

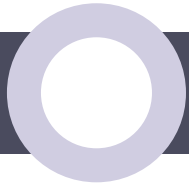
If you are a new panelist in this granting system, please use the technical guides below to:

- Log in as a panelist
- Select the program you would like to score
- Review, score and comment on applications

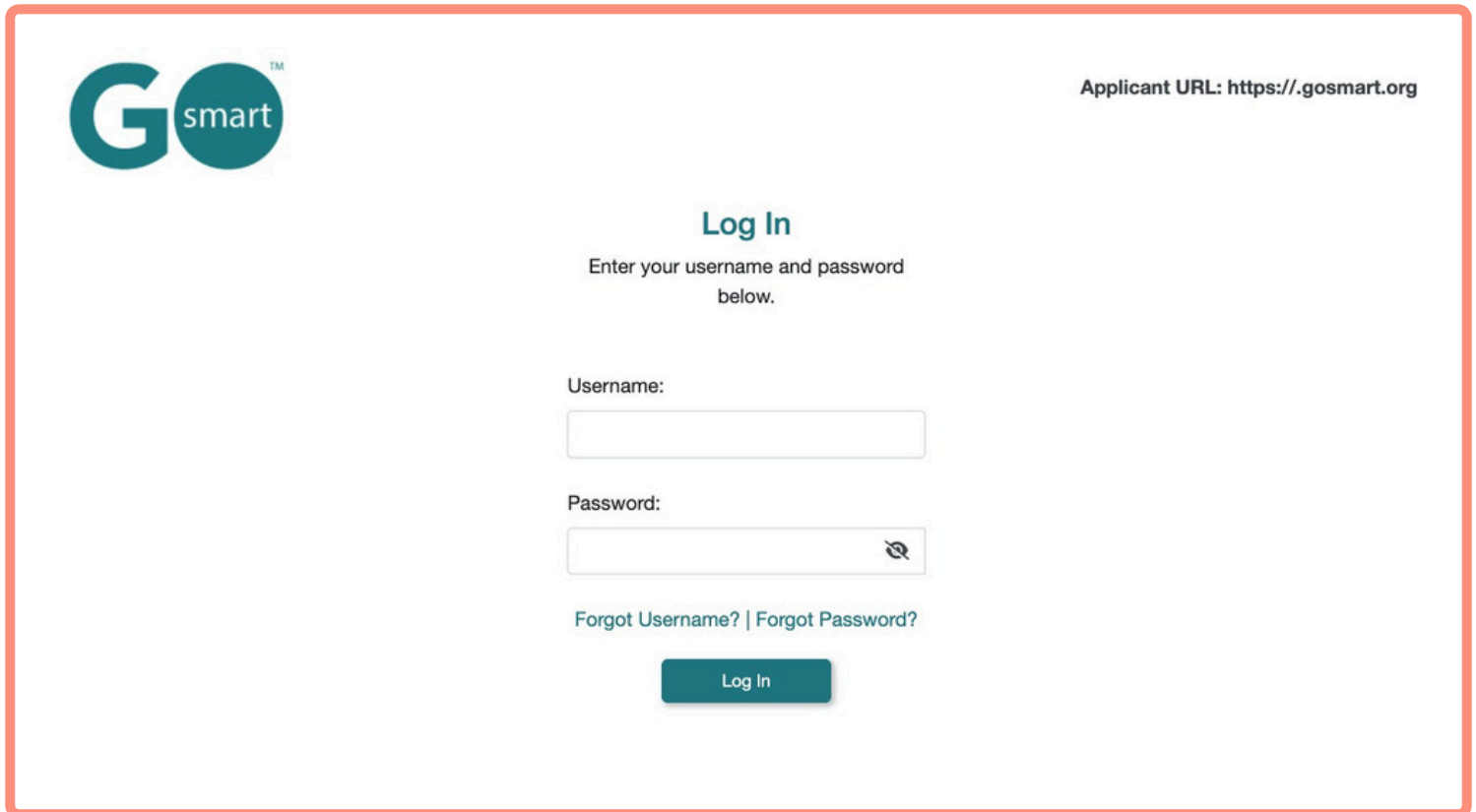
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*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.*



