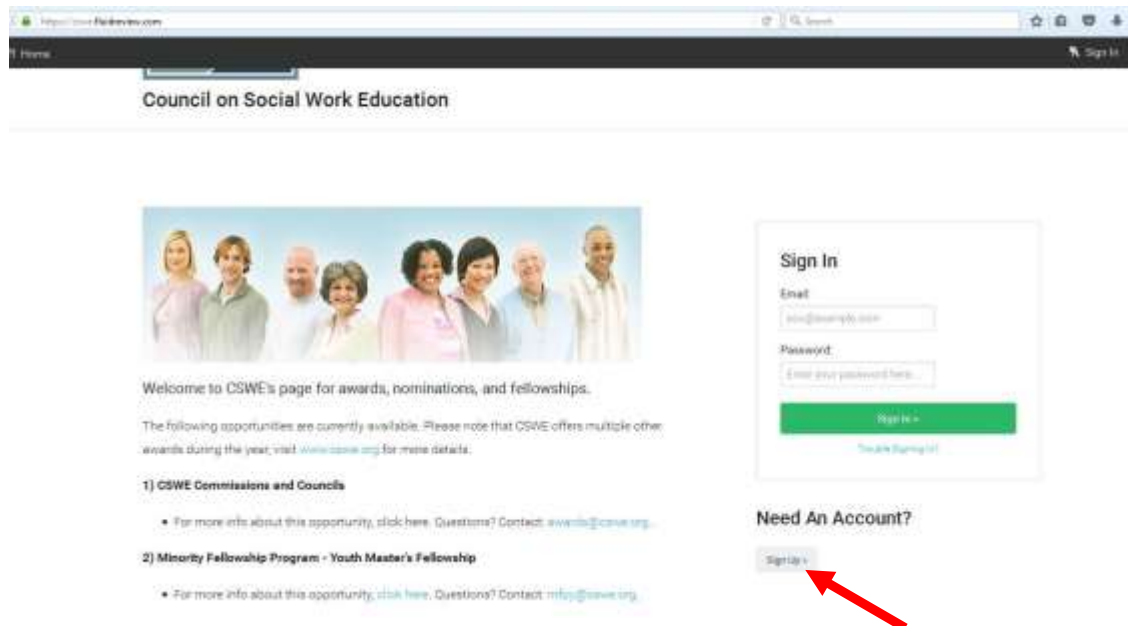
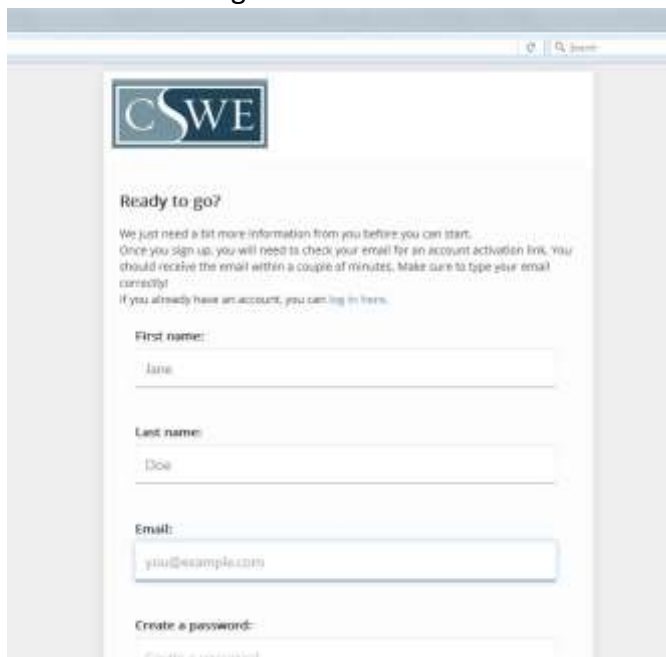


