My AmeriCorps Release 3
State Commissions and Programs Program Management

Introduction

This presentation is designed for state commissions and their programs. It will guide users through managing operating sites, service locations and slots, and show how to view a member roster.

We will also demonstrate how to transfer slots across programs. (For information on who can perform this function, please view the tutorial on **User Roles and Management – Understanding and Planning**.)

If you haven't already seen it, please check out the **General Overview** presentation before proceeding with this one. We assume for this presentation that you've been exposed to the basic features and navigation of My AmeriCorps.

Important Considerations

- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.

- The My AmeriCorps system does not include comprehensive compliance checks.

- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.

- If they have questions they should contact their Program Director or Program Officer.

Agenda

- Access My AmeriCorps
- Search for Primes or Operating Sites
- View Operating Sites
- Allocate Slots
- Edit Operating Site Information
- Service Locations
- Member Roster
- Slot Management
- Transfer Slots
- Search for Service Locations
- What's Next?

Access My AmeriCorps

After logging onto eGrants, click on **Portal Home** to enter My AmeriCorps.

My AmeriCorps Home Page

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Workbasket

Pending Applications	Pending Invitations	Pending Enrollments	Status Change Requests	Pending Exits

Results 1 Through 1

Your search returned 1 results.

Applicant ▸	Listing ▸	Date Submitted ▸	Status ▸	Date Available ▸	
Lindsay Likovich	'09-'10 City Year Seattle/King County	12/24/2008	Selected	01/10/2009	print

The Portal Home link returns you to your My AmeriCorps home page. The menu on the left provides links to manage the grants and programs / operating sites you have access to. The links are context-sensitive, meaning that different links appear on different screens.

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion. Service Location users do not have workbaskets.

eGrants Coaching Unit

Search for Primes or Operating Sites

Before viewing Prime or Operating Site Information, you have to find it. Click on **Manage Programs** to start the search.

Grant and Slot Management Tasks

Search for a Prime or Operating Site in order to complete these tasks:

- Allocating slots to an operating site

- Viewing or editing Prime or Operating Site information,

- Viewing or converting standard or refill slots

- Transferring standard slots across operating sites, and

- Viewing a list of members assigned to a Operating Site or service location.

Search for Primes or Operating Sites

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

⇢ Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Search

Program Search Attributes

To search for a program use the fields below and click the search button.

Program Year: Select

Project Title:

Program Code: Select

City:

State: Select

search

Select and/or enter identifying information to start a search. Click on **search** to see the results.

Search for Primes or Operating Sites

Use the page navigation to scroll through the pages. You can sort the listing by the column title.

The results page shows the total number of grants or operating sites meeting search criteria.

Sort the results by clicking the link in the column title.

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Search

Program Search Results

Results 11 Through 20 First   Previous   1 | **2** | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10   Next   Last   +10

Your search returned 232 results.

Grant Number ▸	Project Title ▸	Program Year ▸	City ▸	State ▸
94ASCMA0220101	City Year Boston	1995	Boston	MA
94ASCMA0220101	City Year Boston	1996	Boston	MA
94ASCRI0410201	City Year Rhode Island	1994	Providence	RI
94ASCRI0410201	City Year Rhode Island	1995	Providence	RI
94ASCRI0410201	City Year Rhode Island	1996	Providence	RI
94ASCTX0451601	City Year San Antonio	1995	San Antonio	TX
94ASCTX0451601	City Year San Antonio	1996	San Antonio	TX
94ADNMA006	City Year - Parent	1997		
94ASCTX0451601	City Year San Antonio	1997	San Antonio	TX
94ASCRI0410201	City Year Rhode Island	1997	Providence	RI

Reading Search Results

Click on the name of the Prime or Operating Site to perform other grant-related functions.

Program Information Screen

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

Program Info
Operating Site Info
Service Location Info
Slot Info
Slot Transfer
Slot Allocation

View Program

Program Information

Click here for help.

Program Year: 2009
Program Name: City Year
Program Code: 09NDHMA001
Contact Name:
Contact Address: 285 Columbus Ave.
Boston, MA 02116 - 5114
Contact Email: test@cns.gov
Contact Phone: 6179272348
Budget Period: 07/01/2009 - 06/30/2012
Enrollment Period: 07/01/2009 - 06/30/2010

Edit Program
View Service Locations
View Members

Information about the Program and links to perform other tasks.