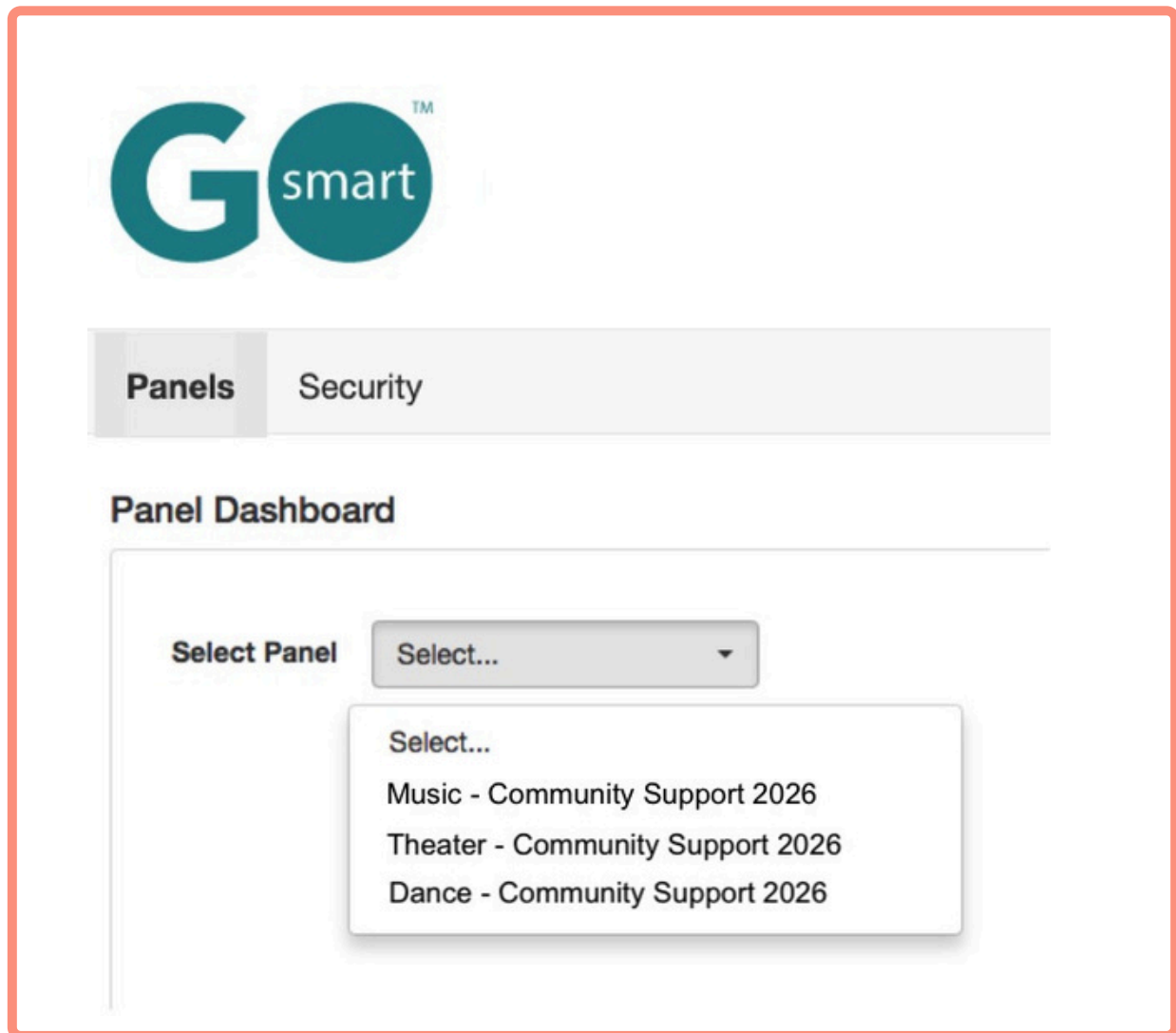
## LOGIN



The screenshot shows the login page for the GO Smart panelist portal. In the top left corner is the GO smart logo. In the top right corner, it says "Applicant URL: https://.gosmart.org". The main heading is "Log In" in teal. Below it, the text reads "Enter your username and password below." There are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box with a toggle icon for password visibility. Below the password field are links for "Forgot Username?" and "Forgot Password?". At the bottom center is a teal "Log In" button.

1. Navigate to the GO Smart panel portal at: [admin.gosmart.org](https://admin.gosmart.org)
2. Log in with the **username and password** that was provided to you.
3. Use the **Forgot Username** and **Forgot Password tools** on the Login page if you forget your username or password.
  - a. Add [noreply@gosmart.org](mailto:noreply@gosmart.org) to your email address list to avoid emails going to spam.

