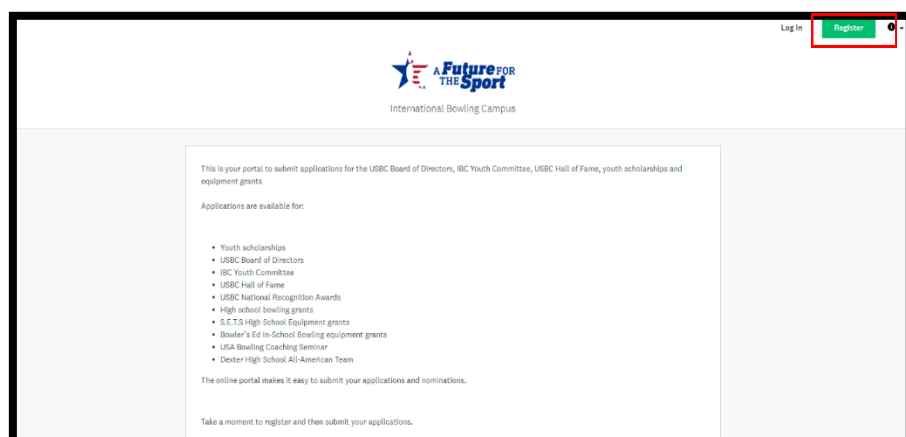# USBC Portal

How-To Guide

Welcome to the USBC Portal How-to guide. These instructions will help you in the online application process for the USBC Portal applications. If you encounter any issues, remember to contact us at any time by phone: 817-385-8426 or email: contactus@bowl.com.
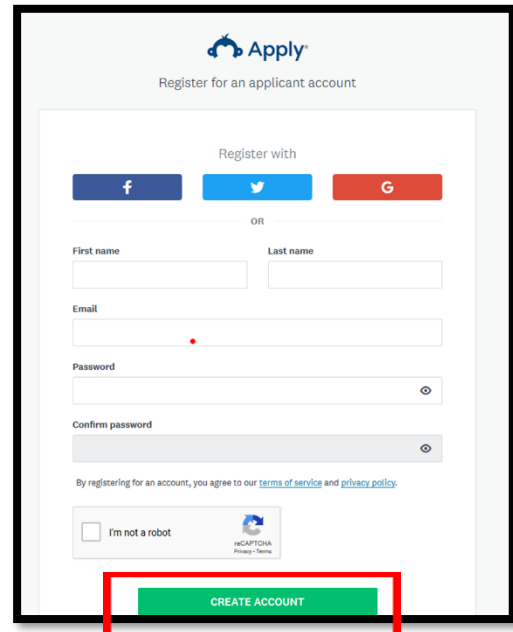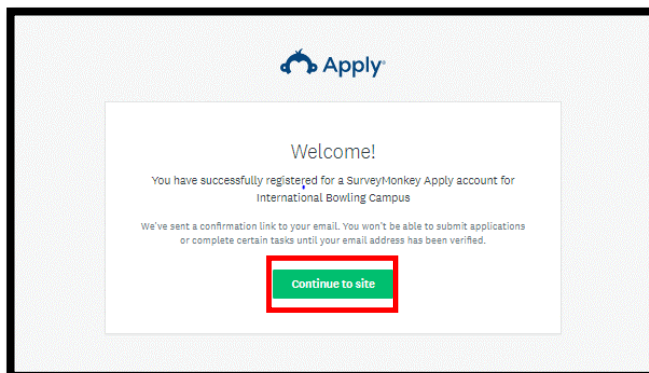
Getting Started:

To access the portal, please visit https://ibc.smapply.net.

