VFW- Manually Uploading Applications

1 | **1. To manually add an application, you will first need to Scan and Save the Application and Essay separately.**

   1.

      • Position the application and essay documents separately on the scanner bed.

   2.

      • Launch your scanner's scanning software on your computer.

   3.

      • For the first document (e.g., the application), choose PDF as the output format in the scanning software.

      • Repeat this step for the second document (e.g., the essay).

   4.

      • Adjust scan settings, such as color mode and resolution, as desired for each document.

   5.

      • Begin the scanning process for the first document (e.g., the application), then name and save it as a PDF when prompted.

      • Repeat the scanning process for the second document (e.g., the essay), and save it as a separate PDF.

2 | Now that you have the Application and Essay saved as PFDs on your computer, Navigate to **https://app.scholarsapp.com/** Log in with your email and password

3

1.

• Find the scholarship you wish to add a manual application to in the list.

2.

• Place your mouse cursor over the scholarship name.

3.

• After hovering, click on the scholarship name once it changes color or becomes highlighted.

Week 9 Testing - Scholarship

Cycle: 9/08/23 - 9/15/23

0	**4**	**1**
Viewed	Qualified	In progress

TEST VFW - PATRIOT'S PEN

Cycle: 9/11/23 - 9/22/23

0	**0**	**2**
Viewed	Qualified	In progress

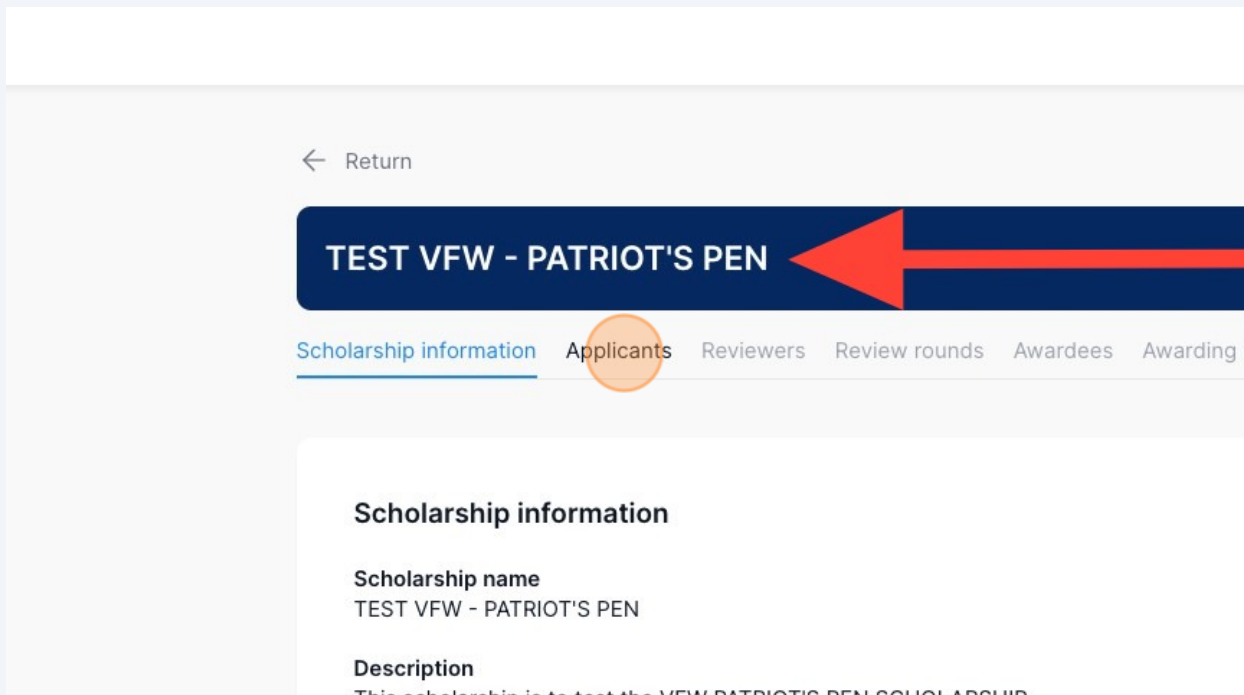**Scholarship 101**
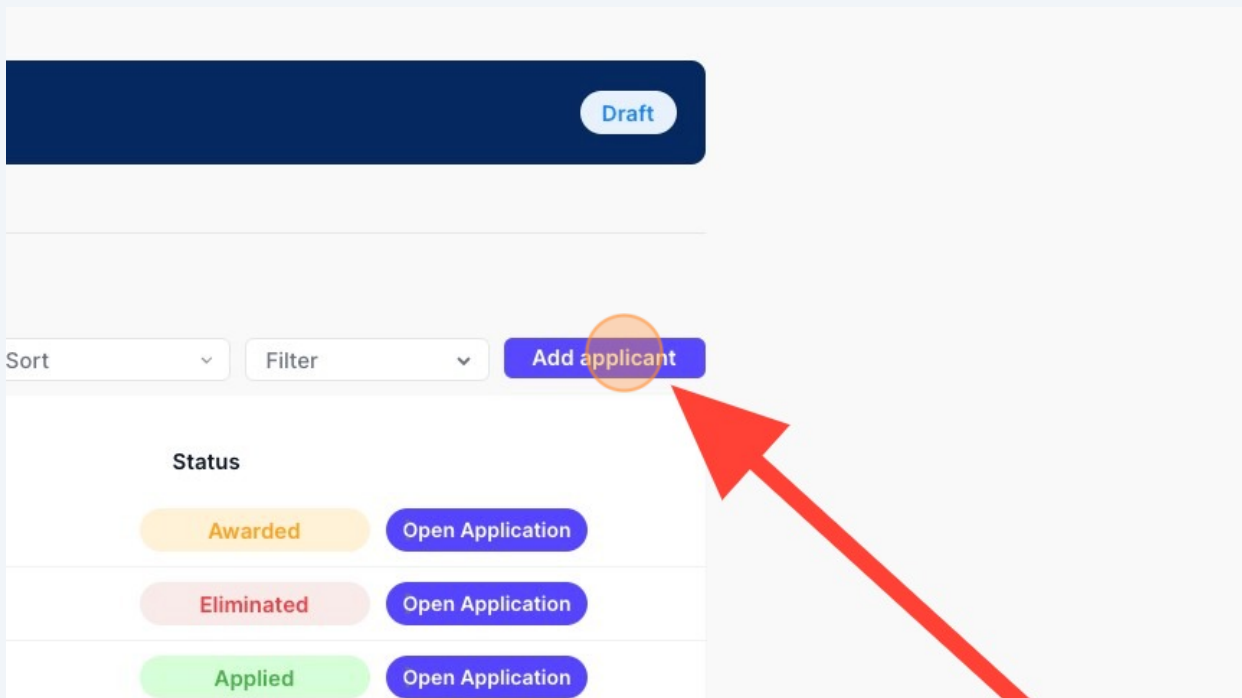
Cycle: 9/30/23 - 10/31/23

