

STEP BY STEP PROCESS FOR RECOMMENDERS TO UPLOAD DOCUMENTS TO SCHOLARSHIP APPLICATIONS.

The Character Counts form is found on the website at <http://www.siouxlandcommunityfoundation.org/scholarships-grants/>. (You do not upload on the same page that you find the form.) Fill out the Character Counts form and print it then scan it back to yourself.

Click the link at the very bottom of the email the recommender received from the student (Screen shot 1). The link will look similar to this https://www.grantrequest.com/SID_2072/Default...etc (the link in the email is unique to each and every student and scholarship.) When you click the link a page pulls up that the recommender enters their email. (Screen shot 2)

The recommender needs to use the exact same email the applicant used when sending them the request. The recommender email is the user and password both. This is why the email the student used to send the request needs to be the one that is used to login. It then goes to a page that has a spot to upload. (Screen Shot 3) Recommender hits finish upload. They will be able to see it uploaded (screen shot 4) and then they hit finished and receive a confirmation it was uploaded (screens shot 5).

All these screenshots are for the McFarlane Scholarship but Kind World is very similar to this and has the same process to upload.

SCREEN SHOT 1-Sample email that a recommender receives from the student applying for the scholarship. The upload link is at the very end of the email.

Recommendation/Supporting Documentation Request - Message (Plain Text)

FILE MESSAGE Nuance PDF ADOBE PDF Restore Down

Ignore Delete Reply Reply Forward More - Meeting Reference To Manager Rules - Team Email Done OneNote Mark Categorize Follow Unread Tags Translate Related - Select - Zoom Send to GIFTS Online MicroEdge GIFTS

Delete Respond Quick Steps Move Actions -

Wed 1/18/2017 9:13 AM
Tjakooke@yahoo.com <mail@grantapplication.com>
Recommendation/Supporting Documentation Request
To jennifer@siouxlandcommunityfoundation.org

You are receiving this email because a student is requesting supporting documentation from you for a scholarship administered by the Siouxland Community Foundation.

They are required to acquire Character Counts recommendations:

A Teacher, a School official/staff member (administrator, counselor, or another teacher) or an adult of your choice (not a family member or school staff member)

If you are a high school counselor, he/she will be requesting their High School Certification and Transcript from you.

The forms are located on our website at: <http://www.siouxlandcommunityfoundation.org/scholarships-grants/>

Please fill out the necessary supporting documentation and upload at the bottom of this email. Your submission will be blind and not able to be read by the student.

They will however be able to see that you responded.

The student will not be able to submit their application for review without the required documentation.

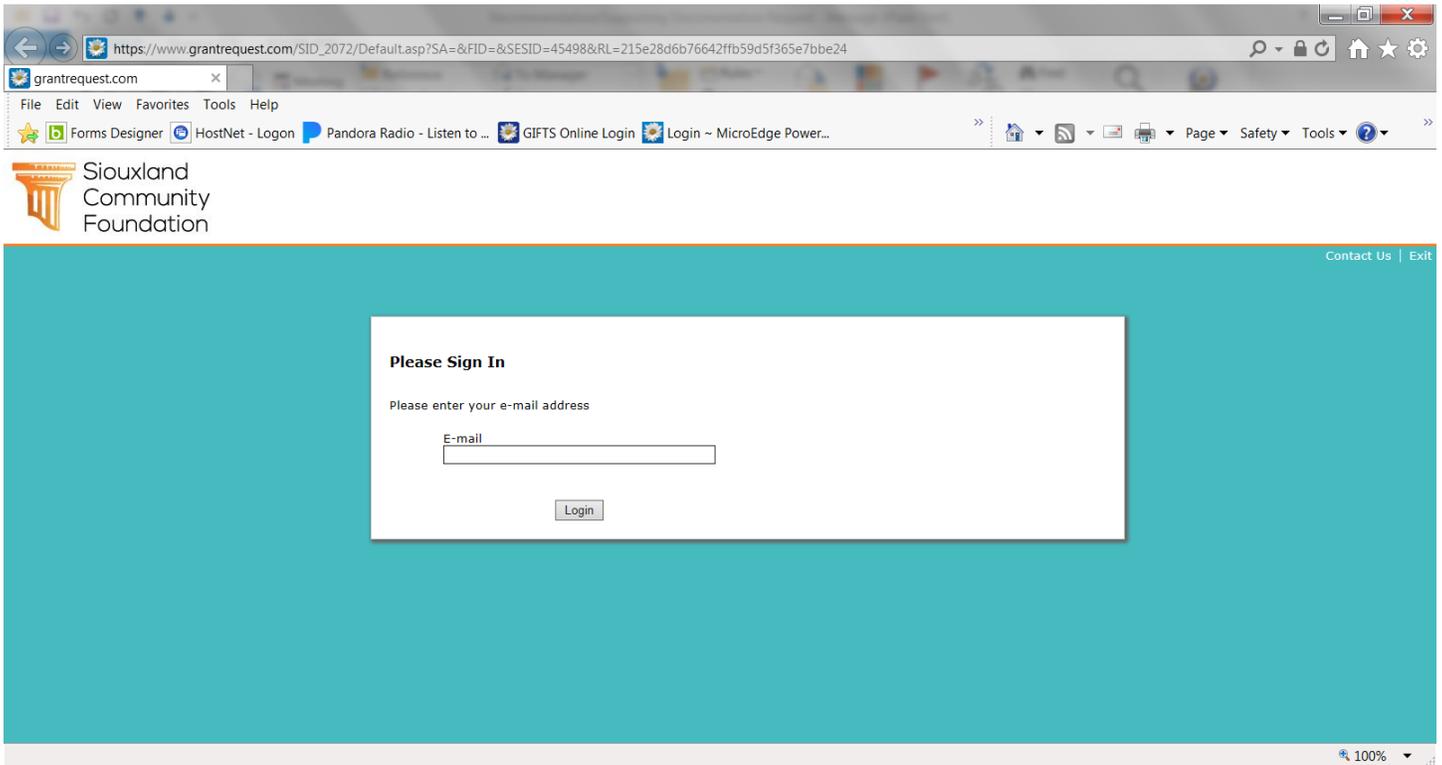
Thank you so much for your support and consideration.

