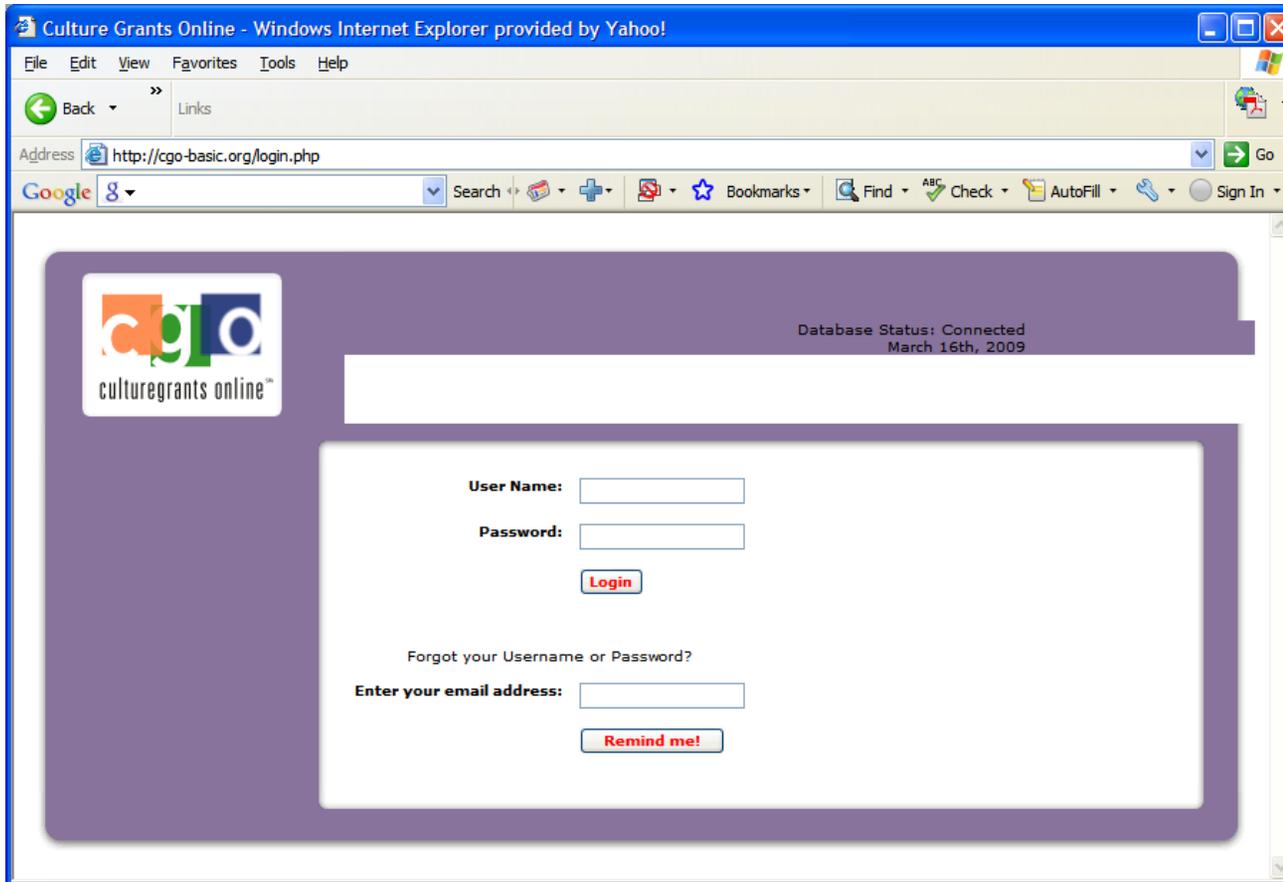
