



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SMARTSIMPLE, Y-USA'S ONLINE GRANTS SYSTEM 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.

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

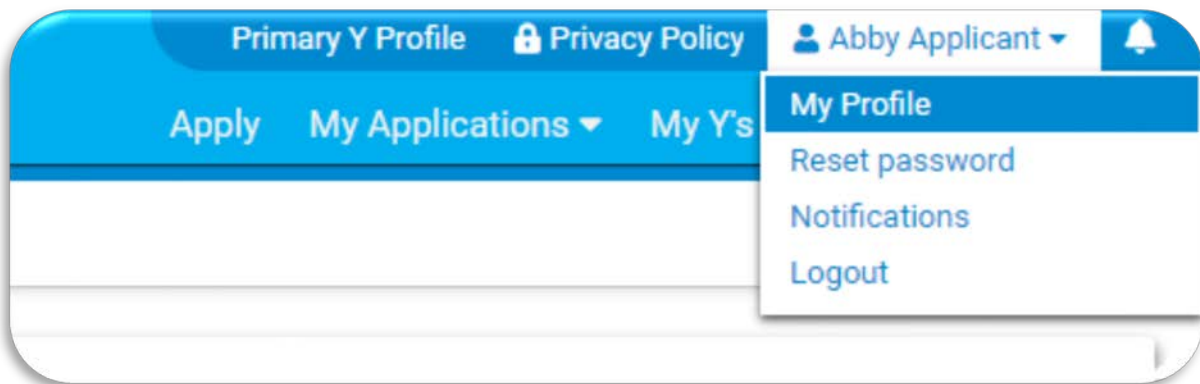
Click Login. You are now on your homepage.

FORGOT YOUR PASSWORD?

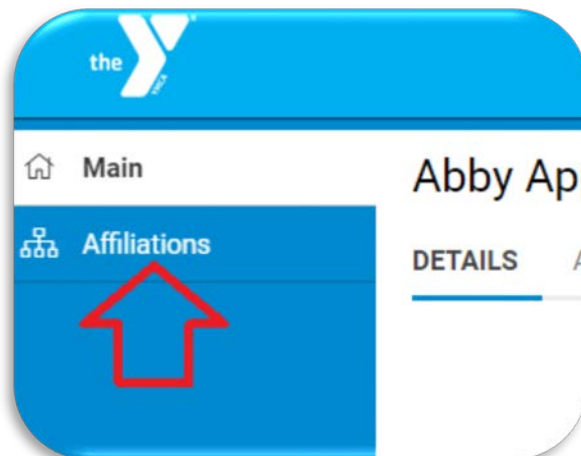
Click Forgot Password? Enter your email address when prompted, and a password will be sent to you.

MY PROFILE & ADDING Y AFFILIATIONS

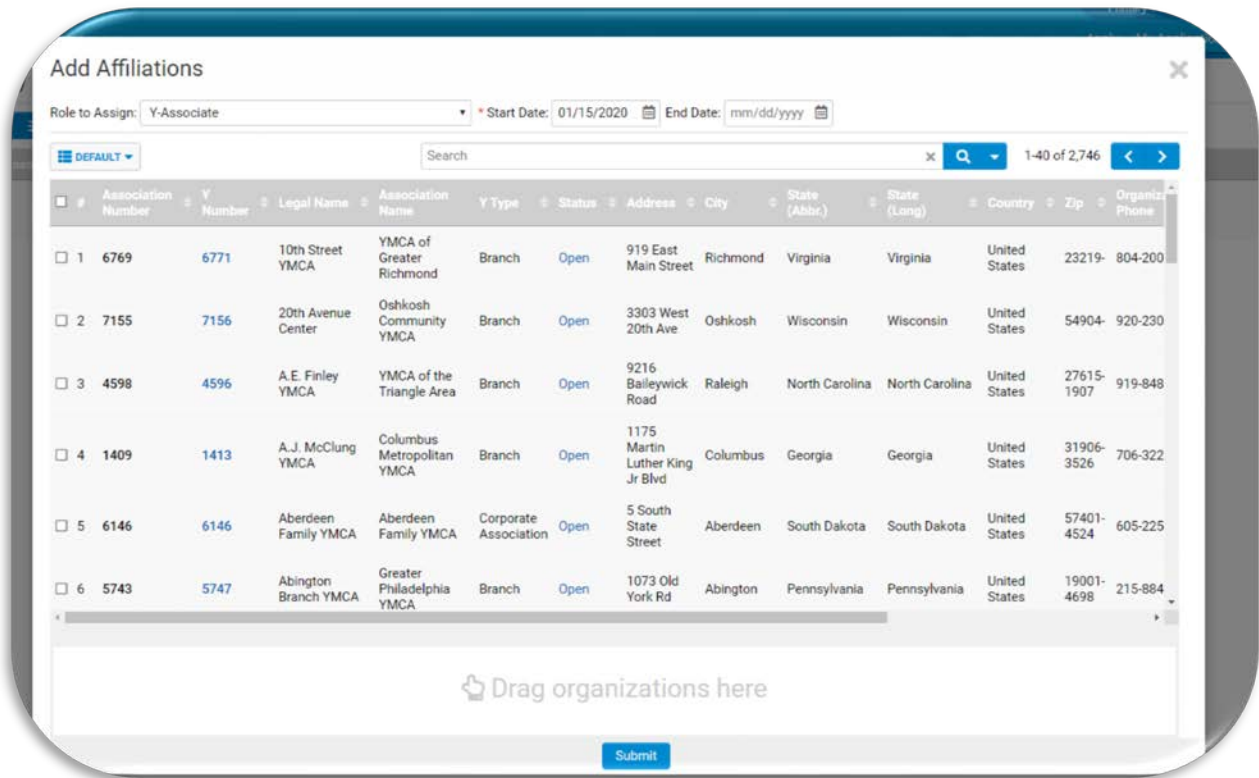
Click on your name in the top right corner of the screen and select "My Profile".




