

If you are a new applicant to this GO Smart please use the technical guides below to:

- Register
- Apply for AASC
- Manage your media library and attach files to your application(s)
- Complete application processes
- Find additional help

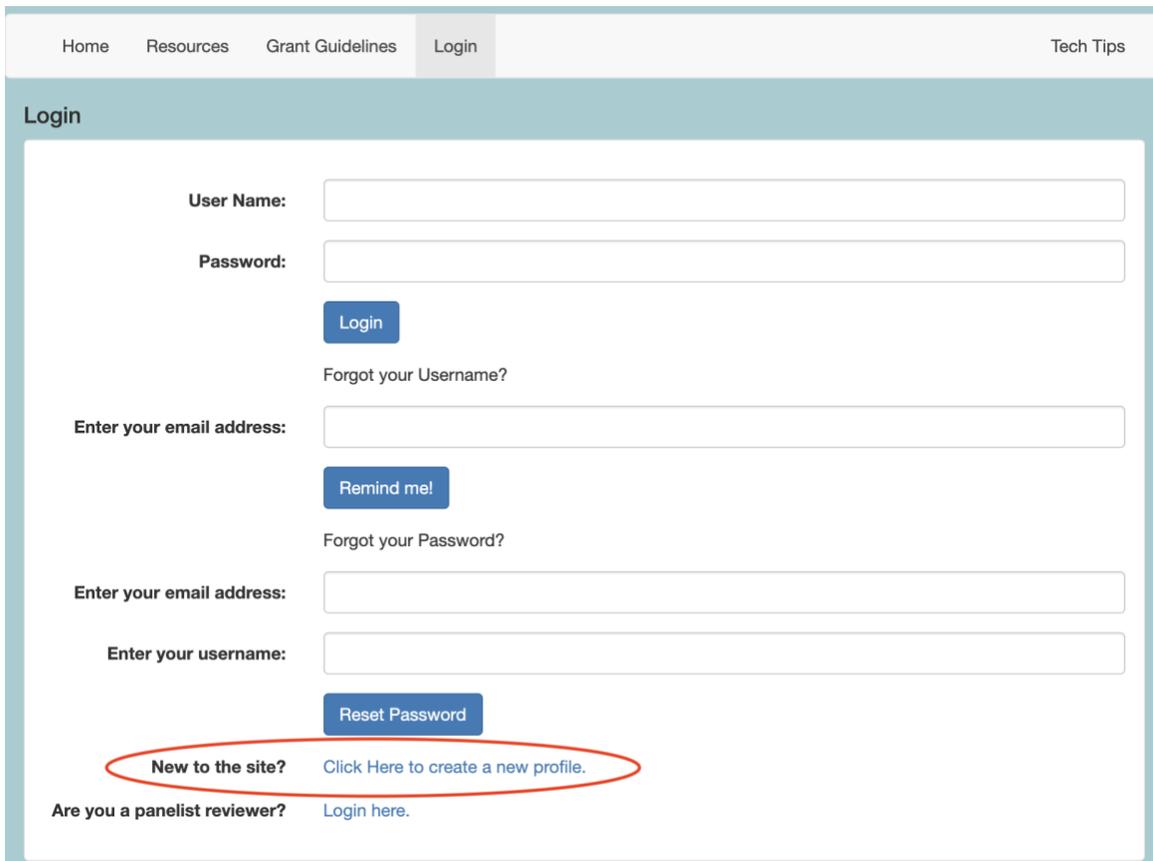
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*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.

REGISTER

In order to submit an AASC application, you will need to register in GO Smart. You will be able to access the home page when you first navigate to the site; however, if you leave the home page, you will be prompted to register or login. You will be able to view custom navigation pages, but you will not be able to edit your profile, access applications, or manage your media until you log in.