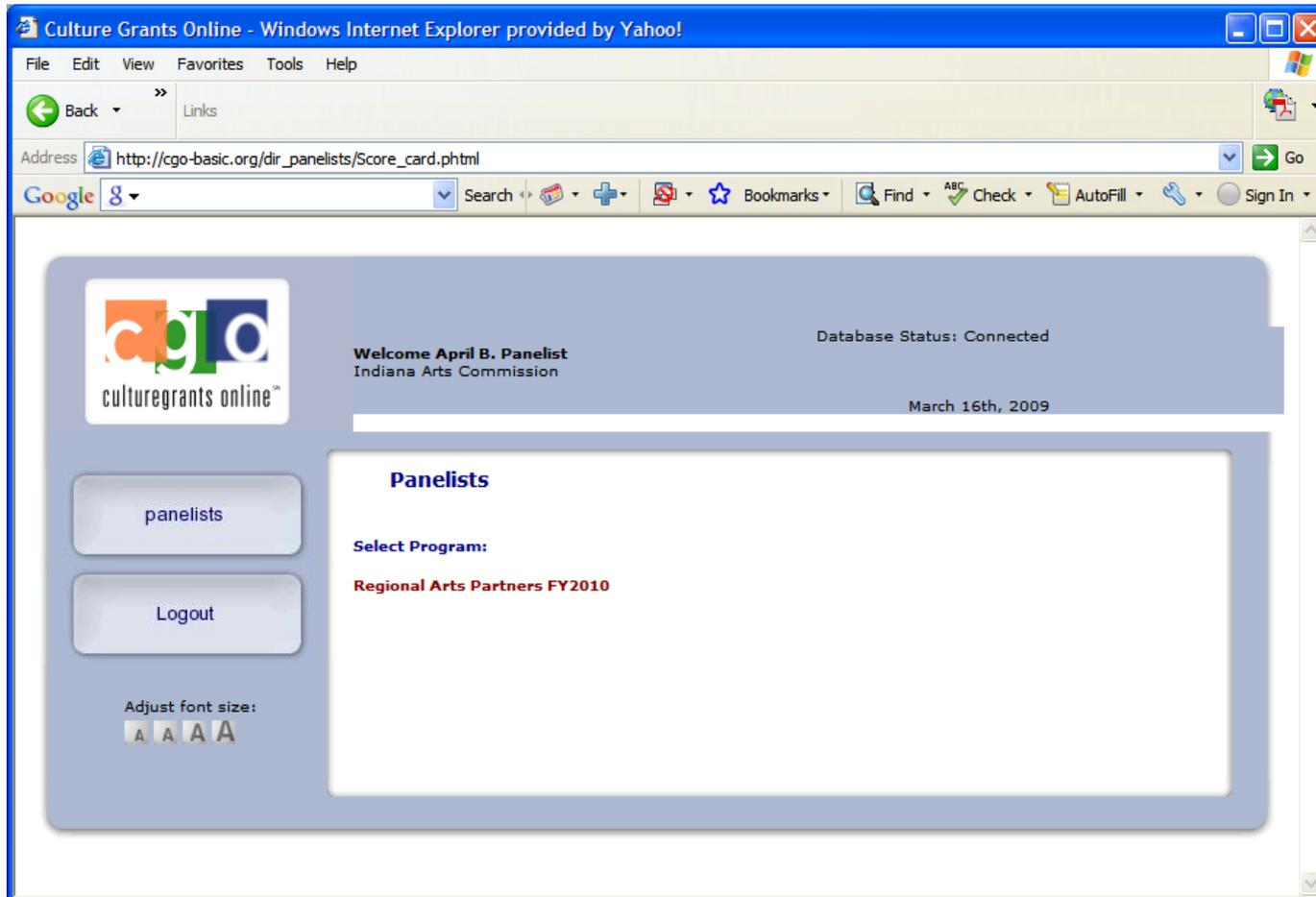


