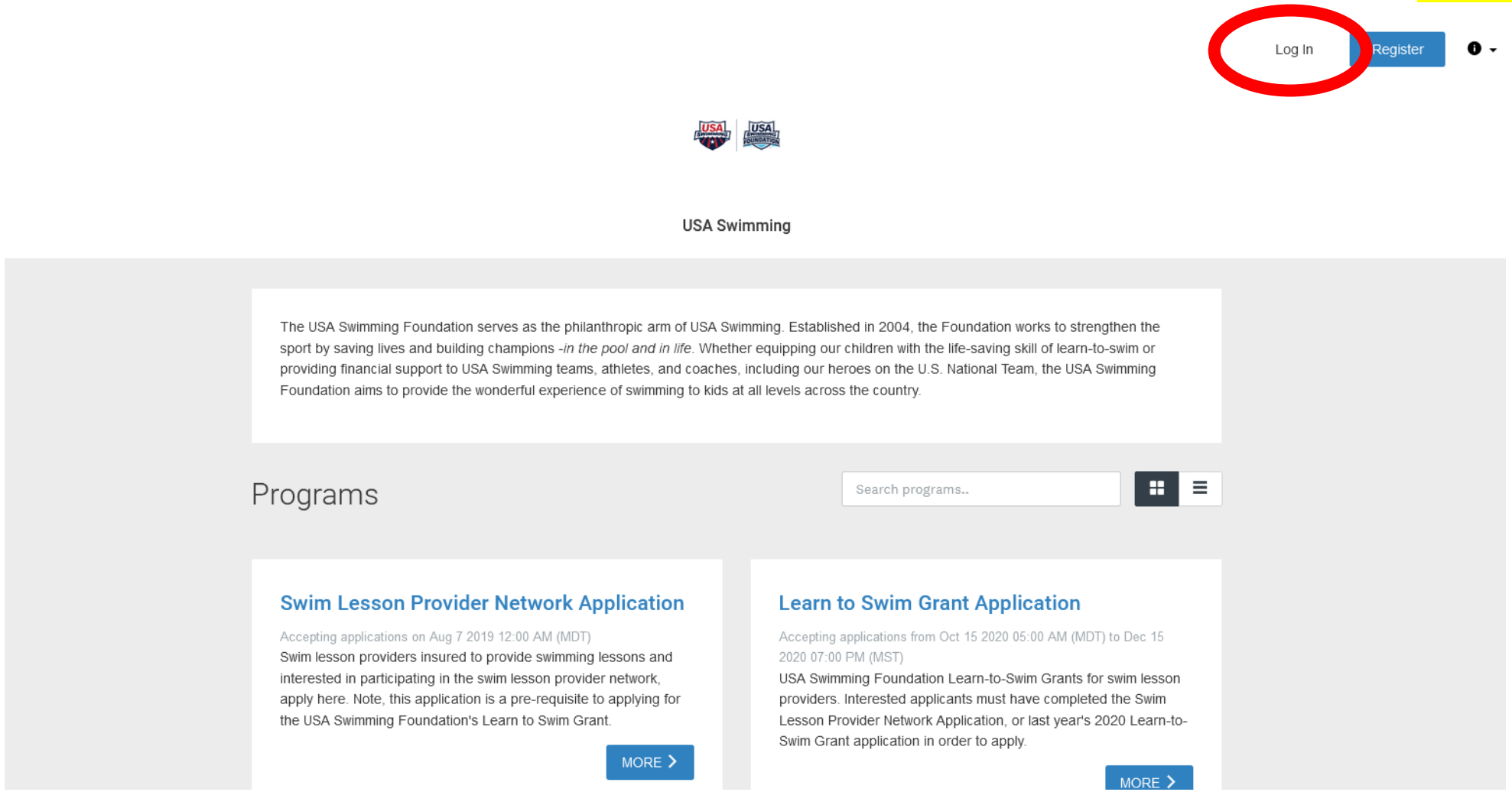
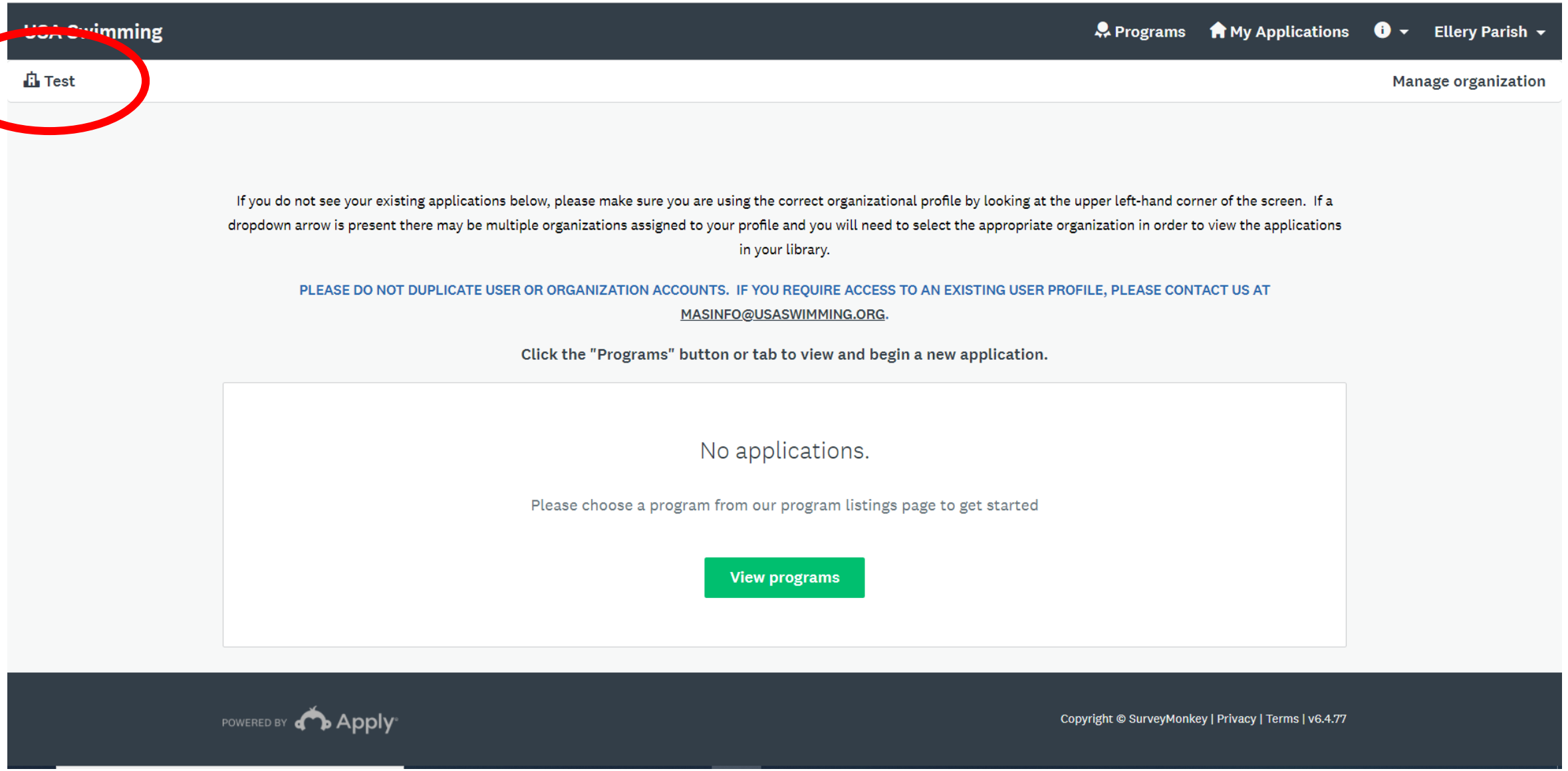
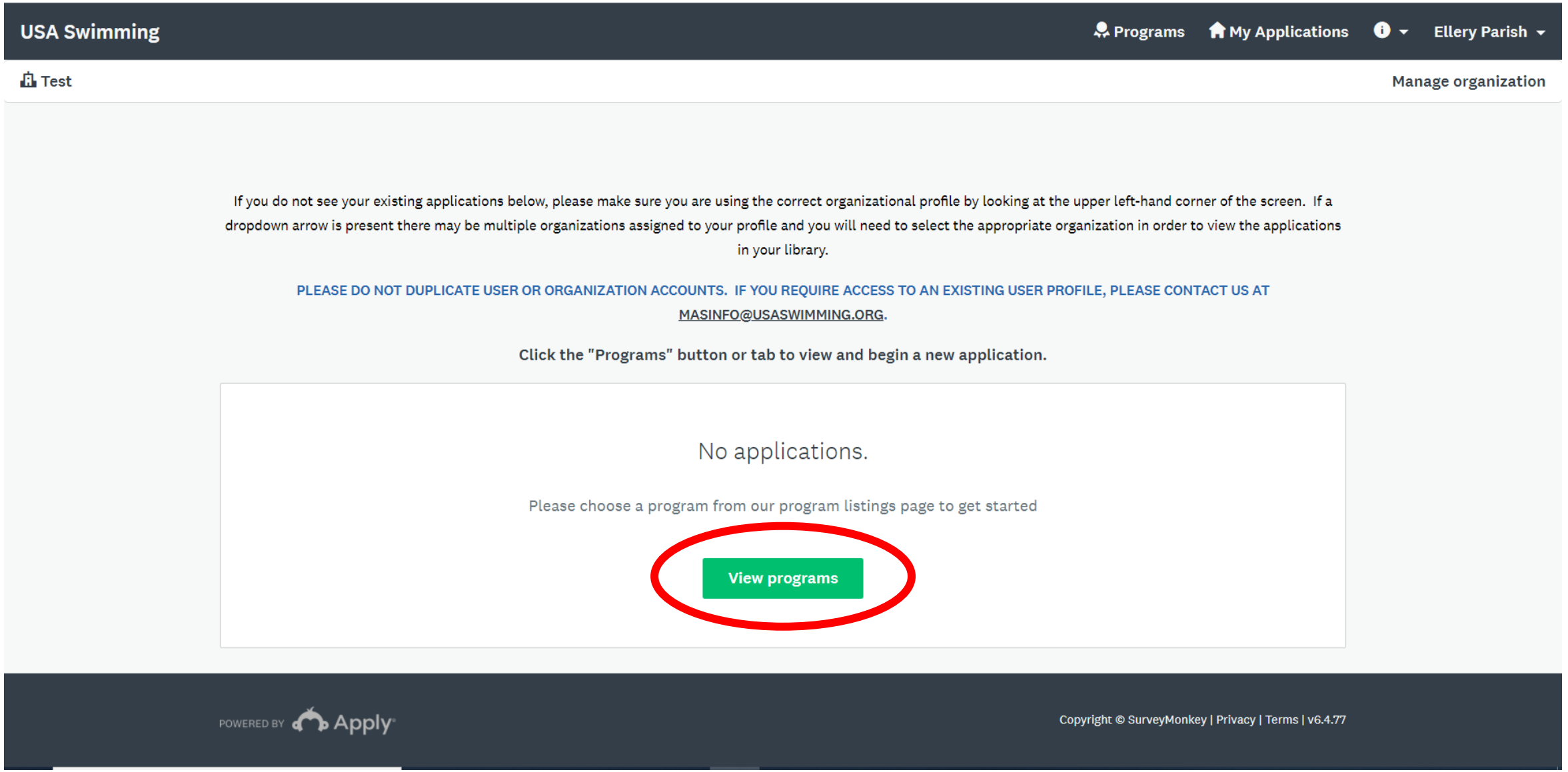
If you have not yet created an account with SurveyMonkey Apply you will first need to Register and complete the Swim Lesson Provider Network Application, **otherwise click "Log in"**



