



# Department of Tourism

Apply Online System

External User's Manual

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## Getting Started

Welcome to the Wisconsin Department of Tourism e-Grant system. This system will allow you submit grant applications electronically for the following grant programs:

- Joint Effort Marketing
- Meetings Mean Business
- Ready, Set, Go!
- Tourist Information Center

To access the site directly, you can go to the following URL:

<https://grants.travelwisconsin.com>

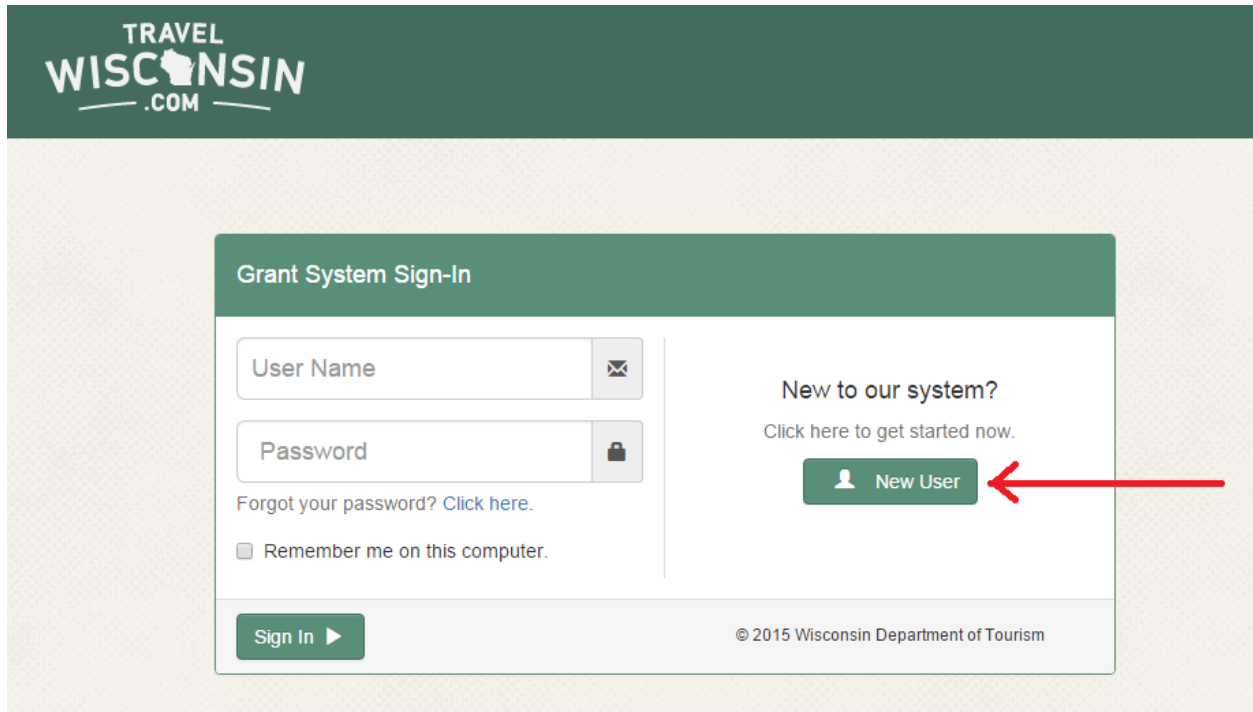
This user's manual will provide you with the information you need to manage your organization, your user account, and your grant applications.

## Managing Your Organization

This section describes how to set up and manage your organization and user account.

### Registering

Before you can access the system, you will need to register your organization. To do so, click on the “New User” button on the sign-in page:



**Note:** If you are affiliated with multiple organizations that request grants, you will need a separate account for each organization. In this case, simply click on the “New User” button again to register the second organization.

There are two ways to register your organization, either:

- a) With a registration code that has been provided to you by the Wisconsin Department of Tourism; or
- b) With the Federal Employer Identification Number (FEIN) of your organization.

**Note:** Before registration attempt, please check with the Department of Tourism to see if your organization already has a registration code.

