

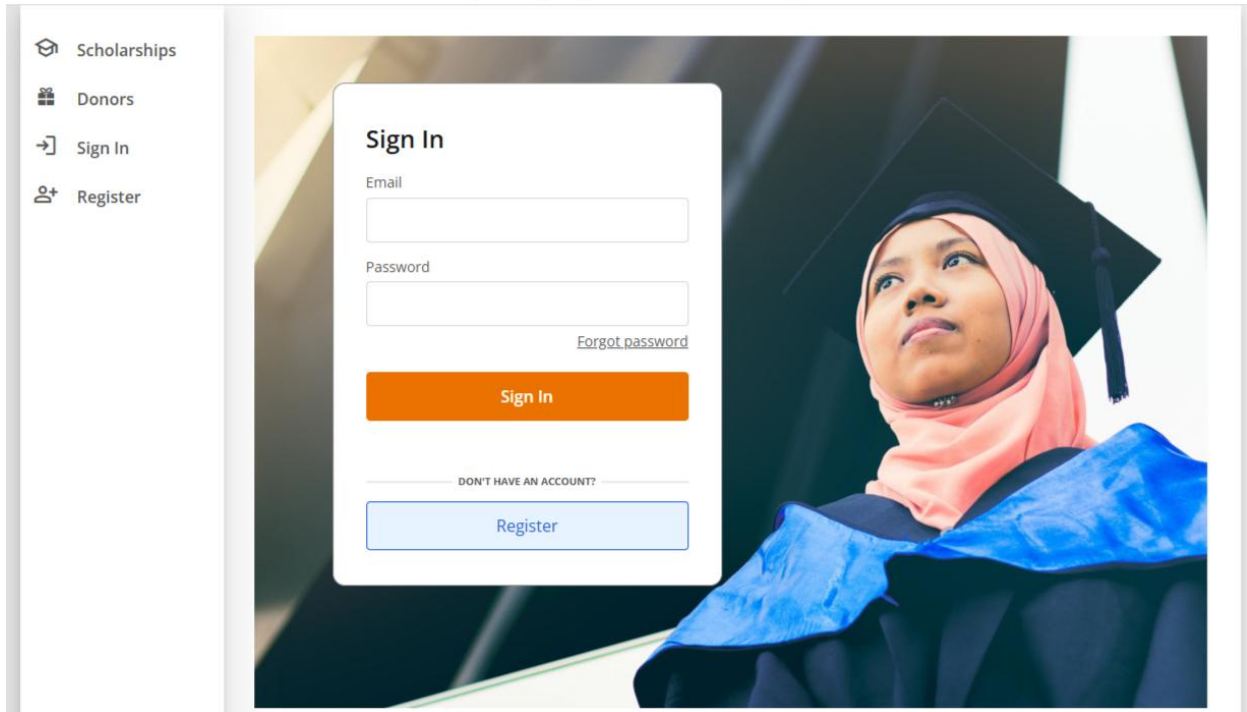
Navigating AwardSpring: A Guide for Applicants

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.)

SpringSquad University



Sign In

Email

Password

[Forgot password](#)

Sign In

DON'T HAVE AN ACCOUNT?

Register

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

Register

Scholarships

16 Scholarships

Search Scholarships

| 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

Sign In

Register

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](#) ▲ ▼




Caitlin Clark
Caitlin Clark is a basketball player for Iowa.



Lionel Messi
FC Barcelona
Leo Messi's footballing career started in 1995



Michelle Obama
Obama Foundation
Michelle LaVaughn Robinson Obama is an American wr




Meryl Streep
Silver Mountain Foundation for the Arts
Meryl has given \$4 million through the Silver Moun

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](#)

