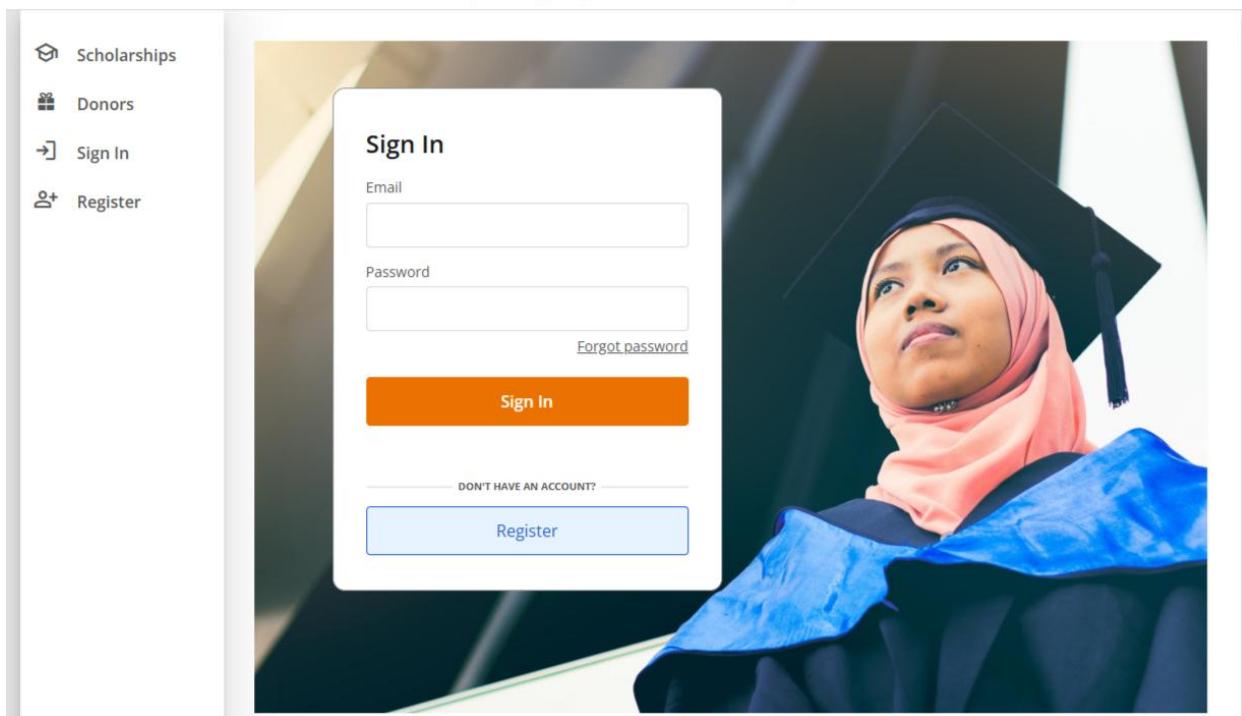


# Navigating AwardSpring: A Guide for Applicants

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.

