

# 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](mailto:bguinan@vfwva.org)
  - Ashley Gurley – [ashley.gurley2020@yahoo.com](mailto: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:

Name	Parent organization	Children	Flyer	Members assigned to SO
Virginia - District 7 - Post 9760	Virginia - District 7	-	 <a href="#">Create Flyer</a>	Mike Blumenthal <a href="#">Send Email Reminder</a>

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

Name	Parent organization	Children	Flyer	Members assigned to SO
Virginia - District 10 - Post 1177	Virginia - District 10	-	 <a href="#">Download Flyer</a>	Max Gutierrez <a href="#">Send Email Reminder</a>

# How students can submit applications

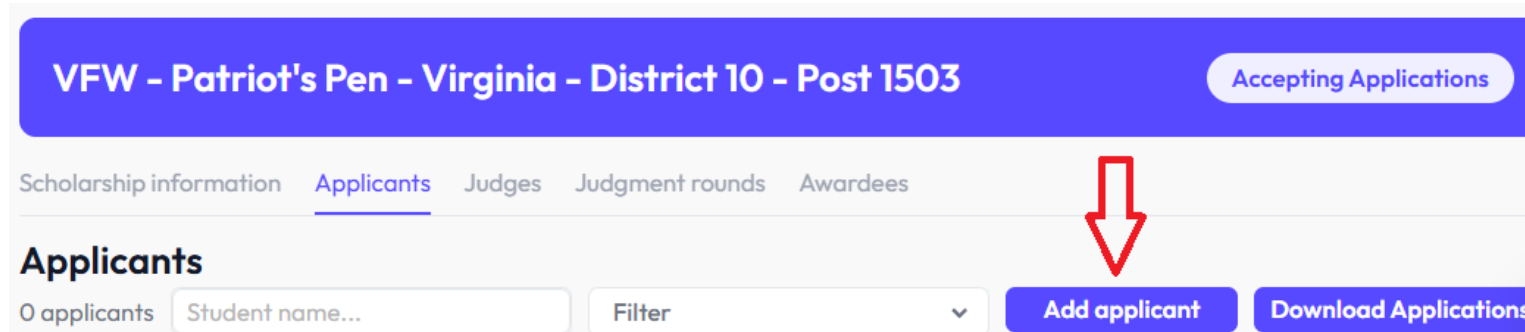
- Online at the ScholarsApp website (general access)
- QR code on the Post's flyer (goes directly to Post's scholarship)
- URL on the Post's flyer (goes directly to Post's scholarship)
- Paper copy submissions to Post (requires Chair intervention)