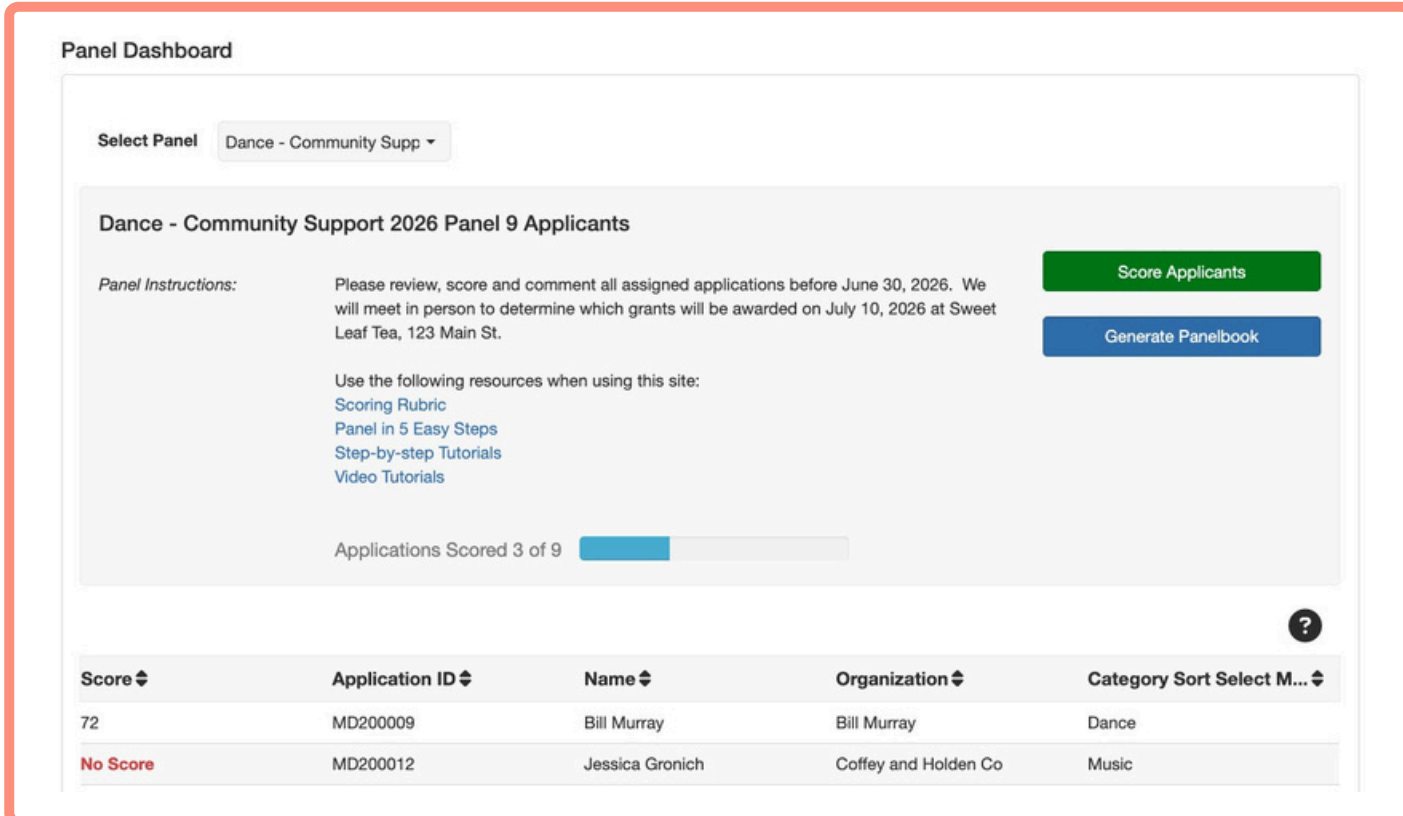
## SELECT YOUR PANEL



1. Click the **Select Panel** drop down menu until your list of available panels appears.
2. Locate and click the **name of the panel and program** that you would like to score.
3. If you need to **switch to a new panel**, click the Select Panel drop down again and select from your available panels

## PANEL DASHBOARD

After you select your panel, you will see the panel dashboard. You will see custom panel instructions, options set forth by the granting agency admin, and the list of applications assigned to you.



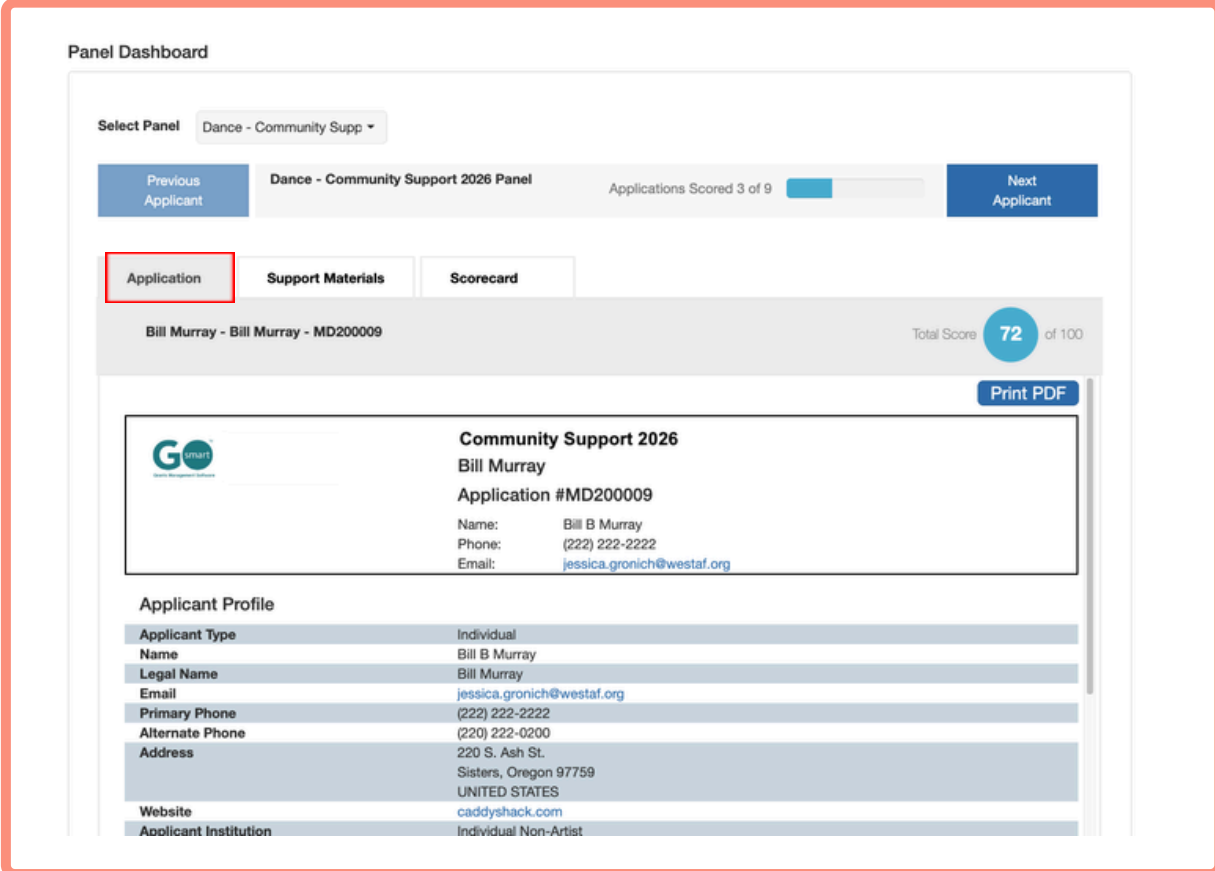
The screenshot shows the 'Panel Dashboard' interface. At the top, there is a 'Select Panel' dropdown menu currently set to 'Dance - Community Supp'. Below this, the dashboard title is 'Dance - Community Support 2026 Panel 9 Applicants'. On the left, under 'Panel Instructions', there is a paragraph of text and a list of links: 'Scoring Rubric', 'Panel in 5 Easy Steps', 'Step-by-step Tutorials', and 'Video Tutorials'. On the right, there are two buttons: a green 'Score Applicants' button and a blue 'Generate Panelbook' button. Below the instructions, there is a progress bar showing 'Applications Scored 3 of 9'. At the bottom, there is a table with columns: 'Score', 'Application ID', 'Name', 'Organization', and 'Category Sort Select M...'. The table contains two rows of data.

