Scholar’s App Online Training Agenda

- General Overview
- How to add chairs/admins to the system
- How to generate Scholarship flyers
- How students can submit applications
- How to create accounts for students/upload their documents for students that submit paper copies
- How to add and assign judges
- How to do judging rounds
- How to promote winners to the next round
- How to move applicants from one post to another

General Overview

- When going to the ScholarsApp site, there are 4 types of users listed across the top of the page: **Students, Donors, Counselors, and Parents**. In terms of our usage of the system as Scholarship Chairs, we do **NOT** fall into any of these categories.

- Help Center
- Scholar's App Chairs:
  - Ben Guinan – bguinan@vfwva.org
  - Ashley Gurley – ashley.gurley2020@yahoo.com

How to add chairs/admins to the system

Post and District Commanders **must** email the State Chair with the name and email for their designated Scholarship Program Chairs. If there are separate Chairs for the Pats Pen and VOD programs, you must send the info for each of the Chairs. The State Chair will use the info to create the Chair/Admin accounts and assign them to their programs.

How to generate Scholarship flyers

When your account has been set up and you log into the system, you should see the following. Click on the blue ‘Create Flyer’ button:

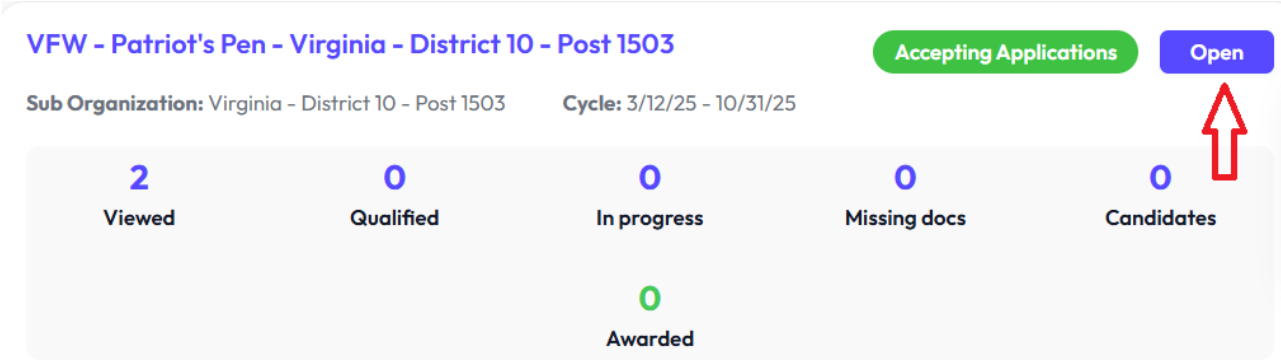
Once the system has generated the flyer, click on the green ‘Download Flyer’ button to download your flyer:

How students can submit applications

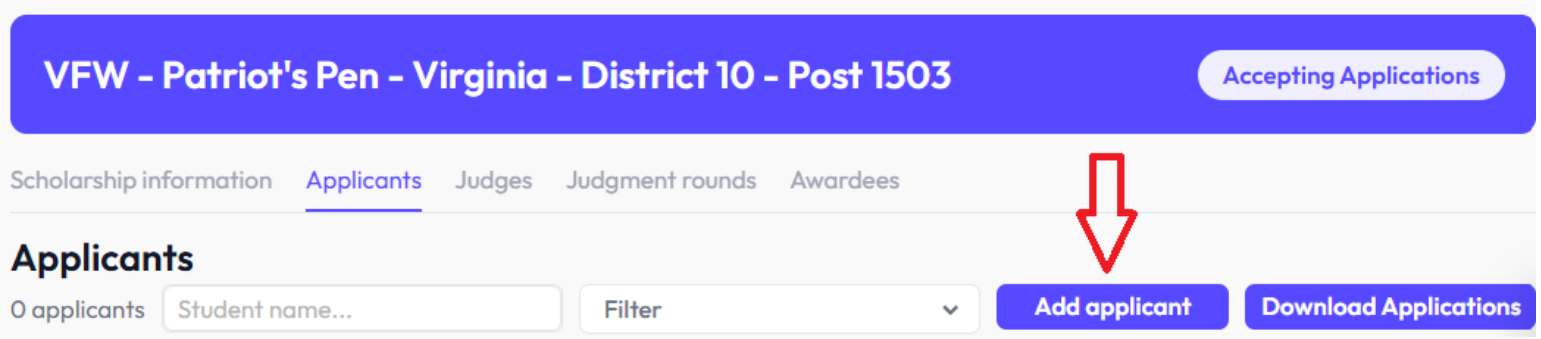
- Online at the ScholarsApp website (general access)
- QR code on the Post’s flyer (goes directly to Post’s scholarship)
- URL on the Post’s flyer (goes directly to Post’s scholarship)
- Paper copy submissions to Post (requires Chair intervention)

How to create accounts for students/upload their documents for students that submit paper copies

