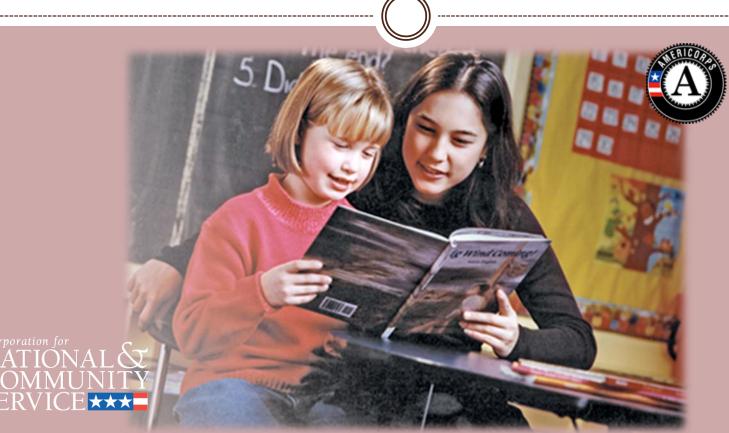


My AmeriCorps Release 3 AmeriCorps National Programs Program Management



Presentation developed for the Corporation for National and Community Service by the eGrants Coaching Unit JBS International, Aguirre Division (2008); 1-888-333-8272

Introduction

This presentation is designed for AmeriCorps National Programs. It will guide you through managing operating sites, service locations and slots, and show how to view a member roster.

We will also demonstrate how to transfer slots across programs. (For information on who can perform this function, please view the tutorial on User Roles and Management – Understanding and Planning.)

If you haven't already seen it, please check out the **General Overview** presentation before proceeding with this one. We assume for this presentation that you've been exposed to the basic features and navigation of My AmeriCorps.

Important Considerations

- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.
- The My AmeriCorps system does not include comprehensive compliance checks.
- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.
- If they have questions they should contact their Program Director or Program Officer.

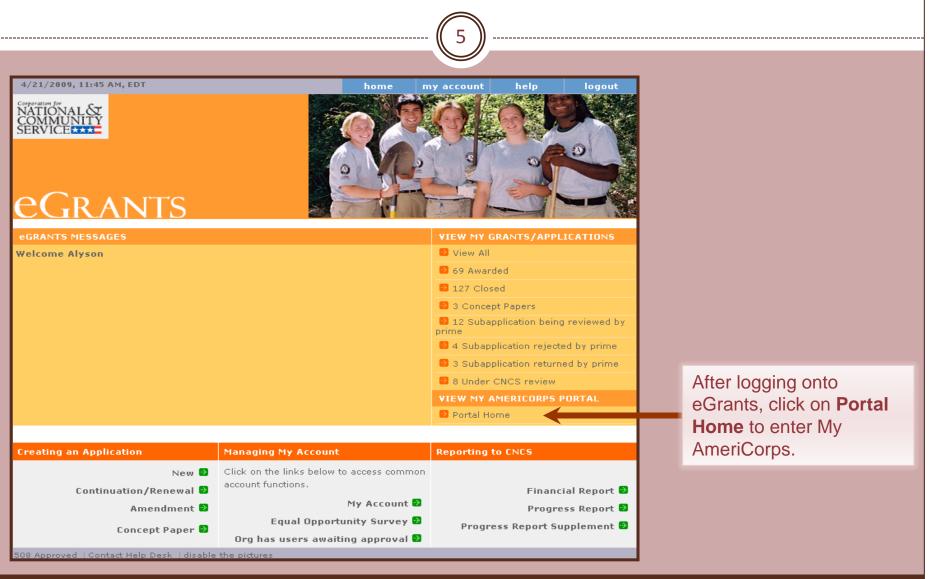


Agenda

- Access My AmeriCorps
- Search for Primes or Operating Sites
- View Operating Sites
- Renew Operating Sites
- Create a New Operating Site
- Allocate Slots
- Edit Operating Site Information
- Service Locations
- Member Roster
- Slot Management
- Transfer Slots
- Search for Service Locations
- What's Next?

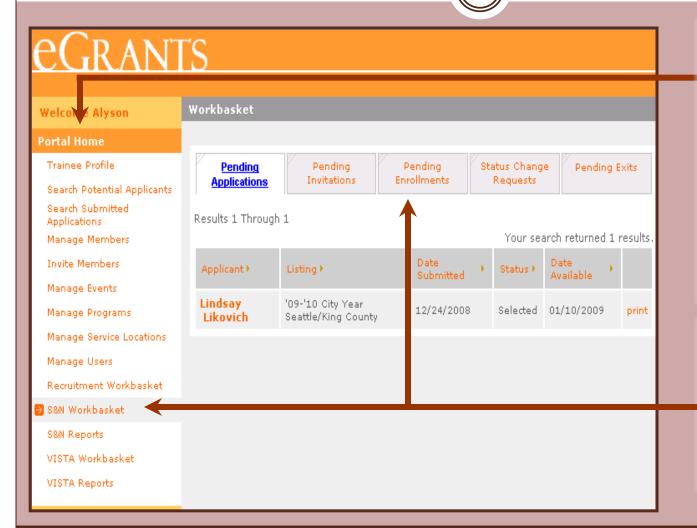


Access My AmeriCorps



My AmeriCorps Home Page

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The Portal Home link returns you to your My AmeriCorps home page. The menu on the left provides links to manage the grants and programs / operating sites you have access to. The links are context-sensitive, meaning that different links appear on different screens.

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion. Service Location users do not have workbaskets.

Search for Primes or Operating Sites	Search for	Primes or	Operating	Sites
--------------------------------------	------------	-----------	-----------	-------

<u>eGrants</u>

Welcome Alyson	Workbasket							
Portal Home								
Trainee Profile	Pending	Pending		ending		atus Chang	e Pending	Exits
Search Potential Applicants	Applications	Invitations	Enr	ollments		Requests		
Search Submitted Applications	Results 1 Throug	Results 1 Through 1						
Manage Members						Your sea	arch returned 1	. results
Invite Members	Applicant	Listing •		Date Submitted	•	Status 🕨	Date Available	
Manage Events				odbinitted			Wallable	
Manage Programs	Lindsay Likovich	'09-'10 City Year Seattle/King County						
Manage Service Locations	Likovicii	,						
Manage Users								
Recruitment Workbasket								
S&N Workbasket								
S&N Reports								
VISTA Workbasket								
VISTA Reports								

Before viewing Prime or Operating Site Information, you have to find it. Click on **Manage Programs** to start the search.

Grant and Slot Management Tasks

Search for a Prime or Operating Site in order to complete these tasks:

- Creating a new operating site or renewing an old one
- Allocating slots to an operating site
- Viewing or editing Prime or Operating Site information,
- Viewing or converting standard or refill slots
- Transferring standard slots across operating sites, and
- Viewing a list of members assigned to a Operating Site or service location.

	9	-
	gram Search	
Trainee Profile	ogram Search Attributes search for a program use the fields below and click the search button. Program Year: Select Project Title: Program Code: Select City: State: Select State: Select Select Search	Select and/or enter identifying information to start a search. Click on search to see the results.

Search for Primes or Operating Sites

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eGrants

Welcome Alyson

Program Search

Program Search Results

Portal Home

Trainee Profile

- Search Potential Applicants Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Loo
- Manage Users
- Recruitment Workba
- S&N Workbasket
- -----
- S&N Reports
- VISTA Workbasket
- VISTA Reports

5	Results 11 Through 20First	Previous	1 <u>2</u> 3	4 5	6 7	8	9 10	<u>Next</u>	<u>Last</u>	<u>+10</u>
					You	r sea	arch ret	urned 2	232 re	sults. 1

	Grant Number 🕨	Project Title 🕨	Program Year •	City 🕨	State 🕨
	94ASCMA0220101	City Year Boston	1995	Poston	MA
	94ASCMA0220101	City Year Boston	1996	Boston	MA
5	94ASCRI0410201	City Year Rhode Island	1994	Providence	RI
ocations	94ASCRI0410201	City Year Rhode Island	1995	Providence	RI
basket	94ASCRI0410201	City Year Rhode Island	1996	Providence	RI
	94ASCTX0451601	City Year San Antonio	1995	San Antonio	тх
	94ASCTX0451601	City Year San Antonio	1996	San Antonio	тх
.t	94ADNMA006	City Year - Parent	1997		
i.	94ASCTX0451601	City Year San Antonio	1997	San Antonio	тх
	94ASCRI0410201	City Year Rhode Island	1997	Providence	RI

Use the page navigation to scroll through the pages. You can sort the listing by the column title.

The results page shows the total number of grants or operating sites meeting search criteria.

Sort the results by clicking the link in the column title.

Reading Search Results

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eGrants

Welcome Alyson

Program Search

Program Search Results

94ASCTX0451601

94ASCRI0410201

Portal Home

_		-	e
Tra	inee.	Drot	tila.
110		FIO	1 II E.

- Search Potential Applicants Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs.
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- .
- VISTA Workbasket
- VISTA Reports

Results 11 Through 20First Pre	ious	1 <u>2</u> 3 4 5 6 7 8 9 10 <u>Next Last +10</u> Your search returned 232 results.	