The Program Information links provide quick access to perform other grant-related functions and are specific to the program listed.

View Operating Sites

Click on **Operating Site Info** to view a listing of all operating sites or to renew or create one.

View Operating Sites

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

Program Info
Operating Site Info
Service Location Info
Slot Info
Slot Transfer
Slot Allocation

View Operating Sites

Operating Site Infomation

Program Code	Operating Site	Program Year
09NDHMA0010001	City Year Chicago	2009
09NDHMA0010002	City Year Columbia	2009
09NDHMA0010003	City Year Columbus	2009
09NDHMA0010004	City Year Columbus	2009
09NDHMA0010005	City Year Washington, D.C.	2009

View Previous Operating Sites

create operating site

Your active operating sites will be listed here.

Allocate Slots

eGRANTS

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

View Operating Sites

Operating Site Infomation

Program Code	Operating Site	Program Year
09NDHMA0010001	City Year Chicago	2009
09NDHMA0010002	City Year Columbia	2009
09NDHMA0010003	City Year Columbus	2009
09NDHMA0010004	City Year Columbus	2009
09NDHMA0010005	City Year Washington, D.C.	2009
09NDHMA0010006	City Year New York	2009
09NDHMA0010007	New Operating Site Test 1	2009

View Previous Operating Sites

[create operating site]

Click on **Slot Allocation** to assign slots to operating sites.

eGrants Coaching Unit

Allocate Slots

To allocate slots to an operating site, click on the name of the operating site from the list.

Allocate Slots

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
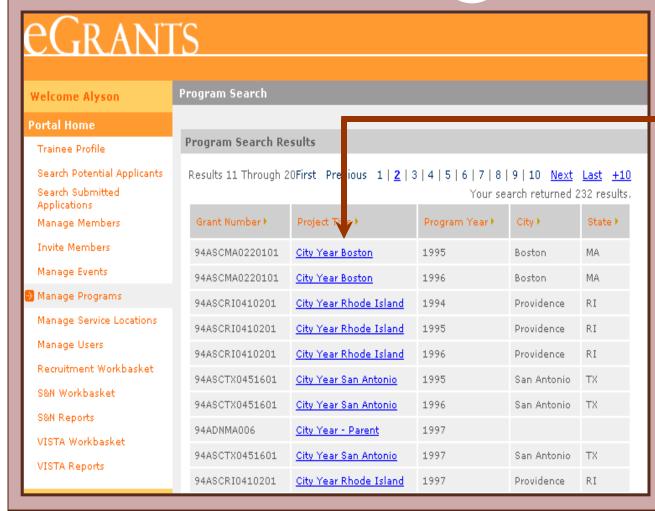VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

Program Info
Operating Site Info
Service Location Info
Slot Info
Slot Transfer
Slot Allocation

Allocate Slots

Slots Information

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Grand Total		110	102.65	0	0	0	0	0	0.00

save

The total slots and MSYs granted to the Parent Organization.

Allocate Slots

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

Program Info
Operating Site Info
Service Location Info
Slot Info
Slot Transfer
Slot Allocation

Allocate Slots

Slots Information

		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Grand Total		110	102.65	0	0	0	0	0	0.00

save

The total slots and MSYs currently allocated to other operating sites.

Allocate Slots

The total slots and MSYs currently allocated to this operating site.

Allocate Slots

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- → Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year - 2009
09NDHMA001

- Program Info
- Operating Site Info
- Service Location Info
- Slot Info
- Slot Transfer
- Slot Allocation

