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
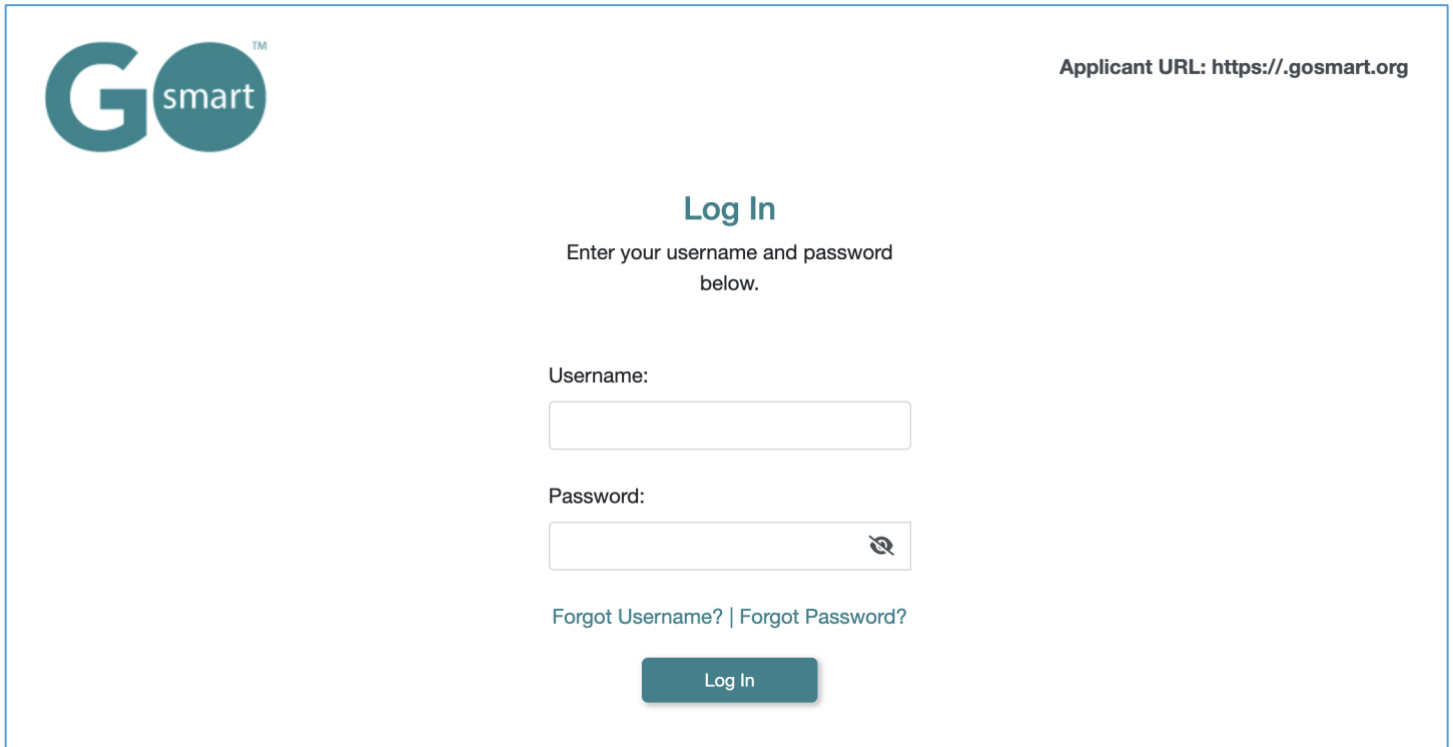- Review, Score and Comment on statements of interest

