How to sign up and start an application using Coastal Fund’s online grant system

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

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

Step 2: Fill out the registration form fields. 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.

Please verify your account

Associated Students-UCSB do-not-reply.grants07-us-east-1@fluxx.io via amazon... 8:56 AM (1 minute ago)
to me →

Thank you for registering with Associated Students UCSB! To verify your account, click here: https://asucarb.fluxx.io/verify/p1474b5f1e363c720d5c8c3056d9bda

If you are applying for funding through a student or nonprofit organization or UCSB department, you will also need to connect your user profile to your organization or department. To do so, log in at https://asucarb.fluxx.io, go to User Profile under People in the menu, then click on Edit in the upper right. Scroll to Connect to Organization, click the plus sign, enter as much information as you can and click Save. One of our administrators will connect you within the next business day.

Link to application portal: https://asucarb.fluxx.io
Step 4: Follow the link to set your password, then log in.

Step 5: You’re in! Click on User Profile in the left margin.
**Step 6:** Open your user profile and scroll to Connect to an Organization. Click the plus sign on the right.

**Step 7:** Enter in the name of the department or organization through which you will be applying for funding. If you don’t know some of the information, it’s fine to leave it blank.
Once you’ve submitted the request, your user profile should look like this. We will receive your request to connect and will process it within 1-2 business days.

**Connect to an Organization**

**Marine Science Institute**

Connect your user profile to your organization or department by clicking on the plus sign and filling out as much of the requested information as possible.

Once we have processed the request and linked you to your organization or department, you should get the following email:

**Your request to connect to your organization has been completed**

**Associated Students-UCSB** do-not-reply.grants07-us-east-1@fluxx.io via amaz... 9:21 AM (0 minutes ago)

to me 🔽

Dear Sarah Siedschlag,

Your request to connect your user profile to Marine Science Institute in the Associated Students funding system has been completed.

Thank you,
Associated Students
Step 8: You’re ready to apply to Coastal Fund! Go back to asucsb.fluxx.io, log in, and click on Apply for Funding on the left margin. This will open up several different funding programs that run through Associated Students.

Step 9: Scroll down to Coastal Fund and click Apply for a Coastal Fund Grant.
**Step 10:** Fill out your application! Click Save and Continue periodically, and Save and Close when you need to take a break.

To return to your application, go to Draft Applications on the left, select the application in the mid-left column (there’s only one here), then click Edit in the upper right corner. When you’re ready to submit, click Submit in the lower right (you will have to click Save and Close first if you are in edit mode).