

Application Guide

Welcome to the Community Application for funding and support of activities, programs and services that benefit those who live in the Geisinger service area.

This guide will walk you through how to complete and submit your application. If you have any questions, please reach out to our team directly at geisingercommunity@geisinger.edu.

Let's get started!

Geisinger



Welcome

Please create a login below. Signing in will allow you to save your proposal and come back to complete or submit it later.

You may return to your draft application by logging in, going to "my account" and selecting "start/continue" next to your draft submission. Please note that all mandatory fields on a page must be completed before that page can be saved.

Once logged in, you will see a "printable form" link at the top of your page, this feature allows you to preview the questions that will be asked on the application, but please note, only applications submitted through this online portal can be considered.

Questions regarding your submission can be directed to geisingercommunity@geisinger.edu.

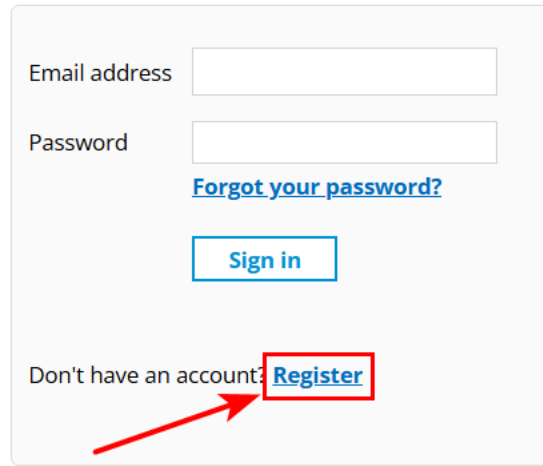
Table of Contents

Click the links below to go to the section of the guide you're looking for:

1. [Registering for a new account for first-time applicants, or for a new email address](#)
2. [Logging in to an existing account – general info and tips for success](#)
3. [Resetting a forgotten password](#)
4. [Understanding the 'My Account' page](#)
5. [General application guidelines and platform tips](#)
 - a. [Who should use this application](#)
 - b. [Lead time necessary for requests](#)
 - c. [Account access](#)
 - d. [How to know if your application was submitted successfully](#)
 - e. [What is the Printable Form link](#)
 - f. [FAQ and tips for completing your application and attaching documents](#)

Registering for a New Account

If this is your first time filling in our application, you'll need to register for a new account by clicking 'Register' on the sign in page. Creating an account will allow you to save your application and come back to complete or submit it later. This will also allow you to keep track of applications you've submitted previously.



The screenshot shows a sign-in form with the following elements: an 'Email address' input field, a 'Password' input field, a blue link for 'Forgot your password?', a blue 'Sign in' button, and a text prompt 'Don't have an account?' followed by a blue 'Register' button. A red rectangular box highlights the 'Register' button, and a red arrow points from the bottom left towards it.

Once you click 'Register', you will be asked to fill in your information to create your account. Fill in your First and Last name, Email address, and set your password. All fields are mandatory on this page. Click submit.

Create an account

Please fill in the form below to create your PerformMind Portal account.

*First Name

*Last Name

*Email address

*Password

*Re-enter Password

Already have an account? [Sign in](#)

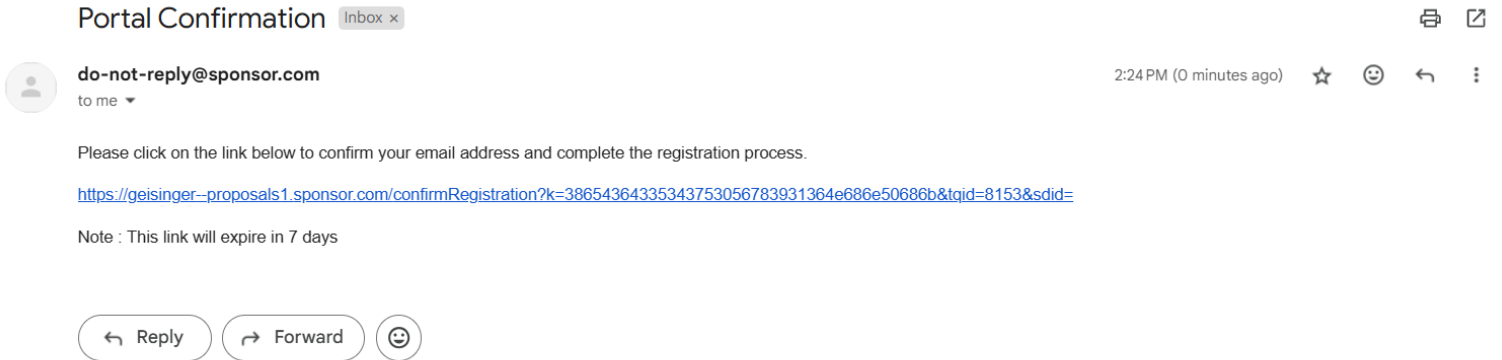
Once you've entered your details and clicked on Submit, you will see a confirmation message on your screen:

