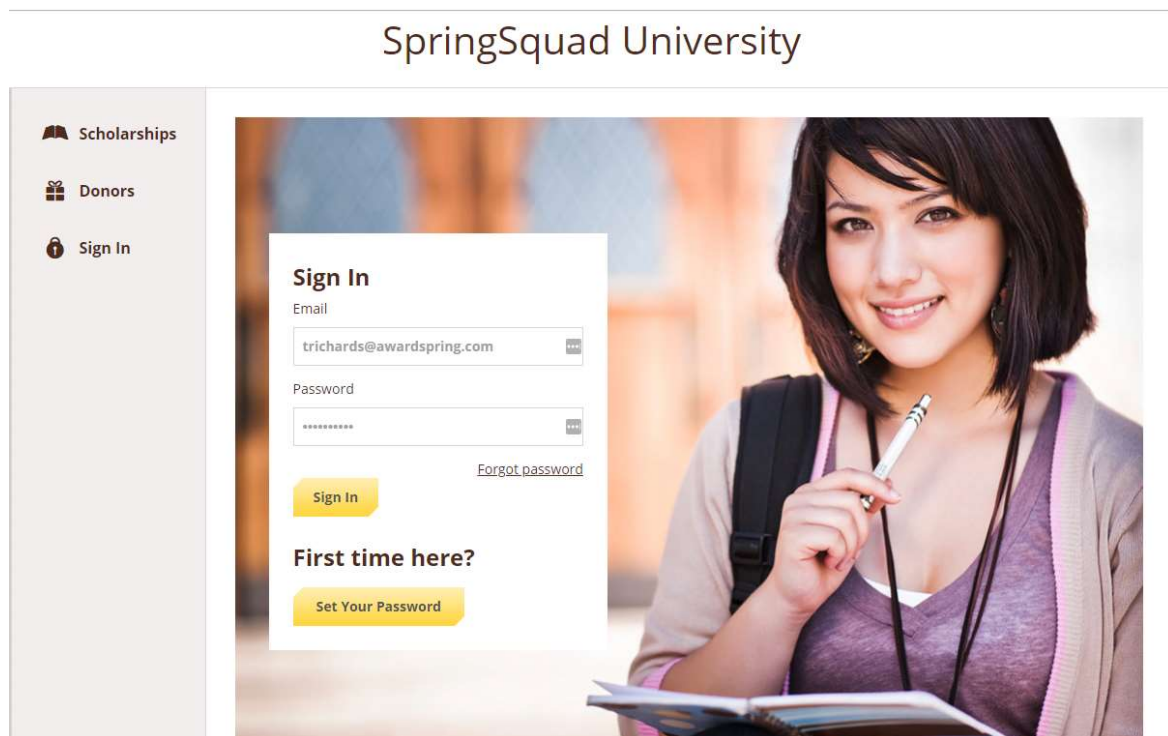


Navigating AwardSpring: A Guide for Applicants

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

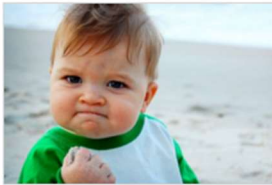
Public Radio Exchange

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



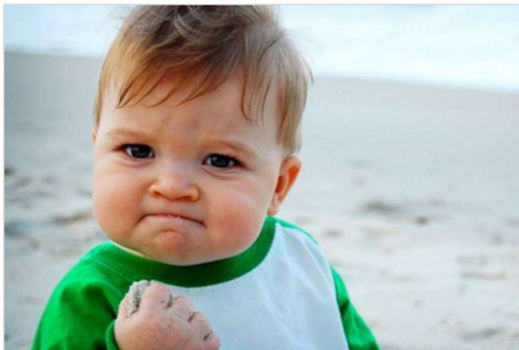
Sun Tzu

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

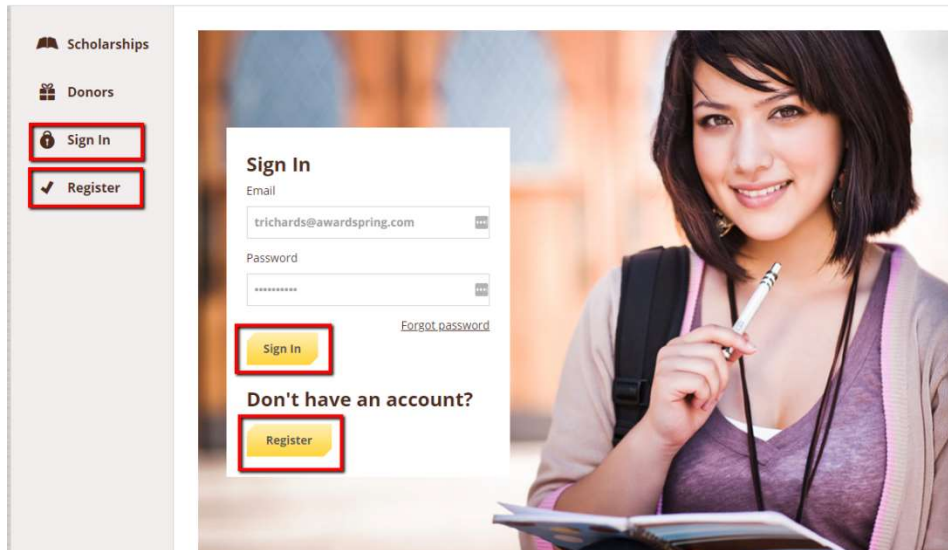
[The Expiring Reviews Scholarship](#)

TO LOG IN:

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

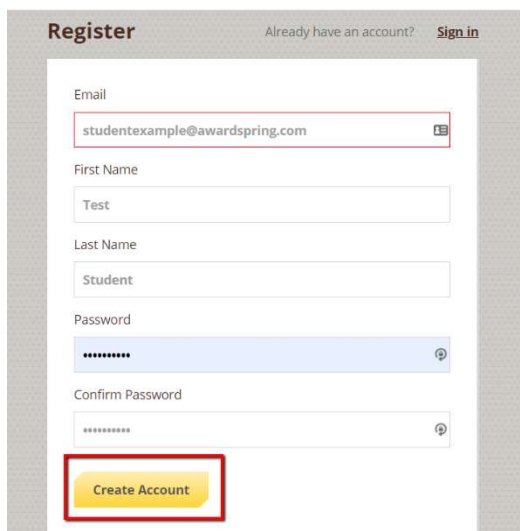
Register: You do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the Create Account button.

SpringSquad University



The image shows the 'Sign In' page of SpringSquad University. On the left, a navigation menu includes 'Scholarships', 'Donors', 'Sign In', and 'Register', with the latter two highlighted by red boxes. The main content area features a 'Sign In' form with fields for 'Email' (containing 'trichards@awardspring.com') and 'Password' (masked with dots). A 'Forgot password' link is positioned to the right of the password field. Below the form is a yellow 'Sign In' button, also highlighted with a red box. Underneath, the text 'Don't have an account?' is followed by a yellow 'Register' button, also highlighted with a red box. The background of the page is a photograph of a smiling young woman with a backpack, holding a pen and looking at an open book.

SpringSquad University



The image shows the 'Register' page of SpringSquad University. At the top, it says 'Register' and includes a link 'Already have an account? Sign in'. The registration form contains the following fields: 'Email' (with 'studentexample@awardspring.com'), 'First Name' (with 'Test'), 'Last Name' (with 'Student'), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). Each field has a small icon on the right side. At the bottom of the form is a yellow 'Create Account' button, highlighted with a red box.

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/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 screenshot shows the SpringSquad University dashboard. At the top left, the logo 'SpringSquad University' is displayed. At the top right, the email address 'studentexample@awardspring.com' is shown with a dropdown arrow. On the left side, there is a vertical navigation menu with four items: 'Dashboard' (highlighted in orange), 'Scholarships', 'Donors', and 'Application'. The main content area features a welcome message 'Welcome, Traci'. Below this, there is a progress bar labeled '0% COMPLETE' and a yellow button labeled 'Start Application' which is highlighted with a red box. To the right of the progress bar, a yellow box contains the text '1 Item requiring completion'.

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 are as follows:

- Phone Number: 5558675309
- Date of Birth: 12/29/2008 (with a calendar icon)
- Address 1: 123 Electric Ave.
- Address 2 (Optional): (empty field)
- 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

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.

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
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*

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

SpringSquad University
studentexample@awardspring.com ▾

Dashboard

Scholarships

Donors

Application

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

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

SpringSquad University

studentexample@awardspring.com

Dashboard

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

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 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

Follow-Ups

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

Complete Follow-Up

Scholarships

Donors

Application

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

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

Scholarships

Donors

Application

Welcome, Traci

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 further direction if it is needed.