## EdenHall FOUNDATION

Outcomes Measurement Application Guide

January 16, 2018

When you first click on the application link you will see the page below. If you have used an online application before log-in with your same email and password. If you are new click on create new.

Repeat Applicants already have access to the online application system. Please contact Alison Altemus at <a href="mailto:aaltemus@edenhallfdn.org">aaltemus@edenhallfdn.org</a> if you have any issues.

Please Sign In

If you have an account, please log in using your E-mail Address and Password.
First time applicants, please use the "New Applicant" link found below.

E-mail
Password

New Applicant?
Forgot Password?

If you have never applied using an online application click on the new applicant link, otherwise use the same email and password as previous grant requests

If you are creating a new log-in you will be brought to this screen. Make sure to use an email that you check often. You will receive correspondence and important notifications to this email.

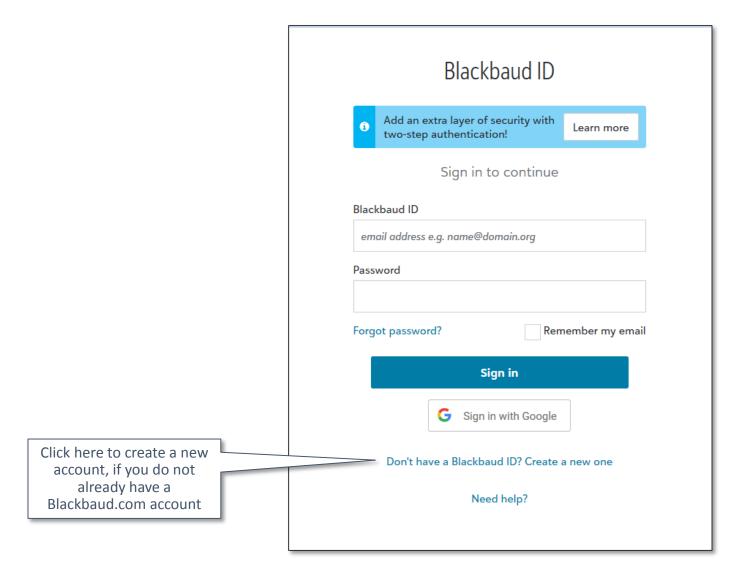
# New Applicant? An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application. E-mail Confirm E-mail Password (must contain at least 5 characters, with both letters and numbers) Confirm Password Continue

You will be asked to log-in to the Blackbaud portal and create a new account. After you complete this step the first time, you will never need to do it again. The Blackbaud log-in page will be the only one you will use for all outcomes related applications. Below is an explanation of the process which is demonstrated in the following slides.

#### **Helpful Tips**

- Applicants will be asked to create a new login with the Blackbaud technology
- The Blackbaud portal will send a confirmation email. Upon receipt of the email, click to confirm your account, which will log you in.
- Once logged in, you will see the application
- To access your new account moving forward please use this URL: <a href="https://portal.blackbaudoutcomes.com">https://portal.blackbaudoutcomes.com</a>
- Remember to add <u>outcomes@blackbaud.com</u> to your safe senders list to ensure you receive all system communications.

