

Submitting Grant Recommendations

- 1) On the Berkshire Taconic website (<http://www.berkshiretaconic.org/>) click “Donor Login” in the top right corner of the webpage

Berkshire Taconic
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- 2) You will then be prompted to log in to the account. Enter your user ID, password and click “Sign On”.

DONORCENTRAL SIGN ON

User ID Password

[Forgot Your Password?](#)

- 3) Once you are logged in to your account you will be taken to the homepage. Click on the “Recommendations” tab at the top of the page:

Site Configuration • **Recommendations (13)** • Pending recommendations • Logged in as: YourName • Logout

Home Fund Summary Recommend a Grant Forms FAQ Help/Contact Us

- 4) Once selected, you will be taken to a list of your unsubmitted recommendation(s). From here you can submit the grant(s) by checking the box(es) off to the left and clicking “Submit List”.
 - a. You can also edit the grant by selecting the “edit” button
 - b. You can delete the grant by clicking on the “x” icon

Advisor: Your Name

Unsubmitted Grant Recommendations \$10,500.00

To submit your recommendations, check one or more of the boxes on the left and click the **Submit List** button only once. When submitting a large number of grants, this may take a few minutes. You will receive a confirmation prompt once the submission process has completed.

<input type="checkbox"/>	Organization Name	Amount	Actions
<input type="checkbox"/>		\$1,000.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$500.00	Delete <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$500.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$500.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$750.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$750.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$750.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$750.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$750.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$1,000.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$1,500.00	Edit <input checked="" type="button" value="x"/>
<input type="checkbox"/>		\$1,500.00	Edit <input checked="" type="button" value="x"/>

Click here once you're ready to submit the grant(s)

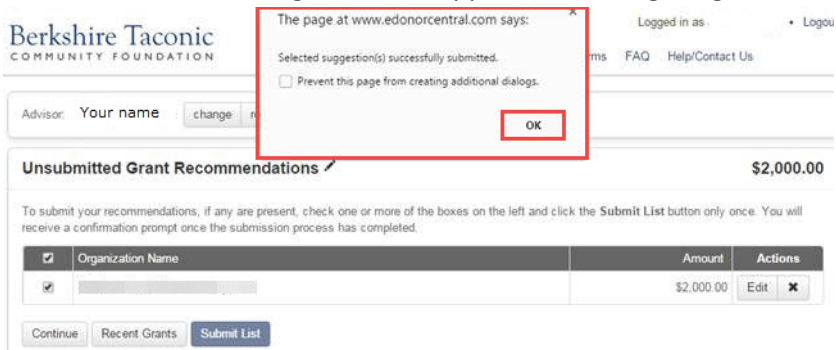
Check here to mark off all grants

You can check off grants individually using the check boxes here

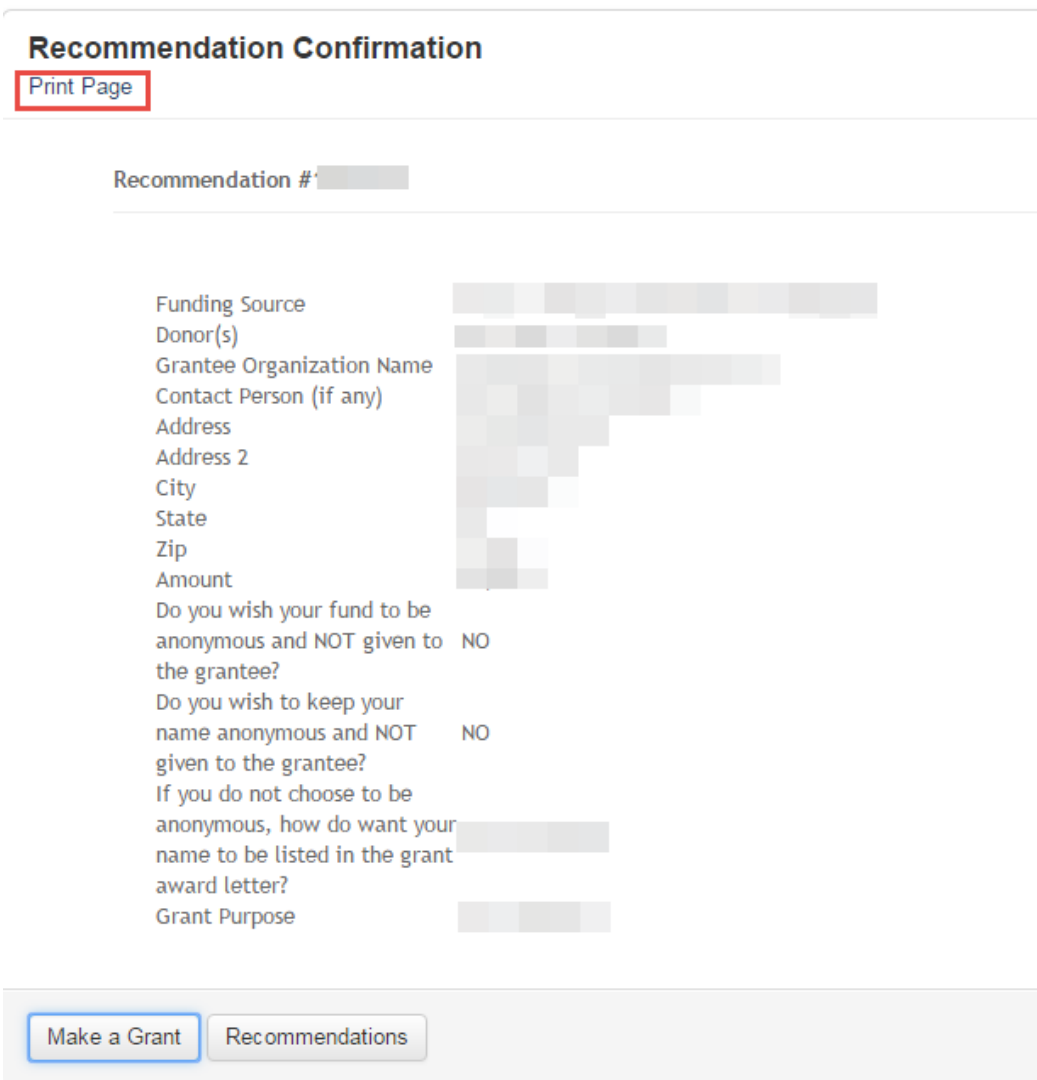
Use the edit button to edit the grant

If you have any questions or need additional information please contact Shela Hidalgo at shidalgo@berkshiretaconic.org or by phone at (413) 429-8418

- 5) Once submitted, a dialogue box will appear confirming the grant was submitted



- 6) Once you click "OK" the page will refresh and a confirmation page will appear summarizing the information about your submitted recommendation(s). You can print this page.



If you have any questions or need additional information please contact Shela Hidalgo at shidalgo@berkshiretaconic.org or by phone at (413) 429-8418