

Smartsheet

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Log In

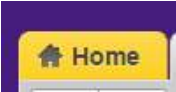

Go to: www.smartsheet.com

- Log in with your LSU email address and the password you have chosen.
- If you forget your password, click on “forgot password”

Finding Reports

****NOTE:** It is best to view your prospects/applicants through your report. If you see LSU CMDA at the top of your list, you are looking at a “sheet” not a “report”.

To find reports:

1. Click 
2. Click  Shared To Me
3. Click on the report you would like to view.
 - a. Reports have a Blue icon next to them
 - i. Reports will only show the recruits/applicants related to you/your area

Columns

If you would like to **hide a column** in your report, right-click at the top of the column and select “hide”. To unhide, right-click at the top of the column, and select “unhide all columns.”

If you would like to **sort**, right-click at the top of the column and select “sort”. You can sort with up to 3 levels (e.g. degree seeking, last name, audition time)

If you would like to **freeze a column**, right-click at the top of the column and select “freeze column”. To unfreeze, right-click at the top of the column, and select “unfreeze column.”

Legend for Undergraduate Prospects/Applicants

LSU Application

Green = Admissible; **Yellow** = Under Consideration

Undergraduate Academic Scholarships

The circle darkens with the amount of academic scholarship currently awarded to the student. In the far left column, you can get more specific information about the awards by clicking on the “discussion bubble”.

****NOTE:** TOPS funds are not awarded until March/April. Please encourage Louisiana students and their families to complete the FAFSA in January (they will need to use their 2015 Annual Financial Report for the application).

Also, I have just learned that scholarships are not automatically awarded to students who take a gap year. There are so many variables to academic scholarship awards, and we do not always have the correct information.

Audition Date/Audition Time

Lists the student’s audition date/means of audition, and audition time for their instrument and/or additional interviews.

Strength of Prospect

If you would like to identify your interest level in a student, you can insert a ranking of 1-5 stars (5 being best). All information is internal, and will never be seen by the applicant.

Status:

- **Applied** = Still need the audition form, <http://goo.gl/forms/qeLZAbc2Tr> (Row will be colored light blue)
- **Audition Form + Applied** = Audition will be scheduled (Row will be colored dark blue)
- **Audition Scheduled** = Student has confirmed audition time (Row will be colored purple)
- **Inquired** = Student has inquired about LSU/School of Music (Row will be colored white)
- **Intends to Enroll** = Student has paid enrollment deposit or returned scholarship contract (Row will be colored dark green with bold white letters)
- **Failed Audition** = Unsuccessful audition (Row will be colored red)
- **Non-Major/Ensembles Only** = Students is only interested in ensembles (Row will be colored black)
- **Passed Audition** = Successful audition (Row will be colored light green)
- **Visited Campus** = Student has visited campus and/or had lesson with faculty (Row will be colored grey)
- **Withdraw Application** = Applicant not coming to LSU (Row will be colored red)

Lavender Colored Rows = Third Party Information; Student has not inquired about LSU, but was involved in an honor ensemble (e.g. TMEA All-State, LMEA All-State)

Brown Colored Rows = Information was received by the Office of Admissions (rarely included student’s instrument)

Legend for Graduate Prospects/Applications

LSU Application

Green = Application Submitted/Fee Paid; **Yellow** = Application Started

Graduate Application Complete

The circle darkens based upon the percentage of application that is complete

Status:

- **Applied** = Still need the audition form, <http://goo.gl/forms/qeLZAbc2Tr> (Row will be colored light blue)
- **Audition Form + Applied** = Audition will be scheduled (Row will be colored dark blue)
- **Audition Scheduled** = Student has confirmed audition time (Row will be colored purple)
- **Inquired** = Student has inquired about LSU/School of Music (Row will be colored white)
- **Intends to Enroll** = Student has returned scholarship contract or provided verbal confirmation (Row will be colored dark green with bold white letters)
- **Failed Audition** = Unsuccessful audition (Row will be colored red)
- **Passed Audition** = Successful audition (Row will be colored light green)
- **Withdrew Application** = Applicant not coming to LSU (Row will be colored red)