ONLINE APPLICATION PORTAL GUIDE

ETR's Youth Engagement Network

To Start a NEW Online Application

- Click HERE to start your application
- Log into (or create) your online account in Award Force to access the application form
  - o It is required that you create an account if this is your first time using our portal, even if you have used Award Force for previous applications.
  - o Use the same login and password information each time you access your account.
- To ensure that you receive all system communications regarding your application add Project-YEN@etr.org to your safe senders list.

Accessing your Online Account and In Progress Applications

Once you create an account you will be able to:

- Login to your account to access your saved drafts and select the application you would like to continue. Award Force labels incomplete applications as "In Progress." Be sure to select applications that are only in progress.
- Do not use the "Start a New Application" form link to access your saved drafts, as it will initiate a new application each time.
- To view a submitted application, select "Submitted." Please note that you cannot edit a submitted application unless you request a resubmission by emailing Project-YEN@etr.org.
- To delete and application, click the box on the left of the application and then select delete. We encourage you to delete applications that you have started but are not planning to submit.

Application Form "How To"

- Navigate to each section of the application by clicking on the application tabs: Organizational Information, Intervention Description, Organizational Capacity, Attachments.
- You must first complete the Organizational Information section before you can access the other sections of the application.
- When working on your application always click the "Save + Next" button at the bottom of the page before continuing to another section. We recommend that you save on a consistent basis to avoid losing any work. The application does not have to be completed in one sitting. To come back and work on the application later: Click "Save + Close" at the bottom of the page and then sign out.
- To return to your incomplete application please remember that you are to sign in by visiting select the application you would like to continue.

Attachments

- Four (4) attachments are allowed (as requested in the funding announcement) to a maximum of 5 MB per file.
- To upload an attachment, click on the "Select File" button to open a search window that will allow you to navigate to the location of the document on your device. Once you locate the document, click the "Open" button in the search window. The file will automatically upload.
- Accepted file formats include doc, docx, pdf and xls.

Submit the Completed Application

- Before you prepare to submit your application select the "Preview" button at the bottom to ensure that all information is accurate.
- When your application is complete: you must click the "Submit" button and submit the application.
- Once you successfully "Submit" the application, you will receive an email confirmation to the email which your account is registered. If you do not see the email, check your junk or spam folders for an email from Project-YEN@etr.org.
- If you still do not see the confirmation email, logout and log back into your Award Force account – if the draft is showing "in progress" then resubmit. If this fails, please notify us immediately at Project-YEN@etr.org.