Blackstone LaunchPad submission acceptance instructions
Step 1: Login

- Go to app.reviewr.com
- Enter your username: “your email address”
- Enter your password: “BlackstoneLaunchpad”
Step 2: Navigate to submissions

- After logging in, you will land on the “Solve a campus Problem” dashboard.
- On the left, click “management”.
- After clicking “management”, click “submissions”.
  (screenshot on next page of instructions).
Step 2: Dashboard screenshot

**Blackstone LaunchPad Spring 2016 “Solve a Campus Problem” Challenge**

**Dashboard**

**Summary**
- Days Left: 50
- Number of Entries: 0

**Submissions**
- Status	Count
  - Accepted	1
  - Closed	0
  - Denied	0
  - Incomplete	0
  - New	0
  - Pending	0
  - Ready	8

**Status:**
- Active
- Pending
- Completed
- Cancelled

**Event Flow**

- Round 1 Start: Apr 11, 2016
- Round 2 Start: Apr 18, 2016
- Round 3 Start: Apr 25, 2016
- Application C: Apr 8, 2016
- Round 1 End: Apr 15, 2016
- Round 2 End: Apr 22, 2016
- Round 3 End: Apr 29, 2016
Step 3: Find your school

- After clicking on “submissions”, you will be presented with ALL submissions.
- To navigate to your school, use the “groups” dropdown in the search.
- Select your school from this dropdown. (Screenshot on next page of instructions)
Step 3: Selecting your school
Step 4: Viewing and accepting submissions

- Once you have selected your school, all submissions to your school will be displayed.
- To open a submission, click “view” next to it.
- To read the submission, stay on the “submission tab” and scroll down to view inputted answers.
- To watch the submitted video, click the “media tab” and play the video.
- To accept the submission into the competition, click the blue “accepted” button on the right. (screenshot on next page of instructions).
- Repeat this process for other submissions after meeting with the student.
Step 4: Viewing and accepting submissions

Welcome to the Blackstone LaunchPad “Solve a Campus Problem” Challenge. Please verify the information below is accurate. If you wish to make changes, please update your Venture Profile. Once complete, please scroll to the bottom and click "submit". Good luck!

COMPANY NAME
Example Submission Mar 7 2016 #1

LOGO
https://s3.amazonaws.com/ventureboard-pro/logos/83/large.png

WEBSITE URL
http://www.reviewr.com
Step 5: Optional – Add team

- If the student has multiple team members, you can add them when you approve the submission.
- To add team members, open the submission and click the edit button.
- Once in edit mode, scroll down until you see the question “additional team members”.
- Add each team member as its own line
- Once complete, scroll down to the bottom and click submit. (Screenshots on the next page of the instructions)
Step 5: Optional – Add team
Step 5: Optional – Add team

VENTURE NAME
test mar 11

ADDITIONAL TEAM MEMBERS
test

LOCO

WEBSITE URL
http://www.test.com

SHORT DESCRIPTION/PITCH
This is my short description and pitch for testing

STAGE
1

INDUSTRIES
Agriculture

WHAT DO YOU MOST NEED HELP WITH?
(['Accounting'])

WHAT WOULD YOUR VENTURE’S SUCCESS MEAN TO YOU?
Getting to do something I love and am passionate about

WHAT’S YOUR VENTURE IDEA?
test

BUSINESS TYPE
For Profit

BUSINESS OFFERING
Products
For support, please contact
support@reviewr.com or call (402) 261-5802

www.reviewr.com