Home Resources Grant Guidelines Login Tech Tips

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

Enter your email address:

Enter your username:

Reset Password

New to the site? [Click Here to create a new profile.](#)

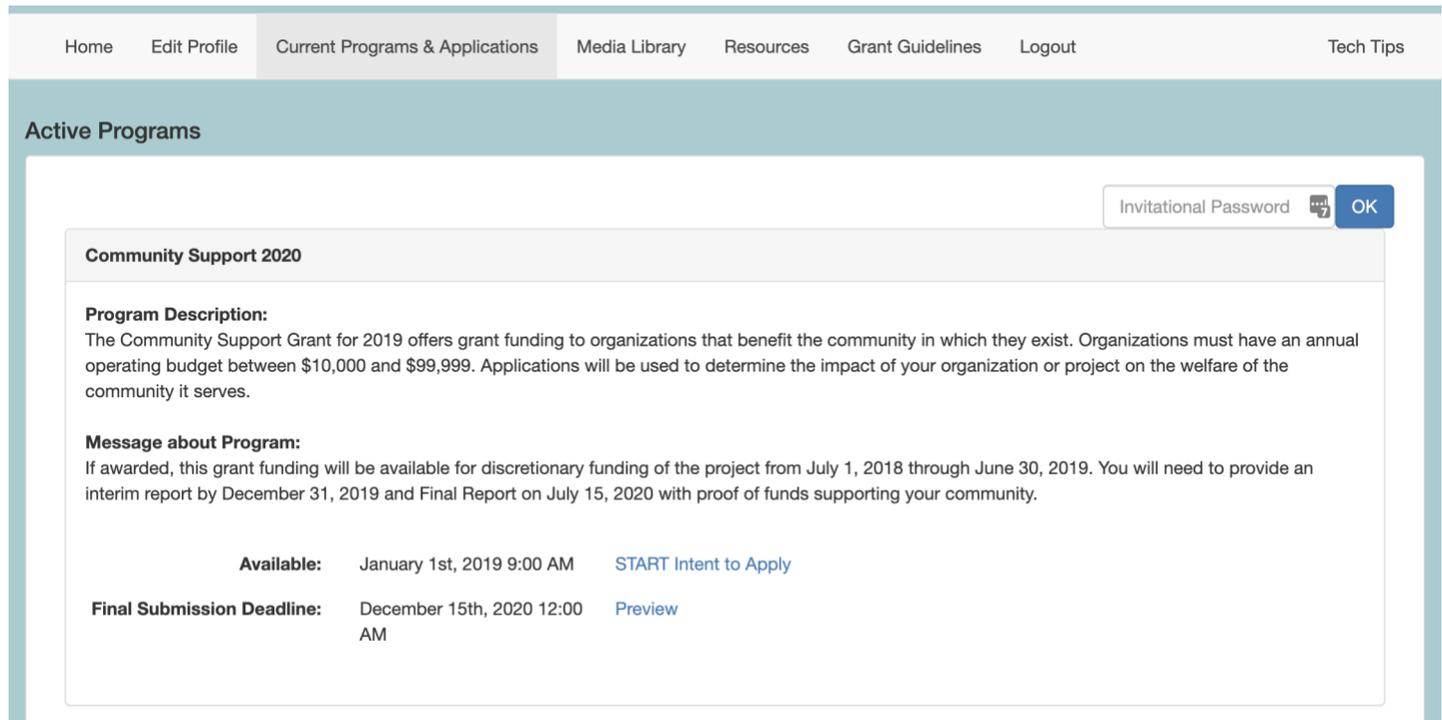
Are you a panelist reviewer? [Login here.](#)

1. Navigate to the new GO Smart portal here: <https://hawaii.gosmart.org/login.php>
2. Locate and click the link at the bottom of the Home or Login page that says "**New to the site?** *Click Here to create a new profile.*"
3. Agree to the terms, answer the questions on the registration page, and **Save** to create your profile.
4. If you want multiple people to work on a single application, they will all need to **login with the same username and password**.
5. You can always update any information of your profile. Once logged in, click **Edit Profile** in your navigation bar to access and edit your registration information.
6. Use the **retrieval tools** on the Login page if you forget your username or password.



BEGIN AN APPLICATION

When you are ready to work on your application, you will use your **Current Programs & Applications** tab to find the AASC Application.



Home Edit Profile **Current Programs & Applications** Media Library Resources Grant Guidelines Logout Tech Tips

Active Programs

Invitational Password OK

Community Support 2020

Program Description:
The Community Support Grant for 2019 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

