USBC Board of Directors - Portal
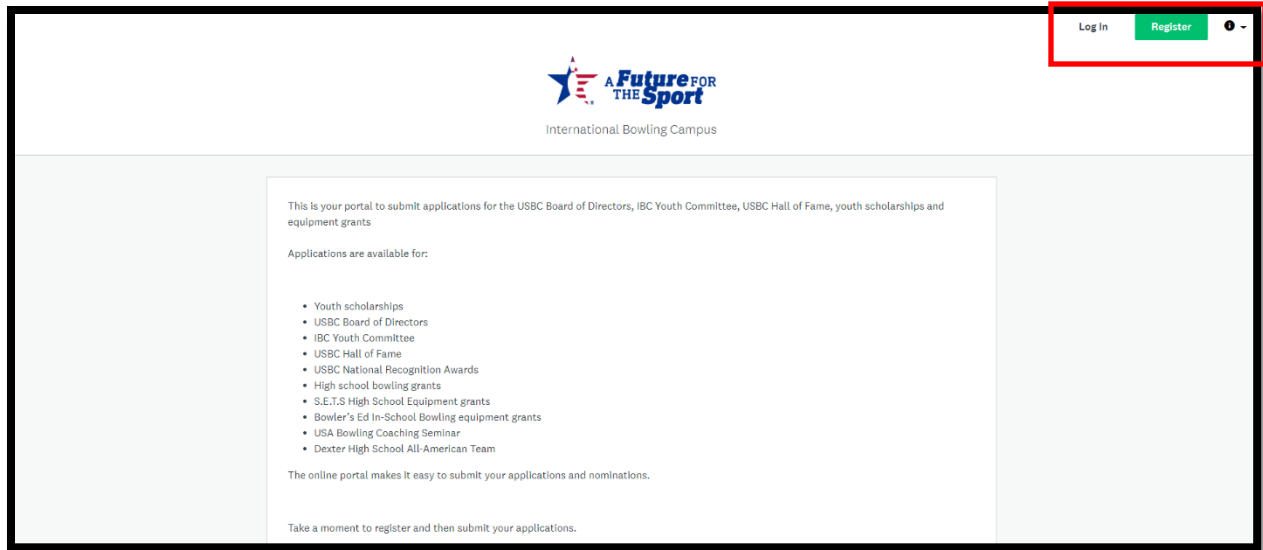
USBC Board of Directors - Floor Nomination Guide

Welcome to our portal guide to submit a floor nomination for the USBC Board of Directors. These instructions will help you complete your application. If you encounter any issues, remember to contact us at 817-385-8426 or contactus@ibcyouth.com.
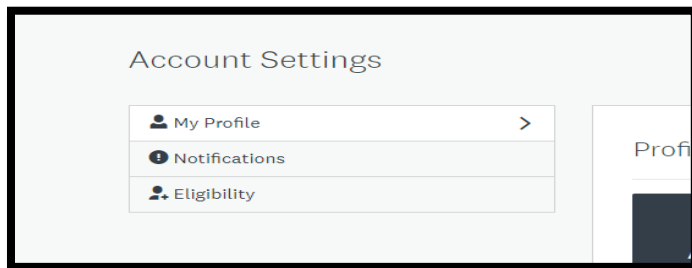
Getting Started:

To access the portal and begin your application, go to ibc.smapply.net.

