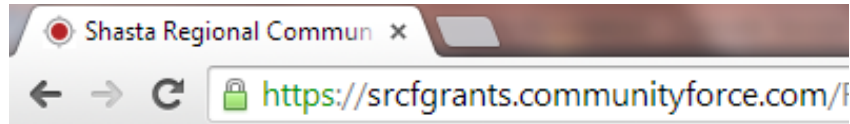
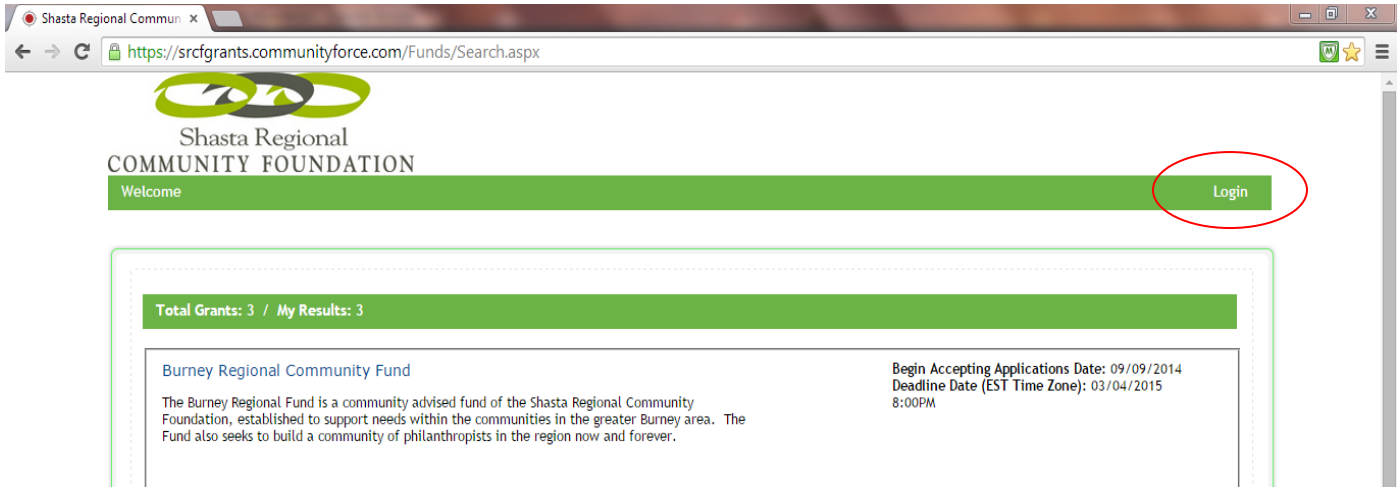


Part 1: Setting up an account with SRCF's online grant platform

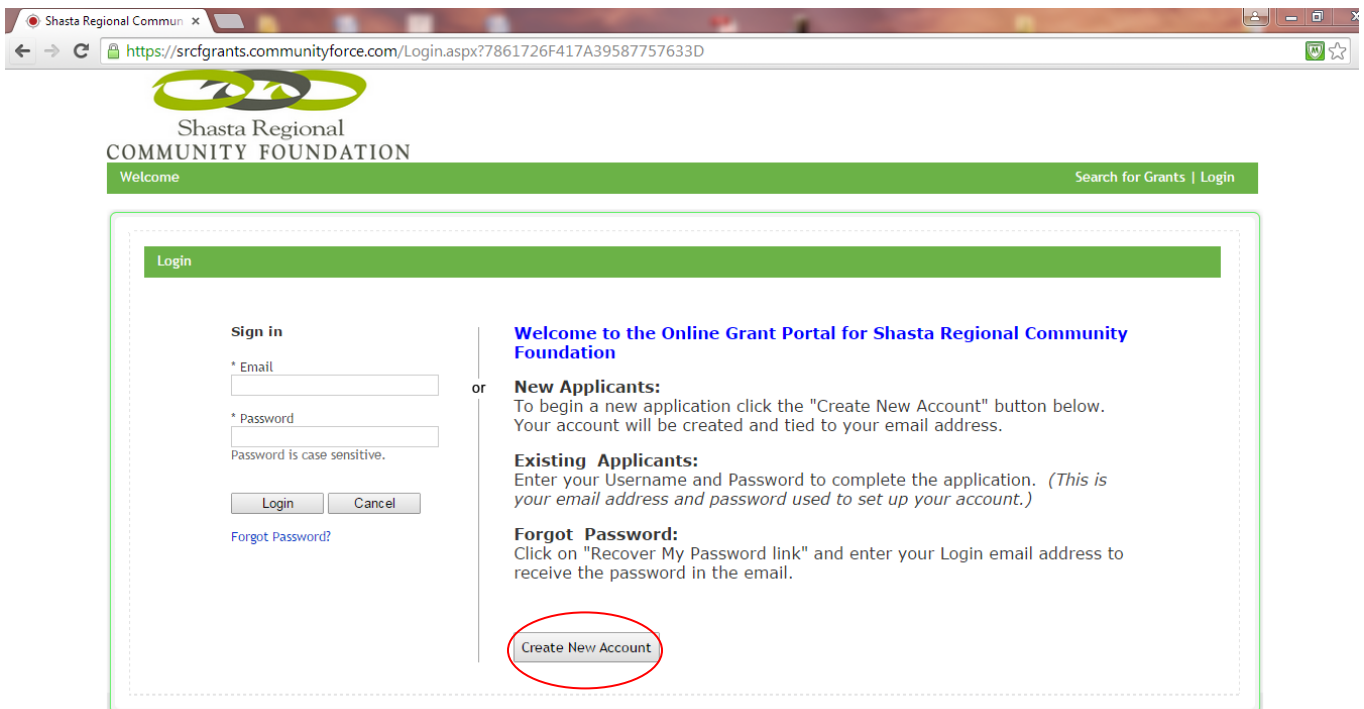
1. In the address bar of your internet browser, type in: <https://srcfgrants.communityforce.com/> or access the link via www.shastarcf.org/grants