https://www.grantrequest.com/SID_2072/Default.asp?RL=215e28d6b76642ffb59d5f365e7bbe24

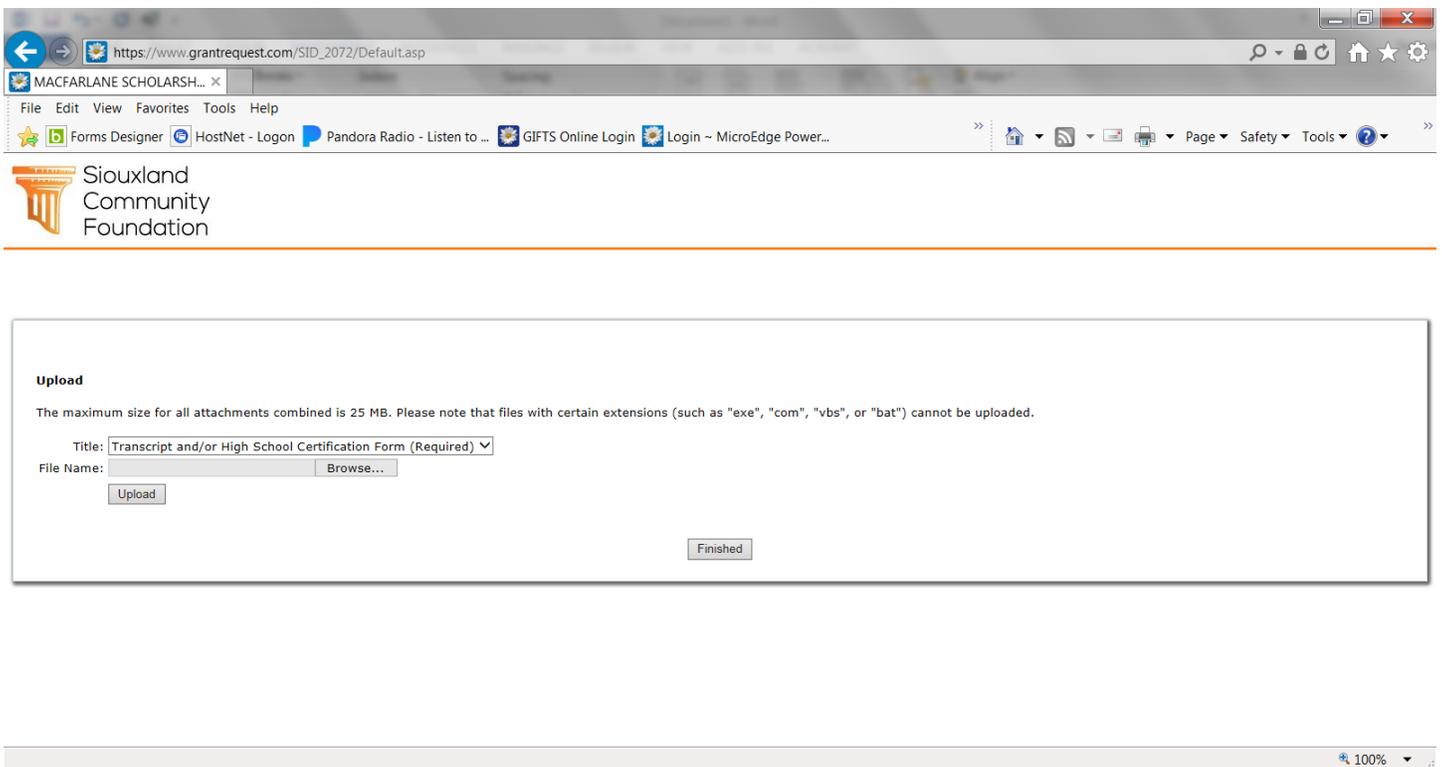
See more about Tjakooke@yahoo.com.

