



Flexi-Grant User Guide

November 2018

This document describes how to register as a user of the Trust's online grant management system (Flexi-Grant).

Registration and Login

You must have a registered account with the Trust's Flexi-Grant system to apply for, and manage, your grants online.

For new users

You will need to create an account to apply. Head to: <https://ogdentrust.flexigrant.com/>

Figure 1 is a picture of the registration and login page for Flexi-Grant. Please click on the 'Register' button (circled).

Once you have read (and accepted) the Trust's Terms and Conditions and our Data Policy, you will be asked to provide an email address and password so that you can log in to Flexi-Grant. Please provide a current email address and phone number (optional) when creating your profile. We will use these details to communicate with you about your application.

A confirmation email will be sent to the email address you have provided; please click the link provided to activate your user account. This will confirm your email address and complete your registration.

Forgotten passwords and locked accounts

If you have forgotten your password, a reset password link can be sent to you via email by following the forgotten password option on the login page.

If you enter your password incorrectly 3 or more times, your account will be locked; this is to protect you from any attempts by a third party to access your data. To unlock your account, please contact the Trust via email (office@ogdentrust.com).

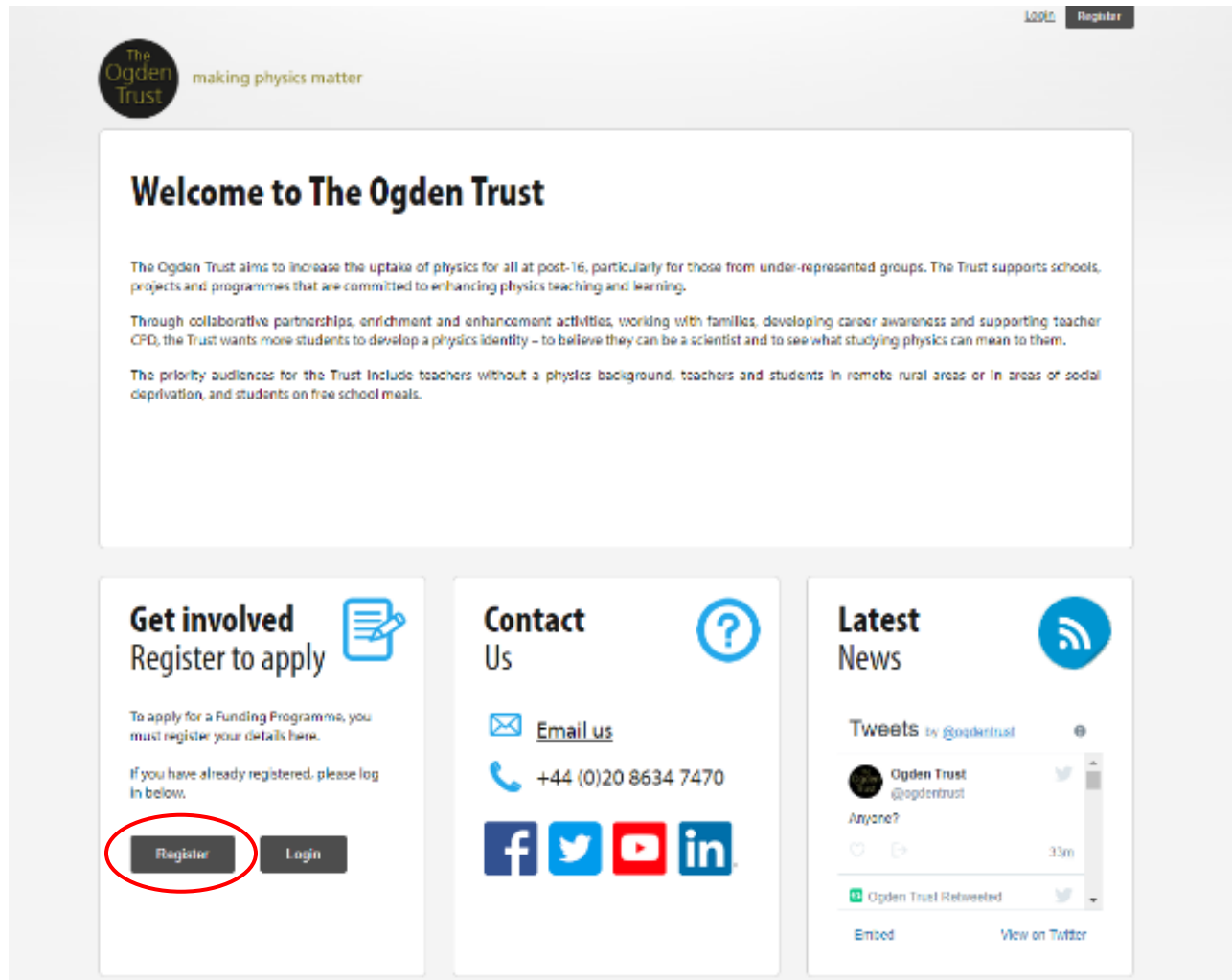


Figure 1: The Ogden Trust Flexi-Grant homepage

Managing your account details

The Ogden Trust will use the details provided when first registering your account as your contact details. You can update your contact information at any time, by clicking the 'My account' button on the portal homepage (Figure 2).

The home page is the starting point for creating and accessing applications, managing your user account details and changing your password.

