Coordinator Portal User Guide
SITE CREATION/RENEWAL
Create/renew site information using Coordinator Portal

To create/renew site information, a Coordinator will need to go to https://www.reach.acs.org/seedsite

**If creating new Site:**

Select “Create one today” and enter ACS ID information to enter Coordinator Portal.

Once successfully in the Portal, click the “Create Site” link in “Site Info” panel to enter your site details for the upcoming summer program.

**If returning to existing site:**

Log In using existing ACS ID credentials (Utilize ‘Forgot User Name or Password?’ if necessary)

Once successfully in the Portal, click the “Edit Site” link in “Site Info” panel to add/edit site details for the upcoming summer program.

Once all fields are entered or updated, click “Save”.

*If your site has multiple Coordinators, additional coordinators can be entered upon saving the site and using the “Add Co-Coordinators” button.*
PROJECT PROPOSAL
Propose Projects for upcoming SEED summer

December 1 to February 8

Within the Coordinator Portal (https://www.reach.acs.org/seedsite), a click on “Add Project” button in the "Project Info" pane.

Fill in all form fields for the General, [In-Person/Virtual] Considerations, and Location sections. When finished, click “Add Project”.

If a returning coordinator: The projects submitted in the previous year will be available to update if your site plans to run the same project. Please review carefully to ensure that any changes needed in the newest iteration are updated. Delete any Previous Year status projects you will not be running in the upcoming cycle.
A mentor can be assigned to a project upon saving the Project Information form and using the “+Create Mentor” button, or if you have previous project mentor information on record, use the “Search Mentors by email..” feature.

Additional mentors can be added on the project Information Form or within the Team Management page found by clicking “Manage” on the “Team Info” pane of the Coordinator Portal.

Once all project proposals are entered into the Coordinator Portal, from the portal home page (Coordinator Dashboard), you can click the “Submit Proposal” button to submit the proposed projects to the review committee.

NOTE: This step will close your access to adding new project proposals. Do not use the “Submit Proposal” button until ALL are ready for committee review.
STUDENT SELECTION
Within the Coordinator Portal (https://www.reach.acs.org/seedsite), click on the “Manage” button within the "Student Applications" pane. The total number of applicants is displayed below this button. If there are no applications to your site (“00 Total applications to your site”), this “Manage” button will not be active.

On the “Student Applications” page, a list of all applicants and their application status will be available for review.
Assigning Student Applicants to Your SEED Site

March 1 to April 30

To assign a student to a project:

1. Select a student (click on their listed row) to view.
2. Review their application and documents
3. Assign the student to a project (click or use search bar to find appropriate project in the “Select a Project” section on bottom right of page).
4. Reference a student’s contact information to inform them of your decision.

Only Students with a status of “Eligible” can be assigned to a project.
To release a student from your site:

1. Select a student (click on their listed row) to view.
2. Review their application and documents.
3. Release student from your site (click “Release Student” below the “Select a Project” section on bottom right of page).

Once released, you will not be able to review this student again.

Upon release, the student will receive an automatic email notification and may opt to select another site.
Unassigned Student Applicants in Your SEED Site

March 1 to April 30

If a student is unassigned from or never assigned to a project, the student will remain as an applicant to your site and their application status will be ‘Eligible’.

Remember to make a final decision (releasing or selecting a project for the student) by the selection deadline.