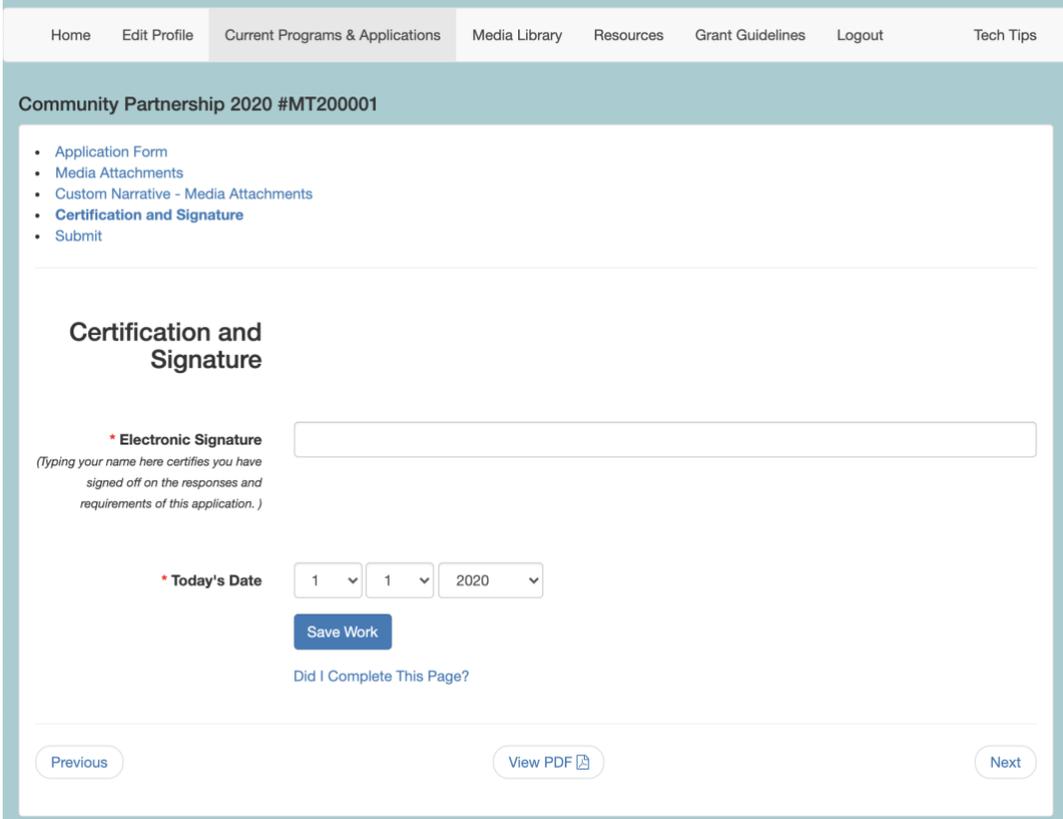
Message about Program:
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2018 through June 30, 2019. You will need to provide an interim report by December 31, 2019 and Final Report on July 15, 2020 with proof of funds supporting your community.

Available: January 1st, 2019 9:00 AM [START Intent to Apply](#)

Final Submission Deadline: December 15th, 2020 12:00 AM [Preview](#)

1. Navigate to the **Current Programs & Applications** tab to begin working on your application.
2. Learn more about the program by reading the included **description** and/or **message**.
3. If the application is currently available to you, click the **START** link to begin working on the form. If it is not yet available, you can click on the Preview link to view a read-only version.