The address will take you to a screen welcoming you to the portal and provide a box for you to log in to your account. If you are new to this portal, you will need to create an account.
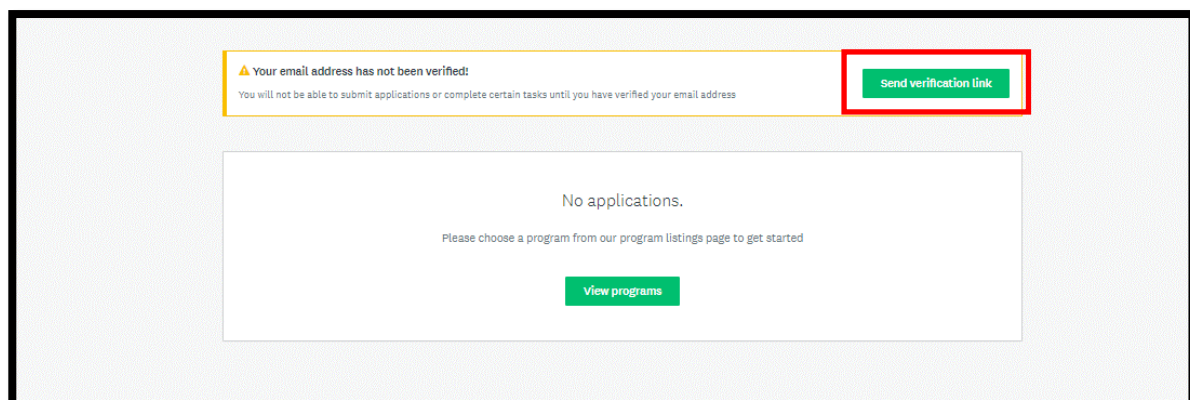
You will need to complete the registration process to gain access to the portal. You can register with your Facebook, Twitter or Google account or simply complete the form and click "CREATE ACCOUNT".
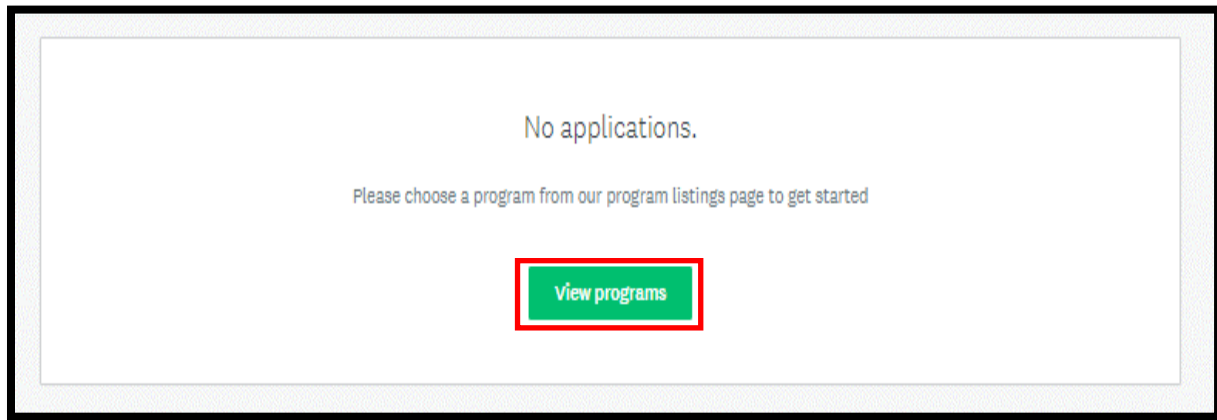
After you have logged in, you will be taken to the "Welcome" page. Click the "Continue to site" tab to proceed to the application portal.

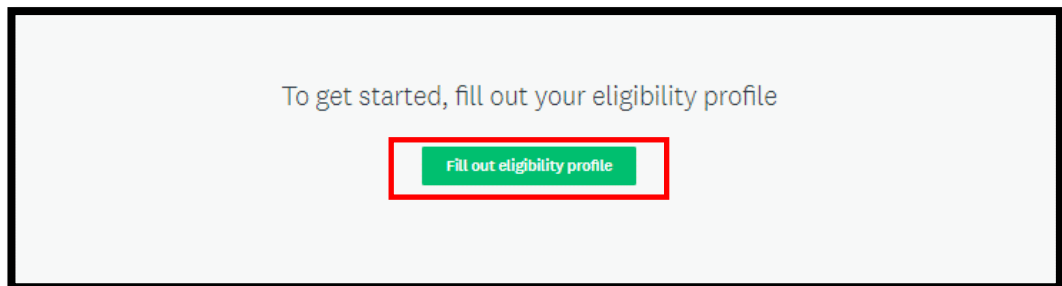As you gain access to the portal, you will be asked to verify your account. Please click on the "Send verification link". You will be unable to submit any application until your account has been verified.
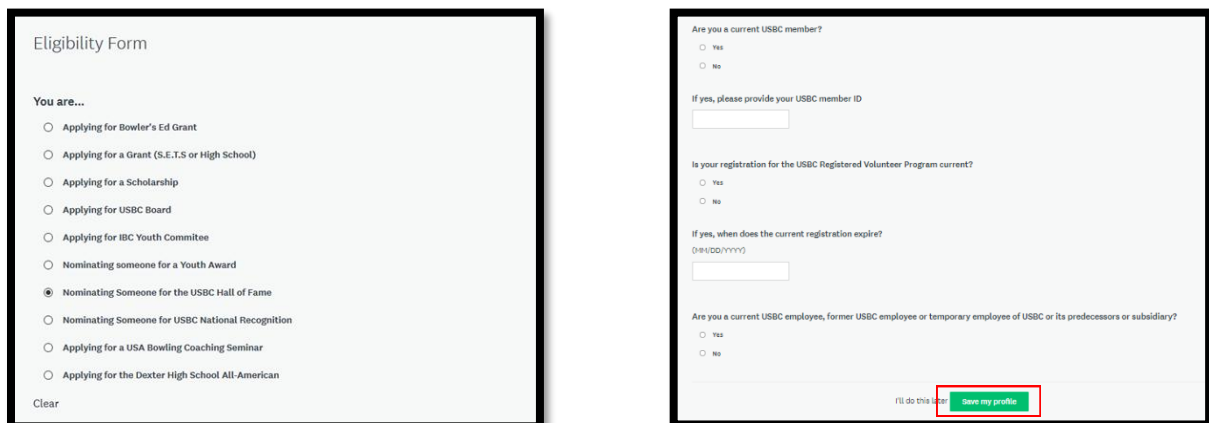
After you have verified your account, you can begin the eligibility process to see the applications you are eligible to complete. Click on the "View programs" tab.