Allocate Slots

Slots Information

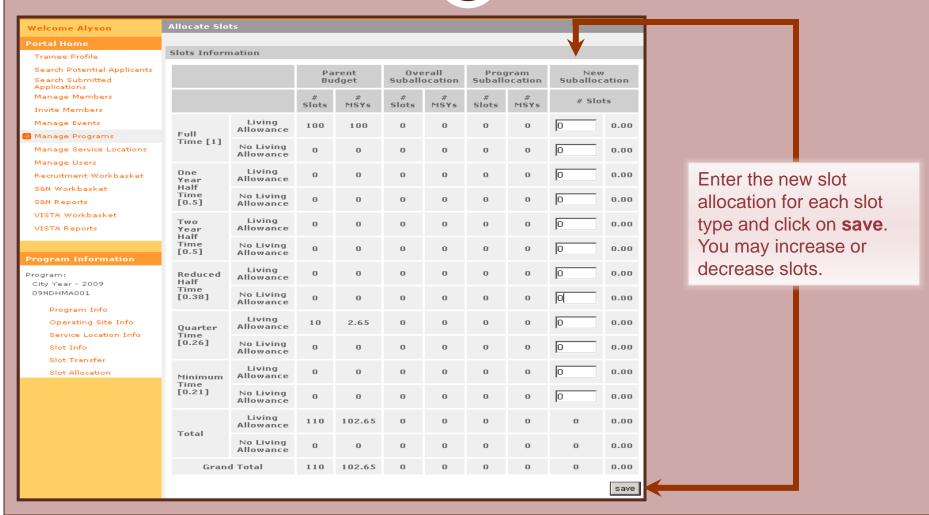|		Parent Budget		Overall Suballocation		Program Suballocation		New Suballocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	100	100	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
One Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Quarter Time [0.26]	Living Allowance	10	2.65	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0	[0]	0.00
	No Living Allowance	0	0	0	0	0	0	[0]	0.00
Total	Living Allowance	110	102.65	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0	0	0.00
Grand Total		110	102.65	0	0	0	0	0	0.00

save

Enter the new slot allocation for each slot type and click on **save**. You may increase or decrease slots.

Allocate Slots

The slot allocation has been saved.

Edit Operating Site Information

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
 City Year Washington, DC - 2008
  06ACHDC0010003

  Program Info
  Service Location Info
  Slot Info
  Slot Conversion
  Refill Slot Conversion
  Slot Transfer

View Operating Site

Operating Site Information

Click here for help.

Program Year:	2008
Operating Site Name:	City Year Washington, DC
Operating Site Code:	06ACHDC0010003
Contact Name:	
Contact Address:	140 Q Street NE 2nd Floor Washington, DC 20002 - 2132
Contact Email:	test@cns.gov
Contact Phone:	(202) 776-7780
Budget Period:	07/01/2008 - 06/30/2009
Enrollment Period:	07/01/2008 - 06/30/2009

Edit Operating Site
View Service Locations
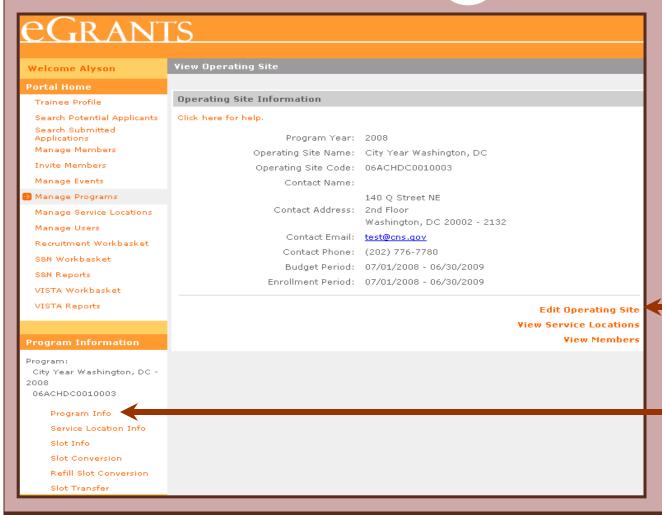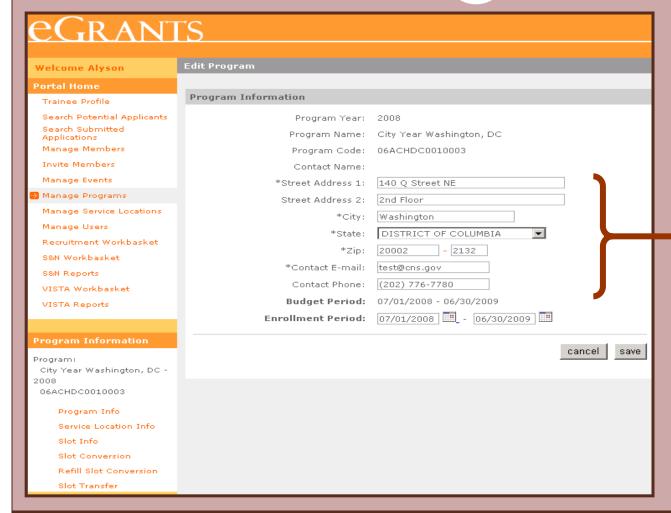**View Members**

Click on **Edit Operating Site** to edit the details of the Program.