Depending on which information you have, enter it into the appropriate field on the registration page and click the Submit button:

## Registration

Your Organization

Welcome to the Wisconsin Department of Tourism's e-grant system! The first step in the registration process is to check if your organization is already registered with us. If you have received a registration code from us, please enter it in the field below. This is a six-character code (for example, AY123X):

**Registration Code**

If you do not have a registration code, please enter your organization's Federal Employer Identification Number (FEIN). This is a nine-digit number issued by the IRS (for example, 12-3456789):

**FEIN**

An organization can only be registered once in the system. If another user has already registered for your organization, you will not be able to do so a second time.

You can now start to fill out the registration form for your organization. All fields marked with a red asterisk (\*) are required. If your organization has applied for grants in the past, some of the information may be pre-filled for you. In this case, please verify the data and make any corrections as needed:

## Registration

Your Organization

Welcome to the Wisconsin Department of Tourism's e-grant system! Please verify the information we have about your organization in the fields below:

**FEIN** 12-3456789

**NAICS Code: \***  [Click here](#) to search for your NAICS code.

**Organization Name: \***

**Mailing Address: \***

**City: \***

**County: \***

If our system has contact information from previous grant applications, you will be presented with a list of names as shown below. If you are one of these individuals, simply click the radio button next to your name and we will link you to the existing contact. If not, then click on “None of the above” and enter your information in the fields provided.

Your Information

Are you one of the following individuals? If so, please select the correct name:

Mary Smith

None of the above

Lastly, you will need to complete the section to set up your user account for the system. You must select a user name that is unique to the system and provide us with a valid email address. Your password must be at least 8 characters in length, contain a mix of upper and lower case characters, and at least one number or special character. You will also need to agree to our terms of use. When finished, click the “Create Account” button.

Your User Account

Please complete the fields below to set up your user account:

**Username: \***

**Email Address: \***

**Confirm Email: \***

**Password: \***

**Confirm Password: \***

**Terms of Use: \***

TERMS OF USE

For purposes of this agreement the term "Registrant" means any person or business making use of the registration system provide on this site.

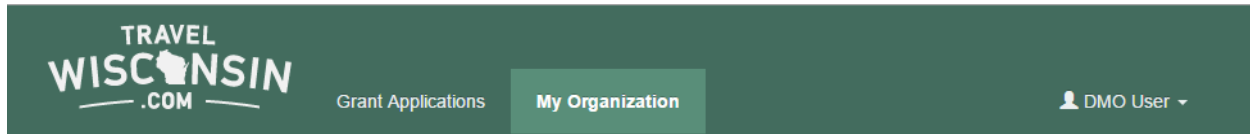
I have read and agree to the Terms of Use and Privacy Policy.

After creating your account, you will receive an email with a link. If email doesn't arrive promptly, be sure to check spam or junk mail folders. Please click this link to acknowledge that the email address you have provided is working. Until you do so, the system will remind you to perform this task.

Your organization is now registered, and you apply for grants!

## Updating Your Organization

If you need to provide update information about your organization, simply click on the “My Organization” menu on the heading:



Enter any updated information in the fields provided and click the “Save Changes” button. All fields marked with a red asterisk (\*) are required.


### My Organization

Organization Details

Organization name: *	<input type="text" value="My Organization"/>
FEIN: *	<input type="text" value="12-3456789"/>
Main phone:	<input type="text"/>
Fax:	<input type="text"/>
Other phone:	<input type="text"/>
Website:	<input type="text"/>
NAICS Code:	<input type="text" value="561591"/> <a href="#">Click here</a> to search for an NAICS code.

