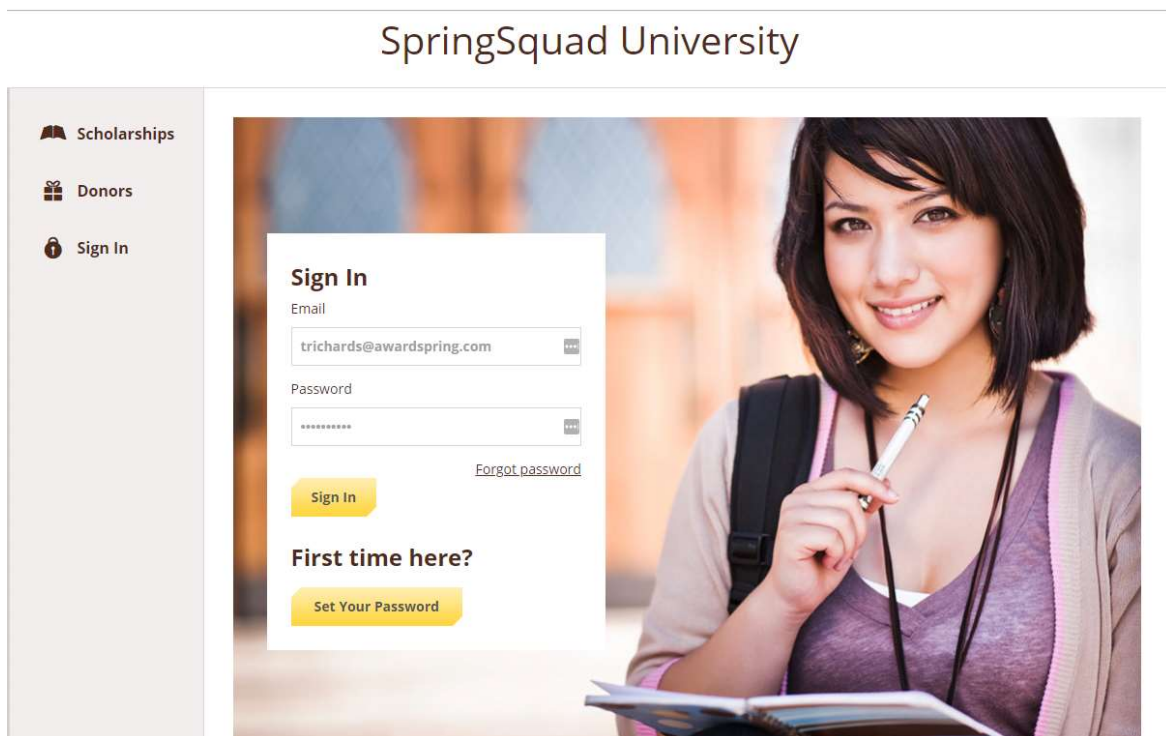


Navigating AwardSpring: A Guide for Applicants

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
Obama Foundation Scholarship The Obama Foundation Scholars Program will give rising you...	\$25,000.00	Due May 16, 2019
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishe...	\$30,000.00	Due May 16, 2019
Pioneers Scholarship Students may qualify for a scholarship if: they are academicall...	\$25,000.00	Due May 16, 2019
Arts Scholarship 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](#)