WORK ON AN EXISTING APPLICATION

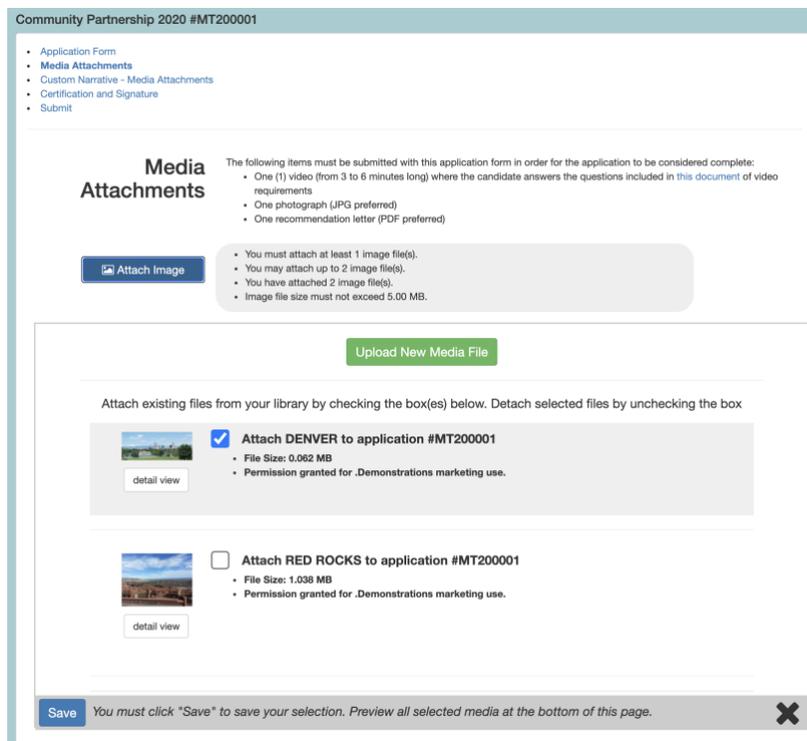


The screenshot shows a web application interface for 'Community Partnership 2020 #MT200001'. The navigation bar includes links for Home, Edit Profile, Current Programs & Applications (selected), Media Library, Resources, Grant Guidelines, Logout, and Tech Tips. A table of contents lists: Application Form, Media Attachments, Custom Narrative - Media Attachments, Certification and Signature (highlighted), and Submit. The 'Certification and Signature' section contains an 'Electronic Signature' field with a text input box and a note: '(Typing your name here certifies you have signed off on the responses and requirements of this application.)'. Below it is a 'Today's Date' field with three dropdown menus showing '1', '1', and '2020'. A blue 'Save Work' button is positioned below the date field. At the bottom of the page, there are three buttons: 'Previous', 'View PDF' (with a PDF icon), and 'Next'.

1. Navigate to the AASC Application from the Current Programs & Applications tab. Select **START** or **EDIT** for the application item you want to work on.
2. Navigate through the form by using the **Table of Contents** OR by using the **Previous** and **Next** buttons at the bottom of the page. *Your application will look different than the short example above.*
3. Click **Save Work** at the bottom of **EVERY** page before clicking Previous, Next, or the title of a different page in the Table of Contents.
4. Where available, click the "**Did I complete This Page?**" link at the bottom of any page to check if any required item was not answered.
5. Use the **View PDF** button at the bottom of any page to view your application exactly as admin and panelists will view your application.
6. **Submit** your application item on the final page of the table of contents. Once you submit the item it becomes Read-only and can only be edited upon request.

MEDIA LIBRARY SELECTION PAGE

One of the pages within your application will give you the opportunity to use an **Attach [Media]** button, as shown in the example below. If you see these buttons you are on a **Media Library Selection** page. In order to utilize this page, you will need to upload files to your Media Library that you will then attach to this page. This page in the application will be called "Example Artist Images"

