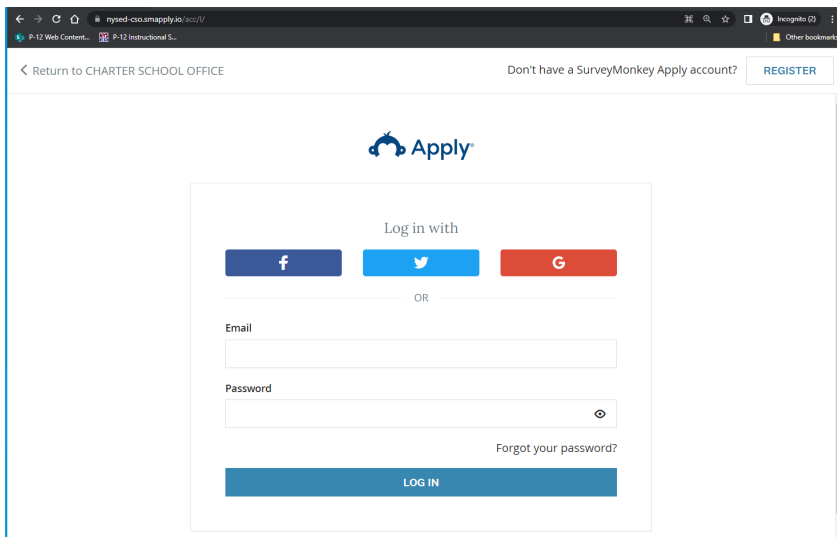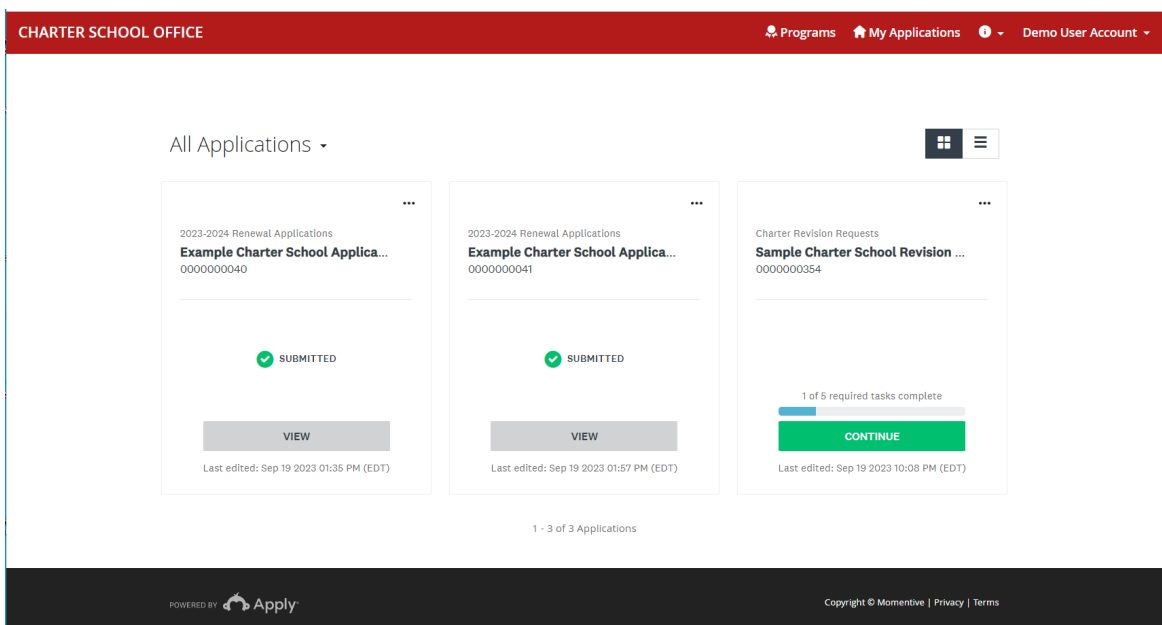**NEW YORK STATE EDUCATION DEPARTMENT**
Charter School Office

