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

**Donors**

- **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 (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-

- **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, strategists, and philosopher who lived in

Click into a Donor page to see additional information.

**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](http://awardspring.com)
- [www.facebook.com/awardspring](http://www.facebook.com/awardspring)
- [twitter.com/awardspring](http://twitter.com/awardspring)
- [www.linkedin.com/awardspring](http://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.

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

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.

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