How to use the IAC's Online Grants System for Panel Readings & Scoring

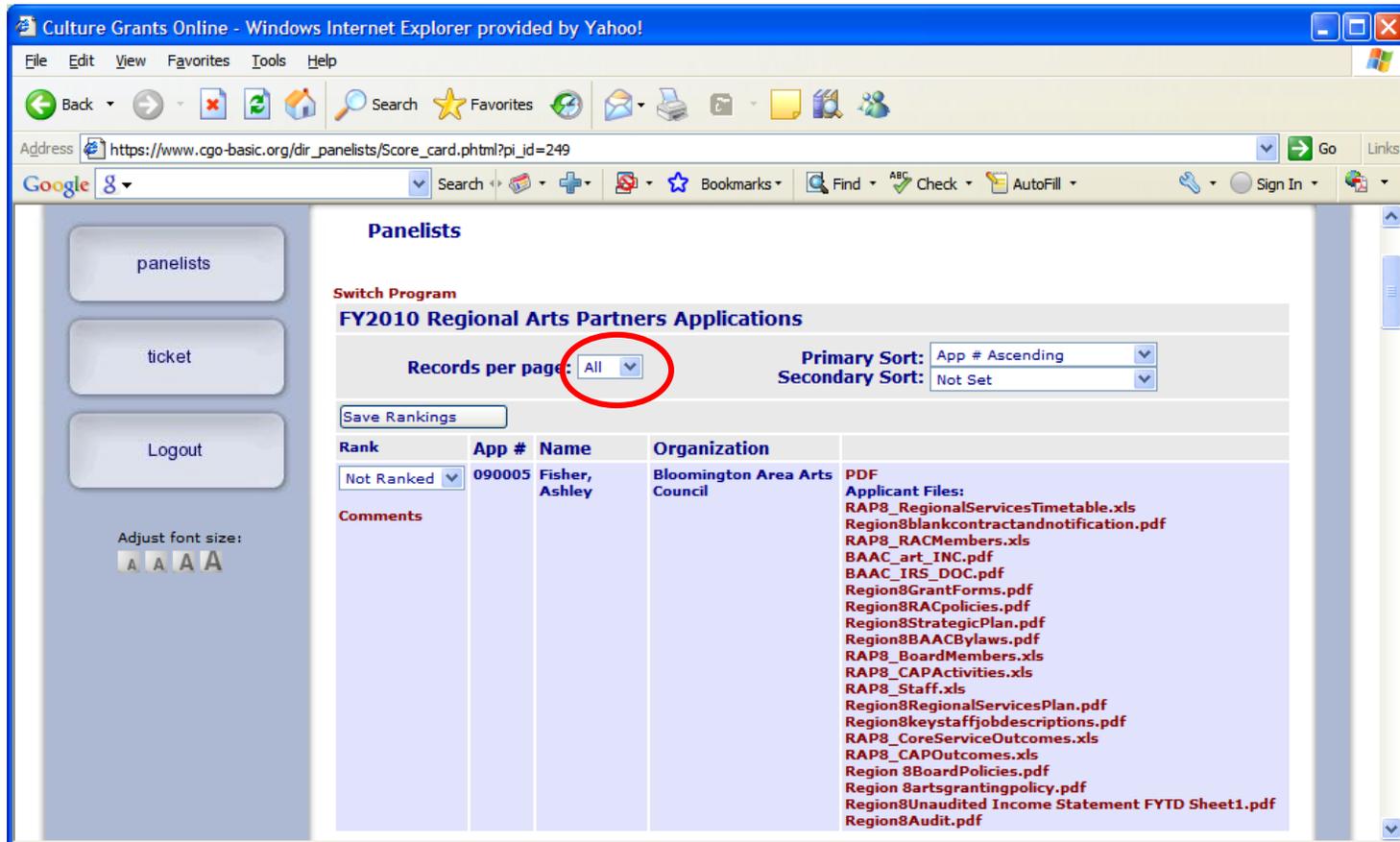
1. Log on to the internet and type www.cgo-basic.org in your address bar. Login using the password provided by your regional partner. If you have problems logging in or have any technical problems as you use the panelist area of the online system, please contact your regional partner for assistance.



2. Once you login, all active panels assigned to your name will appear. Click on the name of the panel you plan to score/review to access applications. The name of the panels will appear under the “Select Program” header.
 - a. As you work in the system, keep in mind that all active links are red (e.g. “Regional Arts Partners FY2010” below)



3. In the next screen, you will see all of the applicants listed. This is where you will go through to review applications and enter scores (called “rank” in the system) for each applicant.
 - a. The records per page drop down menu should be set to “All” (circled below)