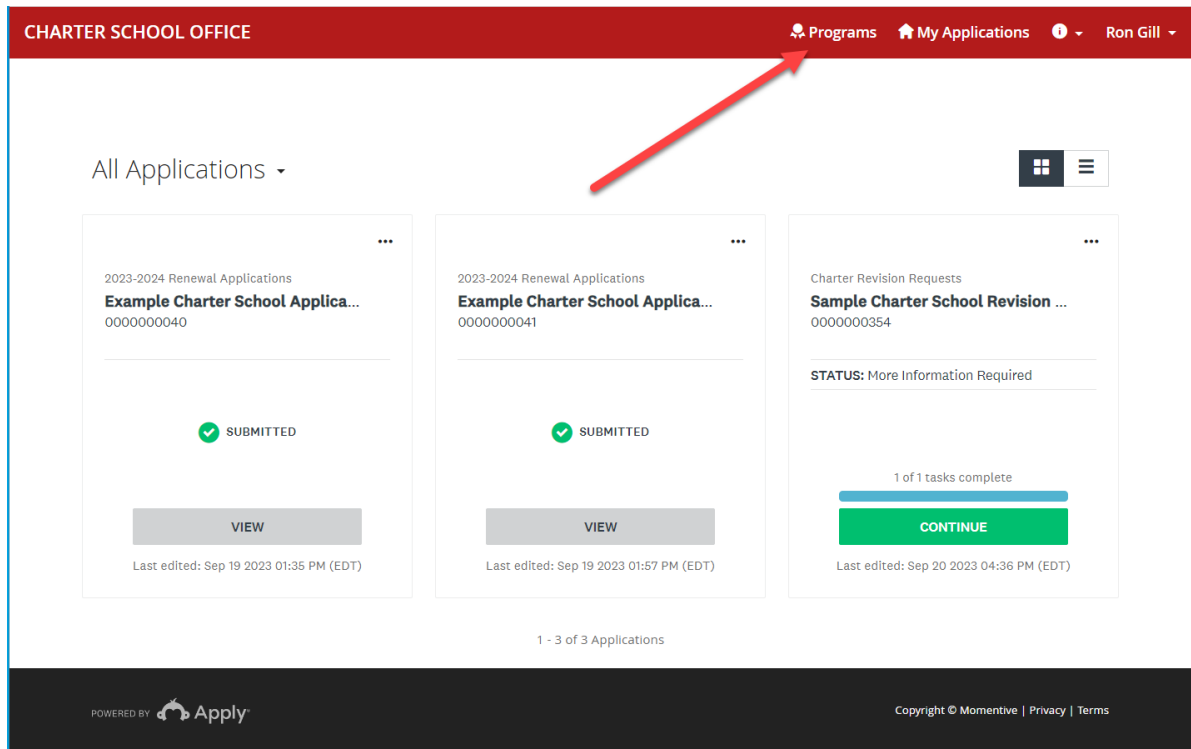**Instructions on How to Add Board of Trustee Member Application**

1. Before starting the application in the portal, please review the guidance on our website on the BOR-Authorized Charter School Policies, Procedures & Resources web page under the Adding a Board of Trustee Member section.

