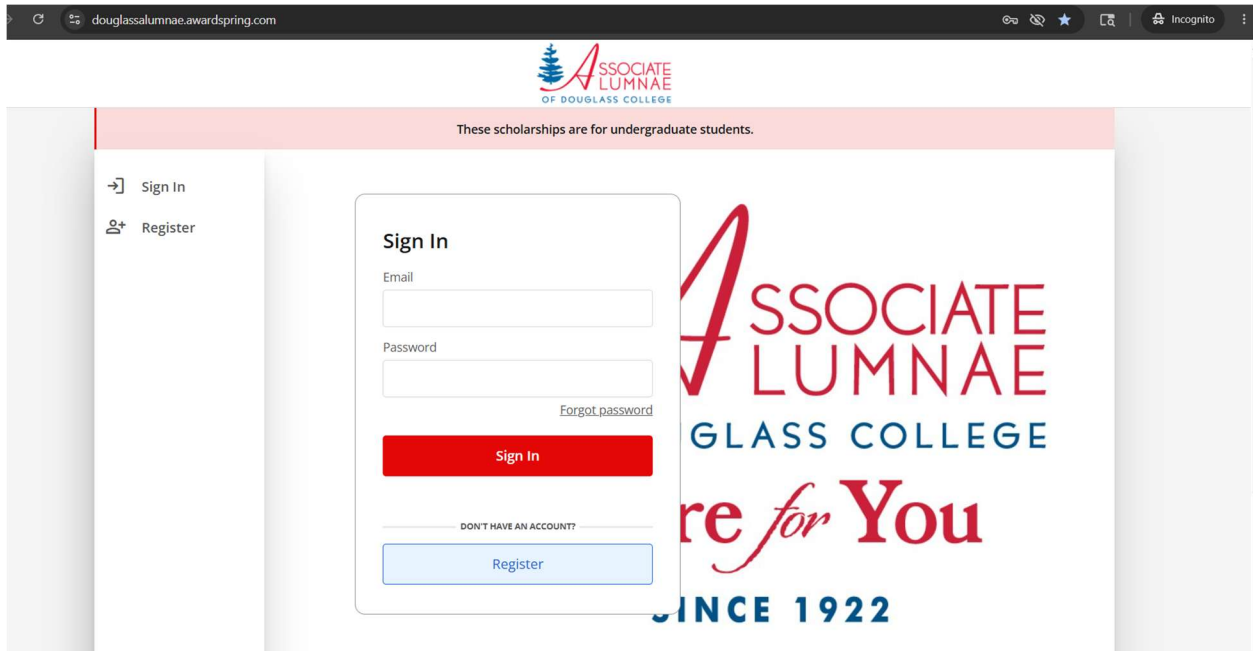


Navigating Associate Alumnae of Douglass College Scholarship Software: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using the Associate Alumnae of Douglass College (AADC) Scholarship platform.

Start by navigating the AADC's scholarship application site. The URL for the Associate Alumnae of Douglass College AwardSpring Scholarship site is <https://douglassalumnae.awardspring.com/>

You will land at the login page. (Please note that this page is customizable so your organization's login page may look different than the below examples.)

