



# IBC Portal

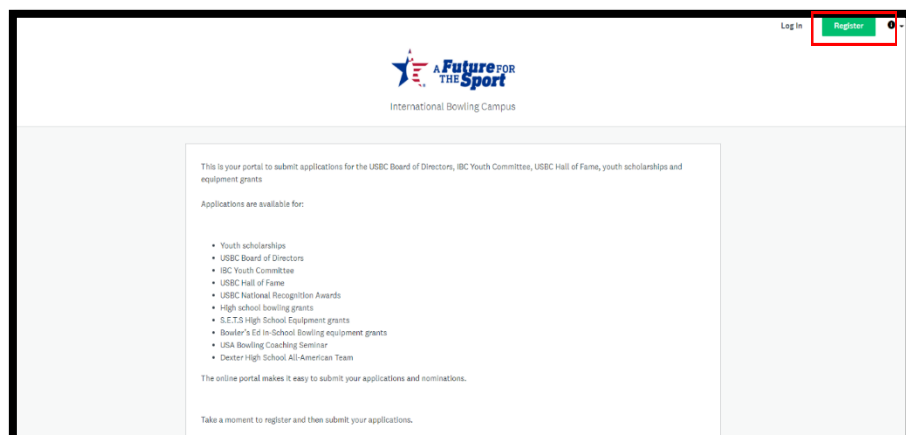
## How-To Guide

Welcome to the IBC Youth Portal How-to guide. These instructions will help you in the online application process for the IBC Portal applications. If you encounter any issues, remember to contact us at any time by phone: 817-385-8426 or email: [contactus@ibcyouth.com](mailto:contactus@ibcyouth.com).

### Getting Started:

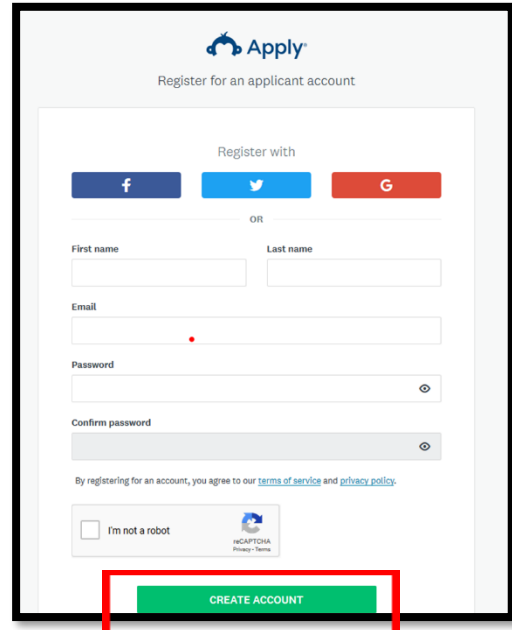
To access the portal, please visit <https://ibc.smapply.net>.

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.

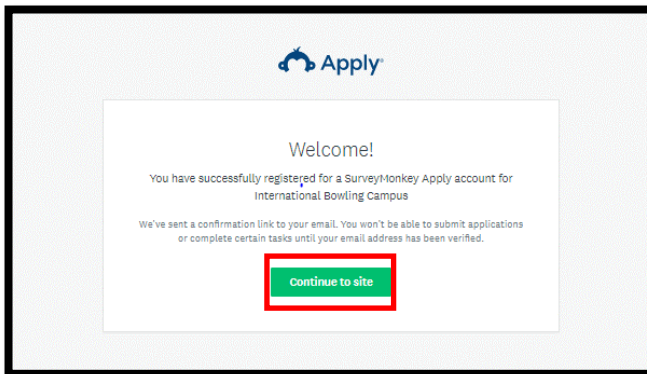


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You will need to complete the registration process to gain access to the portal. You can register with your Facebook, Twitter or Google account or simply complete the form and click “CREATE ACCOUNT”.



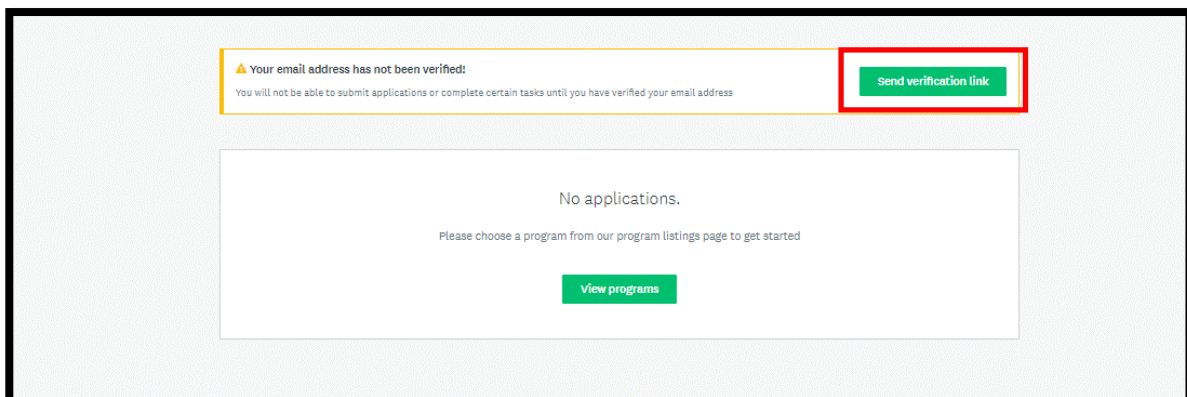
The registration form is titled "Register for an applicant account" and features the "Apply" logo. It offers three social media login options: Facebook (f), Twitter (t), and Google (G). Below these is an "OR" separator and a form with fields for "First name" and "Last name". The "Email" field has a red dot indicating a validation error. There are "Password" and "Confirm password" fields, both with eye icons for visibility. A checkbox for "I'm not a robot" is accompanied by a CAPTCHA logo and "Privacy - Terms" links. A green "CREATE ACCOUNT" button is highlighted with a red border at the bottom.



