

## How to Apply for the DHSP Afterschool Programs Lottery

*The lottery application will take about 10 minutes to complete. We recommend that you complete your application in one session. You have the option to “Save and Exit” through the button in the top right corner) if you need to save your progress and complete your application at a later date.*

- You apply to the DHSP Afterschool Programs Lottery through Viewpoint Cloud, an online application platform.
- Go to: <https://cambridgema.portal.opengov.com/categories/1131/record-types/6905>
  - The link will take you to the City’s Viewpoint Cloud platform, where you will fill out the application
- You will see a call out box with information about the **DHSP Afterschool Programs Lottery**. Click the blue “Select” button next to this description.
- You will be brought to a landing page with more information about the DHSP Afterschool Programs Lottery. In the top right corner, click the "Apply Online" blue button.
- You will be prompted to log into your Viewpoint account by a pop up box that says “Citizen Services / Welcome to City of Cambridge, MA”
- **You only need 1 account for your household, even if you will be applying to the lottery for more than 1 child.**
  - **If you already have a Viewpoint account**, enter your email and password and click “Log In”
    - You will be asked to confirm that your contact information is accurate.
  - **If you need to create a Viewpoint account**, select the “Sign Up” tab in the pop up box. Click the blue “Sign Up” button.
  - You will be asked to fill out information about your household.
- Once you are logged into your account and confirm / enter your household information, you will automatically be taken to the DHSP Afterschool Programs Lottery application.
- Follow the prompts on the application to enter the information for your child(ren).
  - At the end of each page, click the blue button “Next” in the bottom right corner to continue with the application.
- When you have completed all of the application fields, you will be brought to a page that says **Confirm your submission**
- Confirm that all of your information is accurate, especially the sites you have ranked as afterschool preferences for each child. **Be sure that you have only selected sites that you would be able to send your child to.**



- After you confirm that all information is accurate, click the blue “Submit” button in the bottom right corner.
  - A webpage will display that says **Application Review > In progress** with a message confirming that you submitted your application.
  - You will also receive an email from “City of Cambridge, MA” [<noreply@viewpointcloud.com>](mailto:noreply@viewpointcloud.com) with the subject line “Application Submitted”
  - If you click the blue button “View Details,” you will be taken to your application submission on Viewpoint.
  
- **You have successfully applied to the DHSP Afterschool Programs Lottery!**
  
- You will receive an email from “City of Cambridge, MA” when your application has been reviewed by DHSP staff.
  
- In mid-June, lottery placements will be completed and you will receive an email notification about your child’s offer at a DHSP afterschool program or their placement in the Waiting pool.
  - This email will be from “City of Cambridge, MA” letting you know that a document has been issued to your Viewpoint account. You can click the link in the email or log into your Viewpoint account to more details.

If you need help with your application, please reach out to DHSP staff at 617-349-6200 or [askdhsp@cambridgema.gov](mailto:askdhsp@cambridgema.gov) .

For more information about the DHSP Afterschool Programs Lottery: [www.cambridgema.gov/AfterschoolLottery](http://www.cambridgema.gov/AfterschoolLottery)