

Ways to Invite Applicants

Roles that Have Access: Funder Admin

The QRIS Application Portal allows agencies and Family Child Care Homes to apply online to participate in the county/consortia QRIS program. Applicants access the Application Portal one of two ways: by an email invitation sent by a QRIS Administrator, or from a public posting on the county QRIS website that contains the link to the portal. QRIS Administrators can manage the application portal on the QRIS Home Page in the “Agency Applications” tile. Here, the application process is managed and processed, and application data is brought into your Hubbe Data System.

The online application contains information about the agency, site(s), session(s), and staff applying for the program. A Family Child Care Home applicant will provide information about the program following the same process. An applicant will be able to take breaks and come back to the application as often as needed until all the data fields are complete. There may be cases when an applicant needs time to gather some of the information, and the system will save the data as the applicant works through the sections.

When an application is being reviewed, a QRIS Administrator will process the sessions/sites/agency data he/she wants to accept into the county/consortia data system. Hubbe will create records inside the data system for accepted data. This will help your county/consortia have an updated and complete data system that accurately represents your county/consortia.

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Posting the Application Link on a Website

Your QRIS team can post the application link on a website to allow the public to apply to the county/consortia QRIS program. The link can be posted as a hyperlink, as text (to be copied and pasted by the applicant), or in the form of an “Apply Here” button. This section of the instruction sheet will explain how to get the link.

The link to your county/consortia application portal is your county/consortia URL with “/Application/Account/Login” at the end.

For example, the URL for Maple county is “Maple.iPinwheel.org.” Therefore, the link to the Maple county application portal is: “Maple.iPinwheel.org/Application/Account/Login”

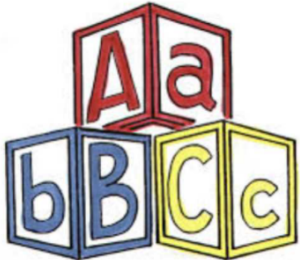
As another example, the URL for Sequoia county is “Sequoia.iPinwheel.org.” The link to access the Sequoia county application portal is: “Sequoia.iPinwheel.org/Application/Account/Login”

To post the link to access your county/consortia application portal, add “/Application/Account/Login” to the end of your county/consortia URL. Before you post, check the link to make sure it connects to the application portal for your county/consortia. Then, you can post the link on a website.



When directed to the Portal, users will land on a page similar to the image below.

Maple County



Supporting Children and Their Parents

Please sign in

Email

Password

Sign in

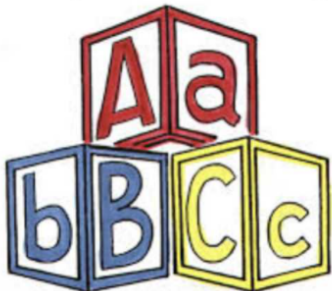
[Forgot Password?](#)

[Don't have an account?](#)

Select Language ▼

For an individual who wants to apply to your county/consortia, they will create an account to access the portal. This is done by clicking “Don’t have an account?”

Maple County



Supporting Children and Their Parents

Please sign in

Email

Password

Sign in

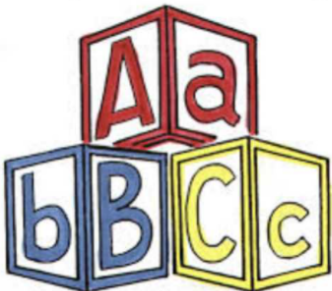
[Forgot Password?](#)

[Don't have an account?](#)

Select Language ▼

Then, fields 1-4 will need to be filled out; when finished, click the blue “Register” button. Once registered, the applicant’s information will display on the “Applications under Review” tab in Hubbe and the applicant will be able to start the application.