2. Once you arrive at the website, click "LOGIN" in the upper right corner of your screen.



3. In the bottom center of the next screen, click on "Create New Account"



4. Fill in the fields according to your organizational information:

The registration form is titled "Registration" and contains the following fields:

- *Organization : TEST2
- *First Name : Amanda
- *Last Name : Hutchings
- *Login Id (Email Format) : amanda@example.com
- *Password : ****
- *Confirm Password : ****

Buttons: Submit, Cancel

(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8)

[Help](#) | [Contact](#)

Helpful Hint: The name and the email address entered should be that of the person who will be the main contact for SRCF. This person will also receive all communications during this grant process. Be sure to keep this account information for future use by your organization.

5. Once you've completed filling in the fields, click "Submit"

The registration form is identical to the previous one, but the "Submit" button is circled in red to indicate it should be clicked.

(c) 2010 - 2014 CommunityForce. All rights reserved. (v 6.8)

[Help](#) | [Contact](#)

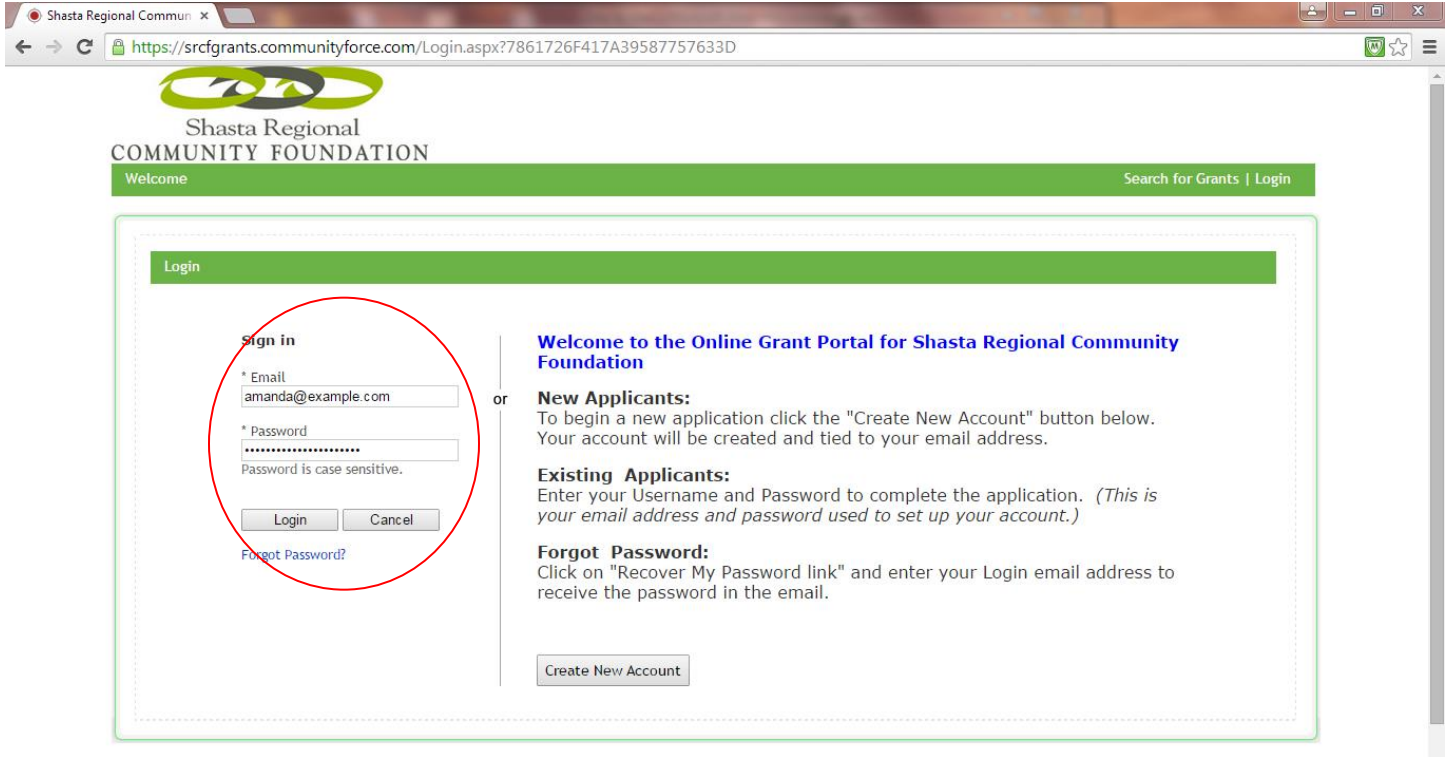
6. A pop-up window will appear noting that your account has been created. You will be prompted to log-in to access any available applications. Click "OK" to proceed.

The pop-up window is titled "Status Update" and contains the following text:

Your account has been created. Login to access the application.

Buttons: OK

7. You will then be directed back to the home screen where you may enter your sign-in information. Enter your email address and password and click “Login”



PLEASE SEE "PART 2: COMPLETING AN APPLICATION VIA SRCF'S ONLINE GRANT PLATFORM"

FOR MORE INFORMATION.

Contact Amanda Hutchings, Program Officer at Shasta Regional Community Foundation at 530-244-1219 or amanda@shastarcf.org with any questions.