The address will take you to a welcome screen, with the option to "Log In" or "Register" available in the top right-hand corner of the page. If you are new to this portal, you will be prompted to create an account. You can do that by clicking the green "Register" button. Please note, this account is different than other accounts associated with USBC. If you do not have a previous account set up through SM Apply, you will need to create one before applying for a floor nomination. You will receive a confirmation email that will prompt you to confirm your email before allowing you to log in to the portal.
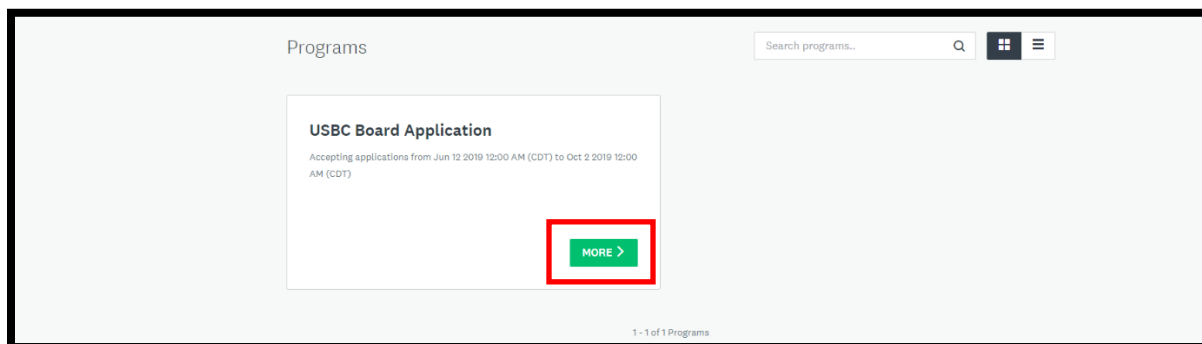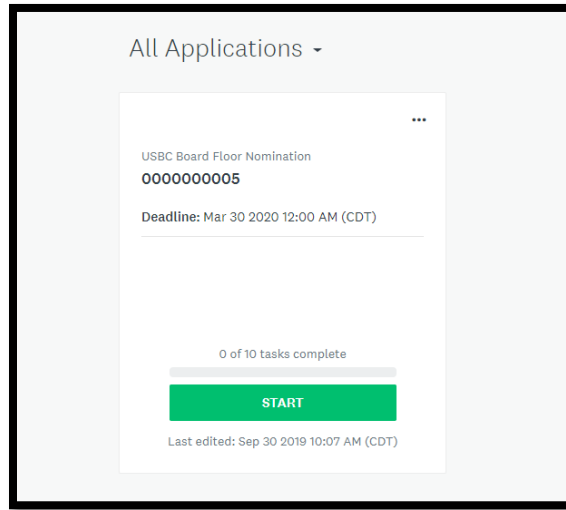
Once you have successfully logged in, please complete the eligibility form first. If you have logged into the portal before, you may need to update your eligibility criteria. To update your eligibility form, click on your name in the top right of the screen and select "My Account." The eligibility form will be an option in the menu. You will be able to update your eligibility profile. Once you have updated the eligibility form and select save, the programs you are eligible to apply for will become visible.
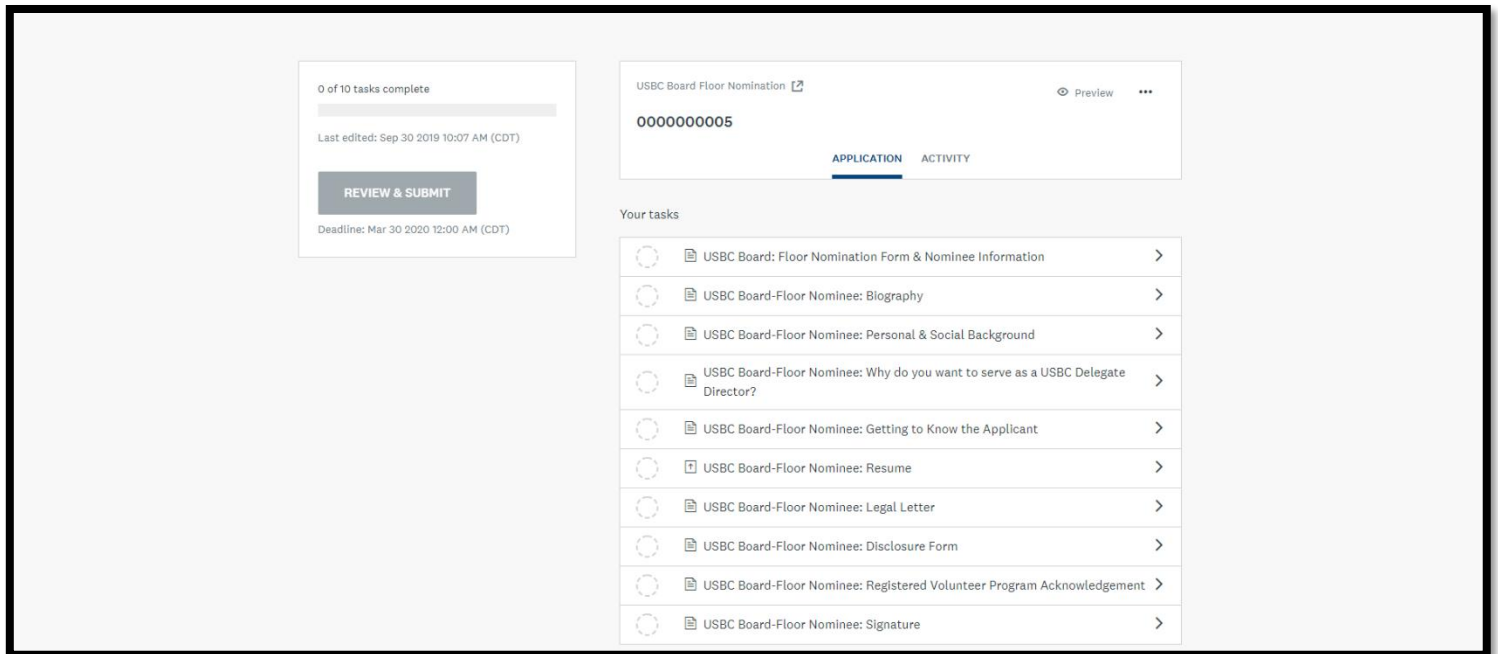