Create an account

Thank you. Your account has been created and a verification message has been sent to your email address. Please follow the enclosed instructions to complete the registration process.

You will then need to go to your **email inbox**, where you will see a Portal Confirmation email with a verification link that you must click to finalize your account setup.

*** If you do not see this email in your inbox, please check your junk mail / spam folder to see if it has gone in there. If it has, you'll want to mark it as a safe sender and move it into your inbox.**



Once you click on the link, you will be taken to the sign-in page which will now display this message:

Sign in

Sign in with your PerforMind Portal account to continue.

Your account is now active. Please sign in using the form below.

Email address

Password

[Forgot your password?](#)

Don't have an account? [Register](#)

Using the credentials you just created, login to your account to begin your application.

Logging in to an existing account

If you have previously set up your account, you can sign in with the email address and password you've already set up.

Please note that if you're using a different email address than you've used before, you will not see anything you've submitted previously. Portal accounts cannot be transferred to a new email.

Once you sign in, you will see this notice:

 [My Account](#) [Sign out](#)

Geisinger



[Printable Form](#)

- Contact Information
- Organization Profile
- Request Overview
- Request Profile
- Community served
- Promotion and Sponsor

• Your last saved proposal was restored.

Introduction

Funding and supporting activities, programs and services that benefit those who live in our service area is a big part of what we do.

By supporting these events, activities and organizations, we can make better health easier for our patients, family members, students and employees - and all who live in the communities we serve.

To continue your application or to start a new one, go to My Account at the top of the screen which will take you into your existing portal account where you can access drafts, any previously submitted application(s), or start a brand-new application.

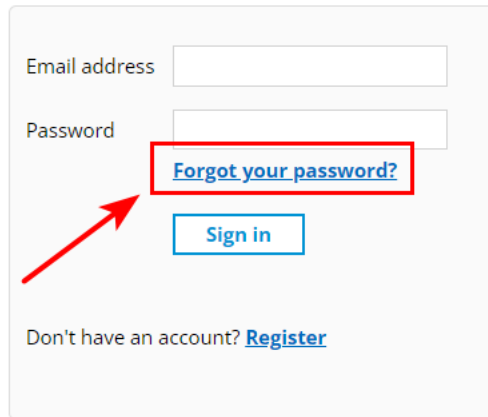


Check out more information on [My Account](#)

Resetting a Forgotten Password

Recovering your password is an easy process, with a few simple steps.

1. Click **Forgot your password?** on the sign-in screen:



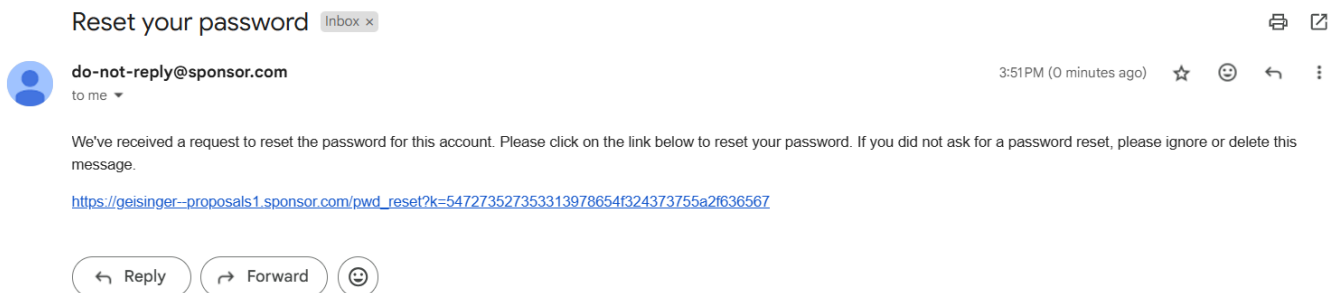
2. Enter the email address you used to set up this portal account.
Please note that portal accounts cannot be transferred to another email address, you must sign in with the email you used to set this portal up initially. Otherwise, please follow the instructions [to register a new account](#).

