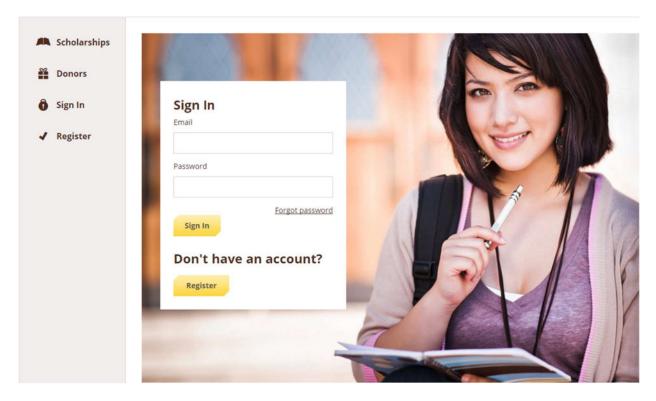# Navigating AwardSpring:
A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.
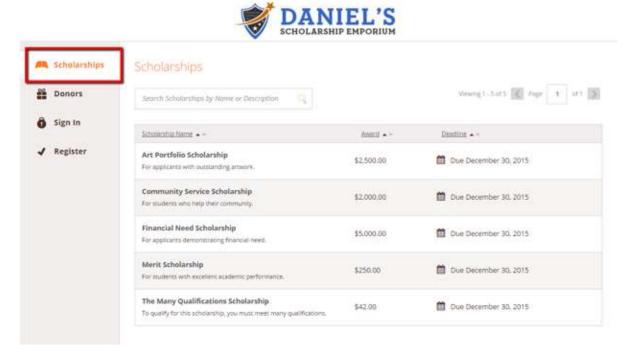
Start by navigating to your organization's AwardSpring site. The URL will be provided to you by your organization's administrator.

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.)

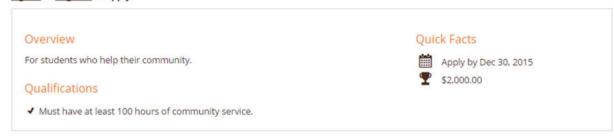In the left menu bar, both Scholarships and Donors are clickable buttons.

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

Click into a scholarship to see additional information.

Click **Donors** to view profiles of the donors and the scholarships they are sponsoring.

Donors

Sort: Alphabetically ▲ ▼

Neil deGrasse Tyson

Hayden Planetarium

Neil deGrasse Tyson (born October 5, 1958) is an American astrophysicist,

Arthur Dent

Hitchhiker

Arthur Philip Dent is a hapless human who found himself thrown upon wild

Ira Glass

Public Radio Exchange

Ira Jeffrey Glass[2] (born March 3, 1959) is an American public radio

Catherine Hepburn

Katharine Houghton Hepburn (May 12, 1907 – June 29, 2003) was an American

Success Kid

The Internet

Success Kid, sometimes known as I Hate Sandcastles, is a reaction image

Kool-Aid Man

Kool-Aid

Kool-Aid Man is the mascot for Kool-Aid, a brand of flavored drink mix. The

Fred Rogers

Neighborhood of Make-Believe

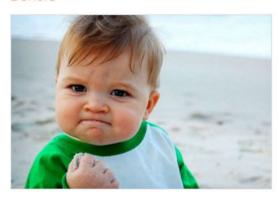Fred McFeely Rogers (March 20, 1928 – February 27, 2003) was an American

Sun Tzu

China

Sun Tzu was a Chinese military general, strategist, and philosopher who lived in

Click into to a Donor page to see additional information.

Donors

Success Kid
The Internet

Success Kid, sometimes known as I Hate Sandcastles, is a reaction image of a baby at a beach with a smug facial expression. It has been used in image macros to designate either success or frustration. In early 2011, the original image was turned into an advice animal style image macro with captions describing a situation that goes better than expected.

