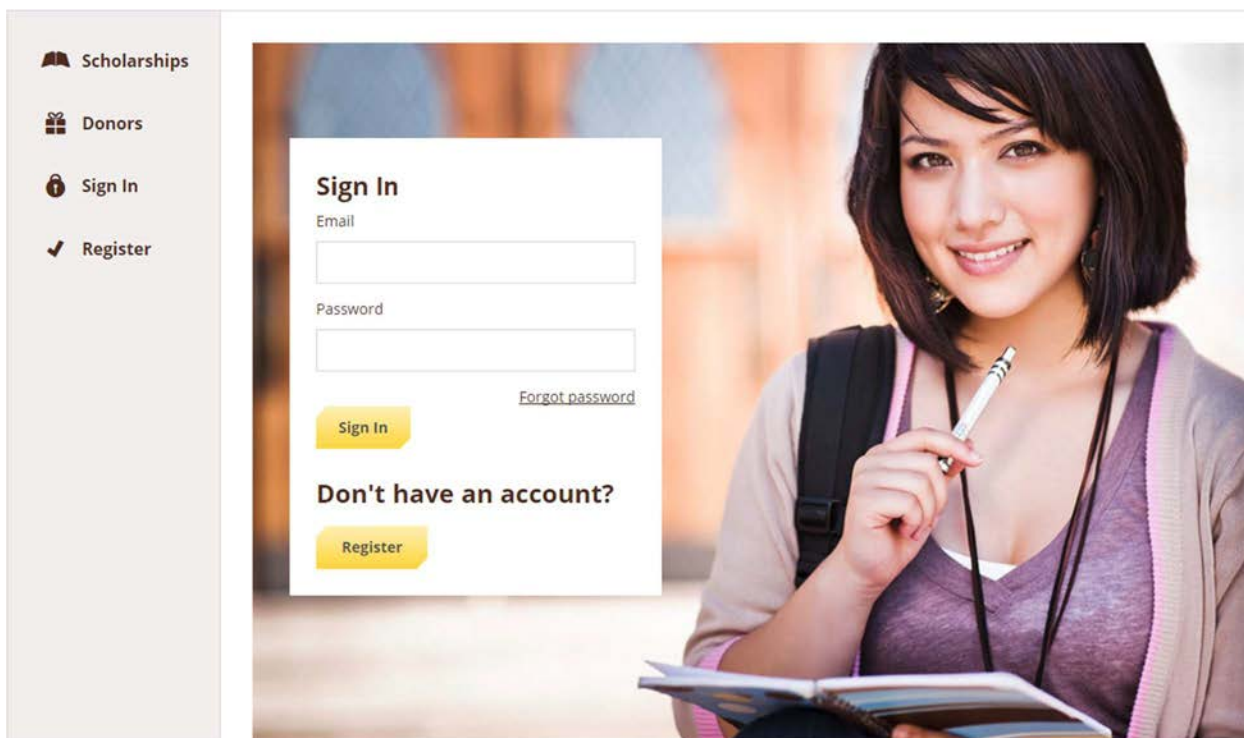


Navigating AwardSpring: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

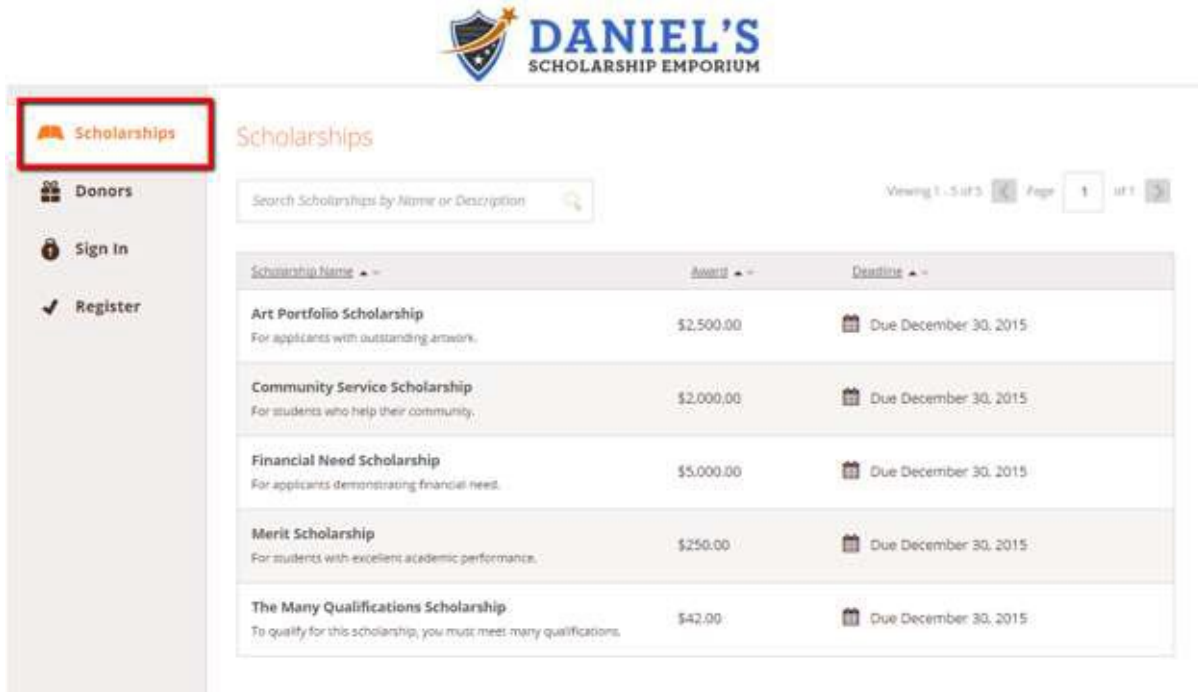
Start by navigating to your organization's AwardSpring site. The URL will be provided to you by your organization's administrator.

You will land at the login page. (Please note that this page is customizable so your organization's login page may look different than the below example.)



In the left menu bar, Scholarships are a clickable button.

Scholarships will show you a list of all scholarships that are being offered by your organization along with their respective award amounts and deadlines.



The screenshot shows the Daniel's Scholarship Emporium website. At the top center is the logo for "DANIEL'S SCHOLARSHIP EMPORIUM". On the left side, there is a navigation menu with "Scholarships" highlighted in a red box, along with "Donors", "Sign In", and "Register". The main content area is titled "Scholarships" and features a search bar. Below the search bar is a table listing five scholarships. The table has columns for "Scholarship Name", "Award", and "Deadline".

Scholarship Name	Award	Deadline
Art Portfolio Scholarship For applicants with outstanding artwork.	\$2,500.00	Due December 30, 2015
Community Service Scholarship For students who help their community.	\$2,000.00	Due December 30, 2015
Financial Need Scholarship For applicants demonstrating financial need.	\$5,000.00	Due December 30, 2015
Merit Scholarship For students with excellent academic performance.	\$250.00	Due December 30, 2015
The Many Qualifications Scholarship To qualify for this scholarship, you must meet many qualifications.	\$42.00	Due December 30, 2015

Click into a scholarship to see additional information.

Scholarships - Community Service Scholarship

[Sign In](#) or [Register](#) to apply.



The screenshot shows the details page for the Community Service Scholarship. It is divided into two main sections: "Overview" and "Quick Facts".

Overview
For students who help their community.


