

[www.communityforce.com](http://www.communityforce.com)



# Version 11.0

## Release Notes

# Contents

1

**Fund Search Page**

2

**Email Based Two Factor Authentication**

3

**Actionable Options on Applicant's Dashboard**

4

**Added accordion to the Application Summary Screen  
(Admin/Applicant/Reviewer)**

5

**Fund List Page**

6

**Fund Edit Budget Details Export To Excel Option**

7

**Fund 360**

8

**Application 360**

9

**SMS integration**

10

**Application Summary and Edit option added to Manage  
Applicants screen.**

11

**Drag and Drop Changes**

12

**Toast Notifications**

13

**Committee Notification Feature**



# Fund Search








1

The scholarship/grant search view design has been changed, and now the users will view only the fund name, deadline date, and apply button on the fund search page. The applicant must click on the fund name to view the fund's information; this will redirect the applicant to the fund description page.

## Fund Search Page

communityforce

English - United States Search for Grants Login



Grants: 289 / My Results: 289

Referral Form Grants (A-Z)

1a. Letter of Intent - Community Investment Grants

Deadline Date (EST Time Zone): N/A Amount: View Details Apply








1b. RFP - Community Investment Grant

Deadline Date (EST Time Zone): 5/23/2023 12:00 AM Amount: View Details Apply

## Fund Details

communityforce

English - United States Search for Grants Login



Application Fund Details

Referral Form Return to Search List

1a. Letter of Intent - Community Investment Grants

Award Amount	General Ledger Account	Grant Type
5000	2000	Template
No. of Grants Offered	Date Established	
49	9/01/2013	

Description:

The Community Investment Funds are the signature grant cycle managed by the Community Foundation in which funds are invested in organizations serving the community in the areas of child and youth development, education, health, mental health and aging, military personnel and their families, and poverty relief.

Apply





# Email Based Two Factor Authentication

# 2

Two Factor email-based authentication is now available and can be configured for the site. Once enabled for the site, the user will be asked to enter his email and password. On clicking the login option email with authentication code will be sent to the user on his/her registered email address and a popup will be made available to the user where he/she will be asked to enter the authentication code and then use the Submit option to login. On successful validation the user will be logged in into the site.

The screenshot shows the CommunityForce login interface. A modal window titled "Two factor authentication" is displayed over the login form. The modal contains a text input field for the authentication code and "Submit" and "Cancel" buttons. The background login form includes fields for "Email" (containing "Testapplicant@Communityforce.com") and "Password", a "Forgot Password?" link, and "Login", "Cancel", and "Create New Account" buttons. The right sidebar contains links for "Existing Applicants" and "Forgot Password".

## Authentication Code Email

The screenshot shows an email from "Community Force <Admin@communityforce.com>". The subject is "Communityforce Authentication". The email body contains a verification code: "Please use verification code 9881-1710 for Communityforce authentication." It also includes a disclaimer: "The contents of this email are intended for the named addressee(s) only. It contains information that may be confidential. If you received this email in error please email Application Administrator immediately and then kindly delete it. Unless you are the named addressee or an authorized designee, you may not use, copy or reproduce this email in any form or disclose it to another party." The email interface shows standard actions like "Reply" and "Forward".