Maple County



Supporting Children and Their Parents

Register new account

1 Name

2 Email

3 Password

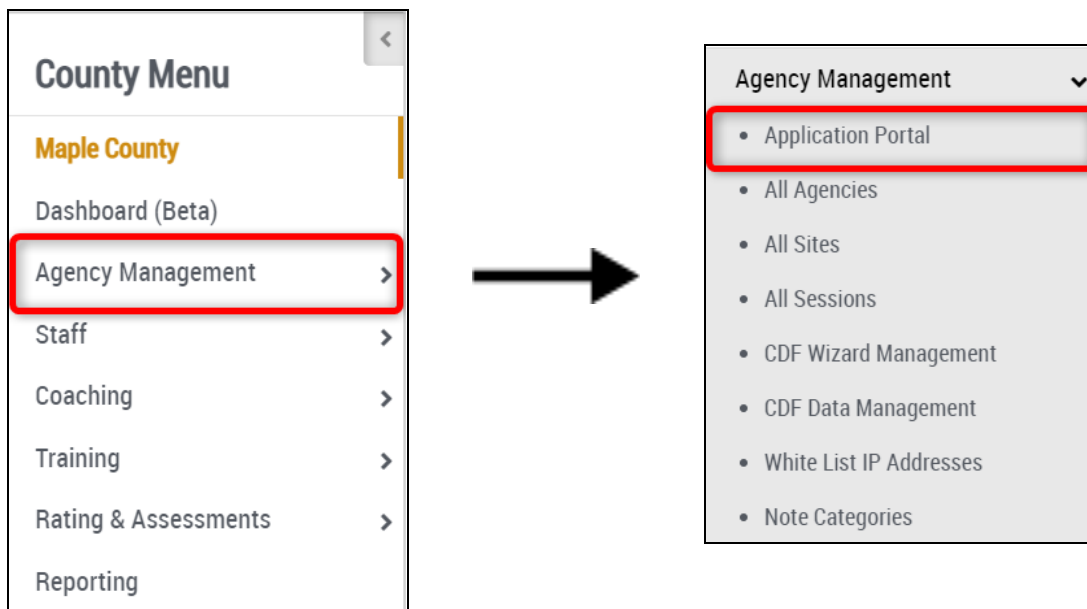
4 Confirm Password

Register

Inviting Specific Applicants

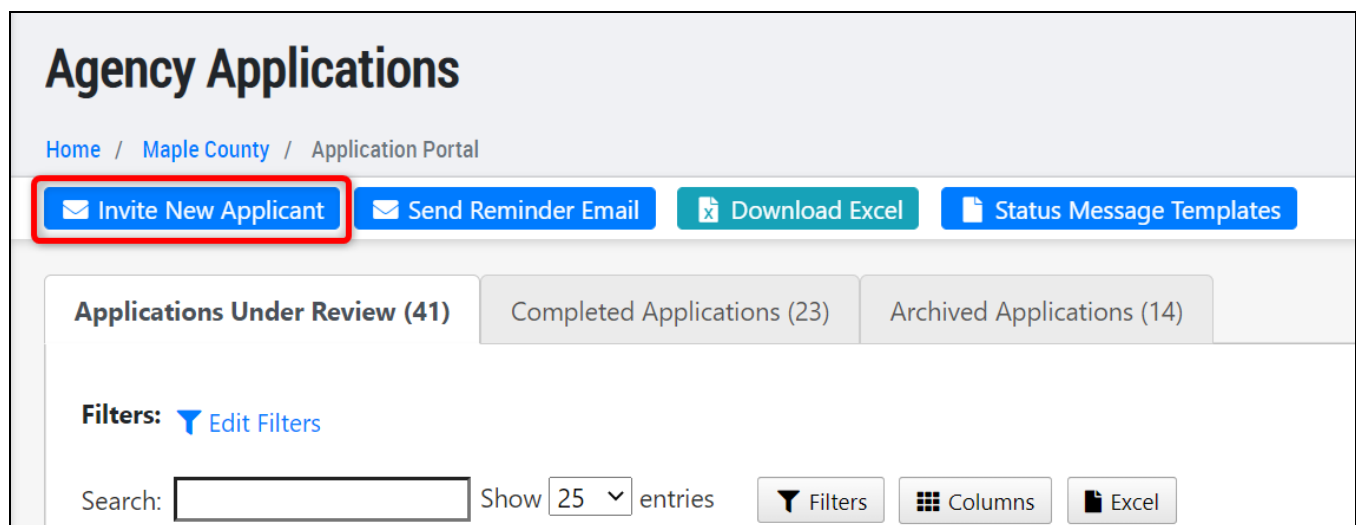
To invite a specific agency to apply to participate in your county/consortia QRIS program, you will first need to navigate to the “Agency Applications” record.

From the **County Menu**, click on the “Agency Management” menu item. Once this opens, select “Application Portal.”



2

You will then be directed to the Agency Applications record. Click on the blue “Invite New Applicant” button at the top of the record.



3

A modal will then appear, entitled “Send Email Invitation.” In the “Application Name” field, enter the name of the entity you are inviting to apply. The name entered here will appear in the “Applicant Name” column on the Agency Application grid. In the “Recipient” field, enter the email address(s) of the individual(s) who will complete the application on behalf of the agency. An invitation to apply to the county/consortia QRIS program will be sent to the email address(s) entered in this field, so make sure the email(s) is correct before the invitation is sent. The “Subject” and “Body” are editable by you, but can be pre-populated with a default message as well. You also have the option to include an attachment. When all this information is entered, click “Send” and the invitation will be sent.