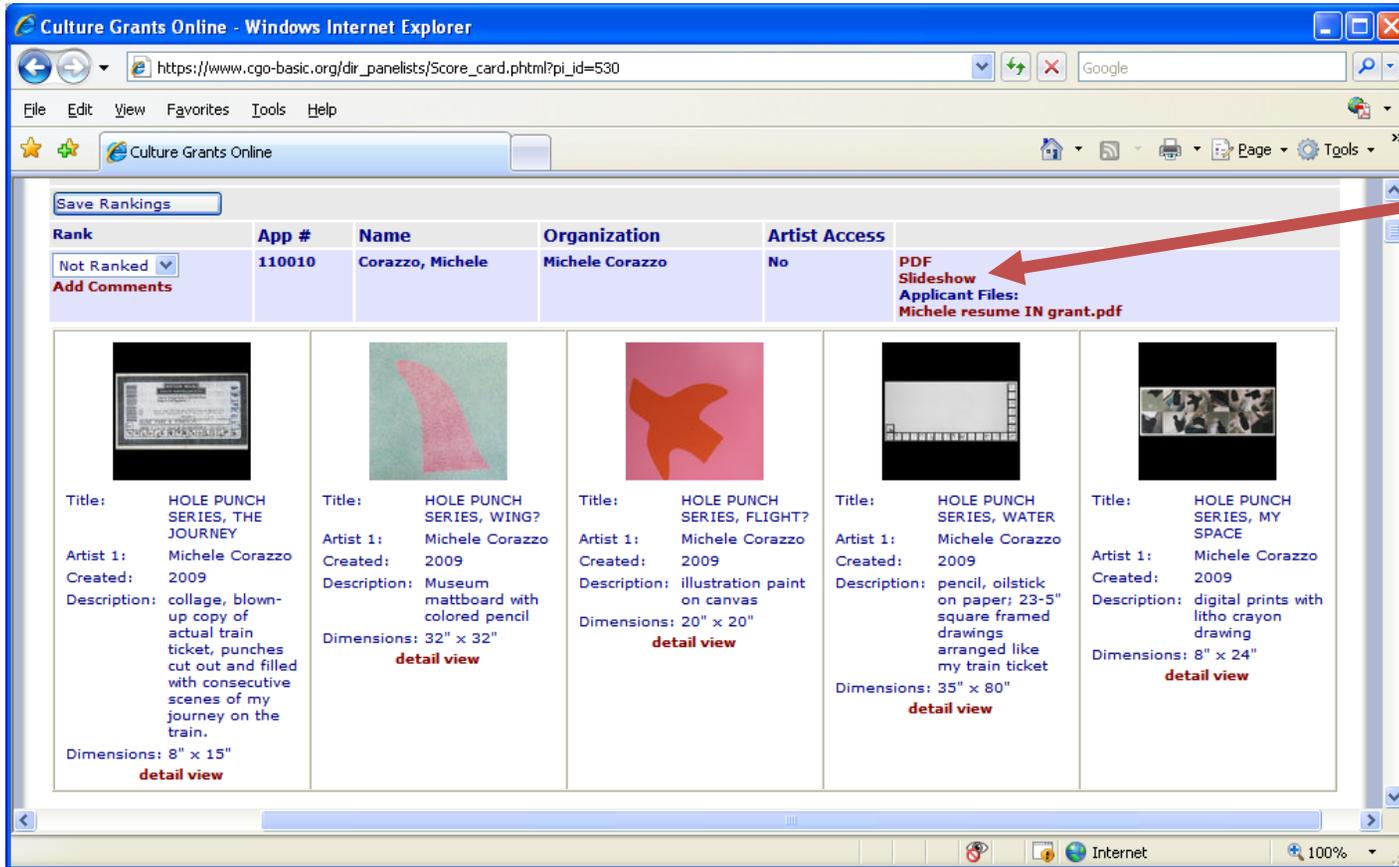


4. Review the PDF of the application. You must have Adobe Reader to access the PDF of the application. If you do not have Adobe Reader, download it for free at www.adobe.com.
 - a. Applications can be saved on your computer and/or printed if you wish. To do this, go to “File”, “Save As” and save them to your desired location.
 - b. Applicant Files are listed below the PDF and include all documents applicants have uploaded as part of their application. These documents are also available as active links when you view the application PDF.