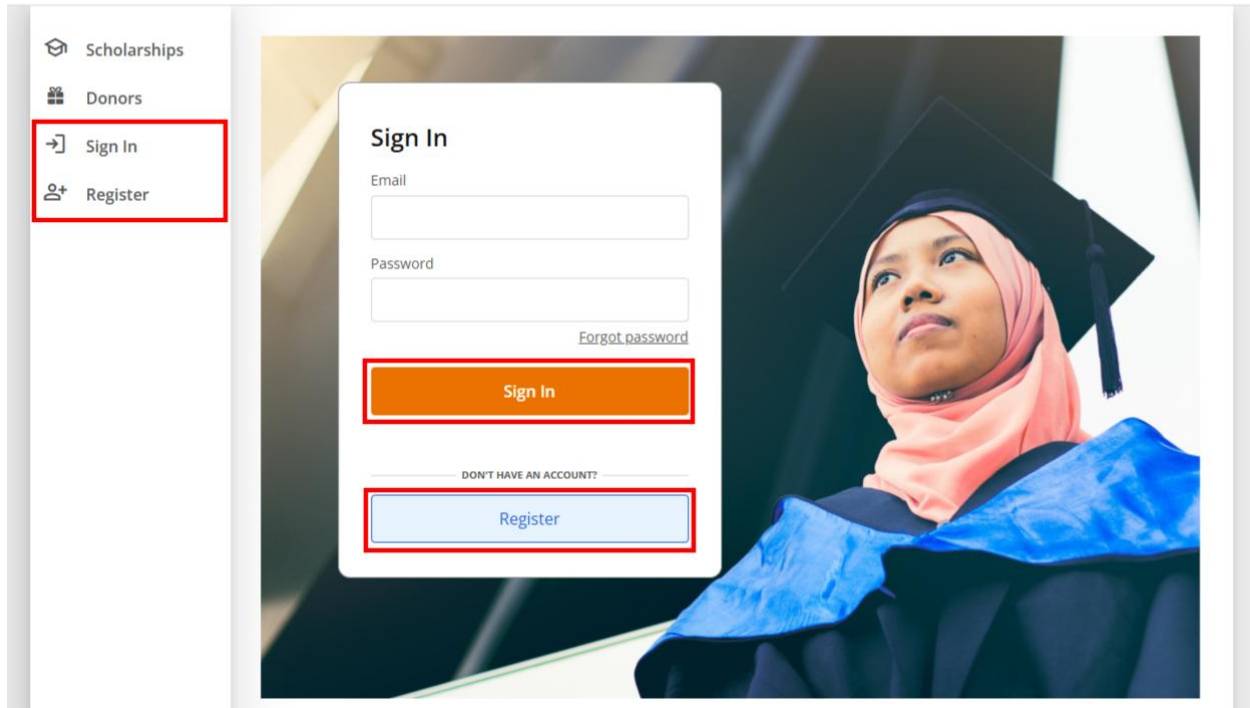
[Study Abroad in Thailand Scholarship](#)

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



The image shows a web interface for SpringSquad University. On the left is a sidebar with four menu items: 'Scholarships' (graduation cap icon), 'Donors' (gift icon), 'Sign In' (arrow icon), and 'Register' (person icon). The 'Sign In' and 'Register' items are highlighted with red boxes. The main content area features a 'Sign In' form with fields for 'Email' and 'Password', a 'Forgot password' link, a yellow 'Sign In' button, and a blue 'Register' button. The background of the main area is a photograph of a woman in a pink hijab and blue graduation gown, looking upwards.

Scholarships

Donors

Sign In

Register

Sign In

Email

Password

[Forgot password](#)

Sign In

DON'T HAVE AN ACCOUNT?

Register

SpringSquad University


Register

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

Email

Phone

✓ Valid

 +1

☒ 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](#)

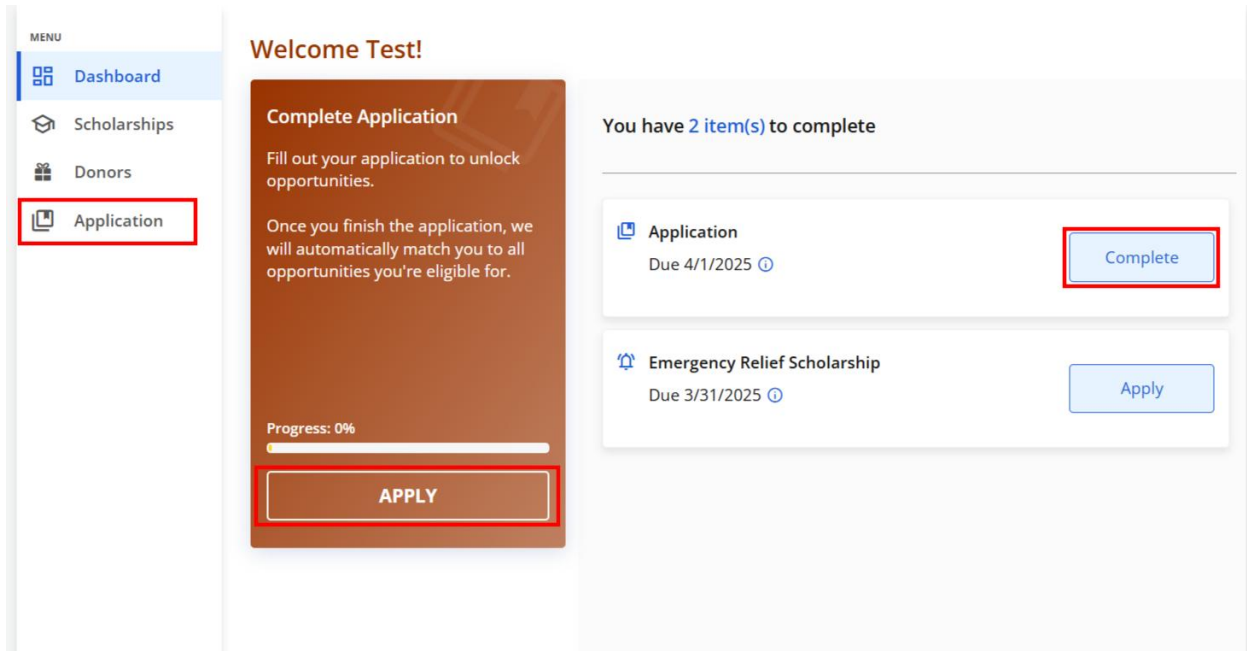
☐ I agree to the AwardSpring Terms of Use and Privacy Policy.