4   1.

    • Double-check that you are on the correct scholarship page by verifying the scholarship name at the top of the page.
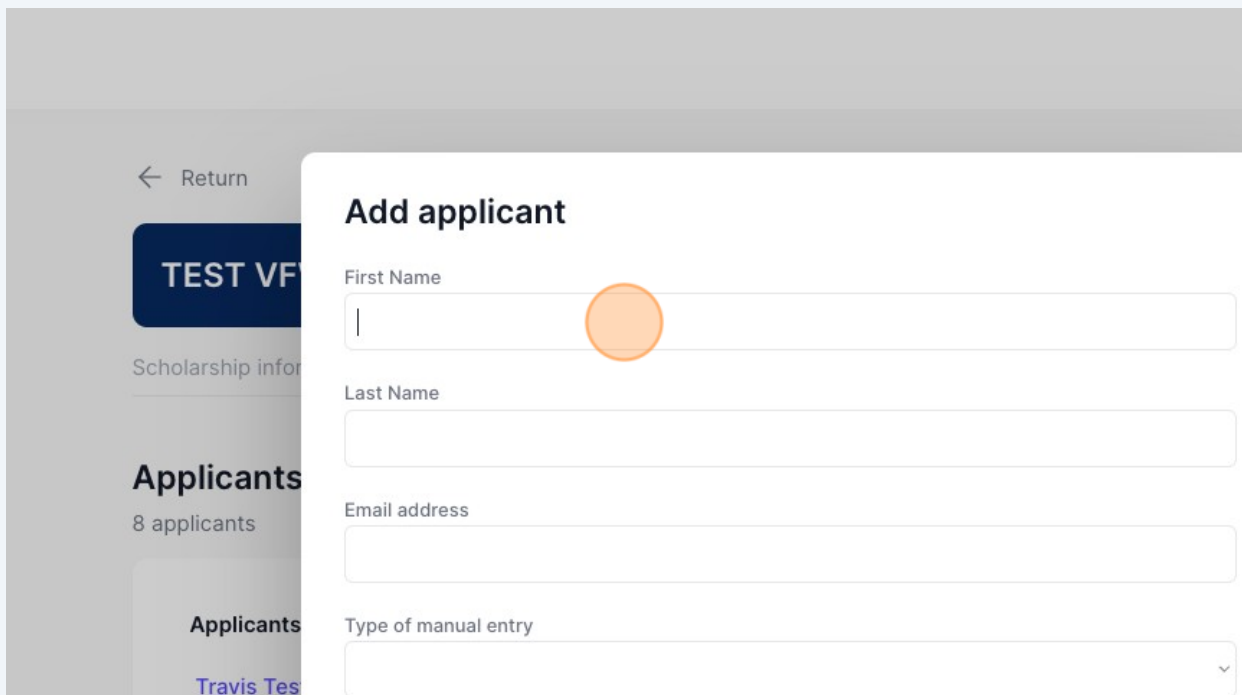
  2.