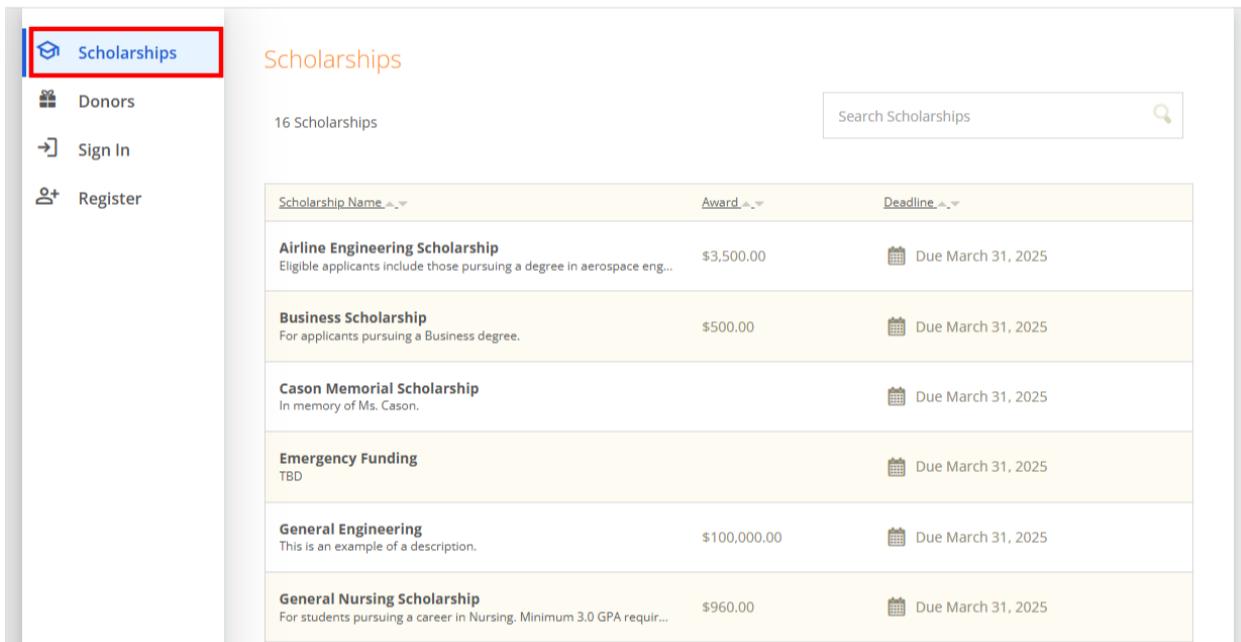
You will land at the login page. (Please note that this page is customizable so your organization's login page may look different than the below example.)



In the left menu bar, both Scholarships and Donors are clickable buttons.

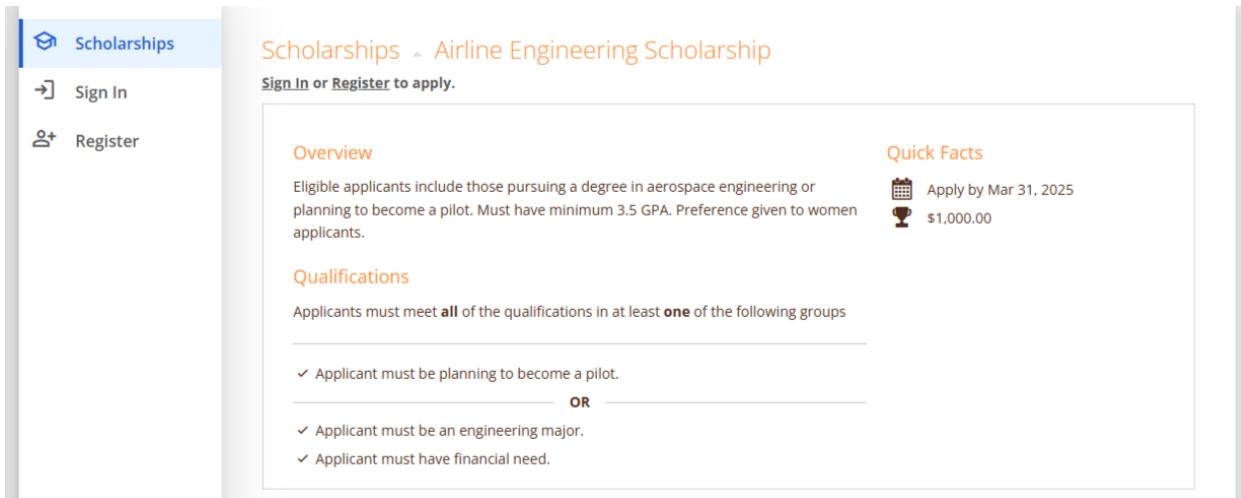
**Scholarships** will show you a list of all scholarships that are being offered by your organization along with their respective award amounts (if known) and deadlines.