If you are eligible, you should see the USBC Board of Directors - Floor Nomination application in this section. Select the "More" button to the right of the application listing. This will bring you to your individual application, listing all the task requirements needed before submitting your application for review.
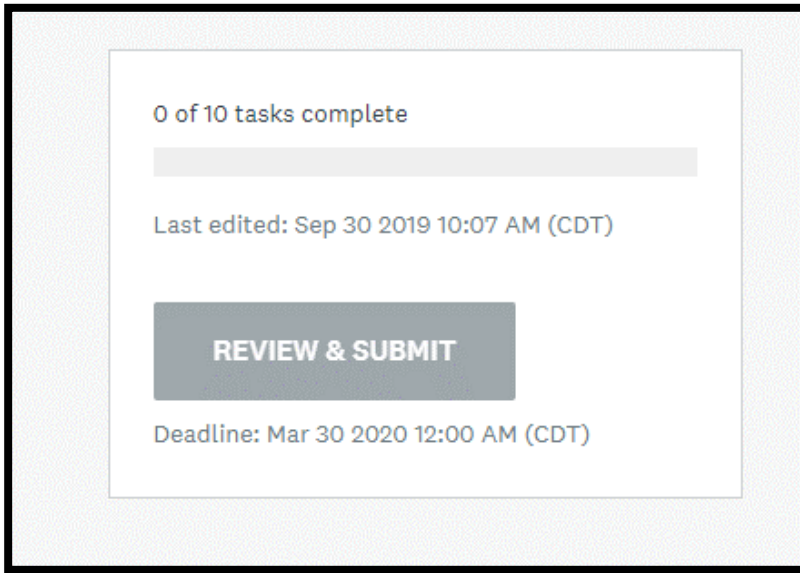
To begin your process on any of the categories in the application, simply click the name of any requested task.

