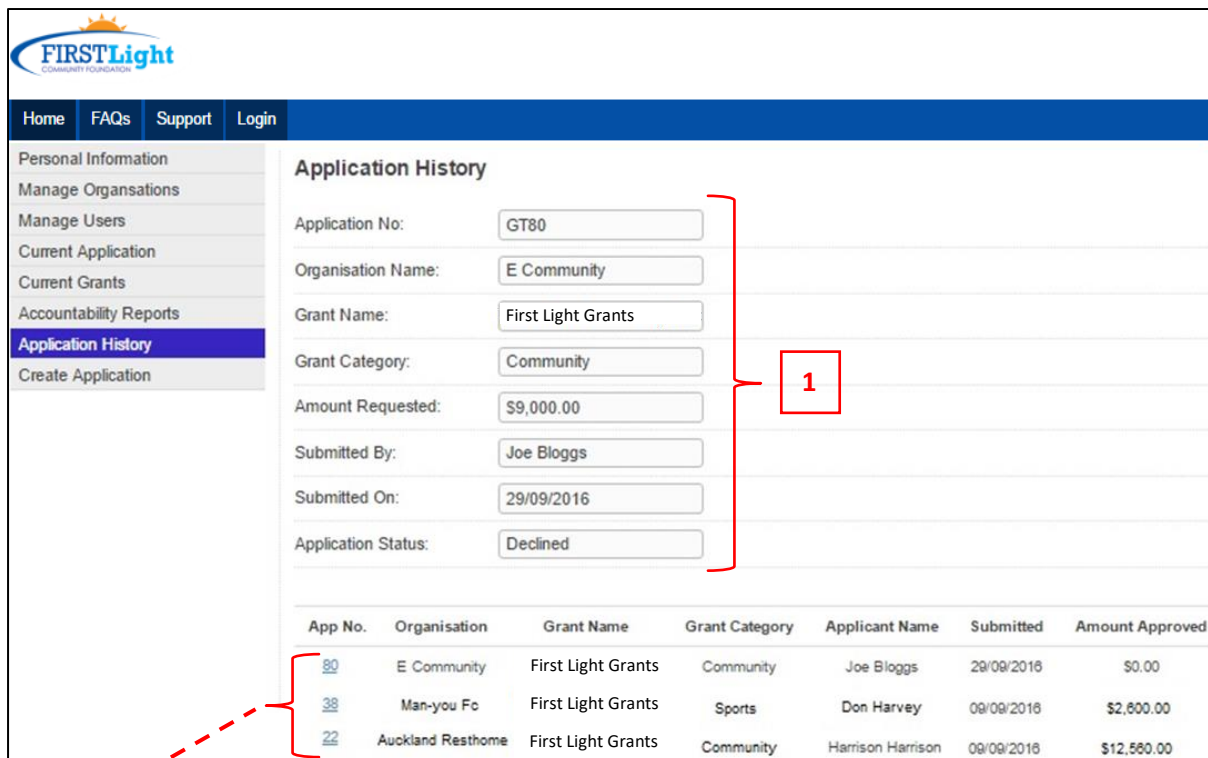
At the bottom right, there is a 'Start' button with a right arrow.

Application History

Here the applicants will be able to view all applications that has been submitted, assessed and finalised ('closed off' with no further actions required).

1. You will see:

- Application number
- Name of Applicant Organisation
- Grant name
- Grant category
- Requested amount from the Application
- Who has submitted the Application
- When the Application has been submitted
- Status of Application (Approved, Declined, etc.)



Application History

Application No:

Organisation Name:

Grant Name:

Grant Category:

Amount Requested:

Submitted By:

Submitted On:

Application Status:

App No.	Organisation	Grant Name	Grant Category	Applicant Name	Submitted	Amount Approved
80	E Community	First Light Grants	Community	Joe Bloggs	29/09/2016	\$0.00
38	Man-you Fe	First Light Grants	Sports	Don Harvey	09/09/2016	\$2,600.00
22	Auckland Resthome	First Light Grants	Community	Harrison Harrison	09/09/2016	\$12,580.00

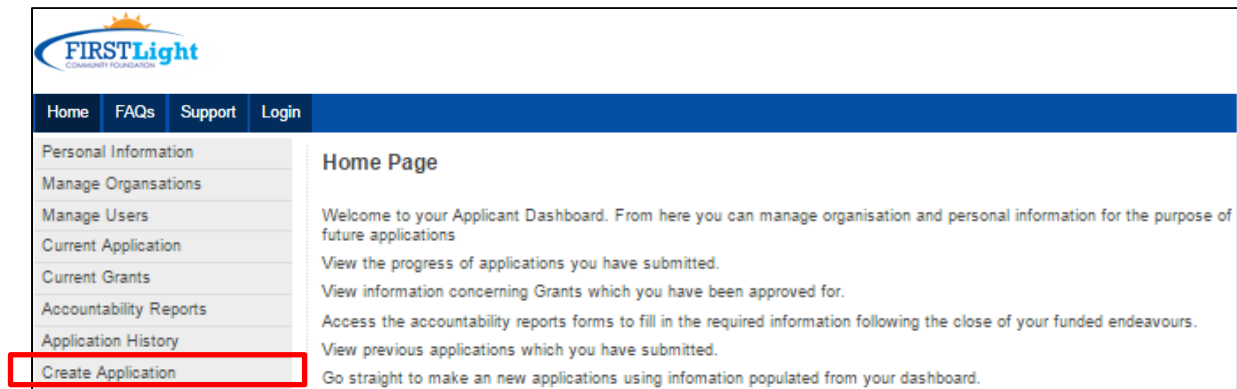
To view a particular application history, click on the "App No."