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

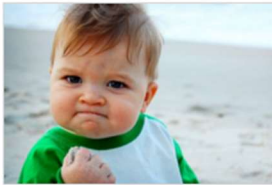
Public Radio Exchange

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



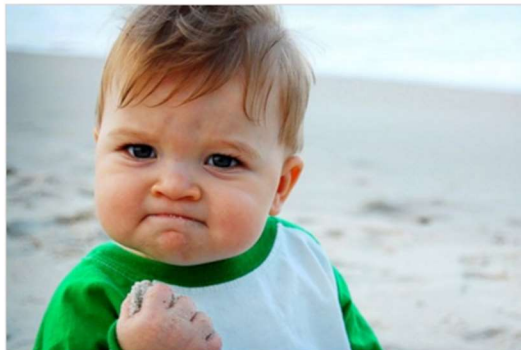
Sun Tzu

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

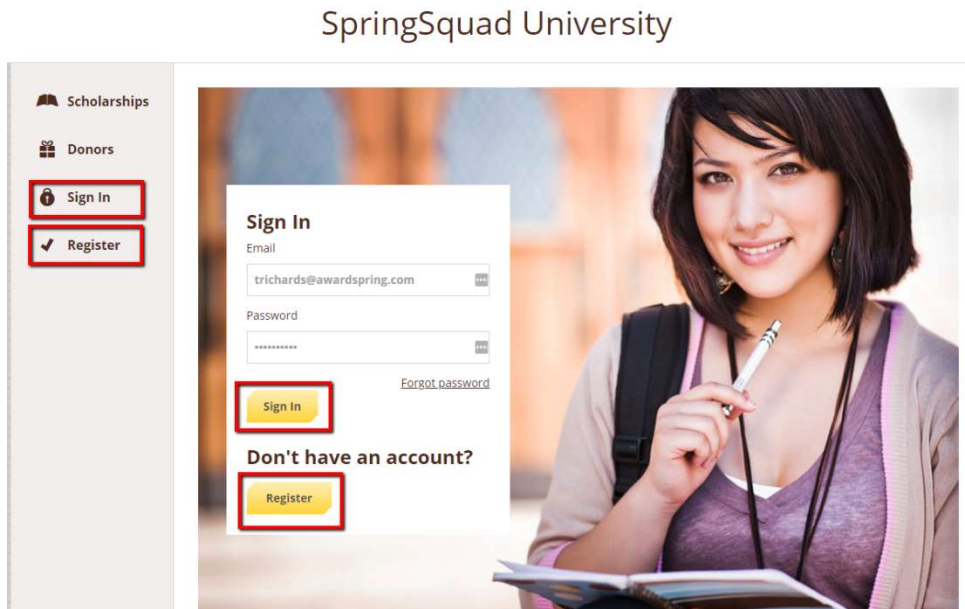
 www.linkedin.com/awardspring

Associated Scholarships

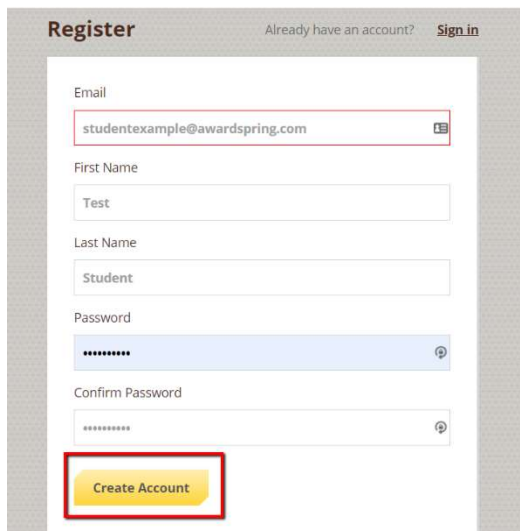
The Expiring Reviews Scholarship

TO LOG IN:

Sign In: You already have an account. Use your MSJC credentials and click the yellow Sign In button.



SpringSquad University



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.

Accept Agreement

Cancel

After login, 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.

SpringSquad University

studentexample@awardspring.com

The screenshot shows the SpringSquad University dashboard. On the left is a sidebar with navigation links: Dashboard (selected), Scholarships, Donors, and Application. The main content area is titled 'Application' and features a progress bar at 0% COMPLETE. A yellow 'Start Application' button is highlighted with a red box. Below the progress bar, there are two summary cards: a yellow card stating '1 Item requiring completion' and a grey card stating 'Scholarships closing in 0 days'.

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

The screenshot shows a web application interface for SpringSquad University. On the left is a navigation sidebar with icons and labels for 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The 'Application' section is highlighted with a red border. The main content area is titled 'Application' and contains a sub-section 'General Information' with the status 'In Progress'. Below this are four tabs: 'Academic Information', 'Financial Information', and 'Qualification Questions'. The form fields on the right are: 'Phone Number' (5558675309), 'Date of Birth' (12/29/2008 with a calendar icon), 'Address 1' (123 Electric Ave.), 'Address 2 (Optional)' (empty), and 'City' (Funkytown).

You may see an embedded External Request form that requests information from a third party (ie a letter of recommendation from an instructor). 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.

Financial Information
Completed

Qualification Questions
In Progress

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

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

B I U [List Icons] [Link Icon]

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.

Send Request

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.

You will not be able to submit your application without the completed reference. It is recommended you send your request when beginning your application to allow time for the reference to be returned and submitted before the scholarship deadline.