Go to your Scholarship program and click the ‘Open’ button

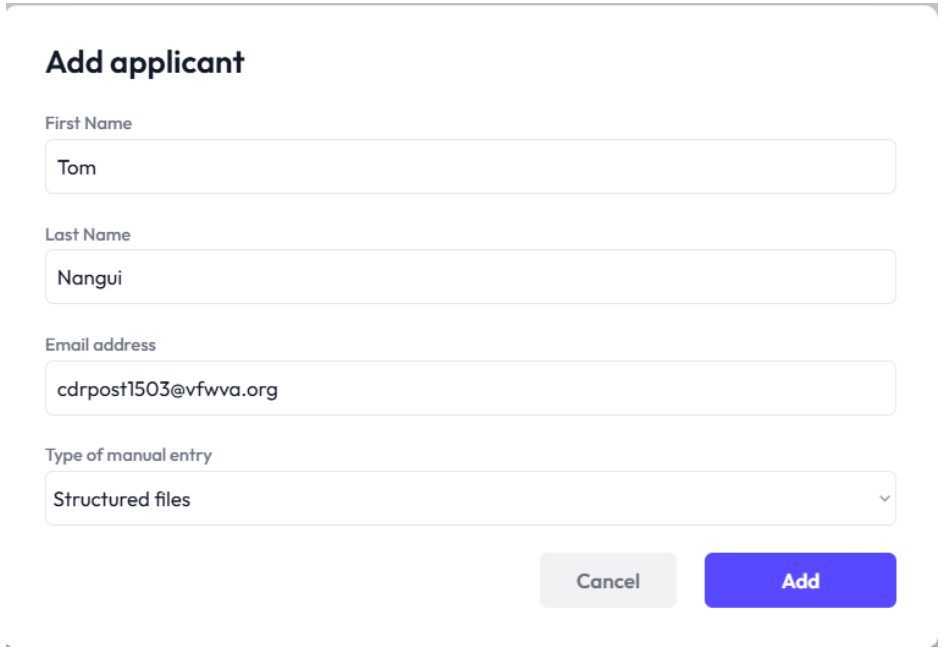


Go to the Applicants tab and click the ‘Add applicant’ button



How to create accounts for students/upload cont.

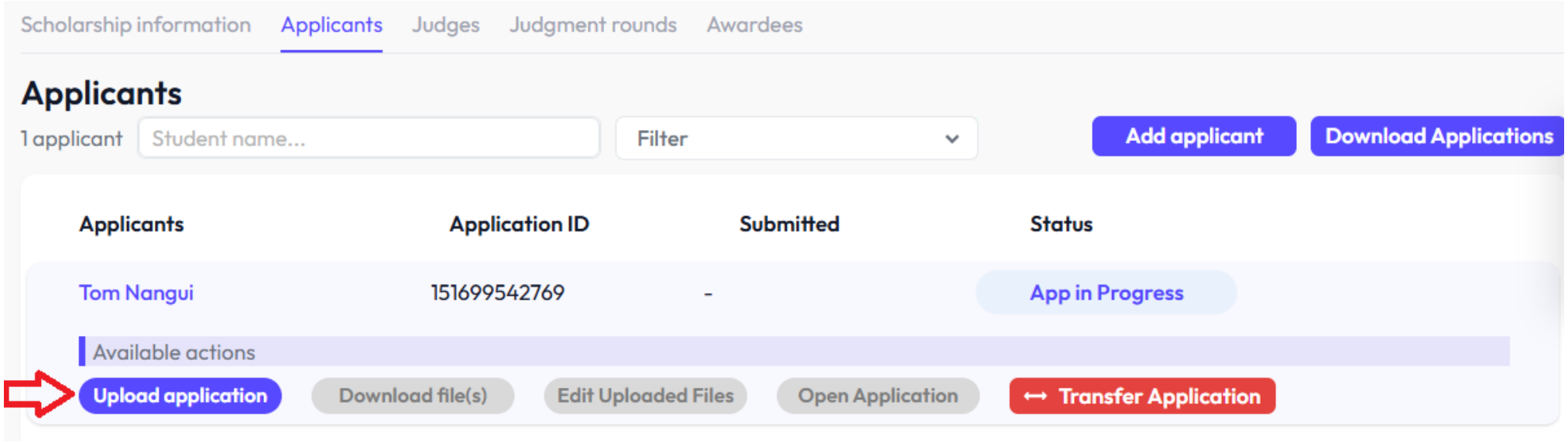
On the ‘Add Applicant’ pop-up, enter First Name, Last Name, Email Address of the Student and the Type of manual entry info



Note: Structured Files is correct option from the drop-down menu

How to create accounts for students/upload cont.