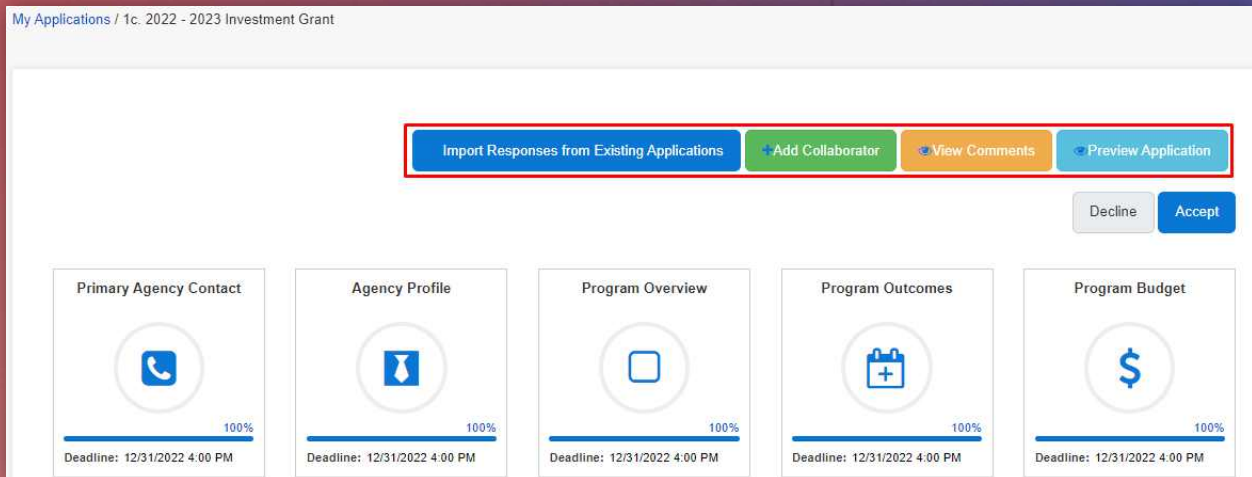




# Actionable Options on Applicant's Dashboard

3

Expanded the applicant's actionable items on the dashboard

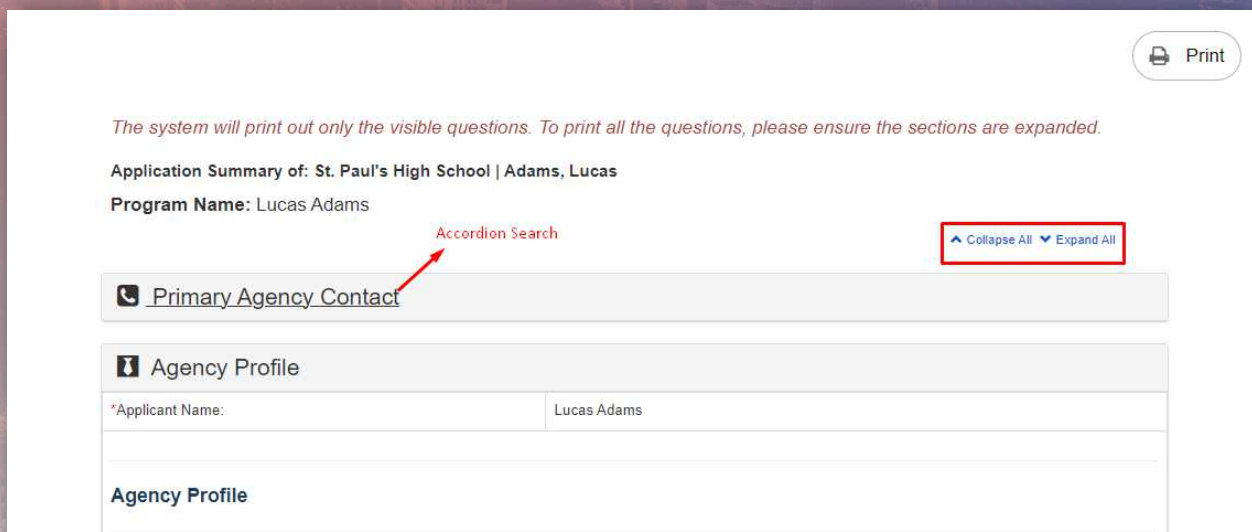


The dropdown actionable items list has been replaced with the visible list of options.



## 4) Added accordion to the Application Summary Screen (Admin/Applicant/Reviewer).

Using the accordion expand/collapse option, users can hide the section information they wouldn't want to view/print. Additionally, we added collapse and expand links at the top of the application summary in case you hide the information or view all the section information.





# Fund List Page

5

Removed the associated application column and added the “Fund Type” column this will help the admin to identify fund type (Posting/Assigned)

Grants	FundType	Published	Translation
<input type="checkbox"/> 1a. Letter of Intent - Community Investment Grants	POSTING	Yes	<a href="#">Add/Edit</a>
<input type="checkbox"/> 1b. RFP - Community Investment Grant	POSTING	Yes	<a href="#">Add/Edit</a>
<input type="checkbox"/> 1c. 2022 - 2023 Investment Grant	POSTING	Yes	<a href="#">Add/Edit</a>
<input type="checkbox"/> 1d. 2023 CF Grants Application	POSTING	No	<a href="#">Add/Edit</a>



## 6) Fund Edit Budget Details Export To Excel Option

The budget details of the fund for the different academic/ Fiscal years can be downloaded in the XLSX format

Fiscal Year	Total Amount Allocated	Amount Awarded	Amount Available
2029-2030	\$0	\$0	\$0
2020-2021	\$10,000	\$137,000	\$-127,000
2015-2016	\$400,000	\$0	\$400,000
2016-2017	\$400,000	\$0	\$400,000
2017-2018	\$400,000	\$0	\$400,000



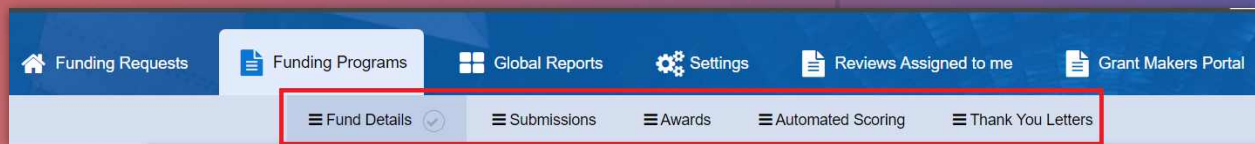


# Fund 360

7

All the fund associated screens can be accessible from one place.

1. Fund Details
2. Submissions
3. Awards
4. Automated Scoring
5. Award Letters



## Fund Details (View Mode)

The site admin/manager can now view the fund details in the view mode. In case the manager needs to update the details, they can use the “Edit” option available on the screen to achieve this.

**Fund Details**

**1a. Letter of Intent - Community Investment Grants** [Edit](#)

<b>Award Amount</b>	<b>Budget</b>	<b>Assigned Application</b>
\$137,000.00	\$1,210,000.00	Copy: Letter of Intent - Community Investment Grant UWLF Step 3 Progress Report Form

**Sponsoring Organization**

SECU

**Description:**

The Community Investment Funds are the signature grant cycle managed by the Community Foundation in which funds are invested in organizations serving the community in the areas of child and youth development, education, health, mental health and aging, military personnel and their families, and poverty relief.

