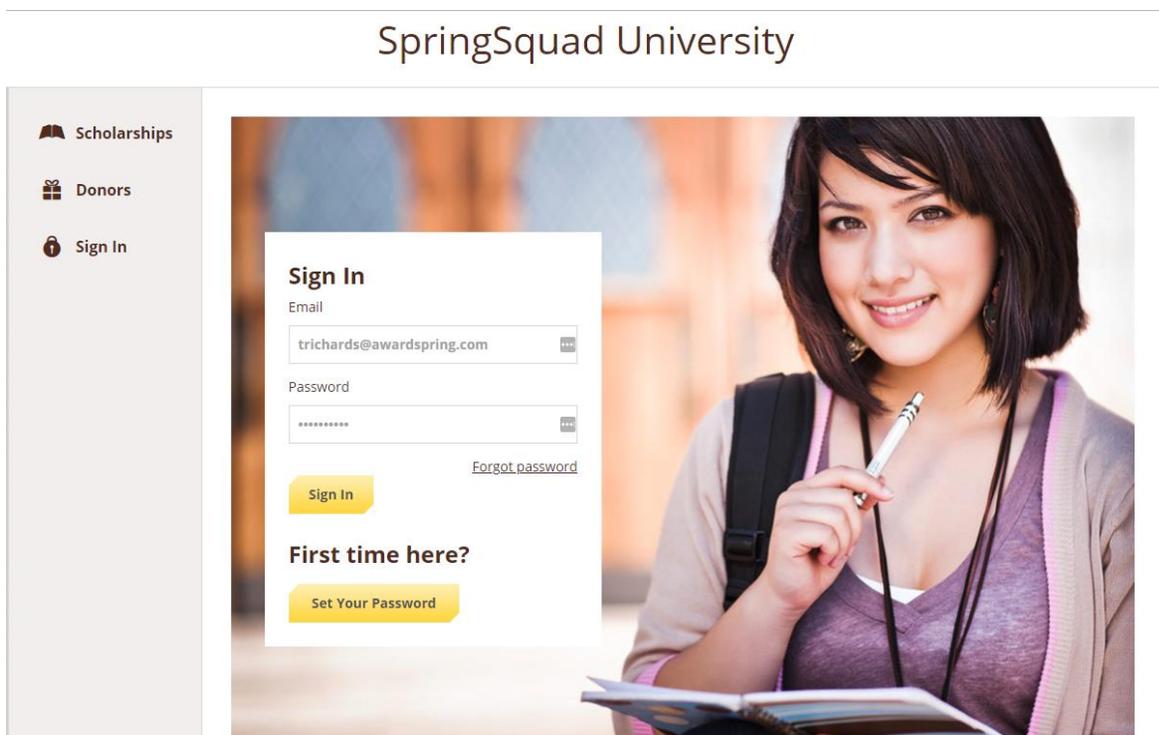


# Navigating AwardSpring: A Guide for Applicants

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.

## SpringSquad University

**Scholarships**

Donors

Sign In

### Scholarships

4 Scholarships

Scholarship Name	Award	Deadline
<b>Obama Foundation Scholarship</b> The Obama Foundation Scholars Program will give rising you...	\$25,000.00	Due May 16, 2019
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishe...	\$30,000.00	Due May 16, 2019
<b>Pioneers Scholarship</b> Students may qualify for a scholarship if: they are academicall...	\$25,000.00	Due May 16, 2019
<b>Arts Scholarship</b> For students pursuing careers in the arts.	\$1,000.00	Due May 16, 2019

Click into a scholarship to see additional information.

### Scholarships ▾ The FC Barcelona Football Scholarship

**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**

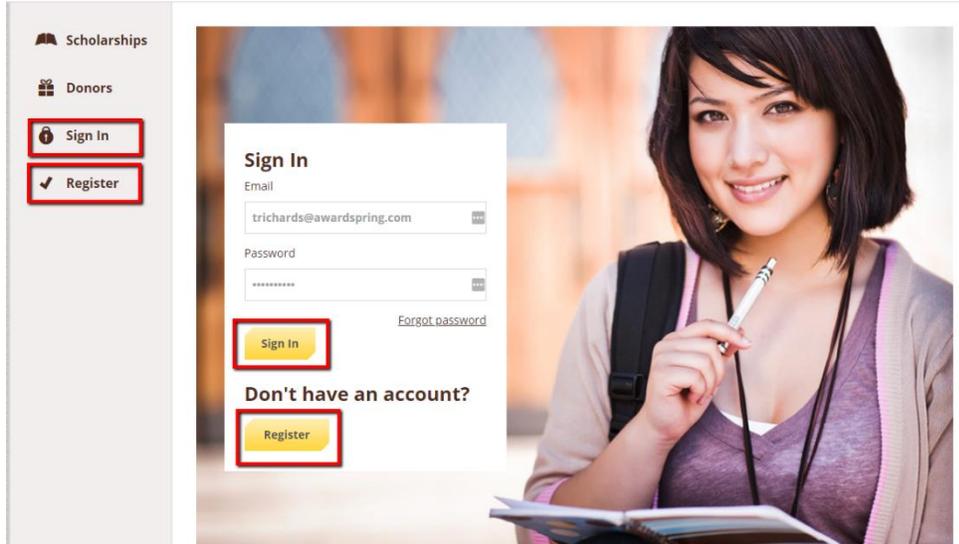
[Lionel Messi](#)