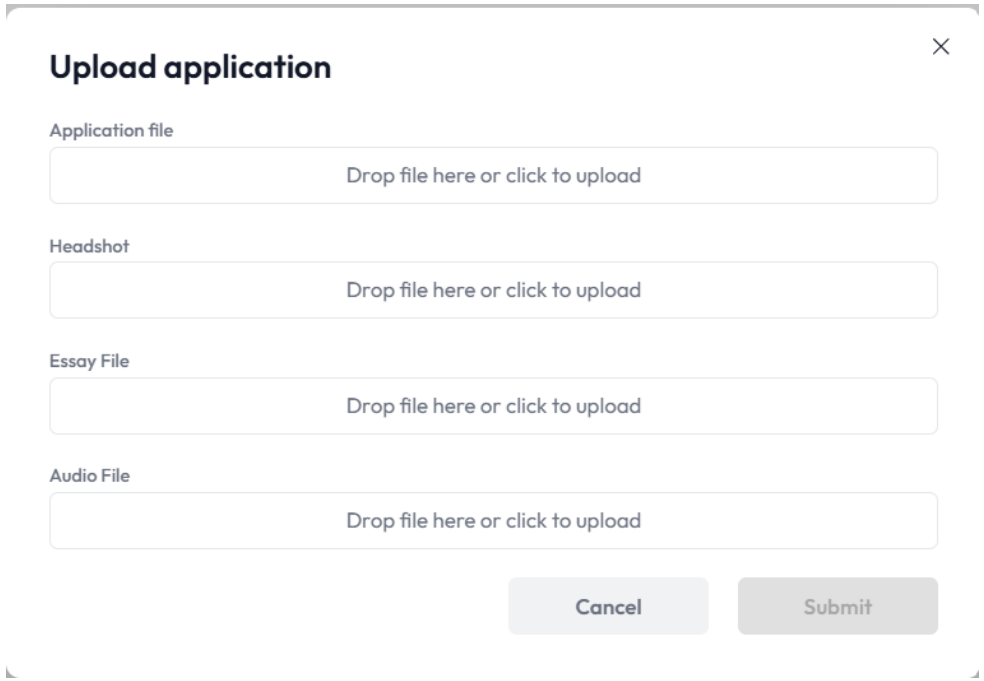
The applicant has been added to the system and is listed on the Applicants tab.

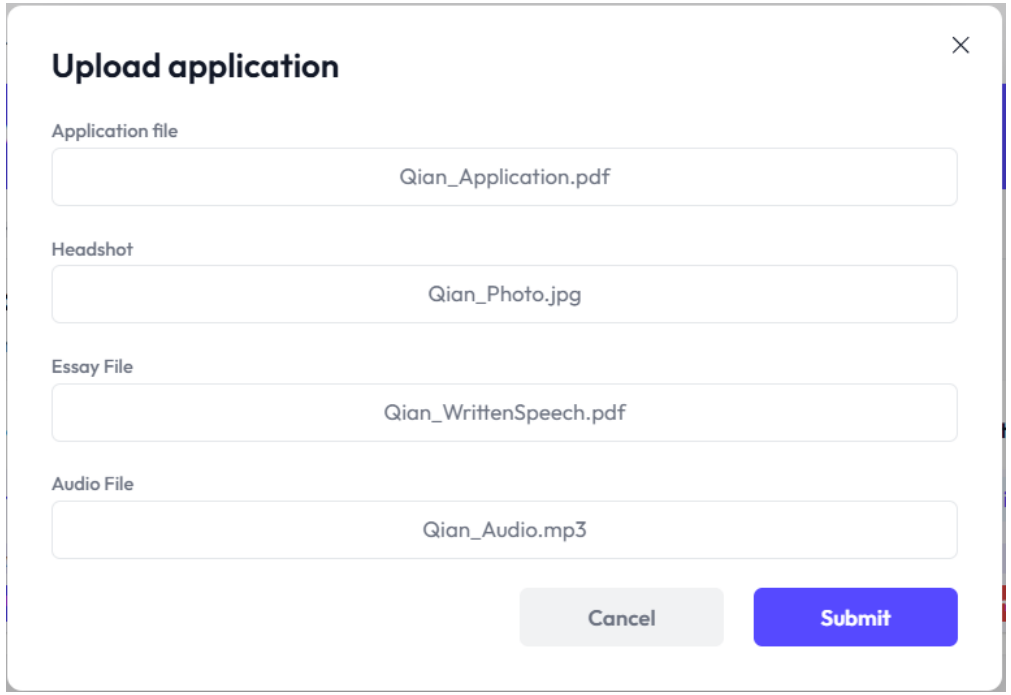


To load the applicant's files into the system, click the blue "Upload application" button

How to create accounts for students/upload cont.

