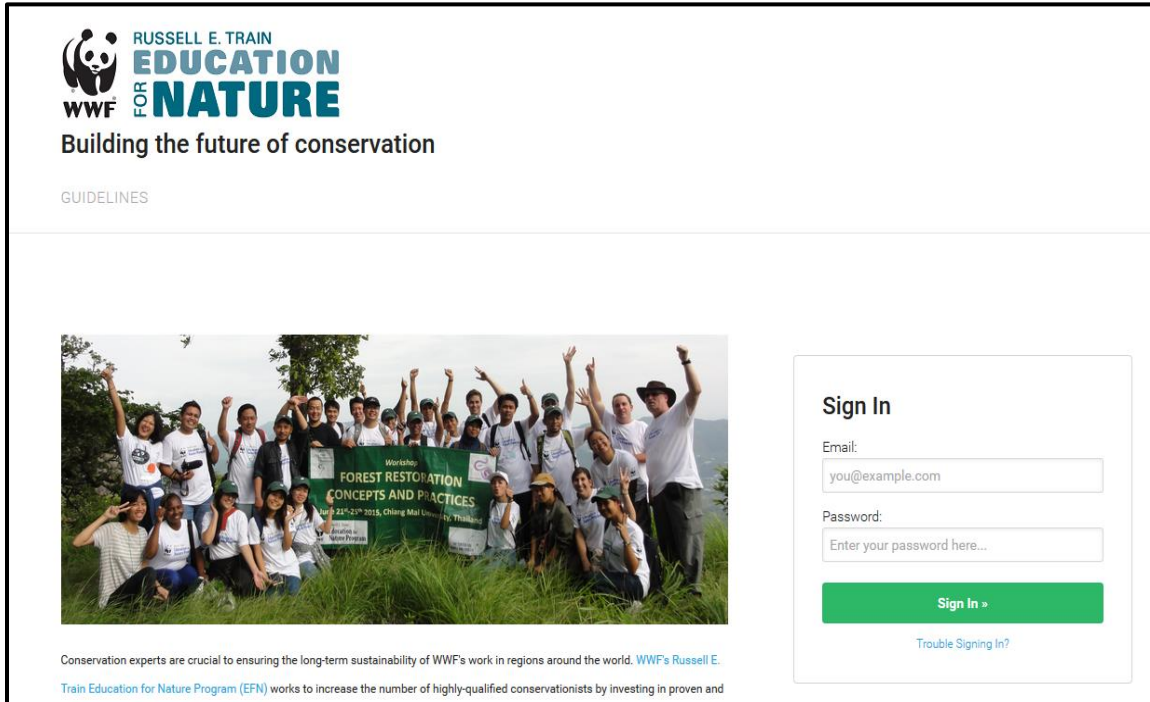


Application Instructions: New Users

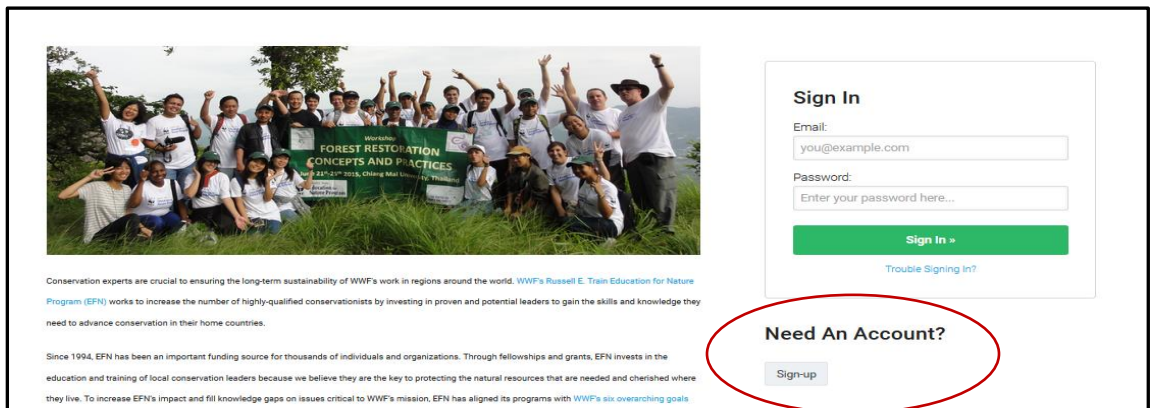
Please follow the instructions below to access the online application system.

1. Please visit <https://wwf-efn.fluidreview.com/> to open the EFN online application system. The link will take you to the homepage shown below.



The screenshot shows the WWF Russell E. Train Education for Nature homepage. At the top left is the WWF logo and the text 'RUSSELL E. TRAIN EDUCATION FOR NATURE'. Below this is the tagline 'Building the future of conservation' and a 'GUIDELINES' link. A large photo of a group of people at a 'Workshop FOREST RESTORATION CONCEPTS AND PRACTICES' is displayed. To the right is a 'Sign In' form with fields for 'Email:' (containing 'you@example.com') and 'Password:' (containing 'Enter your password here...'). A green 'Sign In »' button is below the fields, and a 'Trouble Signing In?' link is at the bottom of the form. Below the photo, there is a paragraph of text: 'Conservation experts are crucial to ensuring the long-term sustainability of WWF's work in regions around the world. WWF's Russell E. Train Education for Nature Program (EFN) works to increase the number of highly-qualified conservationists by investing in proven and'.

2. The first time you log-in, you will need to create a new account. To create a new account, please click the *Sign-up* button located in the lower right corner.



This screenshot is identical to the one above, but with a red circle highlighting the 'Need An Account?' link and the 'Sign-up' button. The 'Sign In' form and the photo of the workshop participants are also visible. The text below the photo is the same as in the previous screenshot, but it is partially cut off at the bottom.

3. As a new user, you are required to fill out a short registration form. Once complete, press *Register*. An email will be sent to the email address provided. Please click the link in the email to confirm your registration and continue with the application process.

Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email:

4. After registering and following the link in the confirmation email, you will be required to complete an eligibility form. Press *Start* to begin the eligibility form.

[Home](#)

Grants

Click [View Grants](#) to apply for grants.

Your Tasks

TASK	STATUS	ACTIONS
Eligibility Form	<input type="button" value="INCOMPLETE"/>	<input type="button" value="▶ Start"/>

- The eligibility form will ask a few brief questions to determine which grant opportunities you are eligible to apply for. Once the form is complete, you will be taken to the main applicant dashboard.


You may view, edit, or delete your eligibility form at any time using the buttons on the right-hand side.

Click *View Grants* to see what grant opportunities you are eligible for at the bottom of the screen.

The screenshot displays the WWF Education for Nature Program dashboard. At the top left is the WWF logo and the text 'Russell E. Train Education for Nature Program'. Below this is the tagline 'Building the future of conservation' and a navigation menu with links for GRANTS, GUIDELINES, FAQ, RESOURCES, DONORS, HELP, and SETTINGS. A green success message states 'Your form has been completed successfully.' Below this is a 'Home' link and a 'Grants' section with the instruction 'Click View Grants to apply for grants.' The 'Your Tasks' section contains a table with one row: 'Eligibility Form' with a 'COMPLETE' status and three action buttons: 'View', 'Edit', and 'Delete', which are circled in red. Below the table is a 'Your Grants' section with a status filter set to 'Any' and a search bar. A blue message box indicates 'No applications found'. At the bottom left, a green 'View grants >' button is circled in red.

TASK	STATUS	ACTIONS
Eligibility Form	COMPLETE	View Edit Delete

6. After clicking *View Grants*, a list of eligible grant opportunities will appear. To apply for a listed grant, click *Create Application*.

GRANT	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
 Conservation Workshop Grants	Conservation Workshop Grants support legally registered organizations and institutions from eligible countries.	Grant (Internal)	OPEN May 01, 2016 CLOSED Aug 01, 2016	1	Create Applications

7. You will then be directed to the main application page for that grant. The main application page shows you what tasks need to be completed. For example, in the image below, the applicant still needs to start their application, and upload their certificate of registration. To complete these tasks, select the *Start* buttons.

Application created

Home > Conservation Workshop Grants > A-5094756834

A-5094756834


Conservation Workshop Grants

Grant deadline: 08/01/2016 23:59

Application Round

TASK	STATUS	ACTIONS
Conservation Workshop Application Form	INCOMPLETE	Start
Upload your organization's certificate of registration. (.pdf)	INCOMPLETE	Start

[Submit your application](#) PREREQUISITES NOT MET



Edit Logo

Remove Logo

Progress

This application is 0.0% complete. You still need to:

- Complete task "Conservation Workshop Application Form"
- Complete task "Upload your organization's certificate of registration. (.pdf)"
- Submit

[Withdraw Application](#)

8. Once you have filled out the application and completed all tasks, you are ready to submit your application. Please select *Submit your application* at the bottom of the screen.

Conservation Workshop Grants

Grant deadline: 08/01/2016 23:59

Application Round

TASK	STATUS	ACTIONS
Conservation Workshop Application Form	COMPLETE	View Edit Delete
Upload your organization's certificate of registration. (.pdf)	COMPLETE	Edit

UPLOADED FILE(S)	UPLOAD DATE	
internship-form-alex-signature.pdf	05/27/2016 02:33 PM	Remove

[Submit your application](#) INCOMPLETE

9. The system will notify you when your application has successfully been submitted.

✓ Your application has been submitted.

[Home](#) » [Conservation Workshop Grants](#) » [A-8203674927](#) » [Submit your application](#)

Submit Your application

Your application has been submitted.

[Back to account](#)

10. You may log-in to your account at any time using your email and password to view the applications you have submitted or start a new application.

Eligibility Form COMPLETE				
View Edit Delete				
Your Grants			STATUS:	SEARCH:
			Any	Search... Go
APPLICATION ID	REFERENCE ID	GRANT	DEADLINE	STATUS
AA-8695742637	AA-8695742637	Conservation Workshop Grants	Aug 01, 2016 11:59 PM EDT	COMPLETE View
A-8378986107	A-8378986107	Conservation Workshop Grants	Aug 01, 2016 11:59 PM EDT	COMPLETE View
A-5414600386	A-5414600386	Conservation Workshop Grants	Aug 01, 2016 11:59 PM EDT	IN PROGRESS Edit
A-8203674927	A-8203674927	Conservation Workshop Grants	Aug 01, 2016 11:59 PM EDT	COMPLETE View

Please note: The instructions included here are intended to give a brief overview of the grant submission process. If you have any questions or encounter any issues while applying, please email EFN at efn@wwfus.org for assistance.