

As a screener for ArtsHERE, please use the technical guides below to:

- Login as a screener
- Select the panel(s) you would like to score
- Review, Score and Comment on statements of interest

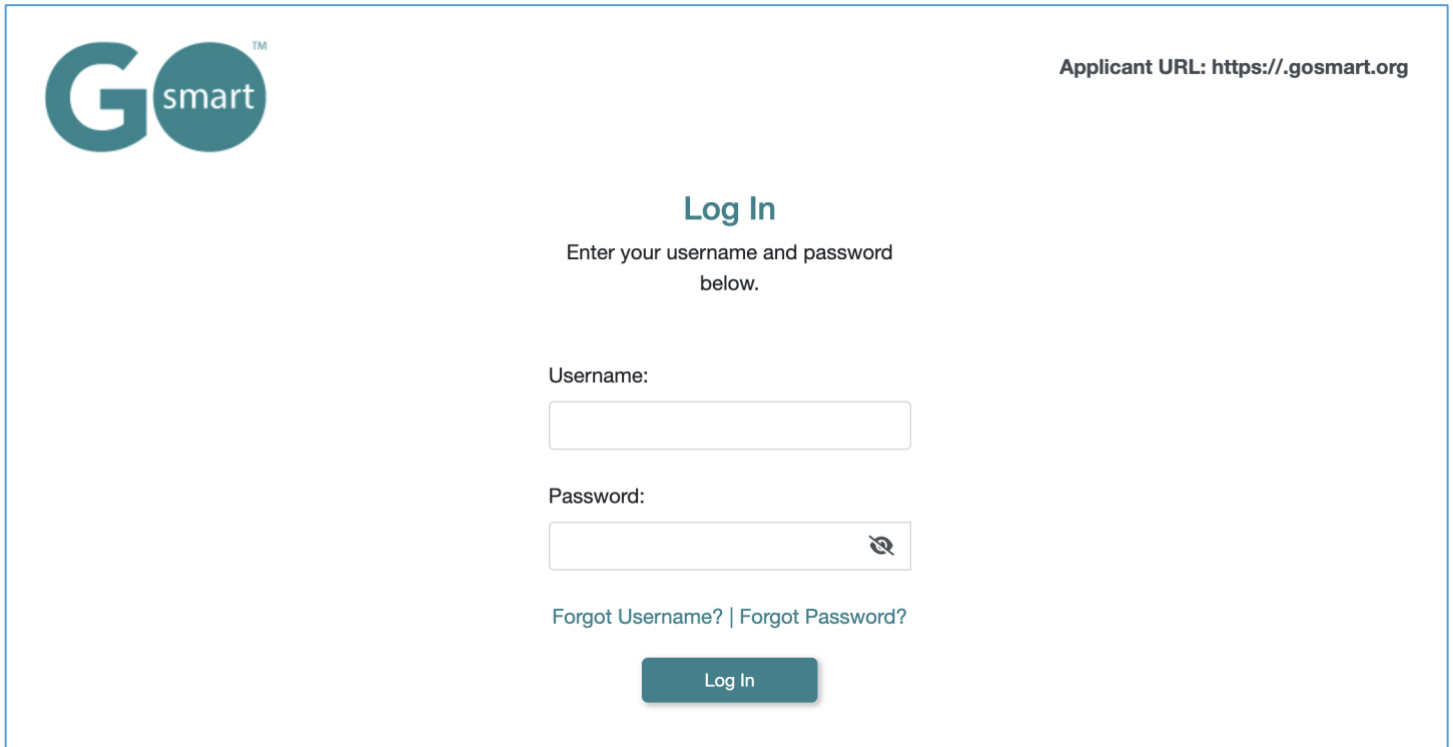
Table of Contents

LOGIN.....	2
SELECT YOUR PANEL	3
PANEL DASHBOARD	4
SUBMISSION DETAILS - APPLICATION	5
SUBMISSION DETAILS – SUPPORT MATERIALS.....	6
SUBMISSION DETAILS – SCORECARD	7

*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.