Table of Contents

*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.
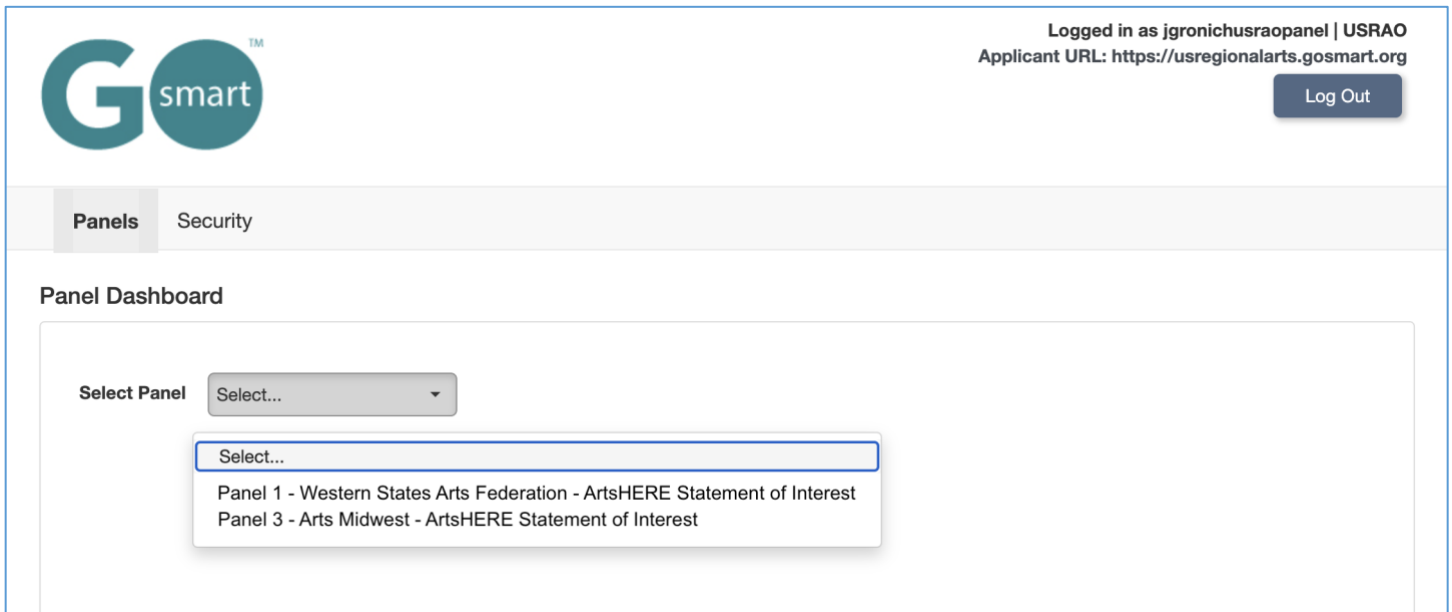
LOGIN

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

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

		Score Applicants
		Generate Panelbook

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 lsmalls@southarts.org for questions.

Applications Scored 0 of 31

?

Score ⬍	Application ID ⬍	Name ⬍	Organization ⬍	501c3 Compliant ⬍	Programming History ⬍	State/Territory/Nativ
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.

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 - EOI230010   Total Score   --   of 60

Print PDF

US RAO Regional Arts Organizations

USRAO - Arts Midwest - ArtsHERE Statement of Interest

Jess USRAO Org Test

Application #EOI230010

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

Applicant Profile

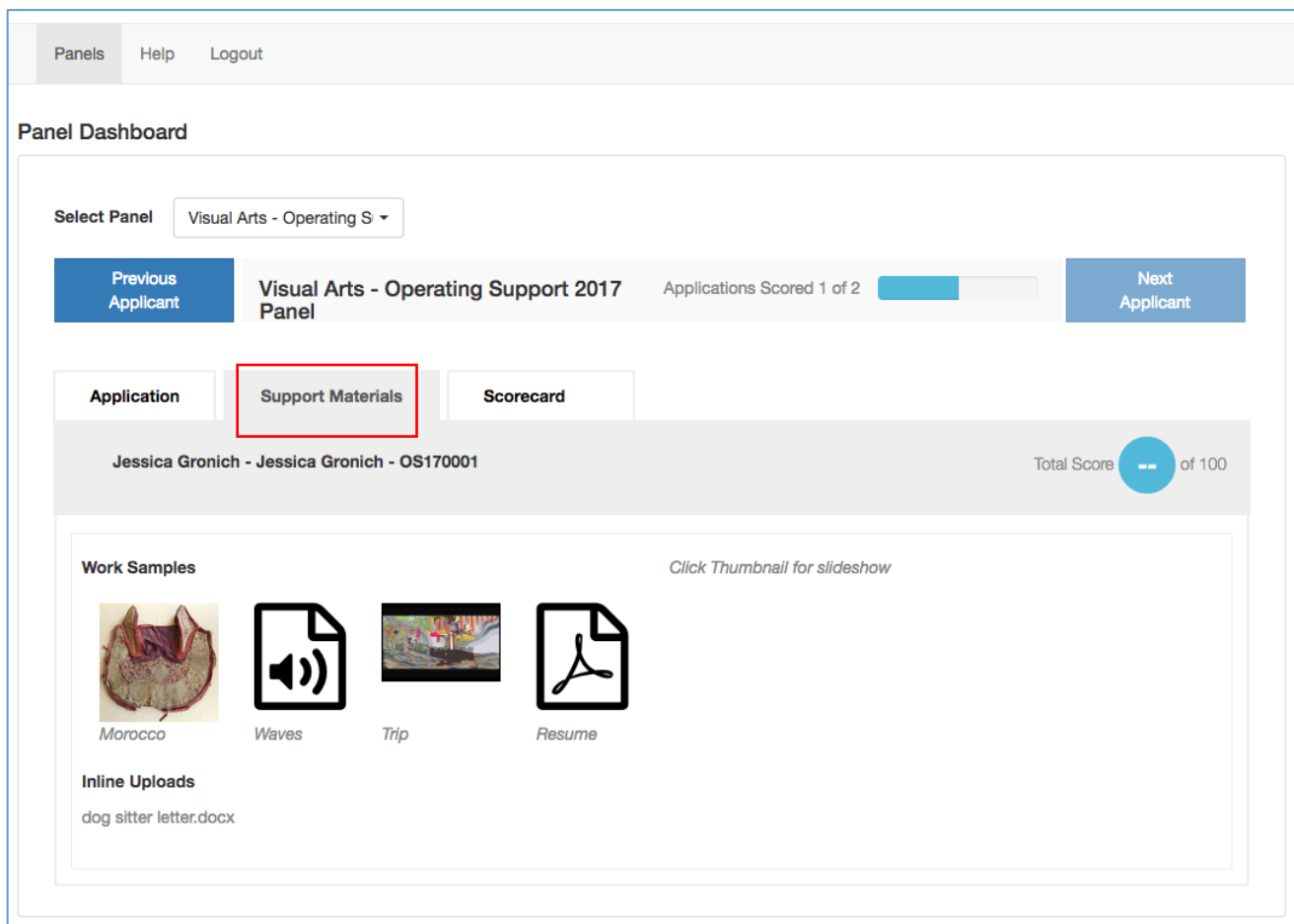| Applicant Type	Organization
Legal Name	Jess USRAO Org Test
Date of 501(c)3 incorporation	06/01/1977
Address	1580 N Logan St
	Ste 660, PMB 98286
	Denver, Colorado 80203
	UNITED STATES
Telephone	(720) 664-3174