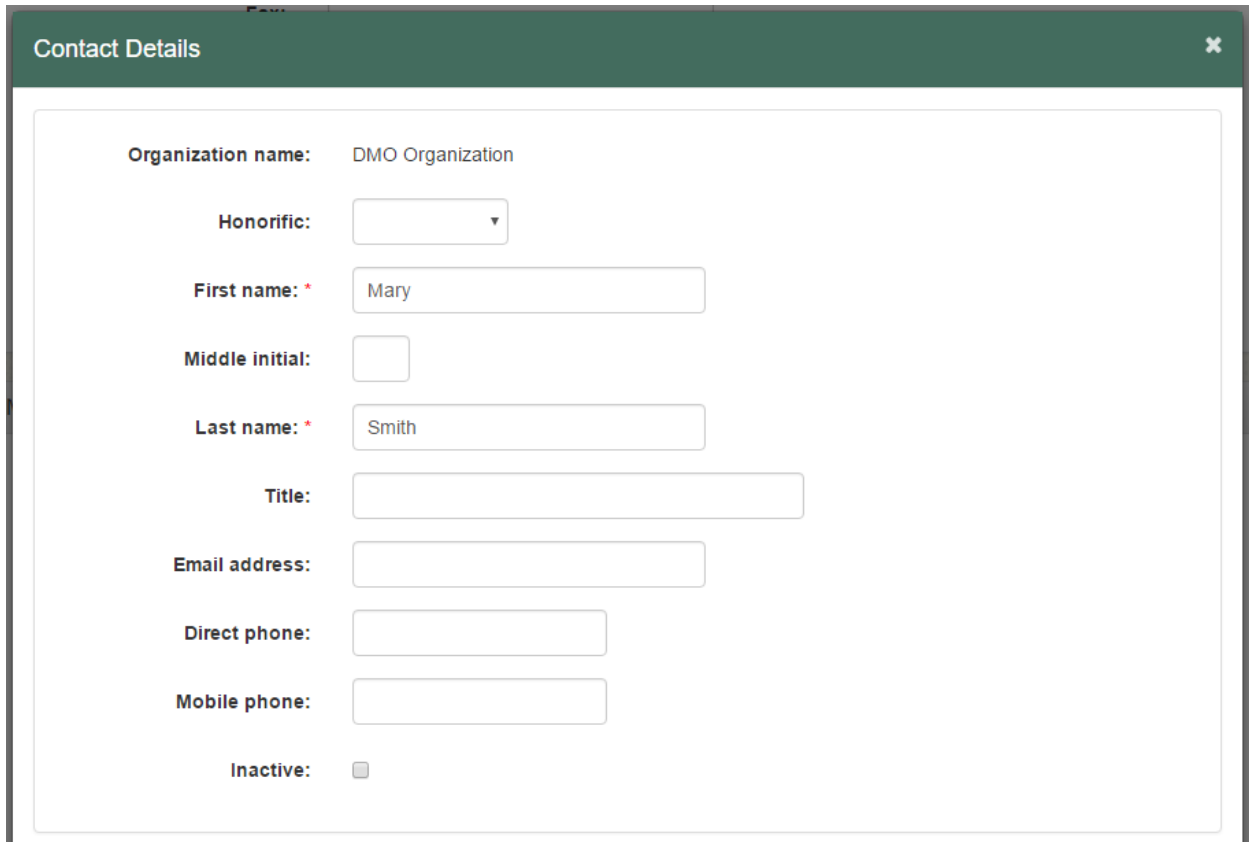
## Managing Contacts

You can also add, update and delete contacts from your organization from the My Organization page. The user icon next an individual’s name indicates they are a user of the system.

Contacts <input type="button" value="+ Add New"/>				
Name / Title	Phone	Email	Active	Action
DMO User  Director		myemail@myorganization.org	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Mary Smith			Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Note:** You cannot delete yourself, or contacts referenced on grant applications. For contacts who are no longer with your organization you can check the “Inactive” box on the contact detail screen.