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.**



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

Academic Background

Financial Information

Short Essay Questions

Qualification Questions

Age

21

Gender

☒ Prefer not to say

☐ Male

☐ Non-binary

☐ Female

Street Address

123 Main Street

City

Chicago

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.

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.

Recipient First Name

Elizabeth

Recipient Last Name

Gurrelle

Recipient Email

egurrelle@email.com

Message to Recipient

B *I* U

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.

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.

MENU

Dashboard

Scholarships

Donors

Application

Application for Test Student

Demographic Information

Completed

Academic Background

Completed

Financial Information

Completed

Short Essay Questions

Completed

Qualification Questions

Completed

What language(s) do you speak?

✖ French

Are you planning to become a pilot?

☐ Yes

☒ No

Are you planning to study abroad in Greece?

☐ Yes

☒ No

Are you a veteran?

☐ Yes

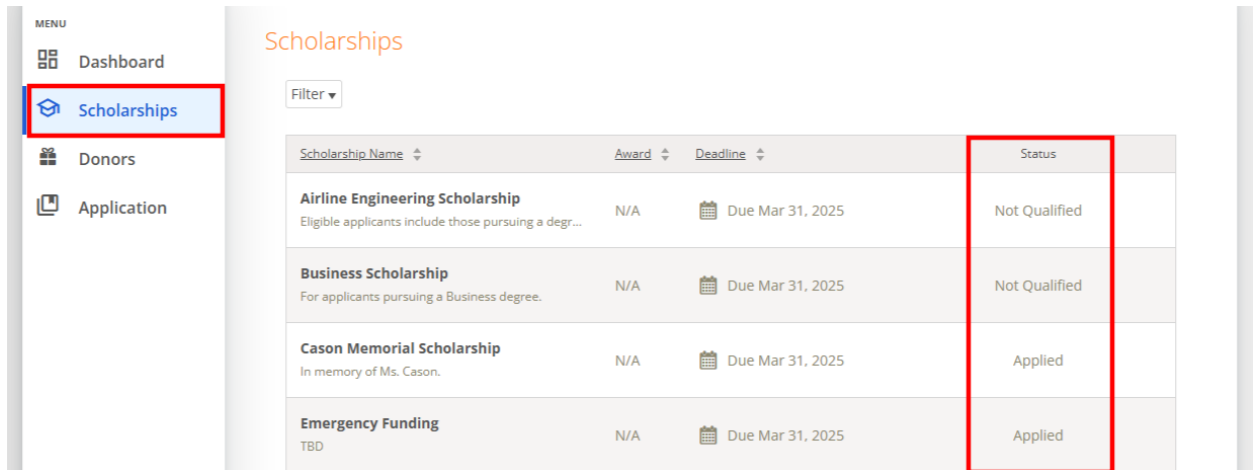
☒ No

Previous Step

Next Step

Submit Application

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



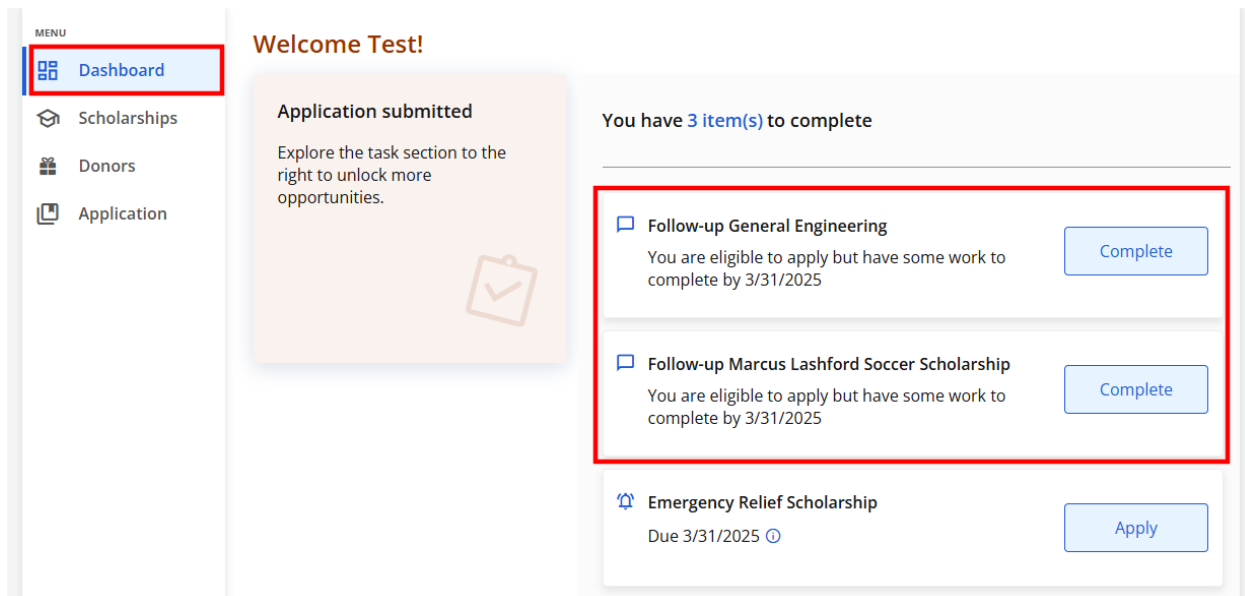
