

How to sign up and start an application using A.S. Finance Committee's online application system

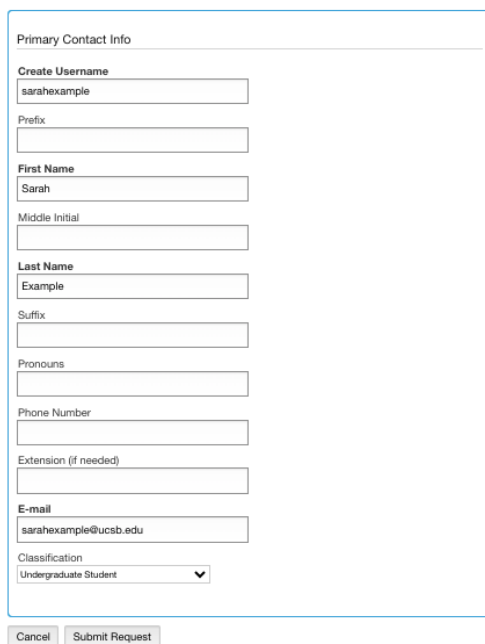
If you ever have any issues, contact financechair@as.ucsb.edu!

Step 1: Go to asucsb.fluxx.io. Click the button to create an account.



The image shows the login and registration page for the Associated Students UCSB Grants Portal. At the top is a logo featuring a stylized sun with orange rays and a blue wave. Below the logo is the text "Associated Students UCSB Grants Portal". The page is divided into two main sections: "Login (all fields required)" and "New User?". The "Login" section has fields for "Username" and "Password", a "Sign in" button, and a "Forgot Password?" link. The "New User?" section has a "Create an account now" button, which is highlighted with a red rectangle. Below the "New User?" section is a small "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

Associated Students UCSB Grants Portal



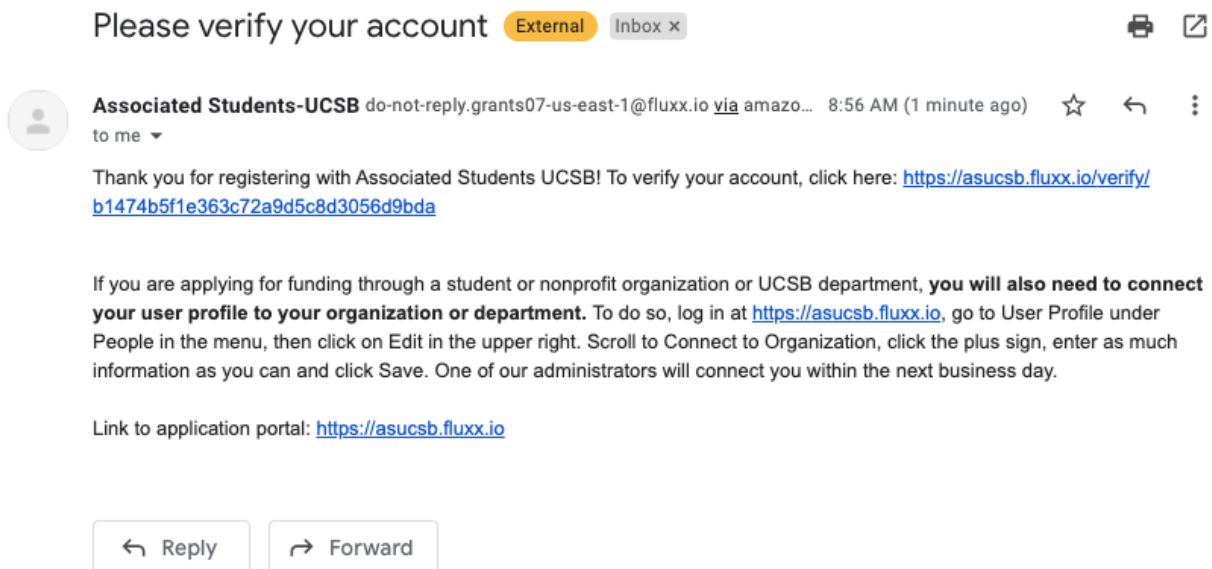
The image shows the registration form for the Associated Students UCSB Grants Portal. The form is titled "Primary Contact Info" and contains the following fields: "Create Username" (with the example "sarahexample"), "Prefix", "First Name" (with the example "Sarah"), "Middle Initial", "Last Name" (with the example "Example"), "Suffix", "Pronouns", "Phone Number", "Extension (if needed)", "E-mail" (with the example "sarahexample@ucsb.edu"), and "Classification" (a dropdown menu with "Undergraduate Student" selected). At the bottom of the form are two buttons: "Cancel" and "Submit Request".