Click on the "Fill out eligibility profile" button. This will help narrow down the criteria the portal is searching for regarding your applications.

When the Eligibility form comes up, select the appropriate button pertaining to the applications you are interested in applying for. You will then need to answer the appropriate questions to verify eligibility and click on the "Save my profile" tab.
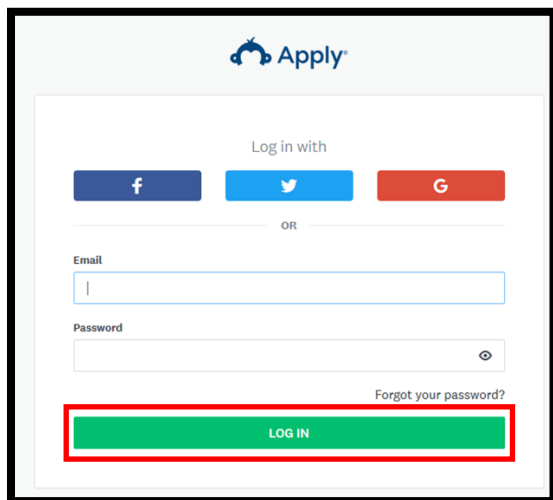

You will now be directed to the appropriate applications.

When logging back into the portal, you will need to click "Log In" in the upper-right of the screen.
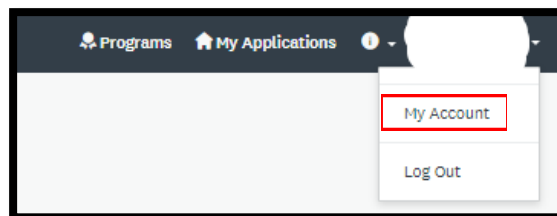
To log in, you will need to use your credentials and click the "LOG IN" button. If you forgot your password, you would need to click on the "Forgot your password" link to get it reset.
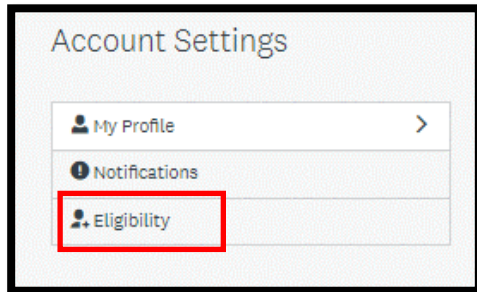
If you are interested in applying for another program, or nominating someone for an award, you will need to update your eligibility. This will allow the system to search for the correct criteria relating to your applications.
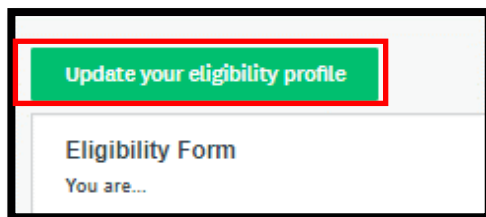
In the top right corner, click on your name for the drop-down menu. Once the menu is visible, click on "My Account".

When you have accessed your account, your account settings will be on the left. This is where you will be able to update information regarding your account. You will see the "Eligibility" on the bottom. This will pull up your current eligibility profile.

To update your eligibility profile, you will need to click on the "Update your eligibility profile" button. This will allow you to modify your current eligibility.

After you have updated your eligibility profile, and saved it, you will need to click on the programs tab at the top of the screen. This will show you the updated programs you can apply for.