Instructions for CSWE Commision and Council Volunteer Applications

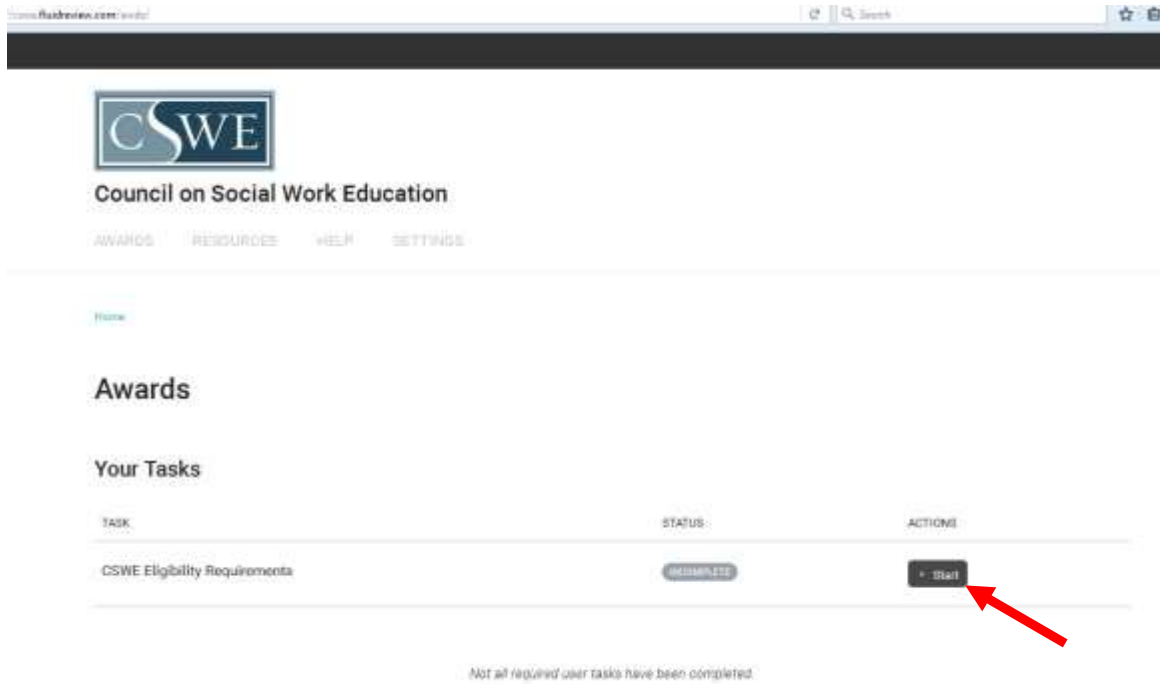
- 1) Go to www.cswe.fluidreview.com.
- 2) If this is your first time accessing the system, click “Sign Up” under “Need an Account?”