Grant Number 🕨	Project True	Program Year 🕨	City 🕨	State 🕨
94ASCMA0220101	City Year Boston	1995	Boston	MA
94ASCMA0220101	City Year Boston	1996	Boston	MA
94ASCRI0410201	City Year Rhode Island	1994	Providence	RI
94ASCRI0410201	City Year Rhode Island	1995	Providence	RI
94ASCRI0410201	City Year Rhode Island	1996	Providence	RI
94ASCTX0451601	City Year San Antonio	1995	San Antonio	ТХ
94ASCTX0451601	City Year San Antonio	1996	San Antonio	ТХ
94ADNMA006	<u>City Year - Parent</u>	1997		

1997

1997

San Antonio

Providence

TX

RI

City Year San Antonio

City Year Rhode Island

Click on the name of the Prime or Operating Site to perform other grantrelated functions.

Program Information Screen

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eGrants

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Tr Se

VISTA Reports

Program: City Year - 2009

09NDHMA001

Program Information

Program Info Operating Site Info

Slot Allocation

Slot Info Slot Transfer

Service Location Info

🔊 Ма IM.

Velcome Alyson	View Program	
ortal Home		
Trainee Profile	Program Information	
Search Potential Applicants	Click here for help.	
Search Submitted Applications	Program Year:	2009
Manage Members	Program Name:	City Year
Invite Members	Program Code:	09NDHMA001
Manage Events	Contact Name:	
Manage Programs	Contact Address:	285 Columbus Ave.
Manage Service Locations	Contact Address:	Boston, MA 02116 - 5114
Manage Users	Contact Email:	test@cns.gov
Recruitment Workbasket	Contact Phone:	6179272348
S&N Workbasket	Budget Period:	07/01/2009 - 06/30/2012
S&N Reports	Enrollment Period:	07/01/2009 - 06/30/2010
VISTA Workbasket		

Edit Program **View Service Locations** View Members

Information about the Parent Organization and links to perform other tasks.

The Program Information links provide quick access to perform other grant-related functions and are specific to the program listed.

View Operating Sites

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eGrants

Welcome Alyson	¥iew Program		
Portal Home			
Trainee Profile	Program Information		
Search Potential Applicants	Click here for help.		
Search Submitted Applications	Program Year:	2009	
Manage Members	Program Name:	City Year	
Invite Members	Program Code:	09NDHMA001	
Manage Events	Contact Name:		
👂 Manage Programs	Contact Address:	285 Columbus Ave.	
Manage Service Locations		Boston, MA 02116 - 5114	
Manage Users	Contact Email:		
Recruitment Workbasket	Contact Phone:	6179272348	
S&N Workbasket	Budget Period:	07/01/2009 - 06/30/2012	
S&N Reports	Enrollment Period:	07/01/2009 - 06/30/2010	
VISTA Workbasket			
VISTA Reports			Edit Program
			View Service Locations
			View Members
Program Information			
Program: City Year - 2009 09NDHMA001			
Program Info			
Operating Site Info 🔶			
Service Location Info			
Slot Info			

Click on **Operating Site Info** to view a listing of all operating sites or to renew or create one.

eGrants Coaching Unit

Slot Transfer Slot Allocation

View Operating Sites

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eGrants

Welcome Alyson

View Operating Sites

Portal Home

Trainee Profile

Search Potential Applicants Search Submitted Applications

Manage Members

Invite Members

Manage Events

🥺 Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year - 2009 09NDHMA001

Program Info

Operating Site Info

Service Location Info

Slot Info

Slot Transfer

Slot Allocation

Operating Site Infomation Program Code **Operating Site Program Year** 09NDHMA0010001 City Year Chicago 2009 09NDHMA0010002 City Year Columbia 2009 09NDHMA0010003 City Year Columbus 2009 09NDHMA0010004 City Year Columbus 2009 09NDHMA0010005 City Year Washington, D.C. 2009

View Previous Operating Sites

create operating site

Your active operating sites will be listed here.

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eGrants

Wel	C O D	~~ 8	

View Operating Sites

Operating Site Infomation

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

🥺 Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year - 2009 09NDHMA001

Program Info

Operating Site Info

Service Location Info

Slot Info

Slot Transfer

Slot Allocation

Program Code **Operating Site Program Year** 09NDHMA0010001 City Year Chicago 2009 09NDHMA0010002 City Year Columbia 2009 09NDHMA0010003 City Year Columbus 2009 09NDHMA0010004 City Year Columbus 2009 09NDHMA0010005 City Year Washington, D.C. 2009

View Previous Operating Sites

create operating site

Click on View Previous Operating Sites to renew a previously used operating site.

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eGrants

Welcome Alyson	Renew Operating Sites		
ortal Home			\
Trainee Profile	Select the Operating Sites to Rene	w	•
Search Potential Applicants Search Submitted	Operating Site	For Program Year	Renew
Applications Manage Members	City Year Detroit	2009	
Invite Members	City Year Little Rock	2009	
Manage Events	City Year Los Angeles	2009	
Manage Programs Manage Service Locations	City Year Louisiana	2009	
Manage Users	City Year Miami	2009	
Recruitment Workbasket S&N Workbasket	City Year New Hampshire	2009	
S&N Reports	City Year New York	2009	
VISTA Workbasket	City Year Rhode Island	2009	
VISTA Reports	City Year Rhode Island	2009	
Program Information	City Year San Antonio	2009	
)rogram:	City Year Seattle/King County	2009	
City Year - 2009 09NDHMA001	City Year Seattle/King County1	2009	
Program Info	Nick Norah	2009	
Operating Site Info Service Location Info	Testing this in a Cont	2009	
Slot Info			Select: All, None
Slot Transfer Slot Allocation		back renew	operating sites
SIDE Anocadon			

To renew an operating site, click the box next to each operating site. Click on it again to unselect it.

Click **All** to select all operating sites or **None** to deselect them. Click **renew operating sites** to make the selected operating sites available for use.

eGrants Coaching Unit

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For Program Year

Renew

eGrants

We	com	e Al	lyson.

Renew Operating Sites

Operating Site

Select the Operating Sites to Renew

Portal Hor	ne
Trainee P	rofile

Search Potential Applicant
Search Submitted Applications
Manage Members
Invite Members
Manage Events

÷	Manage	Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year - 2009 09NDHMA001

Program Info

Operating Site Info

Service Location Info

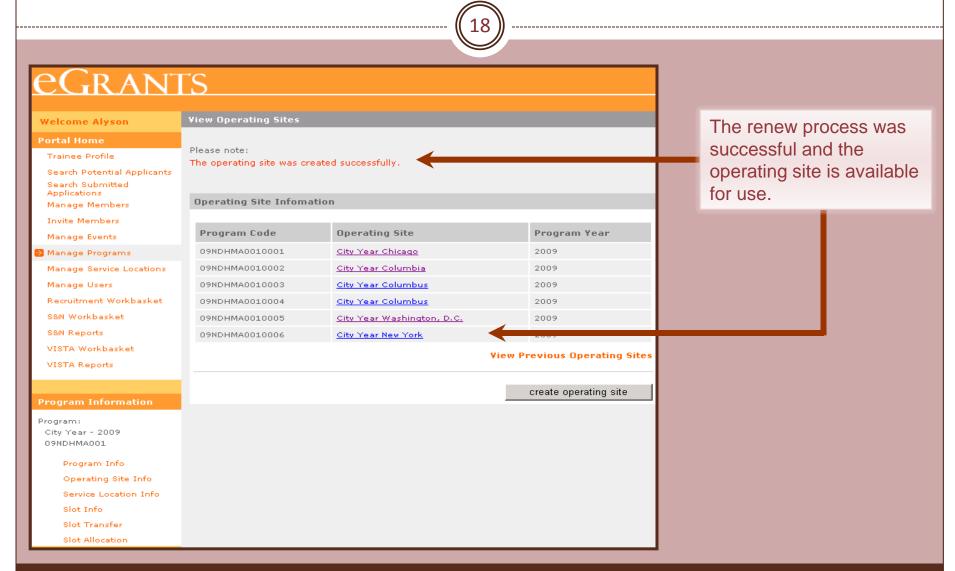
Slot Info

Slot Transfer

Slot	Allocation	

City Year Detroit	2009	
City Year Little Rock	2009	
City Year Los Angeles	2009	
City Year Louisiana	2009	
City Year Miami	2009	
Windows Internet Explorer	×	
Are you sure you want to renew the set	elected operating sites?	
I OK I Cancel		
City rear knoce Island	2007	
	2009	
City rear knowe Island		_
City Year San Antonio	2009	
City Year San Antonio City Year San Antonio City Year Seattle/King County	2009	
City Year San Antonio City Year San Antonio City Year Seattle/King County City Year Seattle/King County1	2009 2009 2009	
City Year Knode Island City Year San Antonio City Year Seattle/King County City Year Seattle/King County1 Nick Norah	2009 2009 2009 2009 2009	

Click on **OK** to continue with the process or **Cancel** to return to the Renew Operating Sites page.