You can track your progress by viewing the progress bar to the far left of the screen or the circle to the left of each task, showing how many required tasks are completed. If they are completed, you will see a green circle and the progress bar will begin to fill.
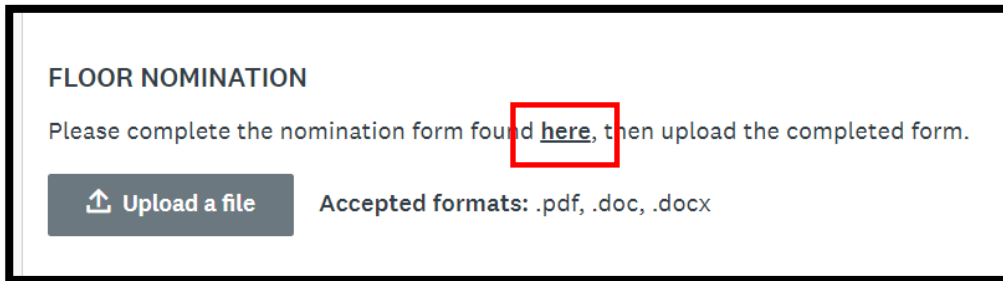
To get started with the floor nomination, you will need to complete the nomination form and submit as a part of the "USBC Board: Floor Nomination Form & Nominee Information" required task. You will be able to access the form by selecting the task.
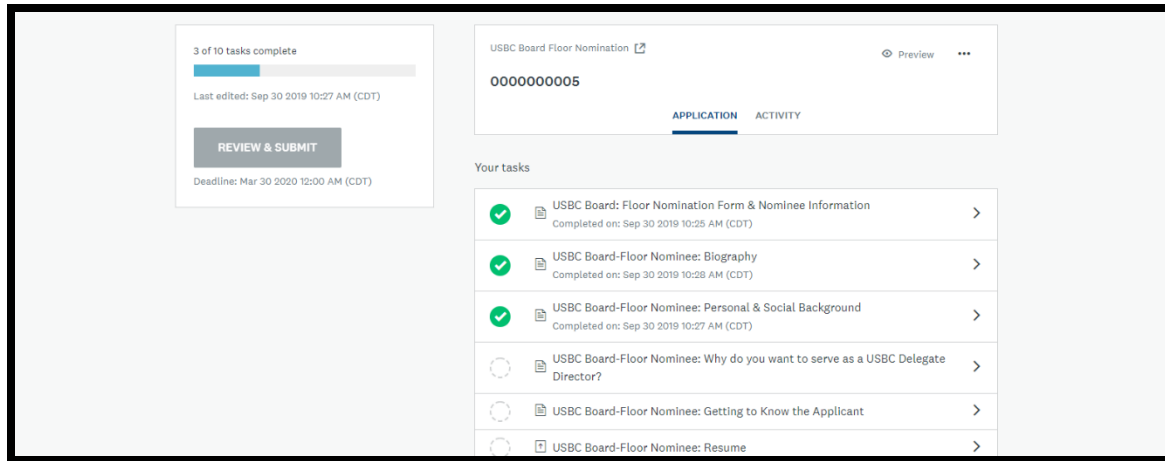

