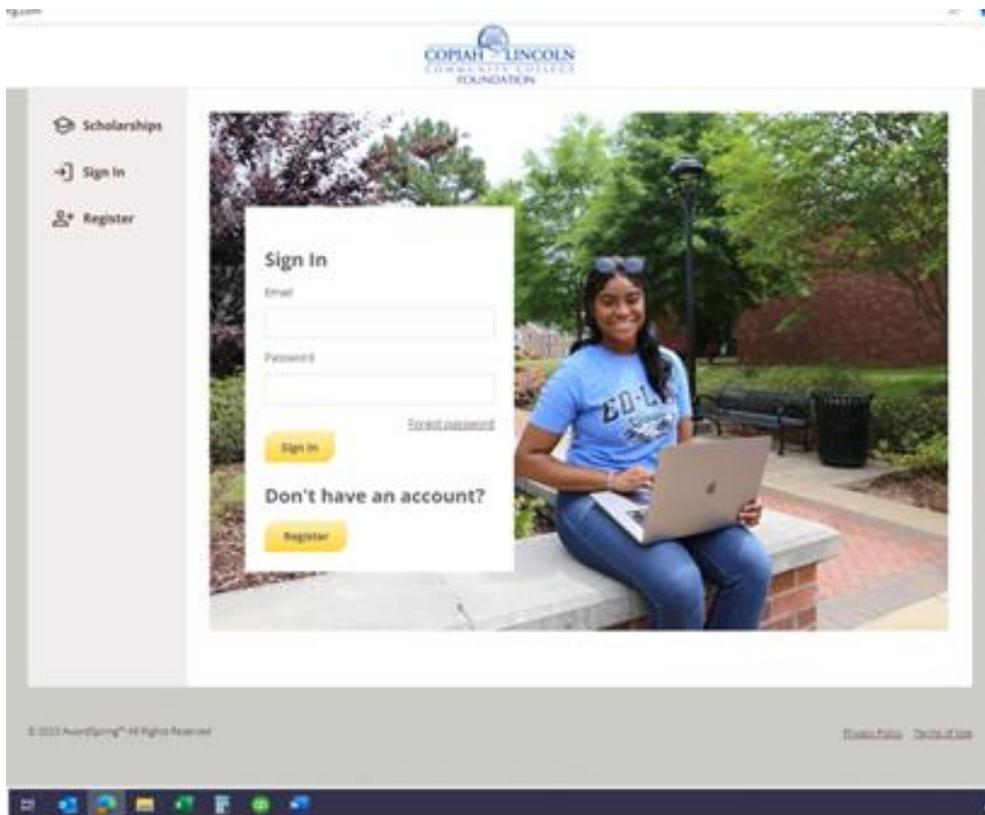


# AwardSpring Scholarship Application Guide

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

Start by navigating to Co-Lin's AwardSpring site here: <https://colin.awardspring.com/>

You will land at the login page.



In the left menu bar, **Scholarships** will show you a list of all scholarships that are being offered by Co-Lin along with their respective award amounts (if known) and deadlines.

Scholarships

Scholarships

Sign In

Register

185 Scholarships

Search Scholarships

Scholarship Name	Award	Deadline
<b>Pitts Presidential Scholarship</b> The Pitts Presidential Scholarship is one of the most prestigious awar...	\$3,000.00	Due February 01, 2022
<b>Taylor Presidential Scholarship</b> The Taylor Presidential Scholarship is the most prestigious award offe...	\$7,500.00	Due February 01, 2022
<b>A.J., Charlene and Susan Mangum Scholarship</b> This scholarship was established to honor the memory of A.J. "Red" M...	\$2,600.00	Due March 01, 2022
<b>Abner W. Cooper Memorial Post 27 Scholarship</b> This scholarship is awarded to a Lawrence County student, having a ...	\$550.00	Due March 01, 2022
<b>Ada Rogers Brumfield Memorial Scholarship</b> This scholarship fund was established by the Brumfield family. The sc...	\$350.00	Due March 01, 2022
<b>Alton and Jean Ricks Scholarship</b> This scholarship was established in 1992 in honor of Jean and Alton Ri...	\$800.00	Due March 01, 2022
<b>Alton and Lucille Keys Science Scholarship</b> This is one of three scholarships established by Mrs. Annie Laura Mar...	\$500.00	Due March 01, 2022
<b>Ann D. Bradberry Scholarship</b> The Ann D. Bradberry Scholarship was established in 1991 in memory...	\$350.00	Due March 01, 2022
<b>Annette West Donnan Memorial Scholarship</b> This scholarship was established in memory of Dr. Annette West Don...	\$200.00	Due March 01, 2022
<b>Arlee W. Walker Pre-professional Science Memorial Sch...</b>		

Click into a scholarship to see additional information.