On the ‘Upload application’ pop-up, load the Application file, Headshot, Essay File, and Audio File (files needed dependent on program)

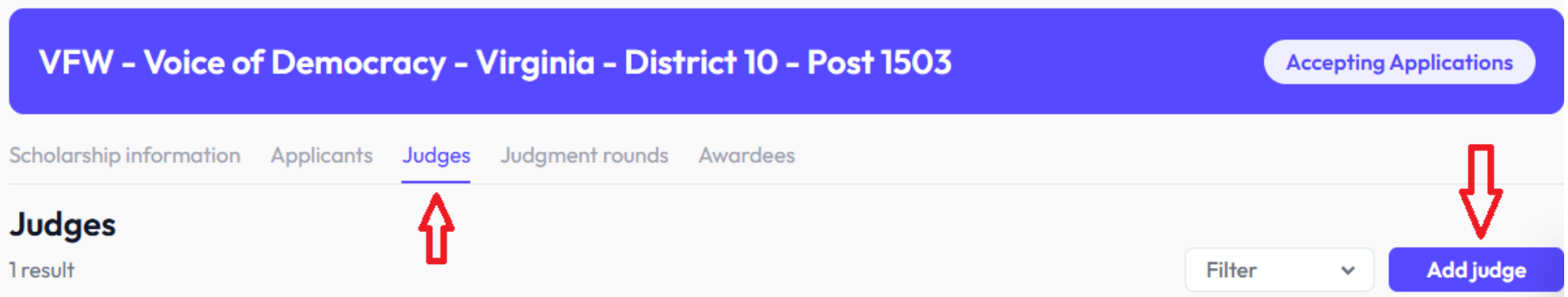




Click the blue “Submit” button to upload the files

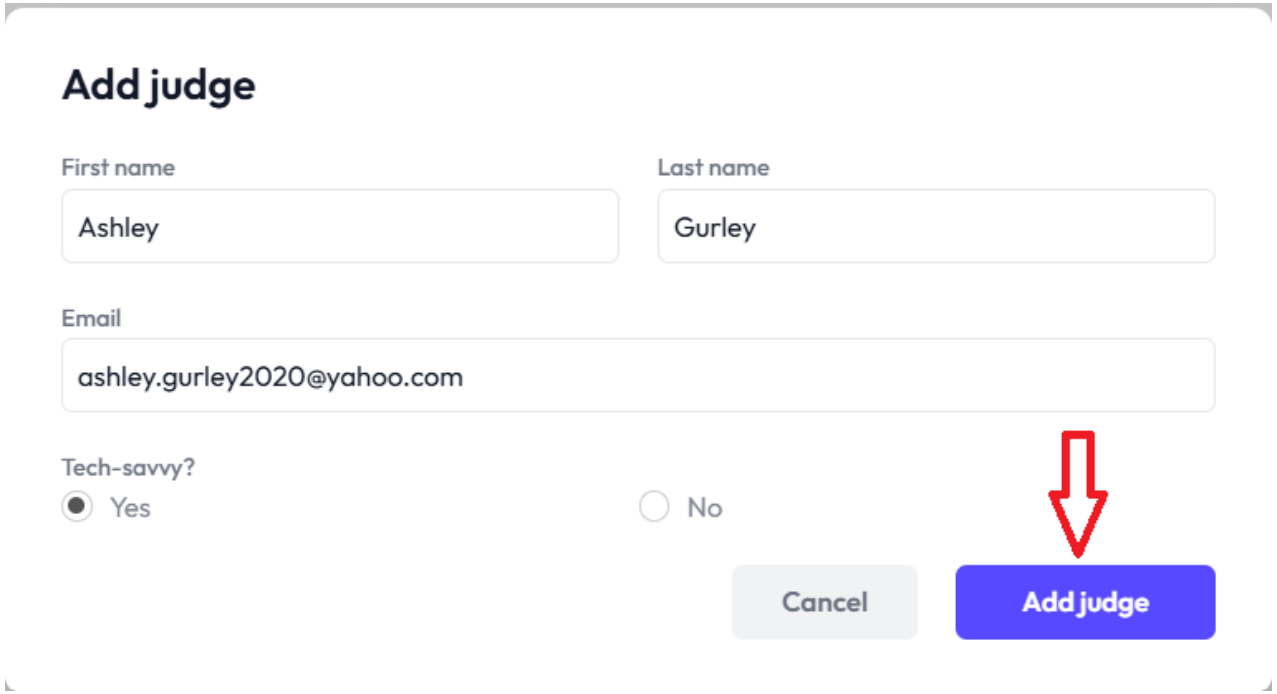
How to add and assign judges