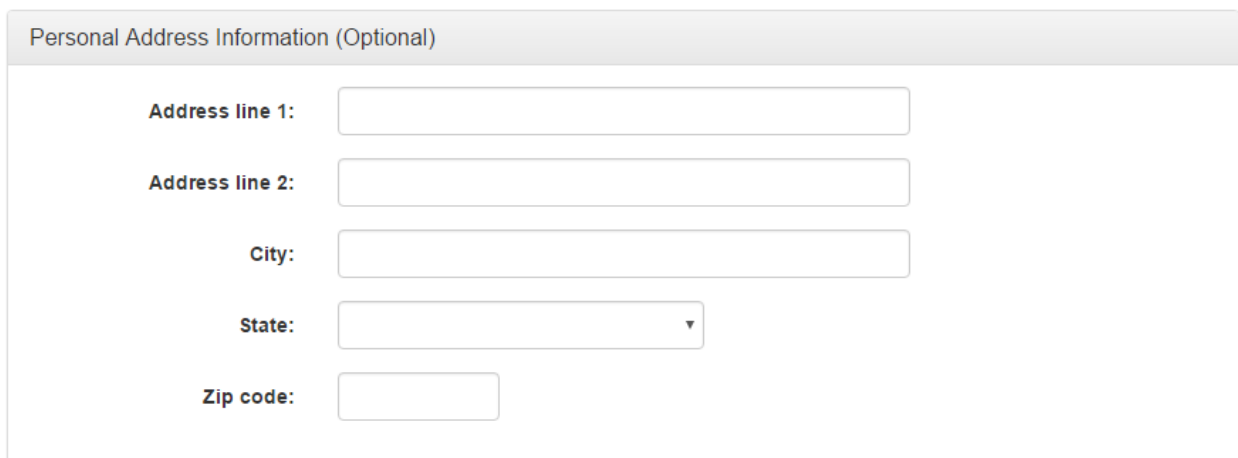
To add a new contact, click the “Add New” button. To edit an existing one, click the Edit button in the row with their name. The contact details screen will appear, and you can edit the person’s information. All fields marked with a red asterisk (\*) are required.



The image shows a 'Contact Details' form window with a dark green header and a close button (X) in the top right corner. The form contains the following fields:

- Organization name:** DMO Organization
- Honorific:** A dropdown menu.
- First name: \*** Text input field containing 'Mary'.
- Middle initial:** Text input field.
- Last name: \*** Text input field containing 'Smith'.
- Title:** Text input field.
- Email address:** Text input field.
- Direct phone:** Text input field.
- Mobile phone:** Text input field.
- Inactive:** A checkbox.

The Personal Address Information section is optional, and should only be used if the contact wishes to use an address different from that of the organization:



The image shows a 'Personal Address Information (Optional)' form section with a light gray header. The form contains the following fields:

- Address line 1:** Text input field.
- Address line 2:** Text input field.
- City:** Text input field.
- State:** Dropdown menu.
- Zip code:** Text input field.

