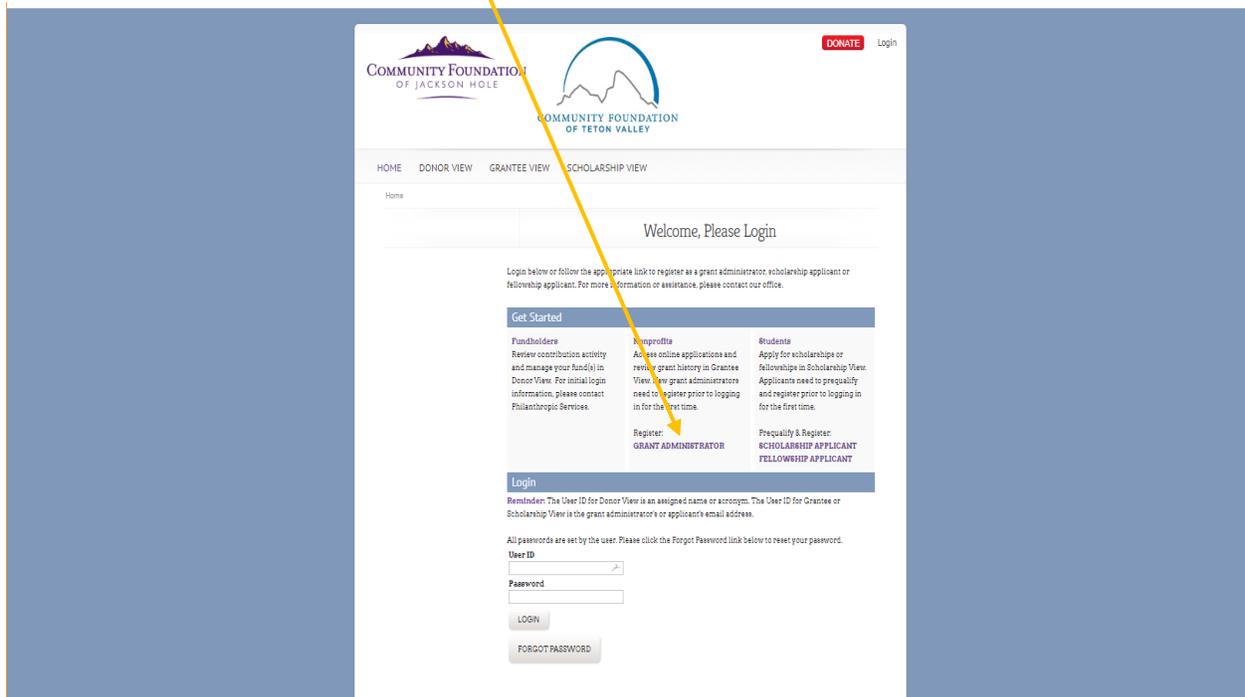


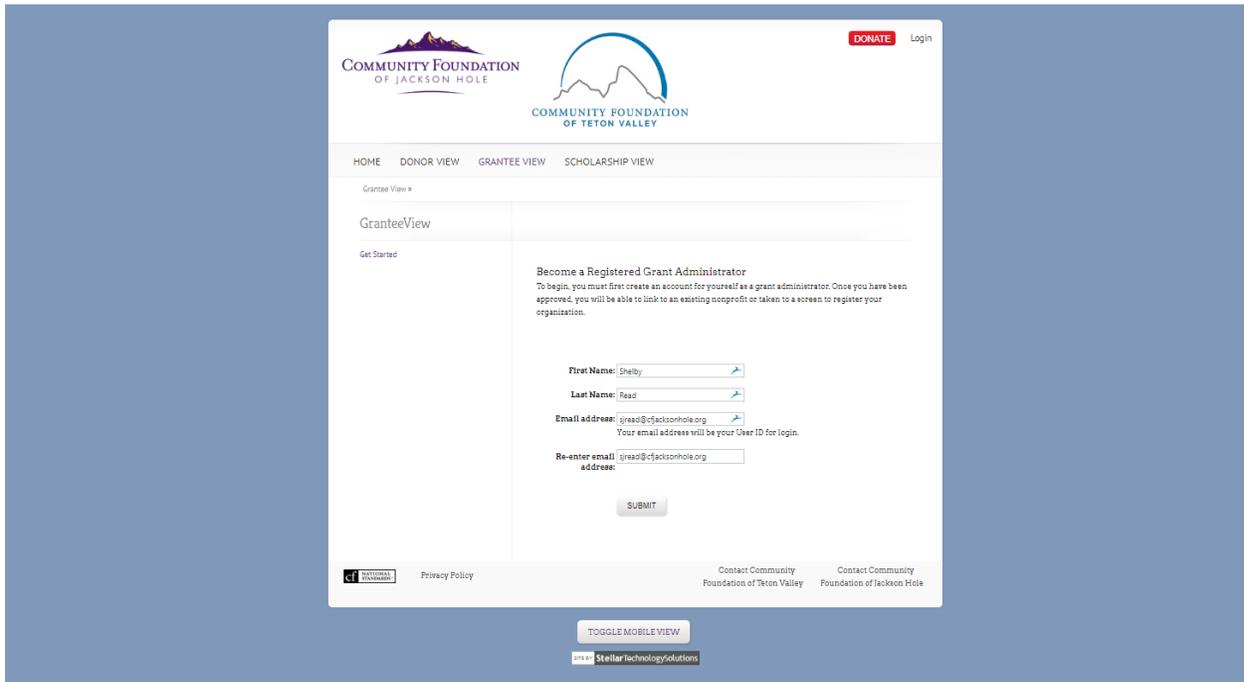


Registering as a Grantee Administrator

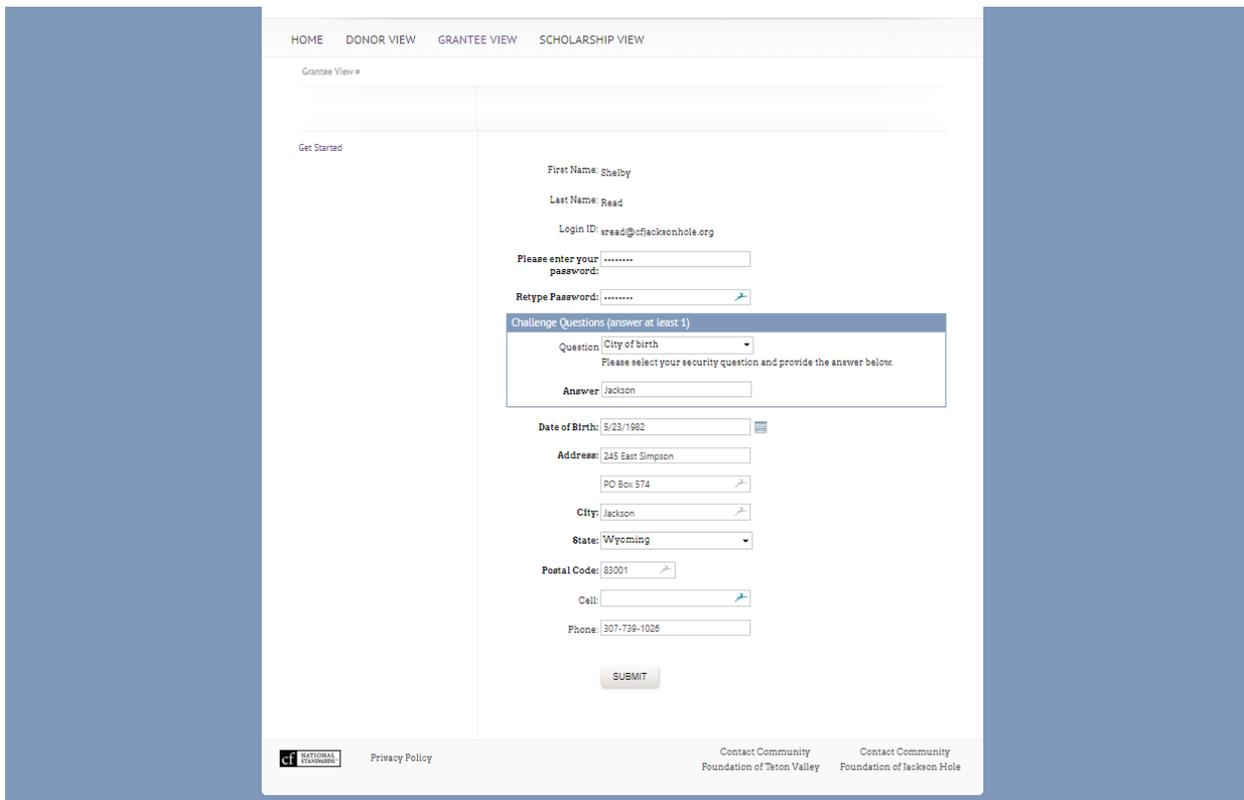
1. To access the Old Bill's Fun Run Application, go to www.cfjacksonhole.org.
2. Click the login button in the top right corner of the page.
3. Scroll down to "Grantee View" and click on it . You will be taken to a login page.
4. If you are completing an Old Bill's application for the first time, become a Registered Grantee Administrator.