The screenshot shows the 'Scholarships' page. On the left, a 'MENU' sidebar contains 'Dashboard', 'Scholarships' (highlighted with a red box), 'Donors', and 'Application'. The main content area is titled 'Scholarships' and includes a 'Filter' dropdown. Below is a table with columns: Scholarship Name, Award, Deadline, and Status. The 'Status' column is highlighted with a red box. The table lists four scholarships: Airline Engineering Scholarship (Not Qualified), Business Scholarship (Not Qualified), Cason Memorial Scholarship (Applied), and Emergency Funding (Applied).

| 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 the 'Dashboard' page. The 'MENU' sidebar on the left has 'Dashboard' highlighted with a red box. The main content area is titled 'Welcome Test!' and features a 'Application submitted' message. Below this, a section titled 'You have 3 item(s) to complete' lists three items. The first two items, 'Follow-up General Engineering' and 'Follow-up Marcus Lashford Soccer Scholarship', are highlighted with a red box and each has a 'Complete' button. The third item, 'Emergency Relief Scholarship', has an 'Apply' button.

Welcome Test!

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

You have 3 item(s) to complete

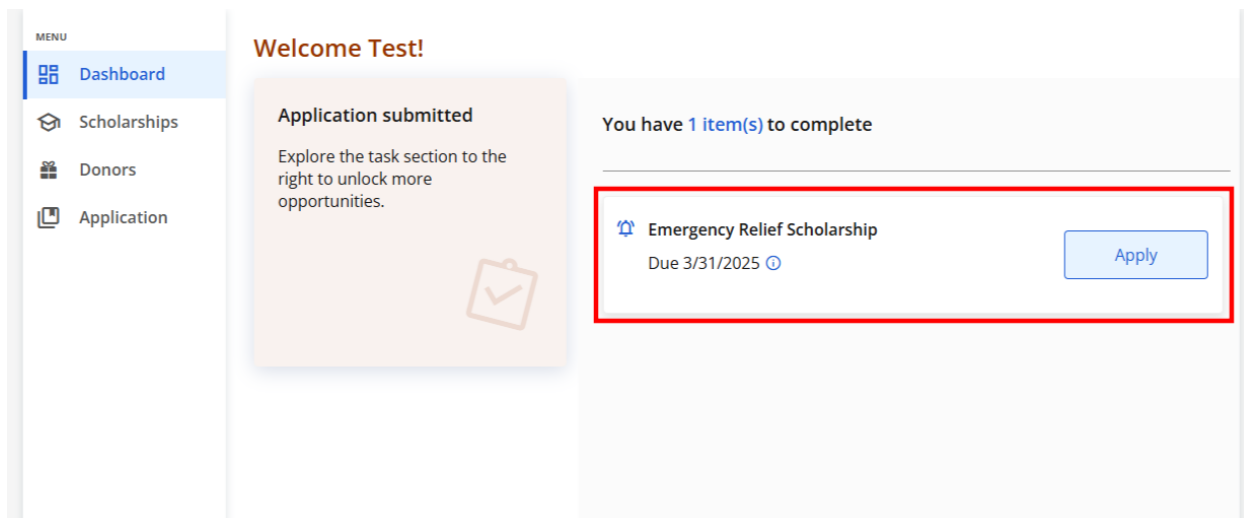
- ☐ **Follow-up General Engineering**
You are eligible to apply but have some work to complete by 3/31/2025 [Complete](#)
- ☐ **Follow-up Marcus Lashford Soccer Scholarship**
You are eligible to apply but have some work to complete by 3/31/2025 [Complete](#)
- ☐ **Emergency Relief Scholarship**
Due 3/31/2025 [Apply](#)