# 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

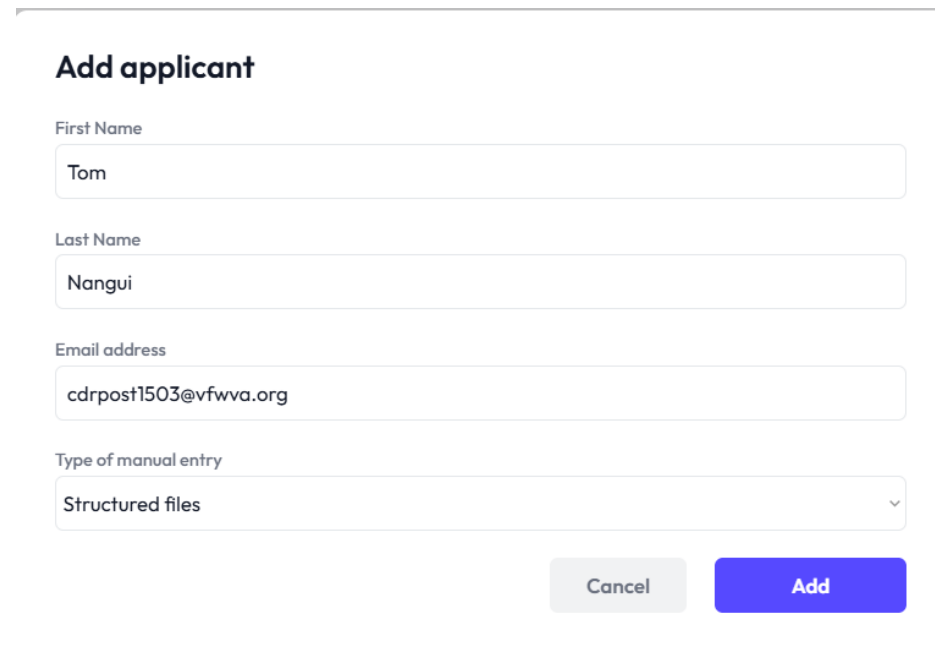


Go to the Applicants tab and click the 'Add applicant' button



# 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



The image shows a screenshot of a web application's 'Add applicant' pop-up form. The form is titled 'Add applicant' and contains four input fields: 'First Name' with the value 'Tom', 'Last Name' with the value 'Nangui', 'Email address' with the value 'cdrpost1503@vfwva.org', and 'Type of manual entry' with a dropdown menu set to 'Structured files'. At the bottom right of the form are two buttons: a grey 'Cancel' button and a blue 'Add' button.

**Add applicant**

First Name  
Tom

Last Name  
Nangui

Email address  
cdrpost1503@vfwva.org

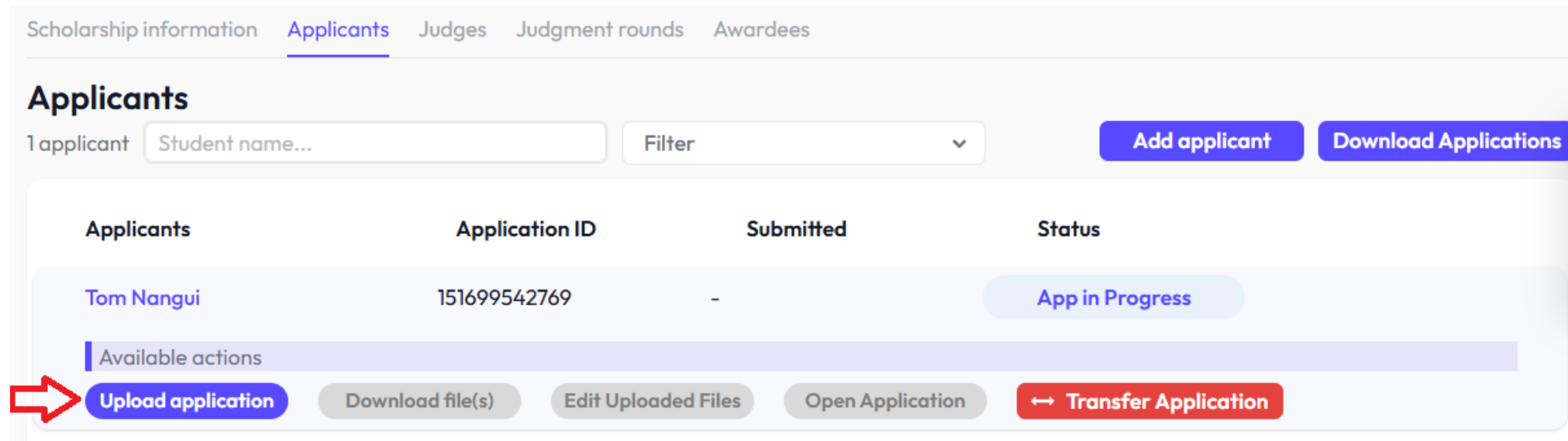
Type of manual entry  
Structured files

Cancel Add

**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.



The screenshot shows the 'Applicants' tab selected in a navigation bar. Below the navigation bar, there's a section titled 'Applicants' with a search bar containing '1 applicant' and 'Student name...', a 'Filter' dropdown, and two buttons: 'Add applicant' and 'Download Applications'. Below this is a table with columns: 'Applicants', 'Application ID', 'Submitted', and 'Status'. The table contains one row for 'Tom Nangui' with Application ID '151699542769' and status 'App in Progress'. Below the table, there's a section titled 'Available actions' with five buttons: 'Upload application' (blue), 'Download file(s)' (grey), 'Edit Uploaded Files' (grey), 'Open Application' (grey), and 'Transfer Application' (red). A red arrow points to the 'Upload application' button.

