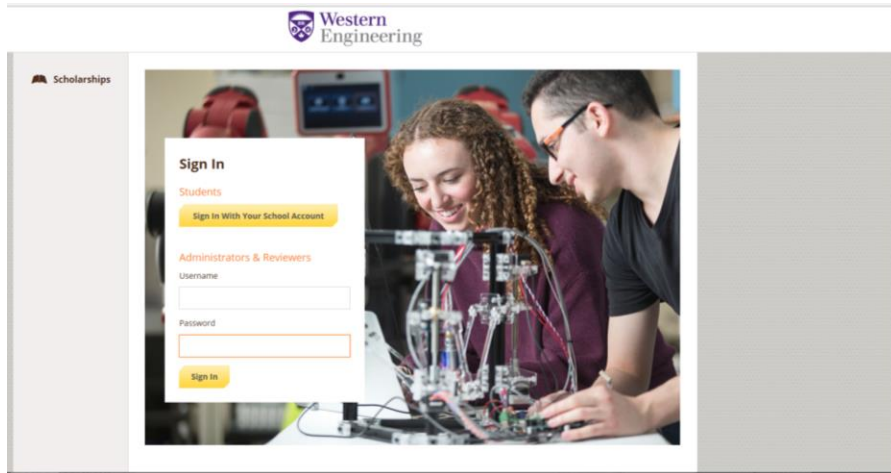


# Navigating AwardSpring: A Guide for Applicants

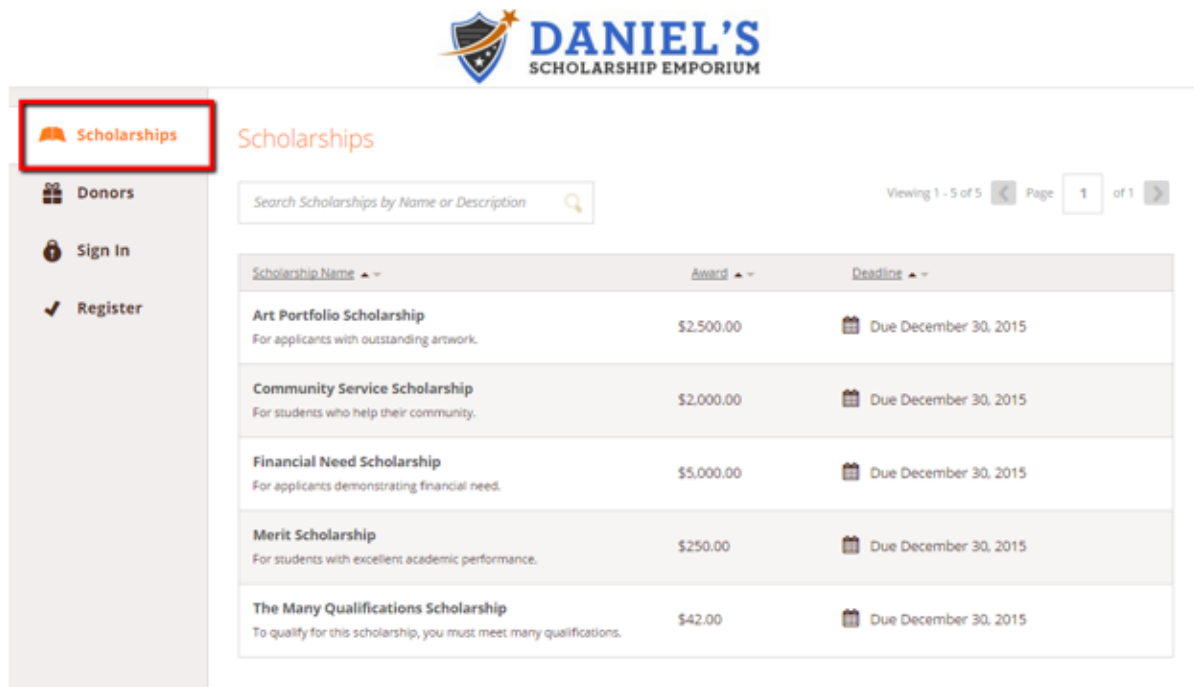
The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

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.