Step 2: Fill out the registration form fields and click Submit. Only fields in **bold** are required.

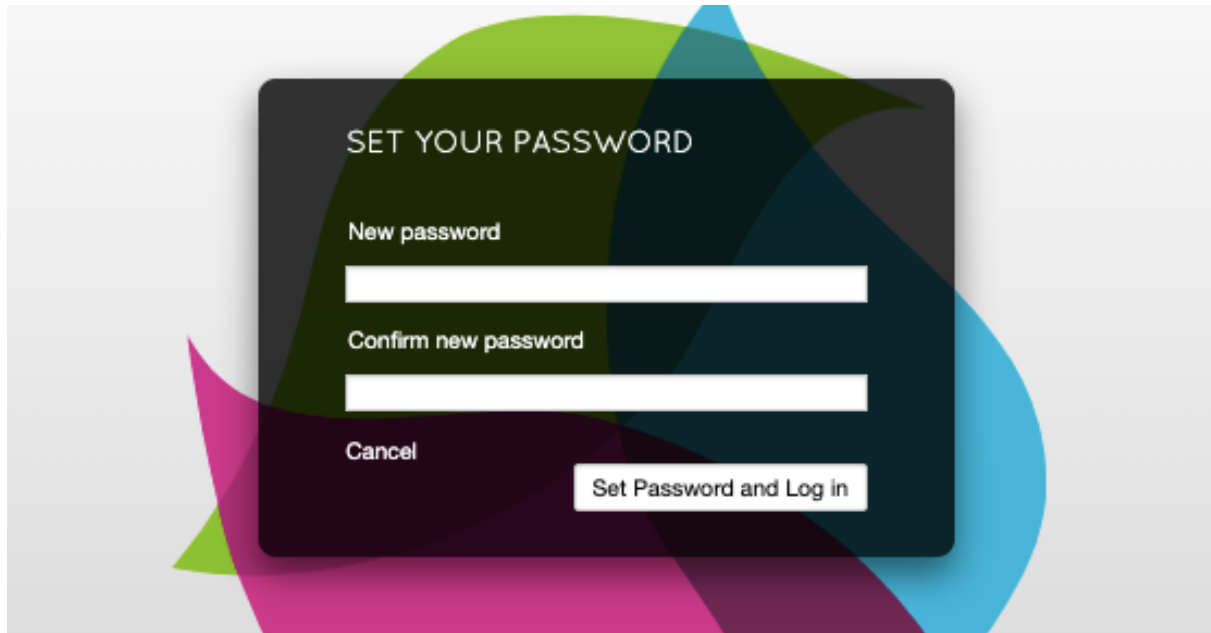
Once you click Submit Request, you should be instructed to check the email you used to register:



Step 3: Check your email and click on the provided link.