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.
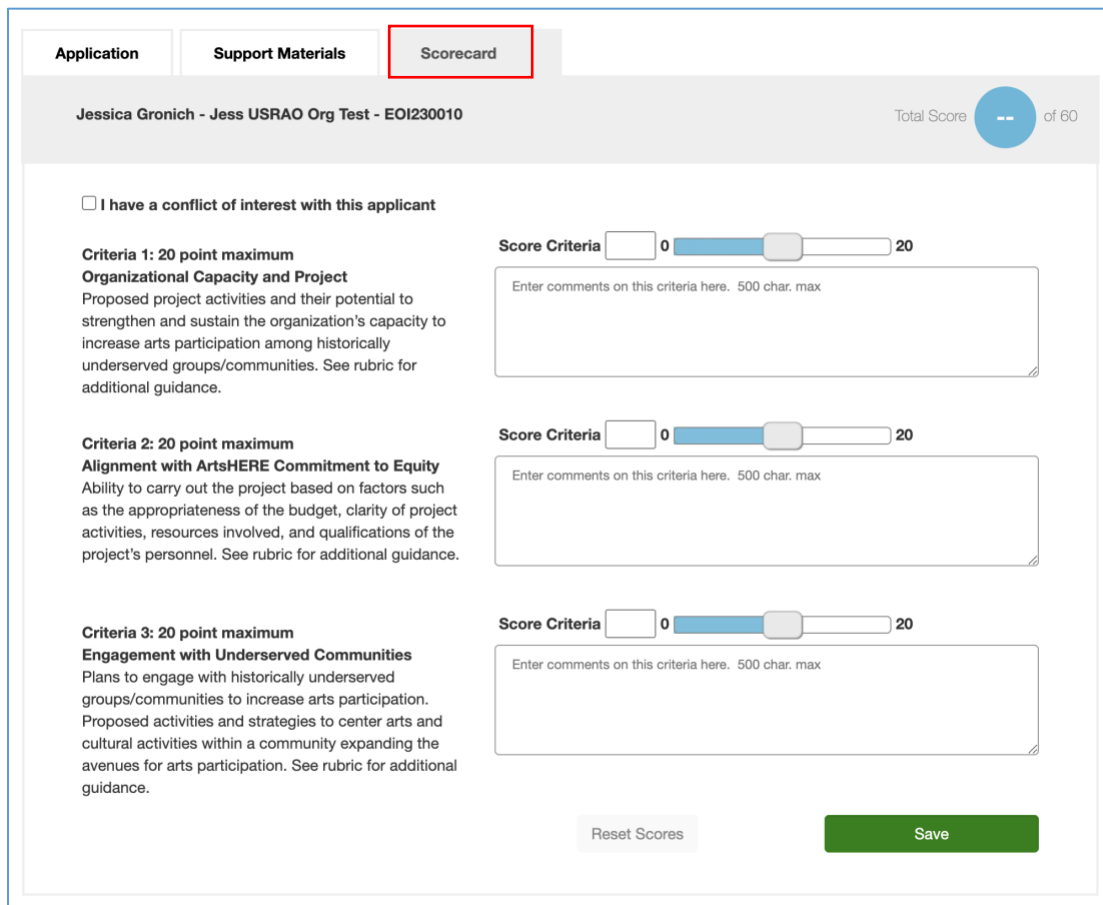

1. Click any **thumbnail** or **Inline Upload file title** to open the slideshow modal.
2. Click the **Previous** and **Next** arrows within the modal to view all support materials.
    a. Most items can be viewed right in this modal window, some file types such as Word and Excel will need to be downloaded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

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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.

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.