    • Once you've confirmed the scholarship, proceed by clicking on the "Applicants" section or button.

5   Click "Add applicant"

Draft

Sort ⌄   Filter ⌄   **Add applicant**

Status

Awarded   Open Application

Eliminated   Open Application

Applied   Open Application

6   1. Enter the **applicant's** first name in the "First Name" field.

2. Enter the **applicant's** last name in the "Last Name" field.

← Return

TEST VF

Add applicant

Scholarship infor

First Name

Applicants

Last Name

8 applicants

Email address

Applicants

Travis Tes

Type of manual entry ⌄

7   Enter the **applicant's** email address

Add applicant

First Name

Manuel

Last Name

Appson

Email address

Type of manual entry

Cancel

TEST VF

Scholarship infor

Applicants

8 applicants

Applicants

Travis Tes

Paxton Te:

Dwayne Test   461320631860   9/28/2023 11:56 AM

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8   Click into the field that says "Type of manual entry"

Manuel

Last Name

Appson

Email address

Type of manual entry

Cancel   Add

Scholarship infor

Applicants

8 applicants

Applicants

Travis Tes

Paxton Te:

Dwayne Test   461320631860   9/28/2023 11:56 AM   **Round 2**

Stephanie Test   539743165186   9/28/2023 2:20 PM   **Round 1**

Emily Test   428057059819   9/28/2023 2:21 PM   **Round 1**

9   Click on the word "Structured Files", which is the only available option. Once "Structured Files" is selected, the "Add" button will change colors. Click on the "Add" button.

10   Look at the bottom of the list of applicants, and you will see that the new applicant has been added there.

11

1. **Locate the New Applicant's Name:**

2.

• Click on "Upload Application," which is located on the right side of the same line as the new applicant's name.

Applicants	Application ID	Submitted	Round	Status	
Travis Test	545284745878	9/28/2023 11:45 AM	Round 2	Awarded	Open Application
Paxton Test	358418094954	9/28/2023 11:46 AM	Round 1	Eliminated	Open Application
Dwayne Test	461320631860	9/28/2023 11:56 AM	Round 2	Applied	Open Application
Stephanie Test	539743165186	9/28/2023 2:20 PM	Round 1	Applied	Open Application
Emily Test	428057059819	9/28/2023 2:21 PM	Round 1	Applied	Open Application
Melissa Test	178244718230		N/A	App in Progress	Upload application
Jan Test	565575136955		N/A	App in Progress	Upload application
John Test	593402397047	10/26/2023 11:29 AM	Round 1	Applied	Download file(s)
Manuel Appson	953681099834		N/A	App in Progress	Upload application

12 You have two methods to upload the **Application PDF** you've saved:

1.

• Locate the designated area.

• Drag and drop the application file into this area.

2.

• Click on the box that says "Drop file here or click to upload."

• A file selection dialog will appear.

• Choose the appropriate file for upload by clicking on it.