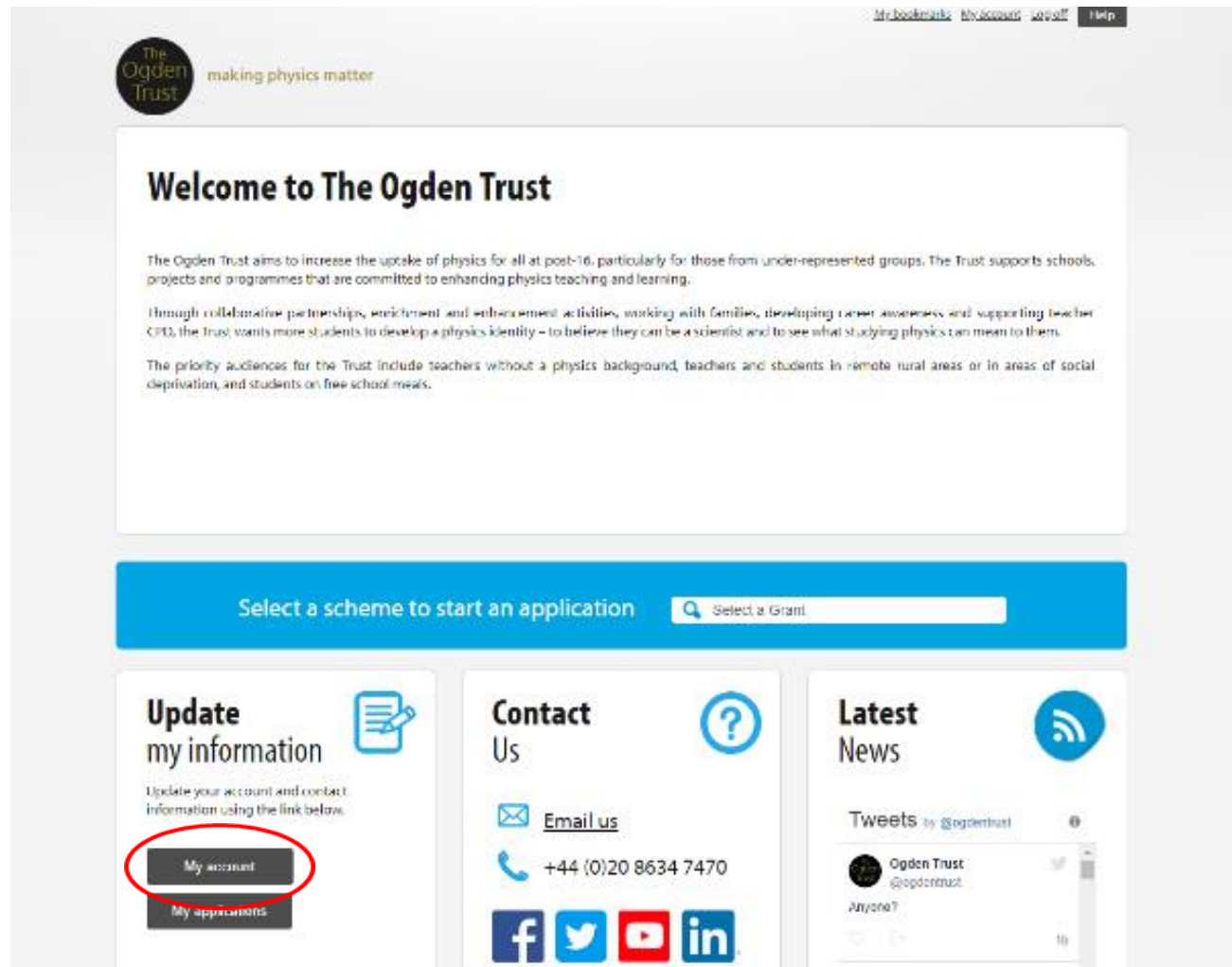


Figure 2: The portal homepage

The 'My account' page, shown in Figure 3, shows your current contact information. You can use the 'My contact details' tab to the left of the page to update your contact and organisation details, and change your password using the link at the bottom of the page.

Please always remember to save all your changes and updates.