LOGIN

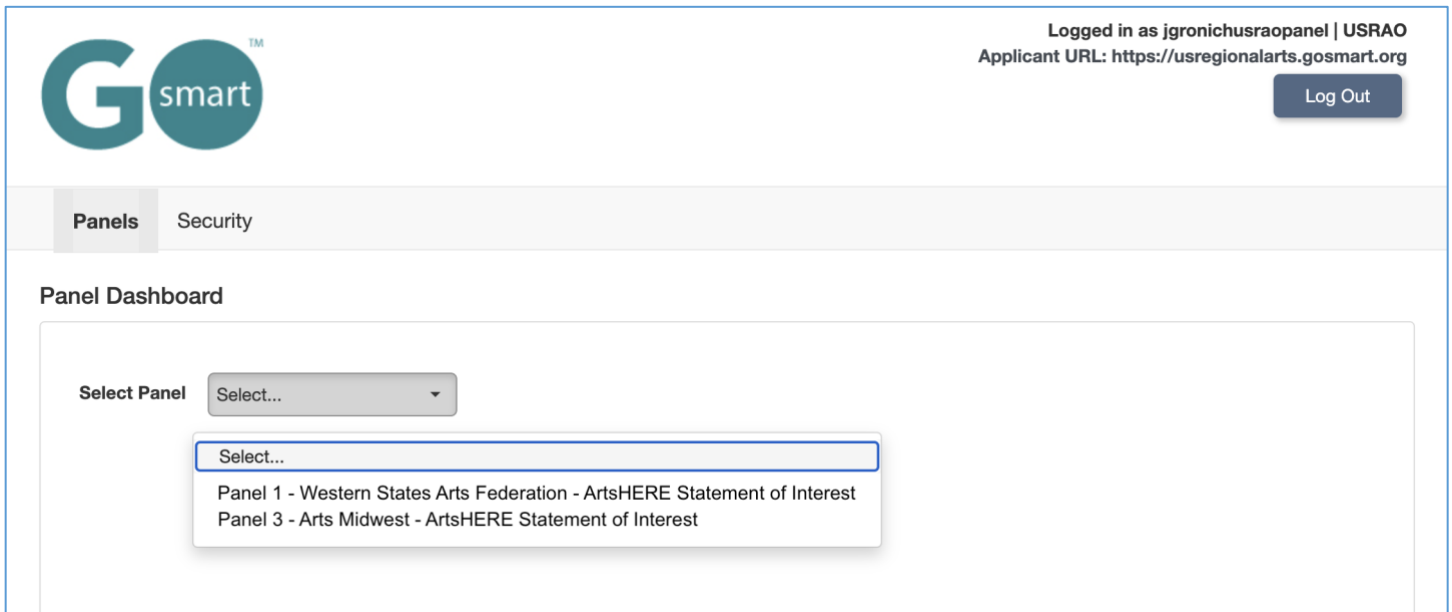


The screenshot shows the login interface for the GO Smart portal. In the top left corner is the GO Smart logo, consisting of a large teal 'G' and the word 'smart' in a smaller teal font. In the top right corner, the text 'Applicant URL: https://.gosmart.org' is displayed. The main heading is 'Log In' in a bold teal font. Below this heading is the instruction 'Enter your username and password below.' There are two input fields: 'Username:' followed by a white text box, and 'Password:' followed by a white text box with a teal eye icon for toggling visibility. Below the password field are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom center is a teal 'Log In' button.

1. Navigate to the GO Smart panel portal at: admin.gosmart.org.
2. Login with the **username and password** that was provided to you.
 - a. Use the **Forgot Password** link from this page to set your password if you were only provided a username.
3. After logging in the first time, set up your **Multi-Factor Authentication**.
 - a. [Learn more about MFA by clicking here.](#)



SELECT YOUR PANEL



The screenshot shows the GoSmart interface. At the top left is the GoSmart logo. At the top right, it says "Logged in as jgronichusraopanel | USRAO" and "Applicant URL: https://usregionalarts.gosmart.org" with a "Log Out" button. Below the logo is a navigation bar with "Panels" and "Security" tabs. The main content area is titled "Panel Dashboard" and contains a "Select Panel" dropdown menu. The dropdown is open, showing "Select..." at the top, followed by "Panel 1 - Western States Arts Federation - ArtsHERE Statement of Interest" and "Panel 3 - Arts Midwest - ArtsHERE Statement of Interest".

1. Click the **Select Panel** drop down menu until your list of available panels appears.
 - a. You will be assigned to **one or multiple panels**. If you see the panel in your dropdown, you are being asked to score that panel, so please eventually select and complete any and all panels in your Select Panel dropdown menu.
2. Locate and click the **name of the panel** that you would like to score during this session.
3. If you are assigned more than one panel and need to **switch to a new panel**, click the Select Panel drop down again and select from your available panels.



PANEL DASHBOARD

After you select your panel, you will see the panel dashboard. You will see custom panel instructions, options set forth by the granting agency admin, and the list of statements of interest assigned to you.

Panel Dashboard

Select Panel Test Panel 1 - Western St: ▾

Test Panel 1 - Western States Arts Federation - ArtsHERE Statement of Interest Panel
31 Applicants

Panel Instructions: Thank you for participating as a screener for ArtsHERE. Please open and use the following resources as you review and score your assigned applications further below. Note that while scores are mandatory, comments are helpful but optional.