#### Blackbaud log-in screen



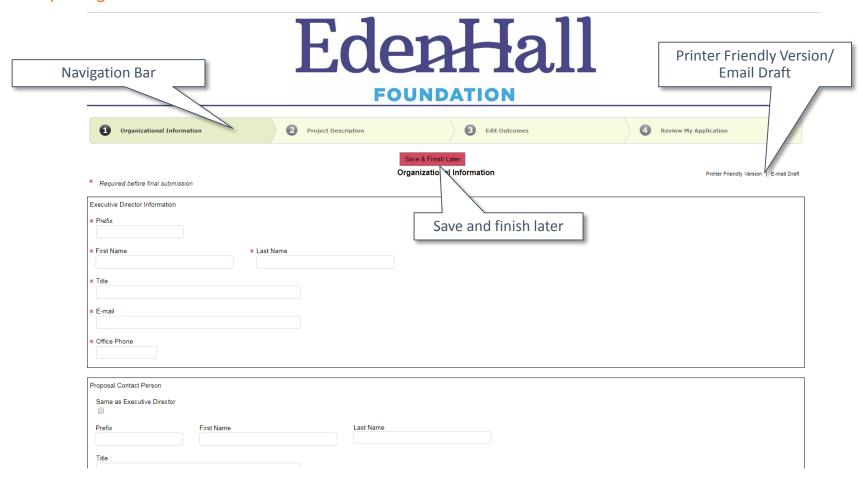
#### New account creation screen

After you click sign-up the Blackbaud portal will send a confirmation email.

Upon receipt of the email, click to confirm your account, which will log you in.

	Create a Blackbaud ID
	This will be your Blackbaud ID *
	email address e.g. name@domain.org
	Password *
	- Requires 8 characters or more, - including 3 of the following:
	- Capital letter - Lowercase letter
	- Number - Special character (!, #, %, etc.)
	Confirm password *
	First name *
	Last name *
	By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.
//	
	Sign up

Once you have signed in, you will be taken to the first page of the application. You can navigate through the application by clicking the next button at the bottom or clicking on the tabs at the top. Your work is saved when you move to the next page. A best practice is to click on save and finish later before completing the outcomes section or attachments.



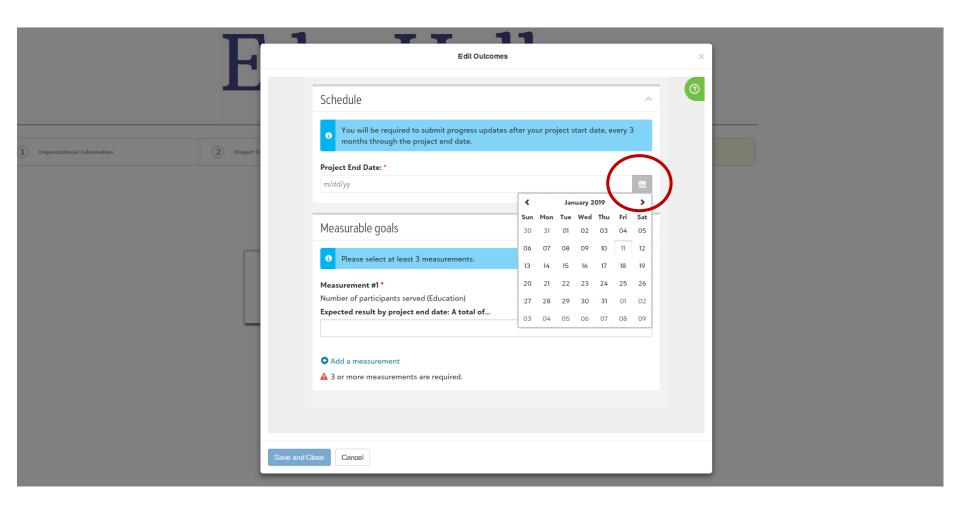
Entering your measures. To enter the expected values of your measures, you will click on the Edit Outcomes button, this will open a pop up box.



