



## Registering as a Grantee Administrator

To access the Old Bill's Fun Run Application, go to [www.cfjacksonhole.org](http://www.cfjacksonhole.org).

Click on Old Bill's Fun Run Application link on the landing page.

1. Click the Register button.
2. Enter your name and email address.

Add the Community Foundation domain (@cfjacksonhole.org) to your email safe senders list to insure receipt of all future email correspondence.

3. Once you have submitted the above information you will be sent an email containing a link to complete the registration process.

Check your spam or junk email folders if you haven't received the email within 30 minutes of submission and if it is not there, contact our office.

4. Create a password that is 6-15 characters long.
5. Type at least part of your organization's name in the Charity Name field to narrow the search.
6. Once your request has been submitted, it will need to be approved by the Community Foundation.

Approval is done manually by a Community Foundation employee. The Foundation's office hours are Monday through Friday 8:30 to 5:00. If you submit your request during non-office hours it will not be approved until the next business day.

7. When you have been approved you will receive an email confirmation with a link to login to the application.



## Online Application Tips

To access the Old Bill's Fun Run Application, go to [www.cfjacksonhole.org](http://www.cfjacksonhole.org).

Click on Old Bill's Fun Run Application link on the landing page.

1. Click the login button.

The User ID is an email address.

The password is one you created previously. If you do not remember the password you registered with, click on the forgot password button.

Note: The login screen Grant Administrators is the same as the screen where organizations participating in Old Bill's login to review Gift Reports, however, the user IDs and passwords are different.

2. Click on the link Apply for a Grant.
3. Select the Old Bill's Fun Run Application.
4. Start with section I and proceed through the application.

If you save the application to finish at a later date, you will find the saved application under the heading Applications in Process on the left-hand side of the screen.

5. The grant report and financial accounting form are part of the online application.

Click the Add button on the bottom of the blue box to add line items to the financial accounting form. The total of this box should match the amount your organization received through Old Bill's Fun Run last year.

If your organization did not participate in Old Bill's Fun Run last year type N/A for each question in the grant report section.

6. Two separate people from your organization need to electronically sign the Attest Statement by typing their names and titles where indicated.
7. Please review and print your application prior to submission. Changes cannot be made to the application once it has been submitted.
8. After you submit your application, a notification will pop-up on your screen and you will receive a confirmation email with the subject line "Your Old Bill's Fun Run Application has been Successfully Submitted." Both the pop-up screen and email will verify your submission and include an application ID number.

Note: If you do not see the pop-up screen or email, your application has not been submitted.