[Scoring Rubric](#)
[ArtsHERE Guidelines](#)
[GO Smart Panelist Resources](#)

Please complete your review by midnight on February 23, 2024.

Please contact Aiyana Straughn at amarcus@southarts.org or Lisa Smalls ismalls@southarts.org for questions.

Applications Scored 0 of 31

[Score Applicants](#)

[Generate Panelbook](#)

?

Score ▾	Application ID ▾	Name ▾	Organization ▾	501c3 Compliant ▾	Programming History ▾	State/Territory/Nati
No Score	W_SOI23-0264	John Doe	Best Arts	A 501c3	11-20 Years	Alaska
No Score	W_SOI23-0182	Jane Smith	Afterschool Arts	A 501c3	21 Years or More	Arizona

1. Review the **Panel Instructions** (note the instructions in the screenshot above are for illustrative purposes, follow directions on your portal at the time of your review).
2. Click **Score Applicants** to immediately begin reviewing and scoring statements of interest.
3. If available, click the **Download Panelbook** button to generate a PDF of submissions for offline review.
4. **View the list** of assigned statements of interest in the list.
 - a. **Sort** by any column header.
 - b. **Review total scores** per statement of interest.
 - c. Review who has **yet to be scored**.
 - d. **Click any submission** to navigate immediately to the statement of interest details and scorecard.



SUBMISSION DETAILS - APPLICATION

After you click the Score Applicants button *or* on a specific statement of interest in the list, you will be taken to the Application Details for that statement of interest. From here, you will review, comment, and score using the three sub tabs. The first sub tab you will see is Application. This will display an HTML version of the statement of interest that will open immediately in the viewing window. You do not need to download this PDF to review unless you are on a tablet or smaller device.

Panel Dashboard

Select Panel Template - TEMPLATE

Previous Applicant

Template - TEMPLATE Panel

Applications Scored 1 of 4

Next Applicant

Application


Support Materials

Scorecard

Jessica Gronich - Jess USRAO Org Test - EO1230010

Total Score -- of 60

Print PDF



USRAO - Arts Midwest - ArtsHERE Statement of Interest

Jess USRAO Org Test

Application #EO1230010

Primary Contact: Jessica Gronich
 Phone: (303) 629-1166
 Email: jessica.gronich@westaf.org

Applicant Profile

Applicant Type	Organization
Legal Name	Jess USRAO Org Test
Date of 501(c)3 incorporation	06/01/1977
Address	1580 N Logan St Ste 660, PMB 98286 Denver, Colorado 80203 UNITED STATES
Telephone	(720) 664-3174