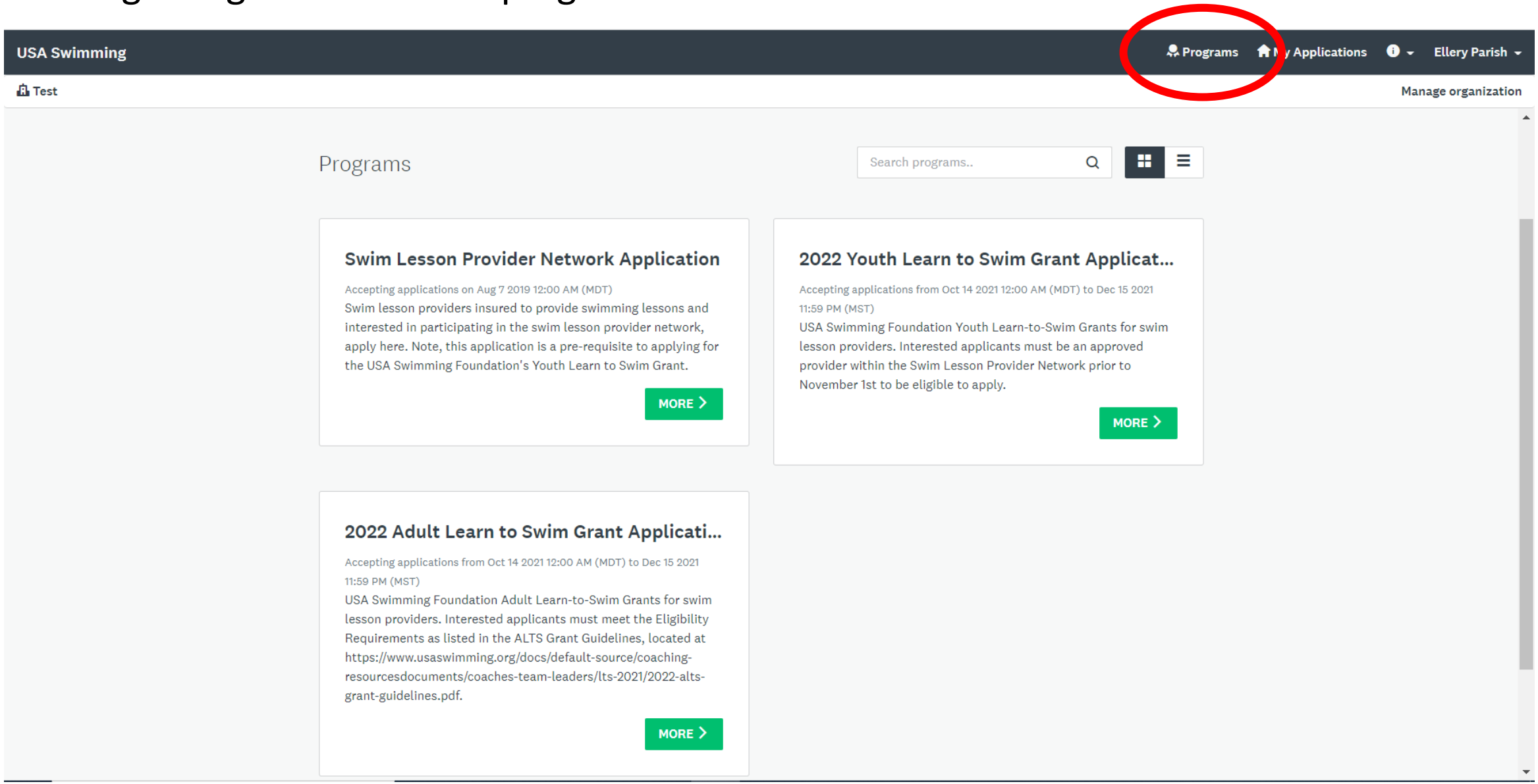
If you are associated with multiple organizations, ensure you select the correct one with the drop down menu in the top left corner.



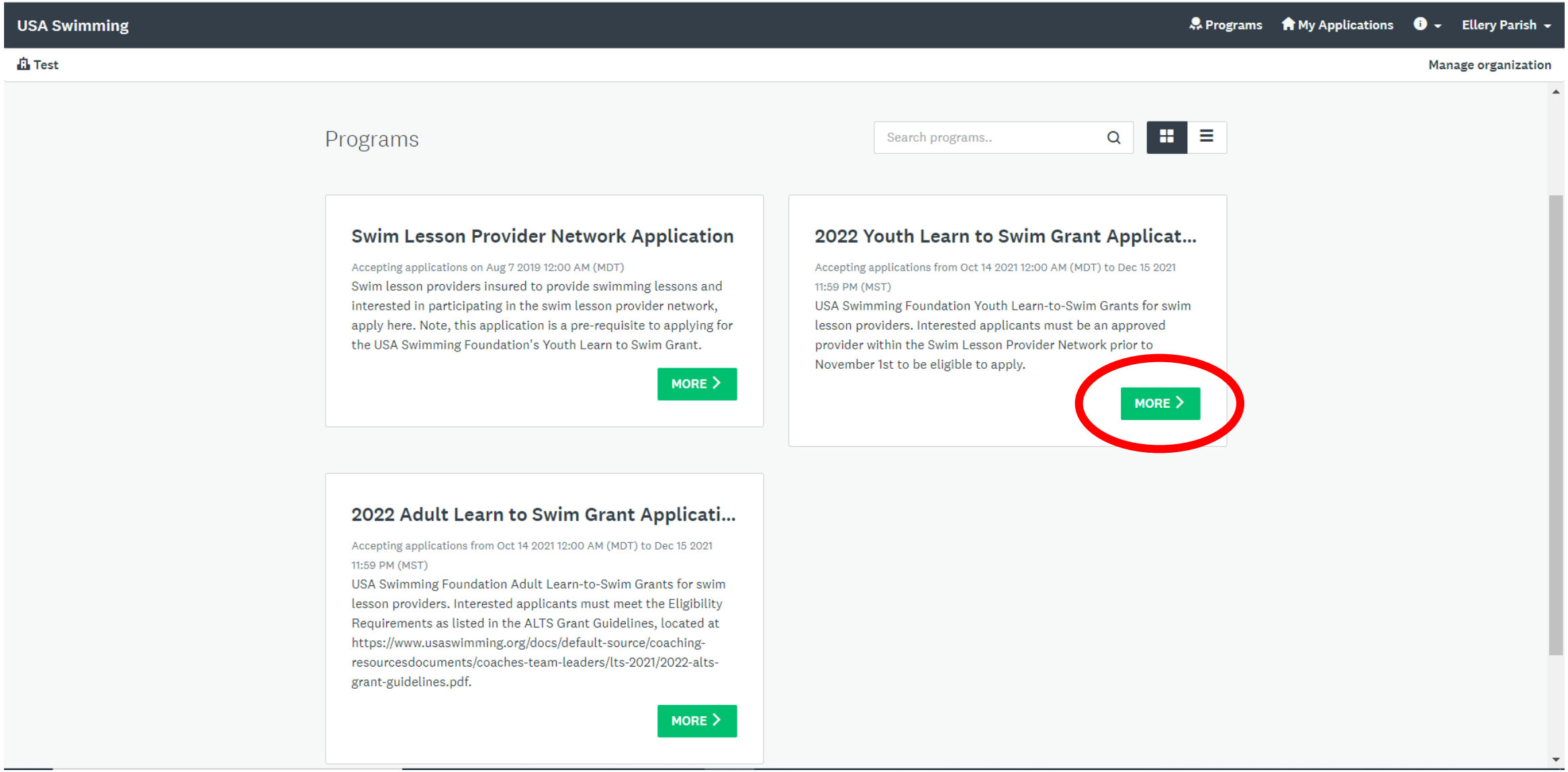
To view available grant applications, select the green “View programs” button. You may also see previously submitted applications in this window.