**DANIEL'S SCHOLARSHIP EMPORIUM**

**Scholarships**

Search Scholarships by Name or Description

Viewing 1 - 5 of 5 Page 1 of 1

Scholarship Name	Award	Deadline
<b>Art Portfolio Scholarship</b> For applicants with outstanding artwork.	\$2,500.00	Due December 30, 2015
<b>Community Service Scholarship</b> For students who help their community.	\$2,000.00	Due December 30, 2015
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	\$5,000.00	Due December 30, 2015
<b>Merit Scholarship</b> For students with excellent academic performance.	\$250.00	Due December 30, 2015
<b>The Many Qualifications Scholarship</b> To qualify for this scholarship, you must meet many qualifications.	\$42.00	Due December 30, 2015

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](#) ▲ ▼



### 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

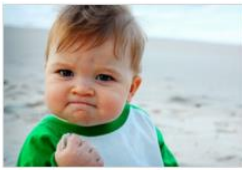
*Public Radio Exchange*

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



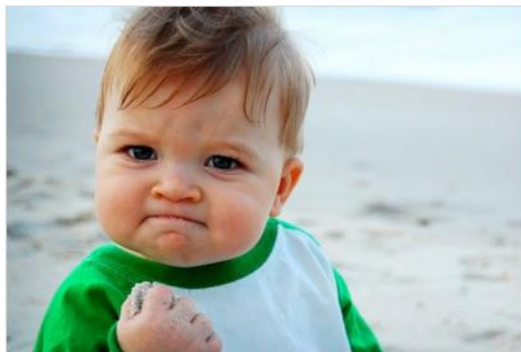
### Sun Tzu

*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](http://awardspring.com)

 [www.facebook.com/awardspring](https://www.facebook.com/awardspring)

 [twitter.com/awardspring](https://twitter.com/awardspring)

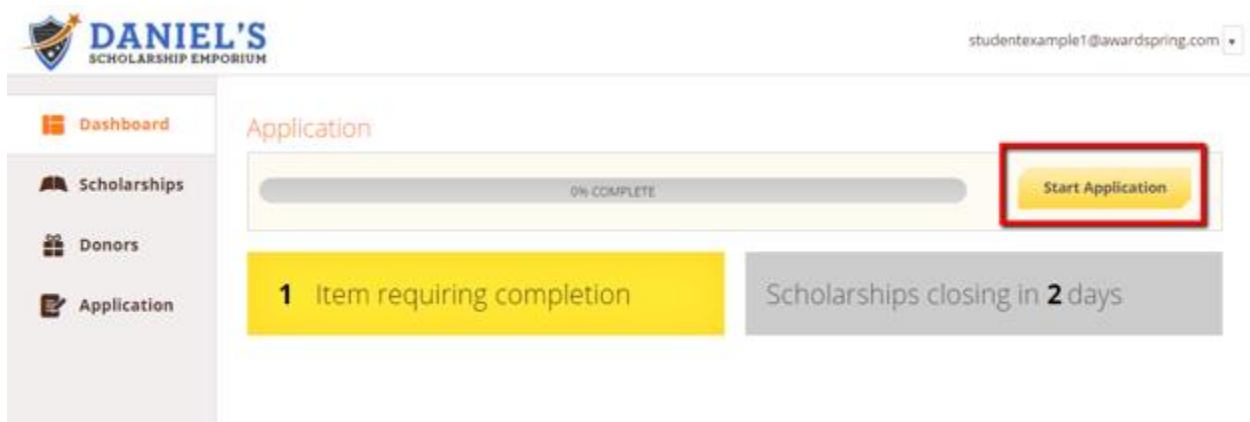
 [www.linkedin.com/awardspring](https://www.linkedin.com/awardspring)