Password assistance

Please identify yourself so that we can find your account. A message will then be sent to your email address with instructions on how to reset your password.

Email address

3. Check your email inbox for an email from **do-not-reply@sponsor.com** including a link to follow to reset your password:



- Click on the link, and you will be redirected to a page where you can reset your password:

Reset your password

Please enter and confirm your new password.

Password

Re-enter Password

- As soon as you've entered your new password, you'll be taken back to the sign-in screen, where you'll see a new message that your password has been updated.

Sign in

Sign in with your PerformMind Portal account to continue.

Your password has been updated. You may now sign in.

Email address

Password

[Forgot your password?](#)

Don't have an account? [Register](#)

My Account

Once inside your account you will see the following:

The screenshot shows the 'Geisinger Community Request Form' interface. On the left is a sidebar menu with the following items: 'My Proposals' (highlighted), 'Draft Proposals', 'Submitted Proposals' (with a circled '3'), 'Received Questionnaires', 'Pending Questionnaires', 'Submitted Questionnaires', 'Settings' (highlighted), and 'Account Settings' (with a circled '4'). The main content area features a table with columns 'Date Created' and 'Name of Proposal'. A single row is visible with the date '2024-10-01 13:40' and the name 'Community Food Basket', with a 'Continue' button to its right (circled '1'). Below the table is a 'Create New Proposal' button (circled '2').

1. A list of draft applications or “proposals” that have not yet been submitted, and the date that you started that application.

Click on “Continue” to work on an existing application that is in progress or add the finishing details and submit.

2. If you’d like to create a new application, click on [Create New Proposal](#) and you will be provided with a blank application to start fresh.
3. To see any previous submissions you’ve made through this portal, click on [Submitted Proposals](#). You will see the list of submissions that have been made and the date they were submitted. From here you can either click View to see what was submitted or download it for your files.

The screenshot shows the 'Geisinger Community Request Form' interface. On the left is a sidebar menu with the following items: 'My Proposals', 'Draft Proposals', 'Submitted Proposals' (highlighted), 'Received Questionnaires', 'Pending Questionnaires', 'Submitted Questionnaires', 'Settings' (highlighted), and 'Account Settings'. The main content area features a table with columns 'Date Submitted' and 'Name of Proposal'. Two rows are visible: one with date '2024-11-26 14:53' and name 'event name', and another with date '2024-10-09 14:04' and name 'event name'. Each row has 'View' and 'Download' buttons to its right.

4. **Account Settings** will let you change the basic details of your account such as password, time zone, and contact information:

*** Please note that you will NOT be able to change your email address, as portal accounts are not transferable for security purposes.**

- My Proposals**
 - Draft Proposals
 - Submitted Proposals
- Received Questionnaires**
 - Pending Questionnaires
 - Submitted Questionnaires
- Settings**
 - Account Settings**

Account Settings

Username: keeley@sponsor.com
First Name: Keeley
Last Name: Baril
Password: [Change](#)
Time Zone: America/Montreal [Change](#)

[Manage Contact Information](#)

[Delete Account](#)

- My Proposals**
 - Draft Proposals
 - Submitted Proposals
- Received Questionnaires**
 - Pending Questionnaires
 - Submitted Questionnaires
- Settings**
 - Account Settings**

Contact Information

Organization:

Salutation:

First Name:

Middle Name:

Last Name:

Job Title:

Website:

Comments:

Address:

City:

Country:

State/Prov./Region:

Zip/Postal Code:

Phone:

Alternate Phone:

Mobile:

Fax:

Language:

[Save](#)

General Application Guidelines & Tips

1. This application form is for Community Support / Sponsorship requests only. If your request is for an annual membership or membership renewal, you will not be able to continue with the application. Please complete the [Membership Form](#) instead.

2. Lead time for requests.

All requests for support and sponsorship must be made through this online portal, and not directly through email. Please allow a minimum of 4-6 weeks for the review and processing of your request. **Events, activities or deadlines for funding that are under a month away may not have adequate lead time to qualify for sponsorship.**

3. Account Access

The only way to access your portal account is with your email address and password. For security purposes, no one from Geisinger or the technical support team at Sponsorium has access to your account.

4. Confirmation of successful submission of your request

You will receive a confirmation email of any submissions you make to the email address listed in the Organization contact detail fields on the form. If you do not see this confirmation email within a few minutes of submitting your application, please make sure to check your junk or spam folders to see if it was caught there. The email will come from geisingercommunity@geisinger.edu.