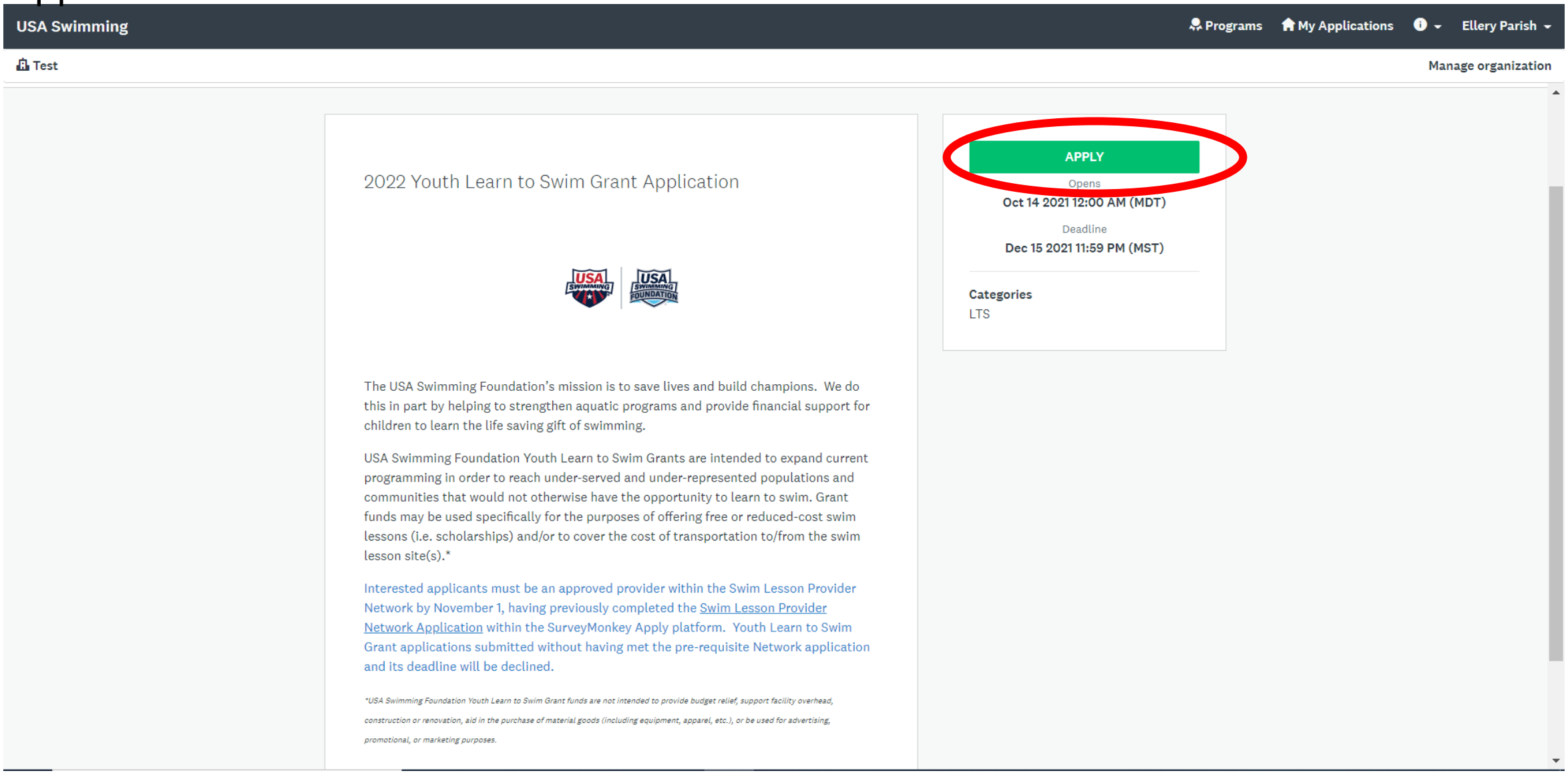
This view will show the currently available applications. You can always navigate back to this view by selecting “Programs” in the top right corner



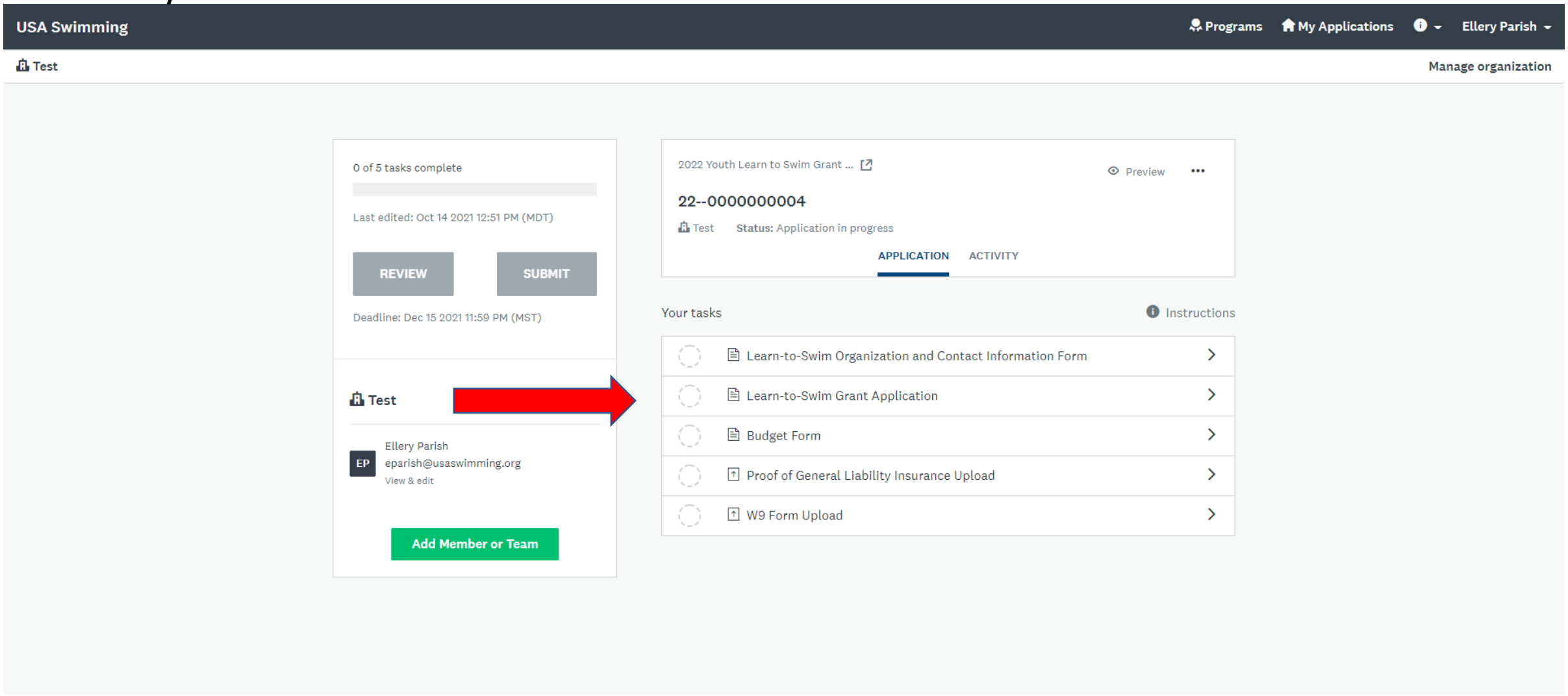
Select the green “More” button to enter the grant application you’re applying for



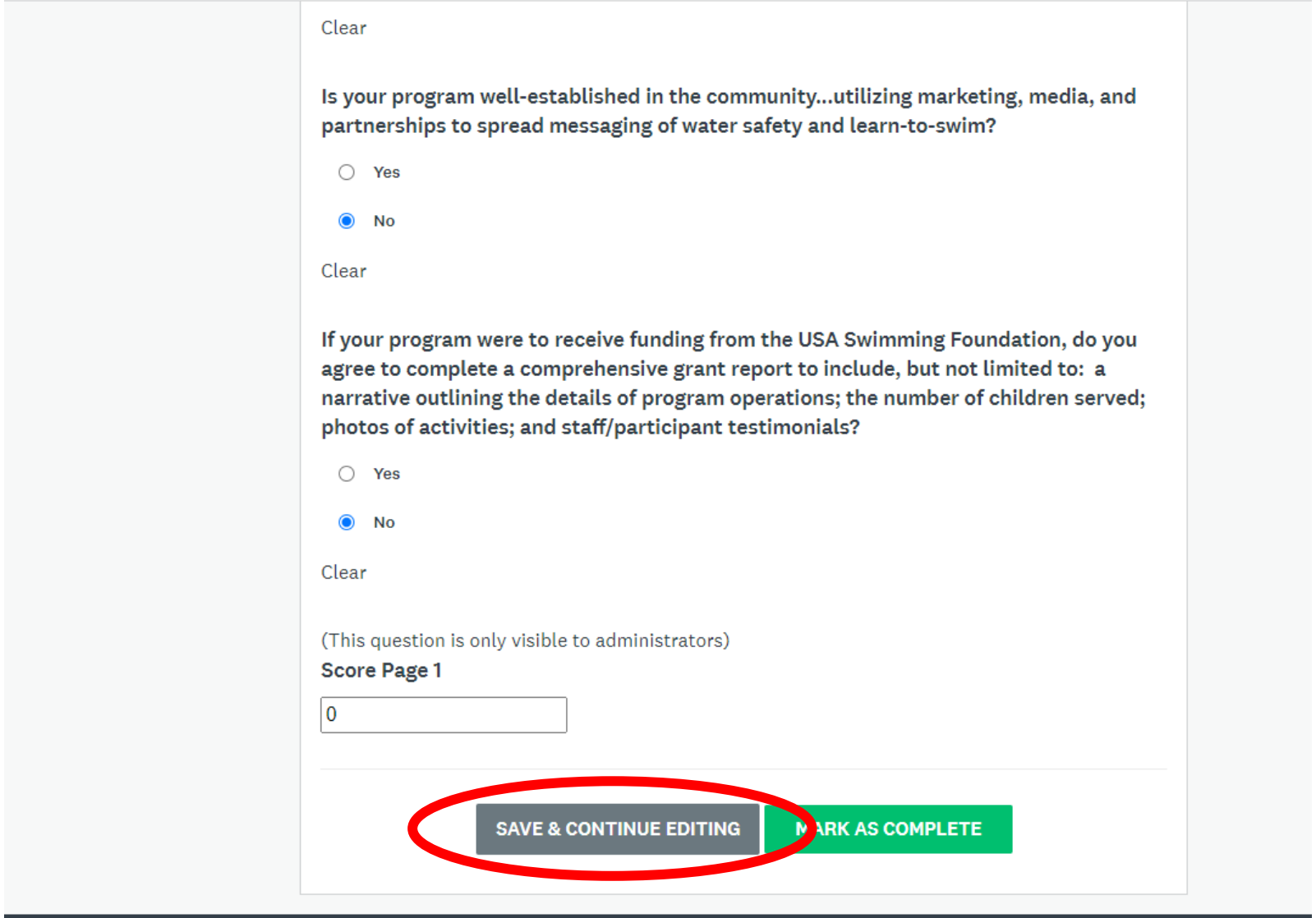
Information about the USA Swimming Foundation and USA Swimming Learn to Swim Grants can be found in the cover letter of the application. Click “Apply” to enter the application