**Begin Accepting Applications Date:**  
4/20/2020

**Deadline Date (EST Time Zone):**  
N/A

**Post Acceptance Link**

[share the link](#) [Copy](#)

**Contacts**

Last Name	First Name	Email	Cell Phone	Department
Sales	CommunityForce	sales@communityforce.com		

**Donors**



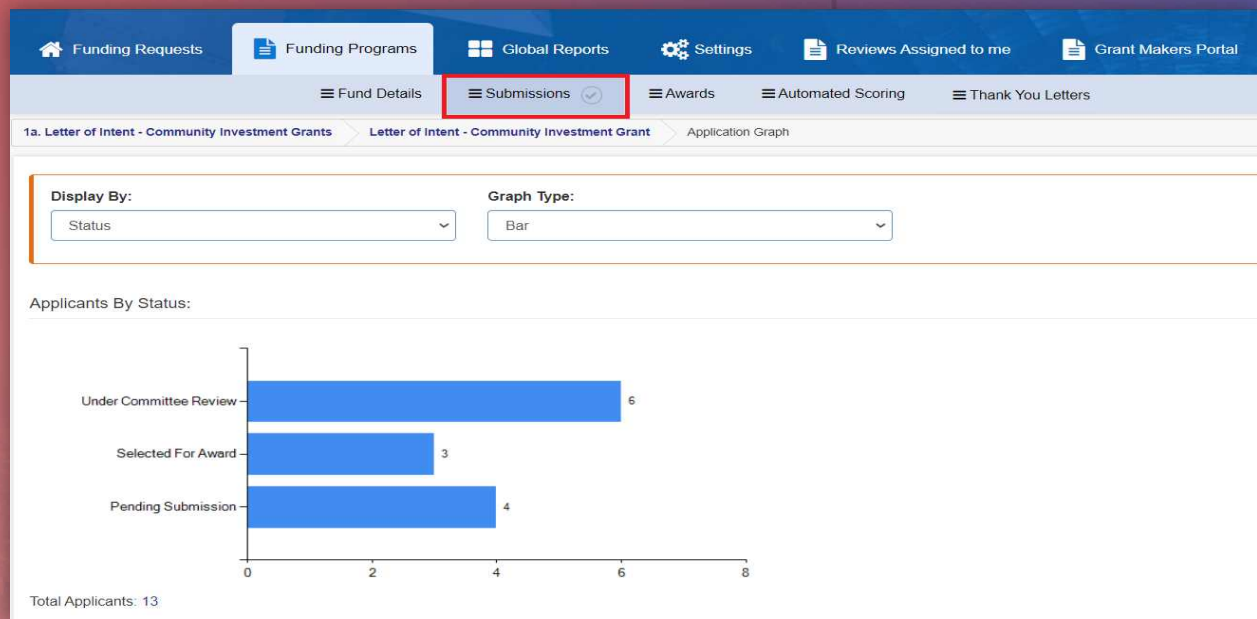


# Fund 360

7

## Submissions

The submissions option will display the graphical view status wise of the applicant applications who applied to the selected fund.



## Awards

The admin can view the applicants who have been awarded from the selected fund.

The screenshot shows the 'Awards' page for the 'Letter of Intent - Community Investment Grants' fund. The table displays the following data:

Award Questions	Organization	Applicant	Email ID	Status	Status Details	Need	Total Amount Awarded
<input type="checkbox"/>	St. Paul's High School	Adams, Lucas	cfestnominator@gmail.com	Under Committee Review	-	-	\$0
<input type="checkbox"/>	Our Place Drug and Alcohol Education Services, Inc.	Adams-Wolf, MeriBeth	mbadamswolf@cf.com	Selected For Award	-	-	\$55,000
<input type="checkbox"/>	CF	Reshi, Sajid	reshi.sajid@gmail.com	Under Committee Review	-	-	\$0
<input type="checkbox"/>	Boys & Girls Clubs of Kentuckiana	Cochran, Michael	Michael@Communityforce.com	Under Committee Review	-	-	\$0
<input type="checkbox"/>	St. Lukes UCC/Loaves and Fishes	Arbo, Kiley	Kiley.Arbo@gmail.com	Selected For Award	-	-	\$7,000
<input type="checkbox"/>	Boy and Girls Club	Ayala, Daniel	boysandgirls@gmail.com	Selected For Award	Assigned For Review	-	\$75,000
<input type="checkbox"/>		Chaudhry, Ibrahim	Chaudhry.Ibrahim@gmail.com	Under Committee Review	-	-	\$0
<input type="checkbox"/>	Community Foundation of NOVA	Johnson, Susan	susan@applicant.com	Under Committee Review	-	-	\$0