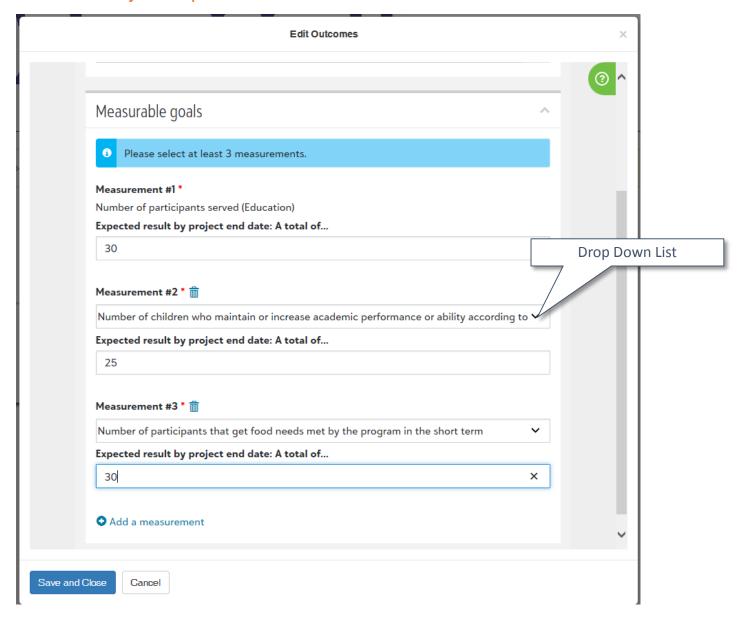
Review & Submit

Save & Finish Later

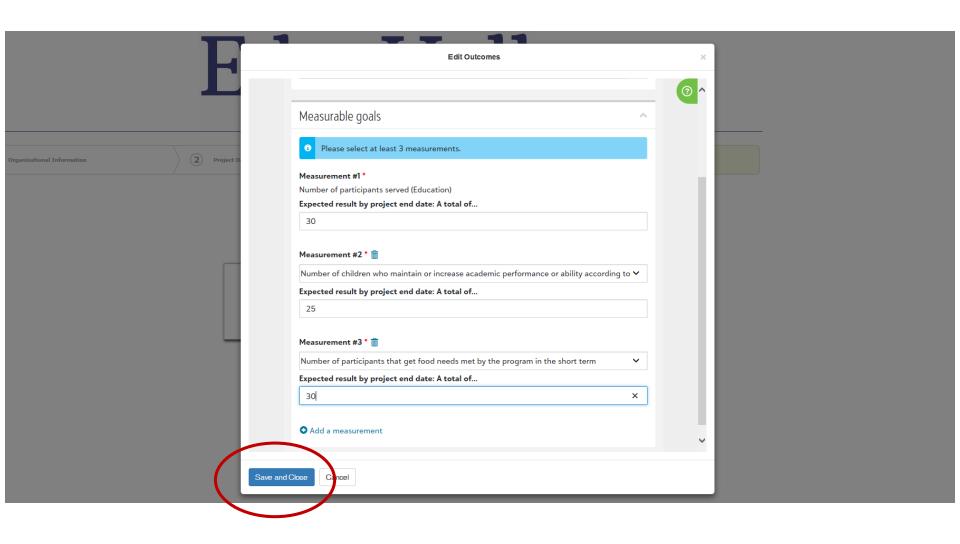
In the Edit Outcomes Pop-up box, select your project end date using the calendar icon.



Entering values: Select measurable outcomes from the drop down list provided. After your measure is selected it will show in the top row. Enter your expected value in the row underneath. This field only accepts numbers



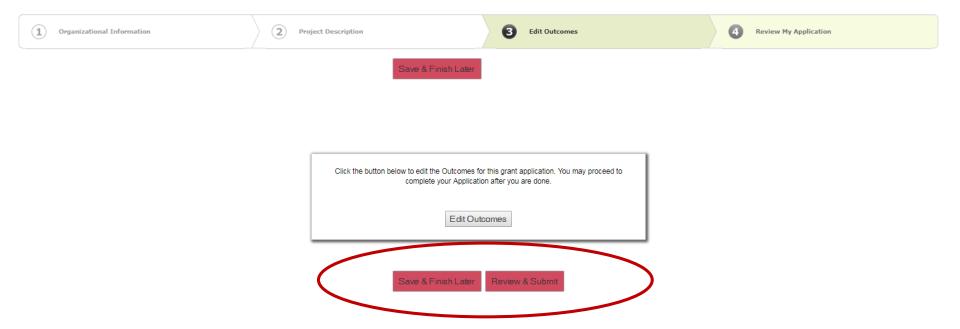
Completing your expected value measures: When you are done click Save and Close to return to the main application. All measures must be entered at the same time. You can not save your work midway. You can not click Save and Close without all tasks being complete.



