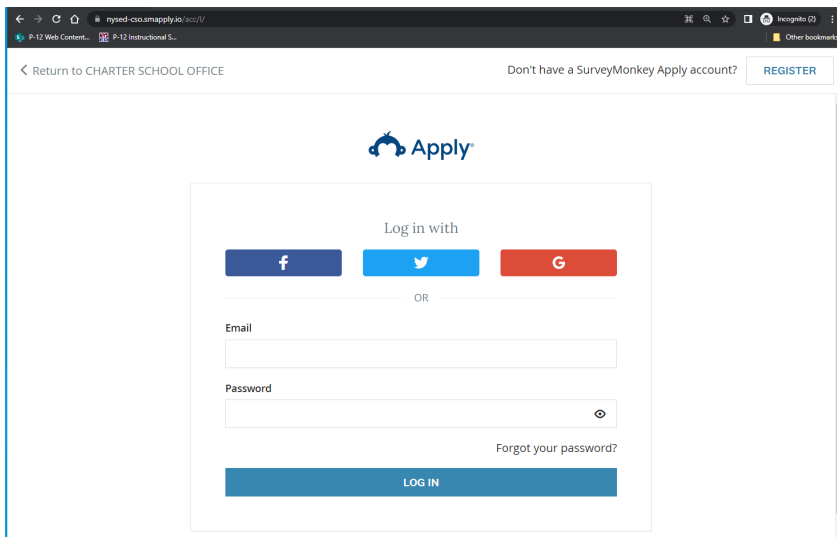




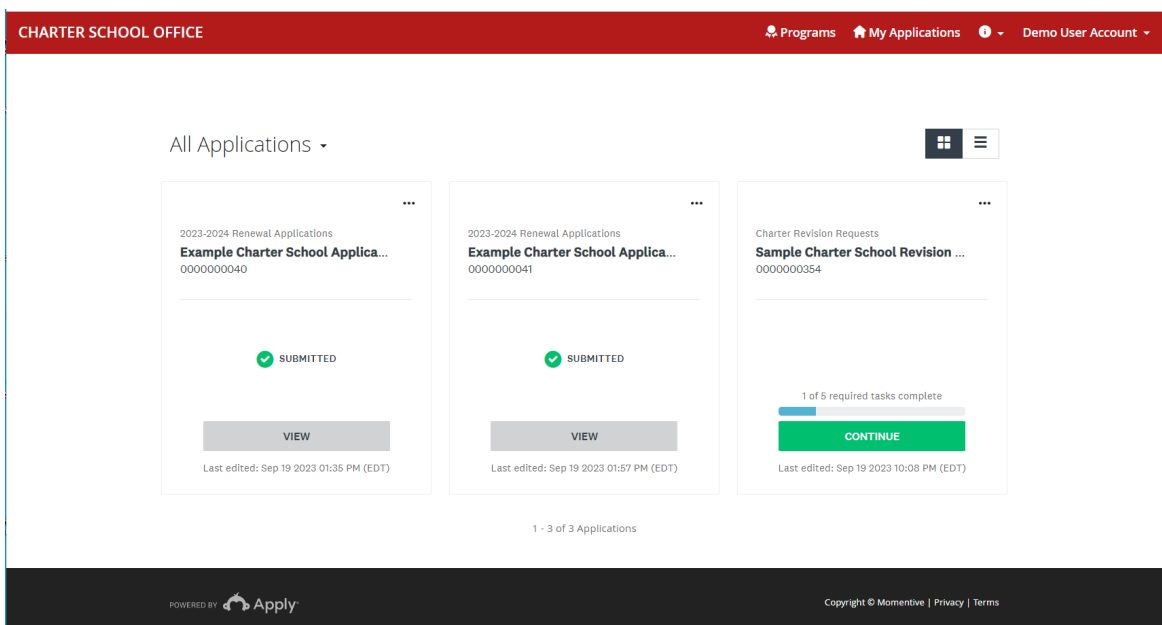
NEW YORK STATE EDUCATION DEPARTMENT Charter School Office