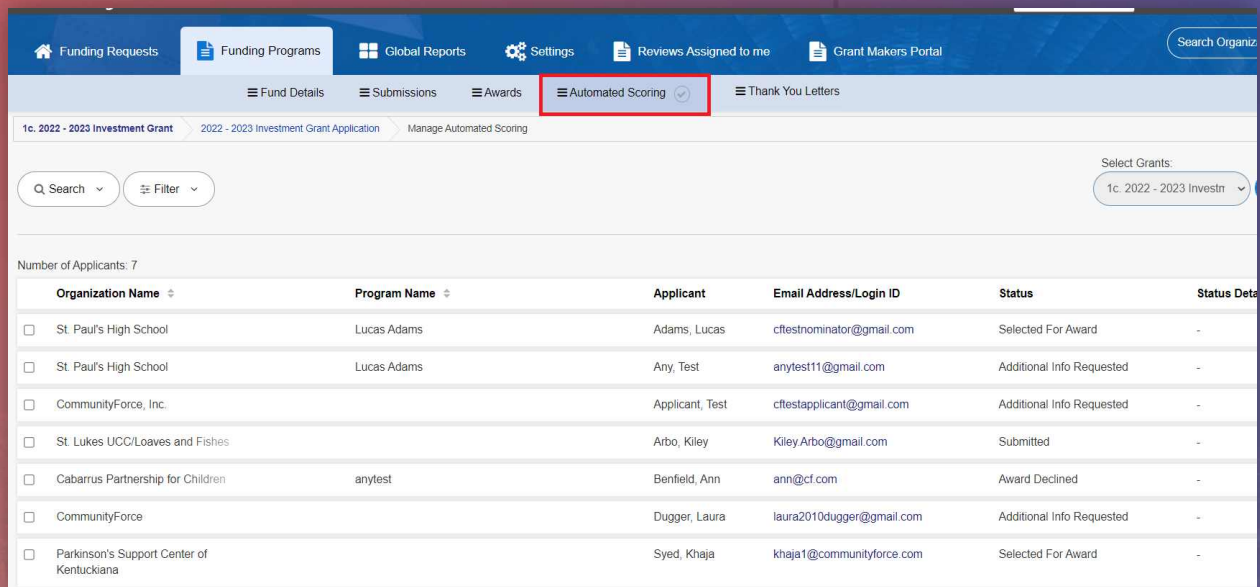


# Fund 360

7

## Automated Scoring

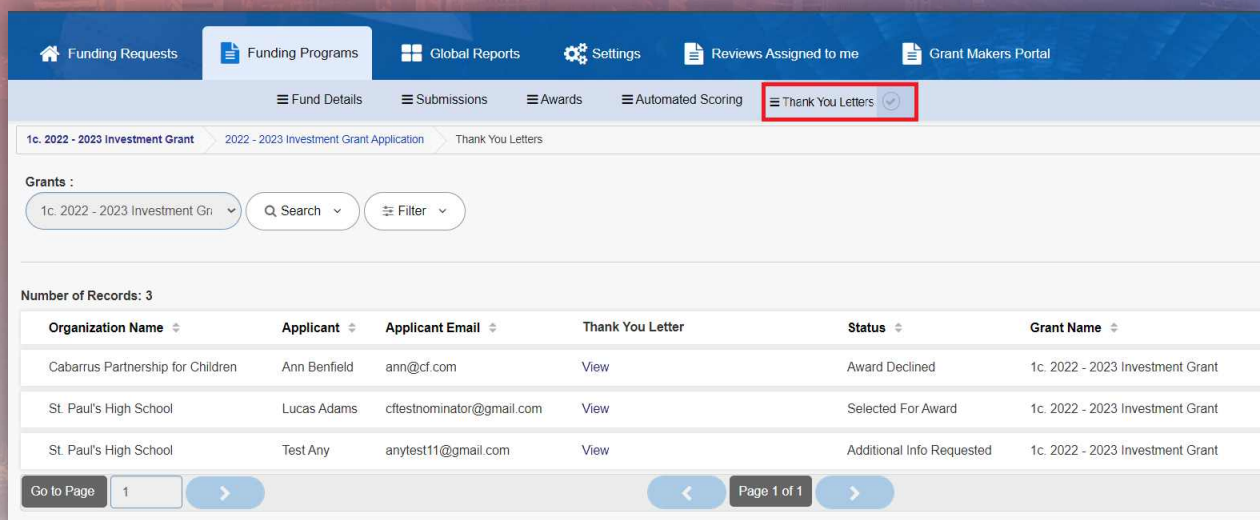
The automated scoring of the applicant applications who applied to the selected fund can be viewed using this option.



Organization Name	Program Name	Applicant	Email Address/Login ID	Status	Status Details
<input type="checkbox"/> St. Paul's High School	Lucas Adams	Adams, Lucas	ctestnominator@gmail.com	Selected For Award	-
<input type="checkbox"/> St. Paul's High School	Lucas Adams	Any, Test	anytest11@gmail.com	Additional Info Requested	-
<input type="checkbox"/> CommunityForce, Inc.		Applicant, Test	ctestapplicant@gmail.com	Additional Info Requested	-
<input type="checkbox"/> St. Lukes UCC/Loaves and Fishes		Arbo, Kiley	Kiley.Arbo@gmail.com	Submitted	-
<input type="checkbox"/> Cabarrus Partnership for Children	anytest	Benfield, Ann	ann@cf.com	Award Declined	-
<input type="checkbox"/> CommunityForce		Dugger, Laura	laura2010dugger@gmail.com	Additional Info Requested	-
<input type="checkbox"/> Parkinson's Support Center of Kentuckiana		Syed, Khaja	khaja1@communityforce.com	Selected For Award	-

## Award Letters (Thank You Letters)

The Award letters of the applicants who applied against the selected fund can be viewed using this option.



