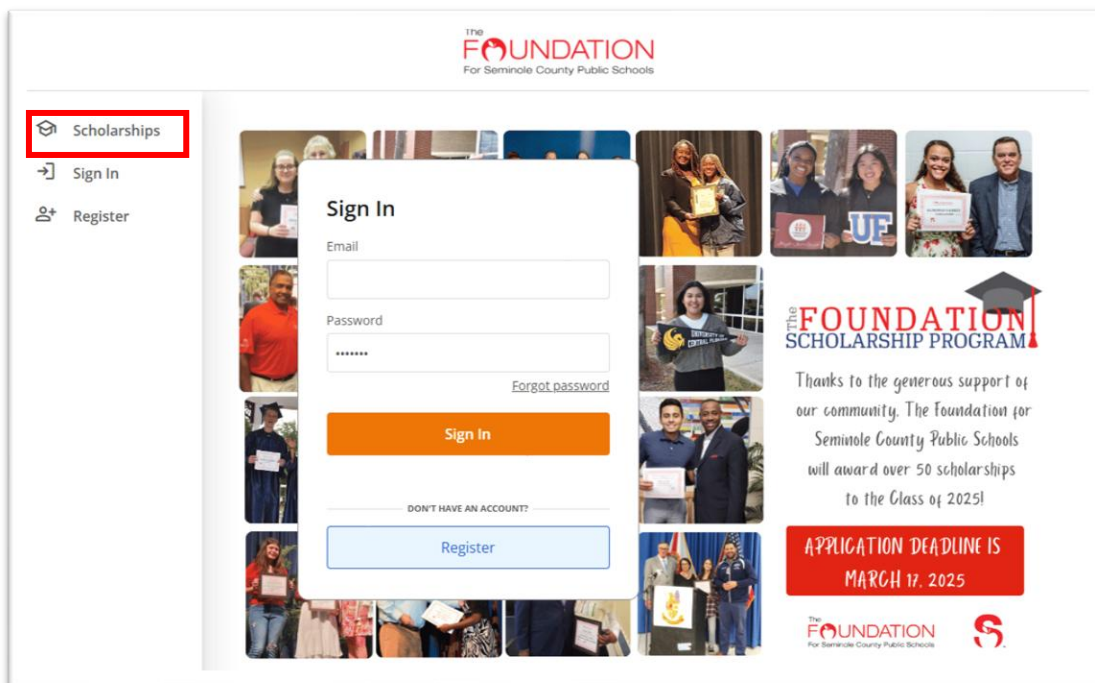


## Scholarship Application Guide: Applying for Senior Scholarships and Navigating AwardSpring

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

Start by navigating to The Foundation for Seminole County Public Schools' AwardSpring site - [fscps.awardspring.com](https://fscps.awardspring.com).

You will land at the login page.



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

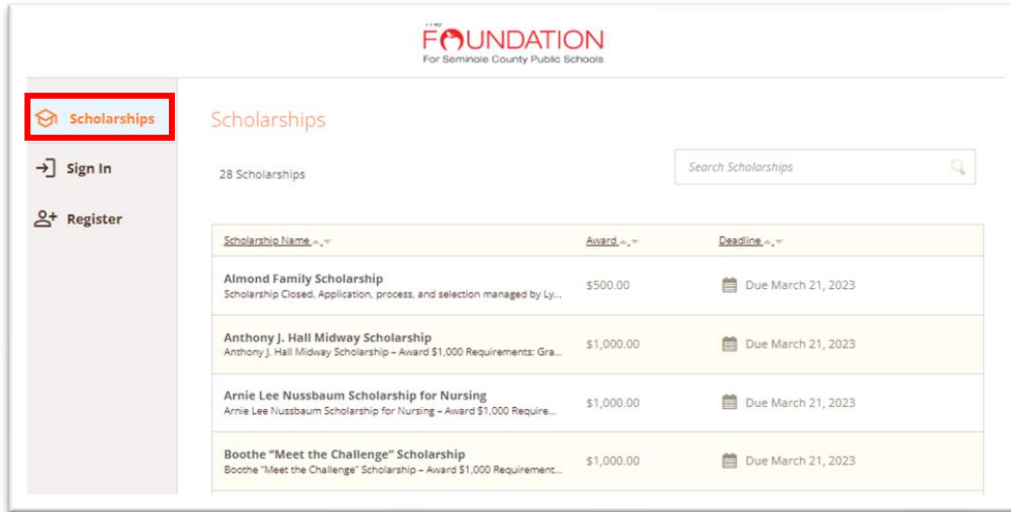
**Scholarships** will show you a list of all scholarships offered through The Foundation this year along with their respective award amounts and deadlines. For the Class of 2025, the application deadline for all scholarships is Monday, March 17, 2025.