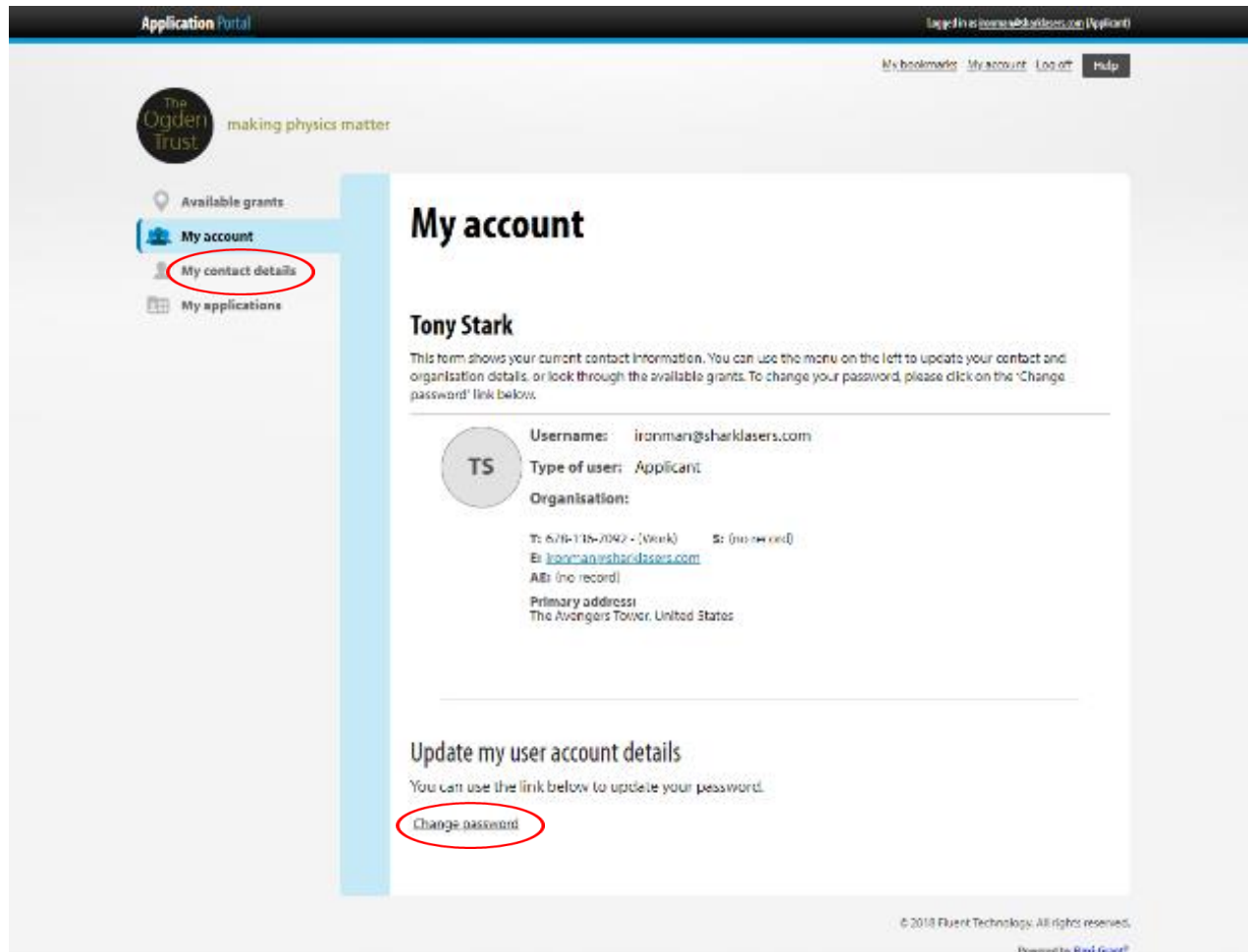


Figure 3: Managing your account details

Scrolling to the bottom of the 'My contact details' page will give you the option of adding yourself to an organisation (see Figure 4). Please select your organisation from our drop-down menu. If your organisation does not appear automatically in the dropdown list that appears when you start to type, please enter the full name of your organisation and click on the save button. It will be added to the system and you can update its details using the 'My organisation' tab to the left of the page (see Figure 5).

Once you have updated your information, use the left-hand navigation bar to view available grants and your applications.

- [Available grants](#)
- [My account](#)
- [My contact details](#)
- [My applications](#)

Update your personal details

Contact details


Title

First name

Last name

Position

Date of birth



Organisational photo should be less than 100KB and uploaded within 30 days

Phone number Work Primary
[Add another phone number](#)

Email Work Primary
[Add another email](#)

Alternative email Work Primary
[Add another alternative email](#)

Social media Twitter Primary
[Add another social network](#)

Address Work

Primary
[Add another address](#)

Organisation details

Please identify the organisation you work for. Please do this by entering the name of your organisation in the field below.

N.B If your organisation does not appear automatically in the dropdown list that appears when you start to type, please enter the full name of your organisation and click on the save button and it will be added to the system.

Organisation View Remove

Cancel Save

Figure 4: Adding your organisation

Application Portal Logged in as [www@ogdentrust.com](#) (Logout)

[My contacts](#) [My account](#) [Logout](#) [Help](#)