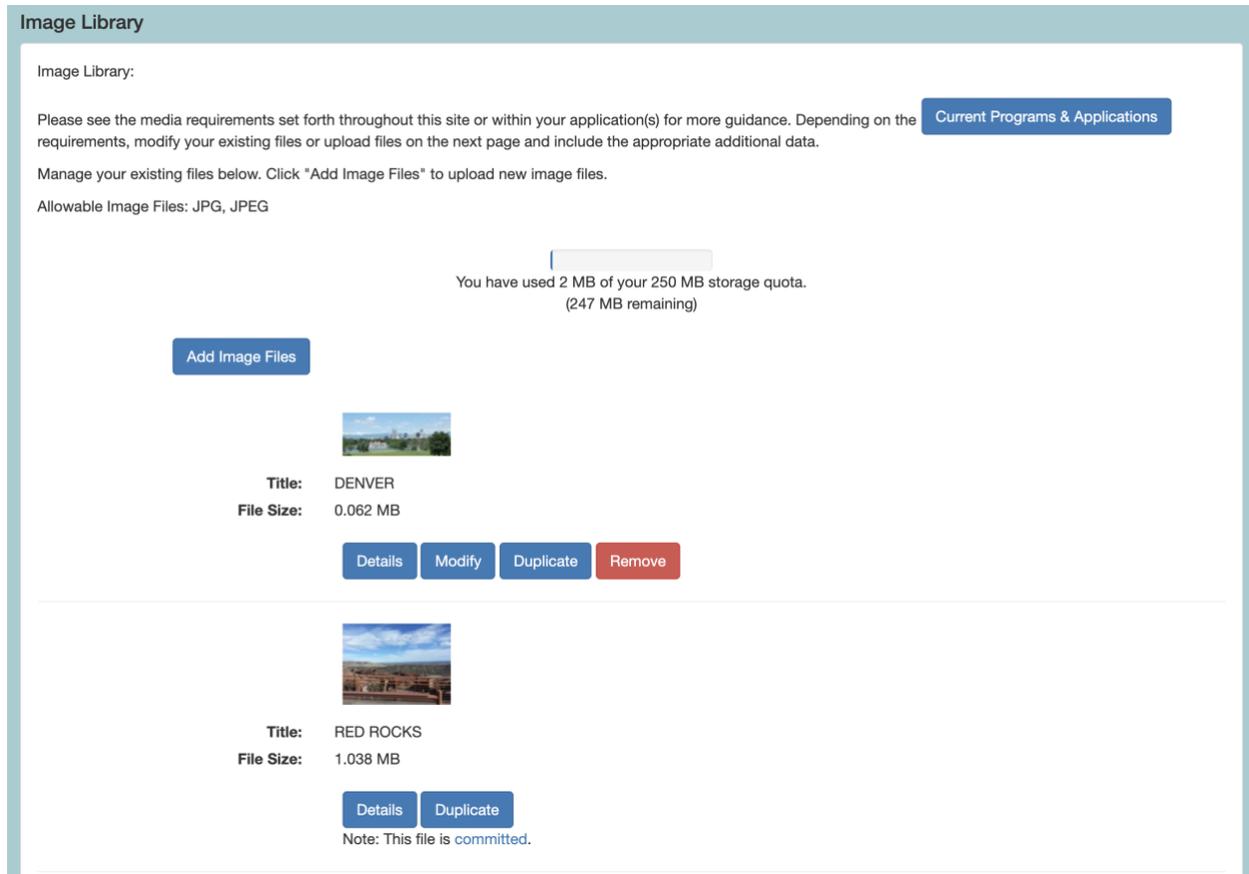


1. Click any of the **Attach [Media]** buttons (ie. Attach Image, Attach Audio, etc.).
2. Check the **box** for the desired file(s). Uncheck a box to detach the file.
 - a. If you have not yet uploaded your desired media to your Media Library:
 - i. Click the green **Upload New Media file** button. This will take you to the upload form in your Media Library.
 - ii. Follow the Media Library instructions to **upload your file(s)**. Upload or modify additional files while in the Media Library.
 - iii. Click the **Return to Application** button to return to your application, interim, or final report.
 - iv. Click the **Attach [Media]** button.
 - v. Check the **box** for the desired file(s).
3. Click **Save**.
4. **Repeat** as needed for each media type
5. Review the **Attached Media** section at the bottom of the page to verify your selection.



TROUBLESHOOT MEDIA LIBRARY

Learn how to use the tools of your library.



The screenshot shows the 'Image Library' interface. At the top, it says 'Image Library:'. Below that, there is a paragraph of instructions: 'Please see the media requirements set forth throughout this site or within your application(s) for more guidance. Depending on the requirements, modify your existing files or upload files on the next page and include the appropriate additional data.' To the right of this text is a button labeled 'Current Programs & Applications'. Below the instructions, it says 'Manage your existing files below. Click "Add Image Files" to upload new image files.' and 'Allowable Image Files: JPG, JPEG'. A progress bar indicates 'You have used 2 MB of your 250 MB storage quota. (247 MB remaining)'. There is an 'Add Image Files' button. Below that, two image entries are shown. The first entry has a thumbnail of a cityscape, a title 'DENVER', and a file size of '0.062 MB'. It has buttons for 'Details', 'Modify', 'Duplicate', and 'Remove'. The second entry has a thumbnail of a landscape, a title 'RED ROCKS', and a file size of '1.038 MB'. It has buttons for 'Details' and 'Duplicate'. Below the second entry, there is a note: 'Note: This file is committed.'

1. Use the **Details** button to review information you included when you uploaded the file.
2. Click **Modify** to edit and save any changes to an existing file.
3. Click **Duplicate** to make a copy of a file.
4. Click **Remove** to delete an existing file from your Media Library. This will **free up space** to upload additional items.
5. If **Modify and Remove are not available** and you see that the file is **committed** (as in the second example above), this indicates that the item is currently attached to an application that is In Progress. If you need to modify or remove the item, you will need to either **submit** the In Progress application or **detach** the item from the In Progress application.
6. Alternatively, you can **duplicate** the committed item, **update** the details, **change** the name, **save** and **attach the modified duplicate** to the appropriate form on a Media Library Selection page.