Click each scholarship to see additional information.

Our scholarships available this year focus on:

- Areas of Study such as Trade Programs, Education, Nursing, the Arts, Engineering and STEM fields.
- Participation in athletic programs, arts programs, extracurricular activities, and community service.
- Most scholarships are available to all SCPS High Schools while others are specific to Lake Brantley, Lake Mary, Lyman, and Seminole.

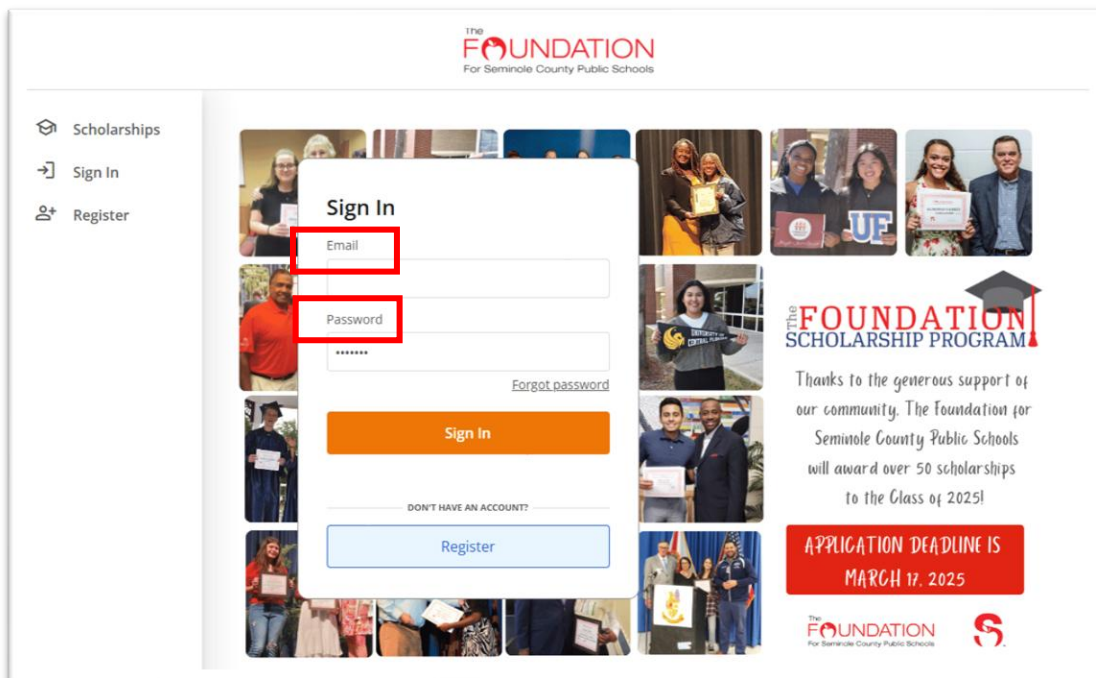
- Other factors such as overcoming challenges such a disabilities, language barriers, or experiencing homelessness.



**TO LOG IN:**

**Sign In:** If 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 the required information, click the agreement box, and click the Create Account button.



The Register form includes fields for Email (studentexample@awardspring.com), First Name (Test), Last Name (Student), Password (masked with dots), and Confirm Password (masked with dots). A red box highlights the 'Create Account' button at the bottom.

The Privacy and Use Policy page contains a list of links: 'The AwardSpring Privacy Policy' and 'The AwardSpring Terms of Use'. A red arrow points to a checked checkbox labeled 'I agree to the AwardSpring Terms of Use and Privacy Policy.' Below this, a red box highlights the 'Accept Agreement' button.

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.