Go to the Judges tab and click the ‘Add judge’ button



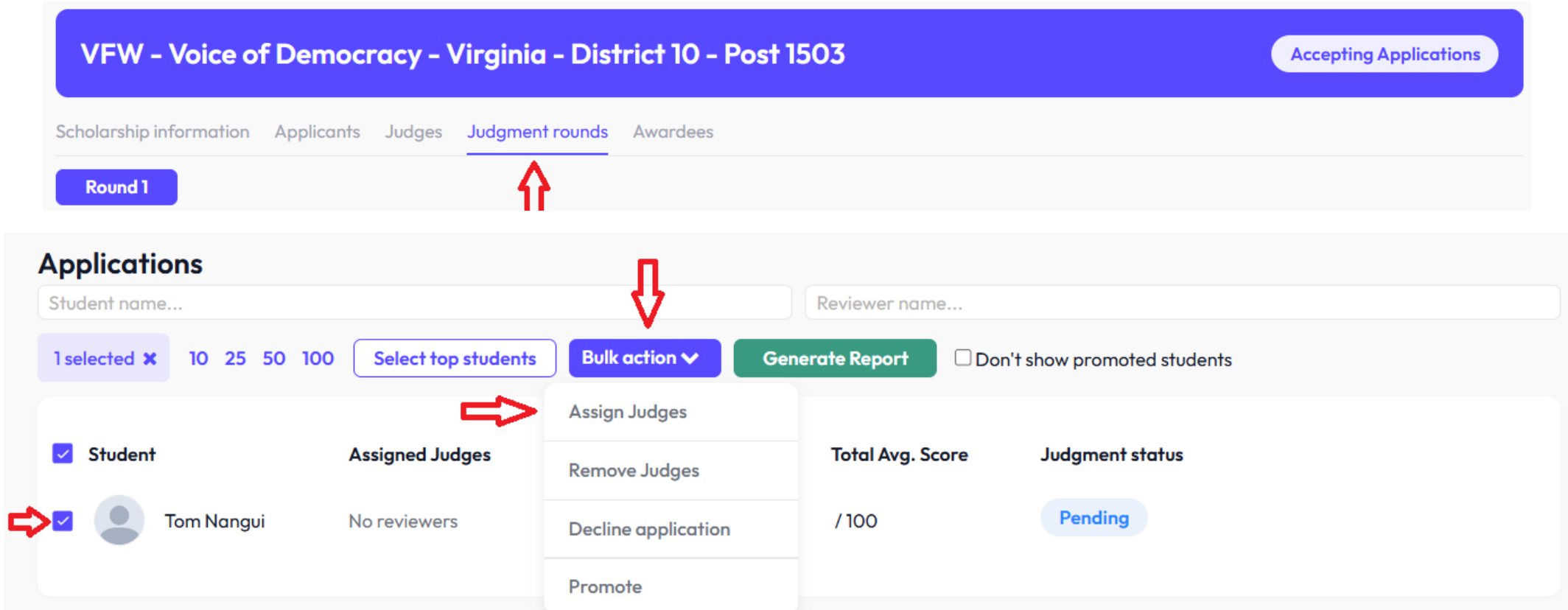
How to add and assign judges cont.

On the “Add judge” pop-up, fill in the judge's name and email, check if they are ‘Tech-savvy’ and click the ‘Add judge’ button



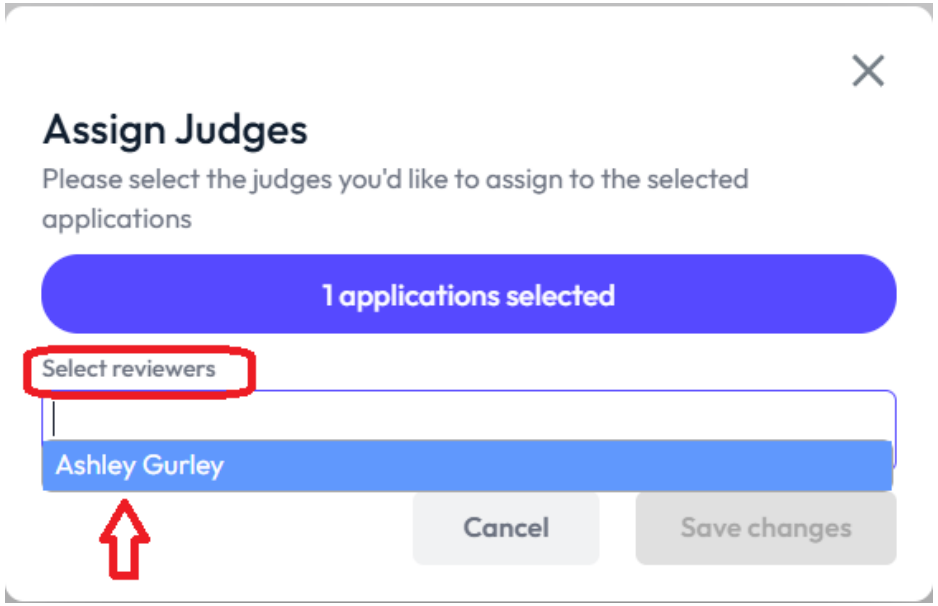
How to add and assign judges cont.