Score	Application ID	Name	Organization	Category Sort Select M...
72	MD200009	Bill Murray	Bill Murray	Dance
No Score	MD200012	Jessica Gronich	Coffey and Holden Co	Music

1. Review the **Panel Instructions** as laid out by your granting agency.
2. Click **Score Applicants** to immediately begin reviewing applications and scoring.
3. If available, click the **Download Panelbook** button to generate a PDF of all applications for your review offline.
4. View the list of **applications**.
  - a. **Sort** by any column header.
  - b. **Review total scores** per application.
  - c. Review who has **yet to be scored**.
5. **Click any application** to navigate immediately to the details and scorecard.

## APPLICATION DETAILS - APPLICATION

After you click the Score Applicants button *or* on a specific application in the list, you will be taken to the Application Details for that application. From here, you will review, comment, and score using the three sub tabs. The first sub tab you will see is Application. This will display a PDF version of the application that will open immediately in the viewing window. You do not need to download this PDF to review.



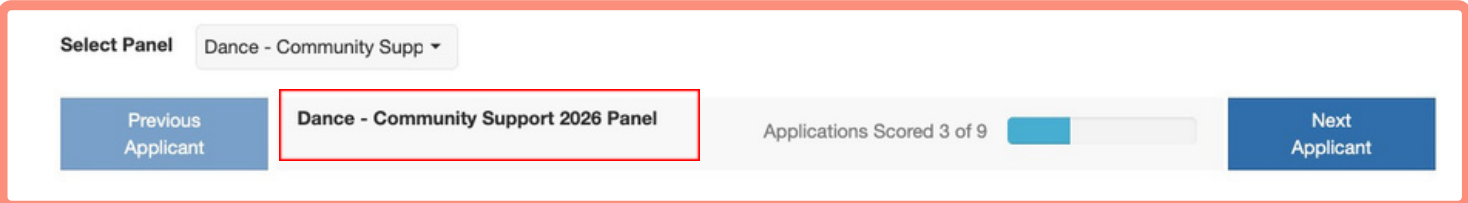
The screenshot shows the 'Panel Dashboard' for 'Dance - Community Supp'. It features a navigation bar with 'Previous Applicant' and 'Next Applicant' buttons, and a progress indicator for 'Applications Scored 3 of 9'. Below this are three tabs: 'Application' (highlighted with a red box), 'Support Materials', and 'Scorecard'. The main content area displays the applicant's name 'Bill Murray - Bill Murray - MD200009' and a 'Total Score' of 72 out of 100. A 'Print PDF' button is visible. The application details are presented in a PDF-like format with the Gsmart logo and the following information:

**Community Support 2026**  
Bill Murray  
Application #MD200009  
Name: Bill B Murray  
Phone: (222) 222-2222  
Email: [jessica.gronich@westaf.org](mailto:jessica.gronich@westaf.org)

**Applicant Profile**

Applicant Type	Individual
Name	Bill B Murray
Legal Name	Bill Murray
Email	<a href="mailto:jessica.gronich@westaf.org">jessica.gronich@westaf.org</a>
Primary Phone	(222) 222-2222
Alternate Phone	(220) 222-0200
Address	220 S. Ash St. Sisters, Oregon 97759 UNITED STATES
Website	<a href="http://caddyshack.com">caddyshack.com</a>
Applicant Institution	Individual Non-Artist

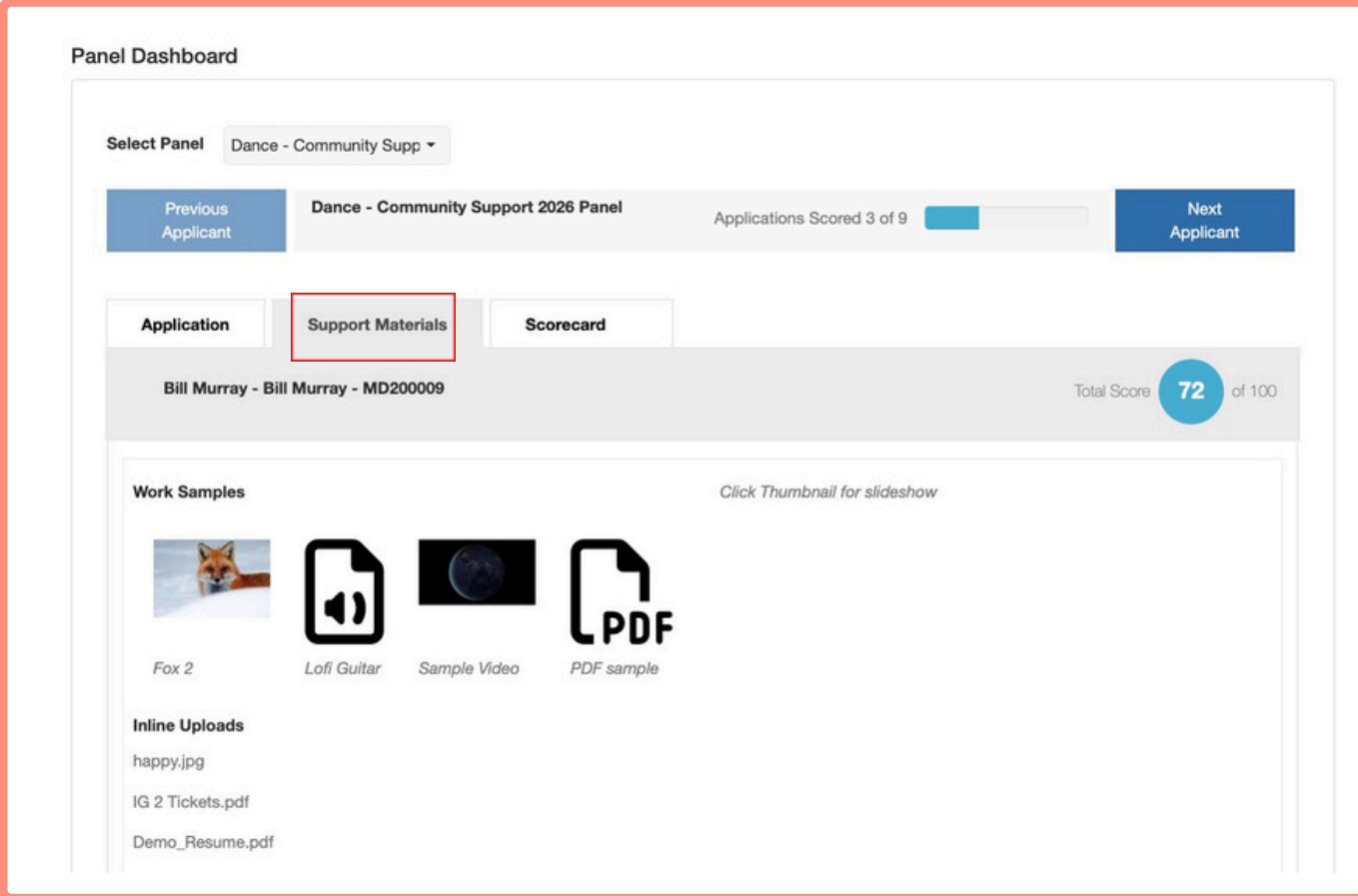
**NOTE:** Return to the Panel Dashboard from the Application Details by clicking the name of the panel between the Previous Applicant and Next Applicant buttons (as shown below).