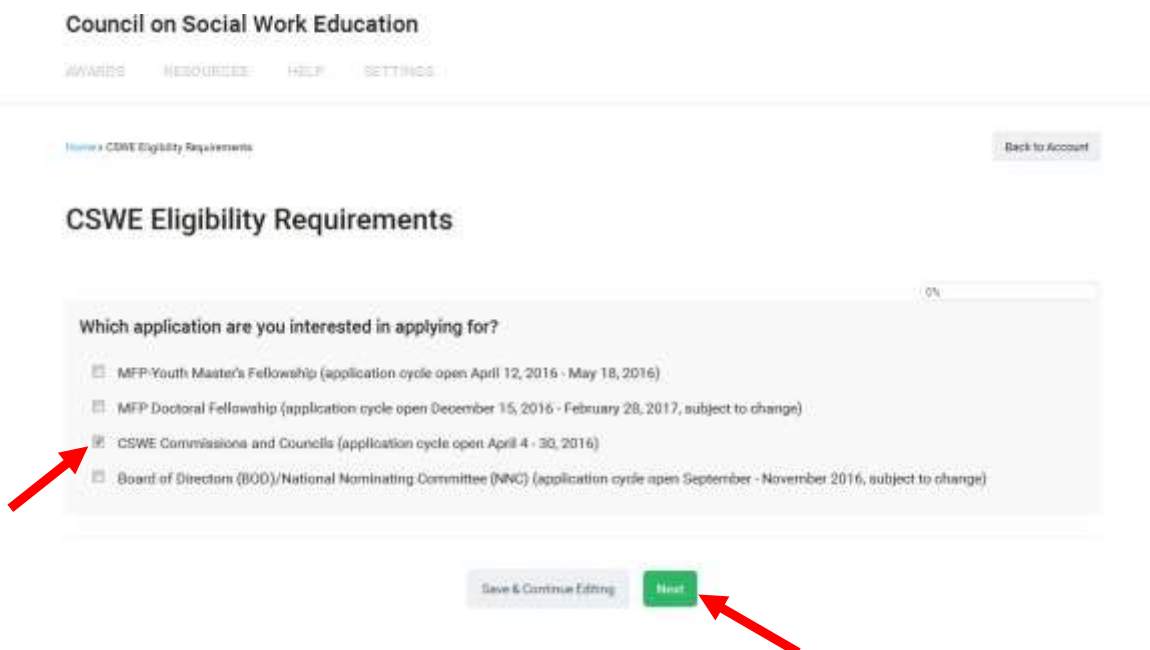
- 3) On the next page, fill out your information and then click “Register.” You will receive an email shortly after to confirm the registration. Click on the link in the email to activate your account.



- 4) After clicking on the link in your email, you will be directed to the CSWE “Awards” home page. Before applying to a Council and/or Commission position(s), you must fill out the “CSWE Eligibility Requirements.” Click “Start” under “Actions.”



- 5) Under “Which application are you interested in applying for?” select “CSWE Commissions and Councils” and click “Next.”



- 6) Fill out the Eligibility Requirements page and click “Save and Exit.” *Please note that you must be a current CSWE member and commit to attending the commission/council meetings in order to be eligible.*

CSWE
Council on Social Work Education

AWARDS RESOURCES HELP SETTINGS

Home > CSWE Eligibility Requirements Back to Account

CSWE Eligibility Requirements

Are you a CSWE member?

Yes
 No

Is your membership current?

Yes

- 7) On the next screen, click “View Awards.”

pc://www.fairview.com/vault

Awards

Your Tasks

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	COMPLETE	View Edit Delete

Your Awards

STATUS: Any SEARCH: [Search] Go

No applications found

[View awards](#)

8) Select the Council(s)/Commission(s) that you are interested in serving on as a volunteer. You may select more than one by clicking on the small check boxes to the left of each Commission/Council name. Then click “Create Submissions.”

AWARD	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input checked="" type="checkbox"/> Commission for Diversity and Social and Economic Justice	Potential Vacancies = 4 Skill sets needed: Knowledge of racial, ethnic, and cultural diversity; sexual orientation and gender identity and expression...	Award (Internal)		Apply Now
<input checked="" type="checkbox"/> Commission on Accreditation	Potential Vacancies = 11 Skill sets needed: Must have at least 3 years' experience as a CSWE site visitor; bilingual proficiency (Spanish preferred...	Award (Internal)		Apply Now
<input checked="" type="checkbox"/> Commission on Educational Policy	Potential Vacancies = 6 Especially sought are individuals with administrative experience (deans/directors), Commission on Accreditation experience...	Award (Internal)		Apply Now
<input checked="" type="checkbox"/> Commission on Global Social Work Education	Potential Vacancies = 2 The commission is seeking to increase its diversity and seeks members with experience in the Caribbean and Latin America...	Award (Internal)		Apply Now

ions (2 selected) [Create Submissions](#)

9) At the top of the next page, click “View my list.”

2 new submission(s) created. [View my list.](#)

Awards

You are eligible for 17 award(s).

AWARD	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input checked="" type="checkbox"/> Commission for Diversity and Social and Economic Justice	Potential Vacancies = 4 Skill sets needed: Knowledge of racial, ethnic, and cultural diversity; sexual orientation and gender...	Award (Internal)		Apply Now

10) Click “Edit” next to the first commission/council listed (if you have multiple) to begin the application process.

