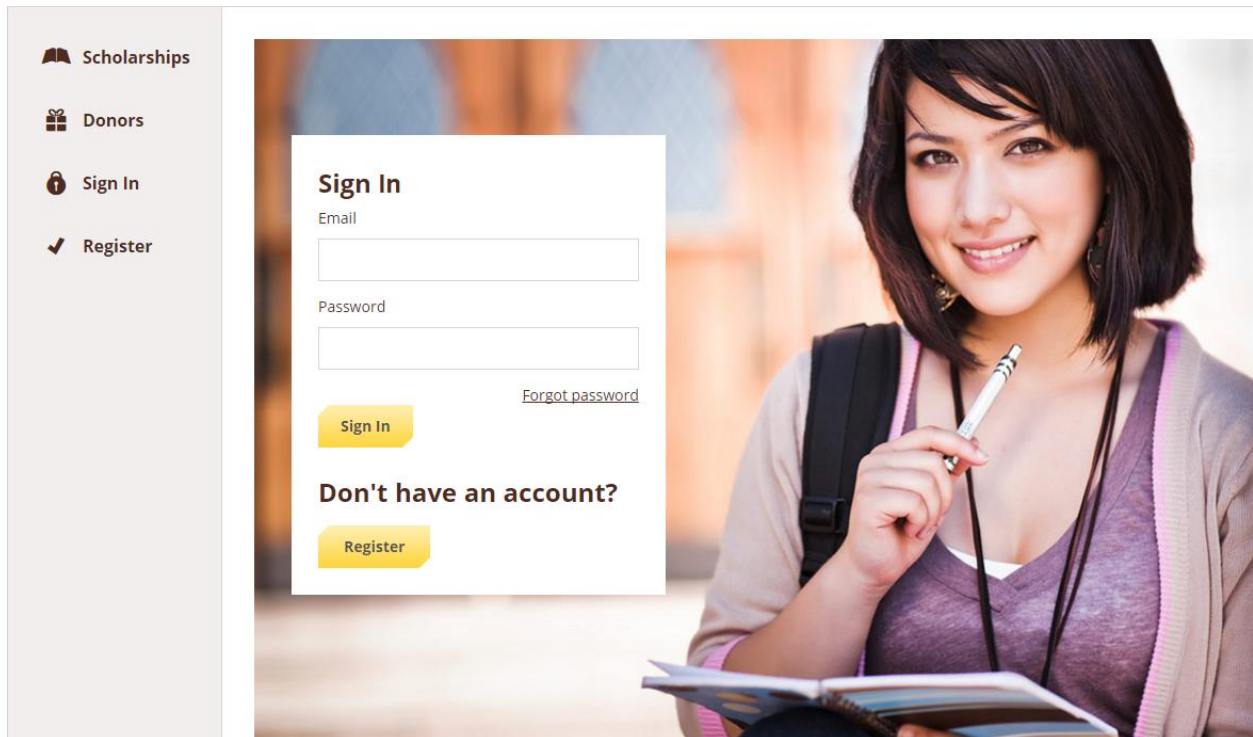


Reviewer Help Guide

Provided by AwardSpring

Navigate to <http://nhsfoundation.awardspring.com> to log in with your email address and password.

- Reviewer accounts may only be created by the NHSF administrator. Request a login from helen@nhsfoundation.org.
- The self-registration function is only for student applicants.



You will see your dashboard which displays a list of scholarships. These are the scholarships to which the applicants you will be reviewing have applied.

The image shows a dashboard with a left-hand navigation menu containing 'Applicants' and 'Scholarships' (highlighted with a red box). The main area is titled 'Scholarships' and contains a table with the following data:

Scholarship Name ▲ ▼	% Complete ▲ ▼	Applicants Remaining ▲ ▼	Review Due Date ▲ ▼
Aspiring Business Professionals Award	100%	0	Jun 03, 2016
Local Alumni Scholarship	40%	3	Jun 03, 2016
Firefighters Association of Illinois Scholarship	0%	2	Jun 03, 2016

As the review process is underway, you will see percent complete (reviewed), number of applicants remaining to be scored, and the due date for each scholarship. Click the arrows next a column header to order (ascending or descending) by that particular value.

Scholarship Name	% Complete	Applicants Remaining	Review Due Date
Aspiring Business Professionals Award	100%	0	Jun 03, 2016
Local Alumni Scholarship	40%	3	Jun 03, 2016
Firefighters Association of Illinois Scholarship	0%	2	Jun 03, 2016

Get started reviewing by clicking on a scholarship.