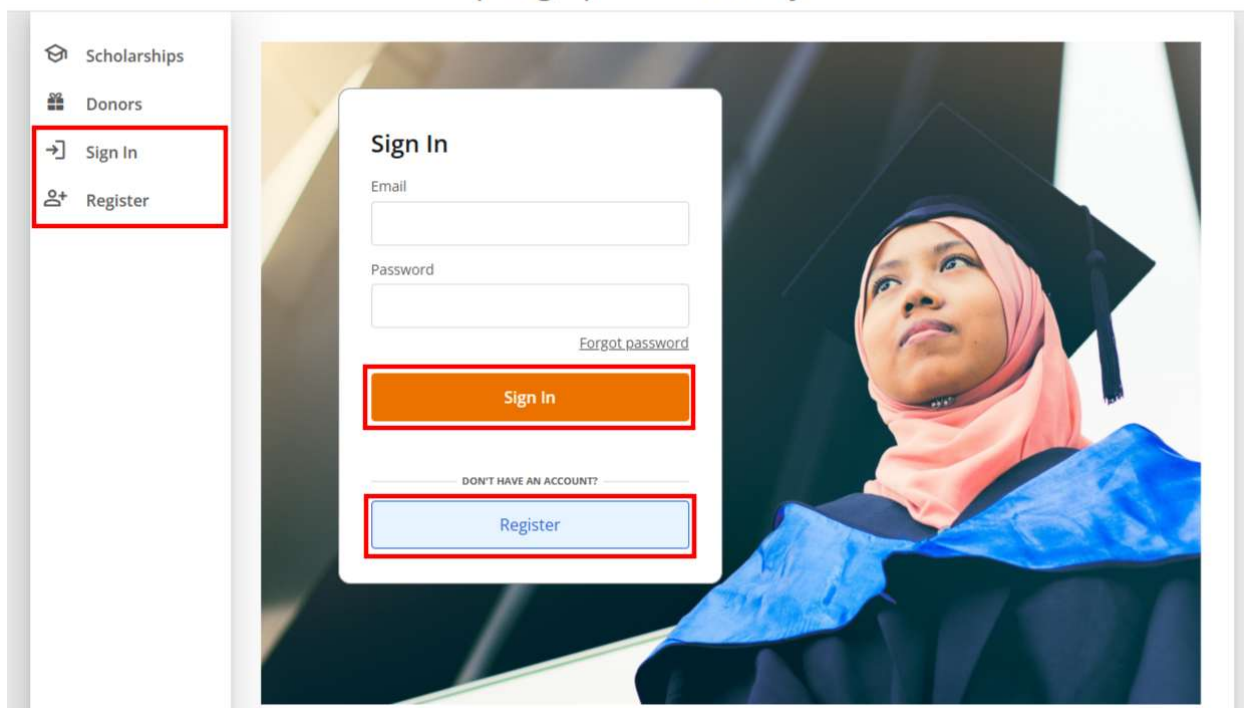


TO LOG IN:

Sign In: Use if you already have an account. Enter your email address and password and click the yellow Sign In button.

Register: Use if you do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the Create Account button.

SpringSquad University



The image shows a web interface for SpringSquad University. On the left is a navigation menu with four items: 'Scholarships' (house icon), 'Donors' (gift icon), 'Sign In' (arrow icon), and 'Register' (person icon). The 'Sign In' and 'Register' items are highlighted with a red border. The main content area features a 'Sign In' form overlaid on a background image of a female graduate in a blue gown and black cap, wearing a pink hijab. The form has a title 'Sign In', an 'Email' input field, a 'Password' input field, and a 'Forgot password' link. Below the password field is a yellow 'Sign In' button. Underneath the form is a section titled 'DONT HAVE AN ACCOUNT?' with a blue 'Register' button.

SpringSquad University

Register

Already have an account? [Sign in](#)

Email

Phone

✓ Valid

By providing your phone number, you agree to receive SMS notifications about the application process. You also agree to the [Terms of Use](#) and [Privacy Policy](#). Reply STOP to unsubscribe.

First Name

Last Name

Password

Confirm Password

[Create Account](#)

SpringSquad University

Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

[Accept Agreement](#)

[Cancel](#)

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.

To start filling out your general application you can click either one of the following buttons on your dashboard: **Application tab, Apply, or Complete.**

The screenshot displays a user dashboard with a left-hand navigation menu. The menu items are 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The 'Application' item is highlighted with a red box. The main content area is titled 'Welcome Test!' and features a 'Complete Application' card. This card contains the text: 'Fill out your application to unlock opportunities.' and 'Once you finish the application, we will automatically match you to all opportunities you're eligible for.' Below this text is a progress bar labeled 'Progress: 0%' and a large 'APPLY' button, both of which are highlighted with red boxes. To the right of the card, a section titled 'You have 2 item(s) to complete' lists two items: 'Application' (due 4/1/2025) with a 'Complete' button, and 'Emergency Relief Scholarship' (due 3/31/2025) with an 'Apply' button. The 'Complete' button is also highlighted with a red box.

There are several sections that make up the entire application. Complete **all of them** in order to submit your application.

MENU

- Dashboard
- Scholarships
- Donors
- Application

Application for Test Student

Demographic Information
In Progress

Age
21

Gender
 Prefer not to say
 Male
 Non-binary
 Female

Street Address
123 Main Street

City
Chicago

Academic Background

Financial Information

Short Essay Questions

Qualification Questions

You may see an embedded External Request form that requests information from a third party (i.e. a letter of recommendation from an instructor). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

Please request a recommendation from one of your coaches. Be sure to allow them ample time to submit the letter before the scholarship application deadline.

