How to Save a Search & Setup Funding Email Alerts

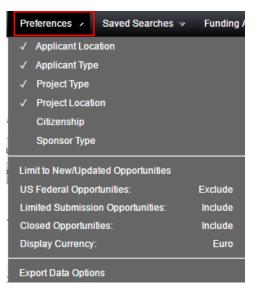**Step 1:** Enter search terms.

Click Locate Funding to execute search.

Ensure Category Filters and Search Options are configured as desired.

Category Filters and Search Options can also be viewed / edited via the Preferences menu

Step 2: Click Save button
Enter Search Name
Select the email format and update frequency
Save Changes

All new and updated funding opportunities which match this Saved Search will be delivered to the user via email or RSS feed depending on your choices.

Step 3: Manage Funding Email Alerts from the Funding Alerts menu
From this screen you may execute a search manually and manage the automation preferences

NOTE: Before clicking the SPIN Funding Opportunity link in the **SMARTS** email, you must have the SPIN site open. Otherwise you will be prompted to login to SPIN through the SPIN login screen (not InfoEd). If you are prompted to login to SPIN but only have an InfoEd account, login to InfoEd and access the **SPIN** site from there. If you have a login to SPIN, then use those credentials. The link in the email will then bring you directly to the Funding Opportunity Announcement.