5. Enter your name and email address.



6. The password is one of your choosing. The only requirement is that it is between 6-15 characters long.

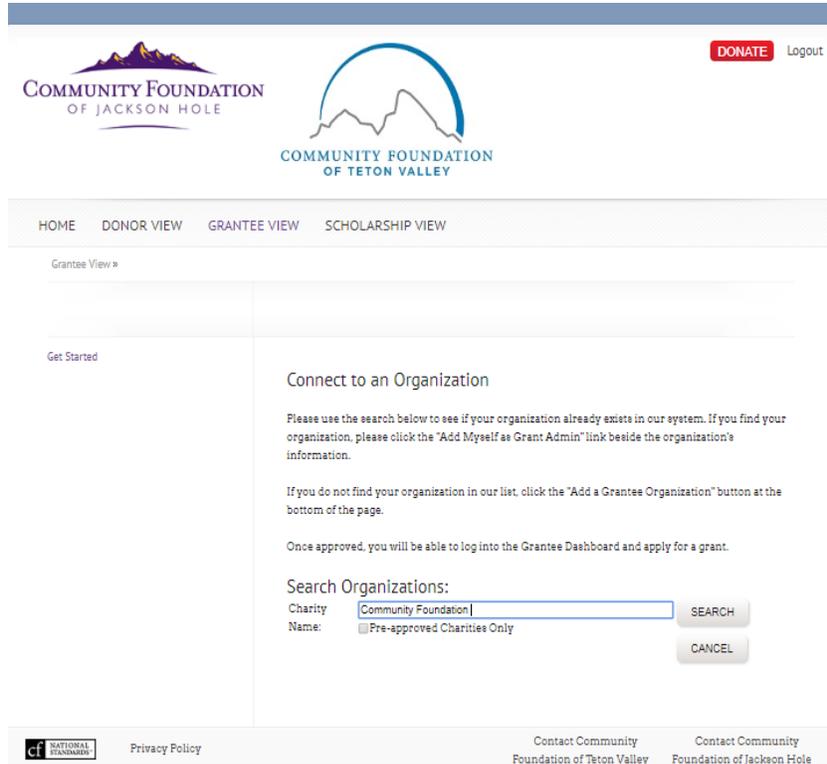


7. Once you submit this information to become a Grantee Administrator, you will be sent an email containing a link to complete the registration process. The link will only be good for 24 hours. If you do not finish the registration process within 24 hours of receiving this email,