Applicants	Application ID	Submitted	Status
Tom Nangui	151699542769	-	App in Progress

Available actions:

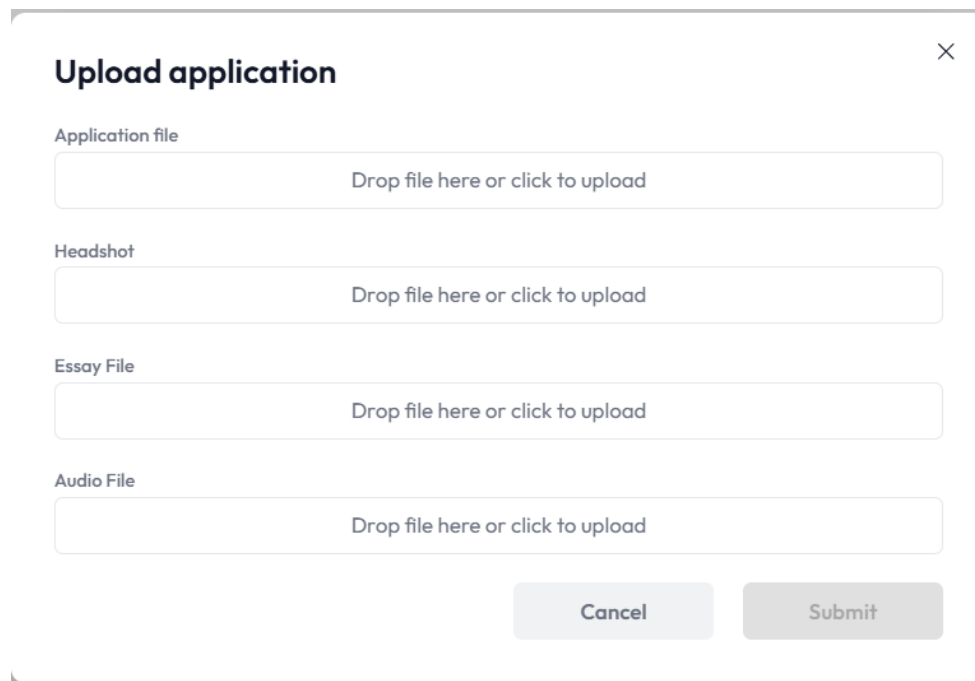
- Upload application
- Download file(s)
- Edit Uploaded Files
- Open Application
- Transfer Application

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)



This screenshot shows the 'Upload application' pop-up form with all fields empty. The form has a title bar with a close button (X). The fields are labeled 'Application file', 'Headshot', 'Essay File', and 'Audio File', each with a placeholder text 'Drop file here or click to upload'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

