

Instructions for Accessing Speakers Bureau Application Materials

humanities
WASHINGTON | $\frac{h}{w}$

- The link from the Speakers Bureau application information will lead you to this logon page.
- Select “Create New Account” at the bottom.
- [Link to Application Portal](#)



Logon Page

Email Address*

hannah@humanities.org

Password*

.....

Log On

Create New Account

[Forgot your Password?](#)

Welcome to Humanities Washington's application website!

New Applicant: If you have not previously submitted an application, please select "Create New Account" to get started. You can find step-by-step instructions about how to create an account on [our website here](#).

Previous Applicant: If you have previously submitted an application, please log-in with the email you originally provided to get started.

Questions?

If you have any questions about our applications, please contact Humanities Washington at info@humanities.org or 206-682-1770.

You can reach Foundant technical support at 877-297-0043.

- You will be directed to input your personal information to create an account. Only the fields with an asterisk are required.
- If you are applying as an individual, you can write your own name in the "Organization Name" field.
- Click "next" to move forward in the process.

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.

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

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

If applying as an individual, enter your name here.

Hannah Schwendeman

Tax ID/Registered Charity Number

Web Site

Telephone Number*

206-682-1770

Fax Number

Organization Email

Address 1*

130 Nickerson St #304

Address 2

City*

Seattle

State*

WA

Postal Code*

98109

Country

Next >

User Information

Executive Officer

Additional Executive Officer Information

Password

- You can now input user information. Some of these fields may be the same as the previous page if you are applying as an individual.
- Complete all required fields, then click "next".

Organization Information

User Information

[Copy Address from Organization](#)

| | |
|--|--|
| Salutation | First Name* |
| <input type="text"/> | <input type="text" value="Hannah"/> |
| Middle Name | Last Name* |
| <input type="text"/> | <input type="text" value="Schwendeman"/> |
| Suffix | Business Title |
| <input type="text"/> | <input type="text"/> |
| Email / Username* | Email / Username Confirmation* |
| <input type="text" value="hannah@humanities.org"/> | <input type="text" value="hannah@humanities.org"/> |
| Telephone Number* | Mobile Number |
| <input type="text" value="206-682-1770"/> | <input type="text"/> |
| Fax Number | Address 1* |
| <input type="text"/> | <input type="text" value="130 Nickerson St #304"/> |
| Address 2 | City* |
| <input type="text"/> | <input type="text" value="Seattle"/> |
| State* | Postal Code* |
| <input type="text" value="WA"/> | <input type="text" value="98109"/> |
| Country | |
| <input type="text" value=""/> | |

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Executive Officer


Additional Executive Officer Information


Password

You will then be asked if you are the executive officer of your organization.
Click "yes." Then, click "next".

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

User Information

Executive Officer

Are you the Organization's Executive Officer?*

If you are applying as an individual answer Yes below.

- Yes
 No

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Password

Choose a password you will remember to log-in with later. Then click “create account”.

Create New Account

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Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Officer

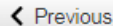
Password

Password*

.....

Confirm Password*


.....|

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Create Account

- When you create an account, you will be sent an email to the email address you listed in your personal information.
- Once you have received that email (it should take less than 30 seconds), click "I have received the email" on the email confirmation page. Click "continue."
- You will be re-directed to the logon page. You will now be able to log-in using your email and password to access your Speakers Bureau application.

Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Administrator (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Administrator (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking
- I have not received the email

[Send Email Again](#)

[Continue](#)

- You can use your email and password log-in to access your Speakers Bureau application anytime between **February 4 – April 8, 2020.**
- You can save your progress at any point. You do ***not*** have to complete the application in one sitting.

Questions?

You can contact Hannah Schwendeman at hannah@humanities.org or 206-682-1770 ext. 101 with any questions about the application.

Thank you for applying to become a Speakers Bureau presenter!

Learn more about Humanities Washington [here](#).

