Welcome to BB Award Management
Training Agenda
December 4-5, 2018

Brief Overview…………………..…8:30am

Site URL
- https://fsu.academicworks.com

Blackbaud Knowledge Base
- https://search.blackbaud.com

Preferred Browswers
- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari
- Internet Explorer 11 (not fully compatible)

Applicant Perspective……………...8:45am
- General Application
- Auto Match Scholarships
- Recommended Scholarships
- Reference Letters

Opportunity Administration……..…9:30am
- Portfolio Details
- Opportunity Details
- Auto Match vs. Apply To
- Supplemental Questions
- Qualifications

Break…………….…………….…..10:15am

Review Committees………..………10:30am
- What are Review Committees?
- How do they work?
- Creating Review Groups
- Cloning and Dettaching Groups
- Establishing Reviewer Questions and Rubrics
- Completing Reviews

Lunch……………………………..11:30am

Awarding and Post-Acceptance…......12:30pm
- FSU Recommended Workflow
- Customizing Communcations
- Post-Acceptance Questions
- Extending the Offer
- Applicant Completes Post-Acceptance
- Review of Applicant Post Award
- How to Force Apply

Renewal Management……………....…1:30pm
- What is Renewal Management?
- Renewal Configurations
- Processing Renewal Applications

Break…………………….…..……….2:30pm

Cycle Management…..………....………2:45pm

Reporting……………….………..…....3:00pm
- Customizing your Dashboard
- Opportunity Grids
- Fund Disbursements
- BBKB: https://search.blackbaud.com

Closing Remarks/Q&A……………..…4:00pm

Training Manager: Cammy Jagielski

Should you have questions or require support from Foundation staff regarding your opportunities after this on-site training, please direct requests to the following email:

academicworks@foundation.fsu.edu