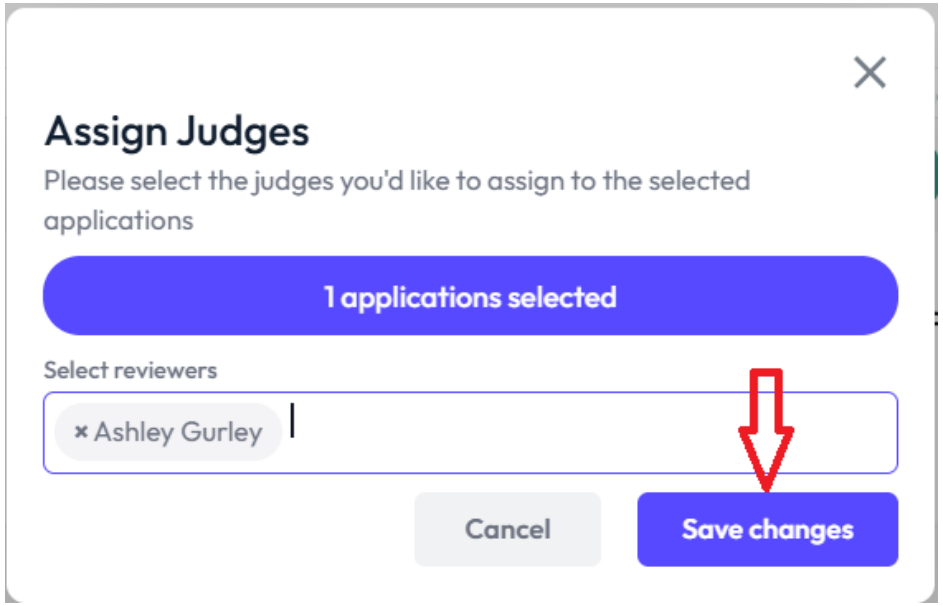
On the Judgement rounds tab, select applicants and click the blue “Bulk action” drop-down and click the ‘Assign Judges’ option.



How to add and assign judges cont.

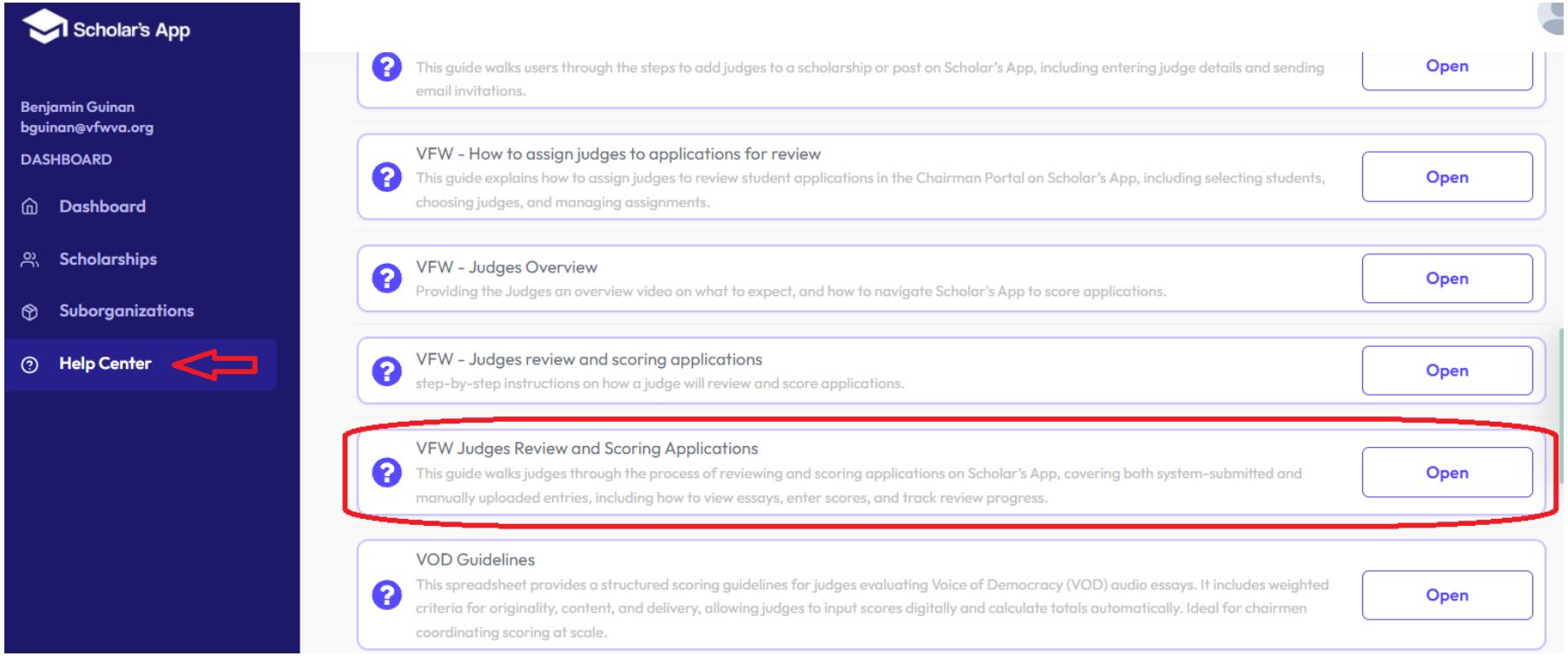
In the Assign Judges pop-up, click in the ‘Select reviewers’ field and select one or more of the judges. Once the judge(s) are in the field, click the blue ‘Save changes’ button.