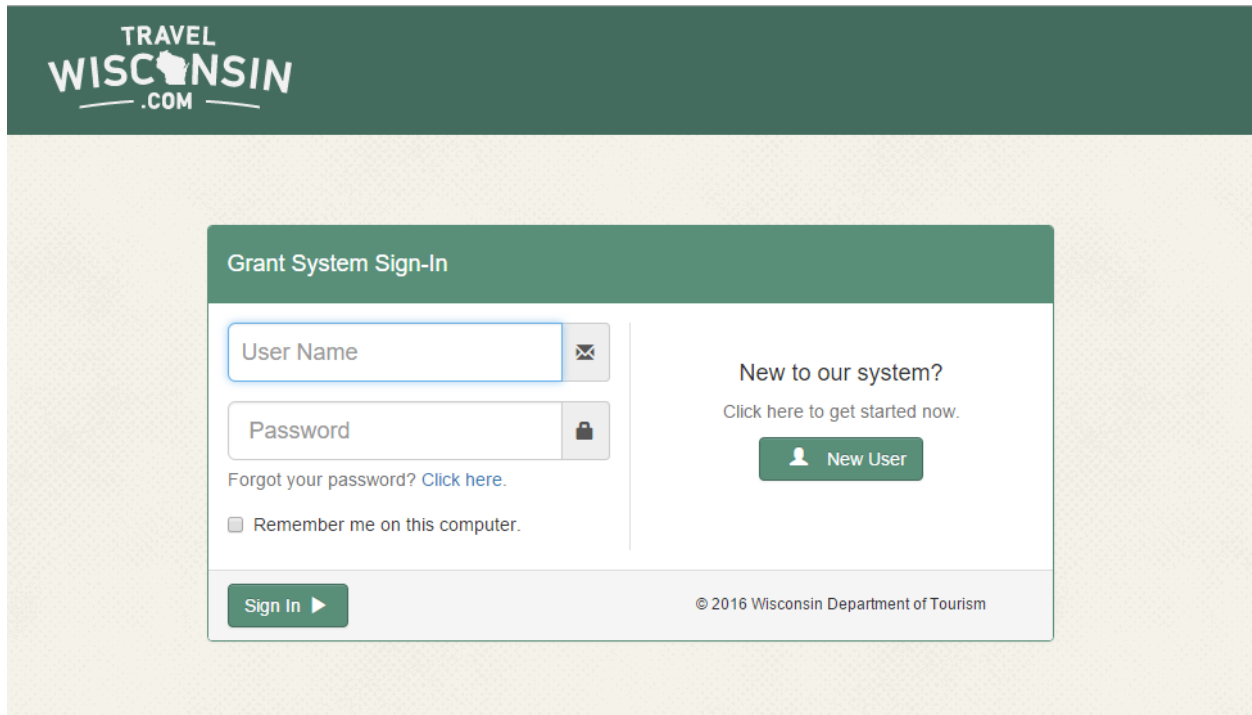


## Managing Your User Account

This section describes how to manage and maintain your user account and settings.

### Signing In

To sign into the system, visit the <https://grants.travelwisconsin.com> website:



The screenshot shows the 'Grant System Sign-In' page. At the top left is the 'TRAVEL WISCONSIN .COM' logo. The main content area has a green header with the text 'Grant System Sign-In'. Below this are two input fields: 'User Name' with an envelope icon and 'Password' with a lock icon. To the right of the password field is a link: 'Forgot your password? Click here.' Below the password field is a checkbox labeled 'Remember me on this computer.' At the bottom left is a green 'Sign In' button with a right-pointing arrow. On the right side of the form, there is a section titled 'New to our system?' with the text 'Click here to get started now.' and a green button labeled 'New User' with a person icon. At the bottom right of the form is the copyright notice '© 2016 Wisconsin Department of Tourism'.

**Note:** If you are already signed in, you will be redirected to the home page where you can manage and apply for grants.

To sign in, enter your user name and password and click the “Sign In” button. If you would like to avoid having to sign in again from the current computer, check the “Remember me on this computer” box before you click the button.

In the event that you cannot remember your password, click on the “Forgot your password?” link.

## Resetting Your Password

In the event that you forgot your password, you can reset it by clicking on the “Forgot your password?” link on the Sign-In page. Doing so will prompt you to enter your user name:

Account

Reset Password

If you have lost or forgotten your password, please enter the user name you use to access the site and click "Submit".

**UserName \***

If you do not remember your user name, please contact the Grant Administrator at the Department of Tourism for assistance.

Once you submit your user name, the system will send a message to the email address we have on file for you.

Account

Reset Password

An email has been sent to the address we have on file for your account and should arrive shortly.

Please check your email for a message with the subject like "Wisconsin Department of Tourism Password Reset". Click the link in the email to choose a new password for your account.

To protect your privacy, we will only send this information to the email address for this account.

Note: If you haven't received this email within a few minutes, check your "Junk Email" or "Spam" folders. If you have anti-spam software, it may block this email from getting to you. If you don't receive the email after a few minutes, you can [try again](#).

The email message will contain a link that will allow you to reset your password. Clicking on that link will take you to a page where you can select a new password. Passwords must be at least 8 characters in length, contain a mix of upper and lower case characters, and at least one number or special character.

Account

Reset Password

Please select a new password:

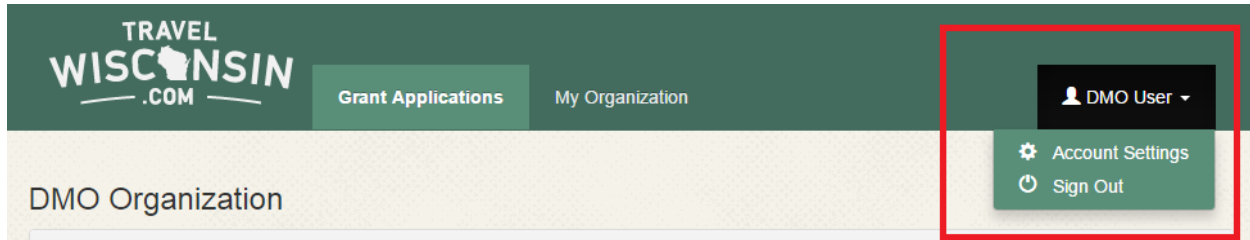
**Password \***

**ConfirmPassword \***

**Note:** For security purposes, the password reset link in the email message can only be used once and must be used within 24 hours of issuance. If you need to reset your password again, you will need to repeat the above steps in their entirety.