2. After reading the above directions and you are ready to begin the application process in the Charter School Office portal, begin by logging in to the portal at https://nysed-cso.smapply.io/prog/
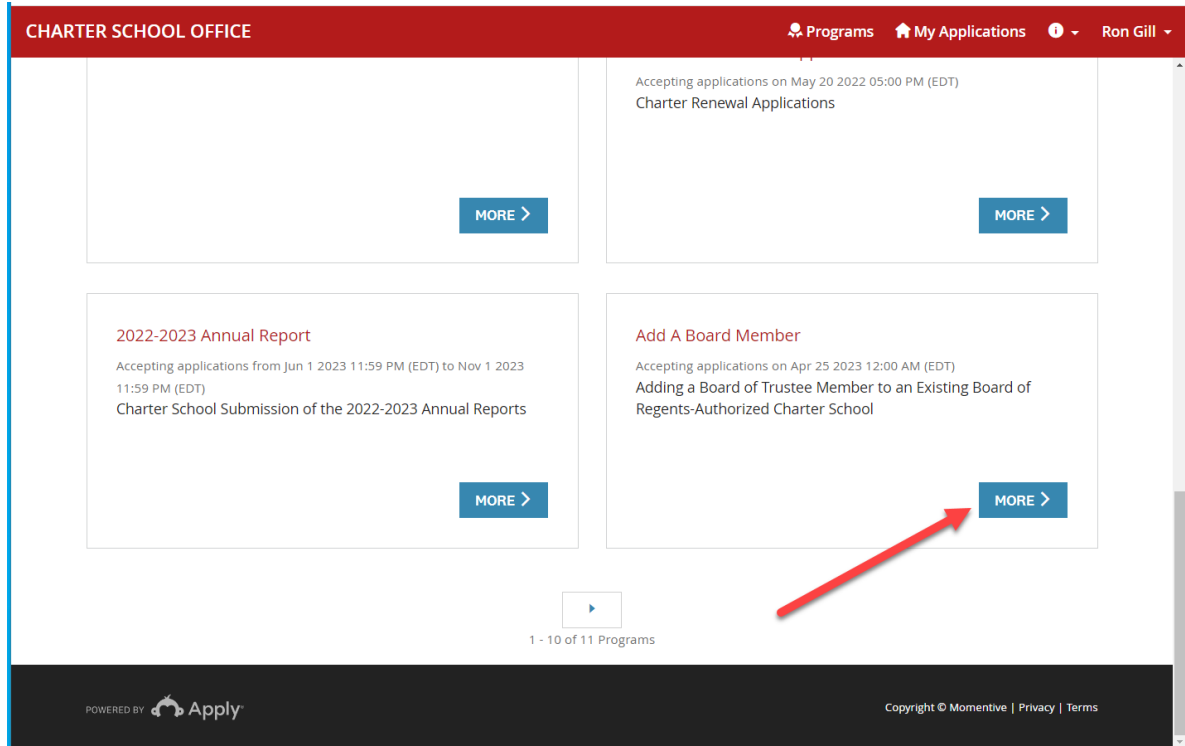

The Applications Dashboard will show all applications associated with your account. Here is an example applicant dashboard:
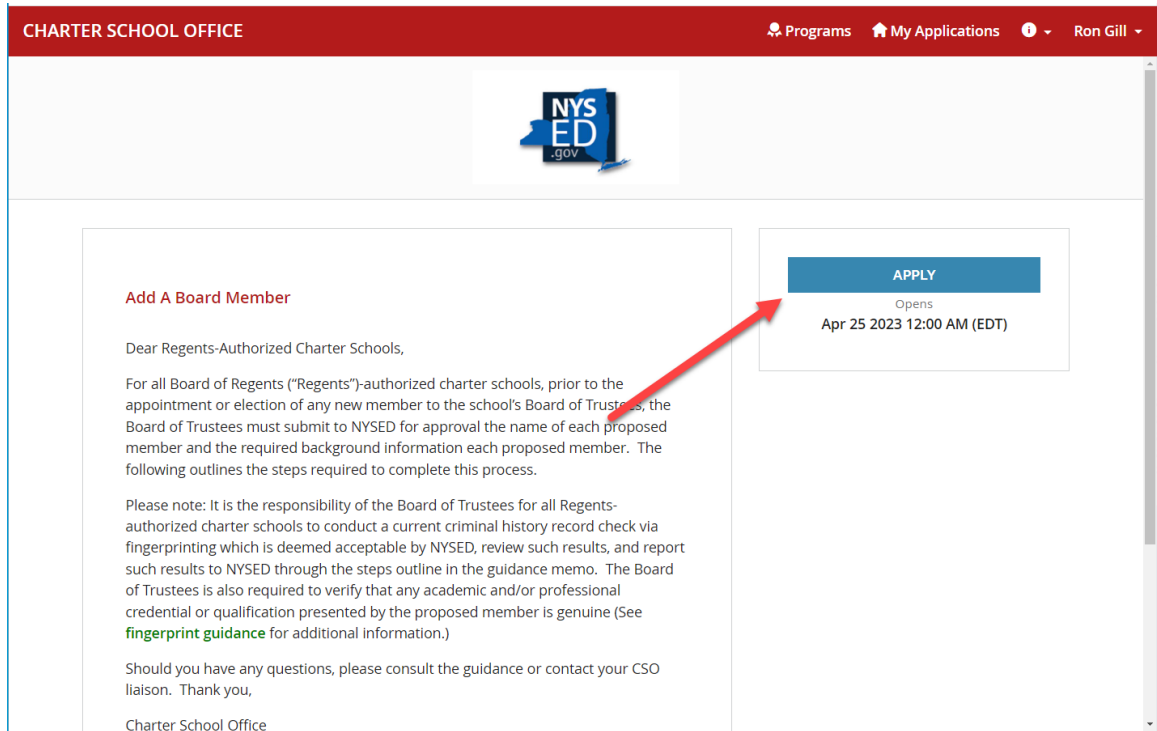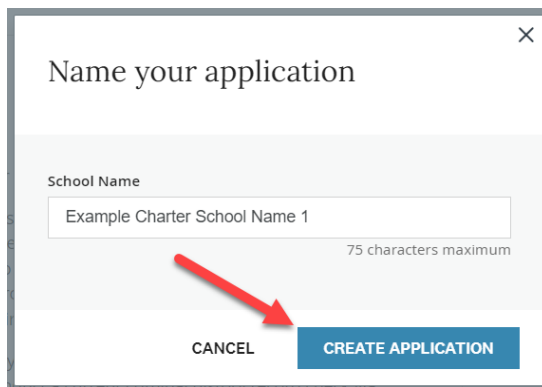
3. Click the *Program* link in the top menu bar:

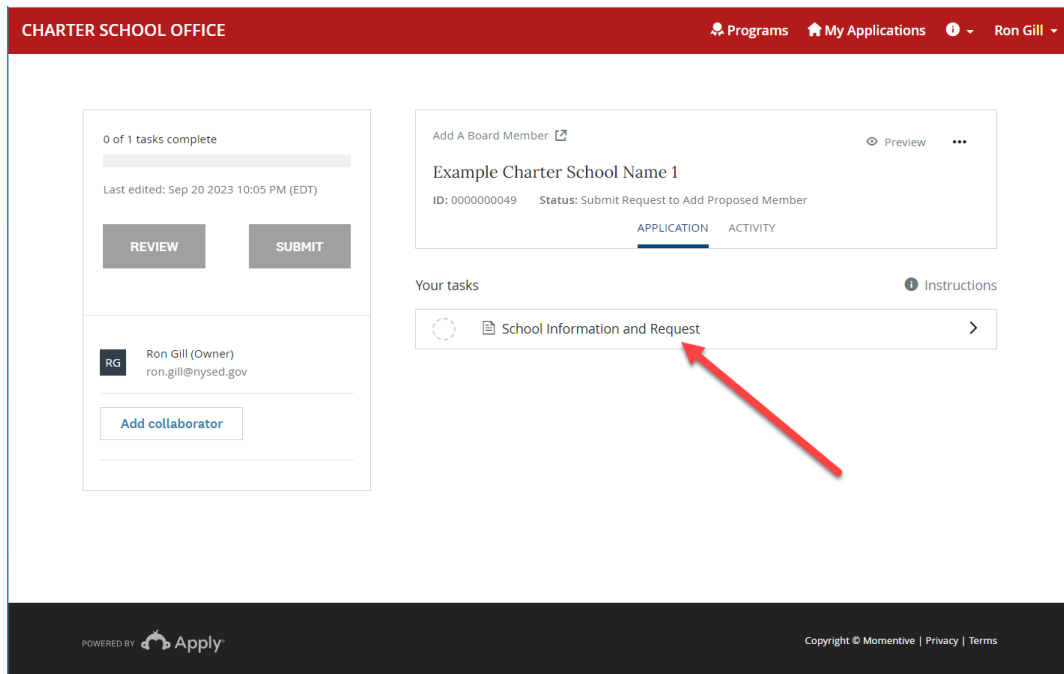4. Scroll down to the *Add a Board Member* option and click the *More >* button:

5. Click the *Apply* button to start the application:

6. Name the new application and click the *Create Application* button:

7. Click the School Information and Request link to begin editing the application:
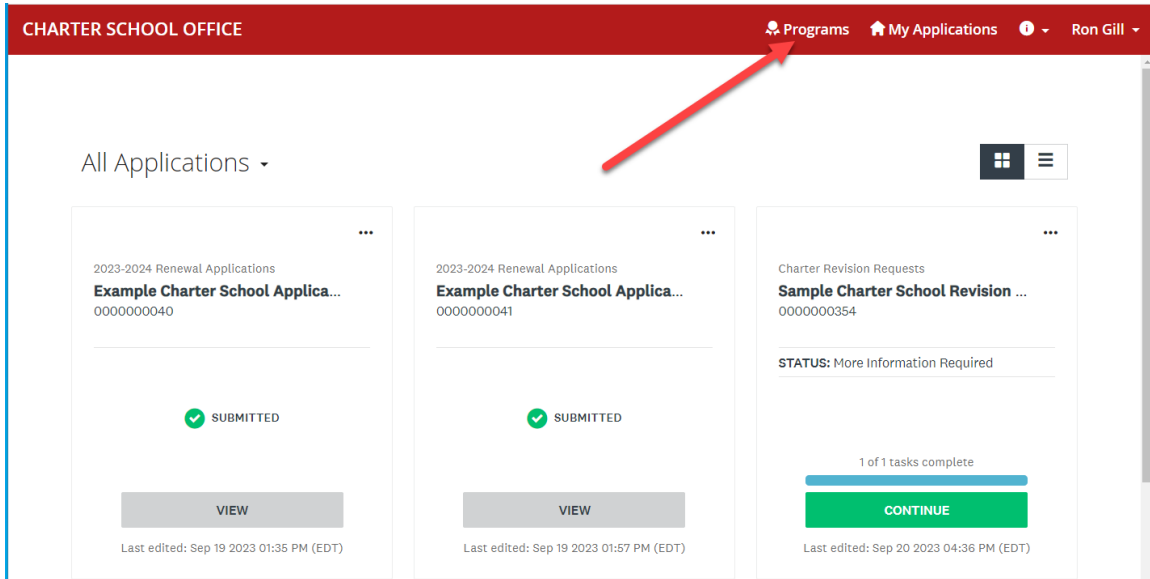

Additional Board of Trustee Applications

All proposed candidates must be submitted on their own individual portal applications. To add additional applications for more than one Board of Trustee member please follow the following directions:
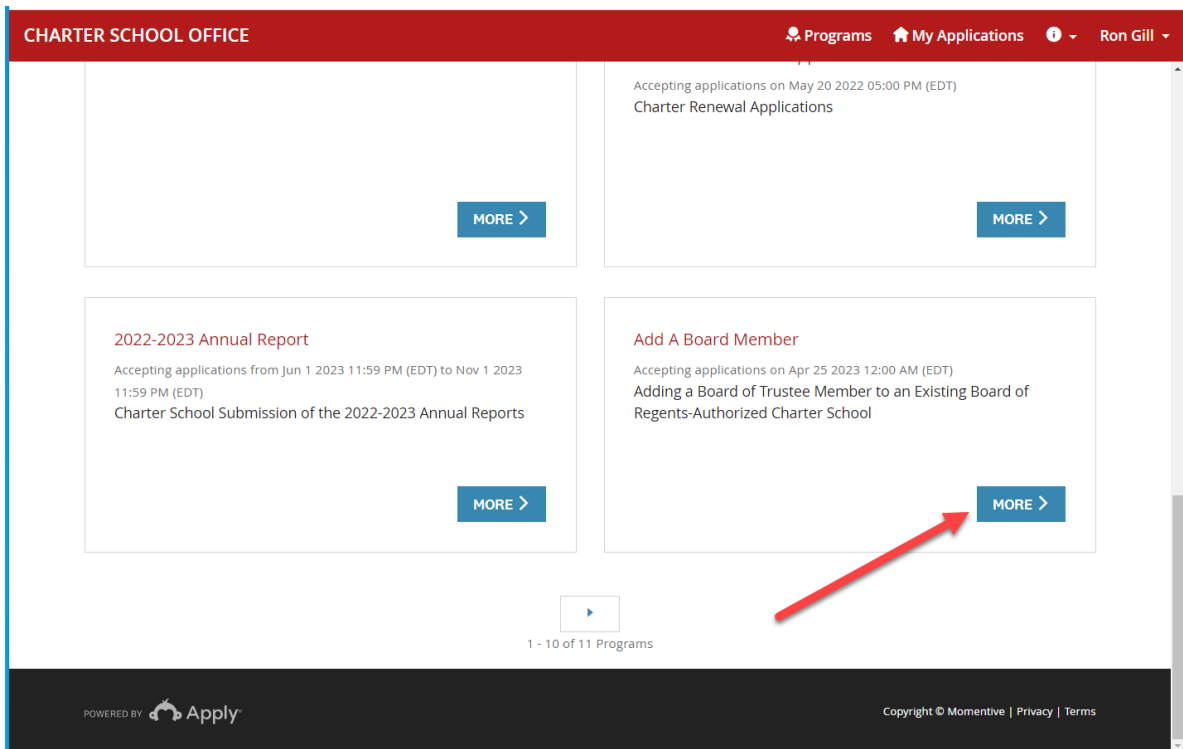
Instructions on How to Add Additional Board of Trustee Member Applications