## SpringSquad University



Scholarship Name	Award	Deadline
Airline Engineering Scholarship Eligible applicants include those pursuing a degree in aerospace eng...	\$3,500.00	Due March 31, 2025
Business Scholarship For applicants pursuing a Business degree.	\$500.00	Due March 31, 2025
Cason Memorial Scholarship In memory of Ms. Cason.		Due March 31, 2025
Emergency Funding TBD		Due March 31, 2025
General Engineering This is an example of a description.	\$100,000.00	Due March 31, 2025
General Nursing Scholarship For students pursuing a career in Nursing. Minimum 3.0 GPA requir...	\$960.00	Due March 31, 2025

Click into a scholarship to see additional information.



Scholarships **Airline Engineering Scholarship**  
[Sign In](#) or [Register](#) to apply.

**Overview**  
Eligible applicants include those pursuing a degree in aerospace engineering or planning to become a pilot. Must have minimum 3.5 GPA. Preference given to women applicants.

**Qualifications**  
Applicants must meet **all** of the qualifications in at least **one** of the following groups

✓ Applicant must be planning to become a pilot.  
OR  
✓ Applicant must be an engineering major.  
✓ Applicant must have financial need.

**Quick Facts**  
Apply by Mar 31, 2025  
\$1,000.00

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

## SpringSquad University

**Scholarships**

**Donors**  

**Sign In**

**Register**

**Donors**

Sort: [Alphabetically](#) ▾ ▾

 <a href="#">Caitlin Clark</a> Caitlin Clark is a basketball player for Iowa.	 <a href="#">Lionel Messi</a> FC Barcelona Leo Messi's footballing career started in 1995	 <a href="#">Michelle Obama</a> Obama Foundation Michelle LaVaughn Robinson Obama is an American wr	 <a href="#">Meryl Streep</a> Silver Mountain Foundation for the Arts Meryl has given \$4 million through the Silver Moun
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Click into to a Donor page to see additional information.

## SpringSquad University

**Scholarships**

**Donors**  

**Sign In**

**Register**

**Donors**

  
**Lionel Messi**  
FC Barcelona

Leo Messi's footballing career started in 1995 at Newell's Old Boys, where he played until the year 2000. At the age of 13, Lionel Messi crossed the Atlantic to try his luck in Barcelona, and joined the Under 14s. Messi made spectacular progress at each of the different age levels, climbing through the ranks to Barça C, followed by Barça B and the first team in record time. In the 2003-2004 season, when he was still only 16, Messi made his first team debut in a friendly with Porto that marked the opening of the new Do Dragao stadium. The following championship-winning season, Messi made his first appearance in an official match on October 16, 2004, in Barcelona's derby win against Espanyol at the Olympic Stadium (0-1).

<https://www.fcbarcelona.com/en/football/first-team/players/4974/lionel-messi>

<https://www.facebook.com/fcbarcelona/>

**Associated Scholarships**

[Soccer Scholarship](#)

