

# How to Save a Search & Setup Funding Email Alerts

**Step 1:** Go to <https://spin.infoedglobal.com>

**Step 2:** “Sign In” with Username and Password or using Federated Login to access personal features such as Saved Searches and Email Alerts. You might need to click the ‘Sign In’ link at the top right of the screen to get to the login screen.

### Login

#### Sign in using SPIN™ credentials

Username

Password

Remember me? [What's this?](#)

[Sign In Help](#)

[Need to create a new profile?](#)

#### Sign in using institutional credentials

InfoEd Global became an authorized service provider with the InCommon Federation to provide SPIN™ users with easier access. If your institution appears below or in the pick list, you may login using your institutional credentials. If your institution does not appear, contact your institutional SPIN™ administrator to inquire about InCommon federated access.

Select your organization from the list below:

[Help](#)

OR

**Step 3:** Enter search terms.  
Click Locate Funding to execute search.  
Ensure Category Filters and Search Options are configured as desired.

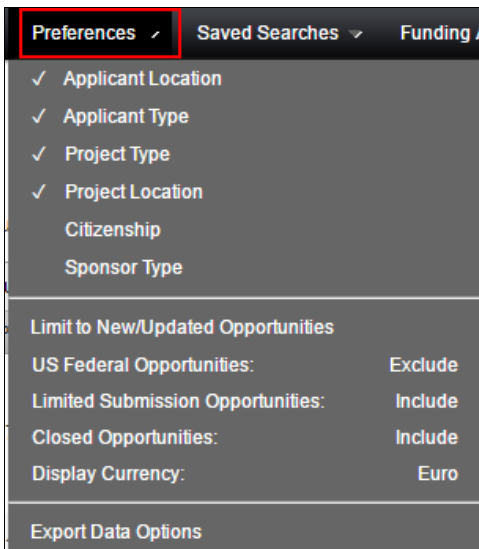
You have additional filters active. [Click here to edit them.](#)

Results Found: 60

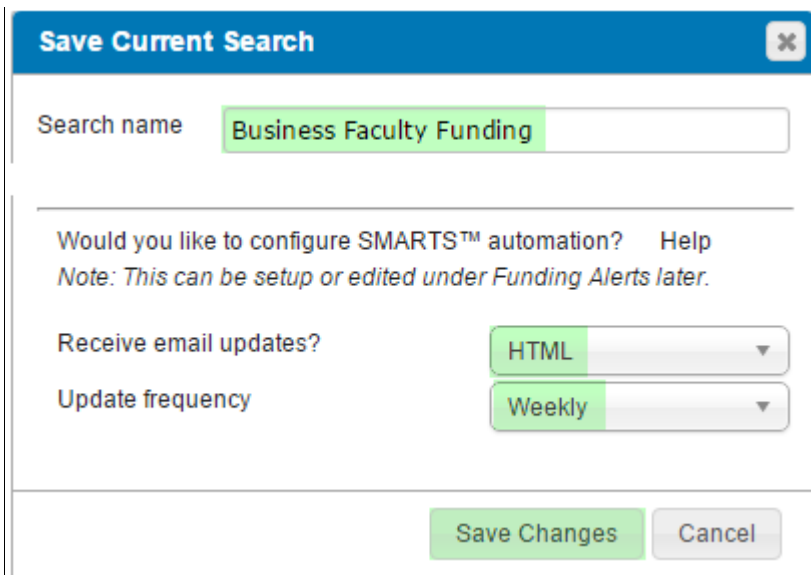
Drag a column header and drop it here to group by that column

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *
		<a href="#">Horizon 2020 Dedicated SME Instrument - New Business</a>				

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



- Step 4:** 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 5:** Manage Funding Email Alerts from the Funding Alerts menu

From this screen you may execute a search manually and manage the automation preferences

**Manage Funding Alerts**

Load Funding Alerts Save Changes

Run	Search Name			SMARTS™ Automation		His...
	Management			None	None	
	Mechanical Engineering	25-Oct-2016	25-Oct-2016	None	None	
	Renewable Energy	25-Oct-2016	25-Oct-2016	None	None	
	Wind Energy	18-Nov-2016	18-Nov-2016	Weekly	HTML	