## Signing Out

When you are logged into the system, you will see your name on the right side of the page header. If you click on the name, you will see a menu that will allow you to sign out of the system:



If you select Sign Out, you will be signed out of the system and redirected to the Sign-In page.

## Updating Personal Information

To update your personal settings, select “Account Settings” from the menu under your name on the right side of the page header. This will take you to the account setting page where you can update your personal information:

A screenshot of the 'Account Settings' page. The page has a title 'Account Settings' and four tabs: 'Personal Information', 'Mailing Address', 'Change Email Address', and 'Change Password'. The 'Personal Information' tab is selected. The form contains the following fields:

- Organization:** DMO Organization
- Honorific:** A dropdown menu.
- First name: \*** Mary
- Middle initial:** An empty text box.
- Last name: \*** Smith
- Title: \*** Director
- Direct phone:** An empty text box.
- Mobile phone:** An empty text box.

At the bottom of the form is a green button labeled 'Save Changes'.

After changing the data in any section, click the button at the bottom to apply the changes.

## Updating Your Mailing Address

If you wish to use a mailing address separate from that of your organization, click on the “Mailing Address” tab on the account settings page. Enter your personal address information and click the button to save your changes.

**Account Settings**

Personal Information | **Mailing Address** | Change Email Address | Change Password

Please enter your mailing address, if different from your organization:

**Address line 1:**

**Address line 2:**

**City:**

**State:**

**Zip code:**

## Changing Your Email Address

To change your email address, select “Account Settings” from the menu under your name on the right side of the page header. This will take you to the account settings page. Click on the “Change Email Address” tab.

For security purposes, you will need to enter your current password and then type your new email address twice. Click on the button when finished.

**Account Settings**

Personal Information | Mailing Address | **Change Email Address** | Change Password

To change your email address, enter your new address in the fields below:

**Password: \***

**Email Address: \***

**Confirm Email: \***

**Note:** When you change your email address, the system will send you a confirmation email with a link in it. Clicking on this link lets the system know that you are receiving emails. Until you do this, the system will remind you that the email address has not been verified.

## Changing Your Password

To change your password, select “Account Settings” from the menu under your name on the right side of the page header. This will take you to the account settings page. Click on the “Change Password” tab.

For security purposes, you will need to enter your current password and then type your new password twice. Passwords must be at least 8 characters in length, contain a mix of upper and lower case characters, and at least one number or special character. Click on the button when finished.

### Account Settings

[Personal Information](#)   [Mailing Address](#)   [Change Email Address](#)   **Change Password**