Organization Name	Applicant	Applicant Email	Thank You Letter	Status	Grant Name
Cabarrus Partnership for Children	Ann Benfield	ann@cf.com	<a href="#">View</a>	Award Declined	1c. 2022 - 2023 Investment Grant
St. Paul's High School	Lucas Adams	ctestnominator@gmail.com	<a href="#">View</a>	Selected For Award	1c. 2022 - 2023 Investment Grant
St. Paul's High School	Test Any	anytest11@gmail.com	<a href="#">View</a>	Additional Info Requested	1c. 2022 - 2023 Investment Grant



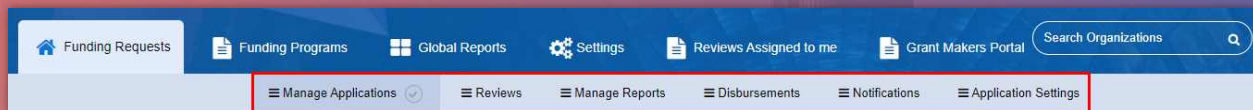


# Application 360

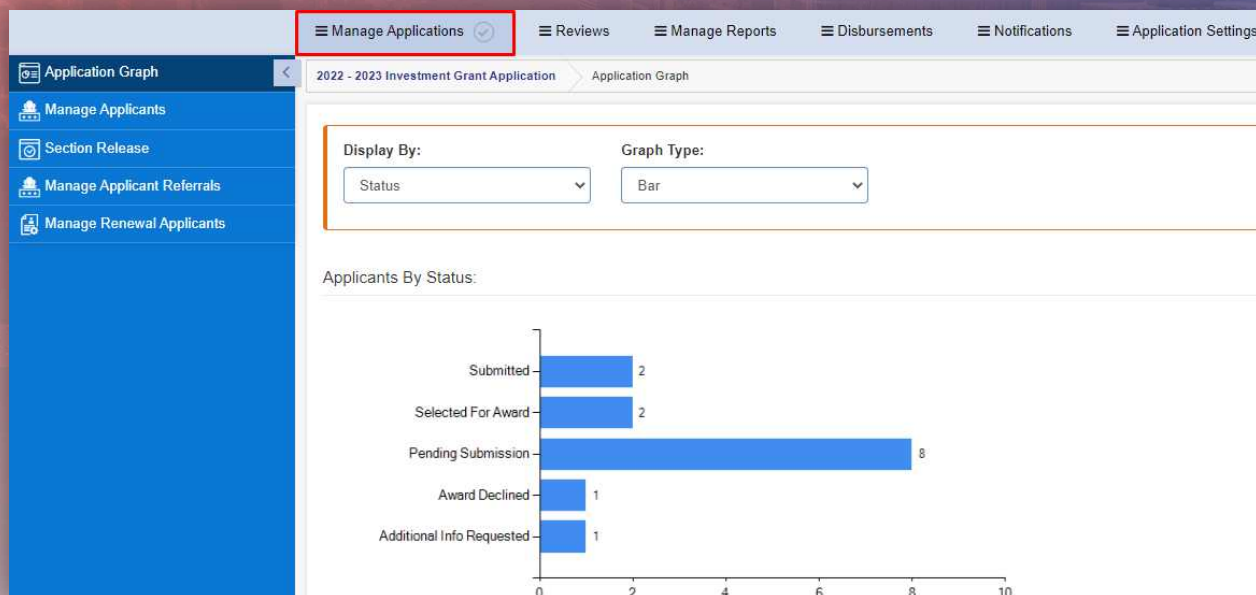
8

All the application associated screens can be accessed from one place. Different groups for the related screens have been added to simplify the navigation/access to the different screens.

1. Manage Applications
2. Reviews
3. Manage Reports
4. Disbursements
5. Notifications
6. Application Settings



## Manage Applications







# Application 360

8













## Reviews

Navigation: Manage Applications | **Reviews** | Manage Reports | Disbursements | Notifications | Application Settings

2022 - 2023 Investment Grant Application > Reviewer Task Setup

Create Task Clone a Task

Total Tasks: 4

	Sort Order	Task Name	Display on Review Reports	Display to Reviewers	Score Sheet
  	1	Staff Review	Yes	No	Create/Edit
  	2	Volunteer Review	Yes	Yes	Create/Edit
  	3	Final Committee Group	Yes	Yes	Create/Edit
  	4	Application Review	Yes	Yes	Create/Edit

Go to Page 1 > < Page 1 of 1 > 10 Records per Page

## Manage Reports






Navigation: Manage Applications | Reviews | **Manage Reports** | Disbursements | Notifications | Application Settings

2022 - 2023 Investment Grant Application > Ad Hoc Reports

Reporting Database Last Recreated on: 6/24/2022 11:29 AM Applicant Data Last Updated on: 6/24/2022 11:29 AM Review Data Last Updated on: 6/24/2022 11:29 AM

