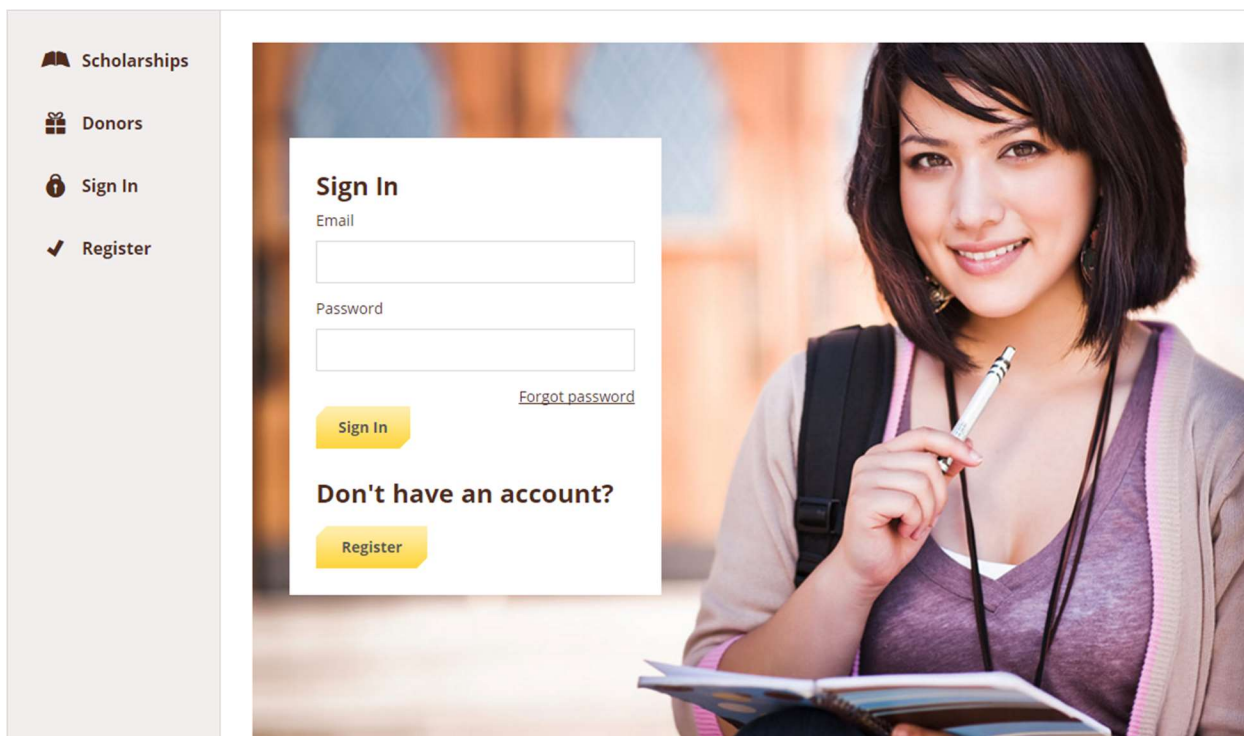


# Navigating AwardSpring: A Guide for Applicants

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

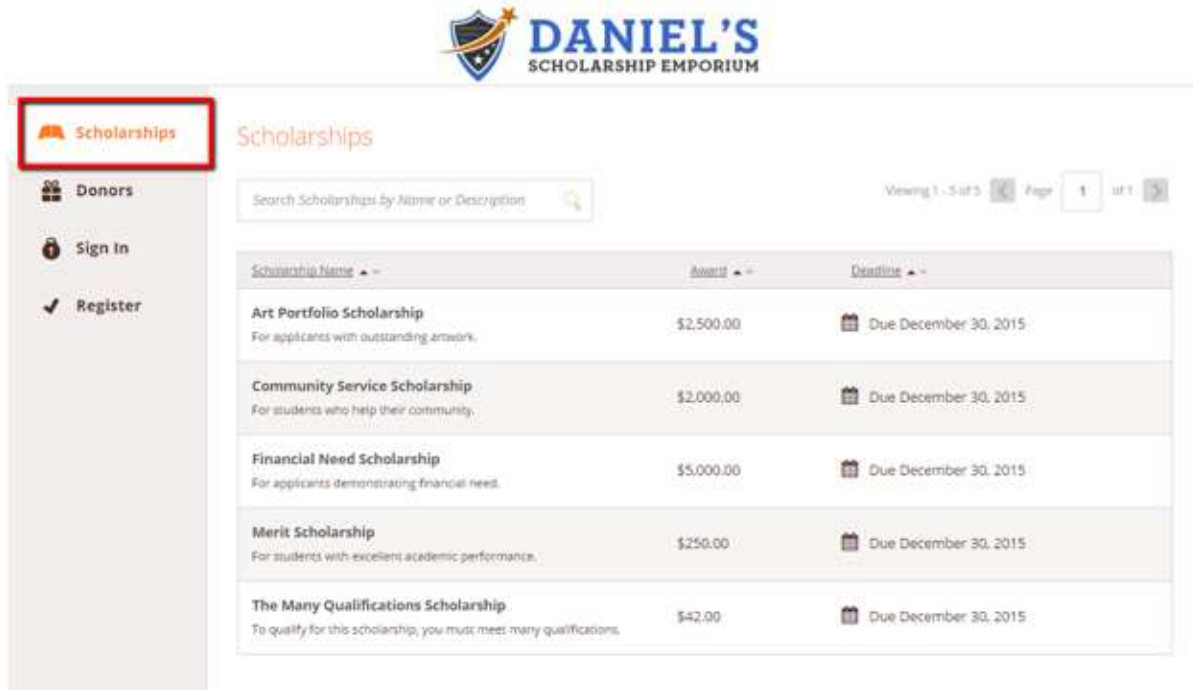
Start by navigating to your organization's AwardSpring site. The URL will be provided to you by your organization's administrator.

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.



The screenshot shows the Daniel's Scholarship Emporium website. At the top center is the logo for Daniel's Scholarship Emporium, featuring a shield with a star and the text "DANIEL'S SCHOLARSHIP EMPORIUM". On the left side, there is a navigation menu with four items: "Scholarships" (highlighted with a red box), "Donors", "Sign In", and "Register". The main content area is titled "Scholarships" and includes a search bar with the placeholder text "Search Scholarships by Name or Description". Below the search bar, there is a table listing five scholarships. The table has three columns: "Scholarship Name", "Award", and "Deadline".

Scholarship Name	Award	Deadline