Create a New Operating Site

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eGrants

Welcome Alyson	View Operating Sites				
Portal Home					
Trainee Profile	Please note: The operating site was cr	reated successfully			
Search Potential Applicants	The operating site was ci	eated successiony.			
Search Submitted Applications					
Manage Members	Operating Site Infom	ation			
Invite Members				_	
Manage Events	Program Code	Operating Site	Program Year		
🧐 Manage Programs	09NDHMA0010001	City Year Chicago	2009		
Manage Service Locations	09NDHMA0010002	<u>City Year Columbia</u>	2009		
Manage Users	09NDHMA0010003	City Year Columbus	2009		
Recruitment Workbasket	09NDHMA0010004	City Year Columbus	2009		
S&N Workbasket	09NDHMA0010005	City Year Washington, D.C.	2009		
S&N Reports	09NDHMA0010006	City Year New York	2009		
VISTA Workbasket			View Previous Operating Si	ites	Click on create
VISTA Reports				_	
					operating site to enter
Program Information			create operating site		the details of a new
Program:					operating site.
City Year - 2009					operating site.
09NDHMA001					
Program Info					Man and access this name
Operating Site Info 🚄					You can access this page
Service Location Info					from the Operating Site
Slot Info					• •
Slot Transfer					Info link.

eGrants Coaching Unit

Slot Allocation

	Create a	New Operatin	g Site
eGran	ГС		
JIKAN	15		
Velcome Alyson	Create Operating Site		
ortal Home			
Trainee Profile	Operating Site Infomation		
Search Potential Applicants Search Submitted	Program Year:	2009	
Applications	Program:	Create New	
Manage Members	*Operating Site Name:		
Invite Members	*Contact Name:		
Manage Events	*Street Address 1:		
Manage Programs	Street Address 2:		Enter the details of the
Manage Service Locations	*City:		Enter the details of the
Manage Users Recruitment Workbasket	*State:		new operating site.
S&N Workbasket	*Zip:		
S&N Reports	*Contact E-mail:		
VISTA Workbasket	Contact Phone:		
VISTA Reports	*Enrollment Period:	07/01/2009	Click on save to contin
		0//01/2009 mm - 00/30/2010 mm	the process or cancel
rogram Information		cancel sav	
rogram: City Year - 2009			sites listing page witho
09NDHMA001			saving.
Program Info			Saving.
Operating Site Info			
Service Location Info			
Slot Info			
Slot Transfer			
Slot Allocation			

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Create a New Operating Site egrants The operating site was **View Operating Sites** Welcome Alyson created and is now Portal Home Please note: Trainee Profile The operating site was created successfully. available for use. Search Potential Applicants Search Submitted Applications **Operating Site Infomation** Manage Members Invite Members **Program Code Operating Site** Program Year Manage Events 09NDHMA0010001 2009 City Year Chicago 🔊 Manage Programs 09NDHMA0010002 City Year Columbia 2009 Manage Service Locations Manage Users 09NDHMA0010003 2009 City Year Columbus **Recruitment Workbasket** 09NDHMA0010004 City Year Columbus 2009 S&N Workbasket 09NDHMA0010005 City Year Washington, D.C. 2009 S&N Reports City Year New York 09NDHMA0010006 2009 VISTA Workbasket 09NDHMA0010007 New Operating Site Test 1 VISTA Reports **View Previous Operating Sites** create operating site Program: City Year - 2009 09NDHMA001 Program Info Operating Site Info Service Location Info Slot Info Slot Transfer Slot Allocation

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Welcome Alyson

View Operating Sites

Portal Home

Trainee Profile

Operating Site Infomation

Search Potential Applicant
Search Submitted
Applications

Manage Members

Invite Members

Manage Events

🦻 Manage Programs -

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year - 2009 09NDHMA001

Program Info

Operating Site Info

Service Location Info

Slot Info

Slot Transfer Slot Allocation

	operating site infomation							
cants	Program Code Operating Site		Program Year					
	09NDHMA0010001	City Year Chicago	2009					
	09NDHMA0010002	<u>City Year Columbia</u>	2009					
	09NDHMA0010003	City Year Columbus	2009					
	09NDHMA0010004	City Year Columbus	2009					
0.00	09NDHMA0010005	City Year Washington, D.C.	2009					
ons	09NDHMA0010006	City Year New York	2009					
	09NDHMA0010007	New Operating Site Test 1	2009					

View Previous Operating Sites

create operating site

Click on **Slot Allocation** to assign slots to operating sites.

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Program Year

2009

2009

2009

2009

2009

2009

2009

City

State

eGrants

Welcome Alyson

Allocate Slots

Program Code

09NDHMA0010001

09NDHMA0010002

09NDHMA0010003

09NDHMA0010004

09NDHMA0010005

09NDHMA0010006

09NDHMA0010007

Operating Sites to Allocate to

Program Name

City Year Chicago

City Year Columbia

City Year Columbus

City Year Columbus

City Year New York

City Year Washington, D.C.

New Operating Site Test 1

Portal Home

Trainee Profile

Search	Potential Applicant
Search	Submitted
Applica	tions

Manage Members

Invite Members

Manage Events

😥 Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year - 2009 09NDHMA001

Program Info

Operating Site Info

Service Location Info

Slot Info

Slot Transfer

Slot Allocation

To allocate slots to an operating site, click on

the name of the operating site from the list.

- (24) -

Welcome Alyson	Allocate Slots									
Portal Home										
Trainee Profile	Slots Inform	ation	×							
Search Potential Applicants Search Submitted Applications				arent idget		erall ocation		gram location	New Suballoc	
Manage Members			#	#	#	#	#	#	# Slot	ts
Invite Members			Slots	MSYs	Slots	MSYs	Slots	MSYs		
Manage Events		Living Allowance	100	100	0	0	0	0	0	0.00
🥺 Manage Programs	Full Time [1]									
Manage Service Locations		No Living Allowance	0	0	0	0	0	0	0	0.00
Manage Users Recruitment Workbasket	One	Living	0	0	0	0	0	0	0	0.00
Recruitment Workbasket S&N Workbasket	Year Half	Allowance	0	0	0	0	0	0		0.00
S&N Reports	Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
VISTA Workbasket VISTA Reports	Two Year	Living Allowance	0	0	0	0	0	0	0	0.00
	Half Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
Program Information		Living	0	0	0	0	0	0	0	0.00
Program: City Year - 2009	Reduced Half	Allowance	0	0	0	0	0	0		0.00
09NDHMA001	Time [0.38]	No Living Allowance	0	0	0	0	0	0		0.00
Program Info Operating Site Info	Quarter	Living Allowance	10	2.65	0	0	0	0	0	0.00
Service Location Info Slot Info	Time [0.26]	No Living Allowance	0	0	0	0	0	0	0	0.00
Slot Transfer Slot Allocation	Minimum	Living Allowance	0	0	0	0	0	0	0	0.00
	Time [0.21]	No Living Allowance	0	0	0	0	0	0	0	0.00
		Living Allowance	110	102.65	0	0	0	0	0	0.00
	Total	No Living Allowance	0	0	0	0	0	0	0	0.00
	Granc	d Total	110	102.65	0	0	0	0	0	0.00
										save

The total slots and MSYs granted to the Parent Organization.



Welcome Alyson	Allocate Slo	ts								
Portal Home										
Trainee Profile	Slots Inform	Slots Information								
Search Potential Applicants Search Submitted Applications				rent dget	Overall Suballocation		Program Suballocation		New Suballocation	
Manage Members			# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slo	ts
Invite Members										
Manage Events	Full	Living Allowance	100	100	0	0	0	0	O	0.00
🥺 Manage Programs	Time [1]	No Living								
Manage Service Locations		Allowance	0	0	0	0	0	0	0	0.00
Manage Users Recruitment Workbasket	One Year	Living Allowance	0	0	0	0	0	0	0	0.00
S&N Workbasket S&N Reports	Half Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
VISTA Workbasket VISTA Reports	Two Year	Living Allowance	0	0	0	0	0	0	0	0.00
	Half Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
Program Information		Living								
Program: City Year - 2009	Reduced Half Time	Allowance	0	0	0	0	0	0	0	0.00
09NDHMA001 Program Info	[0.38]	No Living Allowance	0	0	0	0	0	0	0	0.00
Operating Site Info	Quarter	Living Allowance	10	2.65	0	0	0	0	0	0.00
Service Location Info Slot Info Slot Transfer Slot Allocation Time [0.26] Minimum Time [0.21]		No Living Allowance	0	0	0	0	0	0	0	0.00
	Living Allowance	0	0	0	0	0	0	0	0.00	
		No Living Allowance	0	0	0	0	0	0	0	0.00
		Living Allowance	110	102.65	0	0	0	0	0	0.00
	Total	No Living Allowance	0	0	0	0	0	0	0	0.00
	Gran	d Total	110	102.65	0	0	0	0	0	0.00
										save

The total slots and MSYs currently allocated to other operating sites.



			_		_	_		_		
Welcome Alyson	Allocate Slots									
Portal Home		Slots Information								
Trainee Profile	SIO(S IIIOFIIIdUOII								_	
Search Potential Applicants Search Submitted Applications			Parent Overall Budget Suballocation S		Program Suballocation		New Suballocation			
Manage Members Invite Members			# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slo	ts
Manage Events		Living	100	100	0	0	0	0	0	0.00
Manage Programs	Full	Allowance	100	100	0	0	0	0		0.00
Manage Service Locations Manage Users	Time [1]	No Living Allowance	0	0	0	0	0	0	0	0.00
- Recruitment Workbasket	One Year	Living Allowance	0	0	0	0	0	0	0	0.00
S&N Workbasket S&N Reports VISTA Workbasket VISTA Reports	Half Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
	Two Year	Living Allowance	0	0	0	0	0	0	0	0.00
Program Information	Half Time [0.5]	No Living Allowance	0	0	0	0	0	0	0	0.00
Program:	Reduced Half	Living Allowance	0	0	0	0	0	0	0	0.00
City Year - 2009 09NDHMA001	Time [0.38]	No Living Allowance	0	0	0	0	0	0	0	0.00
Program Info Operating Site Info Service Location Info Slot Info Slot Transfer Slot Allocation	Quarter	Living Allowance	10	2.65	0	0	0	0	0	0.00
	Time [0.26]	No Living Allowance	0	0	0	0	0	0	0	0.00
	Minimum Time	Living Allowance	0	0	0	0	0	0	0	0.00
	[0.21]	No Living Allowance	0	0	0	0	0	0	0	0.00
	Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	TOTAL	No Living Allowance	0	0	0	0	0	0	0	0.00
	Gran	d Total	110	102.65	0	0	0	0	0	0.00
										save

The total slots and MSYs currently allocated to this operating site.