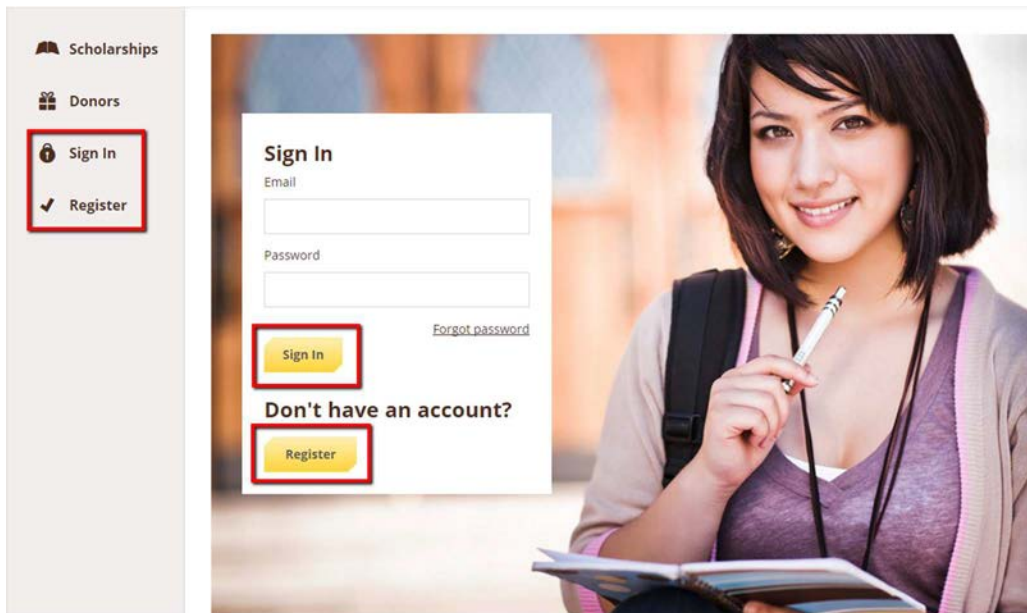
Qualifications
✓ Must have at least 100 hours of community service.

Quick Facts
Apply by Dec 30, 2015
\$2,000.00

TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.

Register: You do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the Create Account button.



DANIEL'S
SCHOLARSHIP EMPORIUM

Register [Already have an account? Sign in](#)

Email

First Name

Last Name

Password

Confirm Password

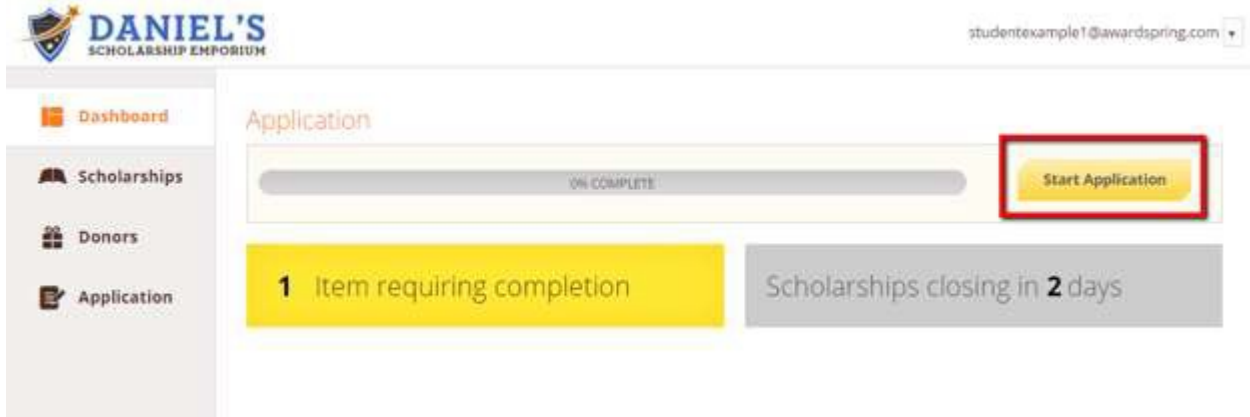
I agree to the Terms of Use and Privacy Policy at the bottom of this page.