Once a Board Member application has been submitted, additional applications can be added as follows:
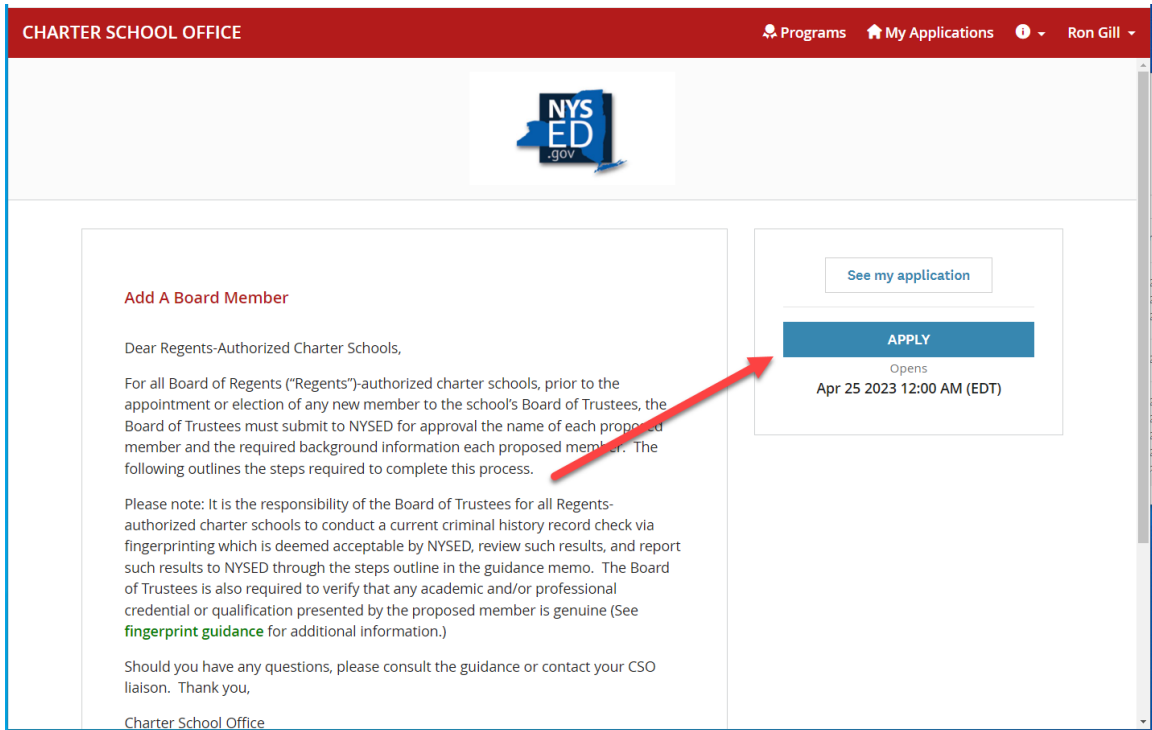
1. Click on the Program menu link on the top menu bar:

2. Scroll down to the *Add a Board Member* option and click the *More >* button:

3. Click on the *Apply* button to start another application. Note that this page will now show a *See my application* link above the apply button since a previous application has been submitted:

4. Name the second Board of Trustees application:

5. Your main dashboard page under the *My Applications* link will then show two Board Member applications: