

# **USBC Board of Directors - Portal**

## **USBC Board of Directors - Floor Nomination Guide**

Welcome to our portal guide to submit a floor nomination for the USBC Board of Directors. These instructions will help you complete your application. If you encounter any issues, remember to contact us at 817-385-8426 or <u>contactus@ibcyouth.com</u>.

## **Getting Started:**

To access the portal and begin your application, go to ibc.smapply.net.

The address will take you to a welcome screen, with the option to "Log In" or "Register" available in the top right-hand corner of the page. If you are new to this portal, you will be prompted to create an account. You can do that by clicking the green "Register" button. Please note, this account is different than other accounts associated with USBC. If you do not have a previous account set up through SM Apply, you will need to create one before applying for a floor nomination. You will receive a confirmation email that will prompt you to confirm your email before allowing you to log in to the portal.

λ.	Log In	Register	0-
A Future for THE Sport			
International Bowling Campus			
This is your portal to submit applications for the USBC Board of Directors, IBC Youth Committee, USBC Hall of Fame, youth scholarships and equipment grants			
Applications are available for:			
Vouth scholarships     USBC Board of Directors     USBC Hourd formittee     USBC Hall of Fame			
USBC National Recognition Awards     High school bowing grants     ELTIS High School Equipment grants     Bowler's Ed In-School Bowille equipment grants     USB Rowling Coaching Seminar			
Dexter High School All-American Team The online portal makes it easy to submit your applications and nominations.			
Take a moment to register and then submit your applications.			

Once you have successfully logged in, please complete the eligibility form first. If you have logged into the portal before, you may need to update your eligibility criteria. To update your eligibility form, click on your name in the top right of the screen and select "My Account." The eligibility form will be an option in the menu. You will be able to update your eligibility profile. Once you have updated the eligibility form and select save, the programs you are eligible to apply for will become visible.

Account Settings		
💄 My Profile	>	
Notifications		Profi
🗣 Eligibility		
		4

If you are eligible, you should see the USBC Board of Directors - Floor Nomination application in this section. Select the "More" button to the right of the application listing. This will bring you to your individual application, listing all the task requirements needed before submitting your application for review.

Programs	Search programs	Q :: =
USBC Board Application Accepting applications from Jun 12 2019 12:00 AM (CDT) to Oct 2 2019 12:00 AM (CDT)		

All Applications -	
USBC Board Floor Nomination 0000000005 Deadline: Mar 30 2020 12:00 AM (CDT)	
0 of 10 tasks complete START Last edited: Sep 30 2019 10:07 AM (CDT)	

To begin your process on any of the categories in the application, simply click the name of any requested task.

0 of 10 tasks complete Last edited: Sep 30 2019 10:07 AM (CDT)	USBC Board Floor Nomination [2]  © Preview ••• 0000000005  APPLICATION ACTIVITY
REVIEW & SUBMIT Deadline: Mar 30 2020 12:00 AM (CDT)	Your tasks         Image: Disconsistive of the provided and the prov

You can track your progress by viewing the progress bar to the far left of the screen or the circle to the left of each task, showing how many required tasks are completed. If they are completed, you will see a green circle and the progress bar will begin to fill.



To get started with the floor nomination, you will need to complete the nomination form and submit as a part of the "USBC Board: Floor Nomination Form & Nominee Information" required task. You will be able to access the form by selecting the task.



After you have uploaded the file, you can complete the rest of the form. The file will upload to your nomination once you select the "Mark as Complete" button.

#### USBC Board of Directors Portal USBC Board of Directors Floor Nomination Guide

3 of 10 tasks complete Last edited: Sep 30 2019 10:27 AM (CDT)	USBC Board Floor Nomination [2]  © Preview 000000005	
REVIEW & SUBMIT Deadline: Mar 30 2020 1/2:00 AM (CDT)	APPLICATION ACTIVITY Your tasks	
	USBC Board: Floor Nomination Form & Nominee Information Completed on: Sep 30 2019 10:25 AM (CDT)	>
	USBC Board-Floor Nominee: Biography Completed on: Sep 30 2019 10:28 AM (CDT)	>
	USBC Board-Floor Nominee: Personal & Social Background Completed on: Sep 30 2019 10:27 AM (CDT)	>
	USBC Board-Floor Nominee: Why do you want to serve as a USBC Delegate Director?	>
	🚫 🛛 🖻 USBC Board-Floor Nominee: Getting to Know the Applicant	>
	USBC Board-Floor Nominee: Resume	>

#### **Finalizing and Submitting Application:**

Once you have completed all required tasks, the progress bar will be at 100%. Once you reach 100%, the "Review & Submit" button will turn green.

Before submitting the application, be sure you have uploaded all desired files and made any necessary changes to your application. Once you submit the application, you cannot make changes to your application.

Once you are satisfied with the application, click "Review & Submit" at the bottom of the task progress box. This button will not be active until you complete all of the required tasks.

10 (	of 10 tasks co	omplete		
Las	t edited: Sep	30 2019 10	:31 AM (CD	)T)
	<b>REVIEW &amp;</b>	SUBMIT		
Dea	adline: Mar 3	0 2020 12:0	D AM (CDT	)

When you click "Review & Submit," you will be prompted again to confirm your submission. Please note that once you submit that application from this page, you can no longer make changes to the application. If you are ready to submit the application, select "Submit Your Application."

000 00 2010 00.007 m		
	SUBMIT YOUR APPLICATION	

After clicking "Review & Submit," a green check mark confirming the submission of your application will appear. You can return to your application by selecting "Go to My Applications" or view the programs you are eligible to apply for by selecting "View More Programs."

<b>3</b>	
Application Submitted!	
Thank you for submitting your application.	
Go to My Applications	
OR	
View more Programs	

If you encounter an error while submitting your final application, please contact us at 817-385-8426 or <u>contactus@ibcyouth.com</u>.