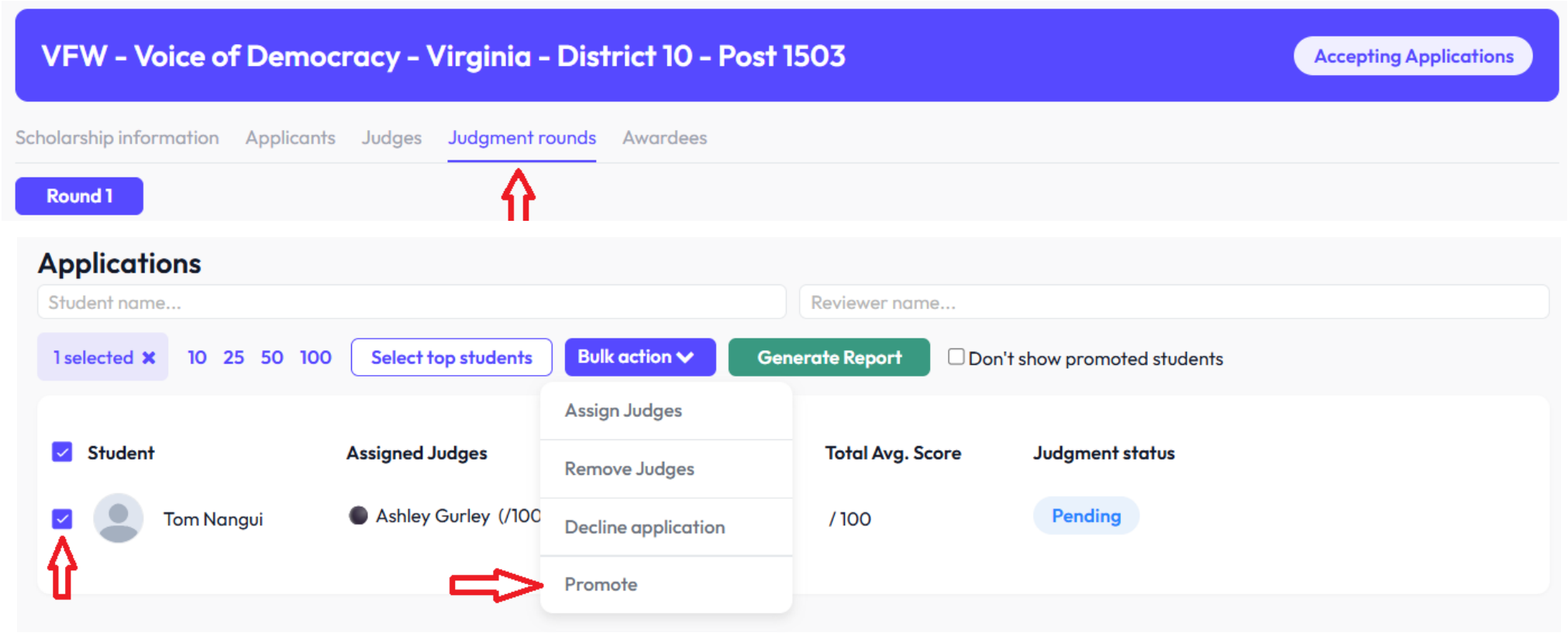
How to do judging rounds

The complete judges guide for the adjudication rounds can be found in the ScholarsApp Help Center



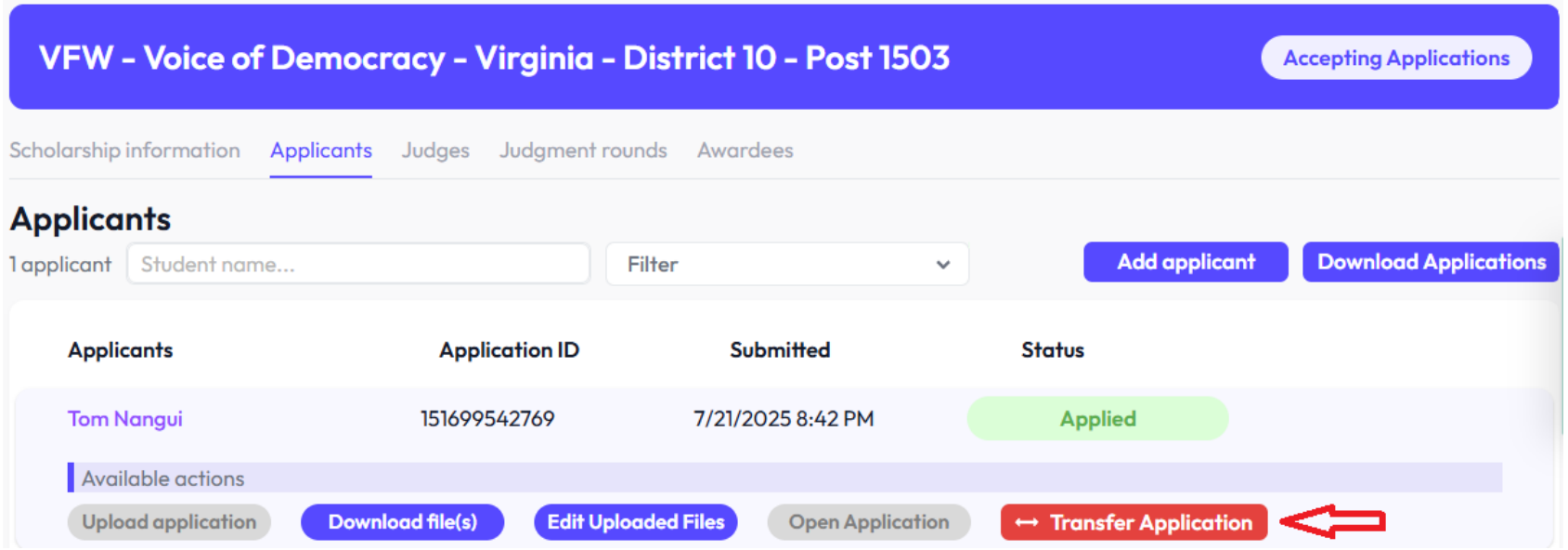
How to promote winners to the next round