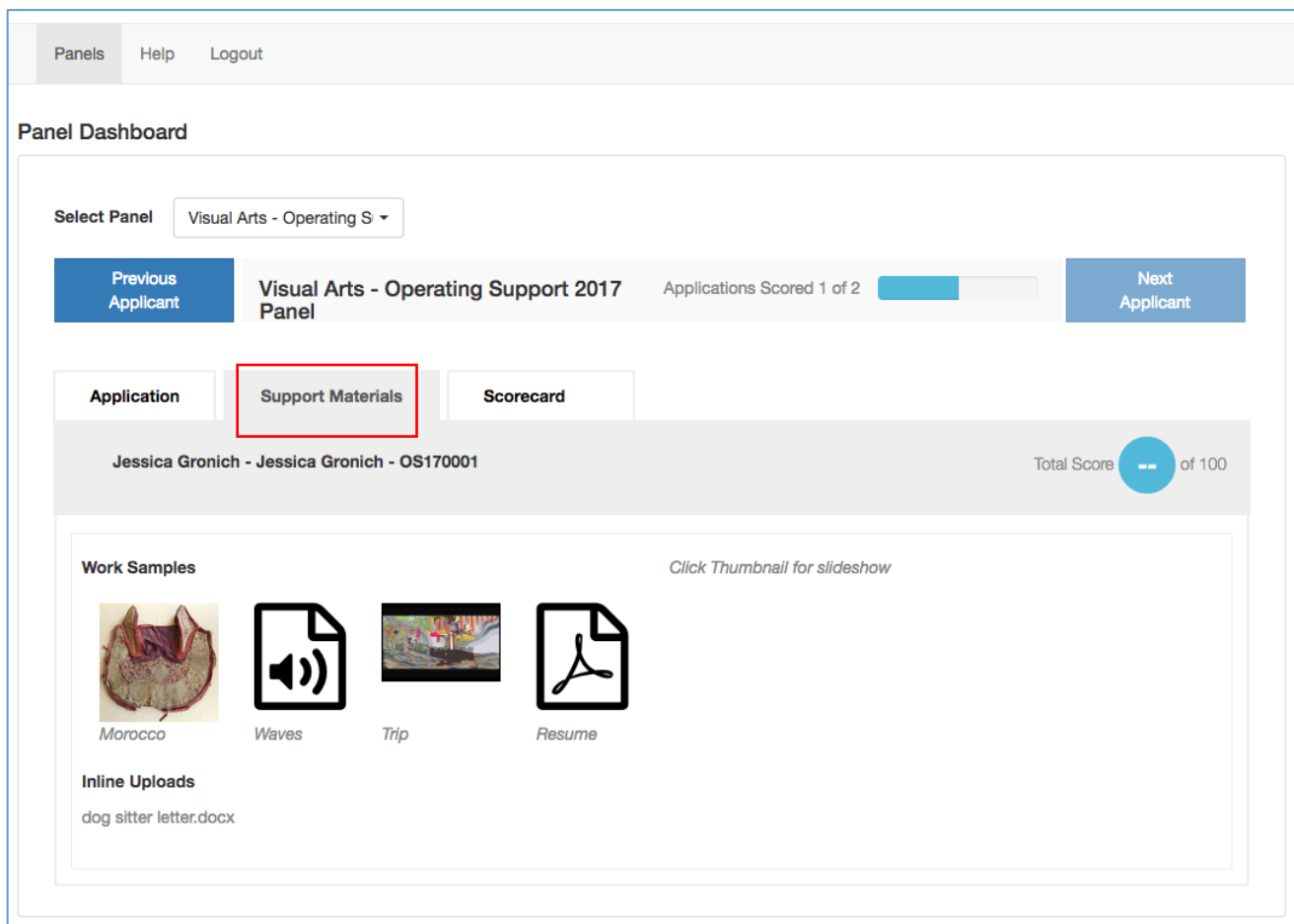
NOTE: Return to the Panel Dashboard from the statement of interest details tabs by clicking the name of the panel between the Previous Applicant and Next Applicant buttons.



SUBMISSION DETAILS – SUPPORT MATERIALS

There are no support materials being collected during the statement of interest, so disregard this tab for this screening session. If you are invited to panel for Phase 2, use this guide.

After reviewing the application, click the second sub tab Support Materials. You will see thumbnails and titles for the included work sample support materials. You will also see titles for inline uploads; these are additional documents that were requested within the application.



The screenshot shows a web interface for a panel dashboard. At the top, there are navigation links for 'Panels', 'Help', and 'Logout'. Below this is the 'Panel Dashboard' section. A dropdown menu labeled 'Select Panel' is set to 'Visual Arts - Operating S'. Below the dropdown are three buttons: 'Previous Applicant', 'Visual Arts - Operating Support 2017 Panel', and 'Next Applicant'. The 'Visual Arts - Operating Support 2017 Panel' button includes a progress indicator showing 'Applications Scored 1 of 2'. Below these buttons are three tabs: 'Application', 'Support Materials' (which is highlighted with a red box), and 'Scorecard'. Under the 'Support Materials' tab, the applicant's name 'Jessica Gronich - Jessica Gronich - OS170001' and 'Total Score -- of 100' are displayed. The main content area is titled 'Work Samples' and contains four thumbnails: 'Morocco' (a photograph of a shell), 'Waves' (an audio icon), 'Trip' (a photograph of a landscape), and 'Resume' (a document icon). Below the work samples is an 'Inline Uploads' section with one item: 'dog sitter letter.docx'. A note at the top right of the work samples area says 'Click Thumbnail for slideshow'.

