# **OPERA AMERICA GRANTS DASHBOARD** How to Register to Apply as an Individual

The Grants Dashboard is OPERA America's central application portal for all grants, awards, and prizes for opera companies and artists.

You need a Grants Dashboard account to apply for grants. Although you arrived at the Grants Dashboard via the OPERA America website, your login credentials to access the Dashboard are distinct. Your Dashboard account is not linked to your OPERA America website account.

## First time applying as an individual?

Follow the 5 steps below.

#### **Returning applicant?**

Log in to your account using your email address and password. You don't need to create a new account each time you apply.

If you can't access your account, click "Forgot Your Password?" and follow the instructions. (Remember: Your Grants Dashboard account is not linked to your OPERA America website account.)

For assistance, contact us at <u>Grants@operaamerica.org</u> or 646.699.5236.

## Step 1: Click "Create New Account"

# Logon Page

Email Address*	OPERA America Grants Dashboard
	The Grants Dashboard is OPERA America's central application portal
Password*	for all grants, awards, and prizes for opera companies and artists.
	You need a Grants Dashboard account to apply for grants.
Log On Create New Account Forgot your Password?	Although you arrived at the Grants Dashboard via the OPERA America website, your login credentials to access the Dashboard are distinct. Your Dashboard account is not linked to your OPERA America website account.



#### Step 2: Fill out your general information.

Although this screen is title "Organization Information," you will need to complete it with your personal information.

- Enter your last name in the box marked "Organization Name."
- Enter "N/A" in the box marked "EIN/Tax ID."

Helpful Tips:

- Use the "Next" and "Previous" buttons to navigate through the registration. Using your browser's "Back" button will delete your registration.
- You can abort your registration at any point using the "Cancel Account Creation" button.



# Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

△ Using the browser's back button will delete your registration information.

This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information	
Organization Name* For individual applicants, please type your last name in this field.	EIN / Tax ID (##-#######) For individual applicants, please type N/A in this field.
Web Site	Telephone Number (###-#### x###)
Address 1*	Address 2
City*	State/Province*
Postal Code*	Country
	Next >



## Step 3: Fill out your full contact information.

We will use the information on this page to communicate with you about your proposals if we have any questions.

User Information		
Copy Address f	rom Organization	
Prefix (Mr, Mrs, N	/ls, etc.)*	First Name*
Middle Name		Last Name*
Suffix (Sr, Jr, III, o	etc.)	Business Title*
Email / Username	e*	Email / Username Confirmation*
Telephone Numb	er (###-### x###)*	Mobile Number (###-####)
Address 1*		Address 2
City*	Use the same address	State/Province*
	you provided in the previous step.	
Postal Code*	previous step.	Country
Previous		Next >



## Step 4: Set your password.

Password		
Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_		
Password*	Confirm Password*	
< Previous	Create Account	

# Step 5: Click "Create Account."

You will receive a confirmation email with your login information.

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