<b>Art Portfolio Scholarship</b> For applicants with outstanding artwork.	\$2,500.00	Due December 30, 2015
<b>Community Service Scholarship</b> For students who help their community.	\$2,000.00	Due December 30, 2015
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	\$5,000.00	Due December 30, 2015
<b>Merit Scholarship</b> For students with excellent academic performance.	\$250.00	Due December 30, 2015
<b>The Many Qualifications Scholarship</b> 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

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**

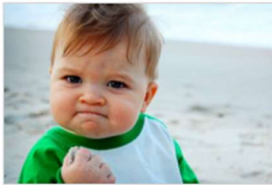
*Public Radio Exchange*

Ira Jeffrey Glass<sup>[2]</sup> (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



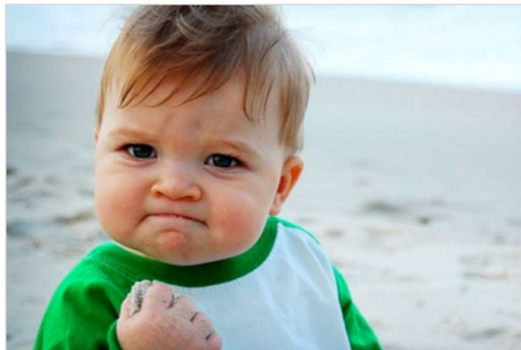
**Sun Tzu**

*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](http://awardspring.com)

 [www.facebook.com/awardspring](https://www.facebook.com/awardspring)

 [twitter.com/awardspring](https://twitter.com/awardspring)

 [www.linkedin.com/awardspring](https://www.linkedin.com/awardspring)

