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 (if known) and deadlines.

Click into a scholarship to see additional information.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obama Foundation Scholarship</td>
<td>$25,000.00</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>The FC Barcelona Football Scholarship</td>
<td>$30,000.00</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>Pioneers Scholarship</td>
<td>$25,000.00</td>
<td>Due May 16, 2019</td>
</tr>
<tr>
<td>Arts Scholarship</td>
<td>$1,000.00</td>
<td>Due May 16, 2019</td>
</tr>
</tbody>
</table>

**Overview**
This scholarship is intended for a skilled footballer who wishes to join the professional Spanish leagues.

**Quick Facts**
- Apply by May 16, 2019
- $30,000.00

**Donors**
- Lionel Messi
TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In 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 four tabs that make up the entire application. Complete all of them in order to submit your application.

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.
You may have scholarships that require additional information. The Dashboard will prompt you to provide this. In the example below, the applicant qualifies for the Academic scholarship, but additional follow-up information is required to apply. 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 question and upload a current transcript to apply for the scholarship.
View applied scholarships by clicking on the scholarships tab.

Click **Dashboard** to return to your Dashboard to view additional information or take further action.
You may see an embedded External Request form that requests information from a third party (ie a letter of recommendation). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.
After completing all follow-up items for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed.

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