Create Account

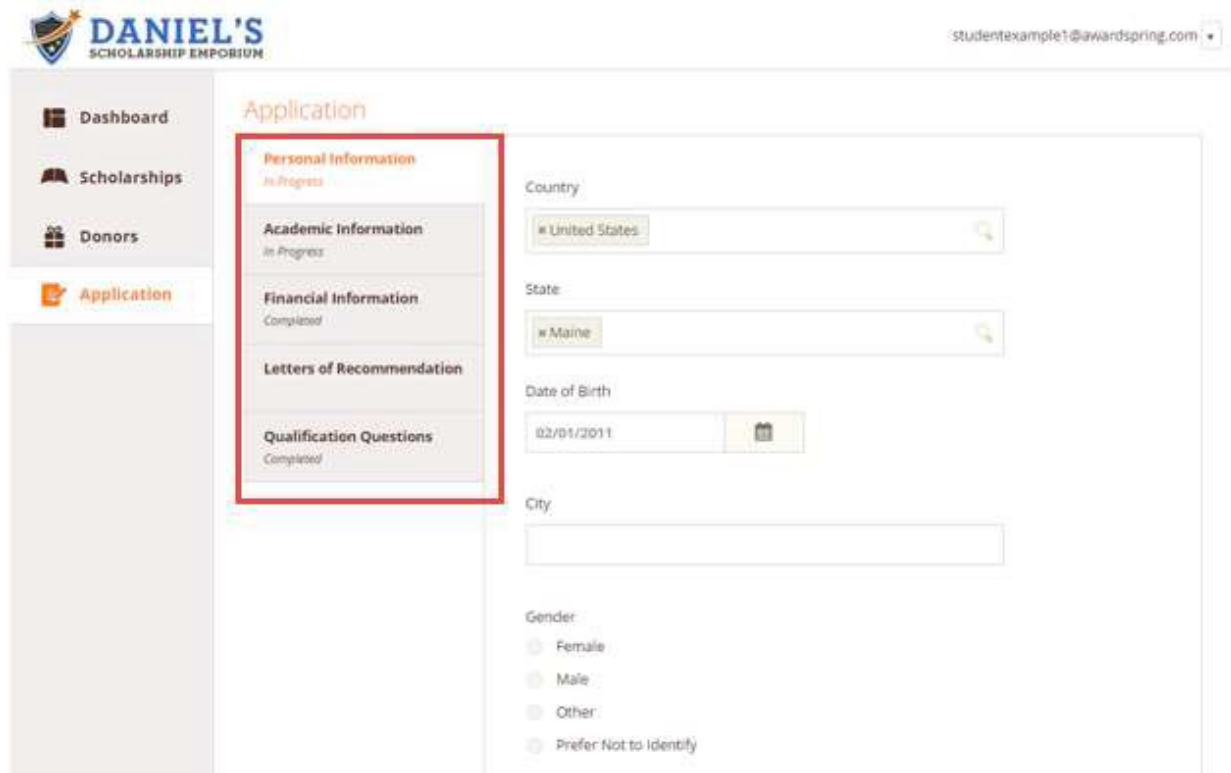
By selecting 'Create Account', you are agreeing to our [Terms of Use](#)

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

Click the Start Application button to begin filling out your application.



There are several tabs that make up the entire application. Complete all of them in order to submit your application.



You may see a Letter of Recommendation tab. This tool allows you to send a request for a letter of recommendation via email. The number of letters required is in bold.

Application

Personal Information <i>Completed</i>	Recommendations Daniel's Demo Institution requires that you have 1 recommendation letter(s). Simply fill out the form below to send request for recommendation letters. Recommender First Name <input type="text" value="Jean-Luc"/> Recommender Last Name <input type="text" value="Picard"/> Email <input type="text" value="ahoffman@awardspring.com"/> Relationship <input type="text" value="Mentor"/> Request Message <input type="text" value="I'm applying for a tutorial scholarship, would you please write me a letter of recommendation?"/> <input type="button" value="Send Request"/>
Academic Information <i>Completed</i>	
Financial Information <i>Completed</i>	
Letters of Recommendation <i>In Progress</i>	
Qualification Questions <i>Completed</i>	

Previous Step Next Step Submit Application

Completed the required information and click the Send Request button. The recommender will receive an email request and will write or upload his or her recommendation letter directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.