After you have uploaded the file, you can complete the rest of the form. The file will upload to your nomination once you select the "Mark as Complete" button.
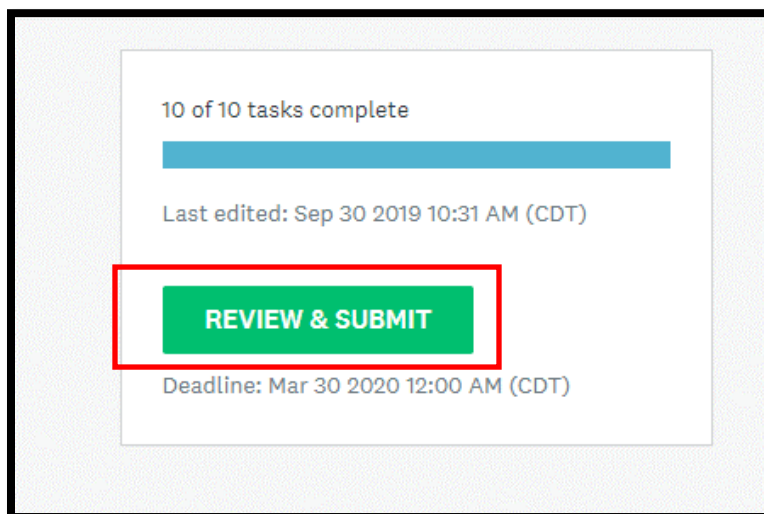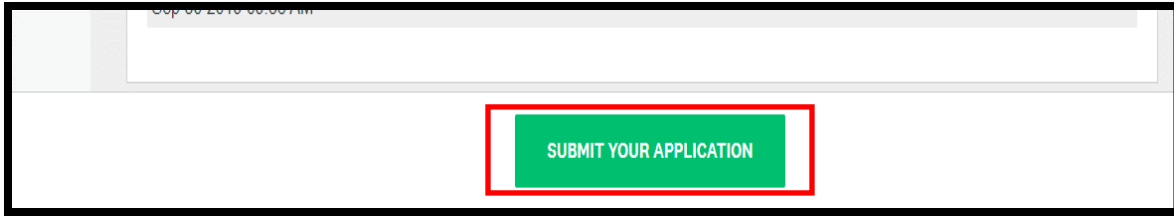
Finalizing and Submitting Application:

Once you have completed all required tasks, the progress bar will be at 100%. Once you reach 100%, the "Review & Submit" button will turn green.

Before submitting the application, be sure you have uploaded all desired files and made any necessary changes to your application. Once you submit the application, you cannot make changes to your application.
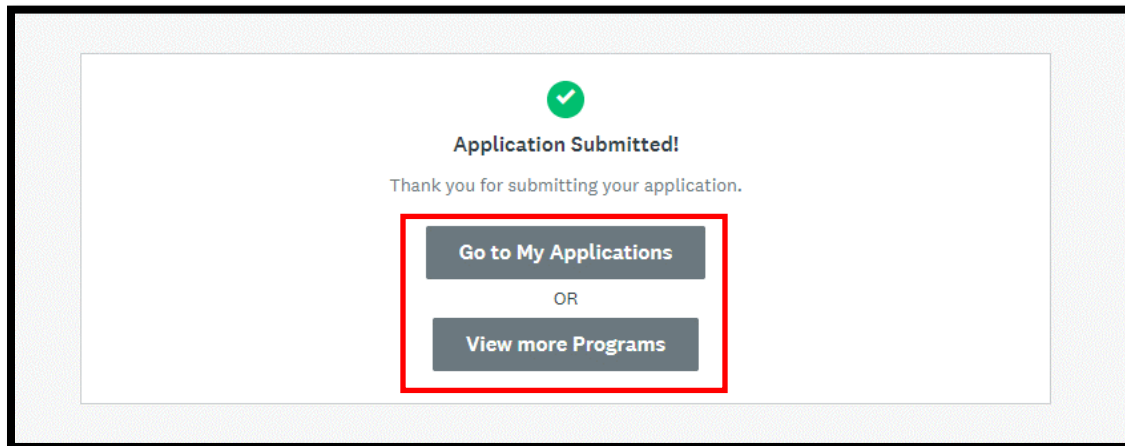
Once you are satisfied with the application, click "Review & Submit" at the bottom of the task progress box. This button will not be active until you complete all of the required tasks.

When you click "Review & Submit," you will be prompted again to confirm your submission. Please note that once you submit that application from this page, you can no longer make changes to the application. If you are ready to submit the application, select "Submit Your Application."

After clicking "Review & Submit," a green check mark confirming the submission of your application will appear. You can return to your application by selecting "Go to My Applications" or view the programs you are eligible to apply for by selecting "View More Programs."

If you encounter an error while submitting your final application, please contact us at 817-385-8426 or contactus@ibcyouth.com.