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Allocate Slots Welcome Alyson Portal Home **Slots Information** Trainee Profile Search Potential Applicants Parent Overall Program New Search Submitted Budget Suballocation Suballocation Suballocation Applications Manage Members # # # # # # # Slots Slots Slots MSYs MSYs Slots MSYs Invite Members Living Manage Events 100 100 0 0 Б 0.00 0 0 Allowance Full 🥺 Manage Programs Time [1] No Living Manage Service Locations Б 0 0 0 0 0 0 0.00 Allowance Manage Users Living One 0 0 0 0 0 0 In 0.00 Recruitment Workbasket Allowance Year Half S&N Workbasket Time No Living 0 0.00 0 0 0 0 0 S&N Reports [0.5] Allowance VISTA Workbasket Two Living 0 0 0 0 0 0.00 0 VISTA Reports Allowance Year Half Time No Living 0.00 0 0 lo. 0 0 0 0 [0.5]Allowance Program Information Living Reduced 0 0 0 0 0 0 In 0.00 Program: Allowance Half City Year - 2009 Time 09NDHMA001 No Living [0.38]0 0 0 0 0 0 Inl 0.00 Allowance Program Info Living Operating Site Info 0 0.00 10 2.65 0 0 0 In Allowance Quarter Service Location Info Time [0.26]No Living 0 0.00 Slot Info 0 0 0 0 0 Allowance Slot Transfer Living 0 0 0 0 0 0 In 0.00 Slot Allocation Minimum Allowance Time [0.21]No Living 0 0 0 0 0 0 0.00 Allowance Living 110 102.65 0 0 0 0 0 0.00 Allowance Total No Living 0 0 0 0 0 0 0 0.00 Allowance Grand Total 110 102.65 0 0 0 0 0 0.00

Enter the new slot allocation for each slot type and click on **save**. You may increase or decrease slots.

save

Allocate Slots 28 <u>eGrants</u> View Program Welcome Alyson Portal Home The slot allocation has Please note: Trainee Profile The suballocation has been saved. been saved. Search Potential Applicants Search Submitted Applications Manage Members **Program Information** Invite Members Click here for help. Manage Events Program Year: 2009 🔊 Manage Programs Program Name: City Year Manage Service Locations Program Code: 09NDHMA001 Manage Users Contact Name: Recruitment Workbasket 285 Columbus Ave. S&N Workbasket Contact Address: Boston, MA 02116 - 5114 S&N Reports Contact Email: test@cns.qov VISTA Workbasket Contact Phone: 6179272348 VISTA Reports Budget Period: 07/01/2009 - 06/30/2012 Enrollment Period: 07/01/2009 - 06/30/2010 Edit Program Program: **View Service Locations** City Year - 2009 09NDHMA001 **View Members** Program Info Operating Site Info Service Location Info Slot Info Slot Transfer Slot Allocation

Edit Operating Site Information

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eGrants

Welcome Alyson	View Operating Site				
Portal Home					
Trainee Profile	Operating Site Information				
Search Potential Applicants	Click here for help.				
Search Submitted Applications	Program Year:	2008			
Manage Members	Operating Site Name:	City Year Washington, DC			
Invite Members	Operating Site Code:	06ACHDC0010003			
Manage Events	Contact Name:				
😣 Manage Programs		140 Q Street NE			
Manage Service Locations	Contact Address:				
Manage Users		Washington, DC 20002 - 2132			
Recruitment Workbasket	Contact Email:	test@cns.gov			
S&N Workbasket					
S&N Reports		07/01/2008 - 06/30/2009 07/01/2008 - 06/30/2009			Click on Edit Operating
VISTA Workbasket	Enrollment Period:	07/01/2008 - 08/30/2009			
VISTA Reports			Edit Operating Site		Site to edit the details of
			View Service Locations		the Program.
Program Information			View Members		the Program.
_					
Program: City Year Washington, DC -					
2008					
06ACHDC0010003					Cat to this page with the
Program Info				_	Get to this page with the
Service Location Info					Program Info link.
Slot Info					
Slot Conversion					
Refill Slot Conversion					
Slot Transfer					

Edit Operating Site Information

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eGrants

Welcome Alyson	Edit Program		
Portal Home			
Trainee Profile	Program Information		
Search Potential Applicants	Program Year:	2008	
Search Submitted Applications	Program Name:	City Year Washington, DC	
Manage Members	Program Code:	06ACHDC0010003	
Invite Members	Contact Name:		
Manage Events	*Street Address 1:	140 Q Street NE	
🥺 Manage Programs	Street Address 2:	2nd Floor	
Manage Service Locations	*City:	Washington	
Manage Users	*State:	DISTRICT OF COLUMBIA	Modify contact
Recruitment Workbasket	*Zip:	20002 - 2132	information.
S&N Workbasket	*Contact E-mail:	test@cns.gov	
S&N Reports	Contact Phone:	(202) 776-7780	
VISTA Workbasket			
VISTA Reports	Budget Period:	07/01/2008 - 06/30/2009	
	Enrollment Period:	07/01/2008 🛄 - 06/30/2009 🛄	
Program Information			
Program: City Year Washington, DC -		cancelsave	
2008 06ACHDC0010003			
Program Info			
Service Location Info			
Slot Info			
Slot Conversion			
Refill Slot Conversion			
Slot Transfer			

Edit Operating Site Inform	nation
Concention Concention Velocence Alyson Edt Program Velocence Alyson Edt Program Velocence Alyson Engram Information Velocence Alyson Select Date Microsoft Intern. Velocence Alyson Velocence Alyson Manage Serve Namage Serve Manage Serve Velocence Alyson Manage Serve Velocence Alyson Manage Serve Velocence Alyson Manage Serve Velocence Alyson Velocence Alyson V	Modify the Enrollment Period dates by typing them in or use the pop-up calendar.

Caution!

32

Although the Enrollment Period dates can be modified, care should be taken to ensure that the new dates remain within the Budget Period dates and the new dates do not overlap with the Member Enrollment Period dates of a different program year for the same operating site.

Also it is recommended that national programs put policies in place and monitor the system to ensure that users are not making errors. In the past ,changing dates was something only Program Officers could do. Now any grantee administrator or member management user at the Prime or Operating Site level can do it.

Edit Oper	ating Site Inform	nation
Welcome Alyson Edit Program Portal Home Program Information Trainee Profile Search Potential Applicants Program Information Search Submit Applications Select Date - Microsoft Intern	City Year Washington, DC 06ACHDC0010003 140 Q Street NE 2nd Floor Washington DISTRICT OF COLUMBIA 20002 - 2132 test@cns.gov (202) 776-7780 07/01/2008 - 06/30/2009	Click on save to keep your changes or cancel to discard them.

Edit Operating Site Information

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eGrants

Welcome Alyson	Edit Program				
Portal Home					
Trainee Profile	Program Information				
Search Potential Applicants Search Submitted Applications Manage Members		t be within the budget period for the valid. There are members currently e of the dates.		-	If errors are encountered, you'll see a note here.
Invite Members					
Manage Events					
🔁 Manage Programs	Program Year:	2009			
Manage Service Locations	Program Name:	City Year Washington, D.C.			
Manage Users	Program Code:	09NDHMA0010005			
Recruitment Workbasket	Contact Name:	Chris Murphy			
S&N Workbasket	*Street Address 1:	140 Q St. NE			
S&N Reports	Street Address 2:				
VISTA Workbasket	*City:	Washington			
VISTA Reports	*State:	DISTRICT OF COLUMBIA			
	*Zip:	20002 - 2132			
Program Information	*Contact E-mail:	test@cns.gov			
Program:	Contact Phone:	(202) 776-7780			
City Year Washington, D.C.	Budget Period:	07/01/2009 - 06/30/2012			
- 2009 09NDHMA0010005	Enrollment Period:	05/12/2009- 04/30/2010			
Program Info					
Service Location Info			cancel save		
Slot Info					
Slot Transfer					

Edit Operating Site Information 35 EGRANTS After successfully saving View Operating Site Welcome Alyson the Operating Site Portal Home information, a note is Please note: Trainee Profile The program was updated. Search Potential Applicants displayed confirming that Search Submitted the information was Applications Manage Members **Operating Site Information** updated. Invite Members Click here for help. Manage Events Program Year: 2008 Manage Programs. Operating Site Name: City Year Washington, DC Manage Service Locations Operating Site Code: 06ACHDC0010003 Manage Users Contact Name: Recruitment Workbasket 140 Q Street NE S&N Workbasket Contact Address: 2nd Floor S&N Reports Washington, DC 20002 - 2132 VISTA Workbasket Contact Email: test@cns.gov VISTA Reports Contact Phone: (202) 776-7780 Budget Period: 07/01/2008 - 06/30/2009 Enrollment Period: 07/01/2008 - 06/30/2009 Program Information Program: Edit Operating Site City Year Washington, DC -2008 **View Service Locations** 06ACHDC0010003 **View Members** Program Info Service Location Info Slot Info Slot Conversion **Refill Slot Conversion** Slot Transfer

Service Locations

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eGrants

We	lcom	e Al·	venn

View Operating Site

Portal Home

Click here for help.