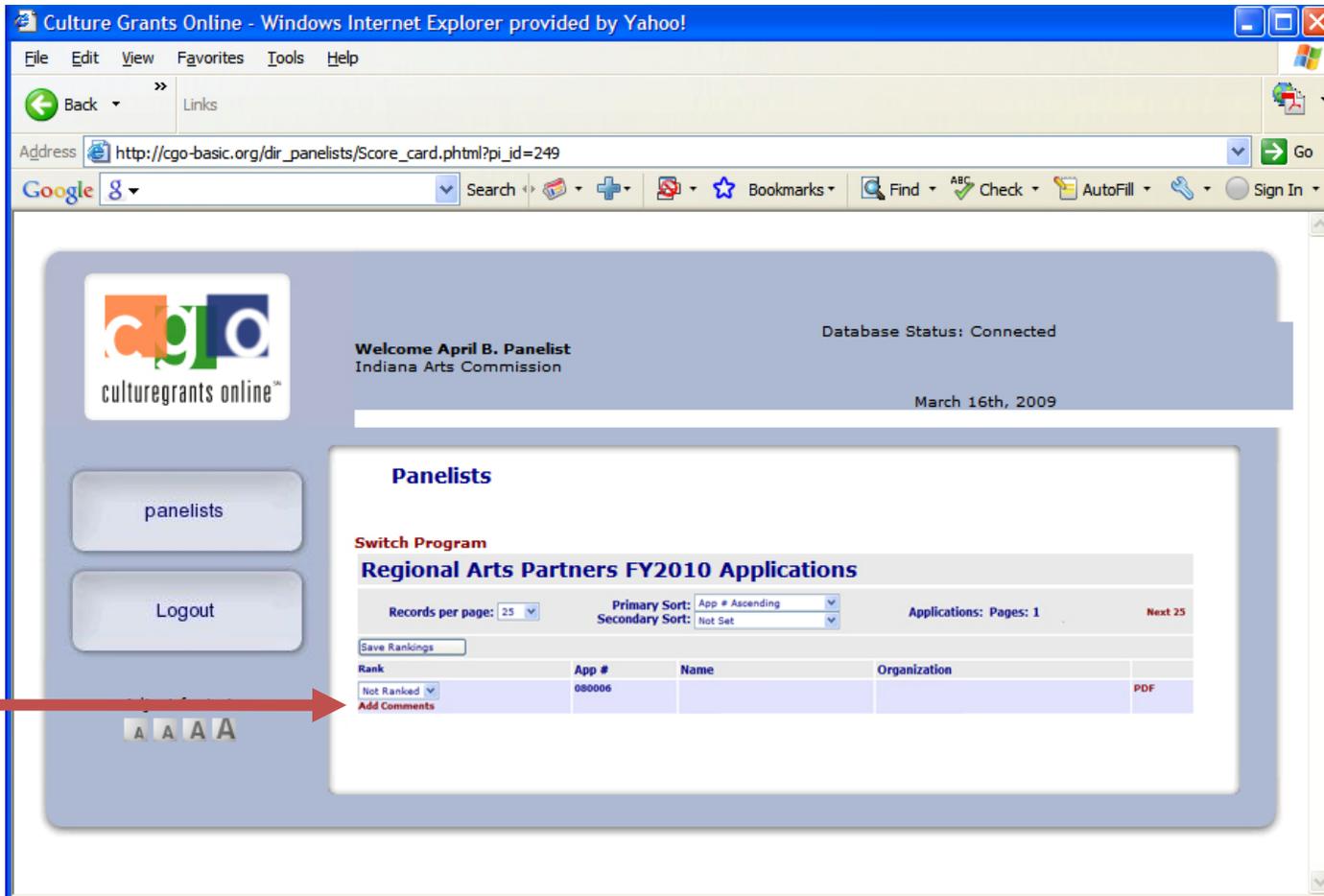
The screenshot shows a web browser window titled 'Culture Grants Online - Windows Internet Explorer provided by Yahoo!'. The address bar shows the URL: https://www.cgo-basic.org/dir_panelists/Score_card.phtml?pi_id=249. The page content includes a sidebar with buttons for 'panelists', 'ticket', and 'Logout', and a main area titled 'Panelists' with a 'Switch Program' dropdown set to 'FY2010 Regional Arts Partners Applications'. Below this, there are sorting options: 'Records per page: All' and 'Primary Sort: App # Ascending', 'Secondary Sort: Not Set'. A table lists application entries. The first entry is for 'Fisher, Ashley' from 'Bloomington Area Arts Council'. To the right of this entry is a 'PDF' link and a list of 'Applicant Files' including various spreadsheets and PDFs. Two red arrows point from the right side of the image to the 'PDF' link and the 'Applicant Files' list.

Rank	App #	Name	Organization	PDF
Not Ranked	090005	Fisher, Ashley	Bloomington Area Arts Council	PDF Applicant Files: RAP8_RegionalServicesTimetable.xls Region8blankcontractandnotification.pdf RAP8_RACMembers.xls BAAC_art_INC.pdf BAAC_IRS_DOC.pdf Region8GrantForms.pdf Region8RACpolicies.pdf Region8StrategicPlan.pdf Region8BAACBylaws.pdf RAP8_BoardMembers.xls RAP8_CAPActivities.xls RAP8_Staff.xls Region8RegionalServicesPlan.pdf Region8keystaffjobdescriptions.pdf RAP8_CoreServiceOutcomes.xls RAP8_CAOOutcomes.xls Region8BoardPolicies.pdf Region8artsgrantingpolicy.pdf Region8Unaudited Income Statement FYTD Sheet1.pdf Region8Audit.pdf