Scholarships ▾ The FC Barcelona Football Scholarship

Overview

This scholarship is intended for a skilled footballer who wishes to join the professional Spanish leagues.

Quick Facts

Apply by May 16, 2019  
\$30,000.00

Donors

Lionel Messi

## TO LOG IN:

If you are a first-time user, you must register for an account. You only have to do this once. You may use your personal email or your Co-Lin email address.

**Register:** You do not already have an AwardSpring account. You will be directed to a registration page. Enter all the required information, click the agreement box, and click the Create Account button.

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

Sidebar: Scholarships, Donors, Sign In, Register

Sign In Form: Email (trichards@awardspring.com), Password, Forgot password, Sign In, Don't have an account?, Register

Register | Already have an account? Sign in

Form Fields: Email (studentexample@awardspring.com), First Name (Test), Last Name (Student), Password, Confirm Password

Create Account

## 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.

Click the **Start Application** button to begin filling out your application.

Dashboard

Scholarships

Donors

Application

Welcome, Traci

0% COMPLETE

Start Application

1 Item requiring completion

There are several tabs that make up the entire application. **Complete all of them** in order to submit your application. Incomplete questions will be highlighted in yellow.

Dashboard

Scholarships

Donors

Application

Application

General Information  
*In Progress*

Academic Information

Financial Information

Qualification Questions

Phone Number

5558675309

Date of Birth

12/29/2008

Address 1

123 Electric Ave.

Address 2 (Optional)

City

Funkytown

You may see an embedded External Request form that requests information from a third party (i.e., a letter of recommendation from an instructor or a verification form from your high school counselor). This tool allows you to send a request for a letter of recommendation or counselor form via email. The application may contain more than one External Request form.

The screenshot shows a sidebar on the left with four sections: 'Financial Information' (Completed), 'Qualification Questions' (In Progress), and two unlabelled sections. The main content area contains a form titled 'Please use the form below to request a letter of recommendation from an instructor.' The form fields are: 'Recipient First Name' (Jean-Luc), 'Recipient Last Name' (Picard), and 'Recipient Email' (trichards@awardspring.com). Below these is a 'Message to Recipient' section with a rich text editor containing the text: 'I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.' A 'Send Request' button is highlighted with a red box at the bottom of the 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.

## Application

The screenshot shows the 'Application' page with a sidebar on the left containing four sections: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), and 'Qualification Questions' (Completed). The main content area shows a question: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a red-bordered box containing a summary of a pending request: 'Requested on May 16, 2019', 'Jean-Luc Picard', 'trichards@awardspring.com', and 'Status: Pending'. At the bottom of this box are two buttons: 'Resend Request' and 'Send New Request'.

### Application

- General Information**  
*Completed*
- Academic Information**  
*Completed*
- Financial Information**  
*Completed*
- Qualification Questions**  
*Completed*

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes  
 No

Please use the form below to request a letter of recommendation from an instructor.

*Requested on May 16, 2019*  
**Jean-Luc Picard**  
 trichards@awardspring.com  
 Status: Completed *Submitted on: May 16, 2019*

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

SpringSquad University studentexample@awardspring.com

- Dashboard
- Scholarships
- Donors
- Application**

### Application

- General Information**  
*Completed*
- Academic Information**  
*Completed*
- Financial Information**  
*Completed*
- Qualification Questions**  
*Completed* ←

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes  
 No

Please use the form below to request a letter of recommendation from an instructor.

*Requested on May 16, 2019*  
**Jean-Luc Picard**  
 trichards@awardspring.com  
 Status: Completed *Submitted on: May 16, 2019*

Previous Step
Next Step
Submit Application

You will be directed back to your Dashboard. You will now automatically be applied for MOST of the Co-Lin scholarships that you are qualified for. View applied scholarships by clicking on the scholarships tab.

