

## FY20 UWGP Community Investments:

### Retrieving and sharing in-progress applications in Blackbaud

We are aware of an issue with retrieving in-progress applications from this link which you received by email confirmation: [https://www.GrantRequest.com/SID\\_5986?SA=AM](https://www.GrantRequest.com/SID_5986?SA=AM)

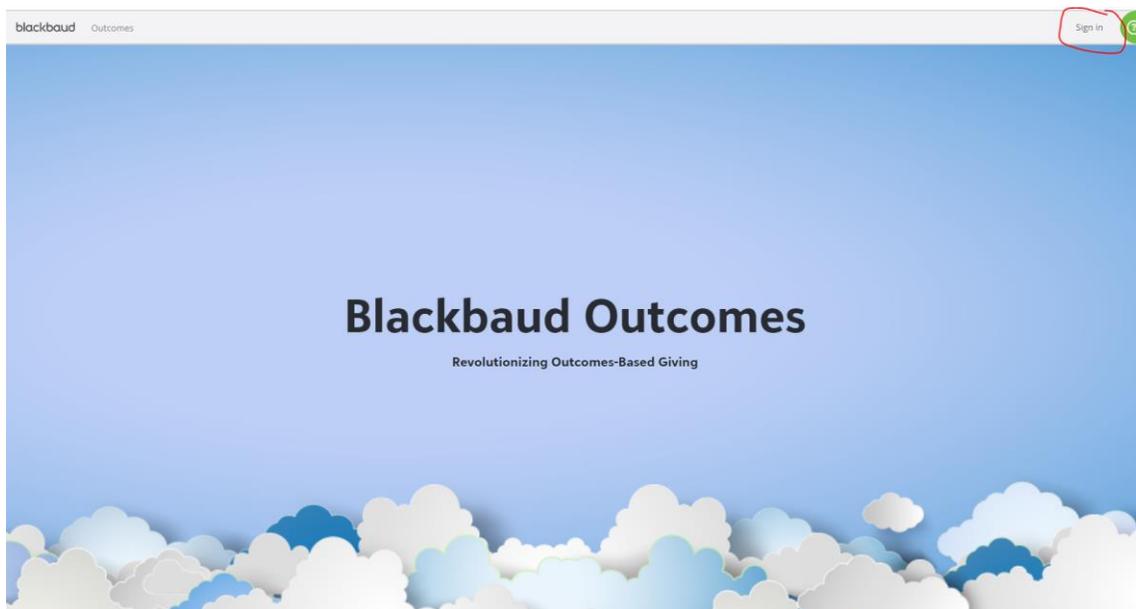
Some users have found that when trying to access their applications, they are re-directed to a Blackbaud portal, and login errors occur.

To work around this, we ask that you please *stop using the link above*, hosted on grantrequest.com.

**Instead, please use the following link to access your past applications:**

<https://portal.blackbaudoutcomes.com/#/home>

You will then click Sign In:



And be brought to this (hopefully familiar) login page:

Blackbaud ID

Sign in to continue

Blackbaud ID

Password

[Forgot password?](#)  Remember my email

[Don't have a Blackbaud ID? Create a new one](#)

[Need help? Can't find your product sign-in?](#)

**Note:** If you experience issues with this, it is likely caused by Blackbaud's reliance on cookies/ the cache from your internet browser. This works differently in each browser type. Here is a guide on how to clear them in the most commonly used browsers:

<https://www.digitaltrends.com/computing/how-to-delete-cookies/>

From there, you should click Applications along the top:

blackbaud Outcomes Welcome, Sarah Warren

Home **Applications** Requirements Control panel

## Applications

In Progress Applications 9 Completed Applications 1

Find in this list

Type	Form Title	Funder	Change Date	Group	Request Amount	Project Title	Applicant I
Single Stage	Community Impact Application for Goal 1 Returning Applicants	United Way Inc dba Greater Portland	Jan 31, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 31, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 29, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 29, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 New Applicants	United Way Inc dba Greater Portland	Jan 22, 2019	Only me	\$0.00		2