Submitting your application: When the application is complete you need to click on the Review & Submit button at the bottom of the last page. You will be brought to a screen to review your entire application.

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On the review page, after you have reviewed your application, click the submit button at the bottom of the screen. After you click on Submit you will be brought to the Blackbaud Outcomes Portal. If you click Save & Finish Later you will also be brought to the Blackbaud Outcomes Portal.

**Project Description** 

#### Project Description \* Project Title Summer Program Provide a summary of your program, including: -Days and hours the camps will operate, and activities and trips planned, Any measureable outcomes from the program, and -What meals/snacks will be provided, if any. (700 word limit) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer aliquam est nec consequat feugiat. Aenean accumsan, ligula non imperdiet fringilla, risus justo ultricies mi, nec vulputate nisl lacus placerat velit. Morbi blandit lacinia nisi, non euismod eros feugiat in. Vestibulum viverra, tortor quis pellentesque ullamcorper, elit massa ultricies metus, vitae scelerisque urna diam a nibh. Sed semper turpis felis, at varius nunc maximus vitae. Proin volutpat ullamcorper libero, ac elementum magna egestas at. Donec varius dictum odio, vitae accumsan quam suscipit et. Sed eu nulla orci. Morbi a sapien mattis, eleifend sapien id, conque orci. In dapibus nibh est, sit amet lagreet grei mattis quis. Pellentesque tristique sem sed aliquam dignissim. Donec convallis ipsum urna, nec egestas risus posuere eu. Pellentesque laoreet, eros sit amet tempor varius, ipsum metus varius nisi, ac pellentesque mauris nisl sed diam. Nulla dignissim tellus et diam eleifend, quis varius leo vulputate. Suspendisse id leo blandit, faucibus mauris at, facilisis quam. Aliquam lobortis blandit sem, non pellentesque felis. Vivamus vel neque arcu. Cras commodo commodo quam sit amet gravida. Fusce varius dictum metus, et molestie diam mollis in. Etiam at ligula pharetra, viverra risus sed, semper nisl. Phasellus semper eros quis quam maximus, et dapibus nulla mattis. Duis maximus mi in tellus maximus, vel hendrerit purus maximus. Proin at felis sem. Morbi vehicula, odio ut accumsan auctor, magna augue fermentum sapien, non finibus nibh nulla a nulla. In velit metus, finibus eu suscipit id, faucibus vel arcu. Nam lorem lorem, mattis a dolor ac, posuere tristique massa. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Sed finibus pretium risus, et bibendum turpis interdum sed. Donec vitae sodales augue. Sed ac tortor neque. Aliquam sed massa imperdiet, tempus augue vel, varius Word count 693 of 700 Amount Requested \* Total Project Budget 10000 20000 Project Start Date \* Project End Date . 6/1/2019 8/31/2019 Save & Finish Later

#### Frequently Asked Questions

- When creating my Blackbaud.com account what email should I use? Can I really use my gmail?
  - If you have applied to the foundation in the past using their online application, and if you already have a My Account page, then use the SAME email for your Blackbaud.com account as your new account.
  - You can use your gmail, <u>however it is best to use your work email</u> and the same email that you use for other online applications so that all of your applications can be seen in one place.
- What if I already have a Blackbaud.com account, do I need to create another one?
  - No, use the same email and password that you already have.
- How do I get back to the portal?
  - Go to https://portal.blackbaudoutcomes.com
- How do I ensure that I get the progress update reminders?
  - Make sure to add outcomes@blackbaud.com
- How do I save my work as I go?
  - Every time you move to a new page your work is saved. If you are working in the application for a while it is a good idea at least every 45 min. to click save and finish later. This will ensure that everything is saved incase you loose internet connection. Prior to entering outcomes and uploading your attachments it is a best practice to click save and finish later.
- I'm trying to enter my outcomes and the loading wheel just keeps spinning, what do I do?
  - Your pop-up blocker or security settings might be preventing Outcomes from opening. Check both settings, close the browser and try again or try a different browser.