The Dashboard shows a sidebar with 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The main area displays 'Welcome, Traci', a progress bar at '0% COMPLETE', and a red box around the 'Start Application' button. A yellow box on the right indicates '1 Item requiring completion'.

There are four tabs that make up the entire application. Complete each section to submit your application.

The Application form has a sidebar with 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The main content area is divided into four sections: 'Student Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), and 'School and Community Participation' (In Progress). A red box highlights the first three sections. To the right, there are input fields for 'Phone Number' (5558675309), 'Date of Birth' (12/29/2008), and 'Address 1' (123 Electric Ave.).

Once you've 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. View applied scholarships by clicking on the scholarships tab.

Dashboard | Welcome, Traci

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

Donors | 1 Item requiring completion

Application | 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. Most of the The Foundation’s scholarships will require an essay and/or recommendation letters which will require additional follow-up.

**Dashboard** | Scholarships

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 the example below, the applicant qualifies for the Academic scholarship, but additional follow-up information is required to finish the application. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

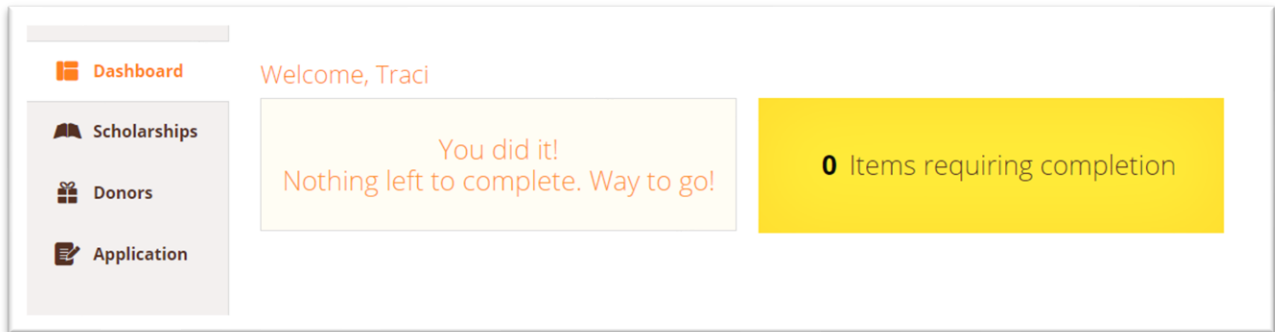
The screenshot shows a user dashboard with a sidebar on the left containing 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The main content area is titled 'Welcome, Traci' and includes a message: 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' To the right, a yellow box indicates '1 Item requiring completion'. Below this, a section titled 'Follow-Ups' contains a card for 'Academic Scholarship' with the text: 'You are eligible to apply but have some work to complete by 9/10/2021.' A yellow button labeled 'Complete Follow-Up' is highlighted with a red border.

In the example below, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship. Many of The Foundation’s scholarships require you to upload one or more letters of recommendation and/or submit an essay.

The screenshot shows the 'Academic Scholarship' application page. At the top, there is a 'Submit Application' button. The page is divided into 'Overview' and 'Quick Facts' sections. The 'Overview' section states: 'This scholarship is for applicants who demonstrate academic potential; are enrolled in advanced classes; demonstrate financial need.' The 'Quick Facts' section includes 'Apply by Sep 10, 2021' and '\$25,000.00'. Below these is a 'Qualifications' section with a checkmark and the text: 'Applicant must demonstrate academic potential.' A large orange button reads 'Apply for this Scholarship'. The main application area is highlighted with a red border and contains an essay prompt: 'Please explain why you are the best candidate for this scholarship.' Below the prompt is a text area with a '250 word(s) left' indicator and a rich text editor toolbar. At the bottom of this area is the instruction 'Please upload a current transcript.' and an 'Upload File' button. A 'Submit Application' button is located at the very bottom of the page.

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.

Please note, you must complete the listed Follow-Up items required for each scholarship to be considered for that scholarship.



You are all set! The Foundation will provide you further direction if needed.

Application review will take place following the March 17, 2025 application deadline. We anticipate notifying all scholarship awardees by mid-April. The Foundation will work with each high school to present the scholarships at the school's scholarship and award event.