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.

SCREEEN 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.

SCREEEN 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.
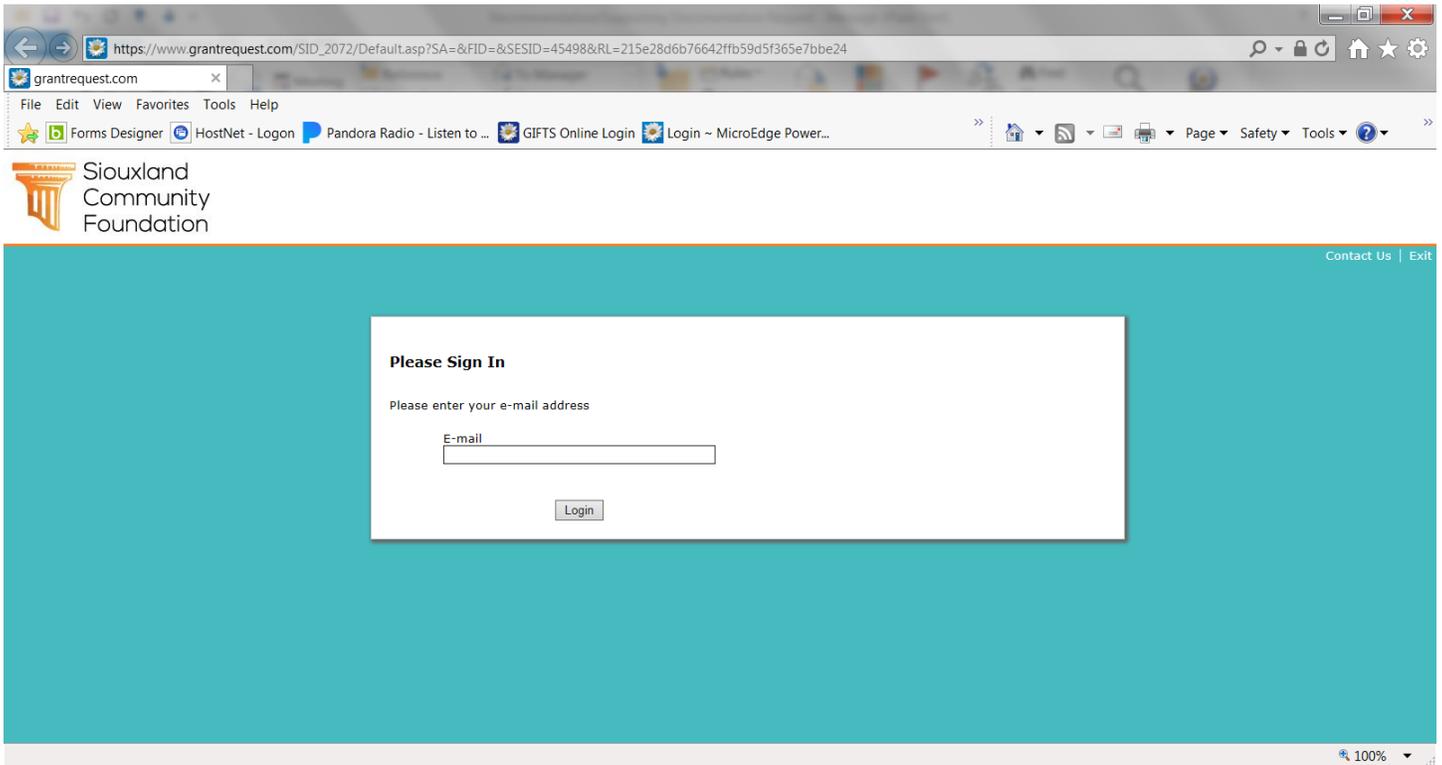
SCREEEN SHOT 3-After entering the email this page below pulls up. The recommender needs to hit browse and find the PDF of the Character Counts form or