making physics matter

- [Available grants](#)
- [My account](#)
- [My contact details](#)
- [My organisation](#)
- [My applications](#)

The Avengers

You can use the form below to update your organisation's contact information. Please note that any users who are associated with this organisation will also see the updated contact information.

Organisation details

Name	<input type="text" value="The Avengers"/>	 <small>Organisational photos should be at least 200px x 200px whenever to save changes.</small>
Type	<input type="text" value="(Please Select...)"/>	
Company Number	<input type="text"/>	
Charity Number	<input type="text"/>	

Organisation contact details

Phone number	<input type="text" value="Please enter a phone number"/>	<input type="text" value="Work"/>	<input type="text" value="Primary"/>	Add another phone number
Email	<input type="text" value="Please enter an email address"/>	<input type="text" value="Work"/>	<input type="text" value="Primary"/>	Add another email
Website	<input type="text" value="Please enter an alternative website"/>	<input type="text" value="Work"/>	<input type="text" value="Primary"/>	Add another alternative website
Social media	<input type="text" value="Please enter a social network"/>	<input type="text" value="Twitter"/>	<input type="text" value="Primary"/>	Add another social network
Address	<input type="text" value="Please enter a street address"/>	<input type="text" value="Work"/>		
<input type="text" value="Street address line 2"/>				
<input type="text" value="Please enter a city"/>				
<input type="text" value="Please enter a county"/>				
<input type="text" value="Please enter a postcode"/>				
		<input type="text" value="United Kingdom"/>	<input type="text" value="Primary"/>	Add another address

Figure 5: Updating your organisation's details