Operating Site Information

Program Year: 2008

Contact Address: 2nd Floor

Contact Name:

Operating Site Name: City Year Washington, DC

140 O Street NE

Washington, DC 20002 - 2132

Operating Site Code: 06ACHDC0010003

Contact Email: test@cns.gov

Contact Phone: (202) 776-7780

Budget Period: 07/01/2008 - 06/30/2009

Enrollment Period: 07/01/2008 - 06/30/2009

Trainee Profile

Search Potential Applicants Search Submitted

Appel	ications	
APP:	reacions	

Manage Members

Invite Members

Manage Events

🔊 Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

> Program Info Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Edit Operating Site View Service Locations View Members

Use the View Service Locations link or the Service Location Info link to view a listing of the Service Locations assigned to the Operating Site.

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eGrants

Welcome Alyson

View Service Locations

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

👌 Manage Programs 👘

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 2

Name ***** <u>University of Maryland</u>

University of Maryland Baltimore

MD 20921 MD 22222 create

Your search returned 2 results.

State 🕨

Laurel

Baltimore

The total number of service locations and a listing of the service locations assigned to the Operating Site is displayed. Click on **create** to enter a new service location.

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Welcome Alyson

Portal Home

Trainee Profile				
	Trai	in a a -	Droti	10

Search	Potential Applicants
	Submitted
Applica	tions

Manage	Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

	ſS		
	Edit Service Location		
	Service Location Information		
5	Please note that Street Address1, City, State, and Zip are required fields unless you enter the full zip code (Zip + 4 digit extension).		
	Click here for help.		
	Program: <u>City Year Washington, DC</u>		
	Program Year: 2008		
	* Status: Active 💌		
	* Service Location Name:		Select and enter
	Contact Name:		information about the
	Contact Email:		service location. Click on
	Street Address1:		save to keep the
	Street Address2:		information or cancel to
	City:		discard it.
	State:		
	* Zip:	_	
	cancel save		

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eGrants

We			

liew Service Location

Service Location Information

Program Year: 2008

City: State:

Status:

Zip:

Email:

Portal Home

Trainee Profile

Search Potential Applicants Click here for help.

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

> Program Info Service Location Info Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Service Location Name: Georgetown University Contact Name: Street Address:

Program: City Year Washington, DC

View the Operating Site Information page.

Click on **edit** to make changes to the service location or **back** to view the listing of service locations page.

edit

back

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eGrants

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted **Applications**

Manage Members

Invite Members

Manage Events

- Manage Programs.
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

- Program Info
- Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 3

Name 🕶	
Georgetown University	
University of Maryland	

Your search returned 3 results.

Name 🔻	City 🕨	State 🕨	Zip 🕨
Georgetown University	Washington	DC	20005 -1004
University of Maryland	Laurel	MD	20921
University of Maryland Baltimore	Baltimore	MD	22222

The new service location is displayed. Click on the name to view or edit the details.

create

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eGrants

We			

iew Service Location

Portal Home

Click here for help.

Service Location Information

Program Year: 2008

Service Location Name: Georgetown University

Status:

Contact Name:

Program: City Year Washington, DC

Street Address:

City: State:

Email:

Zip:

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

> Program Info Service Location Info

Slot Info

Slot Conversion

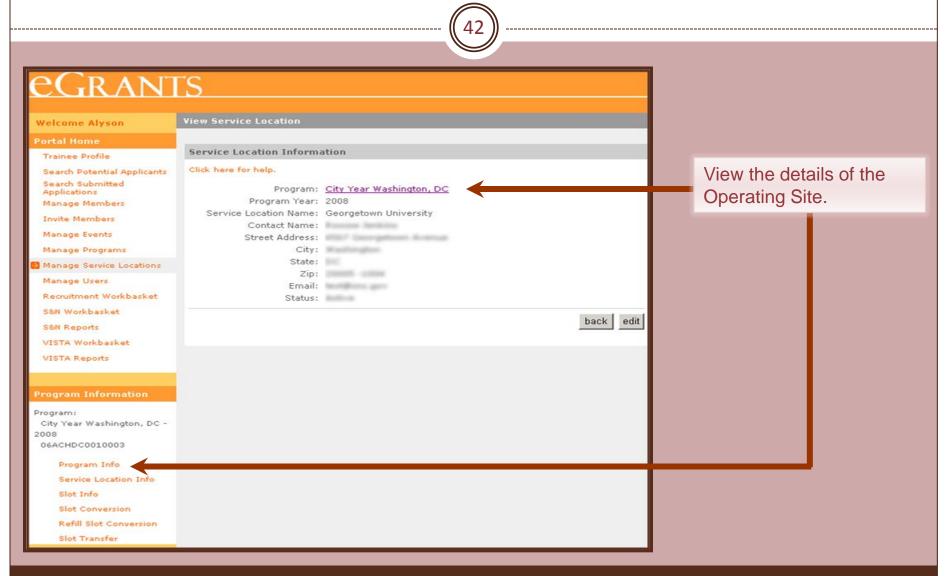
Refill Slot Conversion

Slot Transfer

Click on **edit** to change the information or status of the service location or **back** to return to the list of service locations.

edit

back



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eGrants

We		o 01	lyson
	ic om	0 m	175011

View Operating Site

Operating Site Information

Portal Home Trainee Profile .

Click here for help.

Search Potential Applicants Search Submitted

Application	ons
Manage	Members

Invite Members

Manage Events

👂 Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program: City Year Washington, DC -2008 06ACHDC0010003

> Program Info Service Location Info Slot Info Slot Conversion Refill Slot Conversion

Slot Transfer

Operating Site Code: 06ACHDC0010003 Contact Name: 140 Q Street NE

Operating Site Name: City Year Washington, DC

Program Year: 2008

Contact Address: 2nd Floor Washington, DC 20002 - 2132 Contact Email: test@cns.gov Contact Phone: (202) 776-7780 Budget Period: 07/01/2008 - 06/30/2009 Enrollment Period: 07/01/2008 - 06/30/2009

> Edit Operating Site View Service Locations View Members

Click on **View Members** to view the Member Roster.

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assigned

DC

GRANTS

Welcome Alyson

Trainee Profile

Search Potential Applicants Search Submitted

Manage Members

Invite Members

Applications

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program: City Year Washington, DC -2008

06ACHDC0010003

Program Info

Service Location Info Slot Info

Slot Conversion

	I Slot	Con	ver	sion
Clat	Tran			

Member	s at Program	n				
lick here	for help.					
Results 1	Through 10		1		5 6 7 8 9 r search return	
ID *	Name +	Status +	Program Code +	Program , Year	Program +	Service .
-	instantion of	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
	B100.1.100	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
	-	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
(1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	Contra-	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
1	50	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
1	EE.	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
	in state	In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
1	Sec.	Exited Early	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
1		In- Service	06ACHDC0010003	2008	City Year Washington, DC	Not assigned
-	States.	In- Service	06ACHDC0010003	2008	City Year Washington,	Not assigned

The View Roster page displays the total number of members, navigation to scroll through the pages, and a listing of members. Sort the listing by the column title. Click on the member's name to view or edit contact information or to manage the member's service assignment.

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eGrants

Welcome Alyson	Member Home								
Portal Home									
Trainee Profile	Member Information								
Search Potential Applicants	Click here for help.								
Search Submitted Applications	Name:		Date o	Date of Birth:					
Manage Members	Member ID: 542962		Usern	ame:					
Invite Members	SSN:		E-mai	l: test@cns.gov					
Manage Events	3314.		L-man	E-man. test@chs.gov					
Manage Programs									
Manage Service Locations	Mailing Address:	Permanent Address:							
Manage Users									
Recruitment Workbasket									
S&N Workbasket	Home Phone Number:		Home	Phone Number					
S&N Reports	Work or Other Phone Nun	nber:	Work or Other Phone Number:						
VISTA Workbasket					edit memb	er info			
VISTA Reports									
	Service Information								
Member Information	Program	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	Service End				
Orelia Elizabeth Brown, Ii	STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/04/2007	06/20/2008	view			
Member Home	STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	view			
Suspend Member		NG 11	9.C	$\mu \in \mathbb{N}_{+} = 275$	122 - LD17 Y				
Transfer Member									
Change Term									
Change Service Location									
Exit Member									

A different set of links appears to manage the member's service assignment.