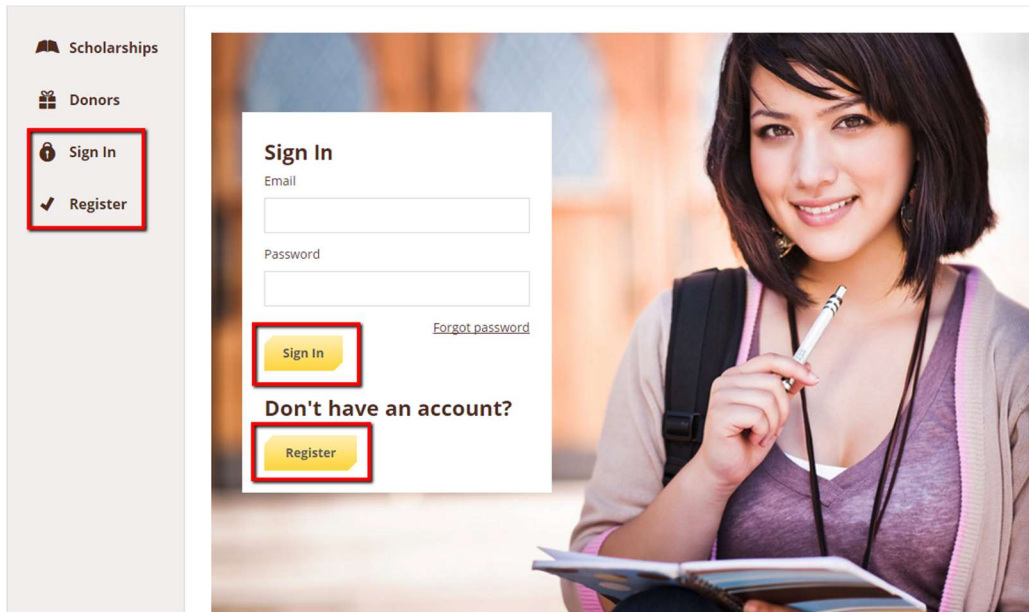
### Associated Scholarships

**The Expiring Reviews Scholarship**

**TO LOG IN:**

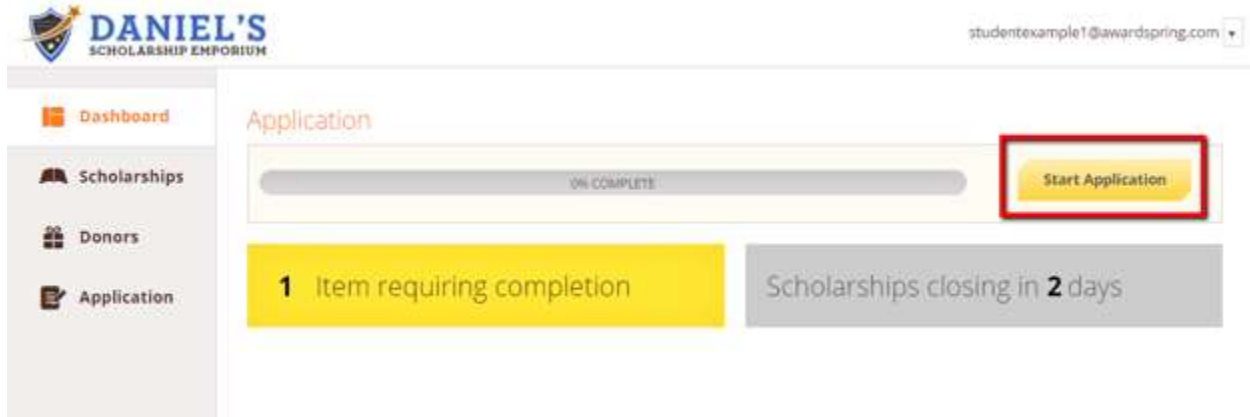
**Sign In:** You already have an account. Enter your email address and password and click the yellow Sign In button.