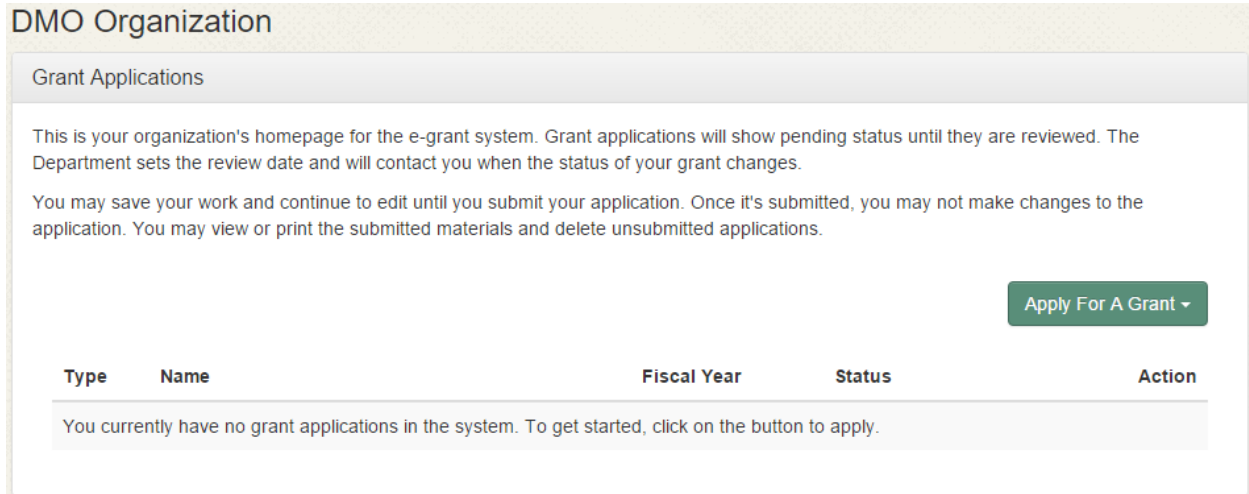
To change your password, please enter both your current password and your new password in the fields below:

<b>User name:</b>	dmo	
<b>Password: *</b>	<input type="password"/>	Passwords must be at least 8 characters in length and include mixed-case text and at least one number or special character.
<b>New password: *</b>	<input type="password"/>	
<b>Confirm password: *</b>	<input type="password"/>	

If you already have an account in the system and do not remember your password, please use the password reset feature on the login page.

## Grant Applications

To access the grant application functionality of the system, click on the “Grant Applications” menu on the page header:



DMO Organization

Grant Applications

This is your organization's homepage for the e-grant system. Grant applications will show pending status until they are reviewed. The Department sets the review date and will contact you when the status of your grant changes.

You may save your work and continue to edit until you submit your application. Once it's submitted, you may not make changes to the application. You may view or print the submitted materials and delete unsubmitted applications.

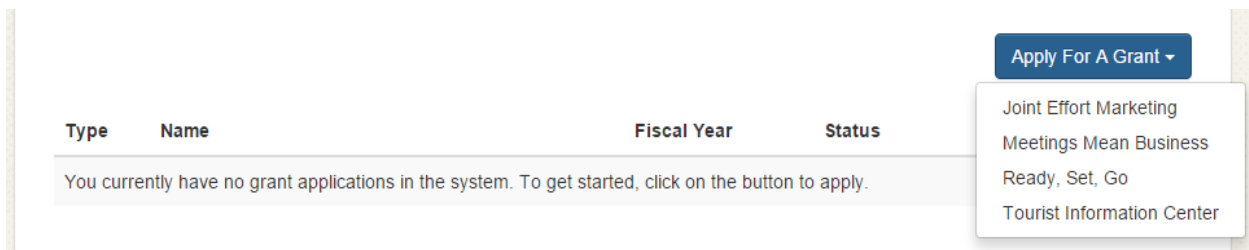
Apply For A Grant ▾

Type	Name	Fiscal Year	Status	Action
You currently have no grant applications in the system. To get started, click on the button to apply.				

This page will show you any grant applications you have submitted previously, as well as

### Applying for a Grant

To apply for a grant, click on the “Apply For A Grant” button and select the desired grant type from the drop-down menu. The types available to you will depend on the NAICS code of your organization:



Apply For A Grant ▾

- Joint Effort Marketing
- Meetings Mean Business
- Ready, Set, Go
- Tourist Information Center

Type	Name	Fiscal Year	Status
You currently have no grant applications in the system. To get started, click on the button to apply.			