The "Welcome!" page confirms successful registration for a SurveyMonkey Apply account for the International Bowling Campus. It states that a confirmation link was sent to the user's email and that they cannot submit applications until their email is verified. A green "Continue to site" button is highlighted with a red border.

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.

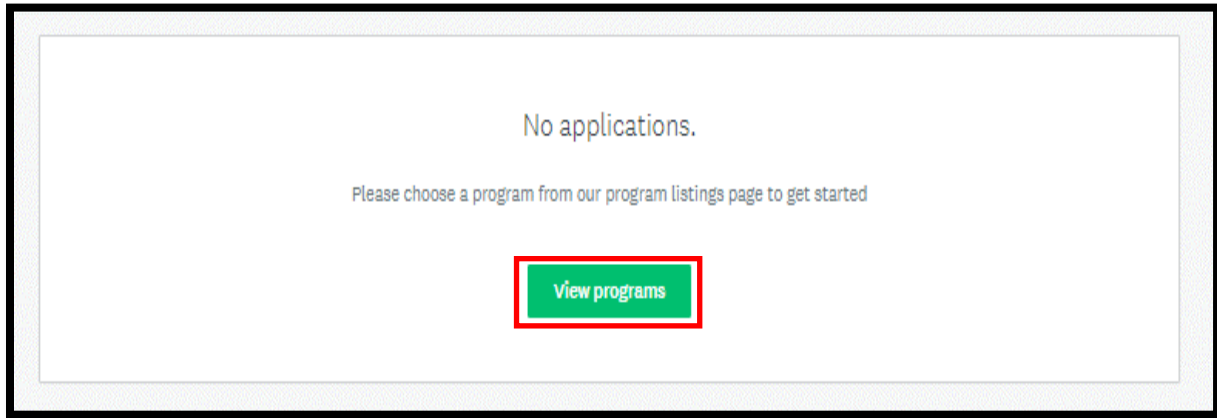
As you gain access to the portal, you will be asked to verify your account. Please click on the “Send verification link”.



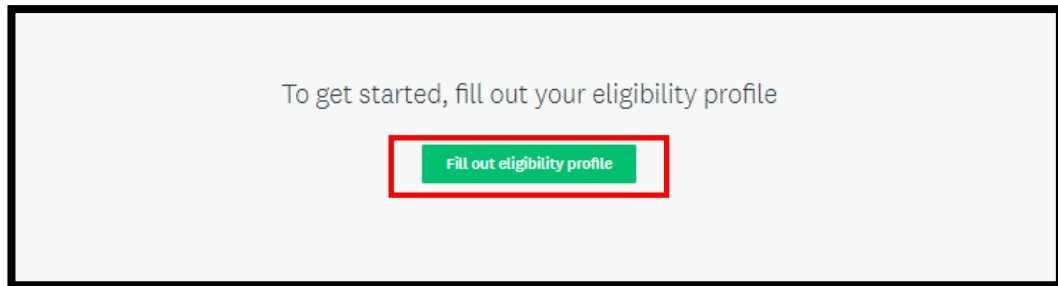
The verification page displays a yellow warning banner: "Your email address has not been verified: You will not be able to submit applications or complete certain tasks until you have verified your email address." A green "Send verification link" button is highlighted with a red border. Below the banner, the text reads "No applications. Please choose a program from our program listings page to get started." A green "View programs" button is located at the bottom.

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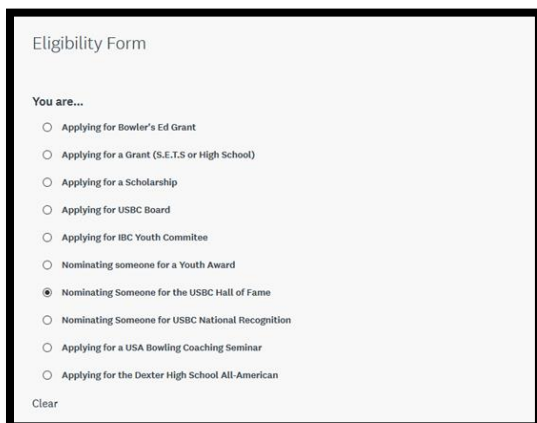
After you have verified your account, you can begin the eligibility process to see the applications you are eligible to complete. Click on the “View programs” tab.