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

B *I* U

Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.

Please request a recommendation from one of your coaches. Be sure to allow them ample time to submit the letter before the scholarship application deadline.

Requested on Dec 19, 2024
Elizabeth Gurrelle
egurrelle@email.com
Status: Pending

Please request a recommendation from one of your coaches. Be sure to allow them ample time to submit the letter before the scholarship application deadline.

Requested on Dec 19, 2024

Elizabeth Gurrelle

egurrelle@email.com

Status:

Submitted on: Dec 19, 2024

Completed

Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application, after that you will be redirected to your dashboard.

The screenshot displays the 'Application for Test Student' interface. On the left is a sidebar menu with the following items: 'Dashboard', 'Scholarships', 'Donors', and 'Application' (which is highlighted in blue). The main content area is titled 'Application for Test Student' and contains a vertical list of tabs on the left, each marked as 'Completed': 'Demographic Information', 'Academic Background', 'Financial Information', 'Short Essay Questions', and 'Qualification Questions'. The 'Qualification Questions' tab is highlighted with a red box. To the right of these tabs is a form with the following questions and options:

- What language(s) do you speak?
- Are you planning to become a pilot?
 Yes
 No
- Are you planning to study abroad in Greece?
 Yes
 No
- Are you a veteran?
 Yes
 No

At the bottom of the form are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red box.

To view your qualifying statuses for scholarships click on the Scholarships tab, and reference the Status column.

Scholarship Name	Award	Deadline	Status
Airline Engineering Scholarship Eligible applicants include those pursuing a degr...	N/A	Due Mar 31, 2025	Not Qualified
Business Scholarship For applicants pursuing a Business degree.	N/A	Due Mar 31, 2025	Not Qualified
Cason Memorial Scholarship In memory of Ms. Cason.	N/A	Due Mar 31, 2025	Applied
Emergency Funding TBD	N/A	Due Mar 31, 2025	Applied

Click the Dashboard tab to return to your dashboard to view additional information or take further action.

You may be eligible for additional scholarships that require additional information. The dashboard will prompt you to complete these next steps.

In this example, the applicant qualifies for the General Engineering scholarship and Marcus Lashford Soccer scholarship, but additional follow-up information is required to apply for them. The applicant needs to click the **Complete** button to provide the required responses and/or documentation.

Welcome Test!

Application submitted

Explore the task section to the right to unlock more opportunities.

You have 3 item(s) to complete

- Follow-up General Engineering**
You are eligible to apply but have some work to complete by 3/31/2025 [Complete](#)
- Follow-up Marcus Lashford Soccer Scholarship**
You are eligible to apply but have some work to complete by 3/31/2025 [Complete](#)
- Emergency Relief Scholarship**
Due 3/31/2025 [Apply](#)

In this example, the applicant needs to respond to an essay question to finish applying for the scholarship.

The screenshot shows a web interface for a scholarship application. On the left is a vertical menu with options: Dashboard, Scholarships (highlighted), Donors, and Application. The main content area is titled 'Scholarships - General Engineering' and includes a 'Submit Application' button at the top. Below this, there are two columns: 'Overview' with a placeholder text 'This is an example of a description.' and 'Quick Facts' showing 'Apply by Mar 31, 2025' and '\$100,000.00'. A 'Donors' section lists 'Caitlin Clark'. An orange banner reads 'Apply for this Scholarship'. Below the banner is a red-bordered box containing an essay prompt: 'Please submit an essay answering the following questions: a) Explain why you have chosen a career in law enforcement. b) Describe your involvement in community service. Be specific in regard to the type of service and activities you fulfilled.' To the right of the prompt is a '500 word(s) left' indicator. Below the prompt is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and insert link. At the bottom of the page is another 'Submit Application' button.

After completing all questions for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed.

You may see an additional follow up item on your dashboard for an Emergency Fund. These items are optional for completion and are available to applicants whether they submitted the general application or not.

However, if you choose to apply for the Emergency Fund, your dashboard will be cleared of tasks. At that point you are all set! Your organization’s administrator will provide you further direction if it is needed.