Application

General Information
Completed

Academic Information
Completed

Financial Information
Completed

Qualification Questions
Completed

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes

No

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: Pending

Application

General Information <i>Completed</i>	<p>Are you working for a 501(c)(4) or 501(c)(6) organization?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 2px solid red; padding: 10px;"><p>Please use the form below to request a letter of recommendation from an instructor.</p><p><i>Requested on May 16, 2019</i> Jean-Luc Picard trichards@awardspring.com <i>Status: Completed</i> <i>Submitted on: May 16, 2019</i></p></div>
Academic Information <i>Completed</i>	
Financial Information <i>Completed</i>	
Qualification Questions <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.

SpringSquad University studentexample@awardspring.com ▾

Dashboard	<h3>Application</h3> <table><tr><td>General Information <i>Completed</i></td><td rowspan="5"><p>Are you working for a 501(c)(4) or 501(c)(6) organization?</p><p><input checked="" type="radio"/> Yes <input type="radio"/> No</p><div style="border: 1px solid gray; padding: 10px;"><p>Please use the form below to request a letter of recommendation from an instructor.</p><p><i>Requested on May 16, 2019</i> Jean-Luc Picard trichards@awardspring.com <i>Status: Completed</i> <i>Submitted on: May 16, 2019</i></p></div></td></tr><tr><td>Scholarships</td></tr><tr><td>Donors</td></tr><tr><td>Application</td></tr><tr><td>Qualification Questions <i>Completed</i> ←</td></tr></table>	General Information <i>Completed</i>	<p>Are you working for a 501(c)(4) or 501(c)(6) organization?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid gray; padding: 10px;"><p>Please use the form below to request a letter of recommendation from an instructor.</p><p><i>Requested on May 16, 2019</i> Jean-Luc Picard trichards@awardspring.com <i>Status: Completed</i> <i>Submitted on: May 16, 2019</i></p></div>	Scholarships	Donors	Application	Qualification Questions <i>Completed</i> ←
General Information <i>Completed</i>		<p>Are you working for a 501(c)(4) or 501(c)(6) organization?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid gray; padding: 10px;"><p>Please use the form below to request a letter of recommendation from an instructor.</p><p><i>Requested on May 16, 2019</i> Jean-Luc Picard trichards@awardspring.com <i>Status: Completed</i> <i>Submitted on: May 16, 2019</i></p></div>					
Scholarships							
Donors							
Application							
Qualification Questions <i>Completed</i> ←							
Qualification Questions <i>Completed</i>							
Qualification Questions <i>Completed</i>							
Qualification Questions <i>Completed</i>							
Qualification Questions <i>Completed</i>							

Submit 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.

The dashboard features a sidebar with navigation options: Dashboard, Scholarships, Donors, and Application. A central message states: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below this, two summary boxes are shown: a yellow box for "1 Item requiring completion" and a grey box for "2 Applied scholarships". A "Follow-Ups" section contains a card for the "Pioneers Scholarship" with a due date of 5/16/2019 and a "Complete Follow-Up" button.

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Arts Scholarship For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
The FC Barcelona Football Scholarship 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.

The dashboard is shown with the "Dashboard" button in the sidebar highlighted with a red box. The "Scholarships" section is active, displaying the same table as in the previous screenshot.

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 Pioneers scholarship 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.

1 Item requiring completion

2 Applied scholarships

Follow-Ups

Pioneers Scholarship

Due 5/16/2019

Complete Follow-Up

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

Scholarships - Pioneers Scholarship

Resubmit Application

! Please answer additional required questions to reapply for this scholarship.

Overview

Students may qualify for a scholarship if: they are academically talented and have leadership potential; they are a South African Citizen or permanent resident; their family or household total income before deductions is less than R10 000 per month; they are currently in Grade 7.

Quick Facts

Apply by May 16, 2019
\$25,000.00

Donors

Oprah Winfrey

Apply for this Scholarship

Please explain why you are the best candidate for this scholarship.

250 word(s) left

B / U

Please upload a current transcript.

Upload File

! Please answer additional required questions to reapply for this scholarship.

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.

The screenshot shows a dashboard interface for SpringSquad University. On the left is a vertical sidebar with four menu items: 'Dashboard' (with a grid icon), 'Scholarships' (with a book icon), 'Donors' (with a gift icon), and 'Application' (with a document icon). The main content area features a large yellow banner at the top with the text 'You did it! Nothing left to complete. Way to go!'. Below this banner are two summary cards: a yellow card on the left displaying '0 Items requiring completion' (this card is highlighted with a red border in the image) and a grey card on the right displaying '3 Applied scholarships'.

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