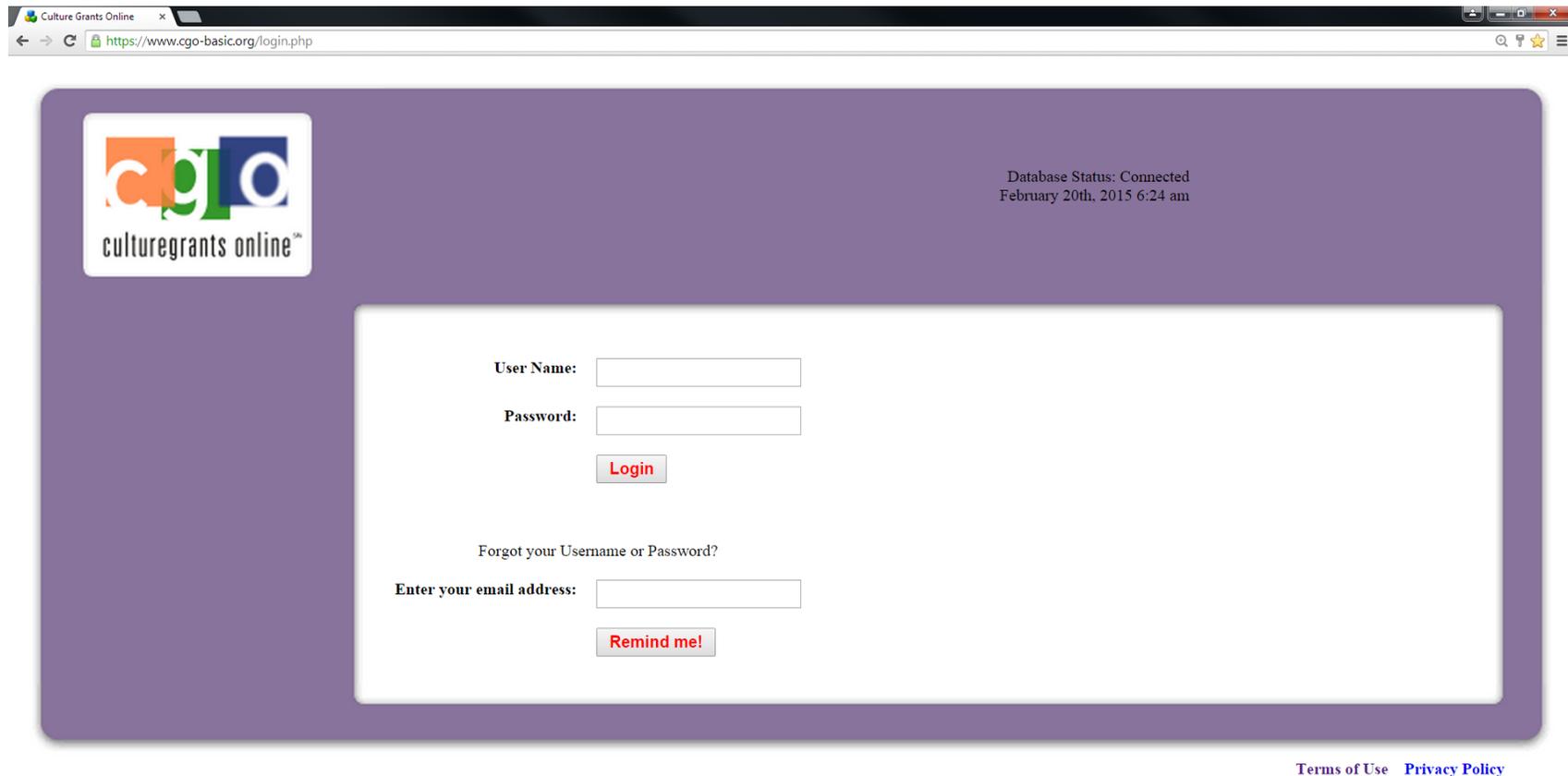


How to use the IAC's Online Grants System for Panel Readings & Scoring

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 or grant administrator.

If you have problems logging in or have any technical problems as you use the panelist area of the online system, please contact Adrian Starnes at 317-232-1278 or astarnes@iac.in.gov



Culture Grants Online

Database Status: Connected
February 20th, 2015 6:24 am

User Name:

Password:

[Login](#)

Forgot your Username or Password?

Enter your email address:

[Remind me!](#)

[Terms of Use](#) [Privacy Policy](#)

- 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.





**INDIANA ARTS
COMMISSION**

Welcome Panelist Admin

Indiana Arts Commission

Database Status: Connected
February 20th, 2015 8:33 am

panelists

Logout

Adjust font size:

A A A A

Panelists

Select Program:

- FY2016 Regional Initiative Grant - REGION 7 - Arts Project Support (APS) & Mini Grants**
- FY2016 Individual Artist Program**
- FY2016 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS)**

[Terms of Use](#) [Privacy Policy](#)

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)

Welcome Panelist Admin
 Indiana Arts Commission

Database Status: Connected
 February 20th, 2015 8:55 am

Panelists

Switch Program

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications

Records per page: **All** Primary Sort: App # Ascending
 Secondary Sort: Not Set

Save Rankings

| Rank | App # | Name | Organization | Grant Level | |
|------------|--------|--------------|--------------|-------------|---|
| Not Ranked | 150001 | Sharp, Paige | IAC STAFF | | PDF Slideshow Applicant Files: Board member template.xls ARTICLES OF INCORPORATION.pdf ARTICLES OF INCORPORATION.pdf Paiges end of year PnL.xls |