If you have started several applications by mistake, you can click the three dots and delete to remove them:

Home **Applications** Requirements Control panel

## Applications

In Progress Applications 9 Completed Applications 1

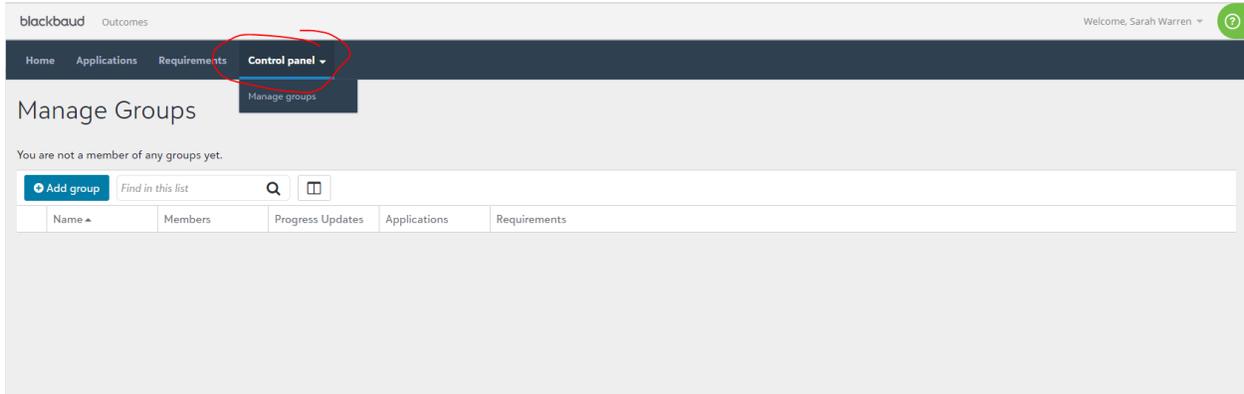
Find in this list

Type	Form Title	Funder	Change Date	Group	Request Amount	Project Title	Applicant I
Single Stage	Community Impact Application for Goal 1 Returning Applicants	United Way Inc dba Greater Portland	Jan 31, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 31, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 29, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland	Jan 29, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 New Applicants	United Way Inc dba Greater Portland	Jan 22, 2019	Only me	\$0.00		2
Single Stage	Community Impact Application for Goal 2 Returnina	United Way Inc dba Greater Portland	Jan 22, 2019	Only me	\$10,000.00	Program name 3	2

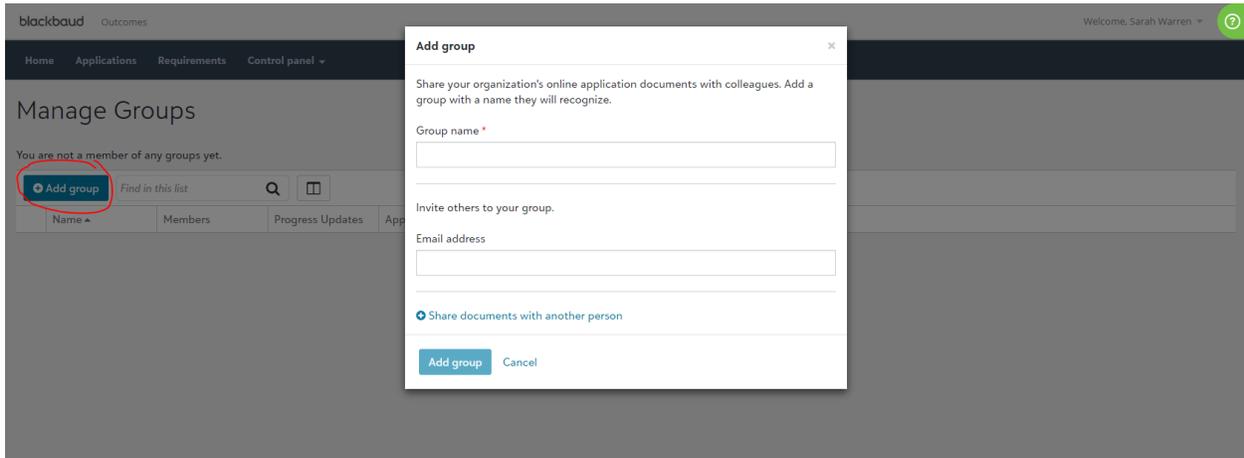
**If you have multiple users at your organization, please read the next page!**

