



Spring 2012 Teen Application Instructions

NOTE FOR ALL TEENS WHO PARTICIPATED IN FALL 2011 AFTER SCHOOL MATTERS PROGRAMS: If you would like to continue in the same program this spring, you do not need to go through the application process. Instead, simply talk to your instructor about re-enrolling in your program for the spring.

Fall participants who want to participate in a different After School Matters program this spring, as well as all teens who did not participate in a Fall 2011 program, will need to go through the application process:

1. Visit afterschoolmatters.org
2. Click on the “Teens, Apply Now for Spring 2012 Programs!” button, which takes you to the online application system.
3. Click on the “Spring 2012” button.
4. If you would like to browse available programs before starting your application, scroll to the bottom of the screen and click “Search available programs.” If you are ready to start a new application, click “Start a new Spring application.” If you already started a Spring application and are coming back to edit your details or program selections, enter your Spring application ID number in the box under “Spring Application ID” and click “Log In.”

5. **If you went to the “Search available programs” page:**

Check the “After School Matters” box and scroll down the page to search for programs by Keyword, location, model, organization or content area. You can search for programs at or near your school using the “High School” menu. Search for programs in your neighborhood using the “Zip Code” menu. To find Downtown advanced apprenticeships at Gallery 37 Center for the Arts, enter “Downtown” in the keyword field. After you find programs you are interested in, you should return to the home page to begin a new Spring application.

If you are starting a new Spring application:

Be sure to write down the bold Application ID number you see at the top of the page. You will need this number to return to your application later.

Step 1: Enter the required personal information and click "Submit"

Step 2: Check the After School Matters box, then scroll down and use the "Search for Jobs / Programs" tools to find the program(s) you would like to apply for.

Step 3: If you found the program(s) you are interested in applying for, click the box next to the program(s) and click "Next." If you did not find the program you are looking for, click "Back" and adjust your search criteria in Step 2.

Step 4: Rank your program(s) with a 1, 2 and 3 (depending on the number of areas you selected.) Click "Next."

Step 5: Enter your personal information and click "Next."

Step 6: Continue entering your personal information and click "Next." Enter your applicable skills and experience and click "Next." Answer the survey questions and click "Next."

Step 7: Read the important information regarding a consent form and click "Next."

Step 8: Carefully review your application status. You can either click "Back" to change your application details or program selections or you can click "Confirm" to submit your application. **Note, once you click "Confirm" you cannot remove program selections. However, you can add additional programs later until you reach the maximum selection of three.**

Step 9: Click the PDF or HTML button to open your Confirmation & Consent Form. Then select File > Print from your browser window to print this form. When you are finished, click "Logout & Close."

6. After School Matters instructors will contact selected teens regarding an application/interview session and/or audition. Bring a photo ID, your Social Security or ITIN number, and your signed Consent Form to this interview session.

WE HOPE TO SEE YOU IN SPRING 2012 PROGRAMS!