other document they filled out and scanned to themselves. Hit upload.
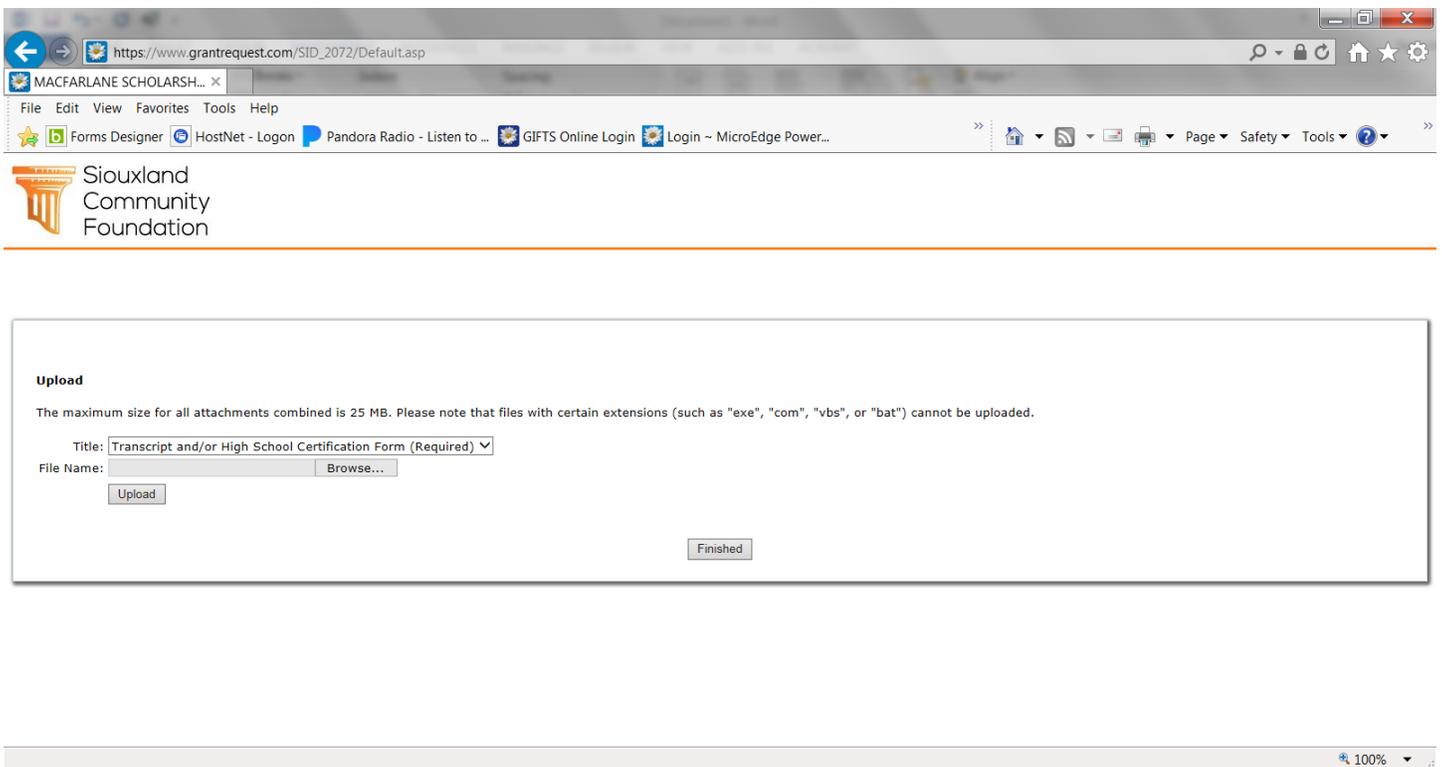
SCREEEN SHOT 4-The recommender can see their file uploaded. They can upload another document if necessary or if done hit the finished button.
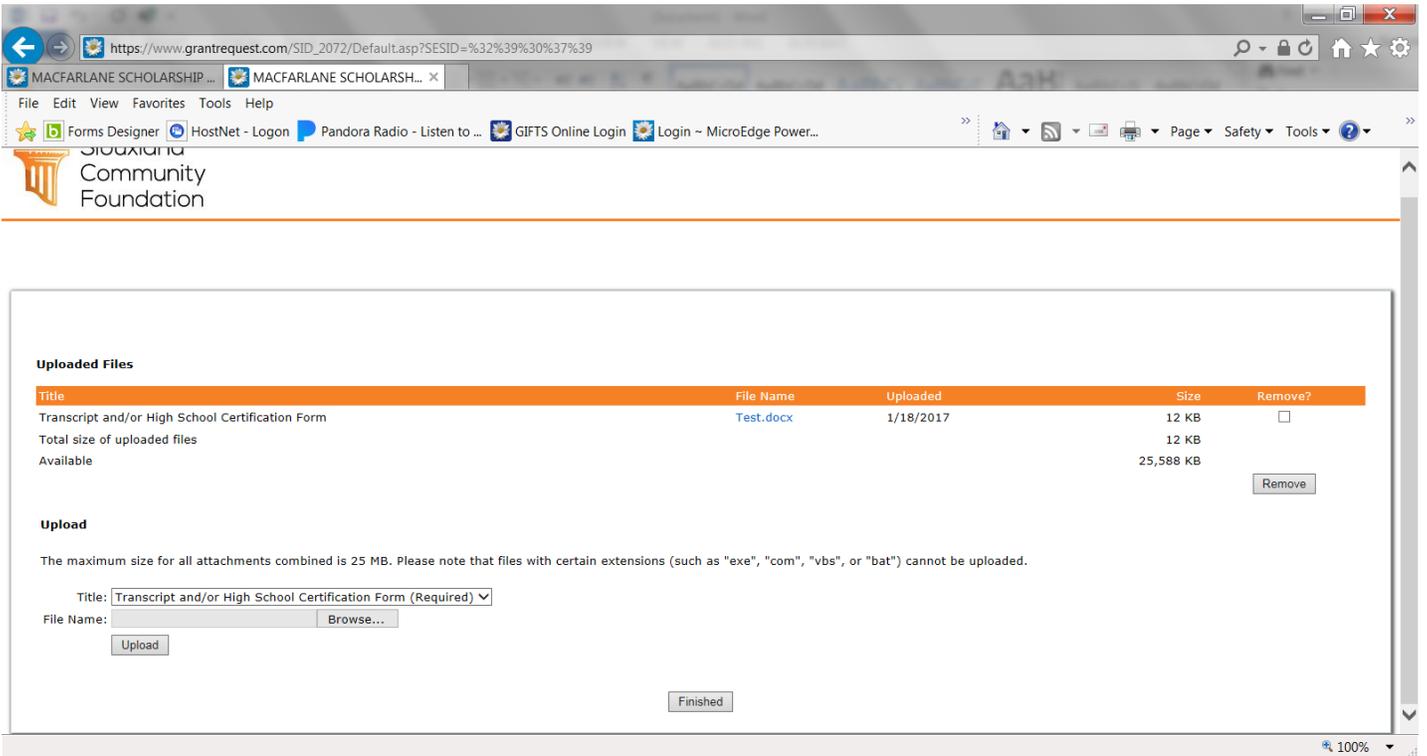
Screen Shot 5-Confirmation the necessary document was uploaded by the recommender.