Get to this page with the **Program Info** link.

eGrants Coaching Unit

Edit Operating Site Information

Modify contact information.

Edit Operating Site Information

Modify the Enrollment Period dates by typing them in or use the pop-up calendar.

Caution!

Although the Enrollment Period dates can be modified, care should be taken to ensure that the new dates remain within the Budget Period dates and the new dates do not overlap with the Member Enrollment Period dates of a different program year for the same operating site.

Also it is recommended that state commissions put policies in place and monitor the system to ensure that users are not making errors. In the past changing dates was something only Program Officers could do. Now member management user at the Prime and Operating Site levels can do it.

Edit Operating Site Information

Click on **save** to keep your changes or **cancel** to discard them.

Edit Operating Site Information

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year Washington, D.C.
- 2009
09NDHMA0010005

Program Info
Service Location Info
Slot Info
Slot Transfer

Edit Program

Program Information

Please note the following errors:
 • **The enrollment start date must be within the budget period for the grant.**
 • **The enrollment dates are not valid. There are members currently enrolled in the program with a start date outside of the dates.**

Program Year: 2009

Program Name: City Year Washington, D.C.

Program Code: 09NDHMA0010005

Contact Name: Chris Murphy

*Street Address 1:   140 Q St. NE

Street Address 2:

*City: Washington

*State: DISTRICT OF COLUMBIA

*Zip: 20002 - 2132

*Contact E-mail: test@cns.gov

Contact Phone: (202) 776-7780

Budget Period: 07/01/2009 - 06/30/2012

Enrollment Period: 05/12/2009- 04/30/2010

cancel   save

If errors are encountered, you'll see a note here.

eGrants Coaching Unit

Edit Operating Site Information

After successfully saving the Operating Site information, a note is displayed confirming that the information was updated.

Service Locations

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
  City Year Washington, DC -
2008
  06ACHDC0010003

  Program Info
  Service Location Info
  Slot Info
  Slot Conversion
  Refill Slot Conversion
  Slot Transfer

View Operating Site

Operating Site Information

Click here for help.

Program Year:	2008
Operating Site Name:	City Year Washington, DC
Operating Site Code:	06ACHDC0010003
Contact Name:	
Contact Address:	140 Q Street NE 2nd Floor Washington, DC 20002 - 2132
Contact Email:	test@cns.gov
Contact Phone:	(202) 776-7780
Budget Period:	07/01/2008 - 06/30/2009
Enrollment Period:	07/01/2008 - 06/30/2009

Edit Operating Site
View Service Locations
View Members

Use the **View Service Locations** link or the **Service Location Info** link to view a listing of the Service Locations assigned to the Operating Site.

Service Locations

The total number of service locations and a listing of the service locations assigned to the Operating Site is displayed. Click on **create** to enter a new service location.

Service Locations

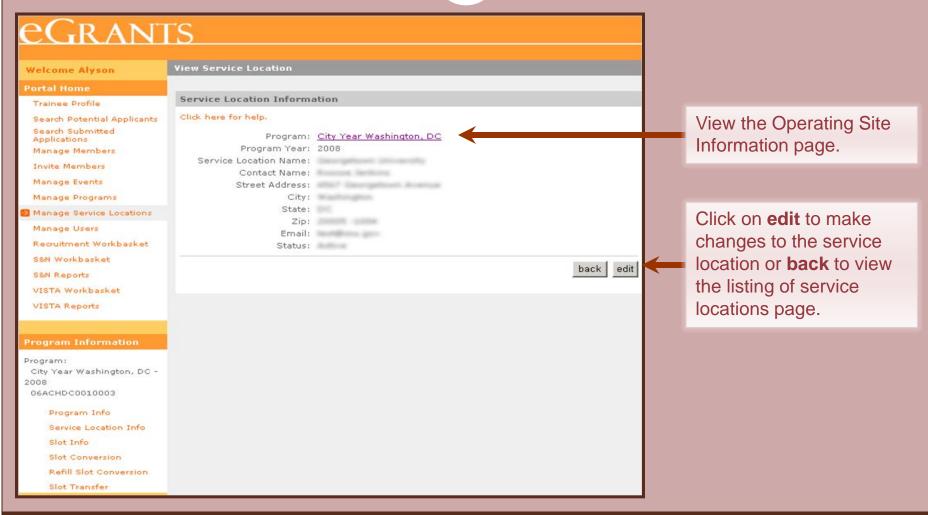**eGRANTS**

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Edit Service Location

Service Location Information

Please note that Street Address1, City, State, and Zip are required fields unless you enter the full zip code (Zip + 4 digit extension).
Click here for help.