Synch Applicant Data Synch Review Data Create New Report Export to Excel

Total Reports: 6

Report Name	Report Description	Visibility	Updated On	Copy	View	Advanced View
 App ID		Me				
 Application Report		Me	5/23/2022 9:46 AM			

## Disbursements (Awards)

Navigation: Manage Applications | Reviews | Manage Reports | **Disbursements** | Notifications | Application Settings

2022 - 2023 Investment Grant Application > Manage Awards

Q Search Export to Excel

Grants Name	Total Amount Allocated	Total Amount Awarded	Amount Unallocated	Total No. of Applicants Awarded	No. Of Applicants Awarded in this Application	No. of Matching Applicants
<input type="checkbox"/> 1c. 2022 - 2023 Investment Grant	\$500,000	\$8,046	\$491,954	2	2	14
<input type="checkbox"/> CJC Common Grant Application	\$200,800	\$0				0
<input type="checkbox"/> Verizon ERF Grant	\$500,000	\$5,800	\$494,200	1	1	14

Go to Page 1 > < Page 1 of 1 > 10 Records per Page



# Application 360

8

## Notifications

Manage Applications

Reviews

Manage Reports

Disbursements

Notifications

Application Settings

Application Invitation

Notification Center

Manage Donor Thank You Letters

2022 - 2023 Investment Grant Application

Application Invitation

Filter

Unassigned Applicants - 259

aazad, mir [qwer12@gmail.com]

Adams, Lucas [lucas.adams@cf.com]

Adams-Wolf, MeriBeth [mbadamswolf@cf.com]

Allgood, Sharon [sallgood@cf.com]

Angevine, Krystal [kangevine@cf.com]

Any, Test [anytest11@gmail.com]

applicant, Test [arshi6302@gmail.com]

Applicant, Test [Testapplicant@communityforce.com]

Assigned Applicants - 1

Benson, Heather [hbenson@cf.com]

Save

## Application Settings

Manage Applications

Reviews

Manage Reports

Disbursements

Notifications

Application Settings

Sections and Questions

General Information

Pre-Qualification Questions

Request Instructions to Applicant

Submit Application Message

Text Tab Information 1

Text Tab Information 2

Text Tab Information 3

Text Tab Information 4

Text Tab Information 5

Proxy Instructions

Assign Application Funds

Manage Funds Criteria Information

Manage Parent Child Application Process

2022 - 2023 Investment Grant Application

Sections and Questions

Add | Create | Clone | Delete Section(s)

Total Sections: 15

	Display Order	Activate Section	Staff Section	Request Section	Hidden from Applicant	Section Name	Section XML Name	Section Type	Deadline	Conditions
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profile	Profile	Application	12/31/2022	
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Agency Contact	PrimaryAgencyContact	Application	12/31/2022	
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency Profile	AgencyProfile	Application	12/31/2022	<a href="#">Add/Edit</a>
<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent	LetterofIntent	Application	12/31/2016	
<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency Sustainability	AgencySustainability	Application	12/31/2022	<a href="#">Add/Edit</a>

## Disbursements (Awards)

Manage Applications

Reviews

Manage Reports

Disbursements

Notifications

Application Settings

Manage Disbursements ~ Multiple Funds

Manage Disbursements ~ One Fund

2022 - 2023 Investment Grant Application

Manage Awards

Search

Export to Excel

Grants Name	Total Amount Allocated	Total Amount Awarded	Amount Unallocated	Total No. of Applicants Awarded	No. Of Applicants Awarded in this Application	No. of Matching Applicants
1c. 2022 - 2023 Investment Grant	\$500,000	\$8,046	\$491,954	2	2	14
CJC Common Grant Application	\$200,800	\$0				0
Verizon ERF Grant	\$500,000	\$5,800	\$494,200	1	1	14

Go to Page

1

Page 1 of 1

10

Records per Page





# SMS Integration

9

The admin/manager can now notify the applicants via SMS. The SMS will be delivered to the applicant's phone number entered while registering their profile.

*\*Please note that this is an add-on feature that requires an account with Twilio and **Zapier**. Separate charges will apply. CF Team can assist with setting up the accounts for you.*

**Login**

\*

 Organization :

CommunityForce

\*

 First Name :

John

\*

 Last Name :

Dorrie

Cell Phone :

Canada/USA (+) 

8888295003

\*

 Login Id (Email Format) :

cftestapplicant@gmail.com

\*

 Password :

....

\*

 Confirm Password :

....

Image Verification :

☐

I'm not a robot

  
reCAPTCHA  
Privacy - Terms





# SMS integration

9

## How to Notify Applicants via SMS

The applicants can be notified from the Manage Applicants screen. Select the applicant(s) and click on “Notify Via SMS”

Note: This feature is configurable from CommunityForce

The screenshot shows the 'Manage Applicants' screen in CommunityForce. The left sidebar contains navigation links: Application Graph, Manage Applicants, Section Release, Manage Applicant Referrals, and Manage Renewal Applicants. The main content area has a top navigation bar with tabs: Manage Applications (selected), Reviews, Manage Reports, Disbursements, Notifications, and Application Settings. Below the tabs, there's a search bar and a filter button. A row of action buttons includes 'Batch Student Info Update', 'Release Section(s)', 'Notify Via SMS' (highlighted with a red box), 'Notify', and 'PDF(s) | Excel'. Below these buttons, it says 'Number of Applicants: 14'. A table lists applicants with columns: Organization Name, Program Name, Applicant, Email, and Submitted Date & Time. Two applicants are listed, both from 'St. Paul's High School'.

