<!-- THEME DEBUG --><!-- THEME HOOK: 'printable_pdf_header' --><!-- BEGIN OUTPUT from 'mo



End of Cycle Instructions

The following is what you need to do every grant cycle to create a new application form.

1. Using the menu on the left called "Michael's Application Menu," click on the most recent application. **NOTE:** This menu is ONLY visible to you.
2. Clone the form
3. Rename it - Spring, Fall, etc.
4. Publish it (very important)
5. This newly created form will always appear at the URL http://bastianfoundation.org/grants/apply

NOTES:

- No need to deal with the URLs of forms or menu items.
- Just clone one form at a time for one cycle at a time. The url http://bastianfoundation.org/grants/apply will display the most recently published form. So if you make a form for the spring and the fall ahead of time, it will display the one furthest in the future that is published. Therefore, create (clone) one form at a time.
- Use the edit link on your menu to edit the application.

Source URL: *https://bastianfoundation.org/node/1477*