Program: City Year Washington, DC

Program Year: 2008

* Status: Active

* Service Location Name:

Contact Name:

Contact Email:

Street Address1:

Street Address2:

City:

State:

* Zip:

cancel save

Select and enter information about the service location. Click on **save** to keep the information or **cancel** to discard it.

Service Locations

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

▶ Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program:
City Year Washington, DC -
2008
06ACHDC0010003

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

View Service Location

Service Location Information

Click here for help.

Program: City Year Washington, DC
Program Year: 2008
Service Location Name: Georgetown University
Contact Name: Roscoe Jenkins
Street Address: 4567 Georgetown Avenue
City: Washington
State: DC
Zip: 20005 -1234
Email: test@cns.gov
Status: Active

back | edit

View the Operating Site Information page.

Click on **edit** to make changes to the service location or **back** to view the listing of service locations page.

Service Locations

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

→ Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program:
City Year Washington, DC - 2008
06ACHDC0010003

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 3

Your search returned 3 results.

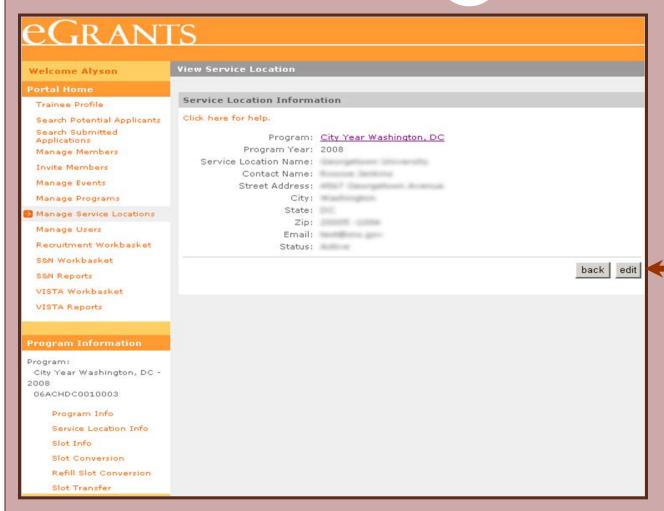| Name ▼	City ▶	State ▶	Zip ▶
Georgetown University	Washington	DC	20005 -1004
University of Maryland	Laurel	MD	20921
University of Maryland Baltimore	Baltimore	MD	22222

create

The new service location is displayed. Click on the name to view or edit the details.
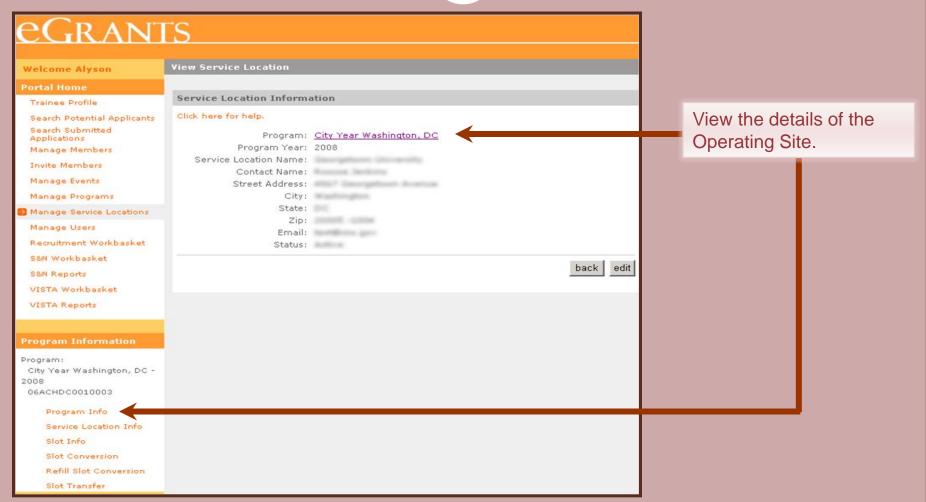
Service Locations

Click on **edit** to change the information or status of the service location or **back** to return to the list of service locations.

Member Roster

View the details of the Operating Site.