**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.

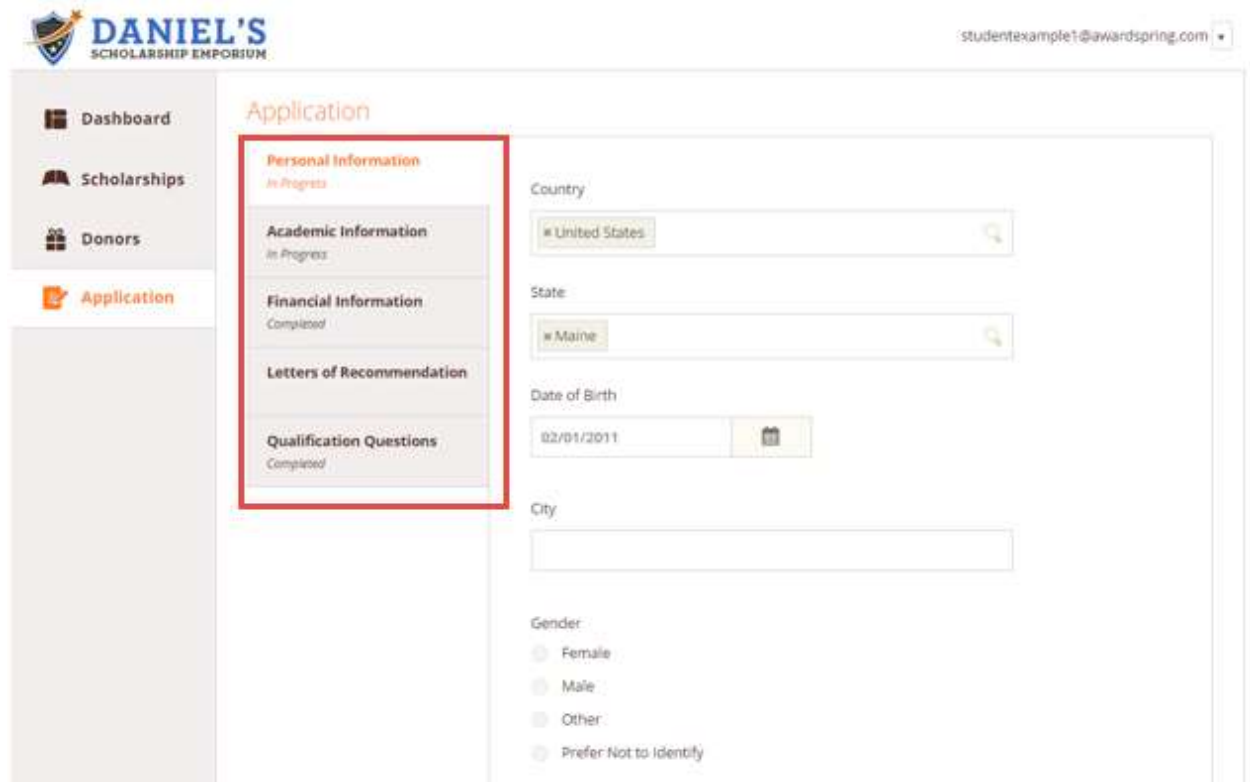


After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

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.

Application

<b>Personal Information</b> <i>Completed</i>	<b>Recommendations</b> Daniel's Demo Institution requires that you have <b>1</b> 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"/>
<b>Academic Information</b> <i>Completed</i>	
<b>Financial Information</b> <i>Completed</i>	
<b>Letters of Recommendation</b> <i>In Progress</i>	
<b>Qualification Questions</b> <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

<b>General Information</b>	<b>Recommendations</b> Valerie Henderson's Demo Site requires that you have <b>1</b> 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"/>	<b>Pending</b> Colonel Sanders vhenderson@awardspring.com Counselor Requested on 2/25/2016 <input type="button" value="Edit Request"/>
<b>Academic Information</b>		
<b>Financial Information</b>		
<b>Qualification Questions</b>		
<b>Letters of Recommendation</b> <i>Completed</i>		



## Application

<b>General Information</b>	<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><b>Completed</b></p><p>Colonel Sanders</p><p><b>vhenderson@awardspring.com</b></p><p>Counselor</p><p><i>Submitted on 2/25/2016</i></p></div>
<b>Academic Information</b>		
<b>Financial Information</b>		
<b>Qualification Questions</b>		
<b>Letters of Recommendation</b> <i>Completed</i>		

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

**DANIEL'S SCHOLARSHIP EMPORIUM** studentexample1@awardspring.com

**Application**

- Personal Information *Completed*
- Academic Information *Completed*
- Financial Information *Completed*
- Letters of Recommendation** *Completed*
- Qualification Questions *Completed*

### 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

Recommender Last Name

Email

Relationship

Request Message

**Completed**

Jean-Luc Picard

**ahoffman@awardspring.com**

Mentor

*Submitted on 12/28/2015*

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
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
<b>Merit Scholarship</b> 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

Filter

Scholarship Name	Award	Deadline	Status
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
<b>Merit Scholarship</b> 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

Art Portfolio Scholarship  
Due 12/30/2015

Complete Follow-Up

Community Service Scholarship  
Due 12/30/2015

Complete Follow-Up

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.

**Qualifications**

✔ Must have at least 100 hours of community service.

**Quick Facts**

📅 Apply by Dec 30, 2015

**Apply for this Scholarship**

Tell us about your community service

490 word(s) left

**B** / **I** / **U** [List 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.