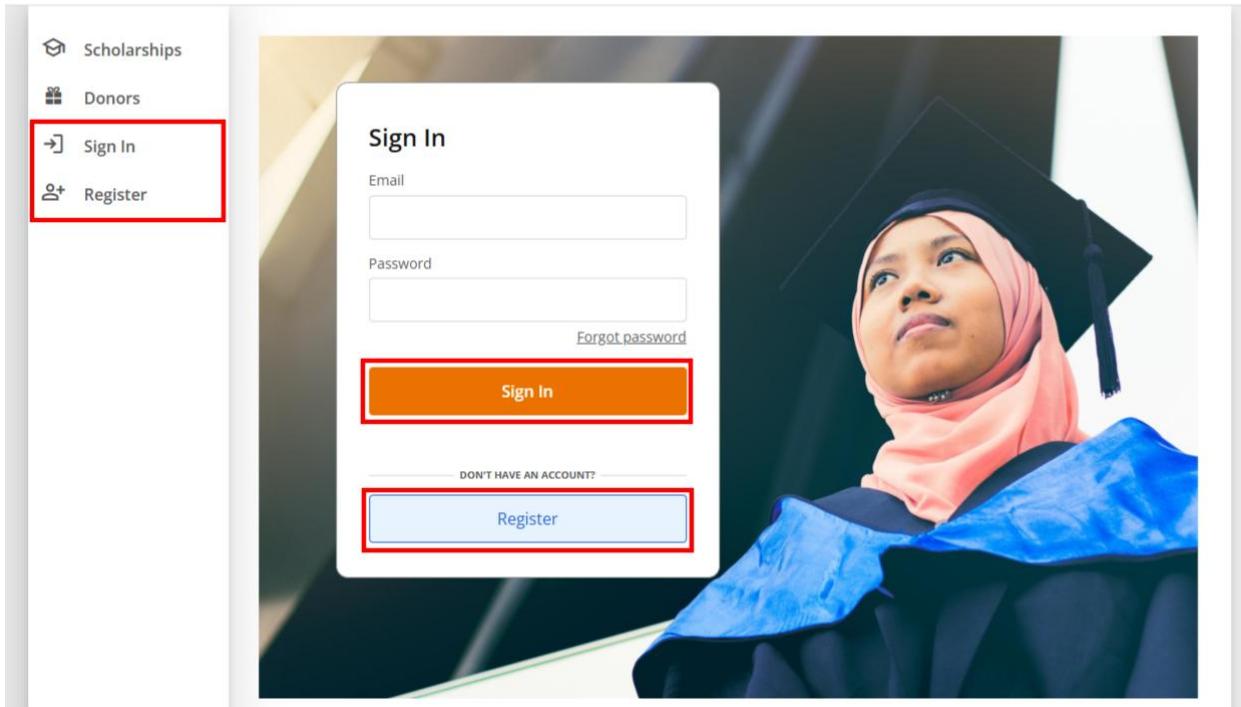
[Study Abroad in Thailand Scholarship](#)

**TO LOG IN:**

**Sign In:** Use if you already have an account. Enter your email address and password and click the yellow Sign In button.

**Register:** Use if 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



## SpringSquad University

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

Email

Phone  
✓ Valid

By providing your phone number, you agree to  receive SMS notifications about the application process. You also agree to the Terms of Use and Privacy Policy. Reply STOP to unsubscribe.

First Name

Last Name

Password

Confirm Password

**Create Account**



## SpringSquad University

**Privacy and Use Policy**

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

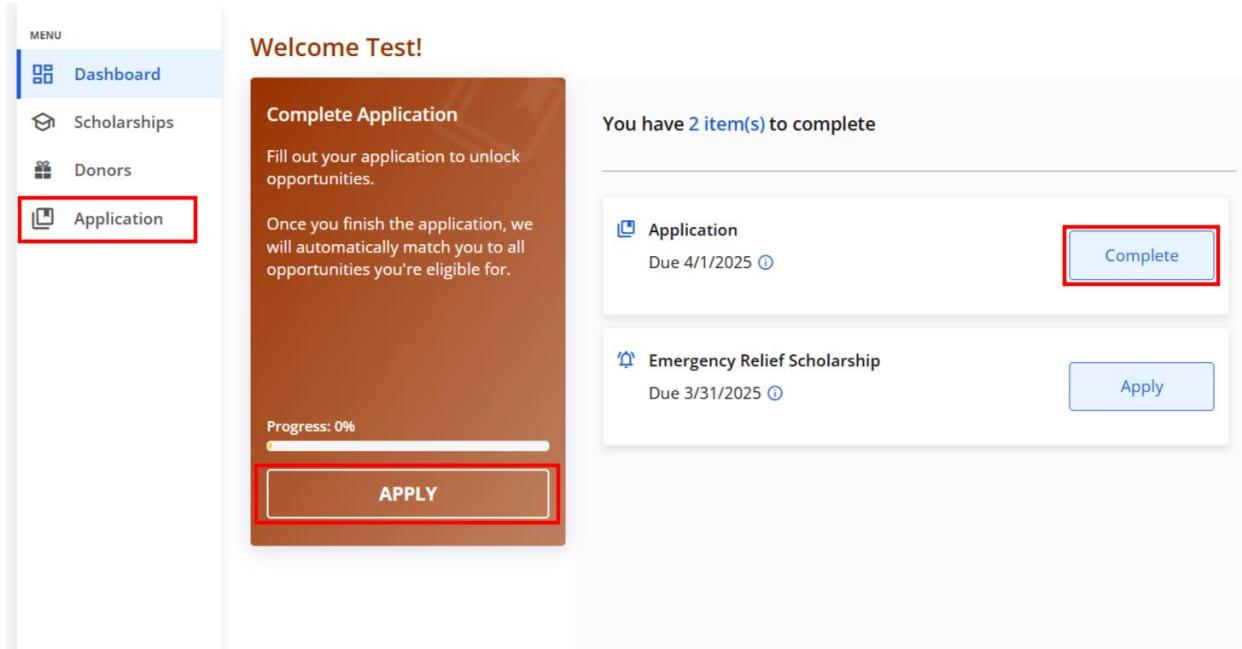
- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