Member Roster

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

→ Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Program Information

Program:
City Year Washington, DC –
2008
06ACHDC0010003

Program Info

Service Location Info

Slot Info

Slot Conversion

Refill Slot Conversion

Slot Transfer

View Operating Site

Operating Site Information

Click here for help.

Program Year:	2008
Operating Site Name:	City Year Washington, DC
Operating Site Code:	06ACHDC0010003
Contact Name:	
Contact Address:	140 Q Street NE 2nd Floor Washington, DC 20002 - 2132
Contact Email:	test@cns.gov
Contact Phone:	(202) 776-7780
Budget Period:	07/01/2008 - 06/30/2009
Enrollment Period:	07/01/2008 - 06/30/2009

Edit Operating Site
View Service Locations
View Members

Click on **View Members** to view the Member Roster.

Member Roster

The View Roster page displays the total number of members, navigation to scroll through the pages, and a listing of members. Sort the listing by the column title. Click on the member's name to view or edit contact information or to manage the member's service assignment.

Member Roster

A different set of links appears to manage the member's service assignment.

Member Roster

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
▶ Manage Members
Invite Members
Manage Events
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Member Information

Orelia Elizabeth Brown, Ii
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member Home

Member Information

Click here for help.

Name: Orelia Elizabeth Brown, I		Date of Birth:
Member ID:		Username:
SSN:		E-mail: test@cns.gov

Mailing Address:

Permanent Address:

Home Phone Number:

Home Phone Number:

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/04/2007	06/20/2008	view
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/16/2008	06/19/2009	view

Click on **Portal Home** to return to you're my AmeriCorps Home Page or **Manage Programs** to search for a Prime or Operating Site.

Slot Management

Click on **Slot Info** to view the current configuration of standard and refill slots.

Slot Management

eGRANTS

View Slot Budget

Slot Information – City Year Los Angeles 2008

Click here for help.

Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

[edit standard] [edit refill]

Left navigation

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
➡ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
 City Year Los Angeles - 2008
 06NDHMA0010005

 Program Info
 Service Location Info
 Slot Info
 Slot Conversion
 Refill Slot Conversion
 Slot Transfer

The View Slot Budget page displays the slot configuration for standard and refill slots.

Grantee Admin and State / National Grantee Prime users can view the aggregate slots for a grant. Operating Site users can view slots assigned to their grant. Service Location users do not have access to Slots Management functions.

Slot Management

eGRANTS

Welcome Alyson

Portal Home
Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information
Program:
City Year Los Angeles - 2008
06NDHMA0010005
Program Info
Service Location Info
Slot Info
Slot Conversion
Refill Slot Conversion
Slot Transfer

View Slot Budget

Slot Information – City Year Los Angeles 2008
Click here for help.

Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Filled	Unfilled	Refill Slots Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

[edit standard] [edit refill]

Click on **edit standard** or **Slot Conversion** to update the standard slot configuration.

Slot Management

Welcome Alyson

Portal Home
Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year Los Angeles - 2008
06NDHMA0010005

Program Info
Service Location Info
Slot Info
Slot Conversion
Refill Slot Conversion
Slot Transfer

Edit Slot Budget

Standard Slot Information ❓

Click here for help.

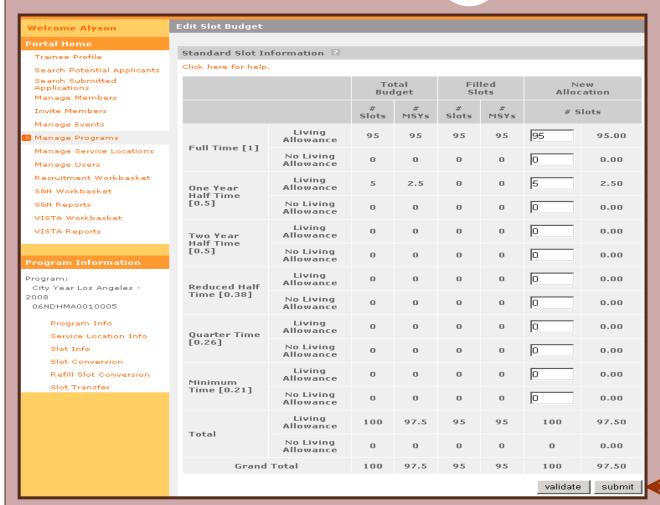|		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	95	95	95	95	95	95.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	5	2.5	0	0	5	2.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		100	97.5	95	95	100	97.50

[validate] [submit]

Enter the new slot allocation by slot type. Enter 0 if all the slots are being removed.