Title: ARTISAN LOGO
 Artist 1: Blevins
 Created: 2002
 Description: This is not my art
[detail view](#)



Title: “THE FLUX AND THE PUDDLE”
 Artist 1: David Altmejd
 Created: 2013
[detail view](#)



Title: IMPORTANT MEETING NOTES
 Artist 1: Paige
 Created: 2014
[detail view](#)

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

Welcome Panelist Admin
 Indiana Arts Commission

Database Status: Connected
 February 20th, 2015 8:55 am

Panelists

Switch Program

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications

Records per page: All Primary Sort: App # Ascending
 Secondary Sort: Not Set

Save Rankings

| Rank | App # | Name | Organization | Grant Level | |
|----------------------------|--------|--------------|--------------|-------------|--|
| Not Ranked Add Comments | 150001 | Sharp, Paige | IAC STAFF | | PDF Slideshow Applicant Files: Board member template.xls ARTICLES OF INCORPORATION.pdf ARTICLES OF INCORPORATION.pdf Paiges end of year PnL.xls |

5. If there is artistic documentation, that will show up below the application area. 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.

The screenshot shows the CGO website interface. At the top, there is a navigation bar with a "Logout" button. Below it, there are controls for "Records per page" (set to "All"), "Primary Sort" (set to "App # Ascending"), and "Secondary Sort" (set to "Not Set"). A "Save Rankings" button is also visible.

The main content area features a table with columns for "Organization" and "Grant Level". The first row shows "IAC STAFF" under "Organization". To the right of this row, there is a list of links: "PDF", "Slideshow", and "Applicant Files:". Under "Applicant Files:", there are three items: "Board member template.xls", "ARTICLES OF INCORPORATION.pdf", and "Paiges end of year PnL.xls". A red arrow points from the "Slideshow" link to a separate window.

The "Slideshow" window is open, displaying a hand-drawn sketch of two figures with large eyes and a speech bubble containing the text "Adobe Connect". Below the sketch, there is a "detail view" link.

Below the table, there are two more items, each with a thumbnail image and a "detail view" link. The first item has a title "THE FLUX AND THE PUDDLE", artist "David Altmejd", and was created in 2013. The second item has a title "IMPORTANT MEETING NOTES", artist "Paige", and was created in 2014.

At the bottom of the page, there is another "Save Rankings" button and a Windows taskbar showing the time as 9:16 AM on 2/20/2015.

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.

Indiana Arts Commission

Welcome Panelist Admin

Indiana Arts Commission

Database Status: Connected
February 20th, 2015 9:05 am

panelists

Logout

Adjust font size:
A A A A

Panelists

Switch Program

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications

Records per page: All Primary Sort: App # Ascending
Secondary Sort: Not Set

Save Rankings

| Rank | App # | Name | Organization | Grant Level | |
|----------------------------|--------|--------------|--------------|-------------|--|
| Not Ranked Add Comments | 150001 | Sharp, Paige | IAC STAFF | | PDF Slideshow Applicant Files: Board member template.xls ARTICLES OF INCORPORATION.pdf ARTICLES OF INCORPORATION.pdf Paiges end of year PnL.xls |

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.

panelists

Logout

Adjust font size: A A A A

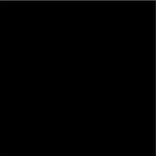
Switch Program

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications

Records per page: All Primary Sort: App # Ascending Secondary Sort: Not Set

Save Rankings

| Rank | App # | Name | Organization | Grant Level | |
|----------------------------|--------|--------------|--------------|-------------|---|
| Not Ranked Add Comments | 150001 | Sharp, Paige | IAC STAFF | | PDF Slideshow Applicant Files: Board member template.xls ARTICLES OF INCORPORATION.pdf ARTICLES OF INCORPORATION.pdf Paiges end of year PnL.xls |



Title: ARTISAN LOGO
Artist 1: Blevins
Created: 2002
Description: This is not my art
[detail view](#)



Title: "THE FLUX AND THE PUDDLE"
Artist 1: David Altmejd
Created: 2013
[detail view](#)



Title: IMPORTANT MEETING NOTES
Artist 1: Paige
Created: 2014
[detail view](#)

Save Rankings

[Terms of Use](#) [Privacy Policy](#)

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

The screenshot shows a web browser window with the URL https://www.cgo-basic.org/dir_panelists/Score_card.phtml?pi_id=1306. The page header includes the Indiana Arts Commission logo and the text "Welcome Panelist Admin" and "Indiana Arts Commission". The database status is "Connected" as of "February 20th, 2015 9:05 am".

The main content area is titled "Panelists" and features a "Switch Program" dropdown set to "FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications". Below this, there are sorting options: "Records per page: All" and "Primary Sort: App # Ascending", "Secondary Sort: Not Set". A "Save Rankings" button is also present.

| Rank | App # | Name | Organization | Grant Level | |
|------------|--------|--------------|--------------|-------------|--|
| Not Ranked | 150001 | Sharp, Paige | IAC STAFF | | PDF Slideshow Applicant Files: Board member template.xls ARTICLES OF INCORPORATION.pdf ARTICLES OF INCORPORATION.pdf Paiges end of year PnL.xls |

Below the table, three thumbnails are displayed with their respective titles:

- Thumbnail 1: ARTISAN LOGO
- Thumbnail 2: "THE FLUX AND THE BUNNY"
- Thumbnail 3: IMPORTANT MEETING NOTES

In the left sidebar, the "Logout" button is highlighted with a red arrow.