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



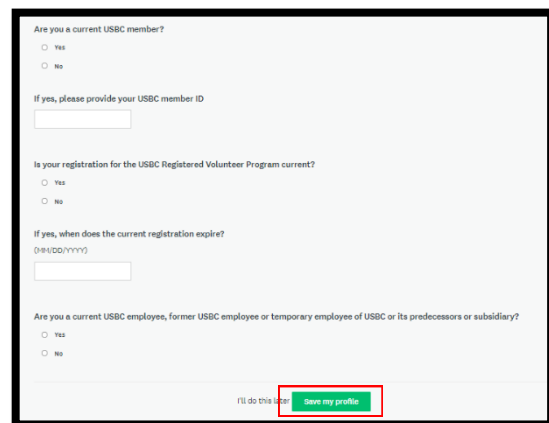
When the Eligibility form comes up, select the appropriate button pertaining to the applications you are interested in applying for. You will then need to answer the appropriate questions to verify eligibility and click on the “Save my profile” tab.



The screenshot shows the "Eligibility Form" with a list of application categories under the heading "You are...". The categories are:

- Applying for Bowler's Ed Grant
- Applying for a Grant (S.E.T.S or High School)
- Applying for a Scholarship
- Applying for USBC Board
- Applying for IBC Youth Committee
- Nominating someone for a Youth Award
- Nominating Someone for the USBC Hall of Fame
- Nominating Someone for USBC National Recognition
- Applying for a USA Bowling Coaching Seminar
- Applying for the Dexter High School All-American

At the bottom left of the list, there is a "Clear" link.



The screenshot shows the continuation of the "Eligibility Form" with several questions:

- Are you a current USBC member?  
 Yes  
 No
- If yes, please provide your USBC member ID
- Is your registration for the USBC Registered Volunteer Program current?  
 Yes  
 No
- If yes, when does the current registration expire?  
(MM/DD/YYYY)
- Are you a current USBC employee, former USBC employee or temporary employee of USBC or its predecessors or subsidiary?  
 Yes  
 No

At the bottom right, there is a green button labeled "save my profile" which is highlighted with a red rectangular border. To its left, the text "I'll do this later" is visible.

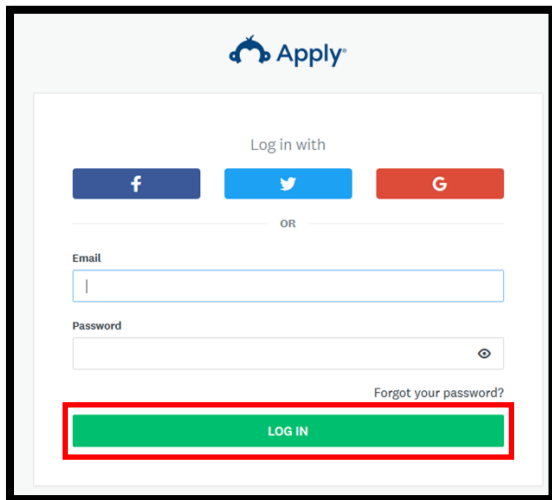
You will now be directed to the appropriate applications.

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When logging back into the portal, you will need to click “Log In” in the upper-right of the screen.

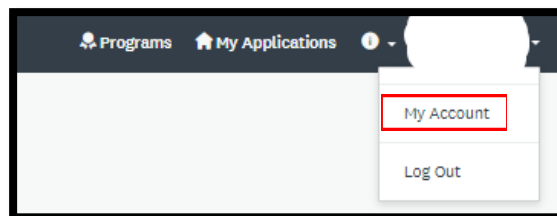


To log in, you will need to use your credentials and click the “LOG IN” button. If you forgot your password, you would need to click on the “Forgot your password” link to get it reset.



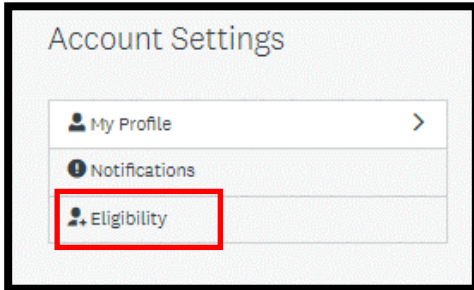
If you are interested in applying for another program, or nominating someone for an award, you will need to update your eligibility. This will allow the system to search for the correct criteria relating to your applications.

In the top right corner, click on your name for the drop-down menu. Once the menu is visible, click on “My Account”.

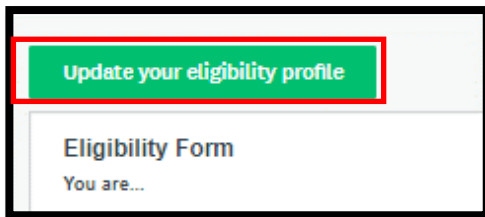


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When you have accessed your account, your account settings will be on the left. This is where you will be able to update information regarding your account. You will see the “Eligibility” on the bottom. This will pull up your current eligibility profile.



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.