🖥 awardspring.com

📘 www.facebook.com/awardspring

🐦 twitter.com/awardspring

in www.linkedin.com/awardspring
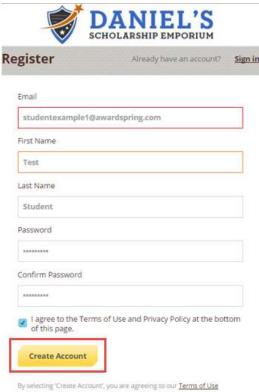
Associated Scholarships

The Expiring Reviews Scholarship

TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.
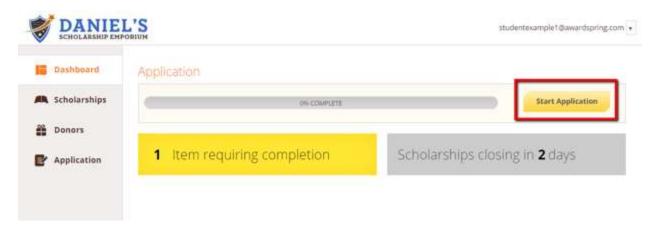
Register: You do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the Create Account button.
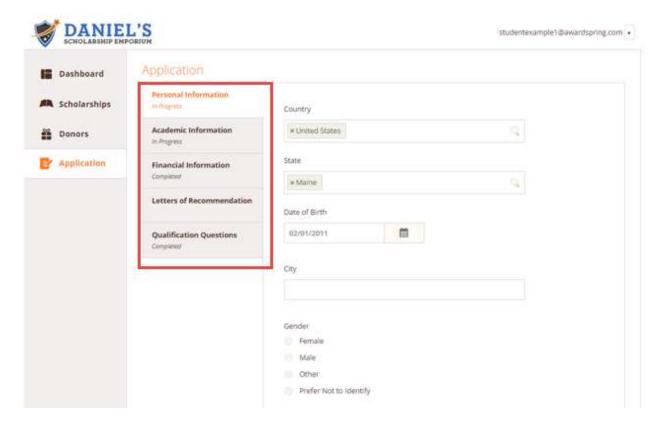
After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.
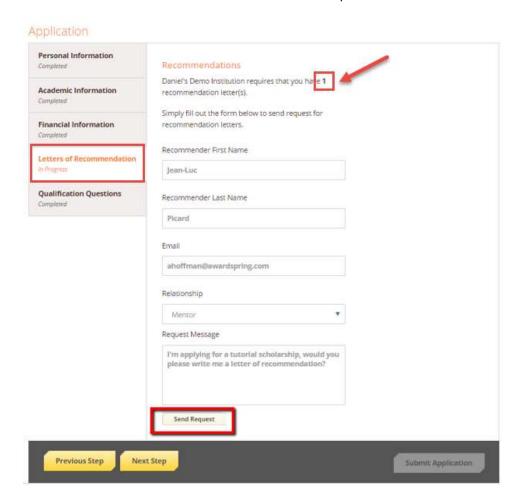
Click the **Start Application** button to begin filling out your application.

There are several tabs that make up the entire application. Complete all of them in order to submit your application.
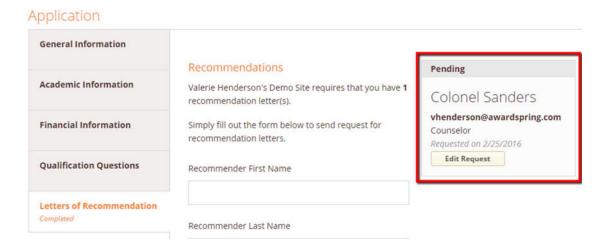
You may see a **Letter of Recommendation** tab. This tool allows you to send a request for a letter of recommendation via email. The number of letters required is in bold.
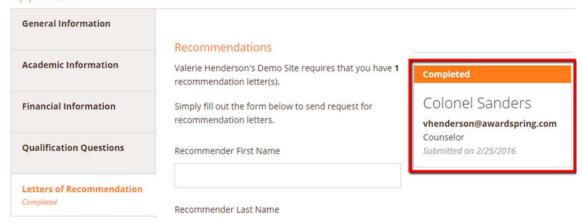