**Everyone else, thank you for your patience with this and please contact [swarren@unitedwaygp.org](mailto:swarren@unitedwaygp.org) if you have further questions or issues.**

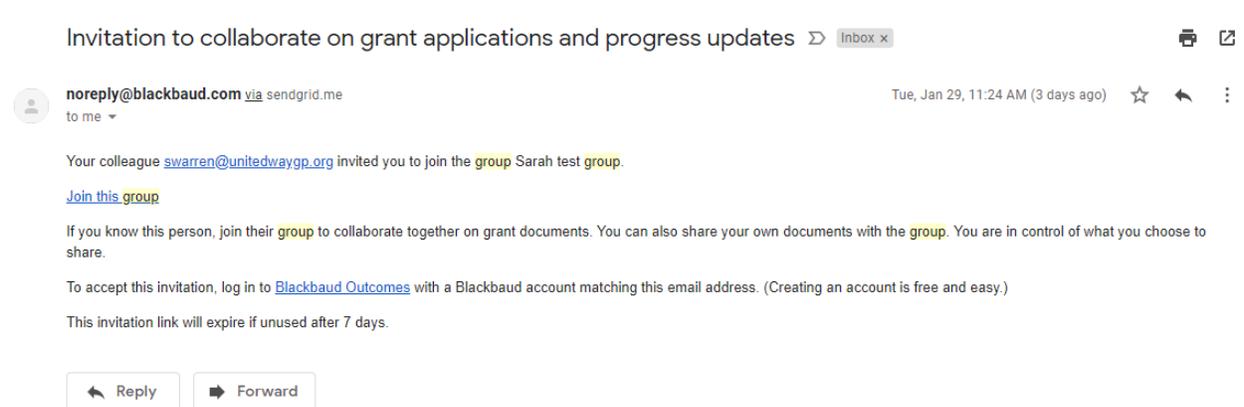
To invite others to edit your application, log in to <https://portal.blackbaudoutcomes.com/#/home> and click Control Panel, then Manage groups:



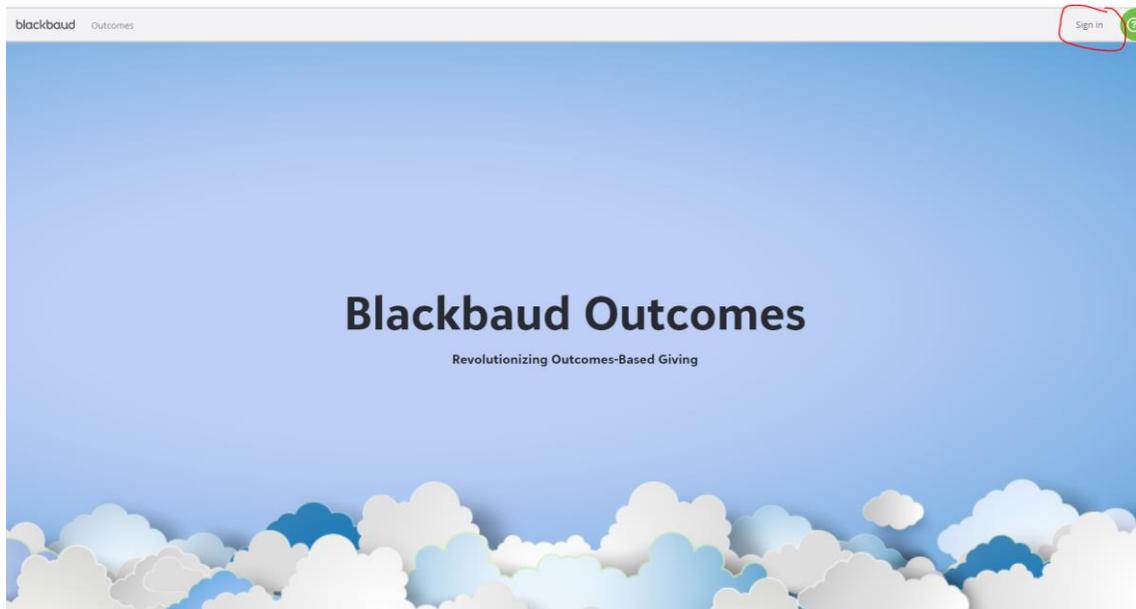
Click +Add group and then enter the information



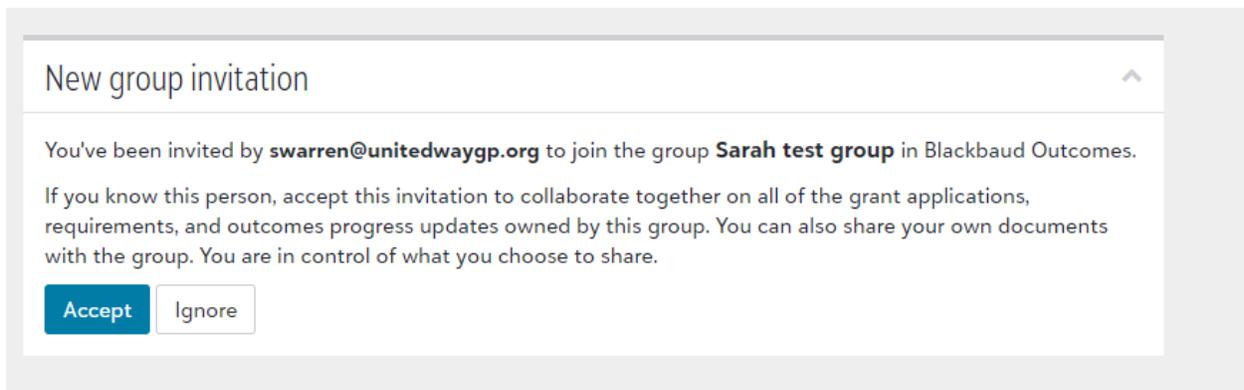
The users will receive an e-mail with a request to join which looks like this:



When they click Join this group, it brings them to this page, where they will either need to sign in or create a Blackbaud ID:



**They will then have to confirm their account creation from the e-mail sent to their inbox.** Then they should log in to Blackbaud with the newly created account. Once they sign in, they will see something like this:



Once that is all set, you can log in and share the app with them. If you get to the page with your In-Progress Applications, you can click the 3 dots next to the appropriate application and it will give you the option to share with the group:

In Progress Applications 26		Completed Applications 0	
Find in this list <input type="text"/>			
Type	Form Title	Funder	
⋮	Single Stage	Test form	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for Goal 2 Returning Applicants	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for All Goals	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for Goal 3 Returning Applicants	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for Goal 1 Returning Applicants	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for Goal 1 Returning Applicants	United Way Inc dba Greater Portland
⋮	Single Stage	Community Impact Application for Goal 3 New Applicants	United Way Inc dba Greater Portland

They will then have access to your application. Please reach out to me at [swarren@unitedwaygp.org](mailto:swarren@unitedwaygp.org) if you experience any issues with this.