On the Judgement rounds tab, select the winner(s) and click the blue “Bulk action” drop-down and click the ‘Promote’ option.

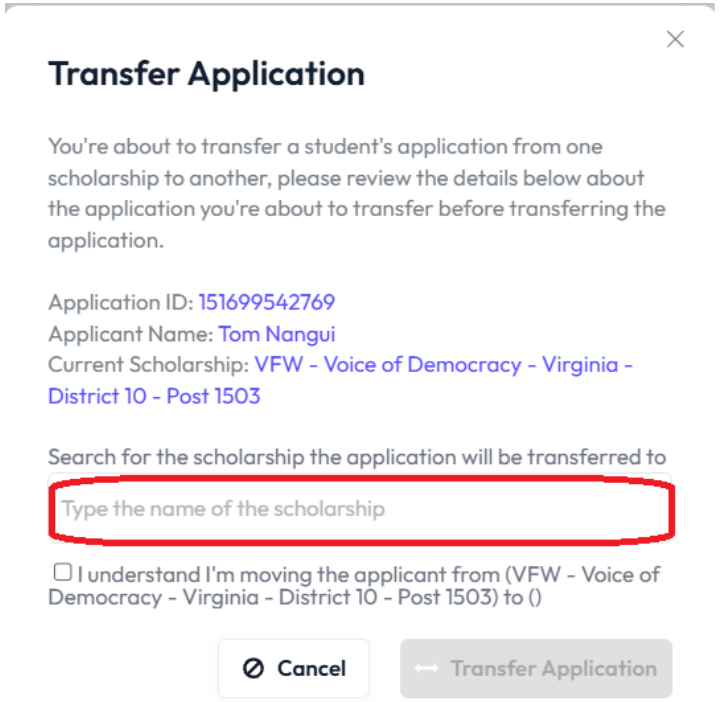
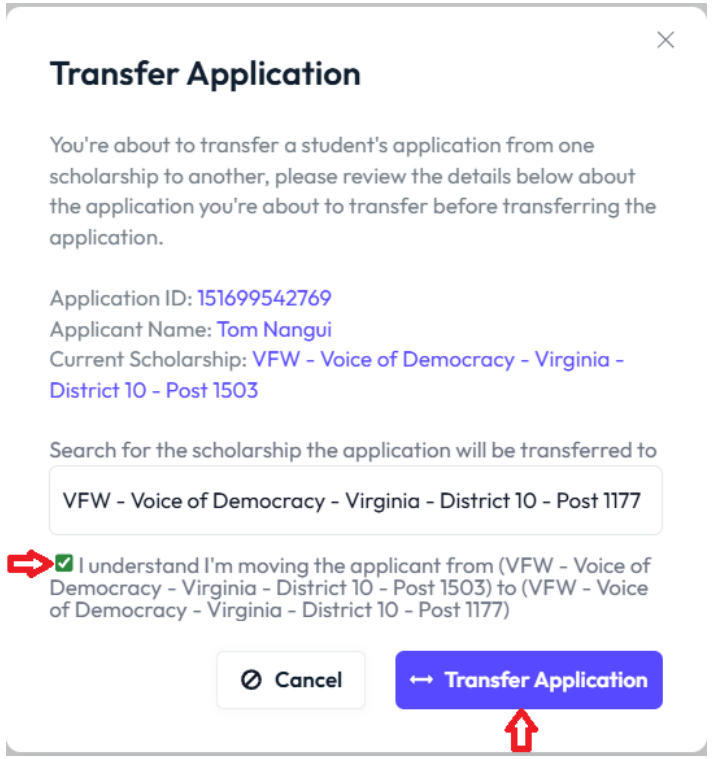


How to move applicants from one post to another

Go to the Applicants tab and click the ‘Transfer application’ button



Note: this ability is limited to State level Chairs at this point.

How to move applicants from one post to another cont.

In the ‘Transfer Application’ pop-up, put the Post number into the search field and select the scholarship. Check the ‘I understand…’ checkbox and click the blue ‘Transfer application’ button