	Organization Name	Program Name	Applicant	Email	Submitted Date & Time
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Adams, Lucas	lucas.adams@cf.com	5/23/2022 9:30 AM
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Any, Test	anytest11@gmail.com	6/28/2022 8:07 AM

Add the message and click on “Send Now”

The screenshot shows the 'SMS Notification' dialog box. It has a 'To:' field with 'Lucas Adams(0)'. Below it is the 'SMS Message' field with a template: 'Dear {FirstName} {LastName} Please complete your application and submit it. Thanks, CommunityForce'. To the left of the message field is a list of 'Available Merge Fields': \*\*Applicant FirstName {FirstName}, \*\*Applicant LastName {LastName}, \*\*Organization {Organization}, \*\*Grants/Fellowship Name {Grants/Fellowships Name}, Application Name {Application Name}, and Application Deadline Date {Deadline Date}. At the bottom of the message field, it says '1103 character(s) remaining'. At the bottom right, there are 'Send Now' and 'Cancel' buttons.



# SMS integration

9

## SMS Status

The admin can view the SMS status from the Notification Center – SMS Notify Status.

2022 - 2023 Investment Grant Application

SMS Notify Status

☐ Templates ☒ Notify ☒ Notify Status ☐ Batch Schedules ☒ SMS Notify Status

Q Search

Total Records: 2

	Applicant Email	Applicant	Message	Phone Number	SMS Date	Status
View	lucas.adams@cf.com	Adams, Lucas	Test	0	9/01/2022	Sending
View	anytest11@gmail.com	Any, Test	Test	0	9/01/2022	Sending

Go to Page 1 Page 1 Of 1 10 Records per Page





# Application Summary and Edit Option Added to Manage Applicants Screen.

# 10

Now, the applicant's application summary can be accessed from the Manage Applicants screen. Click on the organization or the applicant's name to view the summary.

The screenshot shows the 'Manage Applicants' interface. On the left is a sidebar with navigation options: Application Graph, Manage Applicants (highlighted), Section Release, Manage Applicant Referrals, and Manage Renewal Applicants. The main area has a top navigation bar with links to Manage Applications, Reviews, Manage Reports, Disbursements, Notifications, and Application Settings. Below this is a header for '2022 - 2023 Investment Grant Application' and 'Manage Applicants'. There are search and filter buttons, and several action buttons: 'Batch Student Info Update', 'Release Section(s)', 'Notify Via SMS', 'Notify', and 'PDF(s) | Excel'. A table lists 14 applicants. The first row is highlighted, and a red box is drawn around the 'Organization Name' 'St. Paul's High School'. A red arrow points from this box to a 'Summary' link located above the table.

	Organization Name	Program Name	Applicant	Email	Submitted Date & Time
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Adams, Lucas	lucas.adams@cf.com	5/23/2022 9:30 AM
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Any, Test	anytest11@gmail.com	6/28/2022 8:07 AM
<input type="checkbox"/>	CommunityForce, Inc.		Applicant, Test	Testapplicant@communityforce.com	3/28/2019 11:15 AM
<input type="checkbox"/>	St. Lukes UCC/Loaves and Fishes		Arbo, Kiley	Kiley.Arbo@gmail.com	3/28/2019 11:15 AM

To access the applicant's dashboard, click on edit icon besides the applicant or the organization name.

This screenshot is similar to the previous one, showing the 'Manage Applicants' interface. A red box is drawn around the edit icon (pencil) next to the 'Organization Name' 'St. Paul's High School'. A red arrow points from this box to a 'View dashboard' link located above the table.

	Organization Name	Program Name	Applicant	Email	Submitted Date & Time
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Adams, Lucas	lucas.adams@cf.com	5/23/2022 9:30 AM
<input type="checkbox"/>	St. Paul's High School	Lucas Adams	Any, Test	anytest11@gmail.com	6/28/2022 8:07 AM
<input type="checkbox"/>	CommunityForce, Inc.		Applicant, Test	Testapplicant@communityforce.com	3/28/2019 11:15 AM





# Drag and Drop Changes

11

Section Setup Theme (The theme selected here will be used as the background theme for the application section from both applicant as well as admin side)

The screenshot shows the 'Application Settings' tab with the 'Setup Theme' option highlighted. The interface includes a sidebar with 'Sections and Questions' and a main area with a system message, a table of questions, and a theme selection panel on the right.

2022 - 2023 Investment Grant Application		
Sections and Questions		
System Message: 376 Note: After adding or modifying a field, please make sure you click on the <b>Submit</b> option that is available in the field section. Also after adding any new field(s) or modifying the existing field(s), please make sure you click on the <b>Save</b> or <b>Save &amp; Exit</b> option that is available in the bottom section of this screen. This will save all your changes to the database.		
Total no. of question(s): 34		
Drop questions in highlighted portion		
1	Type: Program Name	Applicant Name:
2	Type: Message	

Setup Theme

- Check Box
- Currency
- Date
- Day Date Validation
- Dropdown

The admin can customize the selected theme color, text color, and button hover color.