**Upload application** [X]

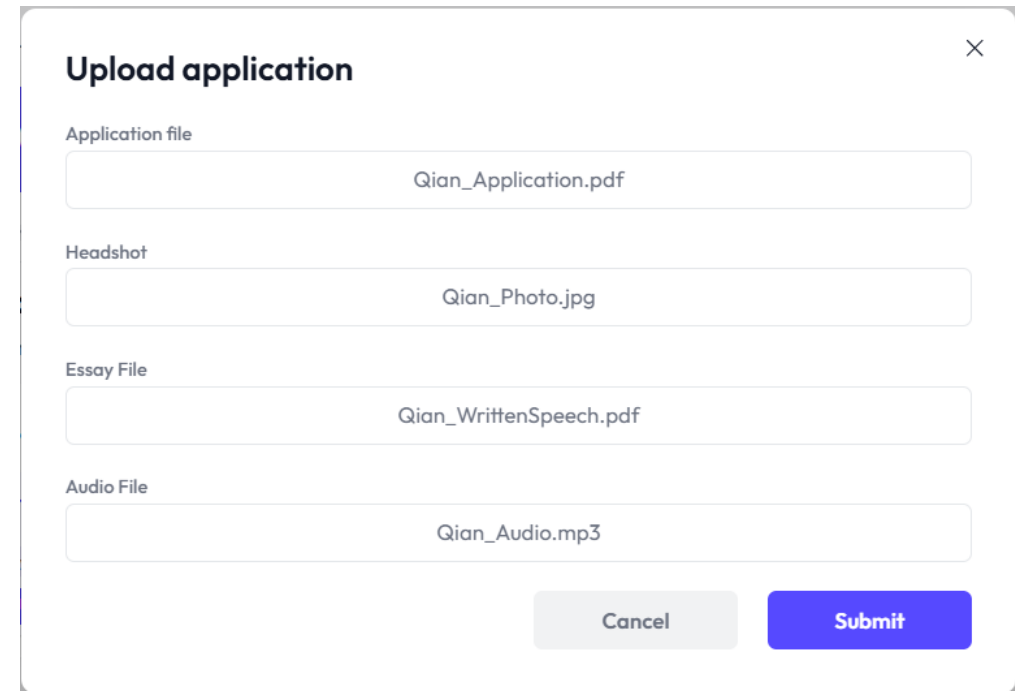
Application file  
Drop file here or click to upload

Headshot  
Drop file here or click to upload

Essay File  
Drop file here or click to upload

Audio File  
Drop file here or click to upload

Cancel Submit



This screenshot shows the 'Upload application' pop-up form with files loaded into the fields. The fields are labeled 'Application file', 'Headshot', 'Essay File', and 'Audio File', each with a text input field containing the filename. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

**Upload application** [X]

Application file  
Qian\_Application.pdf

Headshot  
Qian\_Photo.jpg

Essay File  
Qian\_WrittenSpeech.pdf

Audio File  
Qian\_Audio.mp3

Cancel Submit

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

The screenshot displays the interface for the 'VFW - Voice of Democracy - Virginia - District 10 - Post 1503' scholarship. At the top, a blue header bar contains the title and a 'Accepting Applications' button. Below this is a navigation bar with tabs: 'Scholarship information', 'Applicants', 'Judges', 'Judgment rounds', and 'Awardees'. The 'Judges' tab is selected and underlined, with a red arrow pointing up to it. Below the navigation bar, the 'Judges' section is visible, showing '1 result'. To the right of the results, there is a 'Filter' dropdown menu and a blue 'Add judge' button, which is pointed to by a red arrow.

VFW - Voice of Democracy - Virginia - District 10 - Post 1503

Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

**Judges**

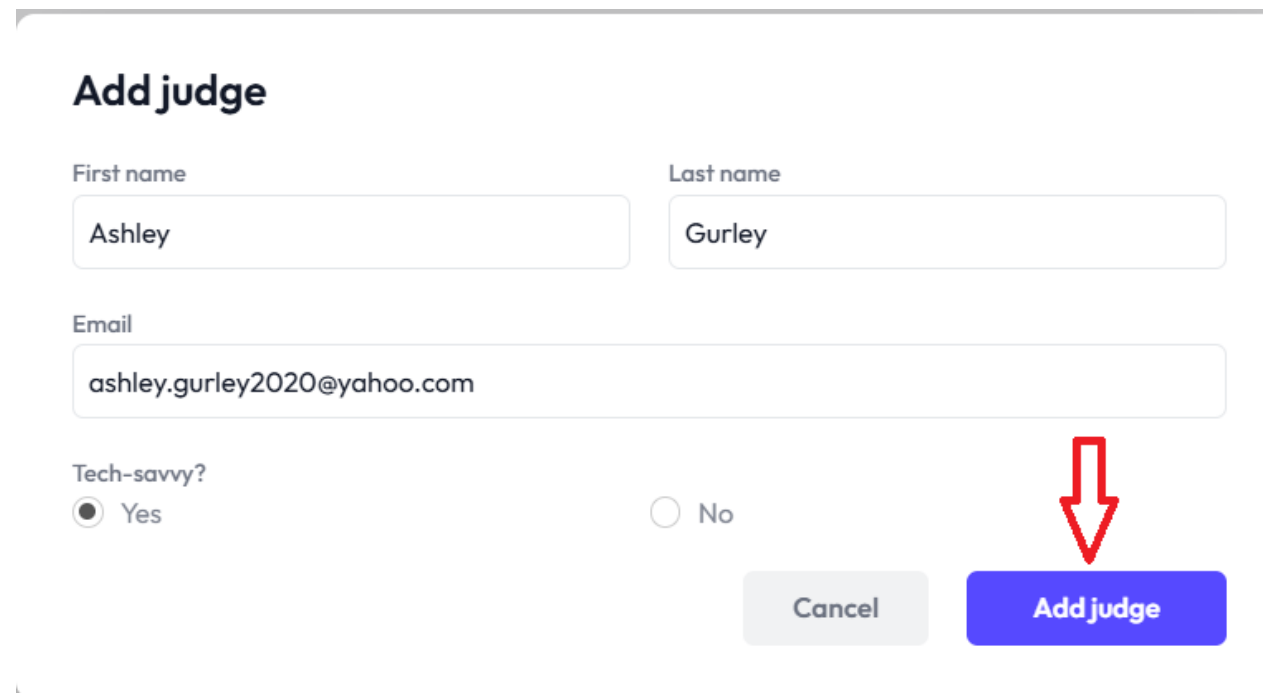
1 result

Filter ▼

Add judge

# 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



The screenshot shows a modal window titled "Add judge". It contains three input fields: "First name" with the value "Ashley", "Last name" with the value "Gurley", and "Email" with the value "ashley.gurley2020@yahoo.com". Below these fields is a "Tech-savvy?" section with two radio buttons: "Yes" (which is selected) and "No". At the bottom right of the form are two buttons: a grey "Cancel" button and a blue "Add judge" button. A large red arrow points down to the "Add judge" button.

**Add judge**

First name  
Ashley

Last name  
Gurley

Email  
ashley.gurley2020@yahoo.com

Tech-savvy?  
☒ Yes ☐ No

Cancel Add judge

# 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.

**VFW - Voice of Democracy - Virginia - District 10 - Post 1503** Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Round 1

### Applications

Student name... Reviewer name...

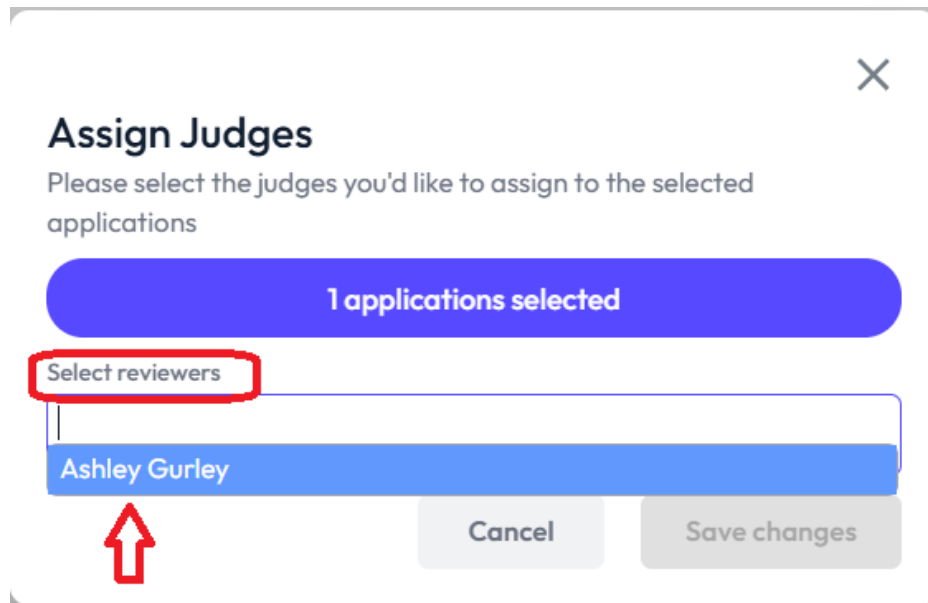
1 selected x 10 25 50 100 Select top students Bulk action ▼ Generate Report ☐ Don't show promoted students