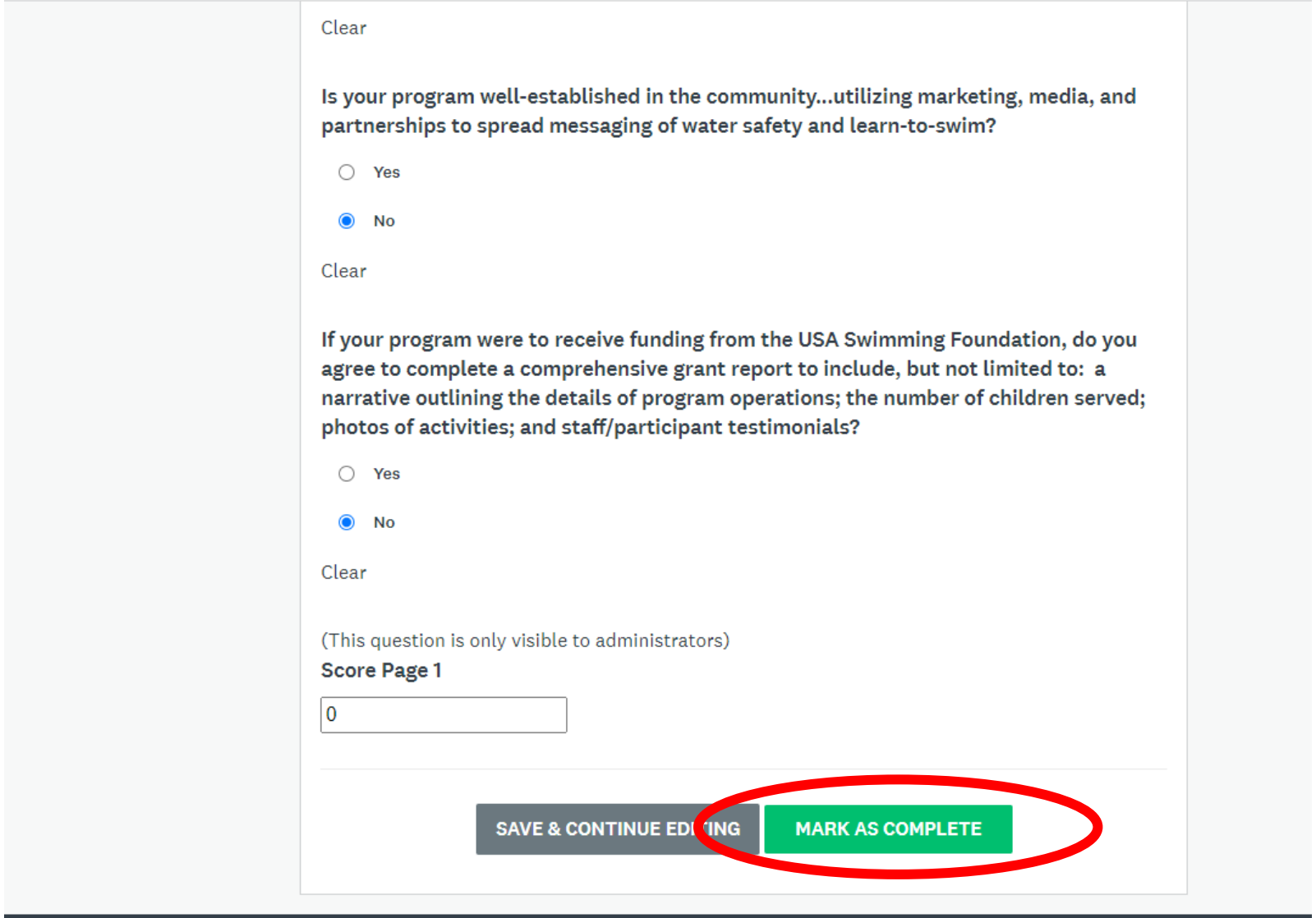
This is the primary dashboard once you enter an application. The separate parts of the application are listed under “Your Tasks”. Click on a task to begin filling out your information



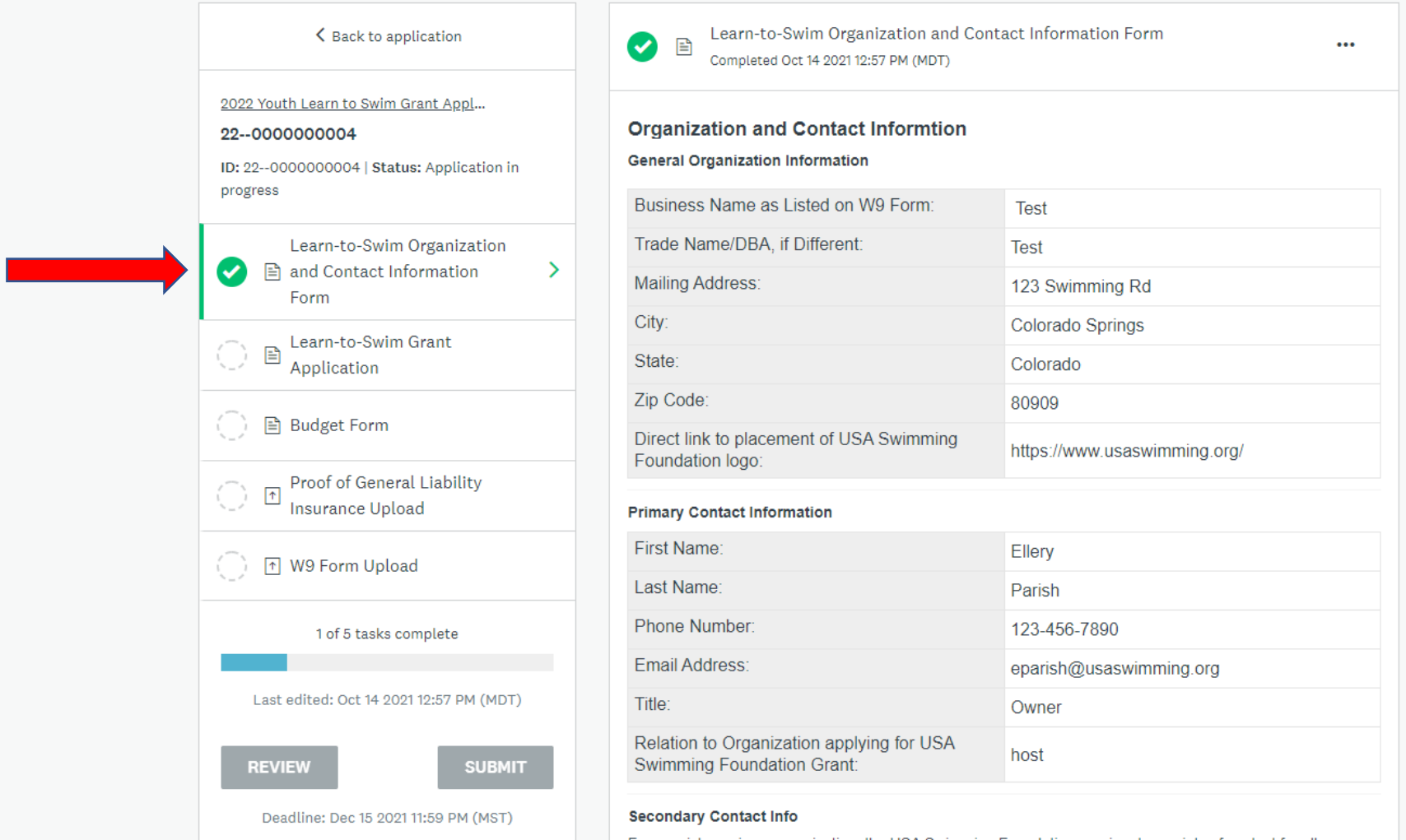
If you have not completed a task but would like to save your progress and return to it later, click the “Save & Continue Editing” button