### Associated Scholarships

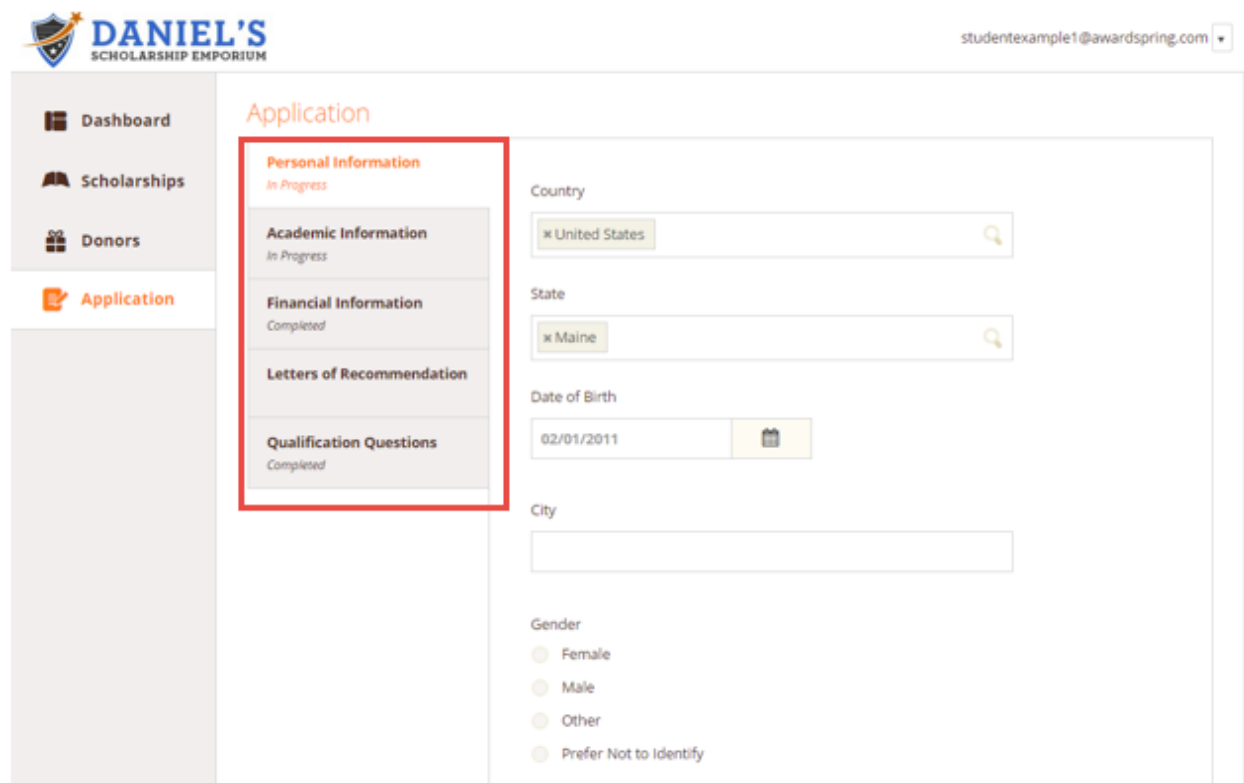
[The Expiring Reviews Scholarship](#)

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 to 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.

2 Items requiring completion

2 Applied scholarships

### Follow-Ups

Art Portfolio Scholarship  
Due 12/30/2015

Complete Follow-Up

Community Service Scholarship  
Due 12/30/2015

Complete Follow-Up

# Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
<b>Merit Scholarship</b> For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

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

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Financial Need Scholarship</b> For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
<b>Merit Scholarship</b> For students with excellent academic performance.	N/A	Due Dec 30, 2015	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 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.

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

**2** Items requiring completion      **2** Applied scholarships

Follow-Ups

<u>Art Portfolio Scholarship</u> Due 12/30/2015 <b>Complete Follow-Up</b>	<u>Community Service Scholarship</u> Due 12/30/2015 <b>Complete Follow-Up</b>
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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.

## Scholarships - Community Service Scholarship

Resubmit Application

✓ You applied for this scholarship on 12/28/2015

**Overview**  
For students who help their community.

**Quick Facts**  
Apply by Dec 30, 2015

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

Apply for this Scholarship

Tell us about your community service  
490 word(s) left

**B** / **I** / **U** / **☰** / **☷** / **☸** / **☹** / **☺** / **☻** / **☼** / **☽** / **☾** / **☿** / **♁**

I have always wanted to volunteer with the Peace Corp.....

Upload a confirmation of your completed community service.  
attached: [matrix response 1.xlsx](#)

Upload New File

✓ You applied for this scholarship on 12/28/2015

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.

**DANIEL'S**  
SCHOLARSHIP EMPORIUM

studentexample1@awardspring.com

Dashboard

Scholarships

Donors

Application

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

0 Items requiring completion

4 Applied scholarships

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