Navigating AwardSpring: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships from the Eastern West Virginia Community Foundation or one of its affiliates, Hampshire County Community Foundation or Hardy County Community Foundation using the AwardSpring platform.

Start by navigating to the organization’s AwardSpring site.

The URL is: https://ewvcf.awardspring.com/

You will land at the login page.

If you have not done so already, you will need to register for an account. Click on “register”.

Questions: scholarships@ewcf.org
When you click on **Register**, the screen below will come up.

![Register Form](image.png)

Simply fill out the fields and create your account. The next screen that you will see is the one below. In order to move forward, you will need to accept the **Terms of Use and Privacy Policy**.

![Privacy and Use Policy](image.png)

After accepting the terms, 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.

Review the Scholarship Guidelines first. They provide important information including required documentation and deadlines.
There are several tabs that make up the entire application. You do not need to complete them in the order they appear. However, all fields under each tab must be completed before you can submit your application.

At the bottom of the Extra Curricular/Community Activities/Employment page, you will be asked to provide the name and email address of a reference (a teacher, coach, pastor, friend – no relatives) who you have selected to complete your Scholarship Recommendation Form. Please notify the individual you have asked to serve as your reference that he/she will be receiving an email with directions for completing the form.
Complete the required information and click the **Send Request** button. Your reference will receive an email request and can complete form directly in AwardSpring.

The request will sit in a pending state until it is completed by the person completing the form.

Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.
You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied Scholarships** box to view the full list of applied scholarships.
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 the Eastern Panhandle WVU Alumni Association Scholarship Fund, J. Oakley Seibert Memorial Scholarship Fund, Terry Lee Walker, Jr. Scholarship Fund and the WV Wing-Civil Air Patrol Cadet Scholarship Fund 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.

In this example, the applicant needs to provide the name, year of graduation, and relationship of qualifying family member who is the WVU graduate to apply for the scholarship.
Once the follow-up tasks are complete, the following screen will appear.
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 until you see “0 Items requiring completion” on your Dashboard.

You are all set! Your organization’s administrator will provide you further direction if it is needed.
The application site includes information you may find useful.

Clicking on the **Scholarships** tab will show you a list of all scholarships that are being offered by the Eastern West Virginia Community Foundation along with their respective award amounts (if known) and deadlines.

Click into a scholarship to see additional information.