Instructions on How to Add Board of Trustee Member Application

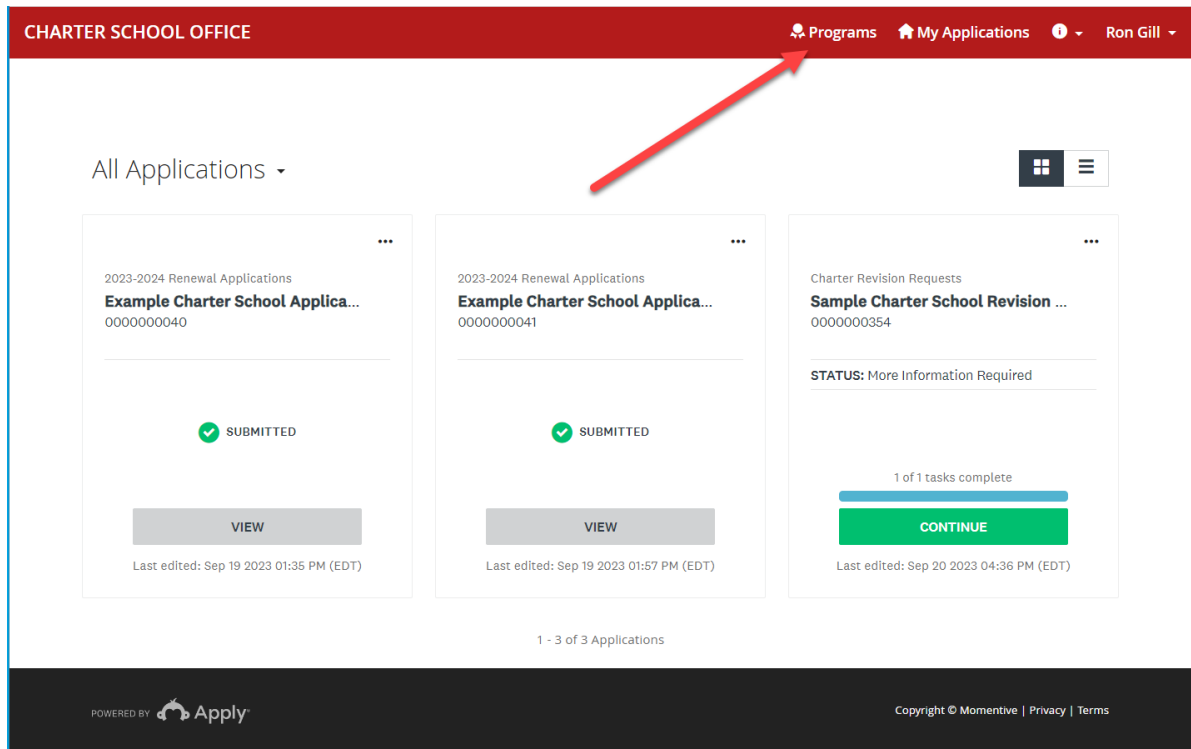
1. Before starting the application in the portal, please review the guidance on our website on the [BOR-Authorized Charter School Policies, Procedures & Resources](#) web page under the Adding a Board of Trustee Member section.
2. After reading the above directions and you are ready to begin the application process in the Charter School Office portal, begin by logging in to the portal at <https://nysed-cso.smapply.io/prog/>