The screenshot shows a web browser window with the URL <https://www.rusdenwa.com/awards>. The page title is "Awards" and the user is logged in as "Jane Doe".

Your Tasks

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	COMPLETED	View Edit Delete

Your Awards

STATUS: Any SEARCH: Search... Go

APPLICATION ID	AWARD	DEADLINE	STATUS	ACTIONS
Jane Doe's application to Commission on Accreditation	Commission on Accreditation	-	IN PROGRESS	Edit
Jane Doe's application to Commission on Educational Policy	Commission on Educational Policy	-	IN PROGRESS	Edit

[View awards +](#)

A red arrow points to the "Edit" button in the first row of the "Your Awards" table.

11) On the next page, press start to begin each required piece of the application process. Fill out each piece in its entirety. Once each piece is complete click “Submit.”

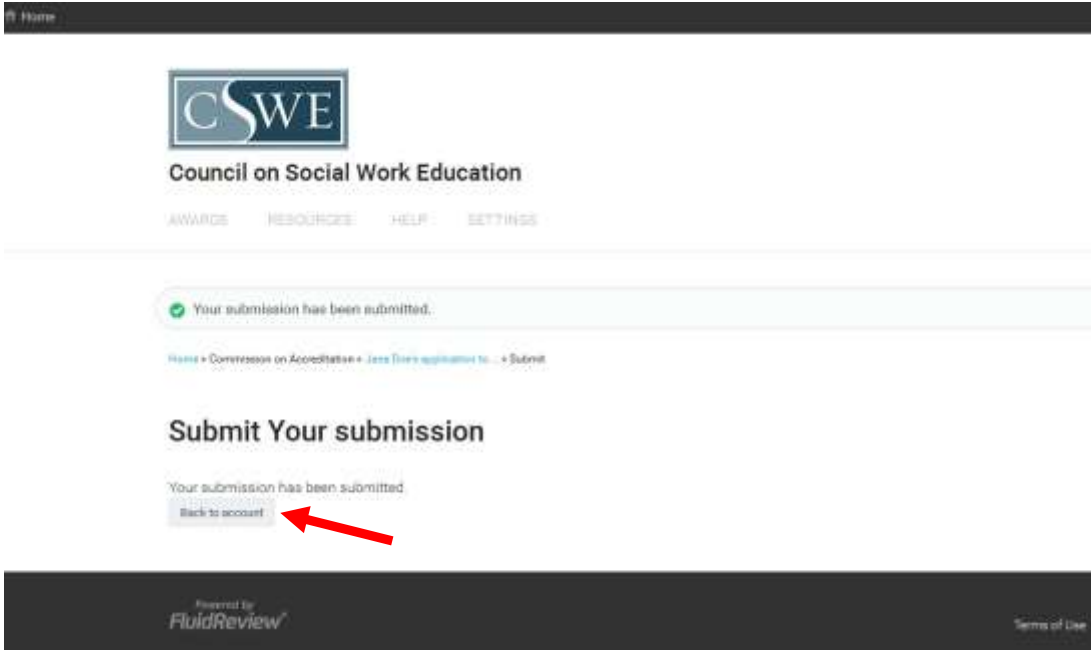
The screenshot shows a user interface for an application process. At the top, it says "Jane Doe's application to Commission on Accreditation" with the ID "(AA-4086521337)". Below this, it says "Commission on Accreditation" and "Application Round". There is a table with four columns: TASK, DEADLINE, STATUS, and ACTIONS. The table lists three tasks: "CSWE Commissions and Councils Form", "Resume", and "Statement of Interest". Each task has a status of "INCOMPLETE" and a "Start" button. To the right, there is a "Progress" section showing a progress bar at 0.0% and a list of tasks to be completed: "Complete task 'CSWE Commissions and Councils Form'", "Complete task 'Resume'", "Complete task 'Statement of Interest'", and "Submit". There is also a "Withdraw Application" button.