Make sure you are putting the **Application PDF** in this section.
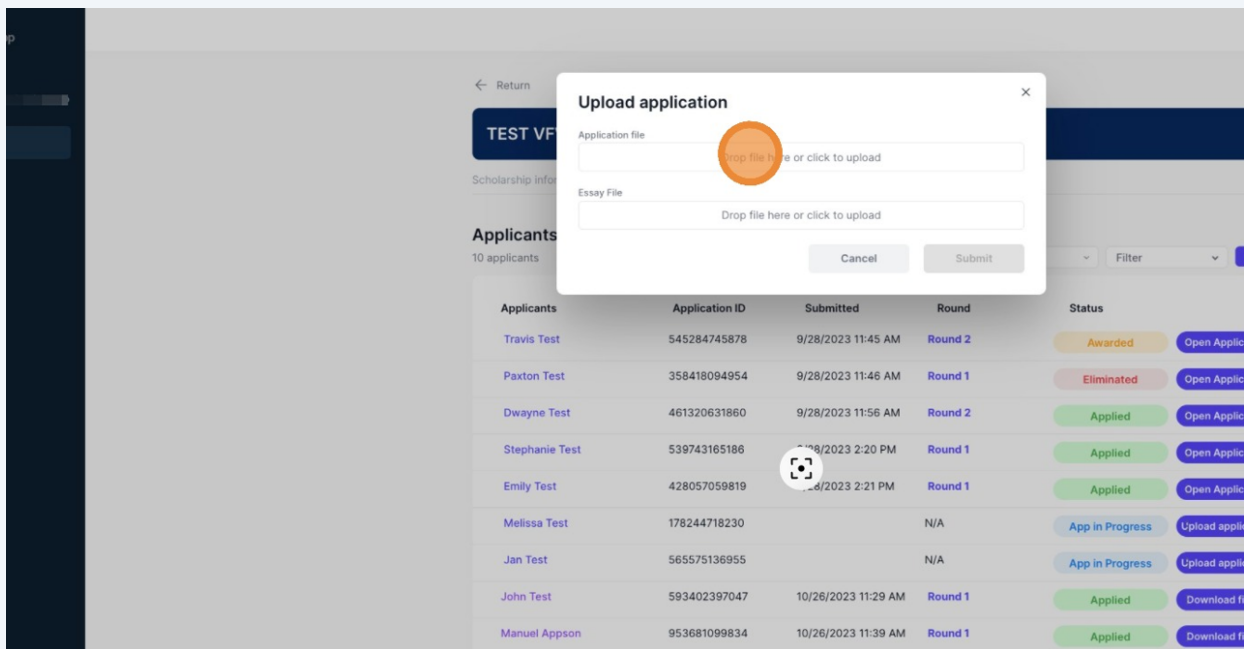
13 You have two methods to upload the **Essay PDF** you've saved:

1.

- Locate the designated area.

- Drag and drop the application file into this area.

2.

- Click on the box that says "Drop file here or click to upload."

- A file selection dialog will appear.