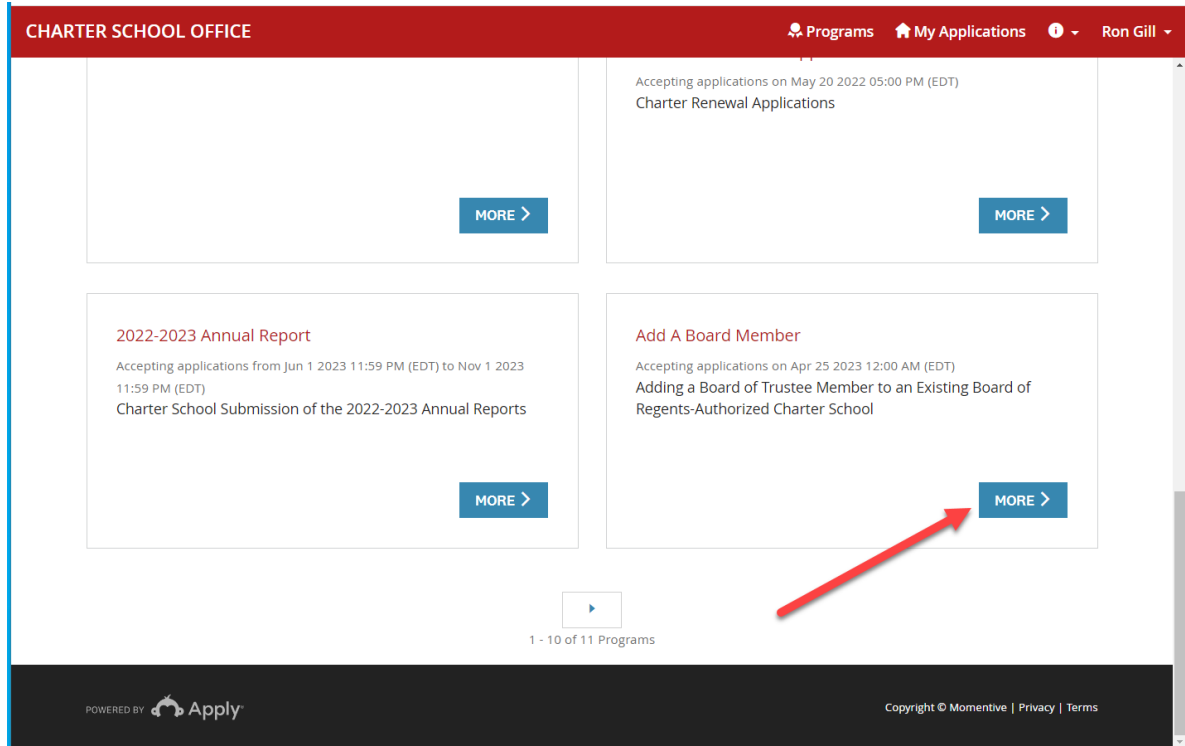
The Applications Dashboard will show all applications associated with your account. Here is an example applicant dashboard:



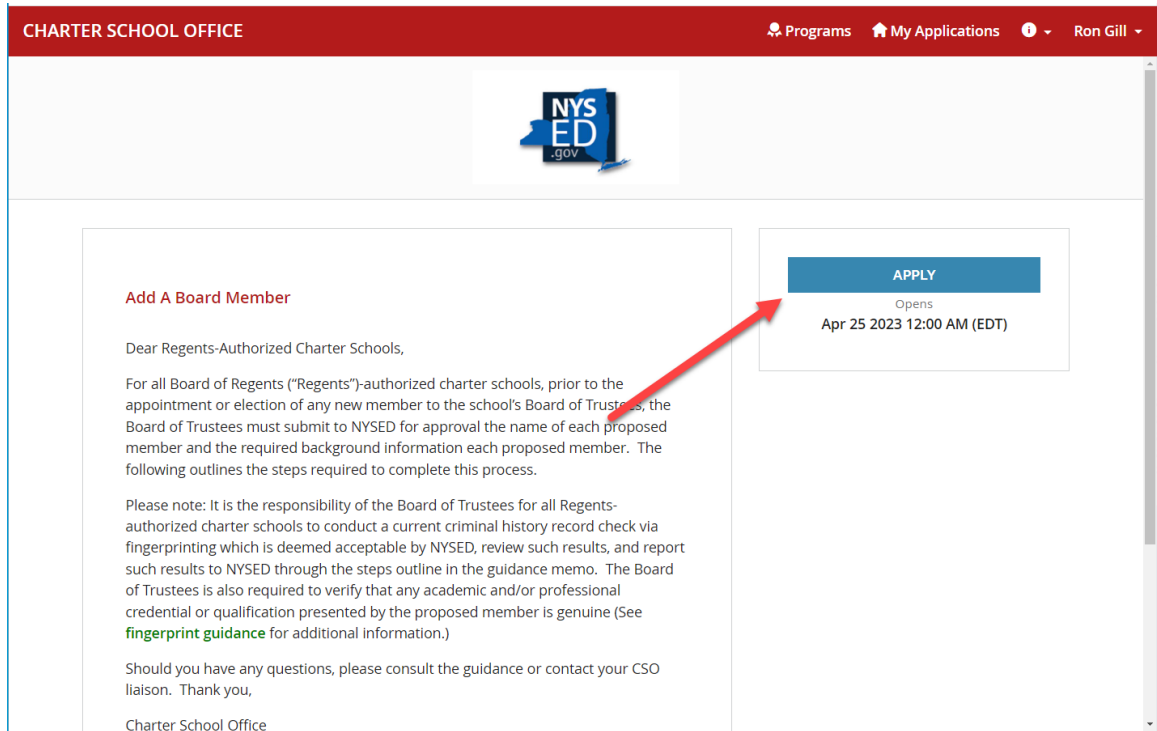
3. Click the **Program** link in the top menu bar:



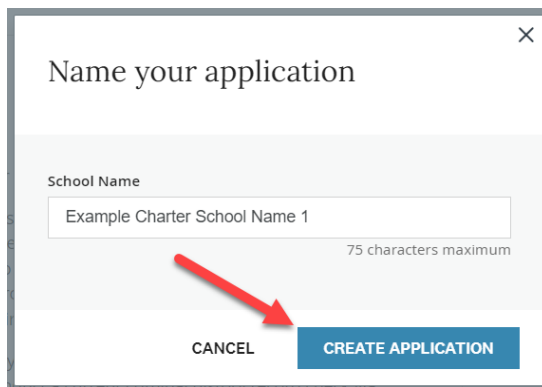
4. Scroll down to the **Add a Board Member** option and click the **More >** button:



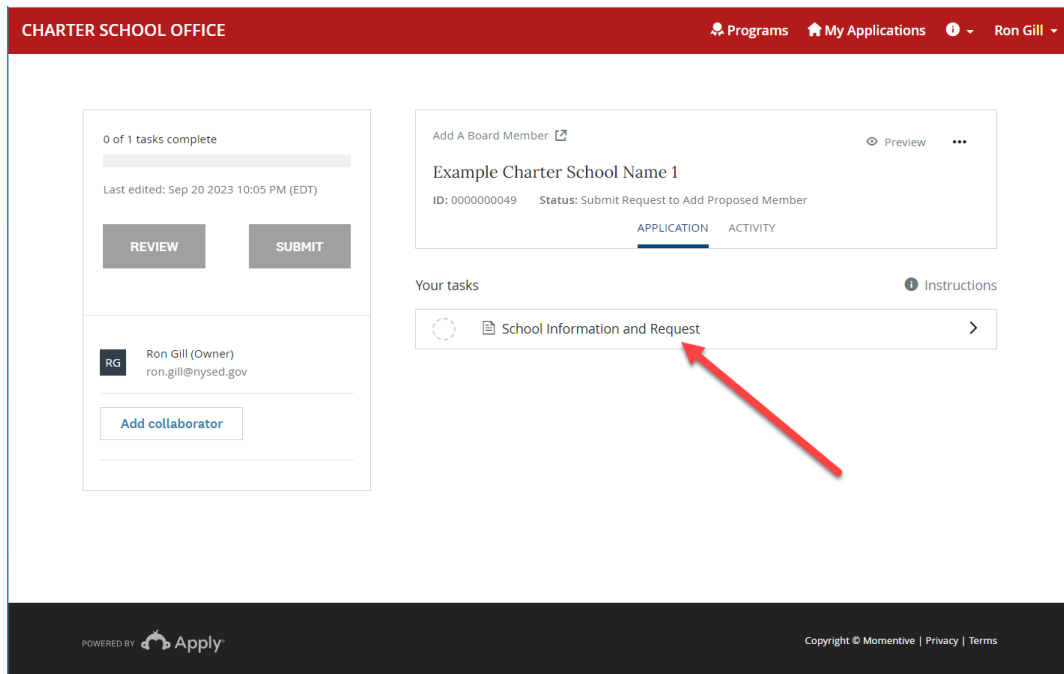
5. Click the **Apply** button to start the application:



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



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



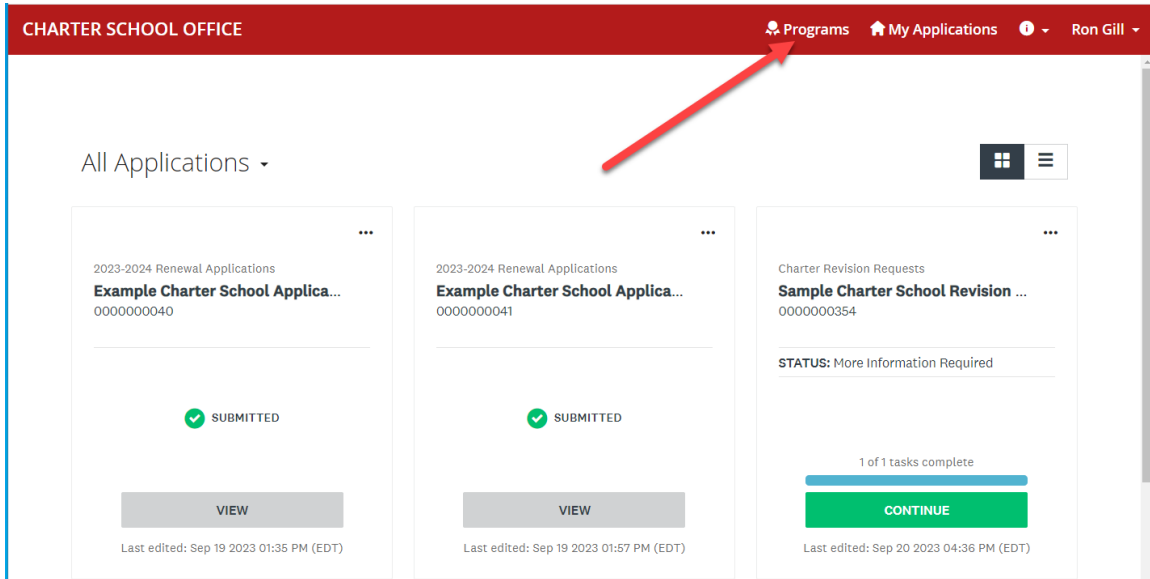
Additional Board of Trustee Applications

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:

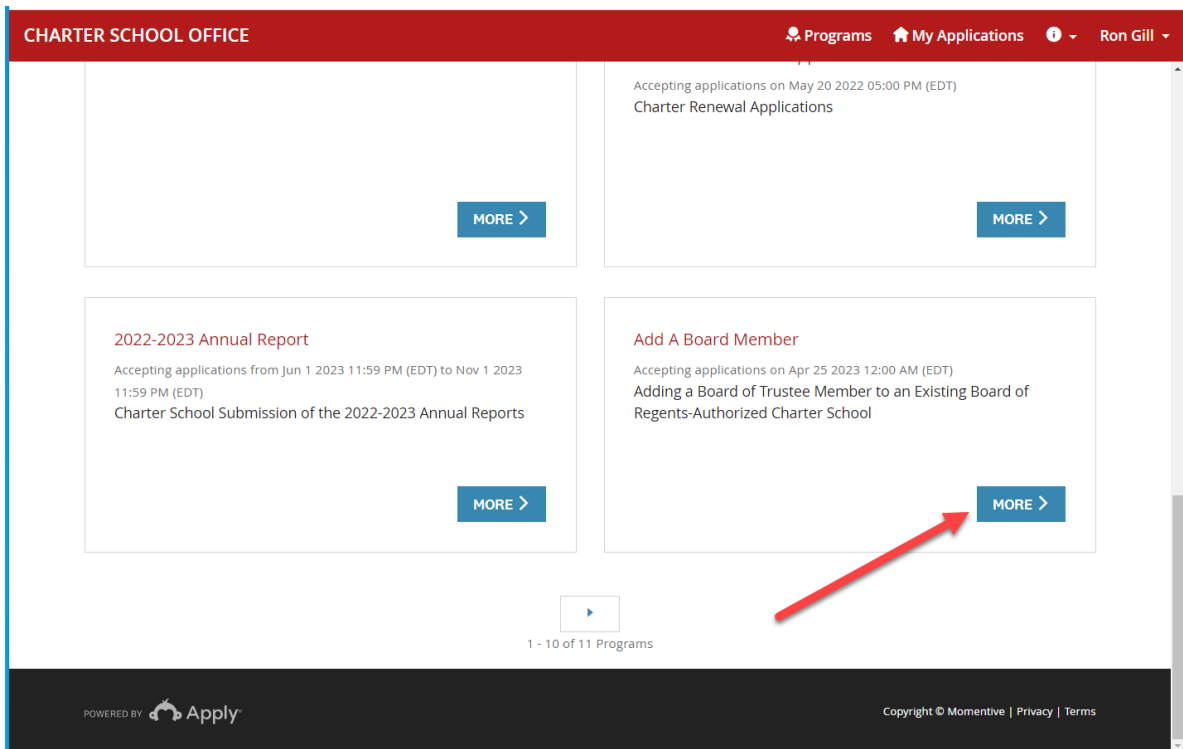
Instructions on How to Add Additional Board of Trustee Member Applications

