

Support Webinar: GOapply Reviewer Basics

Agenda

- Benefits of Review Groups
- GOapply Reviewer Components
- Creating and Setting Up Review Groups
- Adding Reviewers and Assigning Applications
- Reviewing and Reporting

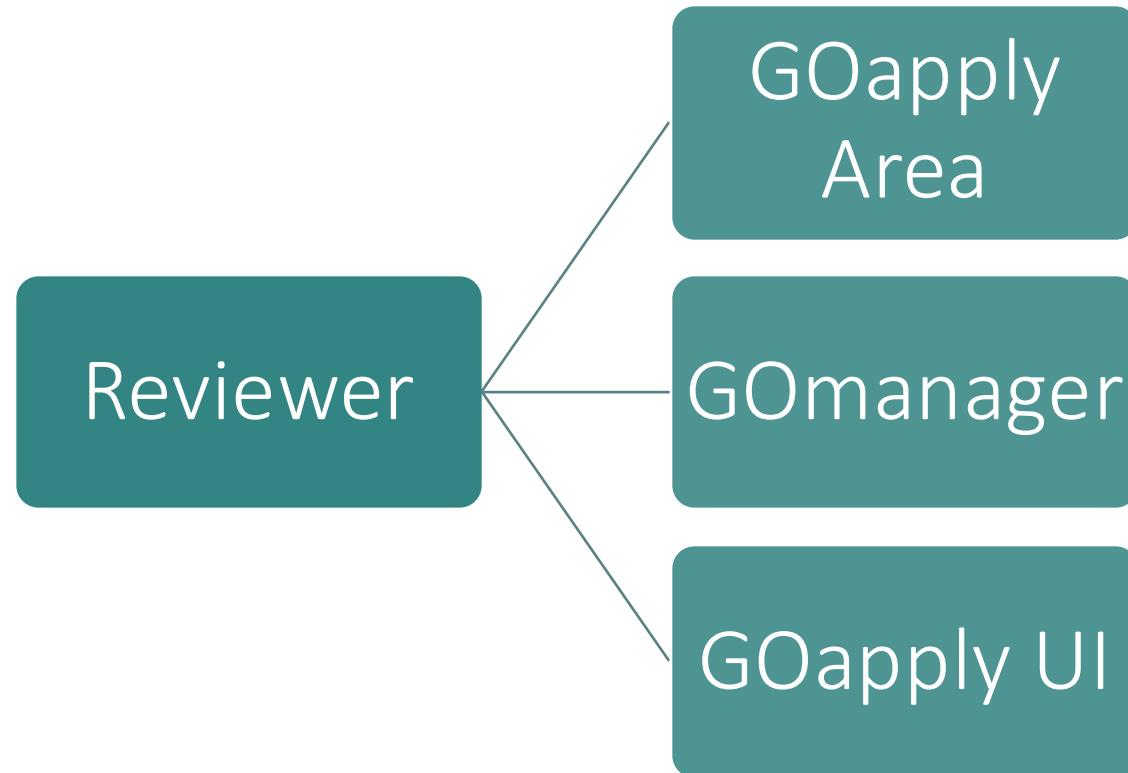
Benefits of Review Groups

Feedback

Progress Tracking

Collaboration

Introduction to GOapply Reviewer Components



Review Group vs Reviewers

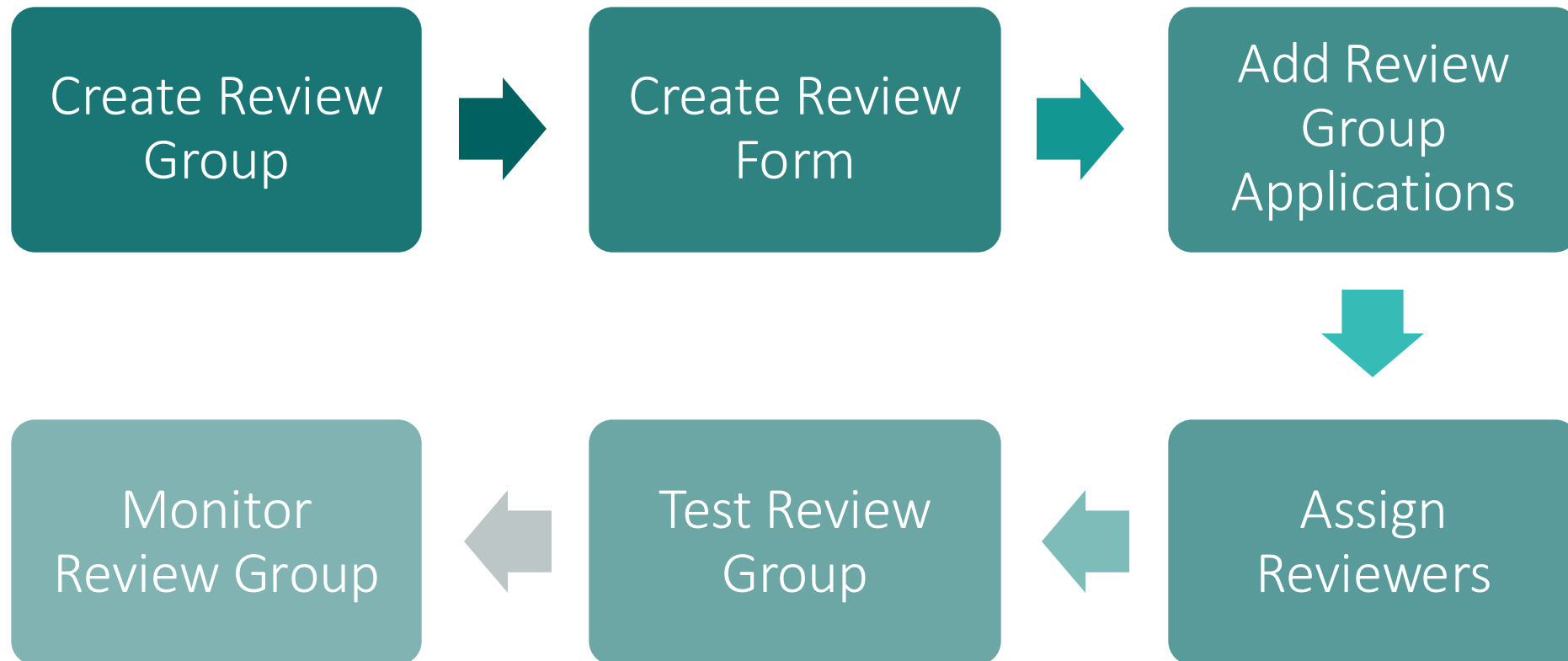
Review Group

- Organizing Reviewers
- Organizing applications

Reviewers

- GOapply users

Managing Review Groups



Review Group Set Up



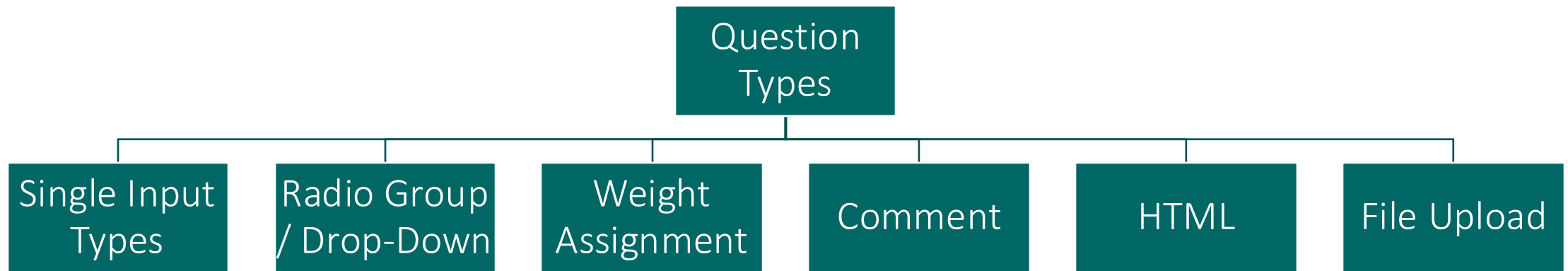
Resource:
GOapply Reviewer Guide

Optional Features in Review Group Setup

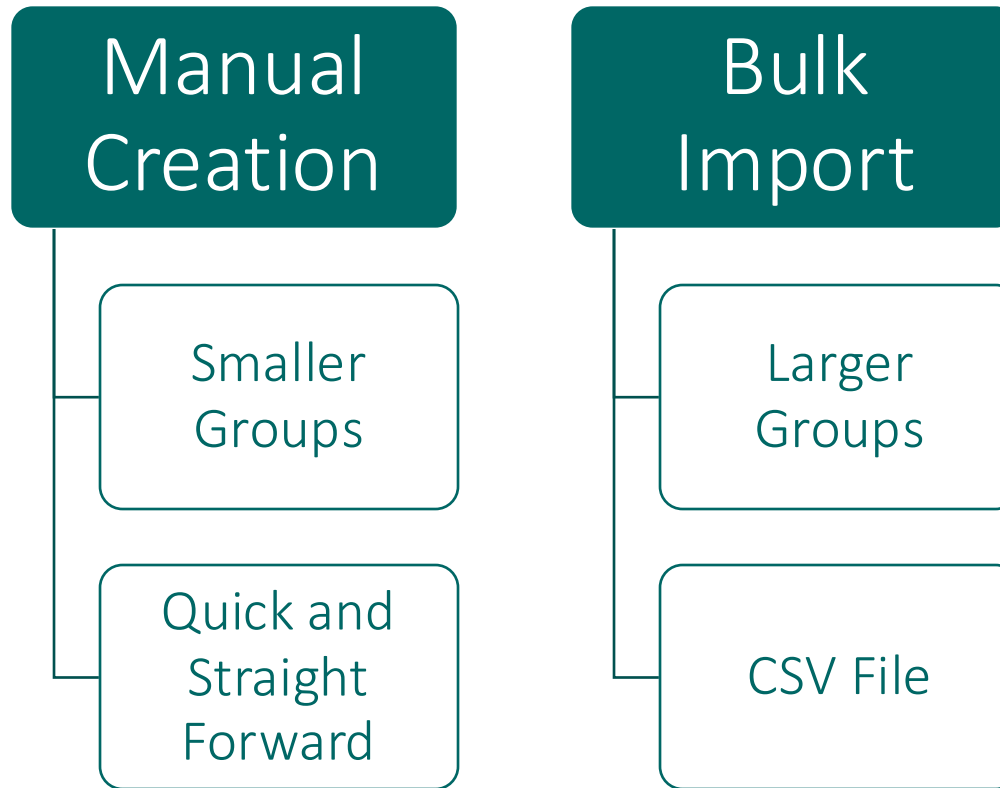
How can I configure my Review Group to meet my foundation needs?

Can I **customize** my Review Group?

Setting Up the Review Form



Adding Reviewers



Permissions to Keep in Mind

How can I be sure my Reviewers are set up correctly?

- Name
- Applicant Type
- Parent Constituent
- Email
- Role
- User Permissions
- Review Group

Assigning Submissions to Review Group



From the
Review Group



From the
Request or
Status Tracking



Manually

GOapply UI

What will my Reviewers see?

Resource:

How to review in GOapply

Review Responses and Reports

What do we do once the reviewers are complete?

1. View Scores
2. Generate Reports
 - Key Reports: Scholarship Report, Scholarship (Totals Only), Scholarship with Weighted Score
3. Run Reports from Related
4. Consolidated Reports

Resource:
Reviewer Responses and
Reviewer Records

System Dashboard

Where can we find the GOapply Reviewer Dashboard?

What can we learn from the GOapply Reviewer Dashboard?

Where Can I Find Additional Related Resources?

[GOapply Administrator Guide](#)

[GOapply Reviewer Guide](#)

[Reviewer Responses and Reviewer Records](#)

[How to Review in GOapply](#)

[Reviewer User Video](#)

[Introduction to GOapply User](#)



Thank you!

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