- Dashboard
- Scholarships**
- Donors
- Application

Welcome, Traci

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

1 Item requiring completion

Follow-Ups

## Scholarships

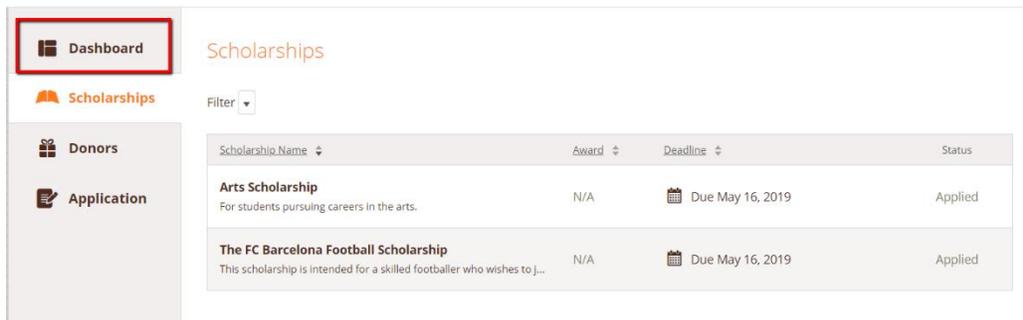
Filter 

Scholarship Name 	Award 	Deadline 	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	 Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	 Due May 16, 2019	Applied

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

SpringSquad University

studentexample@awardspring.com 



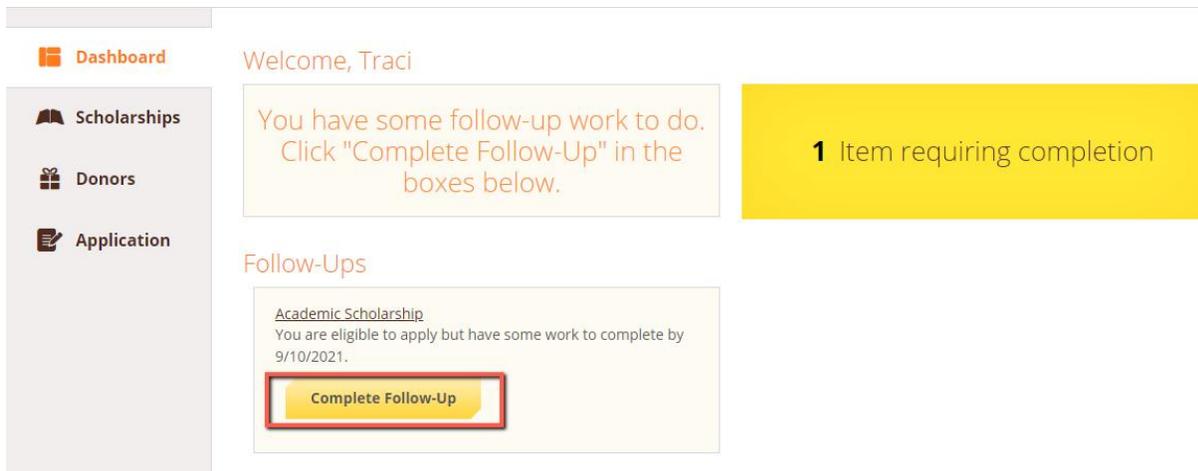
**Dashboard**

Scholarships

Filter 

Scholarship Name 	Award 	Deadline 	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	 Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	 Due May 16, 2019	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 an academic scholarship, 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.



**Dashboard**

Welcome, Traci

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

**1** Item requiring completion

**Scholarships**

**Donors**

**Application**

**Follow-Ups**

Academic Scholarship  
You are eligible to apply but have some work to complete by 9/10/2021.

**Complete Follow-Up**

In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.

## Scholarships ▾ Academic Scholarship

Submit Application

### Overview

This scholarship is for applicants who demonstrate academic potential; are enrolled in advanced classes; demonstrate financial need.

### Quick Facts

 Apply by Sep 10, 2021  
 \$25,000.00

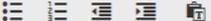
### Qualifications

- ✓ Applicant must demonstrate academic potential.

### Apply for this Scholarship

Please explain why you are the best candidate for this scholarship.

250 word(s) left

**B** *I* U   

Please upload a current transcript.

Upload File

Submit Application

**If you do not wish to apply for any additional scholarships that require other steps**, you are not required to do so. You have still successfully applied for any scholarships that are marked “Applied.”

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

 **Dashboard**

 **Scholarships**

 **Donors**

 **Application**

Welcome, Traci

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

**0** Items requiring completion

You are all set! Co-Lin’s scholarship administrator will provide you further direction if it is needed. You may log on to your AwardSpring account at any time to check the status of your scholarship process. You will be notified **via email** of any scholarships you have been awarded and next steps to take to accept the scholarship(s) in late spring (April/May).