5. Completing your application – some tips:

Scrolling down. Some of the pages in the form are long and include many questions. If you do not see the “Save and continue” button, keep scrolling down! You’ll see it at the bottom of your screen.

All mandatory fields on a page must be completed before you can save and continue to the next page.

Mandatory fields are marked with a red asterisk (*). If you are not able to save and continue, the mandatory fields that were missed will be highlighted red with a note that “Value is required.”

Getting Started

*How long until the first activation of your event/activity begins?

Value is required.

*Type of request

Value is required.

*What is your deadline for decision?

Save and Continue

Failure to complete all the mandatory fields prior to closing your browser page or logging off will result in an erasure of the information that has been entered on that page. Your form will only be saved up through the last completed page.

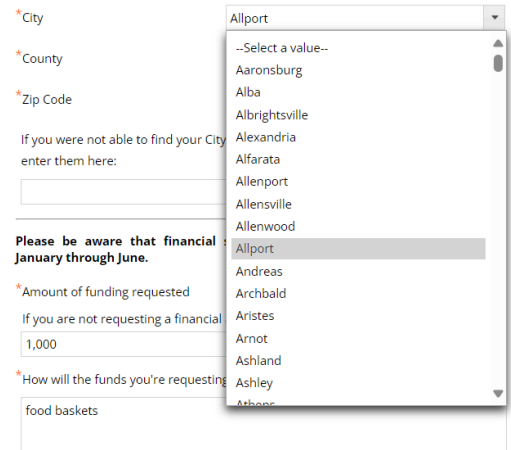
Event Details

The event details section has a specific order it must be completed in:

The first step is to select your city from the dropdown menu.

Once you've selected your city, you can select your County, which will also be from a drop-down list. And then the same with your Zip Code.

*** If you do not see a drop-down list** for either your County or Zip Code, the form simply needs a little more time to populate these lists based on the city you've selected. Wait a moment and try again.



6. Printable Form

Throughout the form, you have the option of clicking on the Printable Form link at the top of your page.



- Contact Information
- Organization Profile
- Request Overview
- Request Profile
- Community served

Introduction

Funding and supporting activities, programs and services that benefit those who live in our service area is a big part of what we do.

By supporting these events, activities and organizations, we can make better health easier for our patients, family members, students and employees - and all who live in the communities we serve.

This is a preview of the form and will show any information you've included to this point in the application, as well as what you have remaining.

Using this form at the beginning of your application process is a good way to get an idea of the types of information you should gather before you begin.

Please note, however, that this preview does not include any dynamic fields that are presented based on your answers to certain questions.

For example: if you are asking Geisinger for support of an event, you will be asked a variety of questions about that event such as location details and timing. Clicking on the preview prior to answering these questions will only show the first question, and not all the follow up questions (location details in this case).

The printable form is NOT an alternative method of application. The online form must be used for all requests, and emailed requests will not be considered.

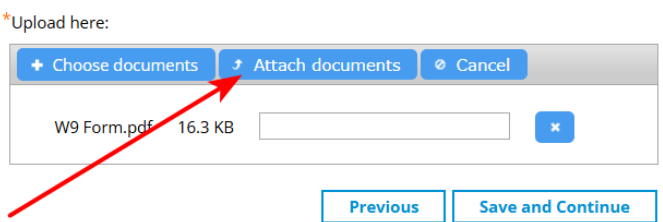
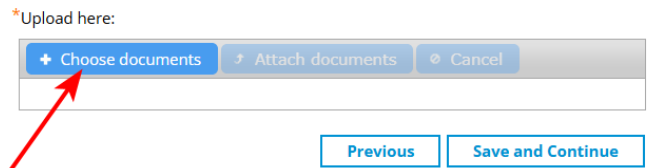
7. Attaching your documents

Attaching documents is a two-step process. For best results, please upload your files from a computer and not a mobile device.

Step One: Click on “**Choose Documents**” to find your files on your computer.

Step Two: Once you’ve chosen your file and see it listed on the screen, click “**Attach Documents**” to include it with your application.

After clicking “attach documents”, your screen will reload, and your document will now appear below the attachment widget. Once you see it below, you’ll know it has been successfully attached, and you may move on to the next page.



Please make sure to complete both steps in attaching your file(s):

1. Click on "Choose documents" to find and select the file on your device
2. Click on "Attach documents" to include it with your application