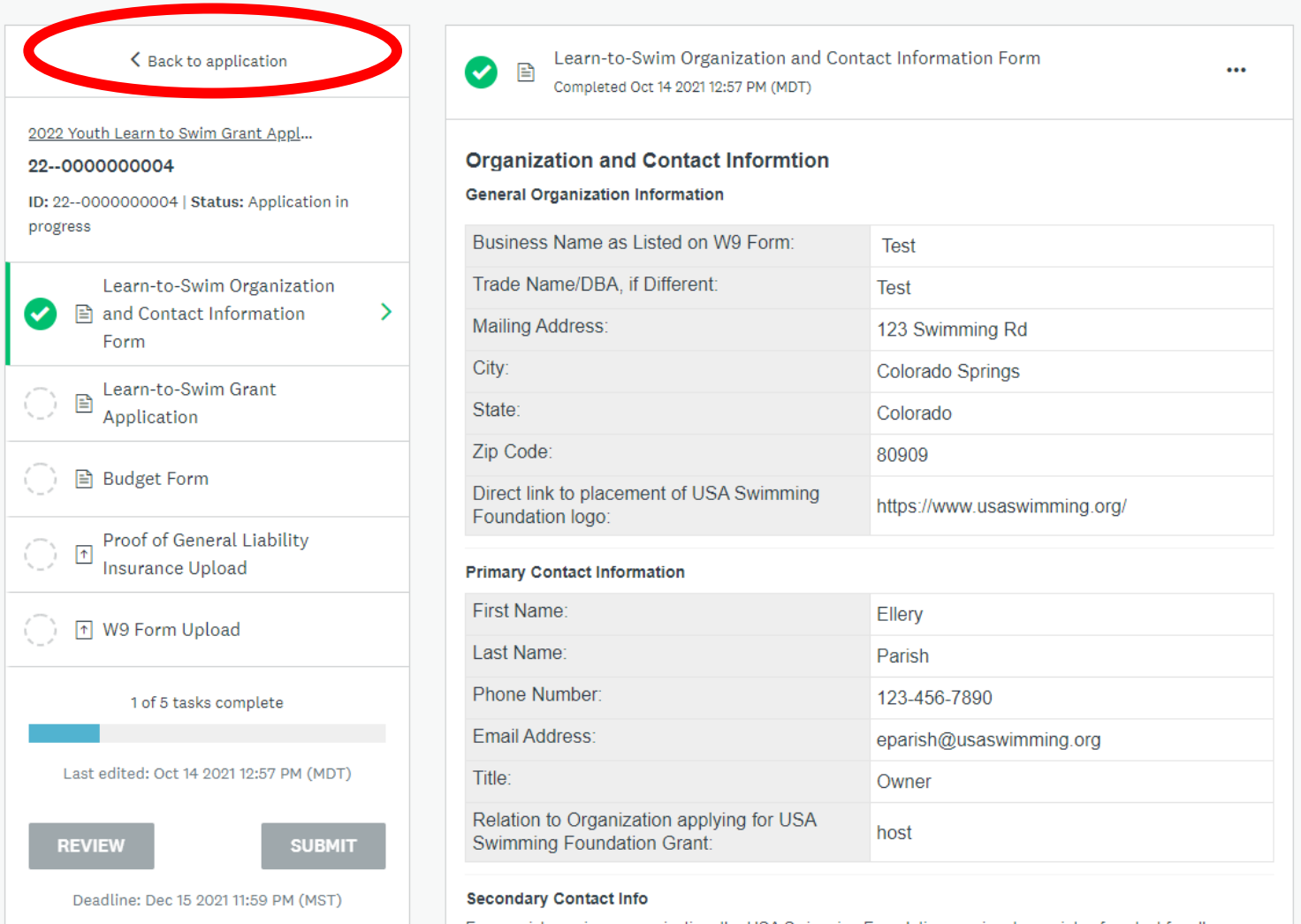
Once you have completed a task, make sure you click “Mark as Complete” or the task will not be recognized.



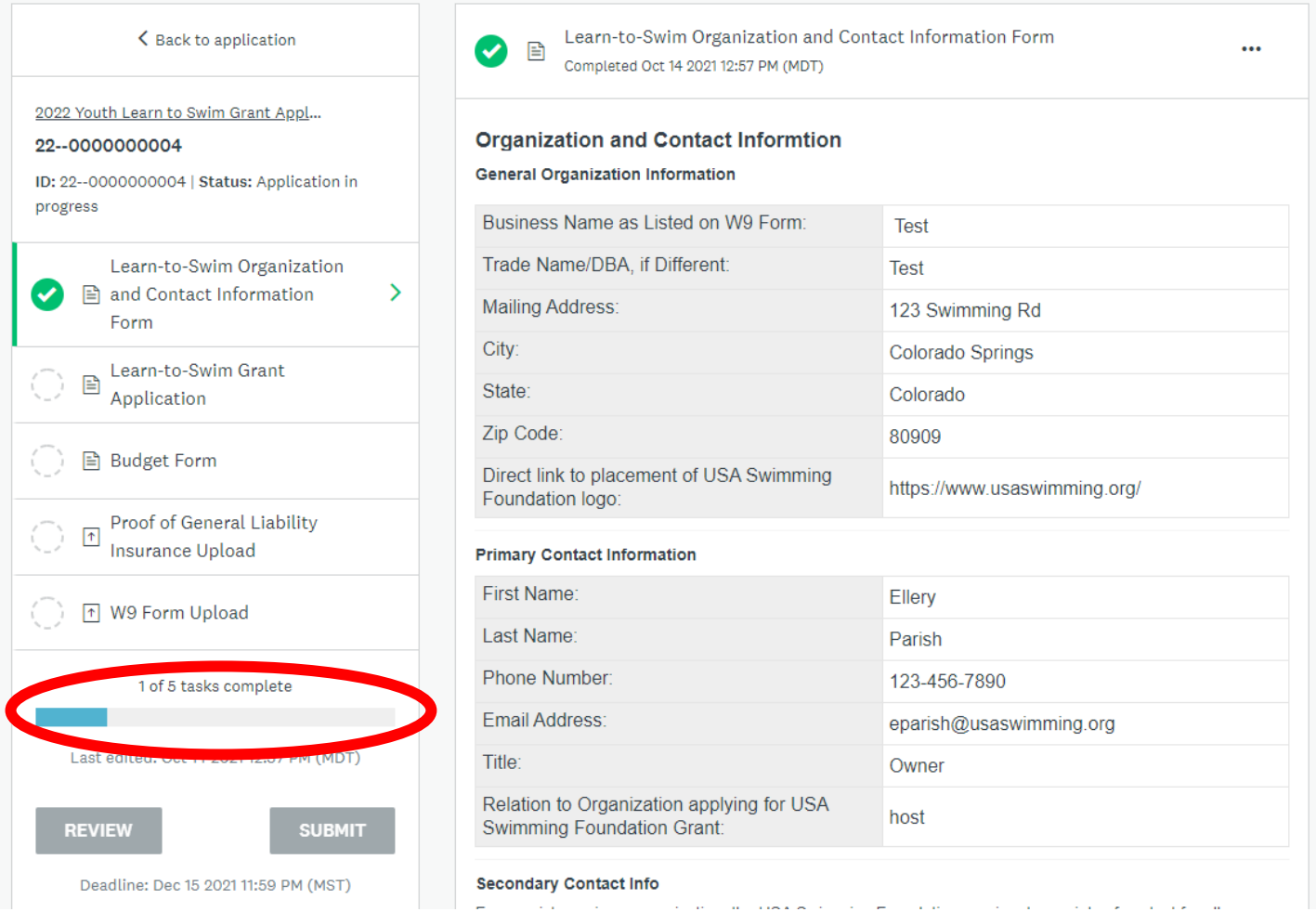
Once you have completed a task, you will be returned to this view. Completed tasks will be designated by a green check mark.



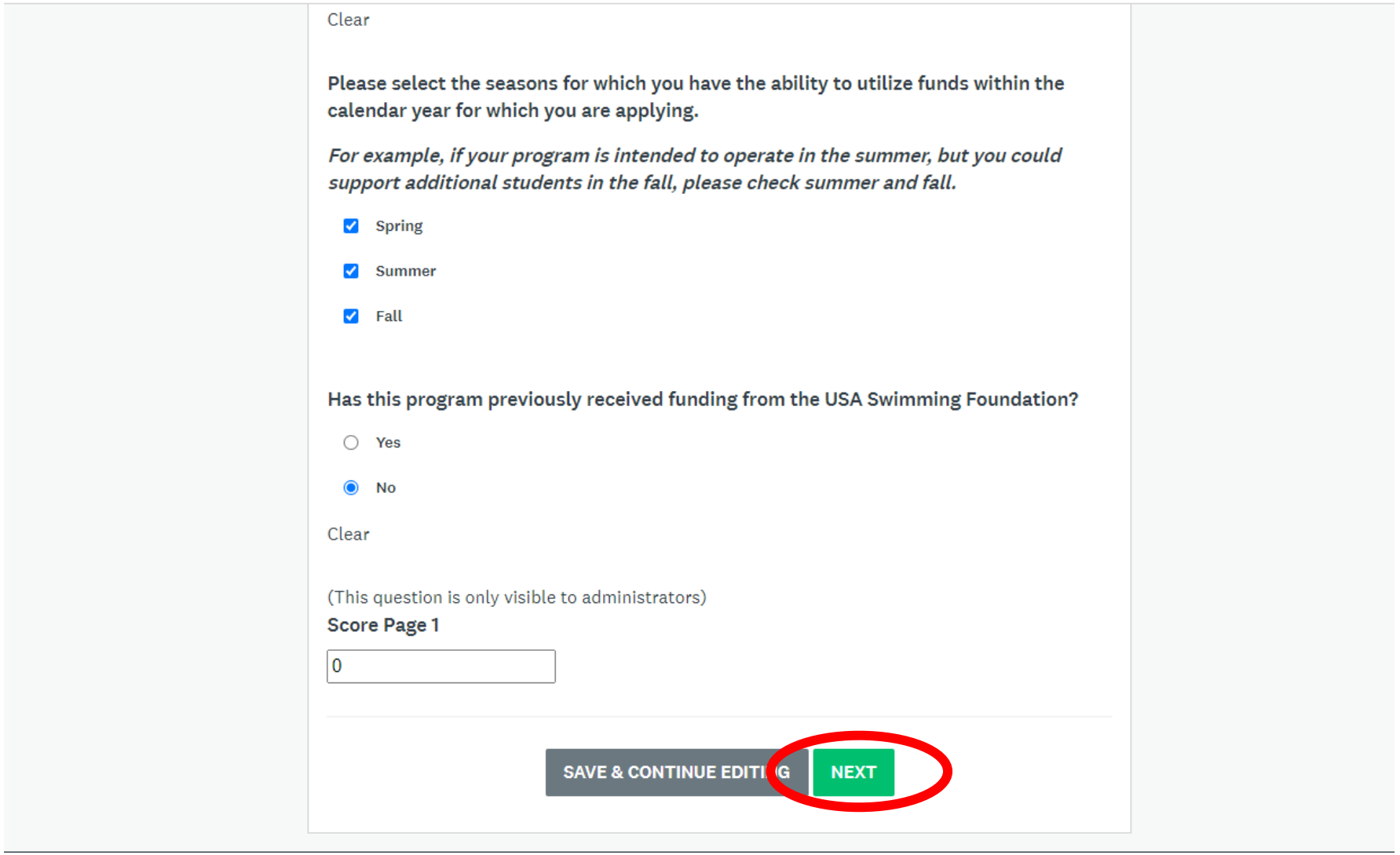
You can complete tasks in this view or you can return to the dashboard by clicking “Back to application”.