<input checked="" type="checkbox"/> Student	Assigned Judges	Total Avg. Score	Judgment status
<input checked="" type="checkbox"/> Tom Nangui	No reviewers	/ 100	<span>Pending</span>

- Assign Judges
- Remove Judges
- Decline application
- Promote

# 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.



**Assign Judges**

Please select the judges you'd like to assign to the selected applications

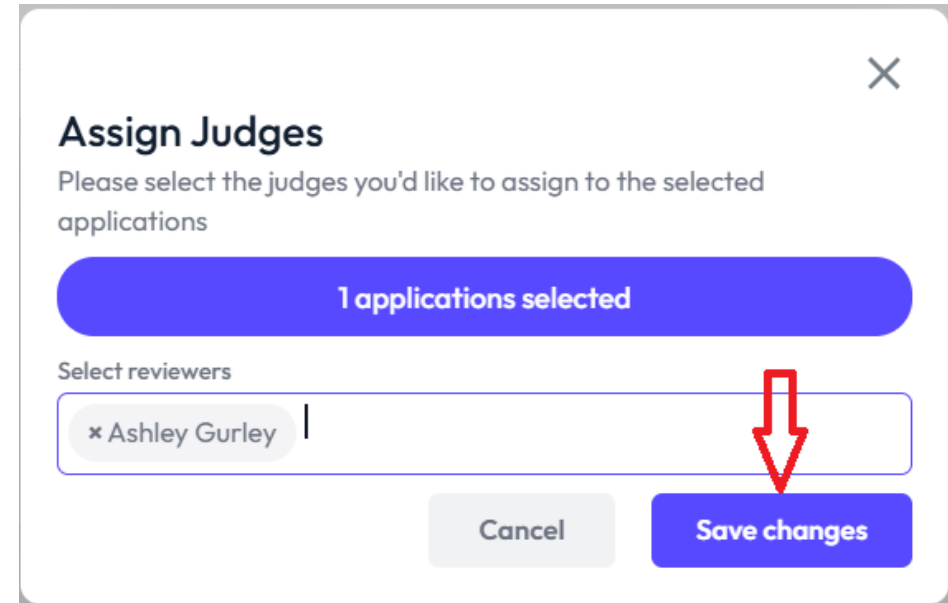
1 applications selected

Select reviewers

Ashley Gurley

Cancel Save changes

A red box highlights the 'Select reviewers' field, and a red arrow points upwards towards it.



**Assign Judges**

Please select the judges you'd like to assign to the selected applications

1 applications selected

Select reviewers

✕ Ashley Gurley

Cancel Save changes

A red arrow points downwards from the 'Select reviewers' field to the 'Save changes' button.