Application

General Information	Recommendations Valerie Henderson's Demo Site requires that you have 1 recommendation letter(s). Simply fill out the form below to send request for recommendation letters. Recommender First Name <input type="text"/> Recommender Last Name <input type="text"/>
Academic Information	
Financial Information	
Qualification Questions	
Letters of Recommendation <i>Completed</i>	

Pending

Colonel Sanders
vhenderson@awardspring.com
Counselor
Requested on 2/25/2016

Application

General Information	<h3>Recommendations</h3> <p>Valerie Henderson's Demo Site requires that you have 1 recommendation letter(s).</p> <p>Simply fill out the form below to send request for recommendation letters.</p> <p>Recommender First Name</p> <input type="text"/> <p>Recommender Last Name</p> <input type="text"/>	<div style="border: 2px solid red; padding: 5px;"><p>Completed</p><p>Colonel Sanders</p><p>vhenderson@awardspring.com</p><p>Counselor</p><p><i>Submitted on 2/25/2016</i></p></div>
Academic Information		
Financial Information		
Qualification Questions		
Letters of Recommendation <i>Completed</i>		

Completing all tabs of your application will enable the Submit Application button in the lower right corner. Click it to submit your application.

The screenshot shows the Daniel's Scholarship Emporium application interface. The top left features the logo and navigation menu (Dashboard, Scholarships, Donors, Application). The top right shows the user email: studentexample1@awardspring.com. The main content area is titled "Application" and contains a sidebar with tabs for Personal Information, Academic Information, Financial Information, Letters of Recommendation, and Qualification Questions, all marked as "Completed". The "Letters of Recommendation" tab is highlighted with a red border. The main content area displays the "Recommendations" section, which includes a message from Valerie Henderson's Demo Site, a form for entering recommender details (First Name, Last Name, Email, Relationship), and a "Request Message" field. A "Send Request" button is located below the message field. On the right side, a "Completed" notification box displays the name "Jean-Luc Picard", email "ahoffman@awardspring.com", and the role "Mentor", submitted on 12/28/2015. At the bottom of the page, there are three buttons: "Previous Step", "Next Step", and "Submit Application", with the "Submit Application" button highlighted by a red border.

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray Applied scholarships box to view the full list of applied scholarships.

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

2 Items requiring completion 2 Applied scholarships

Follow-Ups

Art Portfolio Scholarship
Due 12/30/2015

Complete Follow-Up

Community Service Scholarship
Due 12/30/2015

Complete Follow-Up

Scholarships

Filter ▾

Scholarship Name ▾	Award ▾	Deadline ▾	Status
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

Click Dashboard to return to your Dashboard to view additional information or take further action.

Dashboard Scholarships

Scholarships Filter ▾

Scholarship Name ▾	Award ▾	Deadline ▾	Status
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

Donors Application

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Art Portfolio and Community Service scholarships, but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

2 Items requiring completion **2** Applied scholarships

Follow-Ups

<p>Art Portfolio Scholarship Due 12/30/2015</p> <p>Complete Follow-Up</p>	<p>Community Service Scholarship Due 12/30/2015</p> <p>Complete Follow-Up</p>
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In this example, the applicant needs to respond to an essay questions and upload a community service document in order to be able to apply for the Community Service Scholarship.

Scholarships - Community Service Scholarship

Resubmit Application

✓ You applied for this scholarship on 12/28/2015

Overview
For students who help their community.

Quick Facts
Apply by Dec 30, 2015

Qualifications
✓ Must have at least 100 hours of community service.

Apply for this Scholarship

Tell us about your community service.
490 word(s) left

B I U [List of icons]

I have always wanted to volunteer with the Peace Corp.....

Upload a confirmation of your completed community service.
attached: matrix response 1.xlsx

Upload New File

✓ You applied for this scholarship on 12/28/2015

Resubmit Application

After completing all follow-up items for the scholarship, click the Resubmit Application button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.



You are all set! Your organization’s administrator will provide you further direction if it is needed.