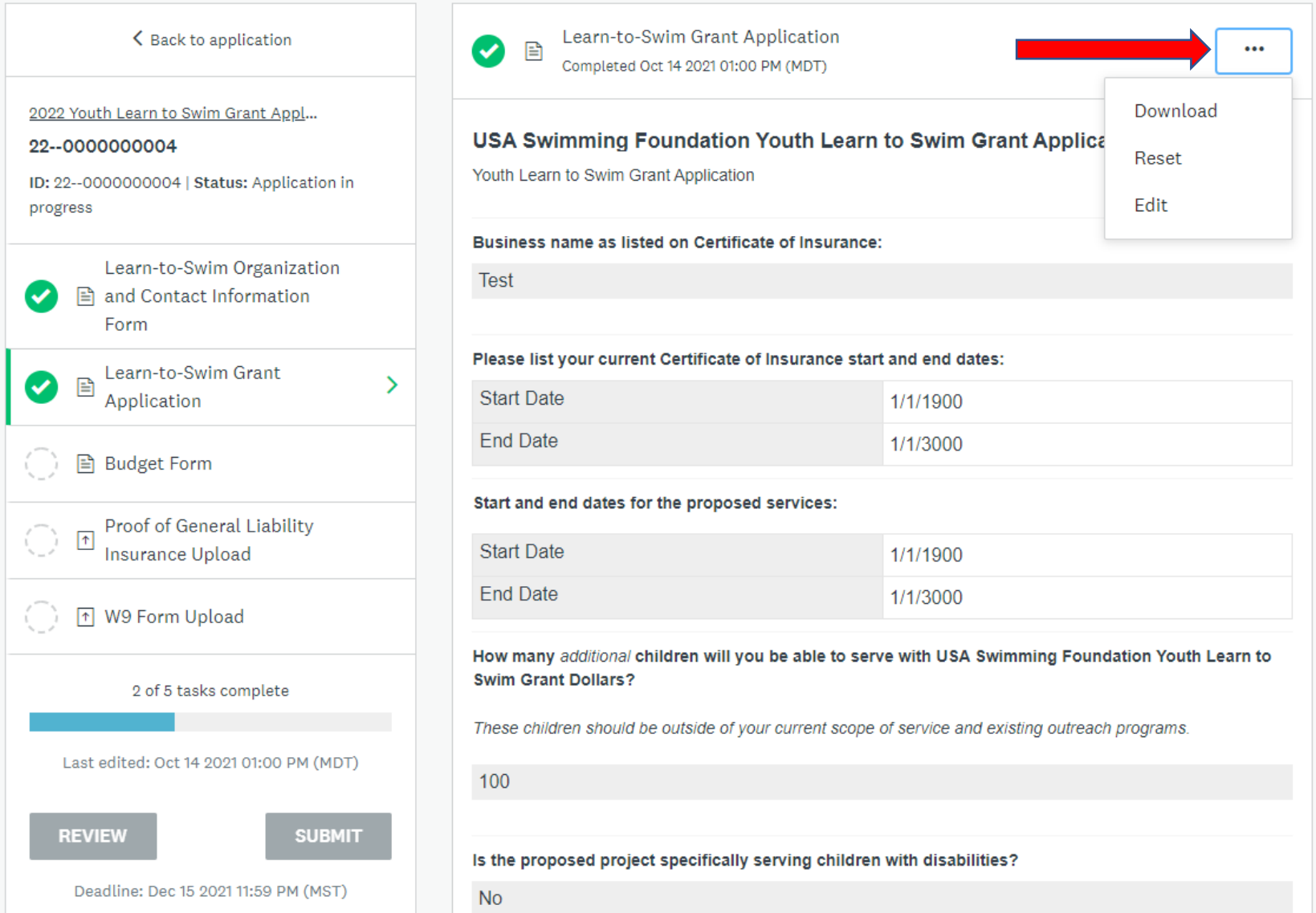
You can see your progress with the completion bar in the bottom left corner



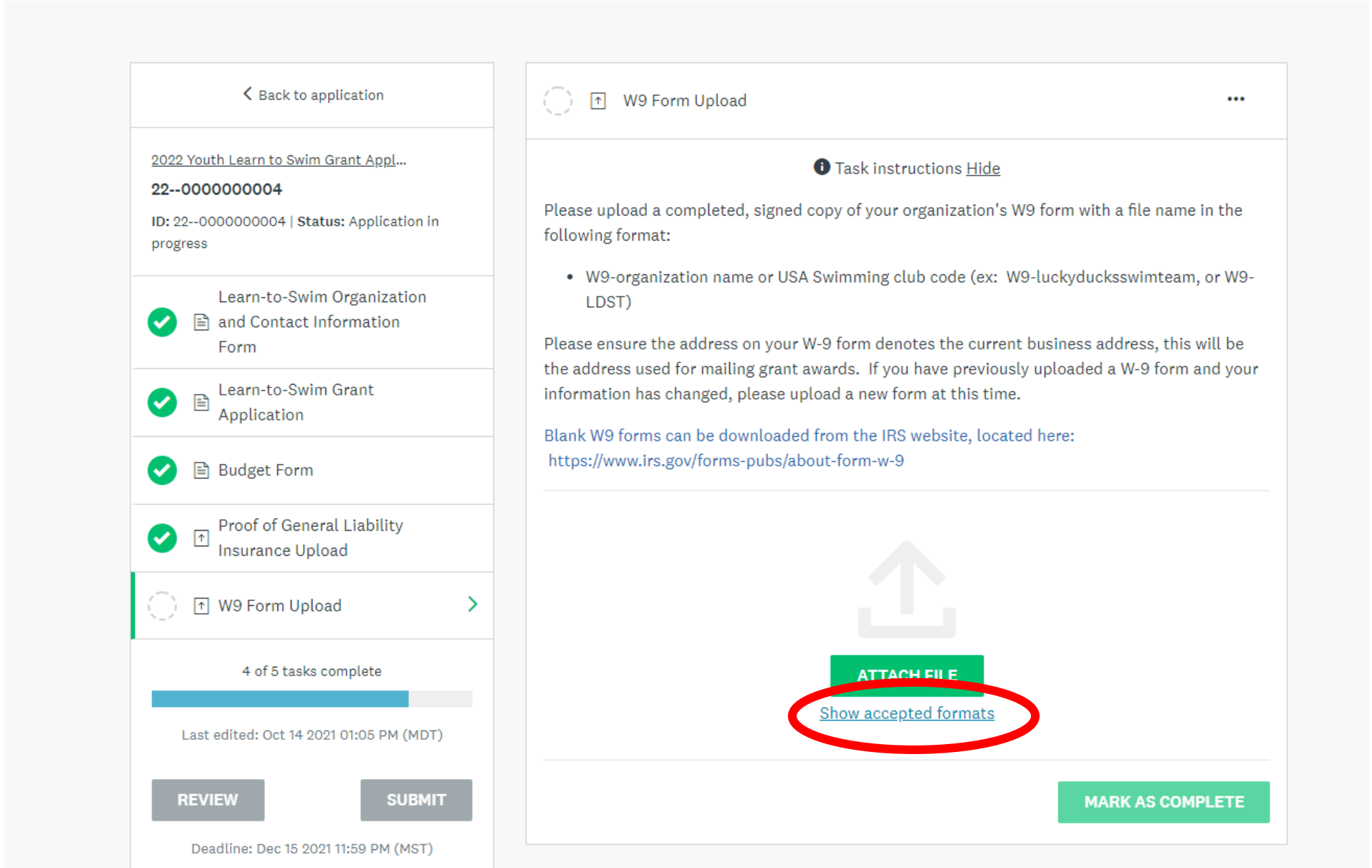
Some tasks have multiple pages, as indicated by the “Next” button. Ensure you are moving through the task until you can click “Mark as Complete”.



