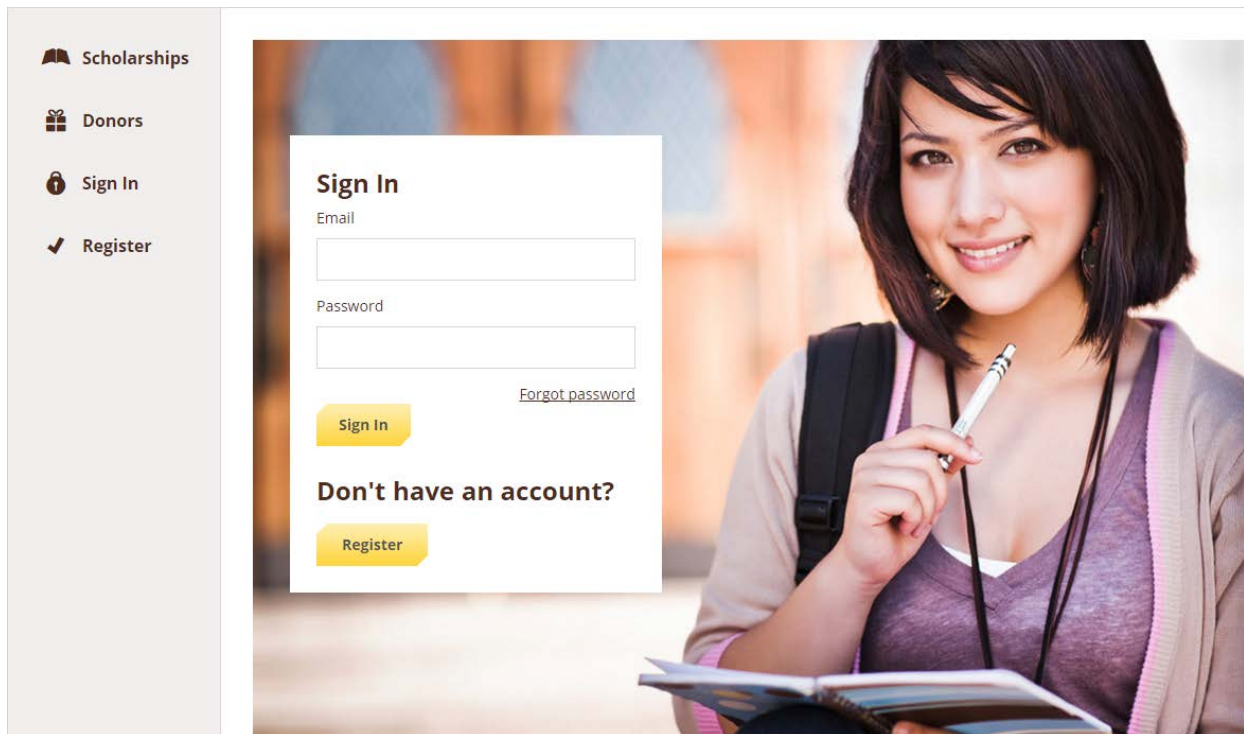


Navigating AwardSpring: A Guide for Applicants

This is the third-year Michigan Gateway Community Foundation is using an online electronic scholarship application. Please note that our previous provider, STARS, was purchased by AwardSpring so the application will look different than in the past. Students will still be able to provide personal information, attach personal statements, transcripts and letters of recommendation all via the online application portal. Please note that the majority of our scholarships have a 3/17/17 deadline. The link for the online scholarship application is available on the Foundation's website, www.mgcf.org, on the scholarship page. The direct link is: mgcf.awardspring.com.

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

You will start at the login page (see below)



In the left menu bar, **Scholarships** is a clickable button.

Scholarships will show you a list of all scholarships that are being offered by our organization along with their deadlines. This lists the scholarships in alphabetical order and is not sorted by any criteria, including the name of the school that the student must attend to be eligible.

Click into any scholarship to see additional information on that specific scholarship.

TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.

Register: 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.

Sidebar navigation:

- Scholarships
- Donors
- Sign In**
- Register

Sign In form:

Sign In

Email

Password

[Forgot password](#)

Sign In

Don't have an account?

