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## Gamma Phi Beta Awards Application System User Guide

Thank you for using the Gamma Phi Beta Sorority Awards Application System!

This guide is intended to help you through the process of filling out an award application for the upcoming 2018 Gamma Phi Beta Convention and other Gamma Phi Beta-related events.

If you have any questions throughout this process, please email [support@gammaphibeta.org](mailto:support@gammaphibeta.org).

### Logging In

If you have used the Awards System before, you will already have a username (your email address) and a password. If you have forgotten your password, please reference the “Forgot Password?” link on the login page.

#### Sign in

\*Email

\*Password

Password is case sensitive.

Login

Cancel

[Forgot Password?](#)

If you have never used the Awards System before, you will need to create an account via the “Create New Account” button on the login page.

[Create New Account](#)

Once you have created your account or logged in with your previous credentials, you will be taken to the Application home page which lists all of the available Awards/Applications that are currently active.

**Administrative Excellence Award**

This award recognizes the chapter that excels in chapter administration.  
[View more\(...\)](#)

**Begin Accepting Applications Date:** 01/29/2018  
**Deadline Date (EST Time Zone):** 03/16/2018 11:59PM

[Apply](#)

**Alumnae Panhellenic Excellence Award**

Open to all alumnae chapters in good standing that have continuous and consistent outstanding contributions, involvement and promotion of the Panhellenic community of a local or larger effort through the actions of Gamma Phi Beta member(s).  
[View more\(...\)](#)

**Begin Accepting Applications Date:** 01/29/2018  
**Deadline Date (EST Time Zone):** 03/16/2018 11:59PM

[Apply](#)

You may click on the “Apply” button to proceed with the Application process. If you would like to know more about the Award/Application, you can click on the “View more” link to see a more detailed outline of what the Award/Application entails or click on the title of the award to view the same information.

**The Award/Application Dashboard**

Your Award/Application Dashboard provides instructions on how to fill out the award, which portions need to be filled out and the “Final Review and Submit” button. The “Preview Application” button will allow you to see what you have already filled out in the required sections for the Award/Application. You cannot fill out the award via the “Preview Application” button.

Deadline for Submission: 3/16/2018 11:59 PM

[Preview Application](#) [Final Review and Submit](#)

WELCOME TO GAMMA PHI BETA AWARDS!

**Instructions:**

Thank you for your interest in Convention awards! Welcome to your dashboard. Please carefully read the following information that addresses many common questions and will help you in the application process.

- To begin your application, click on any section and start filling in the questions.
- You have the option to save your work and submit the application at a later time. Be sure to click the “Save” button at the bottom of each section to save your work. There is a time-out feature. If a page remains idle for 20 minutes, it will not automatically save your work and require you to log back in.
- Before submitting the application, ensure that all sections are filled out properly. Once the application has been submitted, no additions or corrections to the application are allowed.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, you missed a required question(s) in that section.
- When you are ready to submit, click the “Final Review and Submit” button to verify your attachments have uploaded correctly and the application contains all the necessary information. You can generate a PDF of your application by clicking on the “Generate PDF” button under “My Applications” tab on the “My Applications” page. You can also Click the radio button beside your application and then “Print Application” before you submit to check for errors.
- Please submit request sections well in advanced when possible. Applicants should not wait until last minutes to submit these sections.
- Questions? Please email [gammaphibeta@gammaphibeta.org](mailto:gammaphibeta@gammaphibeta.org) with questions about the application process.



The screenshot shows three progress bars, each at 0% completion:

- Applicant Information:** 0% completion, deadline 3/16/2018 11:59PM.
- Collegiate Awards:** 0% completion, deadline 3/16/2018 11:59PM.
- Request:** 0% completion, with sub-sections for Requested (0%) and Received (0%).

Each Award/Application has three required sections that must be filled out before the Award/Application can be submitted. Clicking on the icons above each title will take you the appropriate sections.