				(46)			
eGran	ſS						
Welcome Alyson	Member Home						
Portal Home							 Click on Portal Home to
Trainee Profile	Member Information						
Search Potential Applicants	Click here for help.						return to you my
Search Submitted Applications	Name:		Date o	of Birth:			AmeriCorps Home Page
🔁 Manage Members	Member ID: 542962		Usern	ame: obrown0)8		or click Manage
Invite Members	SSN:		E-mai	1:			Programs to search for a
Manage Events							Prime or Operating Site.
Manage Programs							Finne of Operating Site.
Manage Service Locations	Mailing Address:		Perma	anent Address:			
Manage Users							
Recruitment Workbasket	Home Phone Number:		Home	Phone Number	r:		
S&N Workbasket S&N Reports	Work or Other Phone Nun	her	Work	or Other Phone	Number		
VISTA Workbasket		iberi.	TOTE	or other mone	edit memb	er info	
VISTA Reports					curemento	ci ilio	
	Service Information					-	
Member Information		a	on 101 1				
Orelia Elizabeth Brown, Ii	Program			Service Start		1000	
Member Home	STATE - AmeriCorps*State				06/20/2008	view	
Suspend Member	STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	view	
Transfer Member							
Change Term							
Change Service Location							
Exit Member							

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eGrants

Welcome Alyson	View Operating Site		
Portal Home			
Trainee Profile	Operating Site Information		
Search Potential Applicants	Click here for help.		
Search Submitted Applications Manage Members Invite Members Manage Events Manage Programs Manage Service Locations Manage Users Recruitment Workbasket	Operating Site Code: Contact Name: Contact Address: Contact Email:	City Year Los Angeles 06NDHMA0010005 634 South Spring Street Suite 712 Los Angeles, CA 90014 <u>test@cns.qov</u>	
S&N Workbasket	Contact Phone:	(213) 623-4412	
S&N Reports	Budget Period:	07/01/2008 - 06/30/2009	
VISTA Workbasket	Enrollment Period:	07/01/2008 - 06/30/2009	
VISTA Reports			Edit Operating Site
	1		View Service Locations
Program Information			View Members
Program: City Year Los Angeles - 2008 06NDHMA0010005 Program Info			
Service Location Info			
Slot Info			
Slot Conversion			
Refill Slot Conversion			
Slot Transfer			

Click on **Slot Info** to view the current configuration of standard and refill slots.

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GRANTS

Welcome Alyson	View Slot Budget								
Portal Home									
Trainee Profile	Slot Information -	· City Year	Los Angele	es 2008					
Search Potential Applicants	Click here for help.								
Search Submitted Applications	Slot Type [MSYs]	Living Allowance	Grant Available	Star Current	ndard Filled		Re Current	fill Slo Filled	
Manage Members	Full Time [1]	Yes No	95 0	95 0	95 0	0	9 0	6 0	3 0
Invite Members	One Year Half	Yes	5	5	0	5	0	0	0
Manage Events	Time [0.5]	No	0	0	0	0	0	0	0
👂 Manage Programs	Two Year Half	Yes	0	0	0	0	0	0	0
Manage Service Locations	Time [0.5]	No	0	0	0	0	0	0	0
Manage Users	Reduced Half Time	Yes	0	0	0	0	0	0	0
Recruitment Workbasket	[0.38095240]	No	0	0	0	0	0	0	0
S&N Workbasket	Quarter Time	Yes	0	0	0	0	0	0	0
S&N Reports	[0.26455027]	No	0	0	0	0	0	0	0
VISTA Workbasket	Minimum Time [0.21164022]	Yes No	0	0	0	0	0	0	0
VISTA Reports	[0.21104022]		-	-	-	-	-	-	-
	Total Slots	Yes No	100 0	100 0	95 0	5 0	9 0	6 0	3 0
Program Information	Total MSY's	Yes No	97.5 0	97.5 0	95 0	2.5 0	9	6 0	3 0
Program: City Year Los Angeles - 2008 06NDHMA0010005						edit st	tandard	ed	it refill

The View Slot Budget page displays the slot configuration for standard and refill slots.

06NDHMA0010005

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

Grantee Admin and State / National Grantee Prime users can view the aggregate slots for a grant. Operating Site users can view slots assigned to their grant. Service Location users do not have access to Slots Management functions.

Standard Slots

97.5

rrent Filled Unfilled

2.5

Refill Slots

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n

n

edit standard

Current Filled Unfilled

з

edit refill

<u>eGrants</u>

Welcome Alyson

Trainee Profile

Portal Home

View Slot Budget

Slot Information - City Year Los Angeles 2008

Click here for help.							
Slot Type [MSYs]		Grant Available					
Full Time [1]	Yes No	95 0					
One Year Half	Yes	5					
Time [0.5]	No	Ő					
Two Year Half	Yes	0					
Time [0.5]	No	0					
Reduced Half	Yes	0					
[0.38095240]	No	0					
Quarter Time	Yes	0					
[0.26455027]	No	0					
Minimum Time	Yes	0					
[0.21104022]		0					
Total Slots	Yes No	100 0					
	Yes	97.5					
Total MSY's	No	0					
	Slot Type [MSYs] Full Time [1] One Year Half Time [0.5] Two Year Half Time [0.5] Reduced Half Time [0.38095240] Quarter Time [0.26455027] Minimum Time [0.21164022]	Living Slot Type [MSYs] AllowanceFull Time [1]Yes NoOne Year Half Time [0.5]Yes NoTwo Year Half Time [0.5]Yes NoReduced Half Time [0.38095240]Yes NoQuarter Time [0.26455027]Yes NoMinimum Time [0.21164022]Yes NoTotal SlotsYes Yes					

Program: City Year Los Angeles -

06NDHMA0010005



Slot Conversion Refill Slot Conversion

Slot Transfer

Click on edit standard or Slot Conversion to update the standard slot configuration.

eGrants	Coaching	IInit
ediants	Cuatining	, Unit

-- (50) -----

Welcome Alyson	Edit Slot Budget									
Portal Home										
Trainee Profile	Standard Slot Ir	Standard Slot Information 🔹								
Search Potential Applicants	Click here for help									
Search Submitted Applications Manage Members					Filled Slots		New Allocation			
Invite Members					# # Slots MS1		# Slots			
Manage Events			Slots	MSYs	51015	11313				
Manage Programs		Living Allowance	95	95	95	95	95	95.00		
Manage Service Locations Manage Users Recruitment Workbasket S&N Workbasket S&N Reports VISTA Workbasket VISTA Reports	Full Time [1]	No Living Allowance	0	0	0	0	0	0.00		
	One Year Half Time	Living Allowance	5	2.5	0	0	5	2.50		
	[0.5]	No Living Allowance	0	0	0	0	0	0.00		
	Two Year Half Time	Living Allowance	0	0	0	0	0	0.00		
	[0.5]	No Living Allowance	0	0	0	0	0	0.00		
Program Information										
Program: City Year Los Angeles -	Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0.00		
2008 06NDHMA0010005	Time [0.36]	No Living Allowance	0	0	0	0	0	0.00		
Program Info Service Location Info	Quarter Time	Living Allowance	0	0	0	0	0	0.00		
Slot Info Slot Conversion	[0.26]	No Living Allowance	0	0	0	0	0	0.00		
Refill Slot Conversion	Minimum	Living Allowance	0	0	0	0	0	0.00		
Slot Transfer	Time [0.21]	No Living Allowance	0	0	0	0	0	0.00		
		Living Allowance	100	97.5	95	95	100	97.50		
	Total	No Living Allowance	0	0	0	0	0	0.00		
	Grand	Total	100	97.5	95	95	100	97.50		
							validate	subm		
							vanuate	subm		

Enter the new slot allocation by slot type. Enter 0 if all the slots are being removed.

The New Allocation number should not be less than the number shown for Filled Slots.

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Welcome Alyson

Edit Slot Budget

Portal Home

Trainee Profile

Standard Slot Information

Search Potential Applicants	Click here for help.								
Search Submitted Applications Manage Members				tal Iget		led ots	New Allocation		
Invite Members			# Slots	# MSYs	# Slots	# MSYs	# S	lots	
Manage Events									
🥺 Manage Programs	Full Time [1]	Living Allowance	95	95	95	95	95	95.00	
Manage Service Locations Manage Users	Fun time [1]	No Living Allowance	0	0	0	0	0	0.00	
		Allowance							
Recruitment Workbasket S&N Workbasket	One Year	Living Allowance	5	2.5	0	0	5	2.50	
S&N Reports	Half Time [0.5]	No Living	0	0	0	0	0	0.00	
VISTA Workbasket		Allowance							
VISTA Reports	Two Year	Living Allowance	0	0	0	0	0	0.00	
	Half Time [0.5]	No Living							
Program Information	[0.0]	Allowance	0	0	0	0	0	0.00	
Program: City Year Los Angeles -	Reduced Half	Living Allowance	0	0	0	0	0	0.00	
2008 06NDHMA0010005	Time [0.38]	No Living Allowance	0	0	0	0	0	0.00	
Program Info Service Location Info	Quarter Time	Living Allowance	0	0	0	0	0	0.00	
Slot Info	[0.26]	No Living Allowance	0	0	0	0	0	0.00	
Refill Slot Conversion Slot Transfer	Minimum	Living Allowance	0	0	0	0	0	0.00	
Slot Franster	Time [0.21]	No Living Allowance	0	0	0	0	0	0.00	
	Total	Living Allowance	100	97.5	95	95	100	97.50	
	Total	No Living Allowance	0	0	0	0	0	0.00	
	Grand	Total	100	97.5	95	95	100	97.50	
							validate	submit	

Click on **validate** to ensure that the new MSYs are not greater than the budgeted MSYs. Click on **submit** to update the slot configuration.