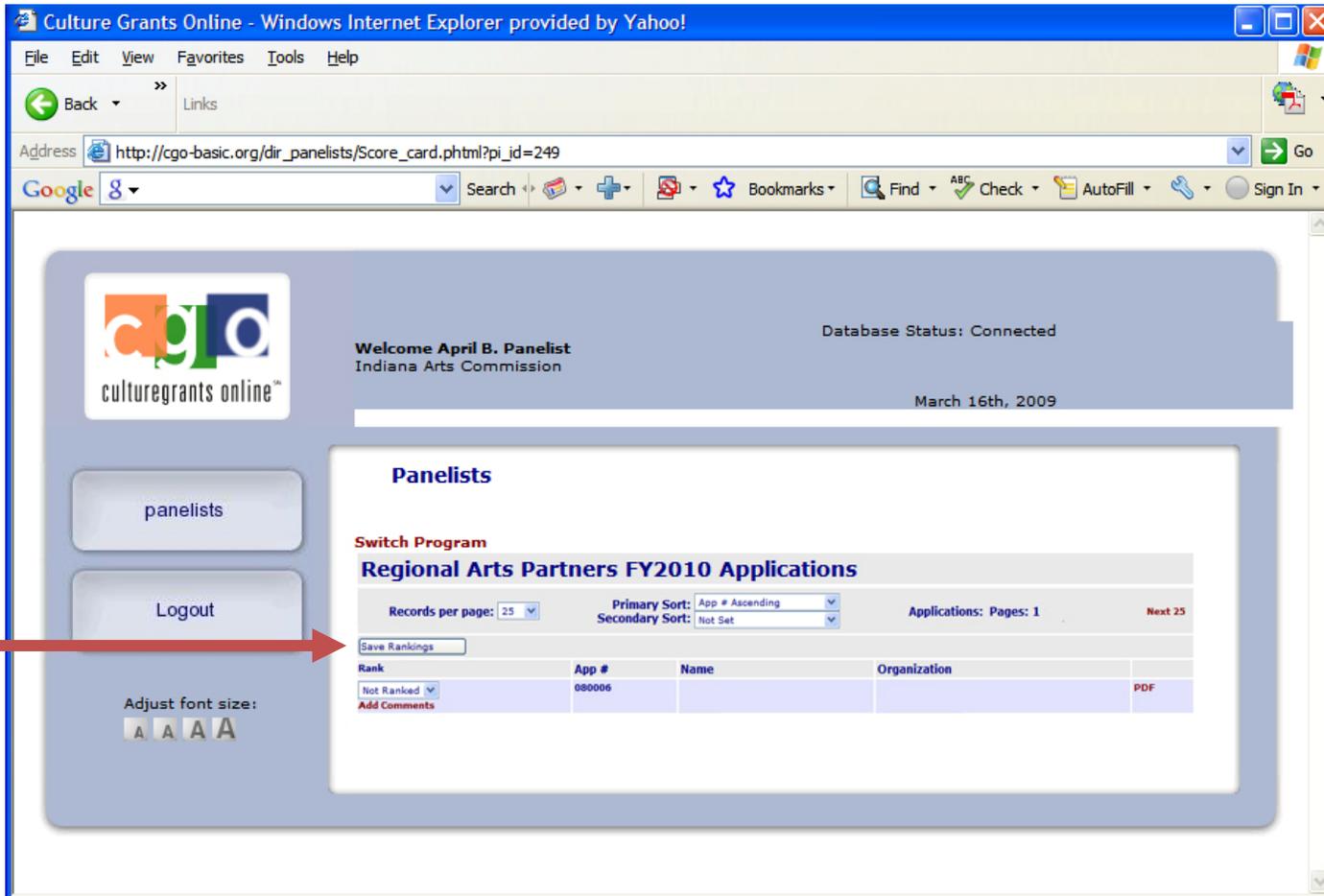
5. Images can be viewed individually or as a slide show.
 - a. To view the slideshow, click on the link below the PDF of the application that says “Slideshow”.
 - b. Images/Audio/Written documents can be viewed individually by clicking on the thumbnail or the “detail view” link to open it in a separate window as an enlargement.



6. After reviewing the application and documentation (if applicable), put in your scores for the applicant.
 - a. Highest total score is 100 points (All categories will add up to this amount and paper score sheets will be provided with the breakdown of each category)
 - b. Add any additional thoughts/feedback by clicking on the “Add Comments” link.
Please Note: Applicants can request panelist comments.



7. **Always SAVE** after your score and add comments for an application. You can do this by clicking the “Save Rankings” button. You can leave off at any point when reviewing applications and come back to the online system. When you log back into the system, the information you have saved will appear.



8. To exit the system, click on the “Logout” button.