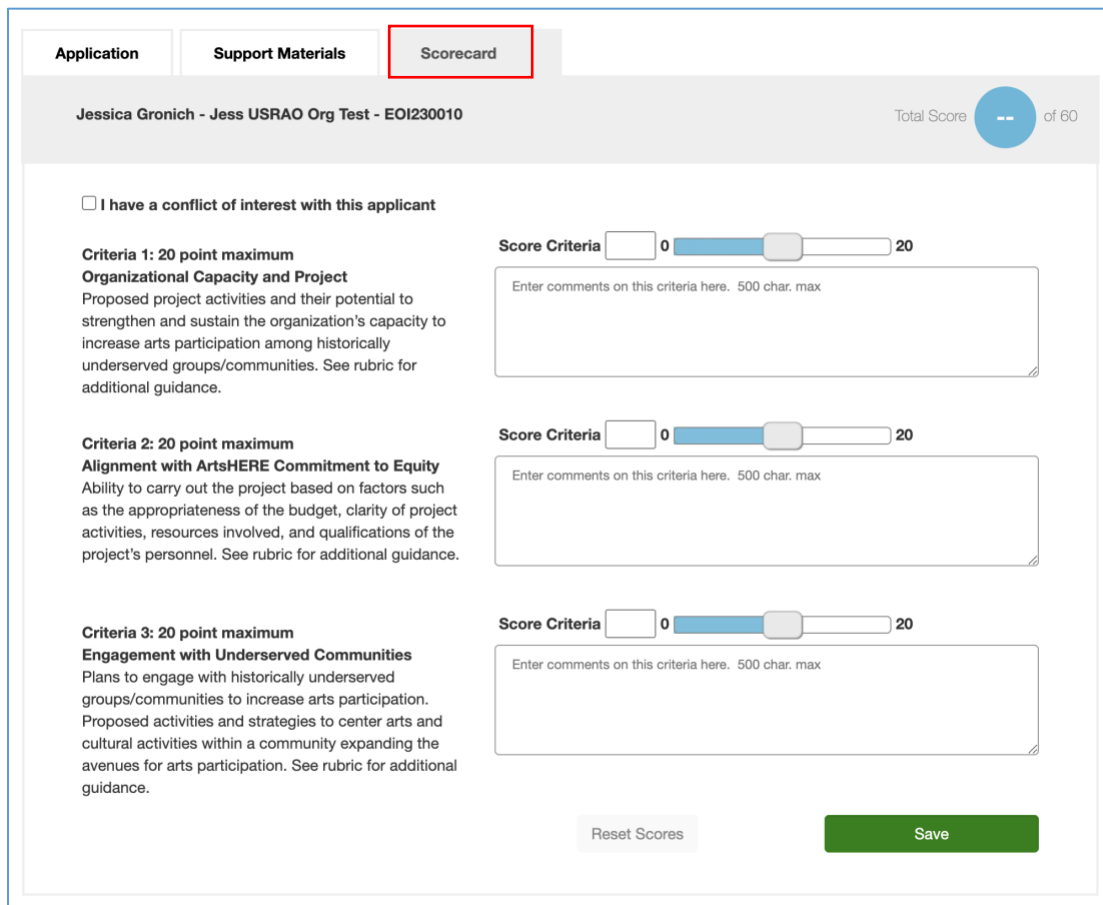
1. Click any **thumbnail** or **Inline Upload file title** to open the slideshow modal.
2. Click the **Previous** and **Next** arrows within the modal to view all support materials.
 - a. Most items can be viewed right in this modal window, some file types such as Word and Excel will need to be downloaded to view.

NOTE: If you are previewing and scoring on a tablet or phone, you will be prompted to download the statement of interest(s) and support material(s) when you click on either of those respective tabs.



SUBMISSION DETAILS – SCORECARD

After reviewing the support materials, click the Scorecard tab to score and comment. If you like to view the submission at the same time as the scorecard, you can [duplicate your browser window](#) so that you can have the scorecard open in one window and the statement of interest open in another, just be sure to match the name, organization name, and application # in both windows as shown just below the Scorecard tab header.



The screenshot shows a web interface for scoring a submission. At the top, there are three tabs: 'Application', 'Support Materials', and 'Scorecard' (which is highlighted with a red box). Below the tabs, the applicant's name and application ID are displayed: 'Jessica Gronich - Jess USRAO Org Test - EO1230010'. To the right, the 'Total Score' is shown as '0 of 60'. A checkbox is present with the text 'I have a conflict of interest with this applicant'. Below this, there are three criteria for scoring, each with a 'Score Criteria' slider (ranging from 0 to 20) and a text box for comments (500 char. max). The criteria are: 1. Organizational Capacity and Project (20 point maximum), 2. Alignment with ArtsHERE Commitment to Equity (20 point maximum), and 3. Engagement with Underserved Communities (20 point maximum). At the bottom, there are 'Reset Scores' and 'Save' buttons.

1. Read through all **criteria** to familiarize yourself with what should make up your final score. Be sure to reference the [rubric](#).
2. Use the **sliding scale** or **type** your score for that criteria.
3. Enter an optional **comment** with regards to that criteria.
4. Leave **General Comments** about the submission (look to the screener handbook for more guidance).
5. Click **Save** at the bottom to save your total score, or if you need to leave the statement of interest in the middle of scoring.
 - a. You can always modify saved scores up until the time you can no longer access the panel.
6. Use the **Previous Applicant** and **Next Applicant** buttons to view and score additional statement of interest.