



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SMARTSIMPLE, Y-USA ONLINE GRANT APPLICATION SYSTEM

SmartSimple Profile Updates for YMCA Staff

BEFORE YOU START

- Add grants@ymca.net to your email contacts list to ensure that you receive our emails.

LOG IN TO THE SYSTEM AS A REGISTERED USER

GRANTS, FINANCIAL ASSISTANCE, SCHOLARSHIPS

Welcome to YMCA of the USA's online application system, where YMCA staff in the United States can apply for grants, financial assistance and scholarships.

First Steps

- **Enable Pop-ups.** This site uses pop-up windows. Please make sure that your web browser allows pop-ups for this site.
- **Add grants@ymca.net** in your email contact list to ensure that you receive our emails.

First-Time Users

- **YMCA CEOs should not register for a new account.** It has already been created for you. As a CEO user, please click the "Forgot Password" link. To set new password and access your account, use your primary email address from Manage Our Y Profile (MOYP).
- **All other YMCA Staff must register for a new account.** Registration is quick and easy. As a new staff user, please use the "Register Here" link to set up your account.

System Notifications

Please review the current system notices and grant announcements.

Login

Email:

Password:

[Forgot Password](#)

Register

To learn more about us [click here](#)

[Privacy & Security](#)

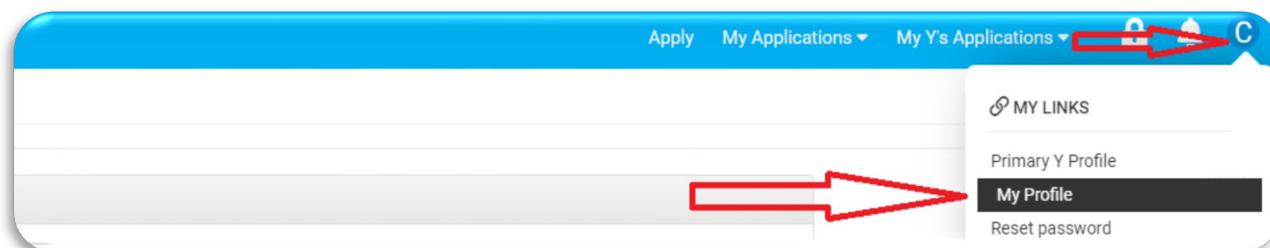
Navigate to <https://yusa.smartsimple.com> Login using:

- Your e-mail address as your username
- Your password

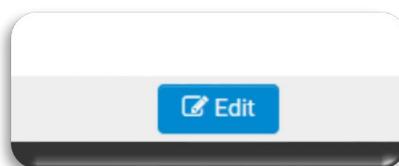
Click Login. You are now on your homepage.

NAVIGATE TO MY PROFILE

Click on your first initial in the top right corner of your SmartSimple homepage. Select "My Profile" from the drop-down menu.



You are now in your SmartSimple profile. Click "Edit" at the bottom of the page to make changes.



Make the necessary changes to your profile (email, phone, name, etc.). Click "Save My Work" then "Submit" to lock in your profile changes.

NOTE

YMCA CEOs are not able to edit their SmartSimple profile as this information is automatically updated from Y-USA's Manage Our Y Profile (MOYP) Directory. CEOs needing to update their accounts should contact their MOYP administrator or fulfillment@ymca.net.