Scholarship Name	% Complete	Applicants Remaining	Review Due Date
Aspiring Business Professionals Award	100%	0	Jun 03, 2016
Local Alumni Scholarship	40%	3	Jun 03, 2016
Firefighters Association of Illinois Scholarship	0%	2	Jun 03, 2016

You will be taken to a screen where you can see all the applicants who have applied for that scholarship.

Click on an applicant to begin reviewing his/her application. We will be walking through reviewing Maggie Davis in the example.

Score	Applicant Name	Status
--	Davis, Maggie	Not Started
--	McStudentson, Sam	Not Started
--	Klein, Mary	Not Started
84%	Student, Sally	Complete
87%	Chemistry, Charlie	Complete

Click the "Expand" link in the lower right corner to expand the Score Card for Maggie's application.

Applicants

Scholarships

Scholarships

Scholarships > Local Alumni Scholarship

Maggie Davis

Prev Next

General Information

Date of Birth
12/27/1998

Phone Number
(876) 543-2323

Address 1
1247 West Ave.

Address 2
Address

City
Norman

Country
United States

State
Oklahoma

Zip Code
77654

Gender
Female

Score 0 / 70 [Expand](#)

Once the Score Card is expanded, it remains locked in the bottom right hand corner of the screen as you proceed with reviewing the applicant's responses. As you input scores, the total will be automatically calculated and saved. After you have completed scoring an applicant, click the "Next" button at the top right screen to proceed with reviewing the next applicant.

Applicants

Scholarships > Local Alumni Scholarship

Maggie Davis Prev Next

Scholarships

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Country
United States

State
Oklahoma

Zip Code
77654

Gender
Female

Score 62 / 70 Minimize

15	/20	Business Acumen
37	/40	Essay
10	/10	Community Service Score

Save ✓ Saved

When you have reviewed all of your assigned applicants for the scholarship, click that scholarship's name link at the top of the page to see a summary of all applicants reviewed.

Applicants

Scholarships

Scholarships > Local Alumni Scholarship

Maggie Davis

Prev Next

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Zip Code
77654

Gender
Female

Score 62 / 70 Minimize

15 /20 Business Acumen

37 /40 Essay

10 /10 Community Service Score

Save ✓ Saved

You will see the list of applicants assigned to you with their individual score percentages and review statuses.

Applicants

Scholarships

Local Alumni Scholarship

5 Applicants

Review Deadline
6/3/2016 - 94 days

View All Page 1 of 1

Score	Applicant Name	Status
84%	Student, Sally	Complete
87%	Chemistry, Charlie	Complete
89%	Davis, Maggie	Complete
93%	Klein, Mary	Complete
97%	McStudentson, Sam	Complete

View All Page 1 of 1

After you have completed reviewing all of your applicants, your screen will resemble the following screen, with all applicants marked as "Complete." Click the "Scholarships" link at the top of the page to return you to the main dashboard page.

The screenshot shows the 'Local Alumni Scholarship' page. On the left, there are navigation tabs for 'Applicants' and 'Scholarships'. A red arrow points to the 'Scholarships' link. The page title is 'Local Alumni Scholarship' and it indicates '5 Applicants'. A 'Review Deadline' box shows '6/3/2016 - 94 days'. A table lists the following applicants:

Score	Applicant Name	Status
84%	Student, Sally	Complete
87%	Chemistry, Charlie	Complete
89%	Davis, Maggie	Complete
93%	Klein, Mary	Complete
97%	McStudentson, Sam	Complete

The 'Status' column is highlighted with a red box. Navigation controls at the bottom show 'Page 1 of 1'.

You are done reviewing for this award cycle when all scholarships display 100% complete.

The screenshot shows the 'Scholarships' overview page. It features a table with the following data:

Scholarship Name	% Complete	Applicants Remaining	Review Due Date
Aspiring Business Professionals Award	100%	0	Jun 03, 2016
Local Alumni Scholarship	100%	0	Jun 03, 2016
Firefighters Association of Illinois Scholarship	0%	2	Jun 03, 2016

The '% Complete' column is highlighted with a red box.

Select the drop down at the top right of the screen to log out.

The screenshot shows the 'Scholarships' overview page with a user account dropdown menu open at the top right. The menu includes an 'Account' section and a 'Log Out' button, which is highlighted with a red box. The table below shows the same scholarship data as the previous screenshot:

Scholarship Name	% Complete	Applicants Remaining	Review Due Date
Aspiring Business Professionals Award	100%	0	Jun 03, 2016
Local Alumni Scholarship	100%	0	Jun 03, 2016
Firefighters Association of Illinois Scholarship	0%	2	Jun 03, 2016