Standard Slots

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Refill Slots Current Filled Unfilled

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edit refill

edit standard

eGrants

Welcome Alyson

Trainee Profile

Portal Home

iew Slot Budget

Slot Information - City Year Los Angeles 2008

Grant

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97.38

nce Available

Search Potential Applicants	Click here for help.					
Search Submitted	Livin					
Applications	Slot Type [MSYs] Allowar					
Manage Members	Full Time [1] Yes					
Invite Members	One Year Half Yes					
Manage Events	Time [0.5] No					
Manage Programs	Two Year Half Yes					
Manage Service Locations	Time [0.5] No					
Manage Users Recruitment Workbasket	Reduced Half Time Yes [0.38095240] No					
S&N Workbasket	Quarter Time Yes					
S&N Reports	[0.26455027] No					
VISTA Workbasket	Minimum Time Yes					
VISTA Reports	[0.21164022] No					
	Total Slots Yes No					
Program Information	Total MSY's Yes No					
Program: City Year Los Angeles -						

06NDHMA0010005

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

MSYs were reduced from 97.5 to 97.38. The next slot conversion will be calculated on the new MSYs of 97.38, but the total reduction in MSYs must not exceed the MSYs of a minimum time slot.

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eGrants

Welcome Alyson

Trainee Profile

Portal Home

iew Slot Budget

Slot Information - City Year Los Angeles 2008

framee Prome									
Search Potential Applicants	Click here for help.								
Search Submitted Applications	Slot Type [MSYs		Grant		ndard (fill Slo	
Manage Members	Full Time [1]	Yes	95	95	95	0	9	6	3
Invite Members	[]	No	0	0	0	0	0	0	0
Manage Events	One Year Half Time [0.5]	Yes No	4	4	0	4	0	0	0
🦻 Manage Programs			-	-	-	-	-	-	-
Manage Service Locations	Two Year Half Time [0.5]	Yes No	0 0	0	0	0	0	0	0
Manage Users	Reduced Half								
Recruitment Workbasket	Time	Yes No	1 0	1	0	1 0	0	0	0
	[0.38095240]								
S&N Workbasket	Quarter Time [0.26455027]	Yes No	0	0	0	0	0	0	0
S&N Reports			-	-	-	-	-	-	-
VISTA Workbasket	Minimum Time [0.21164022]	Yes No	0 0	0	0	0	0	0	0
VISTA Reports		Yes	100	100	95	5	9	6	3
	Total Slots	No	0	0	0	ŏ	ó	ŏ	õ
Program Information	Total MSY's	Yes	97.38 0	97.38 0	95 0	2.38	9	6	3
Program:		NU	U	0	0				
City Year Los Angeles -						edit st	andard	ed	it refill
2008 06NDHMA0010005									
Program Info									
Service Location Info									
Slot Info									
Slot Conversion	·								
Refill Slot Conversion 🔫	<u>,</u>								
Slot Transfer									

Click on **edit refill** or **Refill Slot Conversion** to update the refill slot configuration.

Welcome Alyson	Edit Refill Slot Bud	dget							
Portal Home									
Trainee Profile	Refill Slot Information 2								
Search Potential Applicants Search Submitted				tal Iget		led ots	Allocation		
Applications Manage Members			# Slots	# MSYs	# Slots	# MSYs	# s	lots	
Invite Members		Liste -	SIUCS	Mats	51015	Mats	•	_	
Manage Events	E 11 22 - 543	Living Allowance	8	8	5	5	7	7.00	
Manage Programs	Full Time [1]	No Living Allowance	0	0	0	0	0	0.00	
Manage Service Locations Manage Users		Living							
Recruitment Workbasket	One Year Half Time	Allowance	1	0.5	0	0	1	0.50	
S&N Workbasket	[0.5]	No Living Allowance	0	0	0	0	0	0.00	
S&N Reports VISTA Workbasket		Living	0	0	0	0	0	0.00	
VISTA Reports	Two Year Half Time	Allowance	0	0	0	0		0.00	
	[0.5]	No Living Allowance	0	0	0	0	0	0.00	
Program Information		Living Allowance	0	0	0	0	2	0.76	
Program: City Year Cleveland - 2008	Reduced Half Time [0.38]	No Living Allowance	0	0	0	0		0.00	
06ACHOH0010001								_	
Program Info	Quarter Time	Living Allowance	0	0	0	0	0	0.00	
Service Location Info Slot Info	[0.26]	No Living Allowance	0	0	0	0	0	0.00	
Slot Conversion Refill Slot Conversion	Minimum	Living Allowance	0	0	0	0	1		
Slot Transfer	Time [0.21]	No Living Allowance	0	0	0	0	0	0.00	
		Living Allowance	9	8.5	5	5	11	8.47	
	Total	No Living Allowance	0	0	0	0	0	0.00	
	Grand	Total	9	8.5	5	5	11	8.47	
							validate	submit	

Enter the new refill slot allocation by slot type. Enter 0 if all the refill slots are being removed. Use whole numbers only.

Standard slots have not been filled. Refill slots are shown, but are not available.

Standard slots are not available. Refill slots can be entered for this slot type.

Refill Slot Rules

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- Processes and principles apply for editing refill slots as standard slots.
- Refill slots automatically become visible on the Slot Budget page when a program exits a member who served less than 30% of their term and the member did not receive an award.
- A refill slot is not available for use until all of the standard slots of the same slot type have been filled.
- Refill slots can only be used once, even if the member occupying the refill slot does not complete their term.
- When converting refill slots, make sure that the New Allocation number is ≥ the filled refill slots for each slot type.

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Welcome Alyson	Edit Refill Slot Bu	dget								
Portal Home Trainee Profile	Refill Slot Information 2									
Search Potential Applicants Search Submitted Applications				tal Iget		led ots		ew ation		
Manage Members			# Slots	# MSYs	# Slots	# MSYs	# S	lots		
Invite Members Manage Events		Living Allowance	8	8	5	5	7	7.00		
Manage Programs Manage Service Locations	Full Time [1]	No Living Allowance	0	0	0	0	0	0.00		
Manage Users Recruitment Workbasket	One Year Half Time [0.5] Two Year Half Time [0.5]	Living Allowance	1	0.5	0	0	1	0.50		
S&N Workbasket S&N Reports		No Living Allowance	0	0	0	0	0	0.00		
VISTA Workbasket		Living Allowance	0	0	0	0	0	0.00		
VISTA Reports		No Living Allowance	0	0	0	0	0	0.00		
Program Information	Reduced Half	Living Allowance	0	0	0	0	2	0.76		
Program: City Year Cleveland - 2008 06ACHOH0010001	Time [0.38]	No Living Allowance	0	0	0	0	0	0.00		
Program Info Service Location Info	Quarter Time	Living Allowance	0	0	0	0	0	0.00		
Slot Info	[0.26]	No Living Allowance	0	0	0	0	0	0.00		
Slot Conversion Refill Slot Conversion	Minimum	Living Allowance	0	0	0	0	1	0.21		
Slot Transfer	Time [0.21]	No Living Allowance	0	0	0	0	0	0.00		
	Total	Living Allowance	9	8.5	5	5	11	8.47		
	Total	No Living Allowance	0	0	0	0	0	0.00		
	Grand	Total	9	8.5	5	5	11	8.47		
							validate	submit		

Click on **validate** to ensure that the new MSYs are not greater than the total MSYs. Click on **submit** to update the refill slot configuration.

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EGRANTS

Welcome Alyson

View Slot Budget

Portal Home Trainee Profile

Slot Information - City Year Cleveland 2008

Search Potential Applicants	Click here for help.								
Search Submitted Applications	Slot Type [MSYs]	Living Allowance		Current		Infilled	Re Current	fill Slo Filled	
Manage Members	Full Time [1]	Yes No	56 0	56 0	56 0	0	7	5 0	2 0
Invite Members	One Year Half	Yes	6	6	4	2	1	0	1
Manage Events	Time [0.5]	No	0	0	0	0	0	0	0
😔 Manage Programs	Two Year Half	Yes	0	0	0	0	0	0	0
Manage Service Locations	Time [0.5]	No	0	0	0	0	0	0	0
Manage Users	Reduced Half Time	Yes	0	0	0	0	2	0	2
Recruitment Workbasket	[0.38095240]	No	0	0	0	0	0	0	0
S&N Workbasket	Quarter Time	Yes	0	0	0	0	0	0	0
S&N Reports	[0.26455027]	No	0	0	0	0	0	0	0
VISTA Workbasket	Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
VISTA Reports	[0.21104022]		-	Ŭ	_	-	Ŭ	-	-
	Total Slots	Yes No	62 0	62 0	60 0	2 0	11 0	5 0	6 0
Program Information	Total MSY's	Yes No	59 0	59 0	58 0	1 0	8.47 0	5 0	3.47 0

Program:

City Year Cleveland - 2008 06ACHOH0010001

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

MSYs were reduced from 8.5 to 8.47. The next refill slot conversion will be calculated on the new MSYs of 8.47.

edit refill

edit stand

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eGrants

Search Submitted Applications	Slot Type [MSYs]	Living LAllowance	Grant Available		ndard S Filled I		Re Current	fill Slo Filled	
Manage Members	Full Time [1]	Yes	56 0	56 0	56 0	0	7	5 0	2
Invite Members			_	-	_	-	-	-	-
Manage Events	One Year Half Time [0.5]	Yes No	6 0	6 0	4 0	2 0	1	0	1 0
🕺 Manage Programs 🛛 🔶		ies			0			0	
Manage Service Locations	Time [0.5]	No	0	0	0	0	0	0	0
Manage Users	Reduced Half Time	Yes	0	0	0	0	2	0	2
Recruitment Workbasket	[0.38095240]	No	0	0	0	0	0	0	0
S&N Workbasket	Quarter Time	Yes	0	0	0	0	0	0	0
S&N Reports	[0.26455027]	No	0	0	0	0	0	0	0
VISTA Workbasket	Minimum Time [0.21164022]	Yes No	0	0	0	0	1	0	1
VISTA Reports	[0.21104022]		62	62	-	Ū	11	5	-
	Total Slots	Yes No	02	0	60 0	2 0	0	0	6 0
Program Information	Total MSY's	Yes No	59 0	59 0	58 0	1 0	8.47 0	5 0	3.47 0
Program: City Year Cleveland - 2008 06АСНОН0010001						edit st	andard	ed	lit refill