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

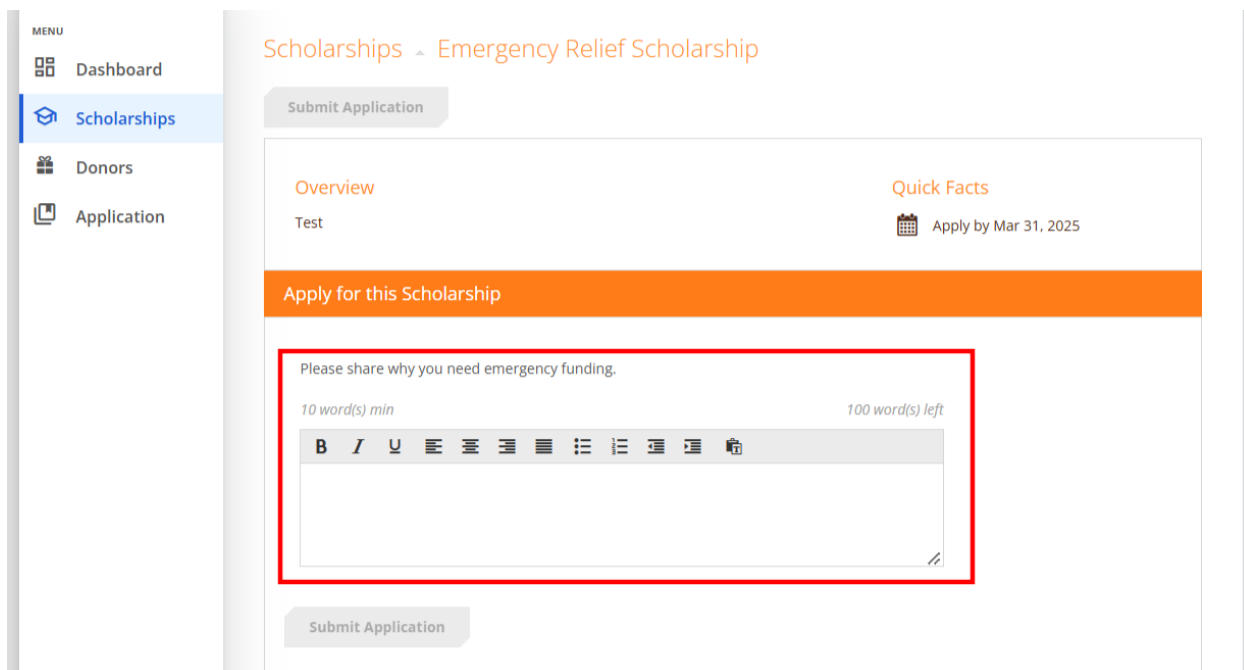
The screenshot shows a web application for scholarships. On the left is a sidebar menu with 'Dashboard', 'Scholarships' (highlighted), 'Donors', and 'Application'. The main content area is titled 'Scholarships - General Engineering'. Below the title is a 'Submit Application' button. The main area is divided into two columns. The left column has an 'Overview' section with the text 'This is an example of a description.' The right column has a 'Quick Facts' section with a calendar icon and 'Apply by Mar 31, 2025', and a trophy icon with '\$100,000.00'. Below this is a 'Donors' section with the name 'Caitlin Clark'. A prominent orange bar across the middle says 'Apply for this Scholarship'. Below this bar is a red-bordered box containing an essay prompt: '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.' To the right of the prompt is a word count '500 word(s) left'. Below the prompt is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and insert. 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.



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.



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.