# How to do judging rounds

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

**Scholar's App**  
Benjamin Guinan  
bguinan@vfwva.org  
DASHBOARD

- Dashboard
- Scholarships
- Suborganizations
- Help Center** ←

	This guide walks users through the steps to add judges to a scholarship or post on Scholar's App, including entering judge details and sending email invitations.	<a href="#">Open</a>
	<b>VFW - How to assign judges to applications for review</b> This guide explains how to assign judges to review student applications in the Chairman Portal on Scholar's App, including selecting students, choosing judges, and managing assignments.	<a href="#">Open</a>
	<b>VFW - Judges Overview</b> Providing the Judges an overview video on what to expect, and how to navigate Scholar's App to score applications.	<a href="#">Open</a>
	<b>VFW - Judges review and scoring applications</b> step-by-step instructions on how a judge will review and score applications.	<a href="#">Open</a>
	<b>VFW Judges Review and Scoring Applications</b> This guide walks judges through the process of reviewing and scoring applications on Scholar's App, covering both system-submitted and manually uploaded entries, including how to view essays, enter scores, and track review progress.	<a href="#">Open</a>
	<b>VOD Guidelines</b> This spreadsheet provides a structured scoring guidelines for judges evaluating Voice of Democracy (VOD) audio essays. It includes weighted criteria for originality, content, and delivery, allowing judges to input scores digitally and calculate totals automatically. Ideal for chairmen coordinating scoring at scale.	<a href="#">Open</a>

# 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.

VFW - Voice of Democracy - Virginia - District 10 - Post 1503

Accepting Applications



Scholarship information Applicants Judges Judgment rounds Awardees

Round 1

Applications

Student name... Reviewer name...

1 selected x 10 25 50 100 Select top students Bulk action v Generate Report ☐ Don't show promoted students

<input checked="" type="checkbox"/> Student	Assigned Judges	Total Avg. Score	Judgment status
<input checked="" type="checkbox"/>  Tom Nangui	 Ashley Gurley (/100)	/ 100	Pending



# How to move applicants from one post to another

Go to the Applicants tab and click the 'Transfer application' button

The screenshot shows the 'Applicants' tab for the 'VFW - Voice of Democracy - Virginia - District 10 - Post 1503' scholarship. The page includes a search bar, a filter dropdown, and buttons for 'Add applicant' and 'Download Applications'. A table lists the applicant Tom Nangui with application ID 151699542769, submitted on 7/21/2025 at 8:42 PM, and status 'Applied'. Below the table, a section titled 'Available actions' contains buttons for 'Upload application', 'Download file(s)', 'Edit Uploaded Files', 'Open Application', and 'Transfer Application'. A red arrow points to the 'Transfer Application' button.

Applicants	Application ID	Submitted	Status
Tom Nangui	151699542769	7/21/2025 8:42 PM	Applied

Available actions:

- Upload application
- Download file(s)
- Edit Uploaded Files
- Open Application
- Transfer Application

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

×

### Transfer Application

You're about to transfer a student's application from one scholarship to another, please review the details below about the application you're about to transfer before transferring the application.

Application ID: 151699542769  
Applicant Name: Tom Nangui  
Current Scholarship: VFW - Voice of Democracy - Virginia - District 10 - Post 1503

Search for the scholarship the application will be transferred to

Type the name of the scholarship

☐ I understand I'm moving the applicant from (VFW - Voice of Democracy - Virginia - District 10 - Post 1503) to ()

Cancel

Transfer Application

×

### Transfer Application

You're about to transfer a student's application from one scholarship to another, please review the details below about the application you're about to transfer before transferring the application.

Application ID: 151699542769  
Applicant Name: Tom Nangui  
Current Scholarship: VFW - Voice of Democracy - Virginia - District 10 - Post 1503

Search for the scholarship the application will be transferred to

VFW - Voice of Democracy - Virginia - District 10 - Post 1177

☒ I understand I'm moving the applicant from (VFW - Voice of Democracy - Virginia - District 10 - Post 1503) to (VFW - Voice of Democracy - Virginia - District 10 - Post 1177)

Cancel

Transfer Application