Send Email Invitation

Application Name **1**

Sender
Mark Edward

Recipient **2** Copy Emails

Click here to enter an email address
Recipients are emailed individually and do not see each other's addresses

Subject **3**

Invitation to apply to Maple County

Body **4**

Maple County Agency Application. You have been invited to apply to participate in your local county/consortia's Quality Rating and Improvement System (QRIS) that supports and provides incentives to preschool and child care programs in order to offer the best early care and education possible. Please follow the prompts to complete this on-line application process. Feel free to take breaks and come back to your application as often as needed as you complete all data fields. You may need time to gather some of this information, and the system will save your data as you work through the sections. Thank you for taking the time to complete your application!

Attachments Choose Files ?

No attachments selected

Cancel **5** Send

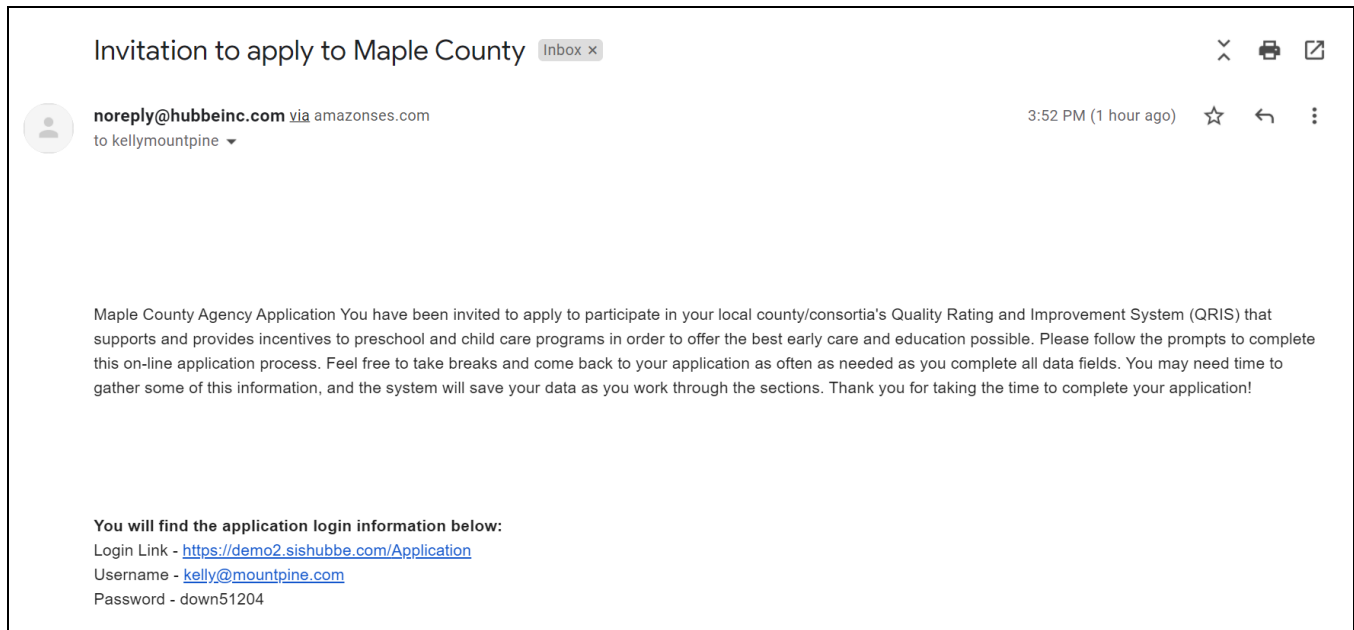
Hubbe will then display a message stating that the invitation has been successfully sent, and the applicant's name will appear on the grid.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type
Mount Pine CDC	kelly@mountpine.com Resend email / Reset password	Not Started	(0)			8/10/2021	Admin	
Happy Day Agency	andrea@noemail.com Resend email / Reset password	Submitted	(0)	8/10/2021	0	8/10/2021	Admin	Center-Based

Note: The Agency Name, Agency Type, and Session Subsidy Types cells will be empty until the applicant enters the data on the application portal.

4

The applicant will receive an email with instructions on how to apply to your county/consortia's QRIS program.



If you need to resend an email invitation, click the blue "Resend Email" for the appropriate application. For example, if Kelly accidentally deleted the email invitation, a QRIS administrator at Maple County can resend the email by clicking the resend button (reference the image below).

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	
Mount Pine CDC	kelly@mountpine.com Resend email / Reset password	Not Started ▾	📄 (0)		
Happy Day Agency	andrea@noemail.com Resend email / Reset password	Submitted ▾	📄 (0)	8/10/2021	0

Send Reminder to All Open Applicants

To remind all applicants that are Not Started, In Progress, or have the Revisions Needed status, click on the blue “Send Reminder Email” button at the top of the page. A modal will open with a preview of the message to be sent, including the link to the application portal. To send the email click on the blue “Save” button. You have now sent a reminder email to those applicants to complete the application.