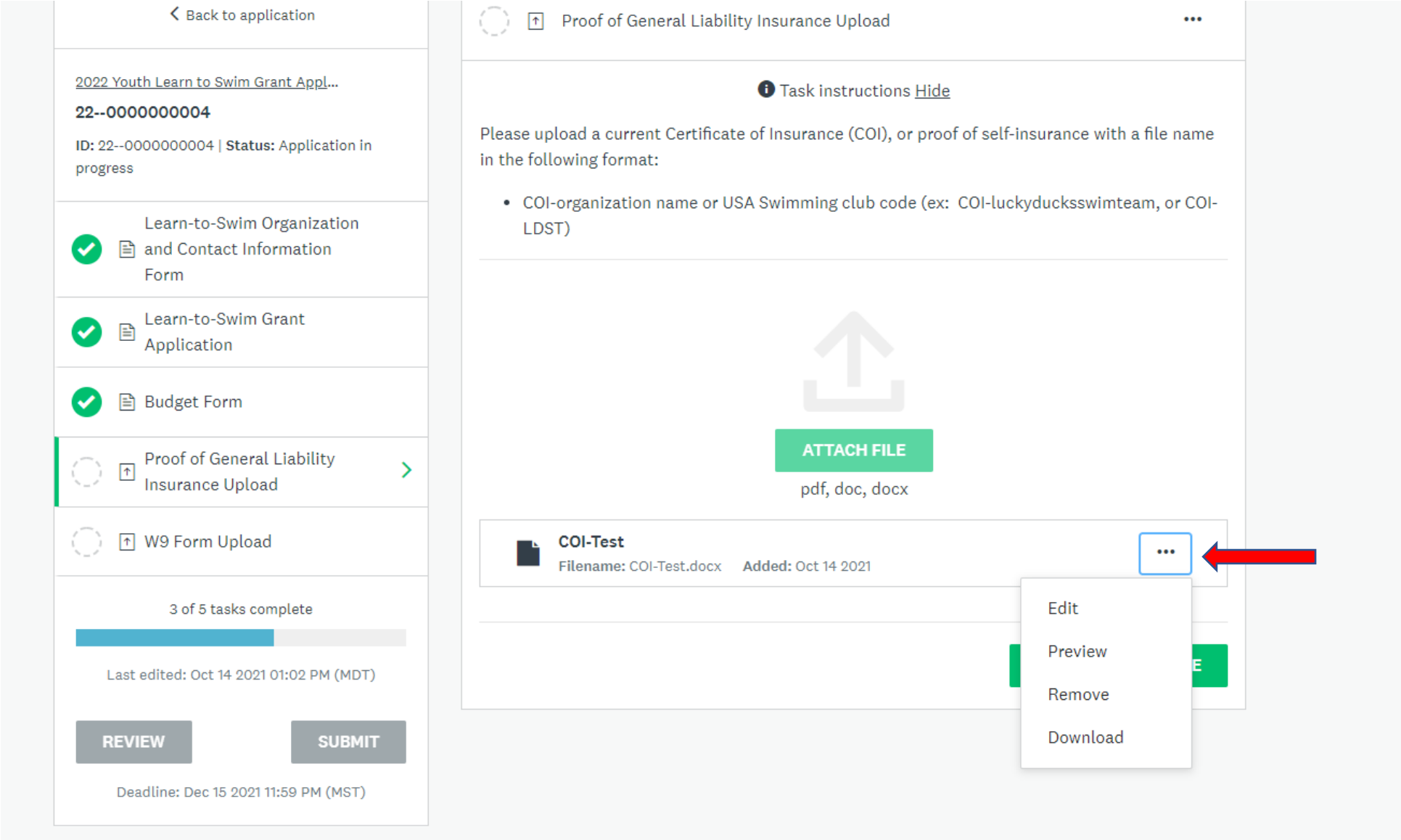
If you wish to edit a task after you have already marked it as complete, you can click on the three dots in the right corner. You can also download your answers or reset the task completely.



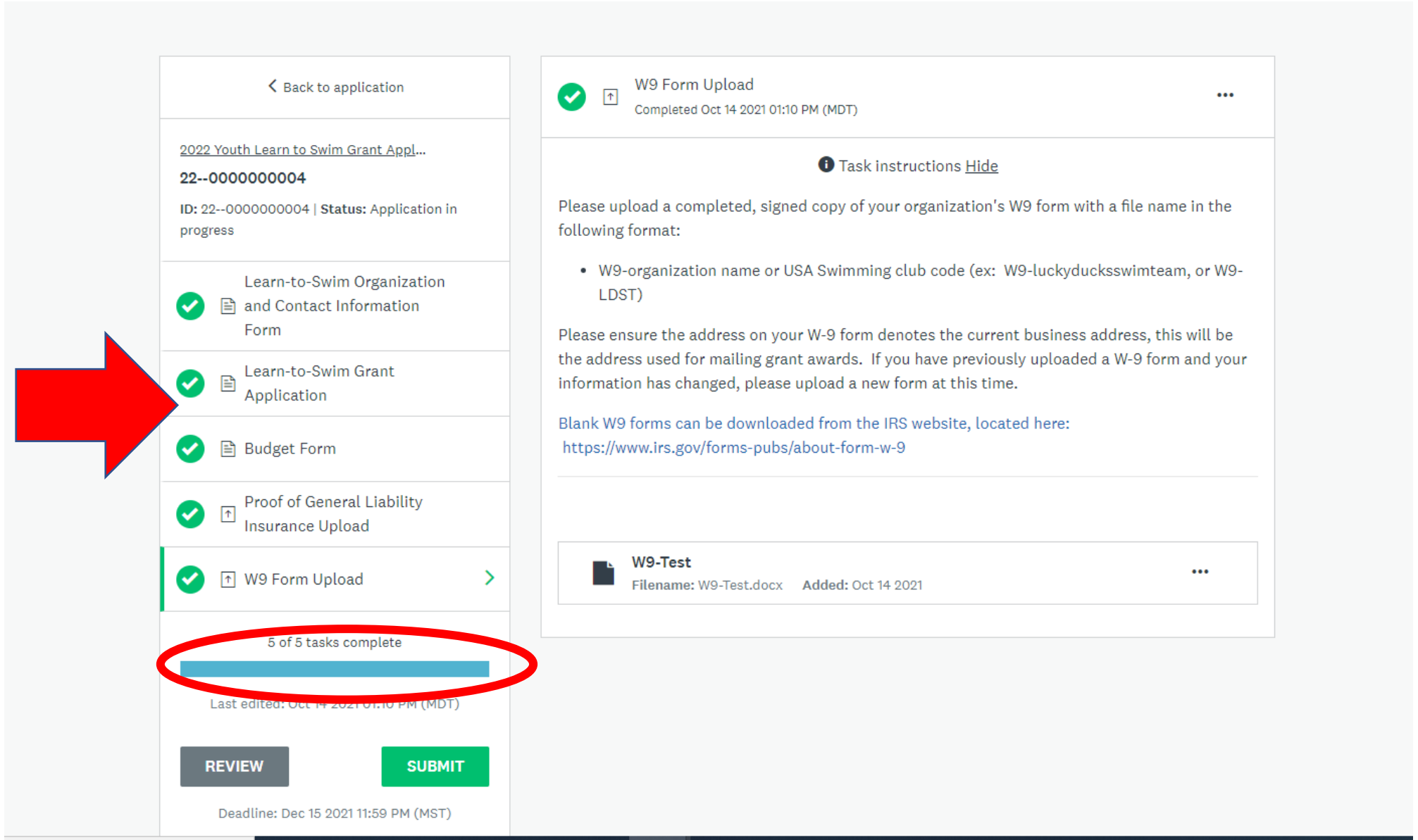
When uploading documents, ensure that the document is in an accepted format. Accepted formats can be found by clicking the “Show accepted formats” button.



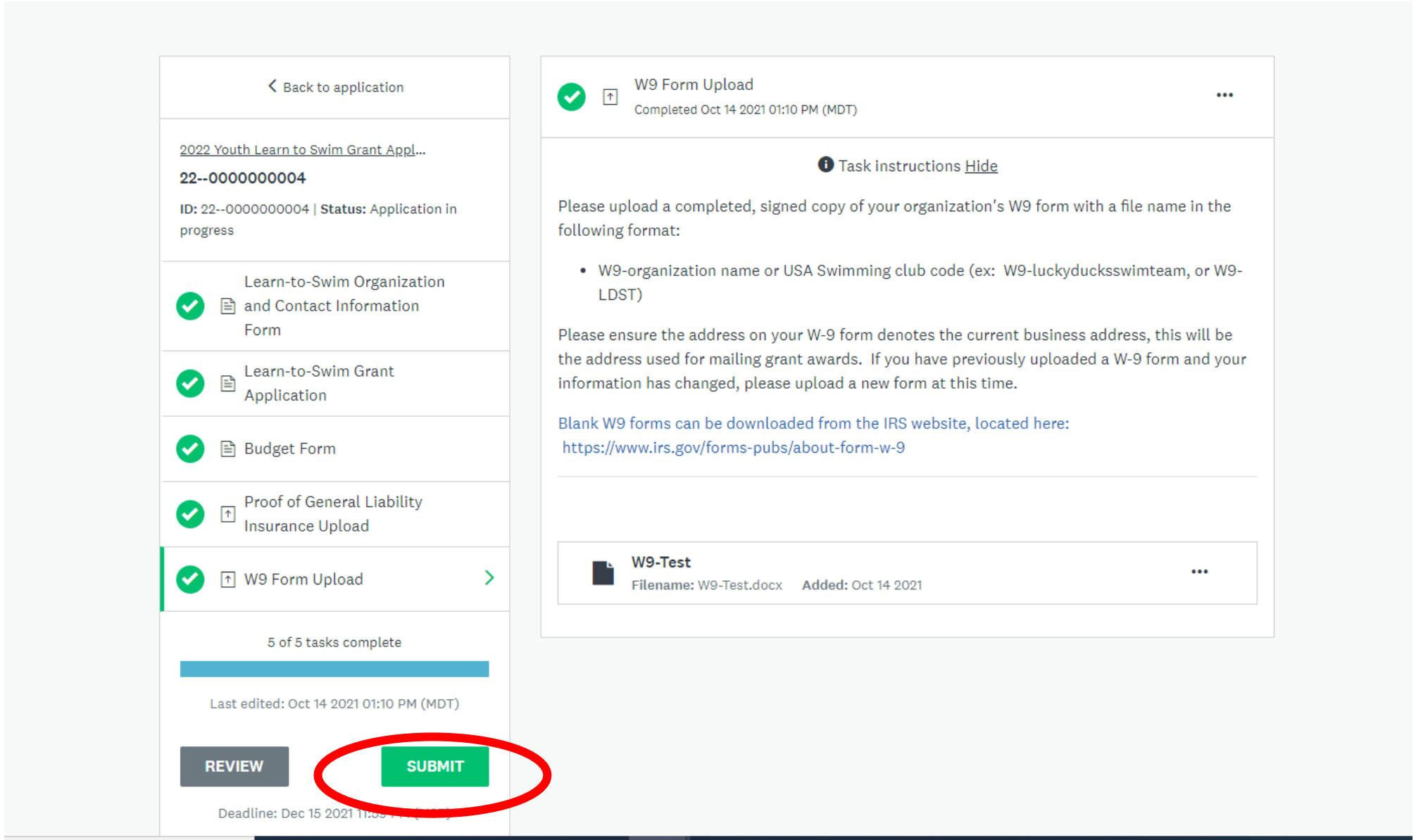
If you want to edit, preview, remove, or download a file once you have attached it, hover over the three dots next to the file.



