

EdenHall

FOUNDATION

Outcomes Measurement Application Guide

January 16, 2018

When you first click on the application link you will see the page below. If you have used an online application before log-in with your same email and password. If you are new click on create new.

Repeat Applicants already have access to the online application system. Please contact Alison Altemus at aaltemus@edenhallfdn.org if you have any issues.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

Password

[New Applicant?](#)

[Forgot Password?](#)

Login

If you have never applied using an online application click on the new applicant link, otherwise use the same email and password as previous grant requests

If you are creating a new log-in you will be brought to this screen. Make sure to use an email that you check often. You will receive correspondence and important notifications to this email.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

[Return to login](#)


You will be asked to log-in to the Blackbaud portal and create a new account. After you complete this step the first time, you will never need to do it again. The Blackbaud log-in page will be the only one you will use for all outcomes related applications. Below is an explanation of the process which is demonstrated in the following slides.

Helpful Tips

- Applicants will be asked to create a new login with the Blackbaud technology
- The Blackbaud portal will send a confirmation email. Upon receipt of the email, click to confirm your account, which will log you in.
- Once logged in, you will see the application
- To access your new account moving forward please use this URL:
<https://portal.blackbaudoutcomes.com>
- Remember to add outcomes@blackbaud.com to your safe senders list to ensure you receive all system communications.

Blackbaud log-in screen

Blackbaud ID

 Add an extra layer of security with two-step authentication! [Learn more](#)


Sign in to continue

Blackbaud ID

Password

[Forgot password?](#) Remember my email

[Sign in](#)

 Sign in with Google

[Don't have a Blackbaud ID? Create a new one](#)

[Need help?](#)

Click here to create a new account, if you do not already have a Blackbaud.com account

New account creation screen

After you click sign-up the Blackbaud portal will send a confirmation email.

Upon receipt of the email, click to confirm your account, which will log you in.

Create a Blackbaud ID

This will be your Blackbaud ID *

Password *

- Requires 8 characters or more,
- including 3 of the following:
 - Capital letter
 - Lowercase letter
 - Number
 - Special character (!, #, %, etc.)

Confirm password *

First name *

Last name *

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

Once you have signed in, you will be taken to the first page of the application. You can navigate through the application by clicking the next button at the bottom or clicking on the tabs at the top. Your work is saved when you move to the next page. A best practice is to click on save and finish later before completing the outcomes section or attachments.

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Navigation Bar

Printer Friendly Version/
Email Draft

1 Organizational Information

2 Project Description

3 Edit Outcomes

4 Review My Application

Save & Finish Later

Organizational Information

Printer Friendly Version | E-mail Draft

* Required before final submission

Executive Director Information

* Prefix

* First Name

* Last Name

* Title

* E-mail

* Office Phone

Save and finish later

Proposal Contact Person

Same as Executive Director

Prefix

First Name

Last Name

Title

Entering your measures. To enter the expected values of your measures, you will click on the Edit Outcomes button, this will open a pop up box.

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Save & Finish Later

Click here to begin entering your expected values.

Click the button below to edit the Outcomes for this grant application. You may proceed to complete your Application after you are done.

Edit Outcomes

Save & Finish Later Review & Submit

In the Edit Outcomes Pop-up box, select your project end date using the calendar icon.

The screenshot shows a pop-up window titled "Edit Outcomes" with a close button (X) in the top right corner. The window is divided into two main sections: "Schedule" and "Measurable goals".

Schedule Section:

- A blue information box contains the text: "You will be required to submit progress updates after your project start date, every 3 months through the project end date."
- The "Project End Date:" field is marked with a red asterisk and contains the placeholder text "m/dd/yy". To the right of this field is a small calendar icon, which is circled in red.

Measurable goals Section:

- A blue information box contains the text: "Please select at least 3 measurements."
- The "Measurement #1" field is marked with a red asterisk and contains the text: "Number of participants served (Education)".
- Below this is a text input field with the label "Expected result by project end date: A total of...".
- At the bottom of this section, there is a blue link "Add a measurement" and a red warning icon with the text "3 or more measurements are required."

Calendar:

A calendar for January 2019 is displayed, showing days from 30 to 09. The date 11 is highlighted. The calendar icon in the "Project End Date" field is circled in red.

Footer:

At the bottom of the pop-up, there are two buttons: "Save and Close" and "Cancel".



Entering values: Select measurable outcomes from the drop down list provided. After your measure is selected it will show in the top row. Enter your expected value in the row underneath. This field only accepts numbers




Edit Outcomes

Measurable goals

Please select at least 3 measurements.

Measurement #1 *
Number of participants served (Education)
Expected result by project end date: A total of...
30

Measurement #2 * 
Number of children who maintain or increase academic performance or ability according to 
Expected result by project end date: A total of...
25

Measurement #3 * 
Number of participants that get food needs met by the program in the short term 
Expected result by project end date: A total of...
30 

[+ Add a measurement](#)

[Save and Close](#) [Cancel](#)

Completing your expected value measures: When you are done click Save and Close to return to the main application. All measures must be entered at the same time. You can not save your work midway. You can not click Save and Close without all tasks being complete.

Edit Outcomes

Measurable goals

Please select at least 3 measurements.

Measurement #1 *
Number of participants served (Education)
Expected result by project end date: A total of...
30

Measurement #2 *
Number of children who maintain or increase academic performance or ability according to
Expected result by project end date: A total of...
25

Measurement #3 *
Number of participants that get food needs met by the program in the short term
Expected result by project end date: A total of...
30

[Add a measurement](#)

Save and Close

Submitting your application: When the application is complete you need to click on the Review & Submit button at the bottom of the last page. You will be brought to a screen to review your entire application.

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1 Organizational Information

2 Project Description

3 Edit Outcomes

4 Review My Application

Save & Finish Later

Click the button below to edit the Outcomes for this grant application. You may proceed to complete your Application after you are done.

Edit Outcomes

Save & Finish Later

Review & Submit

On the review page, after you have reviewed your application, click the submit button at the bottom of the screen. After you click on Submit you will be brought to the Blackbaud Outcomes Portal. If you click Save & Finish Later you will also be brought to the Blackbaud Outcomes Portal.

Project Description

Project Description

* Project Title

Summer Program

Provide a summary of your program, including:

-Days and hours the camps will operate, and activities and trips planned,

* -Any measureable outcomes from the program, and

-What meals/snacks will be provided, if any.

(700 word limit)

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Word count 693 of 700

* Amount Requested

10000

* Total Project Budget

20000

* Project Start Date

6/1/2019



* Project End Date

8/31/2019



Save & Finish Later

Submit

Frequently Asked Questions

- When creating my Blackbaud.com account what email should I use? Can I really use my gmail?
 - If you have applied to the foundation in the past using their online application, and if you already have a My Account page, then use the SAME email for your Blackbaud.com account as your new account.
 - You can use your gmail, however it is best to use your work email and the same email that you use for other online applications so that all of your applications can be seen in one place.
- What if I already have a Blackbaud.com account, do I need to create another one?
 - No, use the same email and password that you already have.
- How do I get back to the portal?
 - Go to <https://portal.blackbaudoutcomes.com>
- How do I ensure that I get the progress update reminders?
 - Make sure to add outcomes@blackbaud.com
- How do I save my work as I go?
 - Every time you move to a new page your work is saved. If you are working in the application for a while it is a good idea at least every 45 min. to click save and finish later. This will ensure that everything is saved incase you loose internet connection. Prior to entering outcomes and uploading your attachments it is a best practice to click save and finish later.
- I'm trying to enter my outcomes and the loading wheel just keeps spinning, what do I do?
 - Your pop-up blocker or security settings might be preventing Outcomes from opening. Check both settings, close the browser and try again or try a different browser.