Once a Board Member application has been submitted, additional applications can be added as follows:

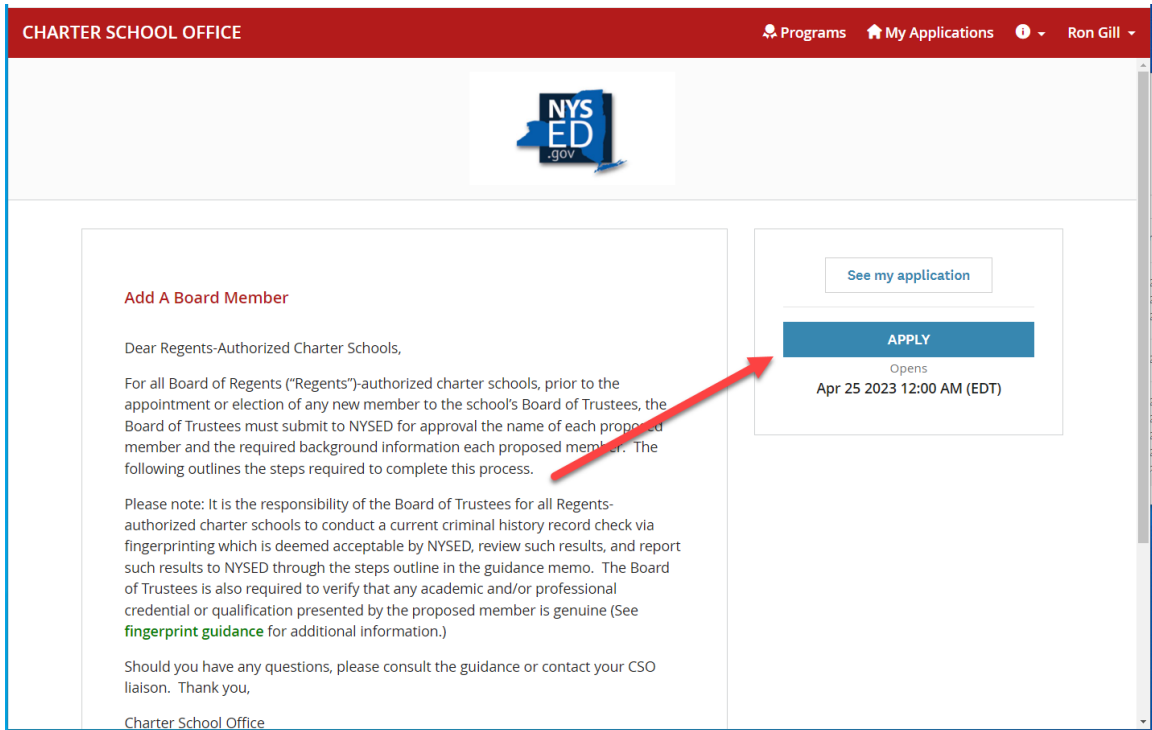
1. Click on the Program menu link on the top menu bar:



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:

The screenshot shows a dialog box titled "Name your application" with a close button (X) in the top right corner. Inside the dialog, there is a label "School Name" above a text input field. The input field contains the text "Example Charter School Name 2". Below the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION".

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

The screenshot displays a web dashboard for a Charter School Office. At the top, a red navigation bar contains the text "CHARTER SCHOOL OFFICE" on the left and "Programs", "My Applications" (highlighted with a red box), and "Ron Gill" on the right. Below the navigation bar, the dashboard is divided into several application cards. Three cards are visible at the top: two with "VIEW" buttons and one with a "CONTINUE" button. The "CONTINUE" button card shows "1 of 1 tasks complete". Below these, two "Add A Board Member" application cards are highlighted with a red border and red arrows. Each card displays the school name, a unique ID, a status of "Submit Request to Add Propos...", a progress bar showing "0 of 1 tasks complete", and a "START" button. The "START" button card shows "Last edited: Sep 20 2023 10:05 PM (EDT)" and the other shows "Last edited: Sep 20 2023 10:14 PM (EDT)". At the bottom of the dashboard, it says "1 - 5 of 5 Applications". The footer includes "POWERED BY Apply" and "Copyright © Momentive | Privacy | Terms".