

SlideRoom User Guide

Summary: Applicants must submit their proposals, and any requested documentation, through SlideRoom. Late proposals or proposals submitted outside of SlideRoom will **not** be accepted.

IMPORTANT: SlideRoom automatically saves your work as you go and you can log in and out as many times as you need to complete your proposal. However, once you submit your proposal, you will not be able to make any changes. Carefully review your proposal before submitting.

LOGIN

1. Click on the link in your *Invitation to Apply* email to be taken to the SlideRoom login page or click here: <https://enterprise.slideroom.com/#/dashboard/program/87722>

2. If you are new to SlideRoom, you must click **Sign Up** for an account.

A screenshot of the SlideRoom login interface. It features two input fields: one labeled 'Email' and another for a password (represented by dots). To the right of the password field is a blue 'Log in' button. Further right is a link that says 'or Sign up'. A green arrow points to the 'Sign up' link, and a mouse cursor is positioned over the password field.

- a. On the signup page, enter your email address and password.
 - b. Read the SlideRoom Terms of Service and Privacy Policy and check the box to confirm your agreement.
 - c. Click **Sign Up**.
 - d. Once you have signed up, an email with an activation link is sent to your email address from noreply@slideroom.com. Click the activation link to log in to the SlideRoom portal.
3. If you are a returning applicant, login with your email address and password. If you have forgotten your password, click, "Forgot Password" to reset.

BEGIN YOUR APPLICATION

1. The next screen shows an overview of the program you are applying to. Here, you will have a chance to learn more about what is required, what questions you need to be prepared to answer, and anything else you'll need to complete the proposals.
2. To start the proposal, click the blue **Begin Proposal** button at the top of the page.
3. When you're done filling out this form, click the blue **Continue to Proposal** button to be taken to the proposal itself.
4. The first thing you will see are any proposal forms with questions that must be answered.
5. To navigate through the forms, use the buttons along the left side of the page. To navigate to different sections of the proposal, use the buttons along the top of the page. Or, you can

click **Continue to the next step** at the bottom of the page, or the green **Next** button at the top to take you to the next part of the proposal.

SUBMIT YOUR PROPOSAL

1. When you have completed all the requirements you are ready to submit. Clicking on the Submit tab will take you to a screen where you can review your proposal by clicking a link at the top of the screen. If you have omitted any required questions, you will see another link in red at the top of the screen that will take you back to those questions in the proposals.
2. **Make sure to review your proposals carefully, since you will not be able to make any changes once you have submitted.**
3. When you are sure your proposal is as great as can be, press the blue **Submit Proposal** button.
4. That's it! Your proposal is now submitted. You will see a confirmation screen with your ID number; the date and time of your submission; and the program you submitted to. Finally, you will receive a confirmation email as well with information pertaining to your submission. Keep this email for your records.

ADDITIONAL RESOURCES

[SlideRoom Applicant Help Center](#)

Questions regarding technical issues with SlideRoom may be sent to support@slideroom.com