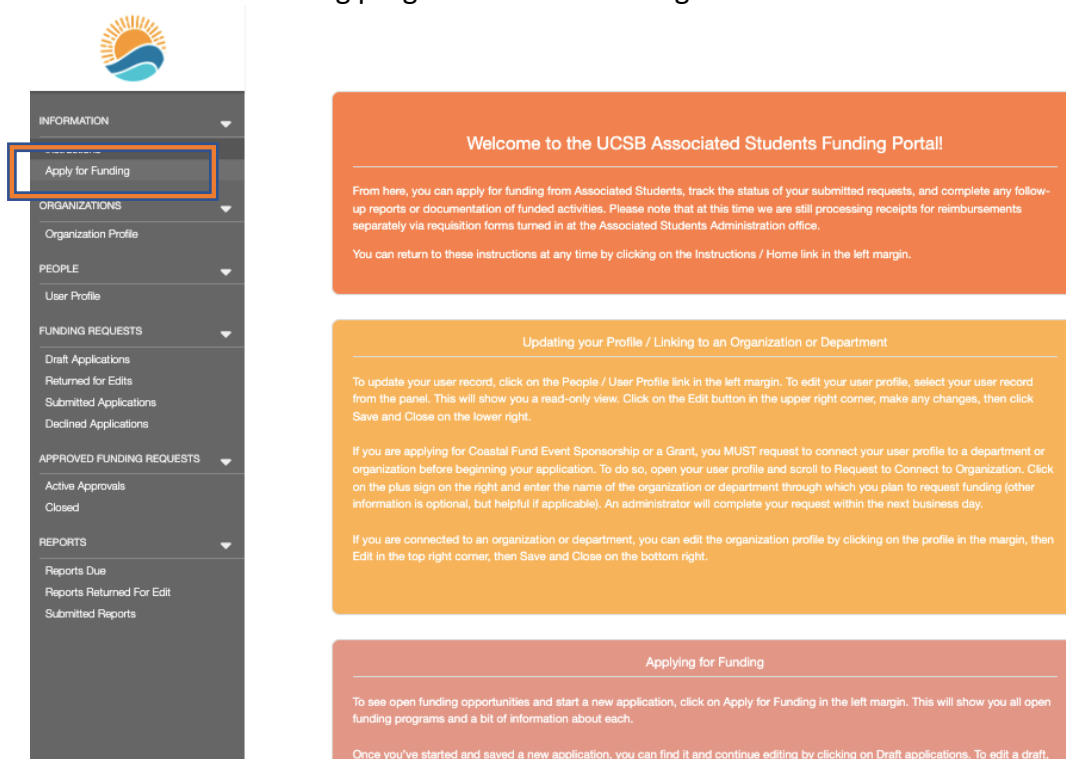


Step 4: Follow the link to set your password, then log in.



A screenshot of a web form titled "SET YOUR PASSWORD". The form is dark-themed with white text and input fields. It contains two input fields: "New password" and "Confirm new password". Below these fields are two buttons: "Cancel" and "Set Password and Log in". The background of the form is a dark grey rectangle with a colorful, abstract geometric pattern in shades of green, blue, and purple behind it.

Step 5: You're ready to apply to A.S. Finance Committee! Go back to asucsb.fluxx.io, log in, check the instructions and click on Apply for Funding on the left margin. This will open up several different funding programs that run through Associated Students.



A screenshot of the UCSB Associated Students Funding Portal. The page has a dark grey sidebar on the left with a logo at the top. The sidebar contains several sections: "INFORMATION" (with "Apply for Funding" highlighted), "ORGANIZATIONS" (with "Organization Profile"), "PEOPLE" (with "User Profile"), "FUNDING REQUESTS" (with "Draft Applications", "Returned for Edits", "Submitted Applications", and "Declined Applications"), "APPROVED FUNDING REQUESTS" (with "Active Approvals" and "Closed"), and "REPORTS" (with "Reports Due", "Reports Returned For Edit", and "Submitted Reports"). The main content area is orange and contains three sections: "Welcome to the UCSB Associated Students Funding Portal!", "Updating your Profile / Linking to an Organization or Department", and "Applying for Funding".

Welcome to the UCSB Associated Students Funding Portal!

From here, you can apply for funding from Associated Students, track the status of your submitted requests, and complete any follow-up reports or documentation of funded activities. Please note that at this time we are still processing receipts for reimbursements separately via requisition forms turned in at the Associated Students Administration office.

You can return to these instructions at any time by clicking on the Instructions / Home link in the left margin.

Updating your Profile / Linking to an Organization or Department

To update your user record, click on the People / User Profile link in the left margin. To edit your user profile, select your user record from the panel. This will show you a read-only view. Click on the Edit button in the upper right corner, make any changes, then click Save and Close on the lower right.

If you are applying for Coastal Fund Event Sponsorship or a Grant, you MUST request to connect your user profile to a department or organization before beginning your application. To do so, open your user profile and scroll to Request to Connect to Organization. Click on the plus sign on the right and enter the name of the organization or department through which you plan to request funding (other information is optional, but helpful if applicable). An administrator will complete your request within the next business day.