TASK	DEADLINE	STATUS	ACTIONS
CSWE Commissions and Councils Form	—	INCOMPLETE	Start
Resume	—	INCOMPLETE	Start
Statement of Interest	—	INCOMPLETE	Start

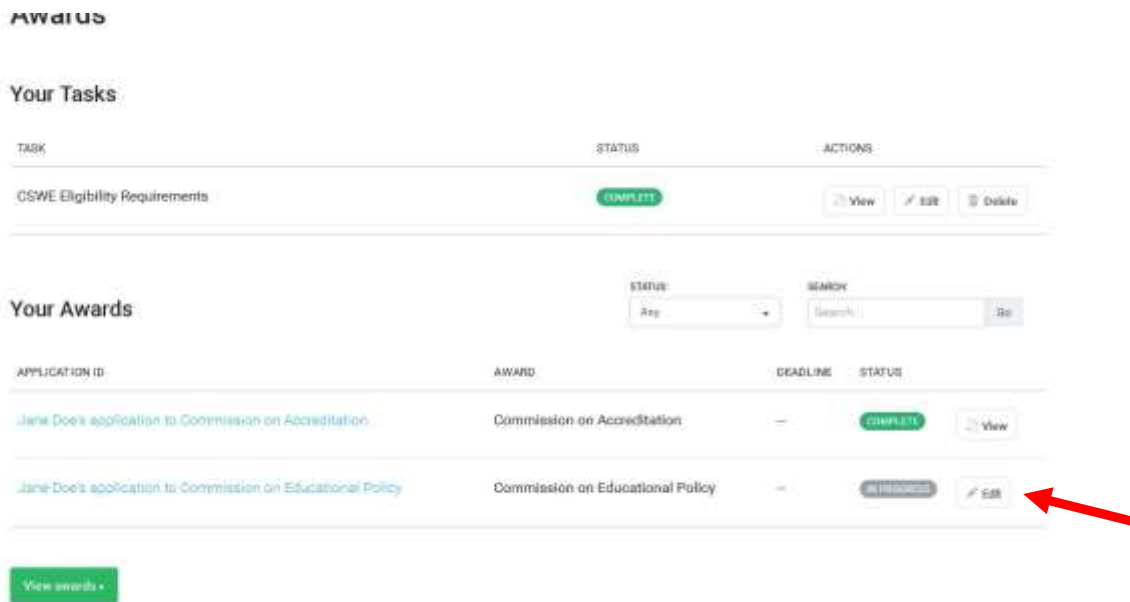
12) You will be directed to a final submission page. Please be advised that you will no longer be able to make changes after you click “Continue” to finalize your submission.

The screenshot shows the final submission page. At the top, there is the CSWE logo and the text "Council on Social Work Education". Below this, there are navigation links: "AWARDS", "RESOURCES", "HELP", and "SETTINGS". The breadcrumb trail reads "Home > Commission on Accreditation > Jane Doe's application to ... > Submit". The main heading is "Submit your submission". Below this, it says "You are now submitting your submission." and "Please be advised that you may no longer be able to make further changes to this submission." There are two buttons: "Cancel" and "Continue". A red arrow points to the "Continue" button. At the bottom, there is a footer with "Powered by FluidReview" and "Terms of Use".

13) You will land on a confirmation page that your submission is complete. If you are only applying to one Council/Commission, you are finished with the application process. If you are applying to multiple Commissions/Councils, click “Back to Account” to view those applications.



14) Click “Edit” on the next Commission/Council application you are applying for. Because you have already applied to one Commission/Council, your information will pre-populate for the next application. However, you may edit any piece of the application if you choose to do so (for example, you may want to change your Statement of Interest or Resume). Edits will not impact any application you have already submitted. Follow steps 11-13 again to finalize your submission for each respective Commission/Council you are applying for.



Your Commission/Council application(s) are now complete! All applicants will be informed by summer 2016 if they have been selected to serve as a volunteer on a commission and/or council.

If you have any questions in the interim, please contact awards@cswe.org.

Thank you for your interest!