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. https://westerneng.awardspring.ca/ You will land at the login page.

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 and deadlines.

Click into a scholarship to see additional information.
Scholarships - Community Service Scholarship

Sign In or Register to apply.

Overview
For students who help their community.

Qualifications
✓ Must have at least 100 hours of community service.

Quick Facts

Apply by Dec 30, 2015
$2,000.00

Click **Donors** to view profiles of the donors and the scholarships they are sponsoring.

**Donors**

Sort: Alphabetically

<table>
<thead>
<tr>
<th>Donor</th>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil deGrasse Tyson</td>
<td>Hayden Planetarium</td>
<td>Neil deGrasse Tyson (born October 5, 1958) is an American astrophysicist.</td>
</tr>
<tr>
<td>Arthur Dent</td>
<td>Hitchhiker</td>
<td>Arthur Philip Dent is a hapless human who found himself thrown upon wild adventures.</td>
</tr>
<tr>
<td>Catherine Hepburn</td>
<td></td>
<td>Katharine Houghton Hepburn (May 12, 1907 - June 29, 2003) was an American actress.</td>
</tr>
<tr>
<td>Success Kid</td>
<td>The Internet</td>
<td>Success Kid, sometimes known as I Hate Sandcastles, is a reaction image of a baby at a beach with a smug facial expression.</td>
</tr>
<tr>
<td>Kool-Aid Man</td>
<td>Kool-Aid</td>
<td>Kool-Aid Man is the mascot for Kool-Aid, a brand of flavored drink mix.</td>
</tr>
<tr>
<td>Fred Rogers</td>
<td>Neighborhood of Make-Believe</td>
<td>Fred McFeely Rogers (March 20, 1928 - February 27, 2003) was an American host.</td>
</tr>
<tr>
<td>Sun Tzu</td>
<td>China</td>
<td>Sun Tzu was a Chinese military general, strategist, and philosopher who lived in ancient China.</td>
</tr>
</tbody>
</table>

Click into a **Donor** page to see additional information.

**Donors**

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<td>Success Kid</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

-.awardspring.com
-.www.facebook.com/awardspring
-.twitter.com/awardspring
-.www.linkedin.com/awardspring

**Associated Scholarships**

The Expiring Reviews Scholarship
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.

![Dashboard and Application Interface](image)

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

![Application Interface](image)

Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your 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.
Click **Dashboard** to return to your Dashboard to view additional information or take further action.

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 Art Portfolio and Community Service scholarships, 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.

In this example, the applicant needs to respond to an essay questions and upload a community service document in order to be able to apply for the Community Service Scholarship.
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.

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