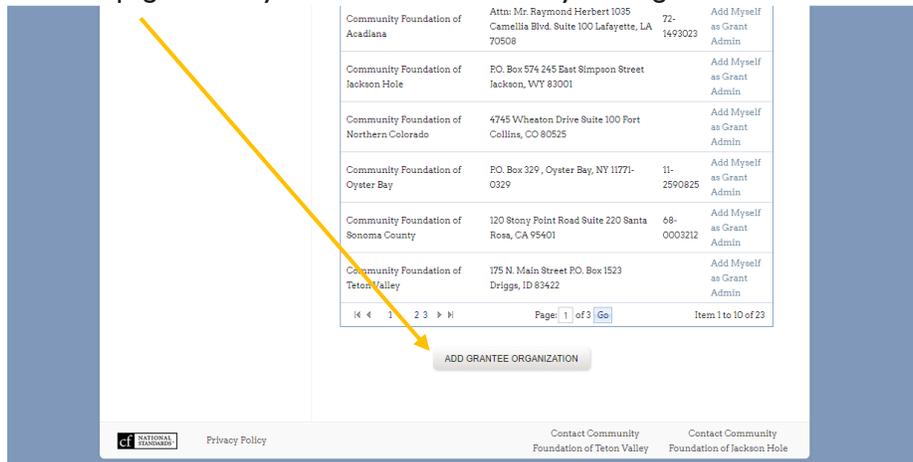
please start again from step one.

Check your spam or junk email folders. If you have not received the email within 30 minutes of submission, contact our office.

8. Type at least part of your organization's name in the "Charity Name" field to narrow the search.



9. If you do not find your organization, click the "Add a Grantee Organization" button at the bottom of the page. There you will be able to enter your organization's information.



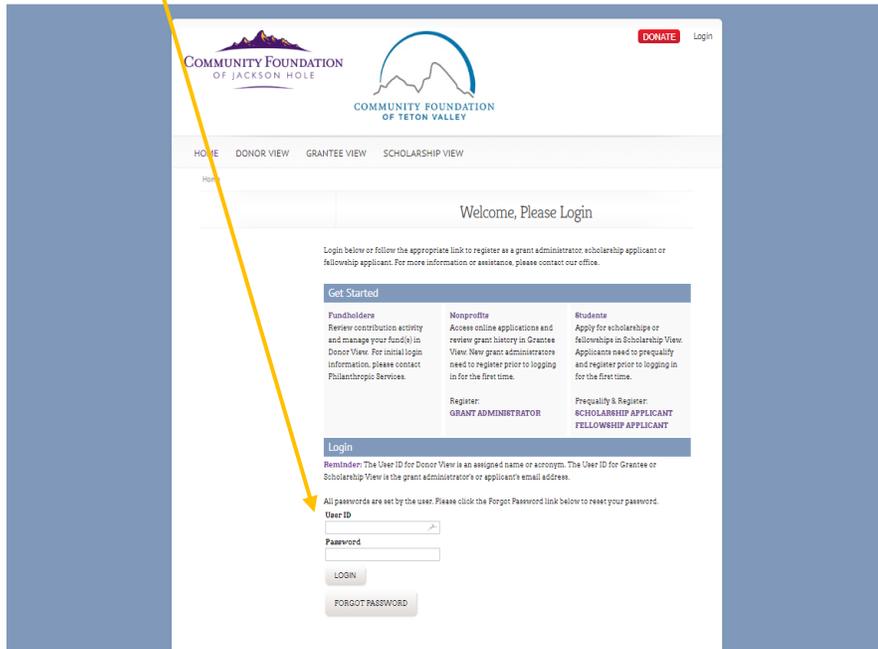
10. Once your request has been submitted, you will be approved by the Community Foundation.

Approvals are processed by a Community Foundation employee. The Foundation 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.

11. You DO NOT need to wait to be approved to finish your Old Bill's Fun Run application. Once you submit your request, please continue on to your application.

12. Return to the Grantee View page and the username will be the email address you entered in step 5. The password is the one you entered in step 6.



13. Click on "Apply for Old Bills or Tin Cup".