If you are not viewing Operating Site information, click on **Manage Programs** and select from the search result page the operating site that you wish to transfer slots from. If you are already viewing the operating site information of the operating site you wish to transfer slots from, click on **Slot Transfer**.

eGrants Coaching Unit

Program Info Service Location Info

Slot Info Slot Conversion Refill Slot Conversion Slot Transfer

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eGrants

Welcome Alyson	Transfer Slots				
Portal Home					
Trainee Profile	Operating Sites to	Transfer From			
Search Potential Applicants	Program Code	Program Name	Program Year	City	State
Search Submitted Applications	06NDHMA0010001	<u>City Year New York</u>	2008		
Manage Members	06NDHMA0010002	<u>City Year Columbus</u>	2008		
Invite Members	06NDHMA0010003	City Year Little Rock	2008		
Manage Events	06NDHMA0010004	City Year Seattle/King County1	2008		
🥺 Manage Programs	06NDHMA0010005	<u>City Year Los Angeles</u>	2008		
Manage Service Locations	06NDHMA0010006	<u>City Year Detroit</u>	2008		
Manage Users	06NDHMA0010007	<u>City Year Columbia</u>	2008		
Recruitment Workbasket	06NDHMA0010008	City Year Care Force	2008		
S&N Workbasket	06NDHMA0010009	<u>City Year Chicago</u>	2008		
S&N Reports VISTA Workbasket					
VISTA Reports					
Program Information					
Program:					
City Year - 2008 06NDHMA001					
Program Info					
Operating Site Info					
Service Location Info					
Slot Info					
Slot Transfer					
Slot Allocation					

If you are viewing your grant information, click on **Slot Transfer** then select the "transfer from" Operating Site from the list.

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Welcome Alyson	
Portal Home	

View Operating Site

Trainee Profile

Search Submitted Applications Manage Members Invite Members

Manage Events

Program:

2008

Operating Site Information

Search Potential Applicants Please note the following errors:

This subprogram has no slots available to transfer.

Click here for help.

manage events		
Manage Programs	Program Year:	2008
	Operating Site Name:	City Year Washington, DC
Manage Service Locations	Operating Site Code:	06ACHDC0010003
Manage Users		004011200020000
Recruitment Workbasket	Contact Name:	
Recruitment Workbasket		140 Q Street NE
S&N Workbasket	Contact Address:	2nd Floor
S&N Reports		Washington, DC 20002 - 2132
VISTA Workbasket	Contact Email:	<u>test@cns.gov</u>
VISTA Reports	Contact Phone:	(202) 776-7780
	Budget Period:	07/01/2008 - 06/30/2009
	Enrollment Period:	07/01/2008 - 06/30/2009

Slots are not available to transfer note.

Edit Operating Site

View Service Locations

View Members

Program Info Service Location Info Slot Info Slot Conversion

City Year Washington, DC -

06ACHDC0010003

Refill Slot Conversion

Slot Transfer

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eGrants

Welcome Alyson	Transfer Slots			
Portal Home				
Trainee Profile	Slots available to transfer 🔹			Sele
Search Potential Applicants	Giving Program	City Year Los Angeles		the
Search Submitted Applications Manage Members	Slot Type	One Year Half Time - With Living Allowance [4] 💌	h	the
Invite Members	Number of Slots to Transfer	1		and
Manage Events	Receiving Program	City Year Columbus		Site
👂 Manage Programs	Receiving Program			
Manage Service Locations		transfer		tran
Manage Users				tran
Recruitment Workbasket				tran
S&N Workbasket				
S&N Reports				
VISTA Workbasket				
VISTA Reports				
Program Information				
Program: City Year - 2008 06NDHMA001 Program Info				
Operating Site Info				
Service Location Info				
Slot Info				

Select the slot type from the drop down box, enter the total number of slots and select the Operating Site the slots are being transferred to. Click **transfer**.

eGrants Coaching Unit

Slot Transfer Slot Allocation

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<u>eGrants</u>

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View Slot Budget

Please note:

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted

Applications Manage Members Invite Members

Slot Information - City Year Los Angeles 2008

The requested slots have been transfered.

Click here for help.

Manage Events		Living	Grant	Stan	dard	Slots	Re	fill Slot	ts
Manage Programs	Slot Type [MSYs]						Current	Filled (Unfilled
	Full Time [1]	Yes	95	95	95	0	9	6	3
Manage Service Locations		No	0	0	0	0	0	0	0
Manage Users	One Year Half	Yes	3	3	0	3	0	0	0
Recruitment Workbasket	Time [0.5]	No	ō	ō	ō	ō	ō	ō	ō
Recruitment Workbasket									
S&N Workbasket	Two Year Half	Yes	0	0	0	0	0	0	0
CON Deservice	Time [0.5]	No	0	U	0	0	0	0	0
S&N Reports	Reduced Half				-		-	-	
VISTA Workbasket	Time	Yes No	1	1	0	1	0	0	0
VISTA Reports	[0.38095240]	NU	U	U	U	U	U	U	U
VISTA Reports	Out of the second second				~				
	Quarter Time [0.26455027]	Yes No	0	0	0	0	0	0	0
	[0.20433027]	NU	0	0	U	U	0	U	0
Program Information	Minimum Time	Yes	0	0	0	0	0	0	0
_	[0.21164022]	No	0	0	0	0	0	0	0
Program:					0.5				
City Year Los Angeles -	Total Slots	Yes	99 0	99 N	95 0	4	9 0	6 0	3
2008		140	, v			U U	, v		
06NDHMA0010005	Total MSY's	Yes	96.88	96.88	95	1.88	9	6	3
	Tutal Maris	No	0	0	0	0	0	0	0
Program Info								1	
Service Location Info						edit st	andard	ed	it refill
Slot Info									
Slot Conversion									
Refill Slot Conversion									_
olat Tasa ɗan									
Slot Transfer									

MSYs were reduced from 97.38 to 96.88 after transferring out 1 One Year Half Time slot.

eGrants Coaching Unit

Transfer was successful.

	Sea	rch for		ce	Loca	tio	ns
eGRAN	S Workbasket						
Portal Home							
Trainee Profile Search Potential Applicants	Pending Applications	Pending Invitations	Pending St Enrollments	atus Chang Requests	e Pending I	Exits	
Search Submitted Applications Manage Members	Results 1 Through	1		Your sea	arch returned 1	results.	
Invite Members Manage Events	Applicant *	Listing +	Date Submitted	Status 🕨	Date Available		
Manage Programs Manage Service Locations	Condition of the second	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	print	Click on Manage Service
Manage Users							Locations to search for
Recruitment Workbasket							service locations.
👩 S&N Workbasket							
S&N Reports							
VISTA Workbasket							
VISTA Reports							

Search for Service Locations

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search

eGrants

Welcome Alyson

Service Location Search

Portal Home

Trainee Profile

Search	Potential Applicants	
Search	Submitted	

Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Comico	Location	Conreb	Attributes
SELAILE	LUCALIVII	Searcii	AULTIDULES

To search for a service location use the fields below and click the search button.

Select 💌	Program Year:
	Grant Number:
	Service Location Name:
	City:
Select	State:

Zip:

Enter identifying information about the service location (s) to start a search. Click on **search** to see the results.

Search for Service Locations

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eGrants

Search Potential Applicants

Welcome Alyson

Service Location Search

Portal Home

Trainee Profile

Service Location Results

To search for a service location use the fields below and click the search button.

Search Submitted Results 1 Through 10 1 2 3 Next Last Applications Your search returned 27 results. Manage Members **Invite Members** Service. Grant Number 🕨 Program Name 🕨 City 🕨 State 🕨 Location. Manage Events City Year -20002 -Manage Programs 94ADNMA0060000 City Year Downtown 1111 Manage Service Locations 20002 -City Year -03NDHMA002 City Year Downtown 1111 Manage Users 20002 -City Year -Recruitment Workbasket 06NDHMA001 City Year Downtown 1111 S&N Workbasket City Year -20002 09NDHMA001 City Year Downtown 1111 S&N Reports VISTA Workbasket City Year Washington, DC Georgetown 20005 03ACHDC0010002 Washington DC University 1004 VISTA Reports 20005 City Year <u>Georgetown</u> Washington 06ACHDC0010003 Washington, DC Service Location 09RNHMA0020001 Testing Recovery 1 Washington DC 20525 20525 94ADNMA0060000 Washington DC City Year Test 2231 20525 -03NDHMA002 City Year Test Washington DC 2231 20525 -06NDHMA001 City Year Washington DC Test 2231

The Service Location Results page displays only the service locations you have access to. Use the numbered navigation to scroll through the pages and the column title to sort the listing.

Click on the name of the operating site or service location to view details.

What's next?

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• The Resource Center

- www.nationalserviceresources.org/ac-training-support
- o Includes other tutorials
- Live training and registration schedule

• The eGrants Coaching Unit

- o **1-888-333-8272**
- egrantstta@jbsinternational.com
- Training/Technical Assistance

• The eGrants Help Desk

- 1-888-677-7849
- Technical Assistance
- User name/Password reset assistance