Register

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 navigation:

- Dashboard**
- Scholarships
- Donors
- Application

Application progress:

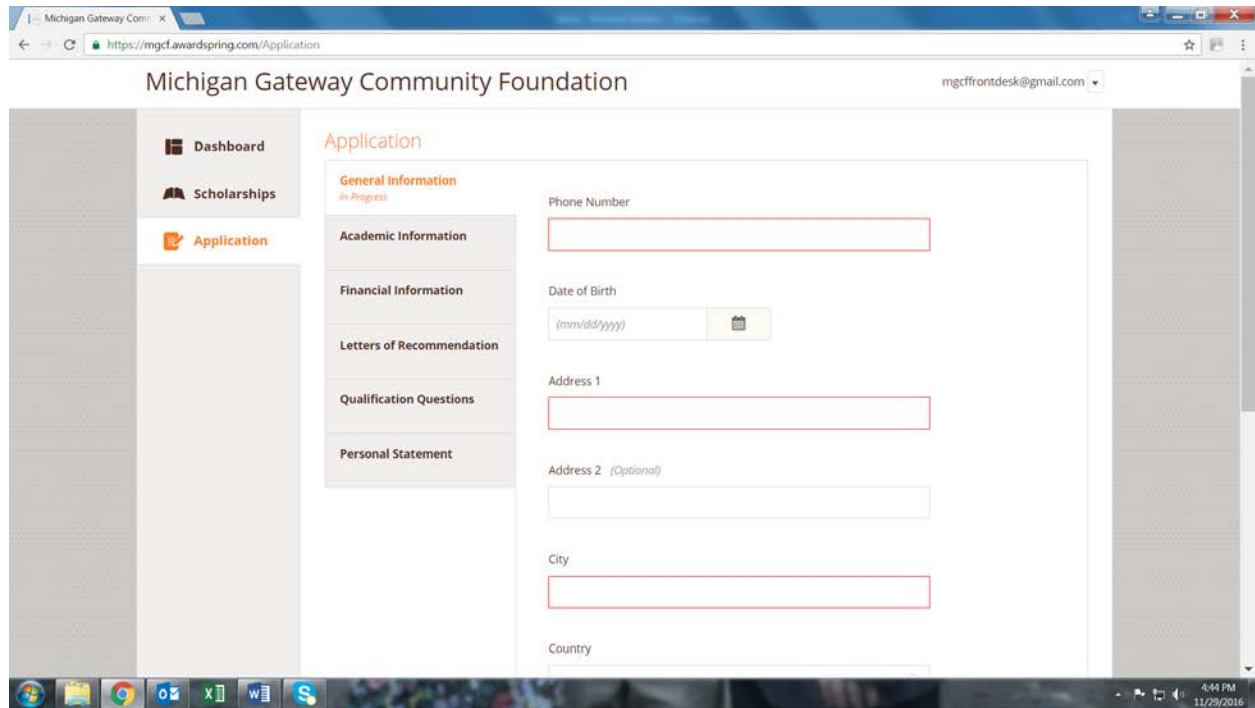
0% COMPLETE

Start Application

1 Item requiring completion

Scholarships closing in 2 days

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



The screenshot shows a web browser window with the URL <https://mgcf.awardspring.com/Application>. The page title is "Michigan Gateway Community Foundation" and the user is logged in as "mgcffrontdesk@gmail.com". The application form is titled "Application" and is currently in the "General Information" section, which is marked as "in Progress". The form includes several tabs: "General Information", "Academic Information", "Financial Information", "Letters of Recommendation", "Qualification Questions", and "Personal Statement". The "General Information" section contains the following fields: "Phone Number" (text input), "Date of Birth" (calendar icon with placeholder "(mm/dd/yyyy)"), "Address 1" (text input), "Address 2 (Optional)" (text input), "City" (text input), and "Country" (text input). The Windows taskbar at the bottom shows the time as 4:44 PM on 11/29/2016.

You will see a **Letters of Recommendation** tab. We have given you options for Letters of Recommendation. You may upload them yourself, request them electronically from a recommender, or a combination of both. Complete the required information and click the **appropriate** button. The recommender will receive an email request and will write or upload his or her recommendation letter directly in AwardSpring.

The number of letters required is in **bold**.

Application

Personal Information <i>Completed</i>	<h3>Recommendations</h3> <p>Daniel's Demo Institution requires that you have 1 recommendation letter(s).</p> <p>Simply fill out the form below to send request for recommendation letters.</p> <p>Recommender First Name <input type="text" value="Jean-Luc"/></p> <p>Recommender Last Name <input type="text" value="Picard"/></p> <p>Email <input type="text" value="ahoffman@awardspring.com"/></p> <p>Relationship <input type="text" value="Mentor"/></p> <p>Request Message <input type="text" value="I'm applying for a tutorial scholarship, would you please write me a letter of recommendation?"/></p> <p><input type="button" value="Send Request"/></p>
Academic Information <i>Completed</i>	
Financial Information <i>Completed</i>	
Letters of Recommendation <i>In Progress</i>	
Qualification Questions <i>Completed</i>	

The request for letters of recommendation will sit in a pending state until it is completed by the recommender.