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.

To start filling out your general application you can click either one of the following buttons on your dashboard: **Application tab**, **Apply**, or **Complete**.



The screenshot shows a user interface for a dashboard. On the left, a vertical menu bar is visible with the following items: **Dashboard** (selected), **Scholarships**, **Donors**, and **Application** (highlighted with a red box). The main content area is titled **Welcome Test!**. A large brown box on the left contains the text: **Complete Application**, **Fill out your application to unlock opportunities.**, and **Once you finish the application, we will automatically match you to all opportunities you're eligible for.**. It also shows a progress bar at **Progress: 0%** and a large **APPLY** button at the bottom, both of which are highlighted with red boxes. To the right, a message says **You have 2 item(s) to complete**. Below this, two items are listed: **Application** (due 4/1/2025) with a **Complete** button (highlighted with a red box), and **Emergency Relief Scholarship** (due 3/31/2025) with an **Apply** button.

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

MENU

- Dashboard
- Scholarships
- Donors
- Application**

Application for Test Student

**Demographic Information**  
*In Progress*

Age: 21

Gender:

Prefer not to say

Male

Non-binary

Female

Street Address: 123 Main Street

City: Chicago

**Qualification Questions**

You may see an embedded External Request form that requests information from a third party (i.e. 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.

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.

Please request a recommendation from one of your coaches. Be sure to allow them ample time to submit the letter before the scholarship application deadline.

*Requested on Dec 19, 2024*

**Elizabeth Gurrelle**  
egurrelle@email.com  
Status: Pending

[Resend Request](#) [Send New Request](#)

Please request a recommendation from one of your coaches. Be sure to allow them ample time to submit the letter before the scholarship application deadline.

Requested on Dec 19, 2024

**Elizabeth Gurrelle**

egurrelle@email.com

Status:

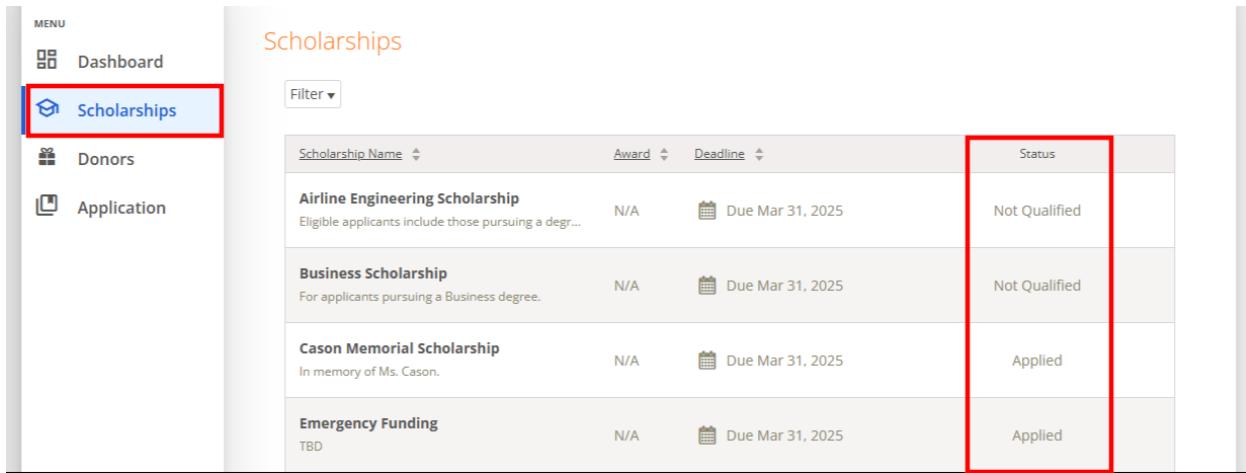
Completed

Submitted on: Dec 19, 2024

Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application, after that you will be redirected to your dashboard.

The screenshot shows a user interface for an application dashboard. On the left, a vertical menu lists 'Dashboard', 'Scholarships', 'Donors', and 'Application', with 'Application' being the active tab. The main content area is titled 'Application for Test Student'. It displays a list of application sections, each with a status: 'Demographic Information' (Completed), 'Academic Background' (Completed), 'Financial Information' (Completed), 'Short Essay Questions' (Completed), and 'Qualification Questions' (Completed). The 'Qualification Questions' section is highlighted with a red box. To the right of these sections, there are several questions with radio button options. The first question is 'What language(s) do you speak?' with an input field containing 'French' and a search icon. The second question is 'Are you planning to become a pilot?' with options 'Yes' and 'No' (selected). The third question is 'Are you planning to study abroad in Greece?' with options 'Yes' and 'No' (selected). The fourth question is 'Are you a veteran?' with options 'Yes' and 'No' (selected). At the bottom of the page, there are three buttons: 'Previous Step' (yellow), 'Next Step' (grey), and 'Submit Application' (yellow, highlighted with a red box). The 'Submit Application' button is the final step in the process.

To view your qualifying statuses for scholarships click on the Scholarships tab, and reference the Status column.



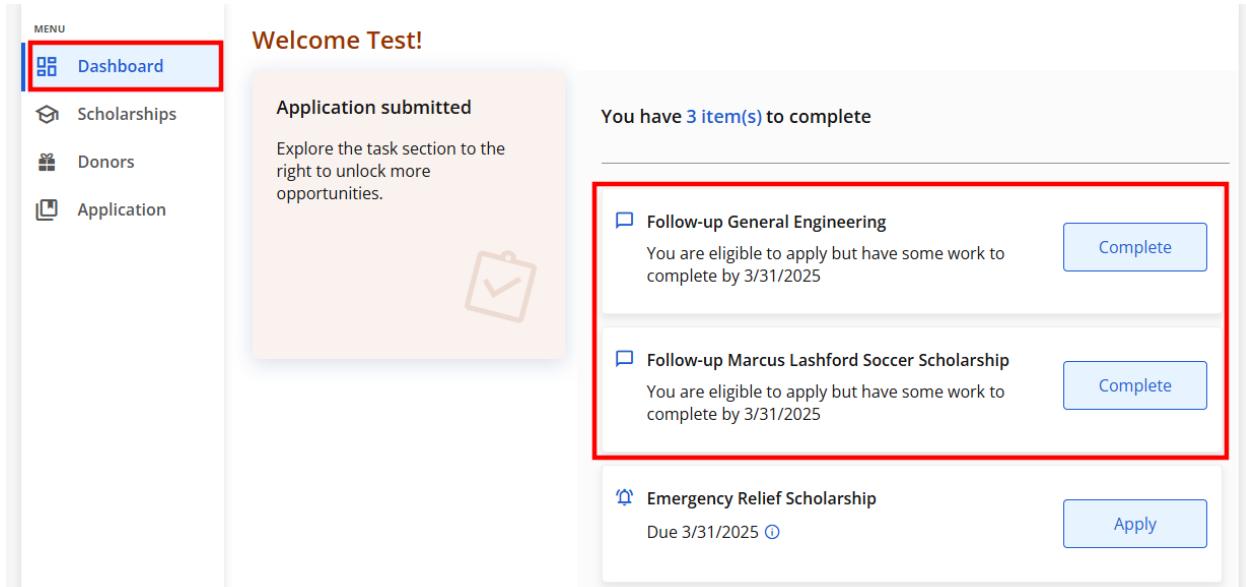
The screenshot shows a user interface for managing scholarships. On the left, a vertical menu lists 'Dashboard', 'Scholarships' (which is highlighted with a red box), 'Donors', and 'Application'. The main content area is titled 'Scholarships' and contains a table with the following data:

Scholarship Name	Award	Deadline	Status
Airline Engineering Scholarship Eligible applicants include those pursuing a degr...	N/A	Due Mar 31, 2025	Not Qualified
Business Scholarship For applicants pursuing a Business degree.	N/A	Due Mar 31, 2025	Not Qualified
Cason Memorial Scholarship In memory of Ms. Cason.	N/A	Due Mar 31, 2025	Applied
Emergency Funding TBD	N/A	Due Mar 31, 2025	Applied

Click the Dashboard tab 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 complete these next steps.

In this example, the applicant qualifies for the General Engineering scholarship and Marcus Lashford Soccer scholarship, but additional follow-up information is required to apply for them. The applicant needs to click the **Complete** button to provide the required responses and/or documentation.



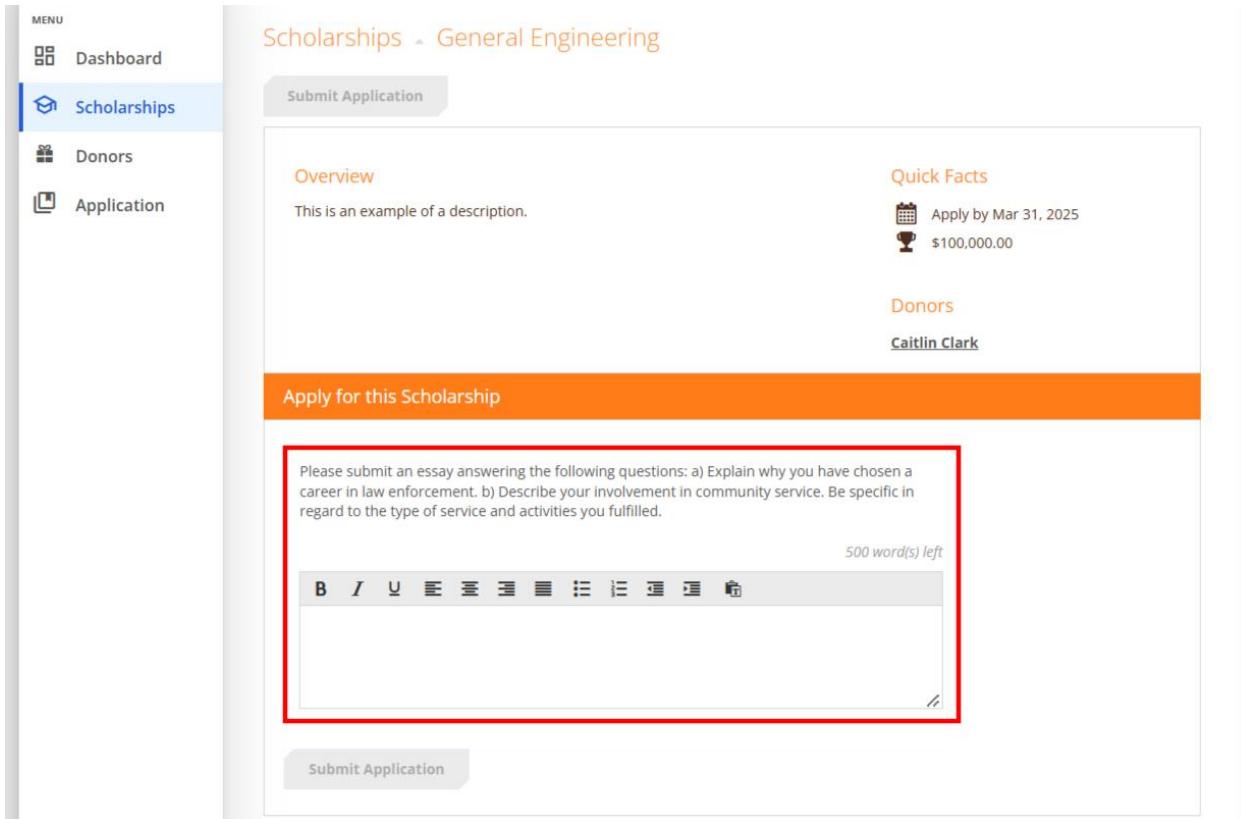
The screenshot shows a user interface for a dashboard. On the left, a vertical menu lists 'Dashboard' (which is highlighted with a red box), 'Scholarships', 'Donors', and 'Application'. The main content area is titled 'Welcome Test!' and contains the following information:

**Application submitted**  
Explore the task section to the right to unlock more opportunities.

**You have 3 item(s) to complete**

<input type="checkbox"/> Follow-up General Engineering You are eligible to apply but have some work to complete by 3/31/2025	<b>Complete</b>
<input type="checkbox"/> Follow-up Marcus Lashford Soccer Scholarship You are eligible to apply but have some work to complete by 3/31/2025	<b>Complete</b>
<input type="checkbox"/> Emergency Relief Scholarship Due 3/31/2025 ⓘ	<b>Apply</b>

In this example, the applicant needs to respond to an essay question to finish applying for the scholarship.



The screenshot shows a user interface for a scholarship application. On the left, a sidebar menu includes 'Dashboard', 'Scholarships' (which is selected and highlighted in blue), 'Donors', and 'Application'. The main content area is titled 'Scholarships - General Engineering' and shows a 'Submit Application' button. Below this, there's an 'Overview' section with a placeholder text 'This is an example of a description.' and a 'Quick Facts' section with a calendar icon and the text 'Apply by Mar 31, 2025' and a trophy icon with '\$100,000.00'. A 'Donors' section lists 'Caitlin Clark'. A large orange button at the bottom says 'Apply for this Scholarship'. Below this button is a text area with a red border containing the instruction: 'Please submit an essay answering the following questions: a) Explain why you have chosen a career in law enforcement. b) Describe your involvement in community service. Be specific in regard to the type of service and activities you fulfilled.' The text area includes a word count '500 word(s) left' and a toolbar with standard rich text editing icons (Bold, Italic, Underline, etc.). At the bottom of the main content area is another 'Submit Application' button.

After completing all questions for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed.

You may see an additional follow up item on your dashboard for an Emergency Fund. These items are optional for completion and are available to applicants whether they submitted the general application or not.

MENU

-  [Dashboard](#)
-  [Scholarships](#)
-  [Donors](#)
-  [Application](#)

## Welcome Test!

**Application submitted**

Explore the task section to the right to unlock more opportunities.



You have **1 item(s)** to complete

 **Emergency Relief Scholarship**  
Due 3/31/2025 

[Apply](#)

You can proceed to complete this item on your dashboard as well. If you choose not to, it will stay on your dashboard, and your work will be considered done.

MENU

-  [Dashboard](#)
-  [Scholarships](#)
-  [Donors](#)
-  [Application](#)

### Scholarships ▾ Emergency Relief Scholarship

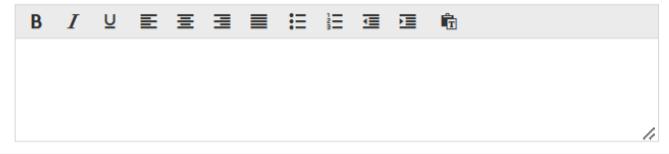
[Submit Application](#)

**Overview**  **Quick Facts**  **Apply by Mar 31, 2025**

Test

**Apply for this Scholarship**

Please share why you need emergency funding.

10 word(s) min  100 word(s) left

**B** **I** **U** **≡** **≡** **≡** **≡** **≡** **≡** **≡** **≡** **≡** **≡**

[Submit Application](#)

However, if you choose to apply for the Emergency Fund, your dashboard will be cleared of tasks. At that point you are all set! Your organization's administrator will provide you further direction if it is needed.