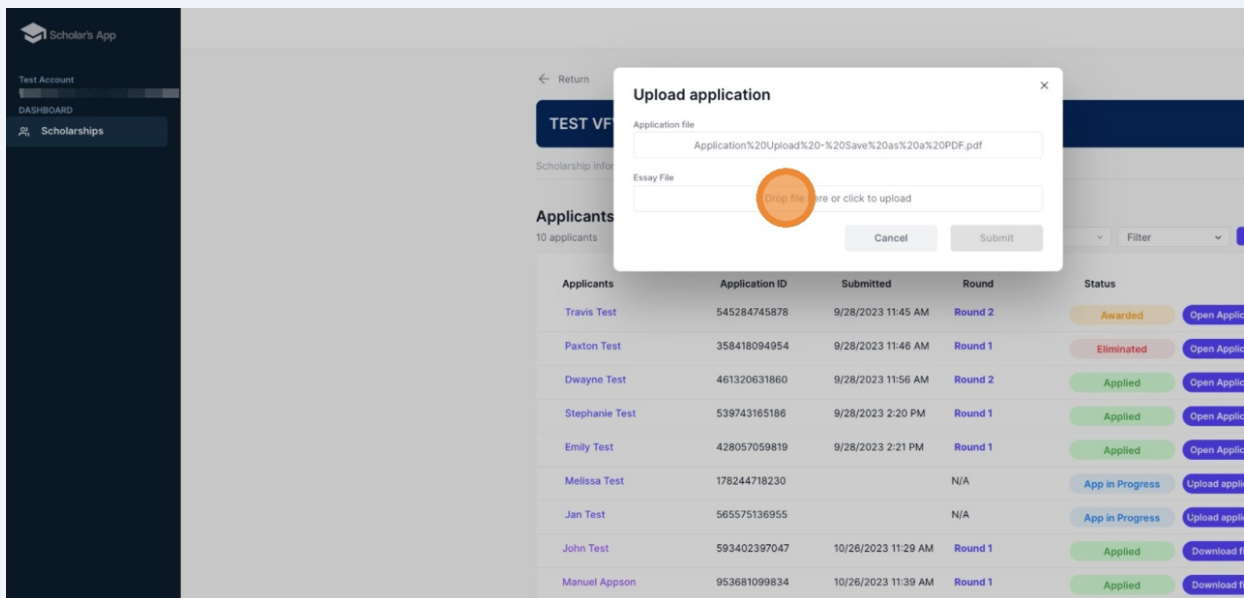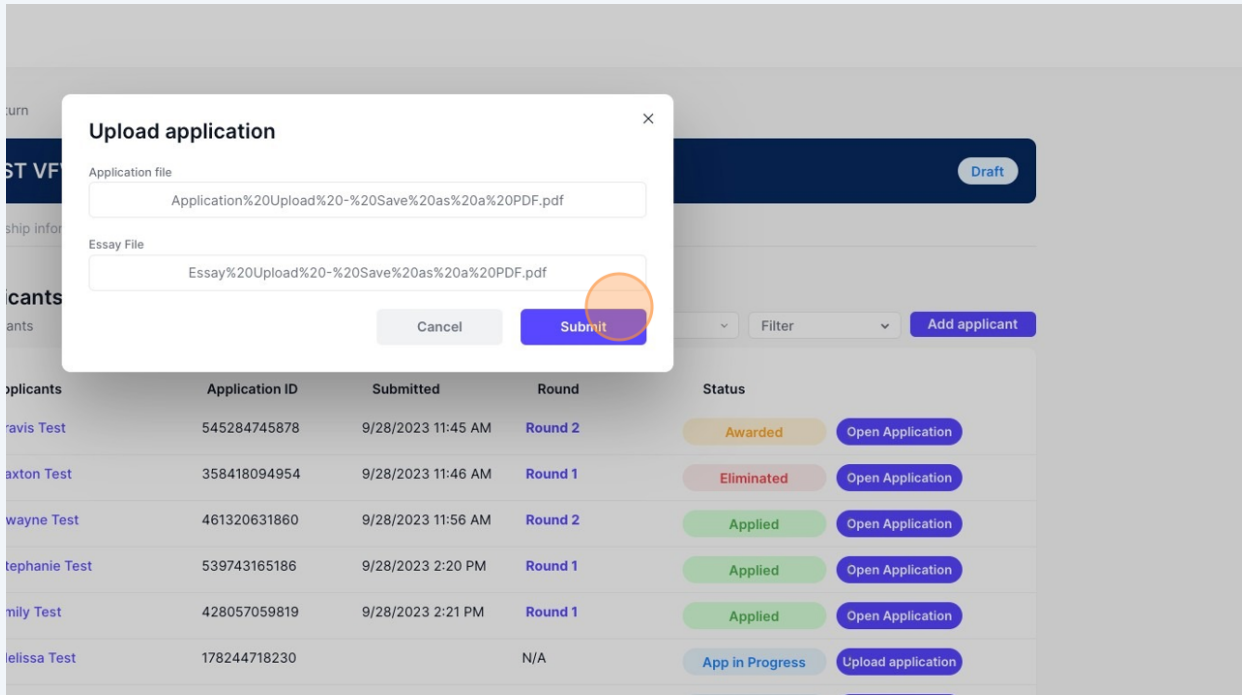- Choose the appropriate file for upload by clicking on it.

Make sure you are putting the **Essay PDF** in this section.

14 Once both the Application and Essay PDFs are uploaded, Click "Submit"

Upload application   ×

Application file

Application%20Upload%20-%20Save%20as%20a%20PDF.pdf

Essay File

Essay%20Upload%20-%20Save%20as%20a%20PDF.pdf

Cancel   Submit

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mily Test	428057059819	9/28/2023 2:21 PM	Round 1	Applied	Open Application
elissa Test	178244718230		N/A	App in Progress	Upload application

15

To confirm the successful completion of your manual application upload, please follow these steps:

1. Check the application status.

2. Look for the status indicator, which will be displayed in green and should read "Applied."

Once you see the "Applied" status displayed in green, you can be confident that your manual application upload has been successfully completed.

	9/28/2023 11:43 AM	Round 1	Eliminated	Open Application
461320631860	9/28/2023 11:56 AM	Round 2	Applied	Open Application
539743165186	9/28/2023 2:20 PM	Round 1	Applied	Open Application
428057059819	9/28/2023 2:21 PM	Round 1	Applied	Open Application
178244718230		N/A	App in Progress	Upload application
565575136955		N/A	App in Progress	Upload application
593402397047	10/26/2023 11:29 AM	Round 1	Applied	Download file(s)
953681099834	10/26/2023 11:39 AM	Round 1	Applied	Download file(s)