StreetGames Project Portal 'How to Guide'

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➢ Introduction

This How to guide is here for you to help explain how to navigate and use our Project Portal. The StreetGames Project Portal is where organisations/projects can apply for our different programmes and offers. This area is also where you can view and manage all applications and submit information to us. Going forward, StreetGames will be utilizing the project portal more and more for organisations to submit information to us in the form of applications, service level agreements, financial reconciliations etc.

➢ Logging In

The StreetGames Project Portal can be accessed from any page on our website www.streetgames.org via the menu bar situated at the top of the site.
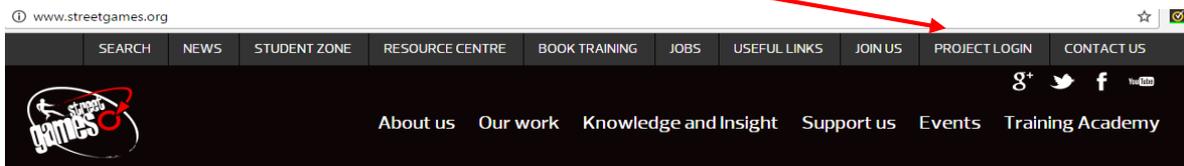
From accessing the Project Login button on the menu. It will take you to the Log in page where you enter your email address and password associated with your account.

If this is the first time you have accessed the portal, you will need to select new applicant and you will be able to register.

There is also an option if you have forgotten your password. This will allow you to re-set your password.

Please Sign In

- If you are either an Organisation expressing an interest in joining the StreetGames Network or a First time applicant to one of our programmes, please use the "New Applicant" link found below the 'E-mail' box.
- If you have an account, please log in using your E-mail Address and Password.

E-mail
craig.mathie@streetgames.org
New Applicant?

Password
••••••••••
Forgot Password?

Login

Organisations/projects can have more than one account; however this will mean that applications will be spread across the various accounts dependant on who applied for the certain applications. If you have more than one account set up and would like all information in one account. Please contact us at network.support@streetgames.org and we will help you sort this.

> **Project Portal - Home Page**

Once logged in to the portal, the screenshot below shows an example of what your portal area will look like. This page will explain the different areas of your project portal.

Application/Requirement Tabs: These are the 2 tabs within the portal that you use to access different information for your programmes.

- The applications tab is where you will see your applications, either ones that you are in progress of completing or have already completed for a specific programme - for example, Fit and Fed or CLUB1.
- The requirements tab is where you will submit information (requirements) specific to your applications. For example, submitting your Service Level Agreement or Financial Reconciliation. You will be contacted about anything that is required to complete.

Exit Button: This is here to be used to exit your portal. If you are in application please save before exiting. Using this button will ensure that next time you log in it will direct you to the home page rather than in the middle of an application. Not exiting properly will create duplicate applications.

In Progress/ Submitted Drop Down: This drop down menu allows you to access either in progress or applications which have already been submitted. This dropdown is also on the requirements tab and contains 'new requirements too'.

- 'In Progress' - Applications/Requirements that haven't been completed or submitted yet. This is where items will be kept if you open and go back to at a later date.
- 'Submitted' - Applications/Requirements that have been completed and submitted to us in order to review.
- 'New Requirements' – (only on the requirements tab) Show's requirements that are new and you haven't accessed yet. After you have accessed a requirement and haven't submitted it yet, they will appear in the 'In Progress' area.

D=&SESID=63531&RETURN=&RL=&AID=&BBID=&BBA=&MODE=&MSG=

Last Log in: 02/05/2017 3:30 PM GMT00:00

Exit

Applications | Requirements

Applications

Change E-mail/Password: This is where you can change any of your account details.

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the dust bin next to it.

Application/Requirement List: This is where you can view your applications and requirements depending on which tab you are on.

Show | In Progress Applications ▼

In Progress Applications

Hid | Submitted Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Fit & Fed Offer & Register of Interest			24856	15/03/2017	Owner	
2016/17 DSC Review and Budget			21036	13/03/2017	Owner	

③

➢ **Actions/Icons:**

Transfer to new owner: This action allows for an application/requirement to be transferred to another account. This can be used if an organisation has more than one account but another person is responsible for completing the application/requirement.

Manage Viewers: Similar to above, this action allows you to grant access to multiple viewers. However, although multiple viewers only the owner will be able to edit the application/requirement. This is ideal if as an organisation you have more than 1 account and want to ensure that all submitted applications/information are show across all of your staff members.

Delete: This action allows you to delete any applications/requirement. This is good to use when you have duplicate applications in your 'in progress' area.

Click to E-mail a copy: This action allows you to e-mail a copy of the application to yourself and other people.

➢ **Re-submissions:**

It is also possible for us to send an application back to you to be re-submitted. This means that we have asked you to make some changes to aid your application in order to meet the criteria. If we do this, you will receive an email from us detailing what we have asked you to change.

When you log into the portal area and we have asked for a re-submission, it will look like this and you will be able to click and edit your application, then re-submit to us:

Account: craig.mathie@streetgames.org | Change E-mail/Password
Last Log in: 04/05/2017 9:25 AM GMT00:00

Applications   Requirements

Applications

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the dust bin next to it.

New

The following applications were generated for resubmission. Click on one of the links below:

Fit & Fed Offer & Register of Interest

➢ **Completing Applications & Requirements**

Each application has its own unique URL address or link. This will direct you to the home screen of the project where you will be asked to log in to your area of the portal. Once you have logged in you will see the contents of the application.

Please note that if you save the application to complete at a later stage then you will have to log in to the portal via the StreetGames website to be able to continue the application and **NOT** the unique application URL address or link as this will only create a brand new application on your project portal area.

When clicking on unique link for the 1st time or an application/requirement from the home page of your portal, it will then open up that application/requirement for you. Below shows a screenshot of an example application and as the screenshot shows, you can see the length of the application/requirement from the number of tabs/pages there are.

When completing an application/requirement there are specific fields and buttons that you will come across:

An asterix next to a field means that this has to completed/filled out otherwise you will not be able to submit.
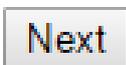
This icon will take you on to the next tab within the application/requirement

This allows you to save your progress and come back to it at a later date. You will be able to re-access the application or requirement from the home page of your portal, either on the application or requirement tab. Please remember, for requirements, to select the 'in progress' drop down on the right hand side to re-access anything.
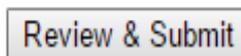
You will find this icon at the end of the application. It will then review your application and highlight any fields that you have missed and need to go back to before you submit your application/requirement. The screenshot below shows what you will see if you need to re-visit a question/field earlier on.

Once you have reviewed and submitted your application or requirement to us. You will be able to see the below in your home page area of your portal.

Applications | Requirements

Applications

Thank You! Your expression of interest has been submitted. To check the progress of this submission you can login in to your portal at www.streetgames.org/grantportal

Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the dust bin next to it.

➢ **Further Help/Information Needed**

If you have any more queries and need some more assistance or information, please don't hesitate to get in touch with the Network Support Team and we will be happy to help you with your Portal.

Office Number: 0161 707 0782

E-mail: network.support@streetgames.org