Create Application

Here you can start a new application under your selected organisation with the available data populated into the application form:

- Organisation info
- Personal info

➤ Click “**Create Application**”.



The screenshot shows the FIRSTLight Applicant Dashboard. The left sidebar contains a menu with the following items: Personal Information, Manage Organisations, Manage Users, Current Application, Current Grants, Accountability Reports, Application History, and **Create Application** (highlighted with a red box). The main content area is titled 'Home Page' and contains the following text:

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

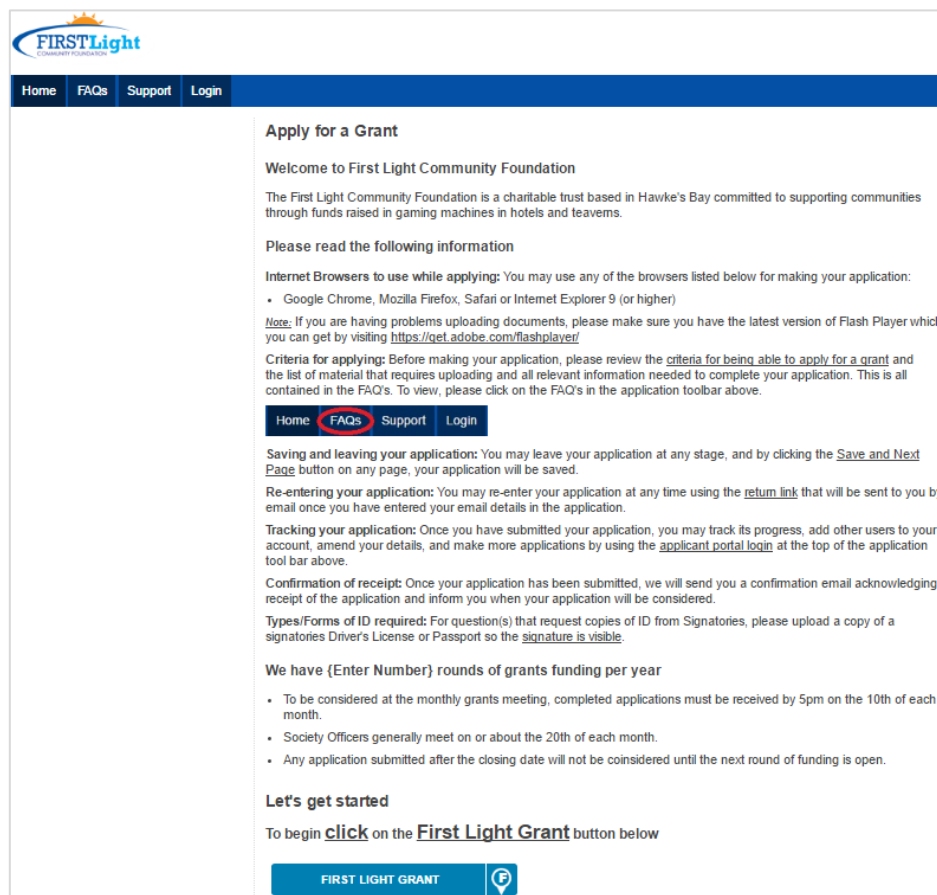
View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

Go straight to make an new applications using information populated from your dashboard.

➤ You will be taken to the ‘Let’s get started’ page.



The screenshot shows the 'Apply for a Grant' page. The top navigation bar contains the following links: Home, **FAQs** (highlighted with a red circle), Support, and Login. The main content area is titled 'Apply for a Grant' and contains the following text:

Welcome to First Light Community Foundation

The First Light Community Foundation is a charitable trust based in Hawke's Bay committed to supporting communities through funds raised in gaming machines in hotels and taverns.

Please read the following information

Internet Browsers to use while applying: You may use any of the browsers listed below for making your application:

- Google Chrome, Mozilla Firefox, Safari or Internet Explorer 9 (or higher)

Note: If you are having problems uploading documents, please make sure you have the latest version of Flash Player which you can get by visiting <https://get.adobe.com/flashplayer/>

Criteria for applying: Before making your application, please review the [criteria for being able to apply for a grant](#) and the list of material that requires uploading and all relevant information needed to complete your application. This is all contained in the FAQ's. To view, please click on the FAQ's in the application toolbar above.

The application toolbar contains the following links: Home, **FAQs** (highlighted with a red circle), Support, and Login.

Saving and leaving your application: You may leave your application at any stage, and by clicking the [Save and Next Page](#) button on any page, your application will be saved.

Re-entering your application: You may re-enter your application at any time using the [return link](#) that will be sent to you by email once you have entered your email details in the application.

Tracking your application: Once you have submitted your application, you may track its progress, add other users to your account, amend your details, and make more applications by using the [applicant portal login](#) at the top of the application tool bar above.

Confirmation of receipt: Once your application has been submitted, we will send you a confirmation email acknowledging receipt of the application and inform you when your application will be considered.

Types/Forms of ID required: For question(s) that request copies of ID from Signatories, please upload a copy of a signatories Driver's License or Passport so the [signature is visible](#).

We have {Enter Number} rounds of grants funding per year

- To be considered at the monthly grants meeting, completed applications must be received by 5pm on the 10th of each month.
- Society Officers generally meet on or about the 20th of each month.
- Any application submitted after the closing date will not be coisidered until the next round of funding is open.

Let's get started

To begin [click](#) on the [First Light Grant](#) button below

The 'First Light Grant' button is highlighted with a blue box.