The screenshot shows the 'Setup Theme' interface with a table of questions and a theme selection panel on the right. The 'Coffee House (2020)' theme is selected, and the 'Applied' button is highlighted with a red arrow.

2022 - 2023 Investment Grant Application		
Sections and Questions		
System Message: 376 Note: After adding or modifying a field, please make sure you click on the <b>Submit</b> option that is available in the field section. Also after adding any new field(s) or modifying the existing field(s), please make sure you click on the <b>Save</b> or <b>Save &amp; Exit</b> option that is available in the bottom section of this screen. This will save all your changes to the database.		
Total no. of question(s): 34		
Drop questions in highlighted portion		
1	Type: Program Name	Applicant Name:
2	Type: Message	
3	Type: Text	Agency Name:
4	Type: Text	Agency Street Address: (include suite or n...

Setup Theme

Coffee House (2020)

Applied

Customize

Default

Apply

## Applicant's/Admin View

The screenshot shows the 'Agency Profile' form in the application settings. The form includes a sidebar with 'Manage Applications' and a main area with a system message, a table of questions, and a theme selection panel on the right.

2022 - 2023 Investment Grant Application		
Manage Applicants		
Agency Profile		
Applicant: Adams, Lucas   St. Paul's High School		
Save your work as you go!!		
You have the option to save your work and submit the application at a later time. Although each section has "Auto Save," please be sure to click the "Save" button at the bottom of the screen after you make a change to the application. If the page remains idle for 10 minutes, you will be logged out for security purposes. You will be required to log back in, and you may find that your work has not automatically saved.		
Please complete the required fields. Please ensure that your contact information is correct. We will use this information to contact you, if needed. You may save and return to the application dashboard by clicking Save and Return to Application. You can return any time to complete the process.		
*Indicates required field		
*Applicant Name: Lucas Adams		



## Toast Notifications

Modal dialog messages have been replaced with the toast messages. Messages will now appear and disappear on their own with no need of user interaction.

The screenshot shows the 'Manage Committees' screen in the CommunityForce application. A green toast notification is displayed at the top right, stating 'Success(241) The Record has been updated.' The notification is highlighted with a red box. Below the notification is a table of committee members. The table has columns for checkboxes, committee names, admin names, email addresses, phone numbers, roles, and status. At the bottom, there is a pagination bar showing 'Page 1 of 37' and 'Records per Page' set to 10.

	Committee Name	Admin	Admin Email	Phone	Role	Status
<input type="checkbox"/>	Our Place Drug and Alcohol Education Services, Inc.	Adams-Wolf, MeriBeth	mbadamswolf@cf.com		Applicant	Non-Grand
<input type="checkbox"/>	United Way Legacy Foundation	Admin, Michael2	michael2@administrator.com		Grants Administration	Provider
<input type="checkbox"/>	Foundation for the Carolinas	Admin, Michael	michael@administrator.com	703-282-2897	Sales & Marketing	Provider
<input type="checkbox"/>	Foundation for the Carolinas	Admin, Sajid	ayesha@admin.com	888-829-5003	Grants Administration	Global Admin
<input type="checkbox"/>	The Greater Charlotte Cultural Trust	Admin, Michael1	Michael1@administrator.com		Grants Administration	Provider
<input type="checkbox"/>	Charlotte Jewish Community	Admin, Michael3	michael3@administrator.com		Grants Administration	Provider
<input type="checkbox"/>	Communityforce	Administrator, Foundation	administrator@grantdemo.com		CommunityForce.com	Global Admin
<input type="checkbox"/>	Community Foundation	Allen, Fey	cfestreviewer@gmail.com	987-654-3210	Grants	Reviewer



## 13) Committee Notification Feature

Notifications feature has been added to the Manage Committees screen to help the admin users to send notifications to multiple committee members in a single go. From the selected committees the notifications will be sent to only those committee members who have been assigned applicant applications for review. The user can enter the message that needs to be sent to the selected Committees (Members) and then click on the Send option.

The screenshot shows the 'Manage Committees' screen in the CommunityForce application. The 'Notify' button is highlighted with a red box. The screen displays a table of committees and their members. The 'Board Review Committee' is selected, showing 9 total members and 5 assigned applicants. The 'Notify' button is located at the top right of the committee list.

Committee Name	Committee Members
<input type="checkbox"/> Board Review Committee Total Committee Members: 9 Total Assigned Applicants: 5	Any, Test Barnhardt, Troy Bergman, Jessica Conrad, Benita Coppadge, Karen Pugh, Stephanie Reviewer, First Reviewer, GrantDemo Reviewer, Second



The logo for Community Force, featuring the word "community" in a black sans-serif font, followed by a red stylized "f" that incorporates a location pin icon, and the word "force" in a black sans-serif font with a trademark symbol.

community<sup>force</sup>™

**Version 11.0**

[www.communityforce.com](http://www.communityforce.com)

[sales@communityforce.com](mailto:sales@communityforce.com) | Toll Free: 1-888-829-5003