The New Allocation number should not be less than the number shown for Filled Slots.
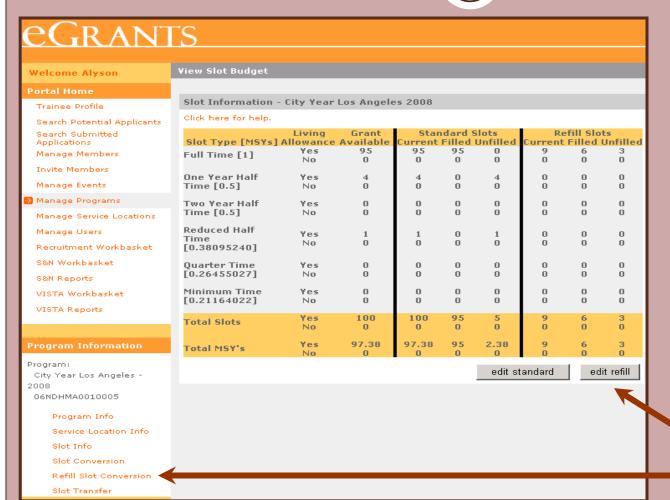
Slot Management

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year Los Angeles - 2008
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Edit Slot Budget

Standard Slot Information ?

Click here for help.

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	95	95	95	95	95	95.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	5	2.5	0	0	5	2.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		100	97.5	95	95	100	97.50

[validate] [submit]

Click on **validate** to ensure that the new MSYs are not greater than the budgeted MSYs. Click on **submit** to update the slot configuration.
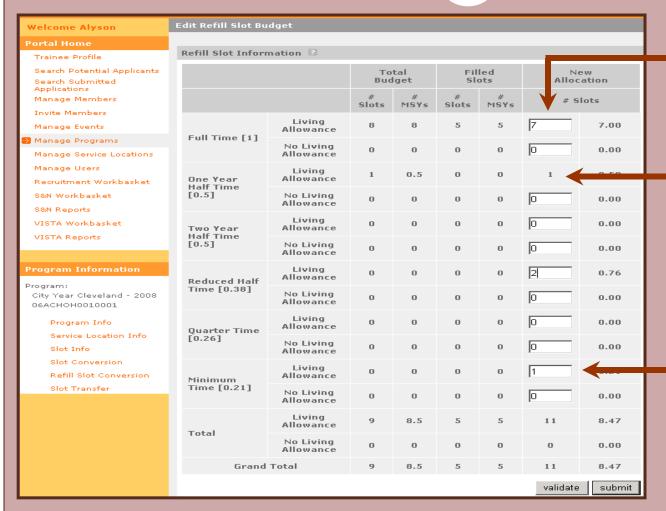
eGrants Coaching Unit

Slot Management

eGRANTS

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- ➡ Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
 City Year Los Angeles - 2008
 06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

View Slot Budget

Slot Information - City Year Los Angeles 2008

Click here for help.

Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Filled	Unfilled	Refill Slots Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

[edit standard] [edit refill]

MSYs were reduced from 97.5 to 97.38. The next slot conversion will be calculated on the new MSYs of 97.38, but the total reduction in MSYs must not exceed the MSYs of a minimum time slot.

Slot Management

Slot Management

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year Cleveland - 2008
06ACHOH0010001
- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Edit Refill Slot Budget

Refill Slot Information [?]

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	8	8	5	5	7	7.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	1	0.5	0	0	1	0.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	2	0.76
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	1	0.21
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		9	8.5	5	5	11	8.47

[validate] [submit]

Enter the new refill slot allocation by slot type. Enter 0 if all the refill slots are being removed. Use whole numbers only.

Standard slots have not been filled. Refill slots are shown, but are not available.

Standard slots are not available. Refill slots can be entered for this slot type.

eGrants Coaching Unit

Refill Slot Rules

- Processes and principles apply for editing refill slots as standard slots.

- Refill slots automatically become visible on the Slot Budget page when a program exits a member who served less than 30% of their term and the member did not receive an award.

- A refill slot is not available for use until all of the standard slots of the same slot type have been filled.

- Refill slots can only be used once, even if the member occupying the refill slot does not complete their term.

- When converting refill slots, make sure that the New Allocation number is ≥ the filled refill slots for each slot type.