## TO LOG IN:

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

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## SpringSquad University

**Privacy and Use Policy**

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

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.

The dashboard features a left sidebar with four tabs: Dashboard, Scholarships, Donors, and Application. The main content area displays a 'Welcome, Traci' message, a progress bar at 0% COMPLETE, a 'Start Application' button, and a yellow notification box stating '1 Item requiring completion'.

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

The application form interface shows a sidebar with four tabs: Dashboard, Scholarships, Donors, and Application. The 'Application' tab is active, and the 'General Information' sub-tab is selected, marked as 'In Progress'. The form contains the following fields: Phone Number (5558675309), Date of Birth (12/29/2008), Address 1 (123 Electric Ave.), Address 2 (Optional), and City (Funkytown).

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.

The screenshot shows a dashboard with a sidebar on the left containing 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The main content area has a 'Welcome, Traci' message, a notification box stating 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.', and a yellow box indicating '1 Item requiring completion'. Below this is a 'Follow-Ups' section for an 'Academic Scholarship' with a 'Complete Follow-Up' button highlighted by a red box.

In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.

The screenshot shows the 'Academic Scholarship' application page. It includes a 'Submit Application' button at the top. The page is divided into 'Overview' and 'Quick Facts' sections. The 'Overview' section describes the scholarship criteria. The 'Quick Facts' section lists the application deadline as 'Apply by Sep 10, 2021' and the amount as '\$25,000.00'. Below this is a 'Qualifications' section with a checkmark indicating that the applicant must demonstrate academic potential. An orange bar reads 'Apply for this Scholarship'. A red box highlights the application form, which includes an essay question: 'Please explain why you are the best candidate for this scholarship.' with a '250 word(s) left' counter and a rich text editor. Below the essay question is a section for uploading a transcript: 'Please upload a current transcript.' with an 'Upload File' button. A 'Submit Application' button is located at the bottom of the form.

View applied scholarships by clicking on the scholarships tab.

Dashboard

Scholarships

Donors

Application

Welcome, Traci

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

1 Item requiring completion

Follow-Ups

### Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

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

Dashboard

Scholarships

Donors

Application

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

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.

The screenshot shows a sidebar on the left with four menu items: 'Financial Information' (Completed), 'Qualification Questions' (In Progress), and two others. The main content area is titled 'Please use the form below to request a letter of recommendation from an instructor.' It contains several input fields: 'Recipient First Name' (Jean-Luc), 'Recipient Last Name' (Picard), and 'Recipient Email' (trichards@awardspring.com). Below these is a rich text editor for the 'Message to Recipient' with a toolbar and the text: 'I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.' A 'Send Request' button is highlighted with a red box at the bottom of the 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.

### Application

The screenshot shows the 'Application' page with a sidebar on the left listing 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), and 'Qualification Questions' (Completed). The main content area has a question: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a red-bordered box containing the request details: 'Requested on May 16, 2019', 'Jean-Luc Picard', 'trichards@awardspring.com', and 'Status: Pending'. At the bottom of this box are two buttons: 'Resend Request' and 'Send New Request'.

### Application

<b>General Information</b> <i>Completed</i>	<p>Are you working for a 501(c)(4) or 501(c)(6) organization?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<b>Academic Information</b> <i>Completed</i>	
<b>Financial Information</b> <i>Completed</i>	
<b>Qualification Questions</b> <i>Completed</i>	

Please use the form below to request a letter of recommendation from an instructor.

*Requested on May 16, 2019*  
**Jean-Luc Picard**  
 trichards@awardspring.com  
 Status: **Completed** *Submitted on: May 16, 2019*

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.

SpringSquad University studentexample@awardspring.com ▾

<ul style="list-style-type: none"> <li> <b>Dashboard</b></li> <li> Scholarships</li> <li> Donors</li> <li> Application</li> </ul>	<p>Welcome, Traci</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; background-color: #fff9c4;"> <p>You did it! Nothing left to complete. Way to go!</p> </div> <div style="background-color: #ffeb3b; padding: 10px; text-align: center; margin-top: 10px;"> <p><b>0</b> Items requiring completion</p> </div>
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You are all set! Your school's administrator will provide further direction if it is needed.