This close-up shows the navigation bar with a red box highlighting the panel name 'Dance - Community Support 2026 Panel' between the 'Previous Applicant' and 'Next Applicant' buttons.

## APPLICATION DETAILS – SUPPORT MATERIALS

After reviewing the application, click the second sub tab Support Materials. You will see thumbnails and titles for the included work sample support materials. You will also see titles for inline uploads; these are additional documents that were requested within the application.

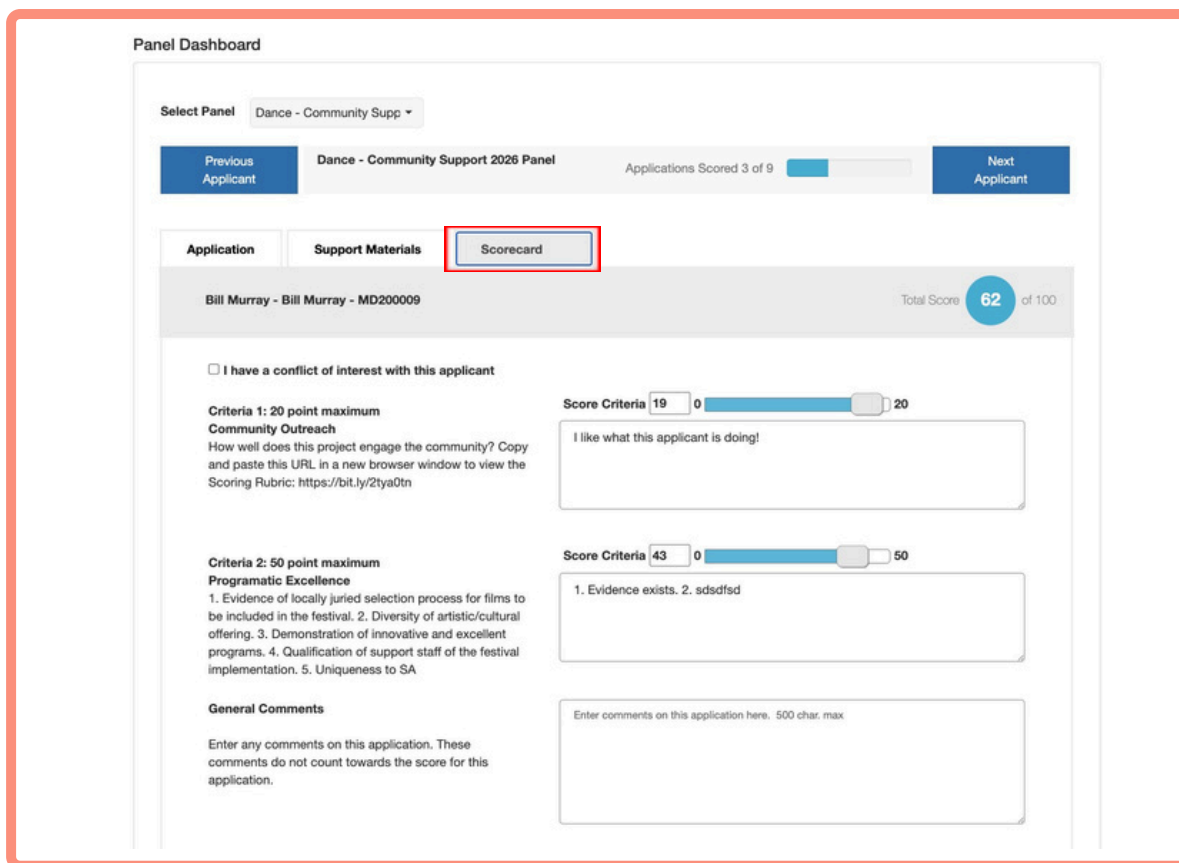


1. Click any **thumbnail** to open the slideshow modal.
2. Click the **Previous** and **Next** arrows within the modal to view all support materials.
  - a. Most items can be viewed right in this modal window, some file types such as Word and Excel will need to be downloaded to view.

NOTE: If you are previewing and scoring on a tablet or phone, you will be prompted to download the application(s) and support material(s) when you click on either of those respective tabs.

## APPLICATION DETAILS – SCORECARD

After reviewing the support materials, click the final sub tab: Scorecard. You will see the custom criteria created by the granting agency.



Panel Dashboard

Select Panel: Dance - Community Supp

Previous Applicant | Dance - Community Support 2026 Panel | Applications Scored 3 of 9 | Next Applicant

Application | Support Materials | **Scorecard**

Bill Murray - Bill Murray - MD200009 | Total Score: 62 of 100

I have a conflict of interest with this applicant