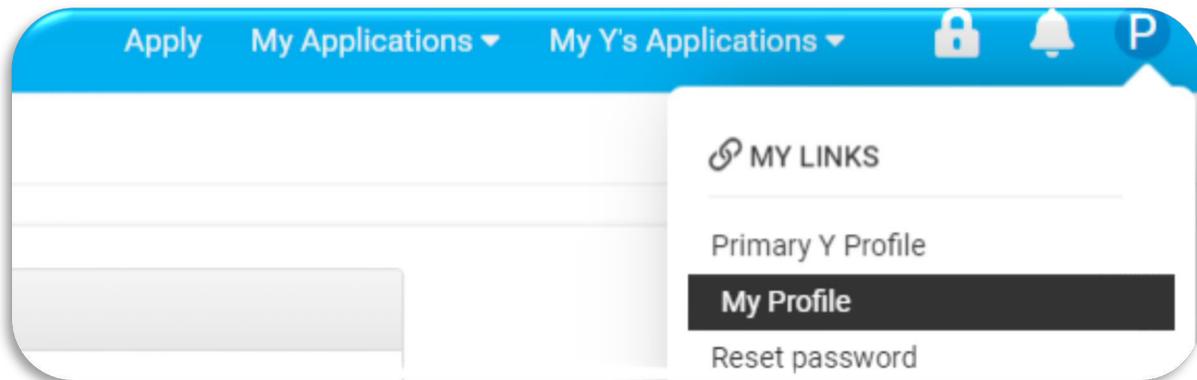
Adding YMCA Affiliations Instructions

PRIMARY Y AND Y AFFILIATIONS

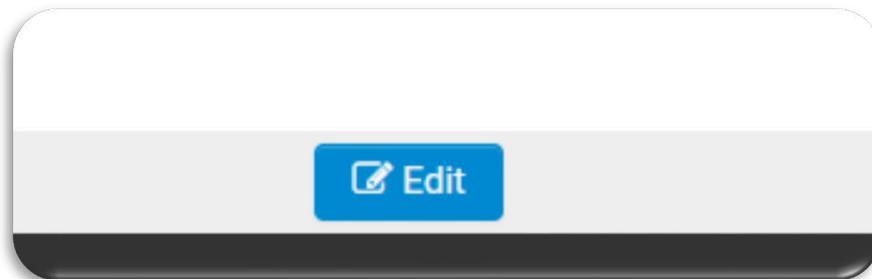
- Each SmartSimple user has a **Primary YMCA**. This is the Y you selected when you set up your SmartSimple account. Your primary YMCA is your main YMCA affiliation. Each user can only have **ONE** primary YMCA. **PLEASE NOTE:** If you need to change your Primary YMCA, please email grants@ymca.net requesting the change.
- SmartSimple users may add additional **Y Affiliations** if they are authorized to start and complete grant applications on behalf of additional Ys outside of their Primary Y.

MY PROFILE & ADDING Y AFFILIATIONS

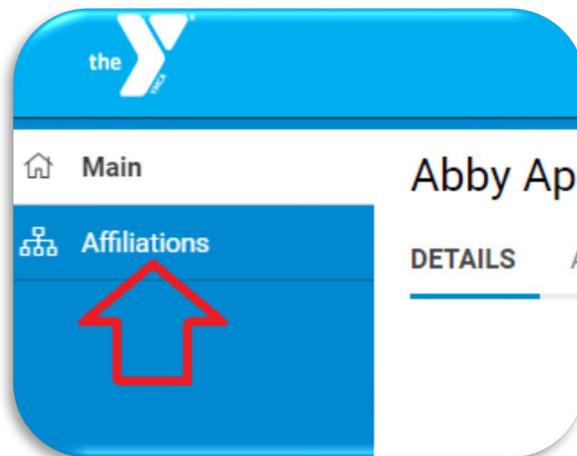
Click on your first name initial in the top right corner of the screen and select "My Profile".



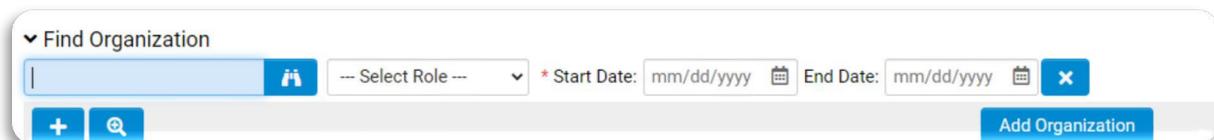
You are now on your profile page. Click **"Edit"** at the bottom of the screen.