This is the link to click on to be able to upload the document to the student's application.

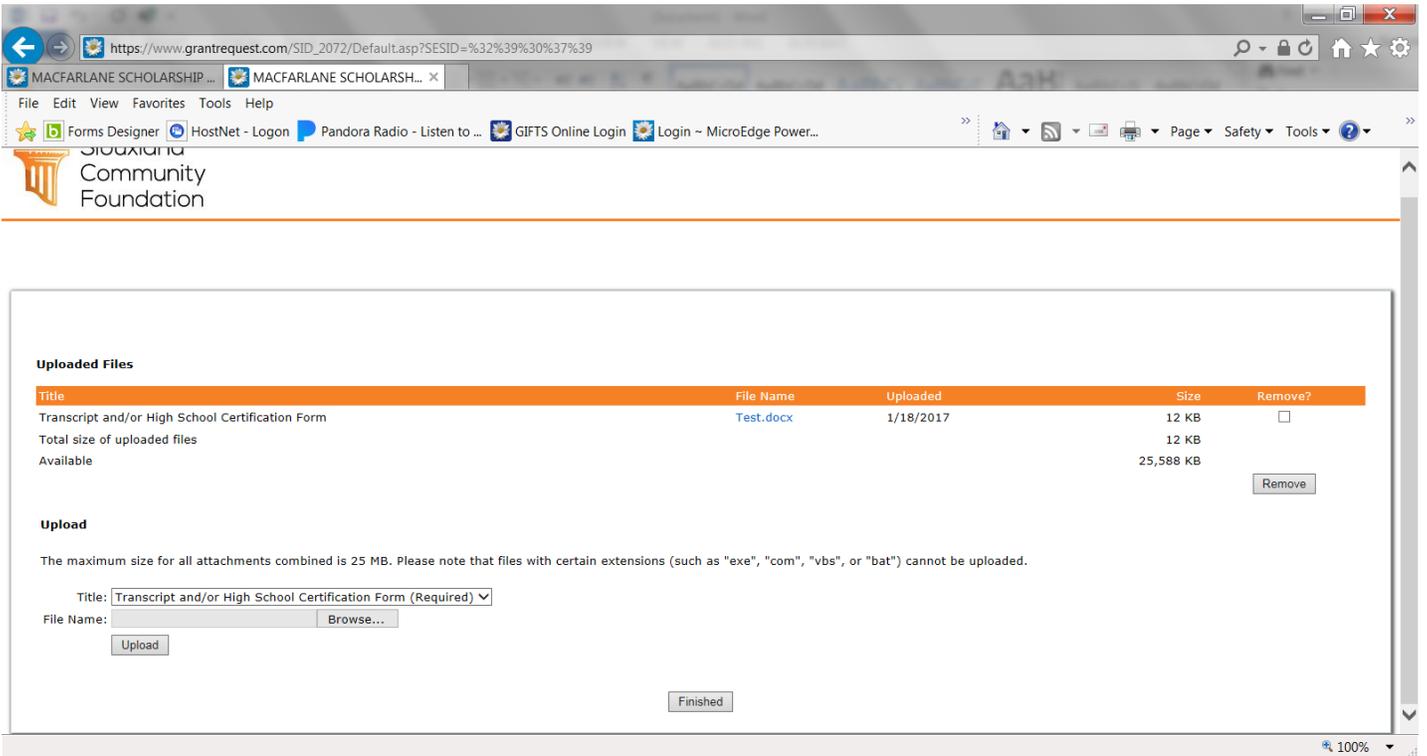
SCREEN SHOT 2-When the recommender clicks on the link in the email it takes them to a login page where the recommender enters their email. It has to be the exact same email the applicant used when sending the email. The email is both the username and password in one.



SCREEN SHOT 3-After entering the email this page below pulls up. The recommender needs to hit browse and find the PDF of the Character Counts form or other document they filled out and scanned to themselves. Hit upload.



SCREEN SHOT 4-The recommender can see their file uploaded. They can upload another document if necessary or if done hit the finished button.



Screen Shot 5-Confirmation the necessary document was uploaded by the recommender.

