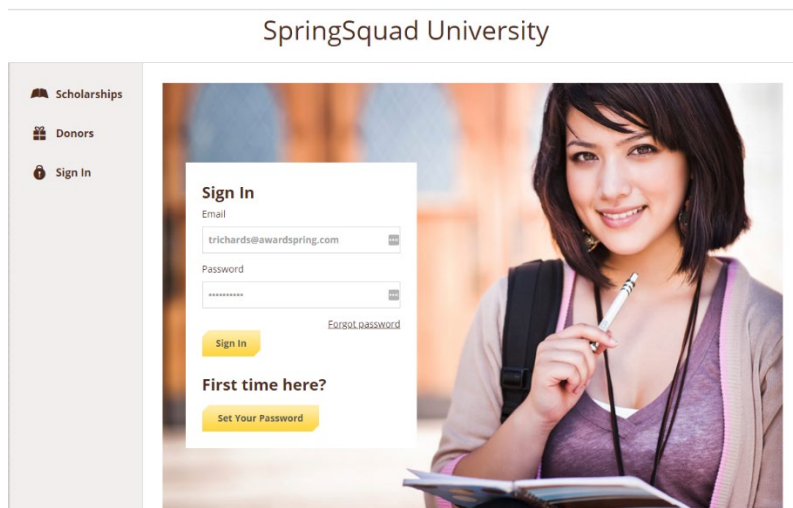


Navigating AwardSpring: A Guide for Applicants

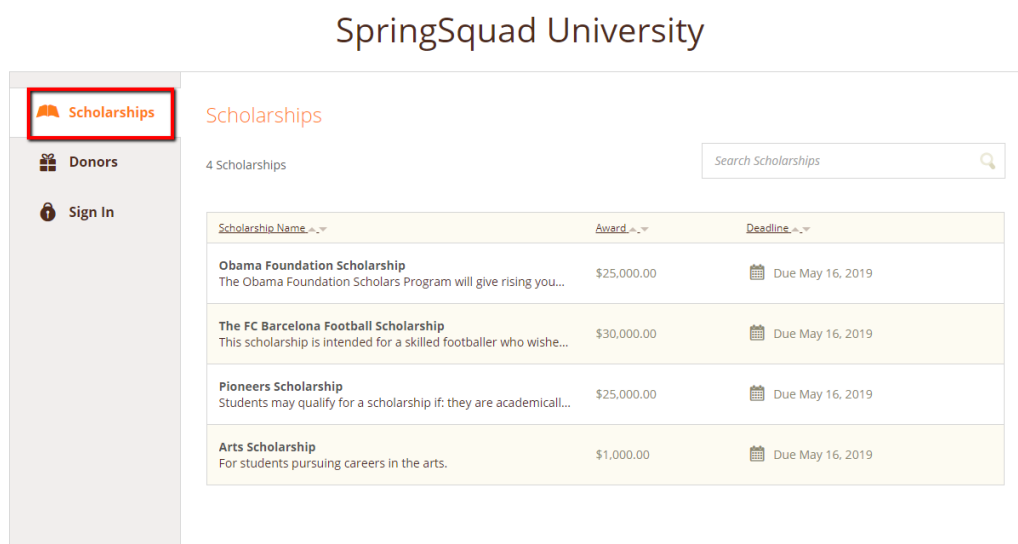
The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

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.)



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.



Navigating AwardSpring: A Guide for Applicants

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 the registration page. Enter all the required information, click the agreement box, and click the Create Account button.

SpringSquad University

Scholarships

Donors

Sign In

Register

Sign In

Email

trichards@awardspring.com

Password

[Forgot password](#)

Sign In

Don't have an account?

Register

SpringSquad University

Register

Already have an account? [Sign in](#)

Email

studentexample@awardspring.com

First Name

Test

Last Name

Student

Password

Confirm Password

Create Account

Navigating AwardSpring: A Guide for Applicants

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.

SpringSquad University studentexample@awardspring.com

Dashboard Welcome, Traci

Scholarships

Donors

Application

0% COMPLETE

1 Item requiring completion

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

SpringSquad University studentexample@awardspring.com

Application

General Information
In Progress

Academic Information

Financial Information

Qualification Questions

Phone Number
5558675309

Date of Birth
12/29/2008

Address 1
123 Electric Ave.

Address 2 (Optional)

City
Funkytown

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

SpringSquad University studentexample@awardspring.com

Application

- Dashboard
- Scholarships
- Donors
- 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: *Completed* *Submitted on: May 16, 2019*

[Previous Step](#) [Next Step](#) [Submit Application](#)

You will be directed back to your Dashboard. View applied scholarships by clicking on the scholarships tab.

SpringSquad University studentexample@awardspring.com

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
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

Navigating AwardSpring: A Guide for Applicants

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

SpringSquad University studentexample@awardspring.com

Dashboard Scholarships

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

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 Academic 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.

Dashboard Welcome, Traci

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

1 Item requiring completion

Scholarships

Donors

Application

Follow-Ups

Academic Scholarship
You are eligible to apply but have some work to complete by 9/10/2021.

Complete Follow-Up

Navigating AwardSpring: A Guide for Applicants

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

Scholarships - Academic Scholarship

Submit Application

Overview
This scholarship is for applicants who demonstrate academic potential; are enrolled in advanced classes; demonstrate financial need.

Quick Facts
Apply by Sep 10, 2021
\$25,000.00

Qualifications
✓ Applicant must demonstrate academic potential.

Apply for this Scholarship

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

250 word(s) left

B *I* U [List Icons]

Please upload a current transcript.

Upload File

Submit Application

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 ▾

Dashboard Welcome, Traci

Scholarships

Donors

Application

You did it!
Nothing left to complete. Way to go!

0 Items requiring completion

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