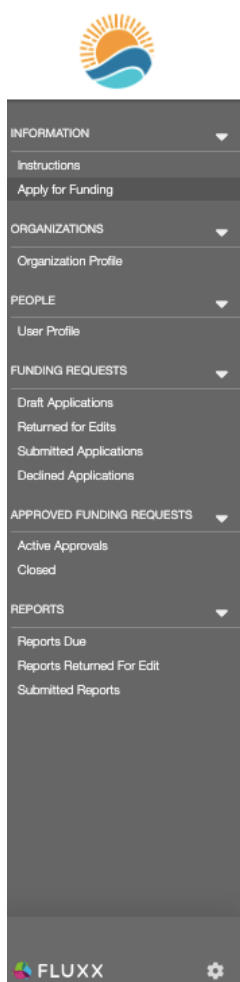
If you are connected to an organization or department, you can edit the organization profile by clicking on the profile in the margin, then Edit in the top right corner, then Save and Close on the bottom right.

Applying for Funding

To see open funding opportunities and start a new application, click on Apply for Funding in the left margin. This will show you all open funding programs and a bit of information about each.

Once you've started and saved a new application, you can find it and continue editing by clicking on Draft applications. To edit a draft,

Step 6: From here, you can either apply for group funding from A.S. Finance Committee or for \$250 group startup funds.





The A.S. Finance Committee facilitates the financial allocation of student fees to support a wide variety of operations of Associated Students that benefit the students of UCSB, the campus, and the surrounding community. The charge of the Finance Committee is to help registered student organizations put on successful events, provide necessary student services, hold conferences, and fund championship aspiring teams through the procurement of funds.

The student leaders who sit on the Finance Committee are tasked with the careful deliberation and the decision of the approval of funding for student groups. An officer of your organization may submit your entity's funding request here by 4:00pm Sunday to be on the agenda for the next Monday meeting and send an informed representative to present your budget. For more information, please see our website: <https://asfb.as.ucsb.edu/>.

Fall 2024 Meetings begin September 30, 2024 at 4:00pm in the UCEN State Street Room. We do not meet during Monday holidays and Week 10. **The last Finance Committee meeting will take place on May 19, 2025.**

Please note: At the end of the funding request application, you must click "Submit" after "Save and Close" in order for us to receive it.

For questions about the Finance Committee, please email Aryaman Singh at aryaman@ucsb.edu.

Apply for Funding from A.S. Finance Committee

\$250 Start-Up funds are also available from the A.S. Finance Committee for any Registered Campus Organization which has been registered for a **minimum of one full academic quarter**. You must be an officer to complete this application process and your organization's registration will be verified with SEAL staff before funding is approved. Click on the link below to fill out the application.

The last day to submit a \$250 Start-Up Fund application for 2024-25 is **May 9, 2025.**

Apply for the Finance Committee's \$250 Startup Funds

Step 7. Draft your application and save periodically as you go.

The screenshot shows a web form with two main sections: "Organization Information" and "Project Information".

Organization Information:

- Name:
- Organization Name:
- Organization Category:
- AS Account Number, if known:
- Footer text: "If you need to look up your AS Account Number, please click [here](#). If you do not see your organization on the list, you may leave this field blank."

Project Information:

- Project Title:
- Event or Project Type:
- Event or Project Summary:
- Location of Event or Project:
- Start Date of Event or Project:
- Total Amount Requested from F&B:

At the bottom right, there are three buttons: "Cancel", "Save and Close", and "Save". The "Save and Close" and "Save" buttons are highlighted with a red box.

Step 8. To return to your application, go to Draft Applications on the left, select the application in the mid-left column, then click Edit in the upper right corner. When you're ready to submit, click Submit in the lower right (you will need to click Save and Close first if you are in edit mode).

The screenshot shows the Fluxx application dashboard. On the left is a sidebar menu with the following sections:

- INFORMATION
 - Instructions
 - Apply for Funding
- ORGANIZATIONS
 - Organization Profile
- PEOPLE
 - User Profile
- FUNDING REQUESTS
 - Draft Applications** (highlighted with a red box)
 - Submitted Applications
 - Declined Applications
- APPROVED FUNDING REQUESTS
 - Active Approvals
 - Closed

The main content area shows a search bar with "Search..." and a list of applications. The first application is highlighted:

- Test**
- ID: FB-202410-11691
- Project Title:
- Meeting Date:
- Amount Requested:
- Amount Approved: In Progress
- Status: Draft

Below the list, there is a "Request Status" section with a table:

Request Status				
Draft	Chair Review	Board Member Review	Tabled	Active

Below the table, there is a "Status" section with a dropdown menu set to "Draft".

At the bottom right, there are two buttons: "Delete" and "Submit". The "Submit" button is highlighted with a red box.