**Criteria 1: 20 point maximum**  
**Community Outreach**  
 How well does this project engage the community? Copy and paste this URL in a new browser window to view the Scoring Rubric: <https://bit.ly/2tya0tn>

Score Criteria: 19 / 0 to 20

I like what this applicant is doing!

**Criteria 2: 50 point maximum**  
**Programatic Excellence**  
 1. Evidence of locally juried selection process for films to be included in the festival. 2. Diversity of artistic/cultural offering. 3. Demonstration of innovative and excellent programs. 4. Qualification of support staff of the festival implementation. 5. Uniqueness to SA

Score Criteria: 43 / 0 to 50

1. Evidence exists. 2. sdsdssd

**General Comments**  
 Enter any comments on this application. These comments do not count towards the score for this application.

Enter comments on this application here. 500 char. max

1. Read through all **criteria** to familiarize yourself with what should make up your final score.
2. Use the **sliding scale** or **type** your score for that criteria.
3. Enter an appropriate **comment** with regards to that criteria.
4. The system will **automatically total your scores**, seen in the blue circle towards the top right of the screen.
5. Leave **General Comments** if the granting agency made that text field available to you.
6. Click **Save** at the bottom to save your total score, or if you need to leave the application in the middle of scoring.
7. Use the **Previous Applicant** and **Next Applicant** buttons to view and score additional applications.