**Applicant Information**  
  
**Deadline**  
 3/16/2018 11:59PM



**Collegiate Awards**  
  
**Deadline**  
 3/16/2018 11:59PM



**Request**  
  
**Requested**  
  
**Received**

### Applicant Information

Each section will have its own set of instructions as well as Save features if you are unable to finish a section in one sitting.

#### Applicant Information

**Save your work as you go!**

*You have the option to save your work and submit the application at a later time. Be sure to click the "Save" button at the bottom of the section to save your work. There page remains idle for 20 minutes, it will not save your work, and will require you to log back in.*

*To avoid losing work, particularly in essay type questions, please write your essay in a word processor first, then copy and paste into the appropriate question. Be sure to*

**\*Indicates required field**

#### Applicant Information

\*Chapter name:

\*First name of person completing this application:

\*Last name of person completing this application:

\*Position of person completing this application:

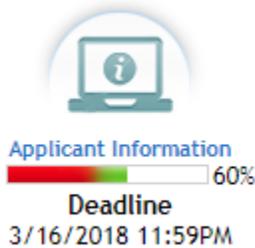
\*Email:

The "Save" button will save your current work and keep you on the same page.

The "Save and Return to Dashboard" button will save your current work and return you to the Award/Application dashboard. The "Return to Dashboard" button will take you back to the dashboard without saving any information. Keep in mind that some fields are required fields and if they contain

information that is important to the system, you may have to delete the information in the field before using the “Return to Dashboard” button, as no information will be saved.

If at any point you save and return to the dashboard and you have not completed the section you are working in, you will see your progress within each section until each section reaches 100%. You will not be able to submit the Award/Application until all sections have reached 100% on your part. The Request portion (also known as the Reference portion) is a two-step process that requires only your step to be completed in order to submit a finalized Award/Application. The reference writer’s submission will be appended to your Award/Application after it has been submitted.



### The Request Section

Be sure to read the instructions carefully on this page. Once you are ready to proceed, click on the “Reference Information” link at the bottom of the page.

10. If the individual has not received the email request t

Request For  
[Reference Information](#)

Enter the name of the person you are asking to write a reference for this Award/Application, their email address and an optional note indicating why you are asking for the recommendation. Then click on the “Email Request” button. The reference writer will be sent an automated email request to fill out their portion of the reference information and it will be appended to the Award/Application you are currently working on once it is received.



Section : Reference Information

Name :

Email :

n the email  
is request.

Email Request ▶

Cancel ▶

**Final Review and Submit**

Once all of your sections are at 100% you may click on the “Final Review and Submit” button.



**Applicant Information**  
100%  
**Deadline**  
3/16/2018 11:59PM



**Collegiate Awards**  
100%  
**Deadline**  
3/16/2018 11:59PM



**Request**  
Requested  
100%  
Received  
0%

It is important to note that once you have finalized your submission, you cannot go back and edit the information submitted. You can preview your Award/Application as it will be submitted by clicking on the “Preview Application” button. This will open a rendering of your application in a new window so you can read through and verify any information that is about to be submitted.

[Preview Application](#)

[Final Review and Submit](#)

When you are ready, click on the “Final Review and Submit” button.

[Final Review and Submit](#)

You will receive an alert from the system with a warning about not being able to edit after submission. Once you are comfortable proceeding, click on the “Continue with Review” button.

System Alert 154

Please confirm that you have reviewed your Administrative Excellence Award. You will not be able to update it after it has been submitted.

[Continue with Review](#) [Cancel](#)

You will see a summary of your application and a prompt to check the small box to the top or bottom left of the application (it is located in two places, but you only need to check one of them). Then click the “Submit” button.

 **Please check the check-box to confirm that you have reviewed your Administrative Excellence Award. You will not be able to update it after it is submitted.**

[Submit](#)

[Cancel & Exit](#)

Follow this process for any other Awards/Applications you intend to fill out and then be sure to Logout of the system when you are finished.

[Change Password](#) | [View/ Edit Profile](#) | [Logout](#)