You are now in edit mode and can make changes on your profile. Click **"Affiliations"** in the left side bar.



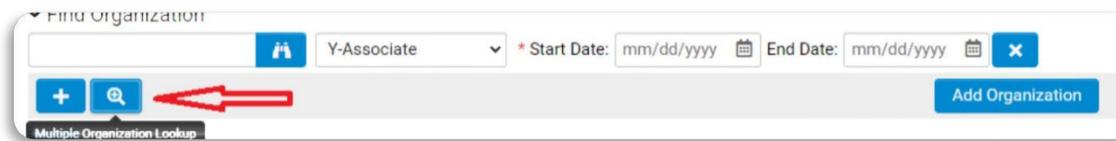
You are now on the Affiliations page. Search for your new Y affiliations in the lookup box.



Once you have located your Y affiliation, select the role "Y Associate" and enter the start date of your affiliation. If you need to add multiple Y affiliations, you may click the "+" button to start a new search. Click the **"Add Organization"** button to add the new Y affiliations to your account. You have now added your Y affiliations.

NEED TO QUICKLY ADD MULTIPLE Y BRANCHES FROM YOUR ASSOCIATION?

Click the **"Multiple Organization Lookup"** button. A popup search window will appear. Search for your Y association in the affiliation search box, and your Y association and its branches will populate. Select all applicable branches by clicking the corresponding checkboxes.

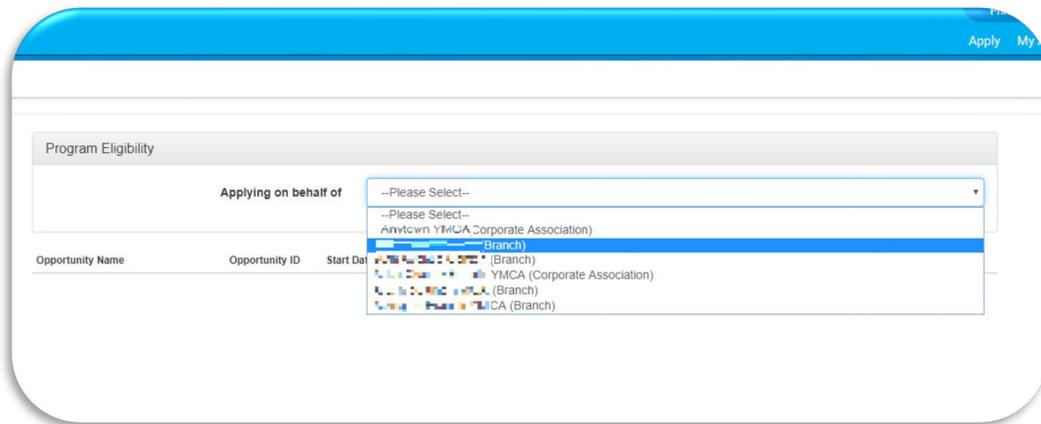


Once you have selected your Y affiliations, select the role "Y Associate" and enter the start date of your affiliation. Click the **"Select"** button at the bottom of the screen. Close the pop-up window.

You are now back on the affiliations page. Click the **"Add Organization"** button to add new Y affiliations. You have now added your Y affiliations.

APPLYING ON BEHALF OF YOUR Y AFFILIATIONS

Return to your SmartSimple homepage by clicking "Apply" in the top menu. In the "Applying on behalf of" box, you can now select the Y affiliation that you need to apply on behalf of.



END A Y AFFILIATION

If you are no longer affiliated with a YMCA, return to your profile page and navigate to the "Affiliations" tab. Click on the "Y Association" role for the Y that you are no longer are affiliated to and enter the end date of the affiliation. Effective the end date of the affiliation, you will no longer be able to apply on behalf of that Y.

QUESTIONS?

Any questions about SmartSimple can be directed to grants@ymca.net.