Application

General Information	<h3>Recommendations</h3> <p>Valerie Henderson's Demo Site requires that you have 1 recommendation letter(s).</p> <p>Simply fill out the form below to send request for recommendation letters.</p> <p>Recommender First Name <input type="text"/></p> <p>Recommender Last Name <input type="text"/></p>	<div>Pending</div> <p>Colonel Sanders vhenderson@awardspring.com Counselor <i>Requested on 2/25/2016</i></p> <input type="button" value="Edit Request"/>
Academic Information		
Financial Information		
Qualification Questions		
Letters of Recommendation <i>Completed</i>		

Application

General Information	<h3>Recommendations</h3> <p>Valerie Henderson's Demo Site requires that you have 1 recommendation letter(s).</p> <p>Simply fill out the form below to send request for recommendation letters.</p> <p>Recommender First Name</p> <input type="text"/> <p>Recommender Last Name</p> <input type="text"/>	<div style="border: 2px solid red; padding: 5px;"><p>Completed</p><p>Colonel Sanders</p><p>vhenderson@awardspring.com</p><p>Counselor</p><p><i>Submitted on 2/25/2016</i></p></div>
Academic Information		
Financial Information		
Qualification Questions		
Letters of Recommendation <i>Completed</i>		

Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application.

DANIEL'S SCHOLARSHIP EMPORIUM studentexample1@awardspring.com

Application

- Personal Information *Completed*
- Academic Information *Completed*
- Financial Information *Completed*
- Letters of Recommendation** *Completed*
- Qualification Questions *Completed*

Recommendations

Daniel's Demo Institution requires that you have 1 recommendation letter(s).

Simply fill out the form below to send request for recommendation letters.

Recommender First Name

Recommender Last Name

Email

Relationship

Request Message

Completed

Jean-Luc Picard

ahoffman@awardspring.com

Mentor

Submitted on 12/28/2015

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. If any of the tabs are still "in progress", the Submit Application tab will not be available to click on. It will also not be available if you are not eligible because you have not meet the scholarship criteria based on the qualification questions.

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
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship 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.

Dashboard Scholarships

Scholarships Filter

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

Donors Application

You may be eligible for 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

[Art Portfolio Scholarship](#)
Due 12/30/2015

Complete Follow-Up

[Community Service Scholarship](#)
Due 12/30/2015

Complete Follow-Up

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.

Qualifications

✔ Must have at least 100 hours of community service.

Quick Facts

📅 Apply by Dec 30, 2015

Apply for this Scholarship

Tell us about your community service

490 word(s) left

B I U [List Icons]

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

Upload a confirmation of your completed community service.

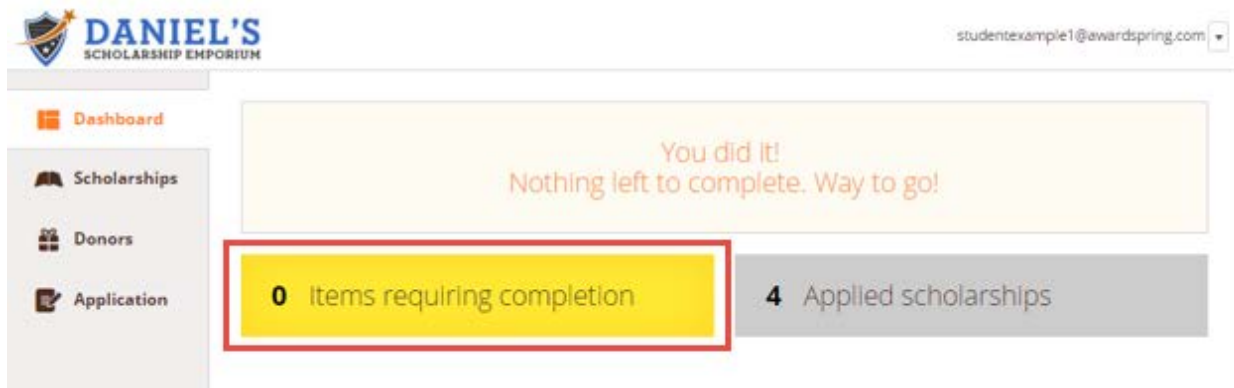
attached: [matrix response 1.xlsx](#)

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.



NOW YOU ARE ALL SET! Michigan Gateway Community Foundation Online Scholarship administrator will provide you further direction if it is needed. You may call 269-695-3521 for assistance, or email mgcfrontdesk@gmail.com.