You are now on your profile page. Click "**Affiliations**" in the left side bar.



You are now on the Affiliations page. Click the + (add) button under your name to add new Y affiliations. A look-up window will become available.



To add a Y affiliation:

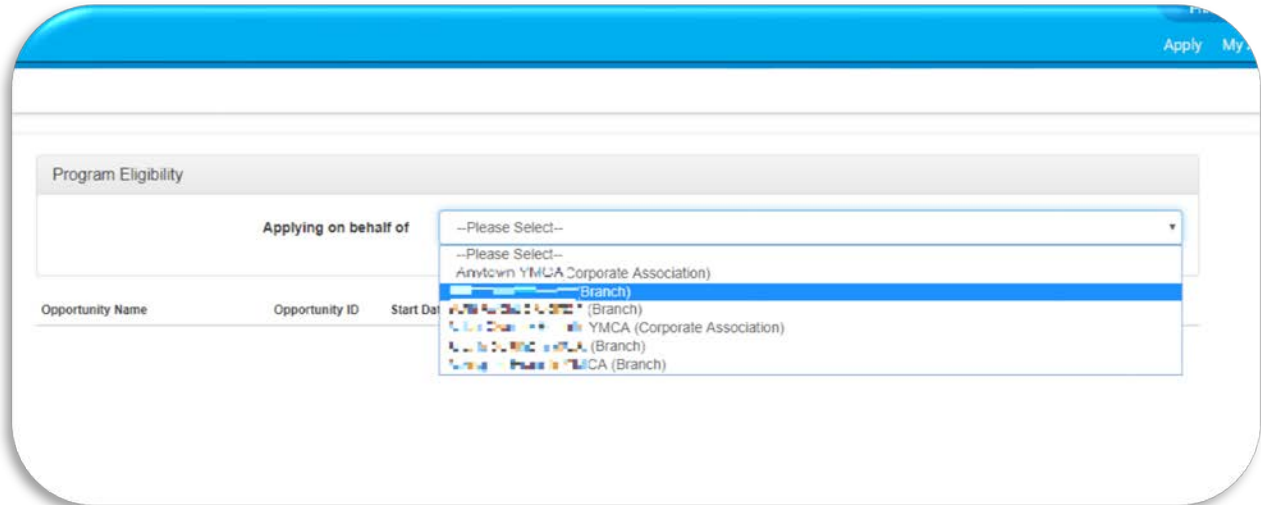
- Select the start date of your affiliation to the Y
- Search for the Y in the search box and click the Search  button
- Click on the applicable Y organization. You may select multiple Ys. Once you have selected all applicable Y affiliations, drag them to the bottom portion of the screen.
- Click Submit. You have now added your Y affiliations.

NEED TO ADD MULTIPLE Y BRANCHES FROM YOUR ASSOCIATION?

Search for your Y association in the affiliation's search box, and your Y association and its branches will populate. Multi-select all applicable branches.

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.



The screenshot shows a web application interface with a blue header bar containing the text "Apply My". Below the header is a section titled "Program Eligibility". Inside this section, there is a label "Applying on behalf of" next to a dropdown menu. The dropdown menu is open, showing a list of options: "--Please Select--", "--Please Select--", "Amstown YMCA Corporate Association", "Amstown YMCA (Branch)", "Amstown YMCA (Branch)", "YMCA (Corporate Association)", "YMCA (Branch)", and "YMCA (Branch)". The "Amstown YMCA (Branch)" option is currently selected and highlighted in blue. Below the dropdown menu, there is a table with columns for "Opportunity Name", "Opportunity ID", and "Start Date".

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.

Thank you!