Completed the required information and click the **Send Request** button. The recommender will receive an email request and will write or upload his or her recommendation letter directly in AwardSpring.
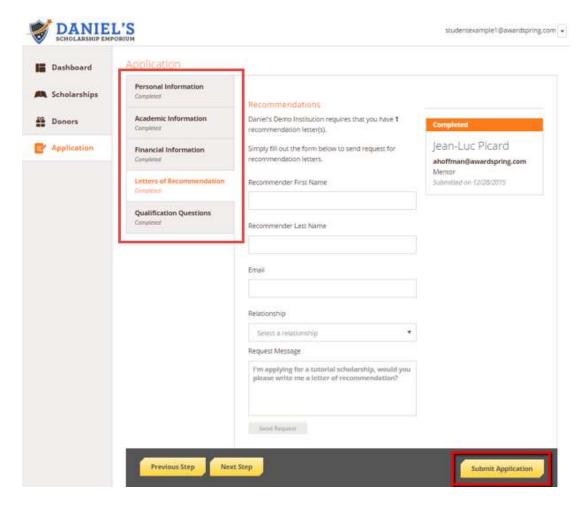
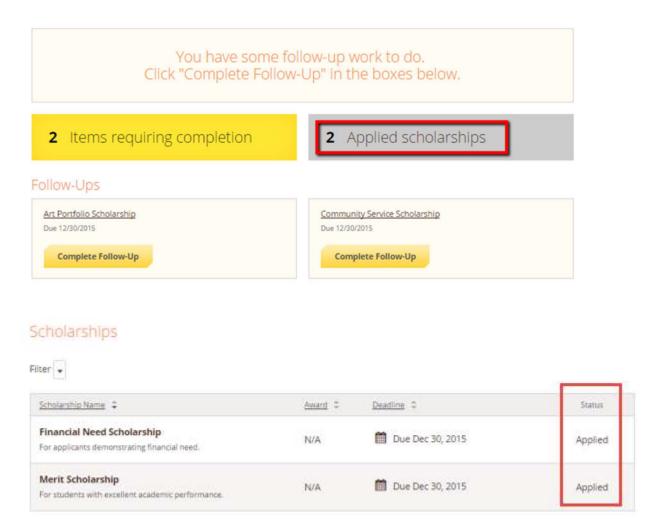The request will sit in a pending state until it is completed by the recommender.
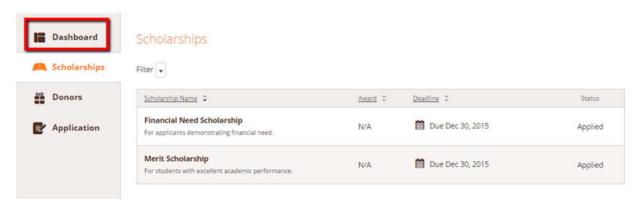
Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application.
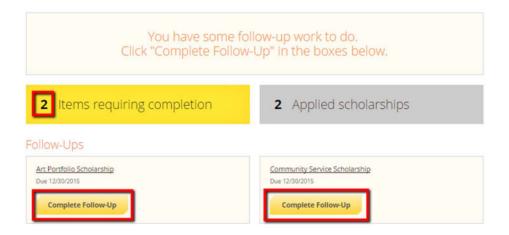
You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied scholarships** box to view the full list of applied scholarships.
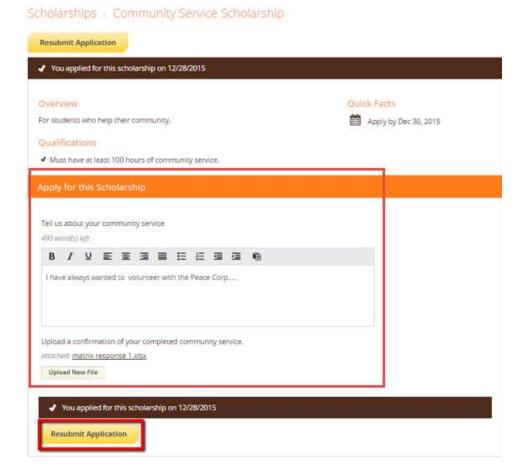

Click **Dashboard** to return to your Dashboard to view additional information or take further action.
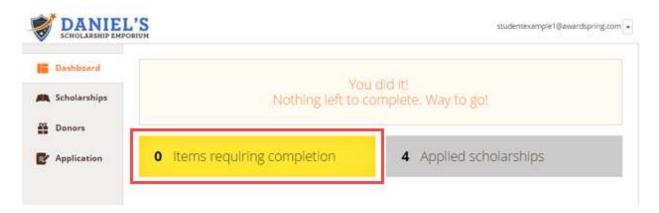
You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Art Portfolio and Community Service scholarships, but additional follow-up information is required to apply for them. The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

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.

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.