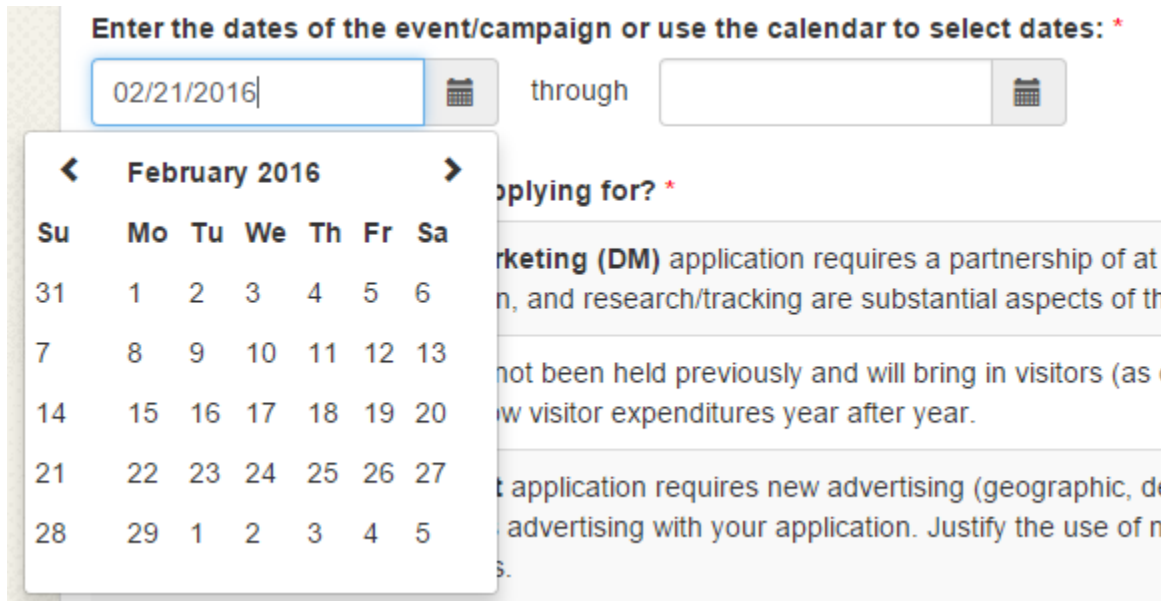
If a grant type is unavailable to you and you believe it should be, please check your NAICS code on the “My Organization” page. If the code is correct, and you are still unable to apply for the grant you desire, please contact the Department of Tourism Grant Coordinator.

When you start a grant application, you will be taken through a multi-step application process. This process will be different depending on the type of grant being applied for.

Here are some tips for completing your application:

- 1) Navigate through the steps by clicking on the Next and Previous buttons at the bottom of each page. Required fields must be completed before advancing to the next step. Until grant is submitted, these fields can be edited.
- 2) All fields marked with a red asterisk (\*) are required in order to be able to advance to the next step.

3) Date fields can be filled in by typing the date in a MM/DD/YYYY format, or by clicking on the calendar next the field and selecting a date from the pop-up calendar:



4) Each grant program has rules regarding when grants can be applied for. If the deadlines for applying have passed, the system will prevent you from completing your application.

5) It is not necessary to complete your grant application in one session. If you run out of time, or have to gather more information, you can return to the site at a later time and pick up where you left off.

6) At the end of the application you will be shown a checklist of all the steps showing the status of each portion of your application. You can click on any step to navigate directly to it. When all steps have been completed, you can submit your application by clicking the "Submit Application" button on the final page. Upon doing so, you will receive a confirmation email and the Department of Tourism Grant Coordinator will be notified.

7) If at any time through this process you have any questions or need clarification, please contact the Department of Tourism Grant Coordinator.

## Managing Your Grant Applications

From the “Grant Applications” page, you can manage your grant applications:

### DMO Organization

Grant Applications

This is your organization's homepage for the e-grant system. Grant applications will show pending status until they are reviewed. The Department sets the review date and will contact you when the status of your grant changes.

You may save your work and continue to edit until you submit your application. Once it's submitted, you may not make changes to the application. You may view or print the submitted materials and delete unsubmitted applications.

[Apply For A Grant](#) ▾

Type	Name	Fiscal Year	Status	Action
JEM	Snazzy Marketing Campaign		Incomplete	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

If an application has not been submitted, you can edit or delete it. However, these options will not be available once the grant application has been submitted.

You can also print your grant application by clicking on the Print button. This will produce a printer-friendly version of your application if you have a need for a hard copy.

If your organization has applied for grants in the past, you may also see a list of these grant applications as well. You will not be able to interact with these, but they are shown here for your reference.