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- → Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year Cleveland - 2008
06ACHOH0010001

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

Edit Refill Slot Budget

Refill Slot Information ?

		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	8	8	5	5	7	7.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	1	0.5	0	0	1	0.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	2	0.76
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	1	0.21
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		9	8.5	5	5	11	8.47

[validate] [submit]

Click on **validate** to ensure that the new MSYs are not greater than the total MSYs. Click on **submit** to update the refill slot configuration.

Slot Management

MSYs were reduced from 8.5 to 8.47. The next refill slot conversion will be calculated on the new MSYs of 8.47.

Transfer Slots

If you are not viewing Operating Site information, click on **Manage Programs** and select from the search result page the operating site that you wish to transfer slots from. If you are already viewing the operating site information of the operating site you wish to transfer slots from, click on **Slot Transfer**.

Transfer Slots

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
Manage Events
→ Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Program Information

Program:
City Year - 2008
06NDHMA001

Program Info
Operating Site Info
Service Location Info
Slot Info
Slot Transfer
Slot Allocation

Transfer Slots

Operating Sites to Transfer From

Program Code	Program Name	Program Year	City	State
06NDHMA0010001	City Year New York	2008		
06NDHMA0010002	City Year Columbus	2008		
06NDHMA0010003	City Year Little Rock	2008		
06NDHMA0010004	City Year Seattle/King County1	2008		
06NDHMA0010005	City Year Los Angeles	2008		
06NDHMA0010006	City Year Detroit	2008		
06NDHMA0010007	City Year Columbia	2008		
06NDHMA0010008	City Year Care Force	2008		
06NDHMA0010009	City Year Chicago	2008		

If you are viewing your grant information, click on **Slot Transfer** then select the "transfer from" Operating Site from the list.

eGrants Coaching Unit

Transfer Slots

Slots are not available to transfer note.

Transfer Slots

Select the slot type from the drop down box, enter the total number of slots and select the Operating Site the slots are being transferred to. Click **transfer**.
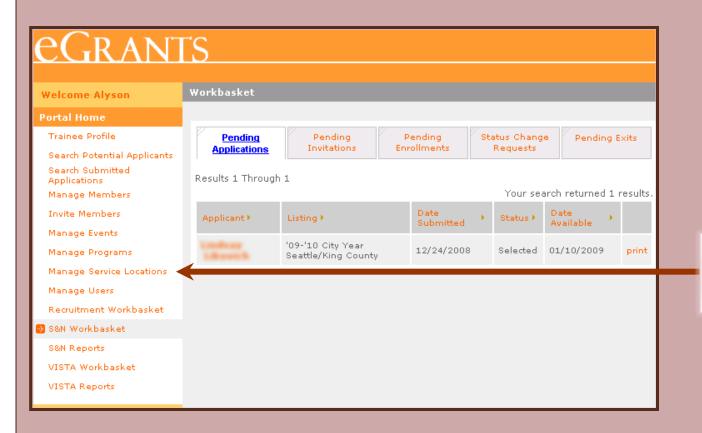
Transfer Slots

eGRANTS

Welcome Alyson

Portal Home
- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Program Information

Program:
City Year Los Angeles - 2008
06NDHMA0010005

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion
- Refill Slot Conversion
- Slot Transfer

View Slot Budget

Please note:
The requested slots have been transfered.

Transfer was successful.

Slot Information – City Year Los Angeles 2008

Click here for help.

Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Filled	Unfilled	Refill Slots Current	Filled	Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	3	3	0	3	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	99	99	95	4	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	96.88	96.88	95	1.88	9	6	3
	No	0	0	0	0	0	0	0

[edit standard] [edit refill]

MSYs were reduced from 97.38 to 96.88 after transferring out 1 One Year Half Time slot.

Search for Service Locations

Click on **Manage Service Locations** to search for service locations.

Search for Service Locations

Enter identifying information about the service location (s) to start a search. Click on **search** to see the results.

Search for Service Locations

The Service Location Results page displays only the service locations you have access to. Use the numbered navigation to scroll through the pages and the column title to sort the listing.

Click on the name of the operating site or service location to view details.

What's next?

- **The Resource Center**
  - www.nationalserviceresources.org/ac-training-support
  - Includes other tutorials
  - Live training and registration schedule

- **The eGrants Coaching Unit**
  - 1-888-333-8272
  - egrantstta@jbsinternational.com
  - Training/Technical Assistance

- **The eGrants Help Desk**
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance