

THE NATIONAL **OPERA** CENTER
AMERICA

CREATE A PROFILE AND SET UP
AN ORGANIZATION
FOUNDANT ONLINE GRANTS

THE NATIONAL OPERA CENTER AMERICA

1. To create a new profile, click the “Create New Account” button.

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Welcome to OPERA America's online grants system!

First time here?

Click "Create New Account". If you need assistance, please refer to the New User Guide [REDACTED]. Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to anyone at your organization who needs to access the application.

Been here before?

If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

If you have applied to one of OPERA America's grant programs before, but not using this new system, please refer to the "First time here?" instructions above.

Not sure?

If you believe your organization already has a

Grant Management Software
provided by FOUNDANT
technologies

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2. Fill out your organization's information; then choose "Next Step."

Complete this section even if your company is already in our system.

Note: Using the browser's back button will delete your registration information.

Create New Account

This registration process has multiple steps you must complete before you can apply.

⚠ Using the browser's back button will delete your registration information.

ℹ Fields with an asterisk (*) are required.

Organization Information
NOTE: You will not be able to change your organization information after registering

1

| | |
|--------------------|--------------------------------------|
| Organization Name* | EIN / Tax ID (##-#####)* |
| Web Site | Telephone Number (###-###-#### x###) |
| Address 1* | Address 2 |
| City* | State/Province* |
| Postal Code* | Country |

2

Cancel Account Creation Next Step

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3. Fill out your contact information; then choose “Next Step.”

Note: Using the browser's back button will delete your registration information.

THIS IS THE E-MAIL ADDRESS WE WILL USE TO COMMUNICATE WITH YOU IF WE HAVE QUESTIONS.

The screenshot shows a registration form titled "Create New Account". At the top, it states "This registration process has multiple steps you must complete before you can apply." A yellow warning box contains the text: "Using the browser's back button will delete your registration information." Below this is a blue box with an information icon and the text: "Fields with an asterisk (*) are required." The form is divided into sections: "Your Information" and "Address Information".

Your Information:

- Copy Address from Organization (button)
- Prefix (Mr, Mrs, Ms, etc.)*
- First Name*
- Middle Name
- Last Name*
- Suffix (Sr, Jr, III, etc.)
- Business Title*
- Email / Username*
- Email / Username Confirmation*

Address Information:

- Telephone Number (###-###-#### x####)*
- Mobile Number (###-###-####)
- Address 1*
- Address 2
- City*
- State/Province*
- Postal Code*
- Country

At the bottom, there are two buttons: "Previous Step" and "Next Step".

Annotations on the form:

- A red "1" is placed next to the "Email / Username*" field.
- A blue circle highlights the "Email / Username*" field.
- A teal circle highlights the "Address Information" section.
- A red "2" is placed next to the "Next Step" button.
- A red circle highlights the "Next Step" button.

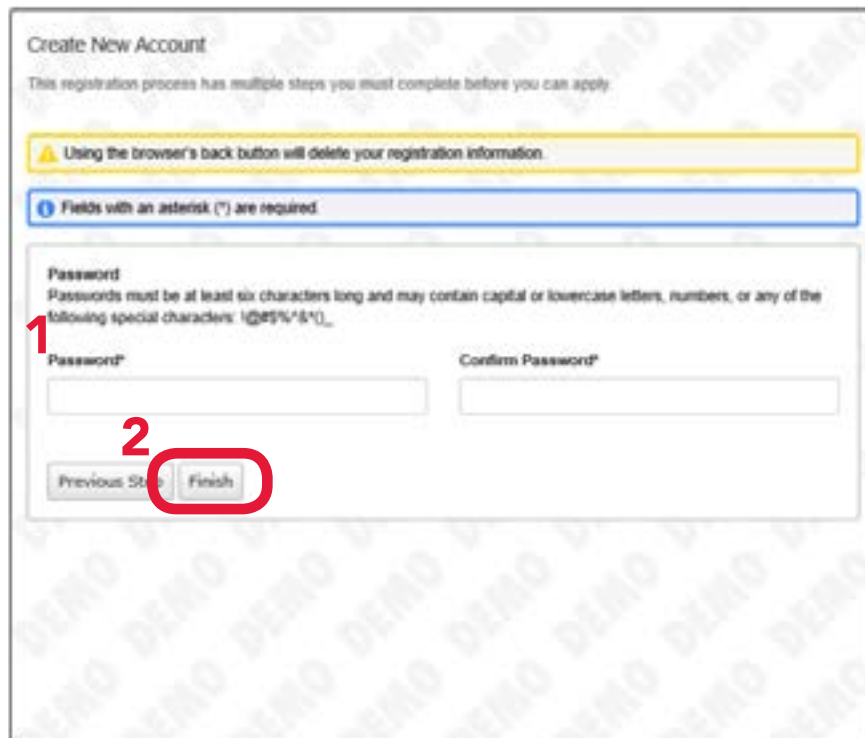
At the bottom right of the form, it says "Grant Management Software provided by F FOUNDANT Technology".

USE YOUR ORGANIZATION'S MAILING ADDRESS.

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4. Set your password; then choose “Finish.”

Note: Using the browser's back button will delete your registration information.



The screenshot shows a web form titled "Create New Account". At the top, it states "This registration process has multiple steps you must complete before you can apply." Below this is a yellow warning box with a triangle icon and the text "Using the browser's back button will delete your registration information." Underneath is a blue information box with a question mark icon and the text "Fields with an asterisk (*) are required." The main form area is titled "Password" and contains the instruction: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_,". There are two input fields: "Password*" and "Confirm Password*", both with asterisks indicating they are required. A red number "1" is placed to the left of the "Password*" field. Below the input fields are two buttons: "Previous Step" and "Finish". A red number "2" is placed above the "Finish" button, which is also circled in red.

5. Congratulations! You have created your account. You will receive a confirmation e-mail with your login information. Please save this for future use.

Need help? Contact Claire Gohorel at CGohorel@operaamerica.org.