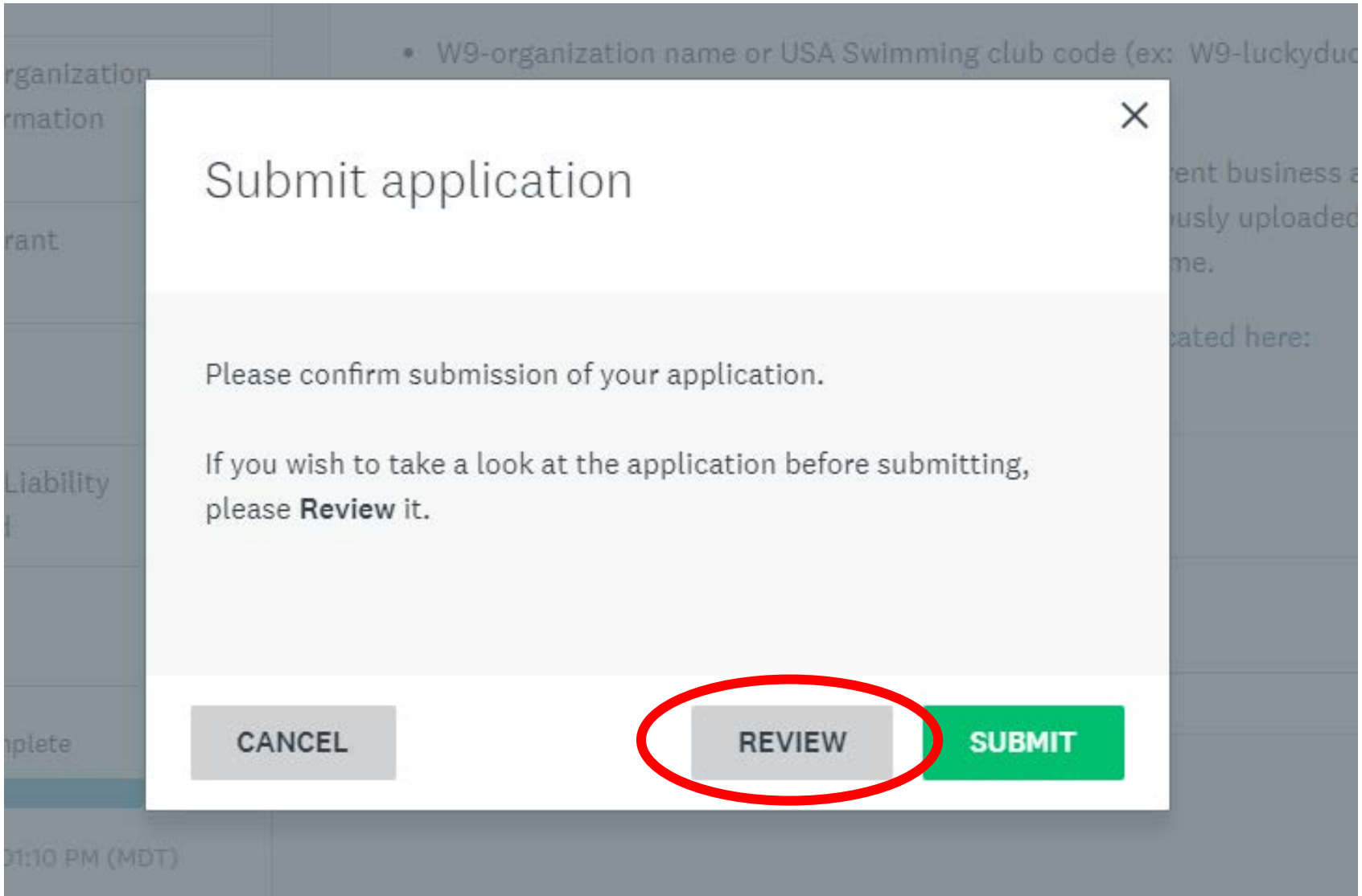
Once you have completed all of the tasks, you will see green check marks beside every task and the completion bar will be filled



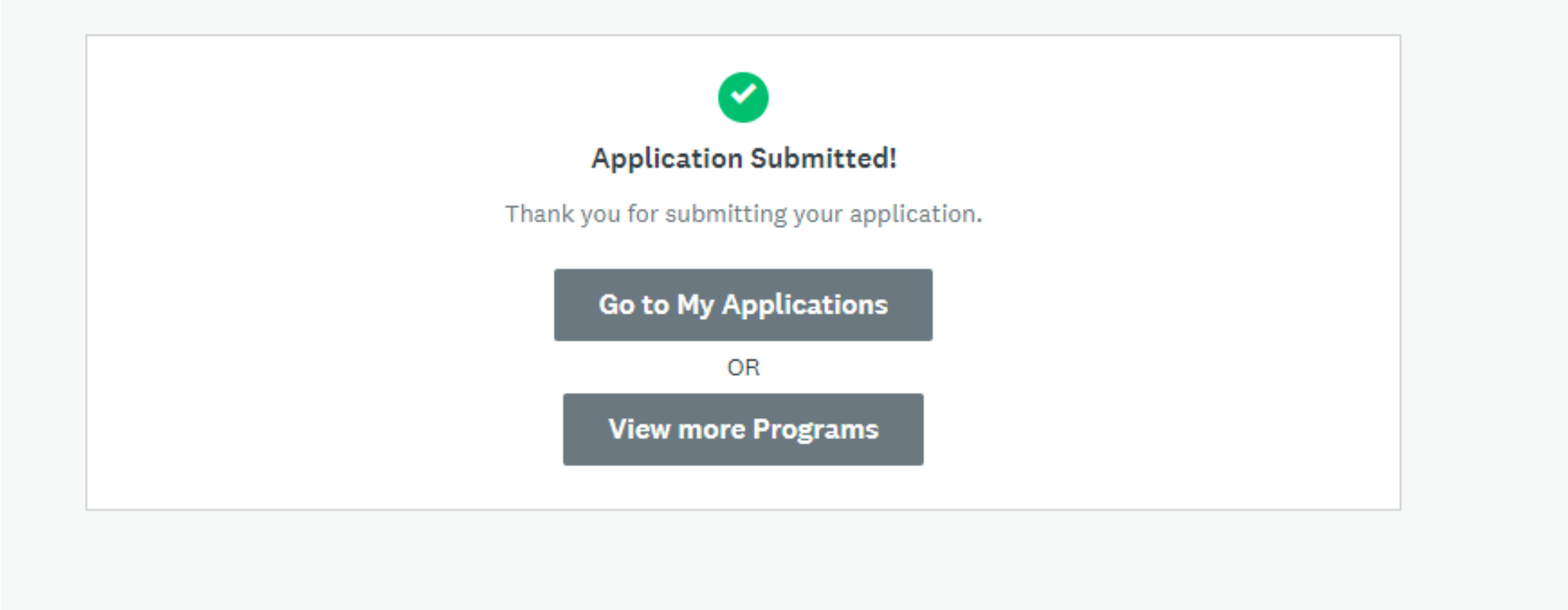
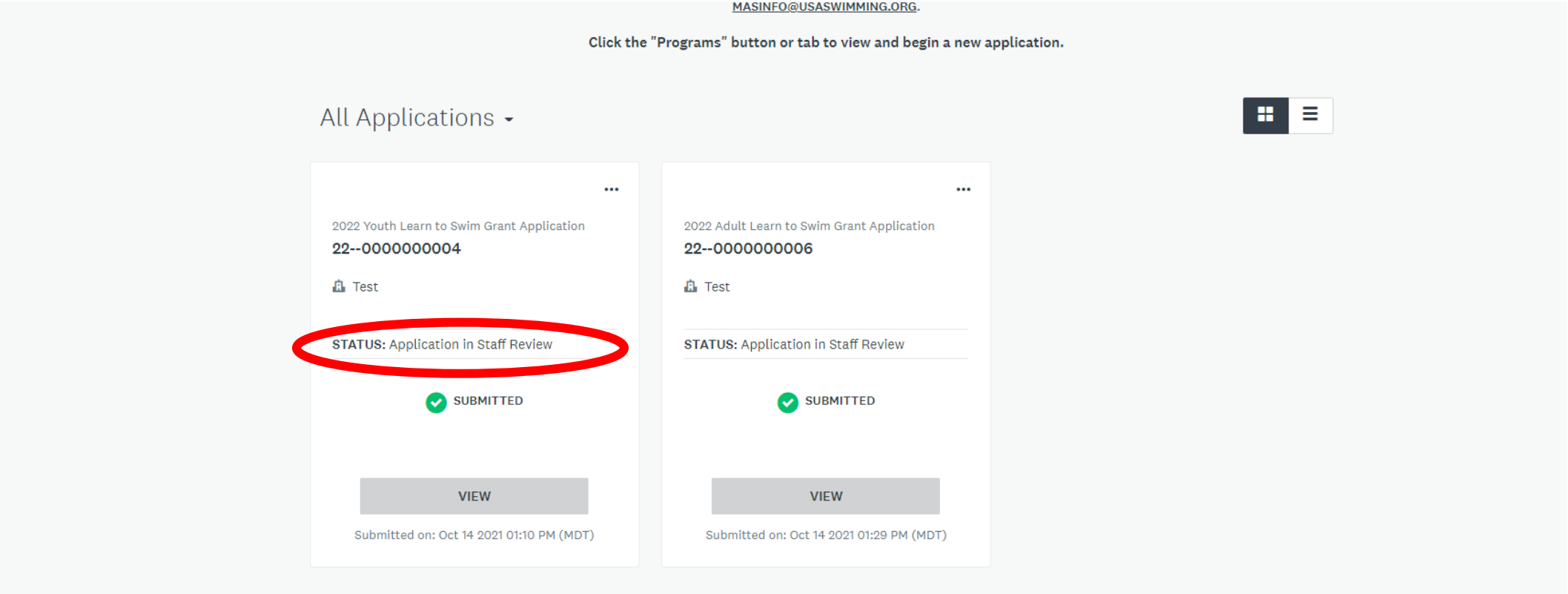
Once you have completed all of the tasks and you are ready to submit, select the green “Submit” button



Once you have clicked submit, you will receive this pop-up screen. Please take the time to thoroughly review your application before submitting.



Once your application has been submitted, you will see this screen.



Applications will show an updated status in real-time