

## Scholarship Information



### Timeline:

December 14th	Registration and Eligibility Quiz open, applications can be submitted
March 2nd	Applications are due by 11p.m.
May 10 <sup>th</sup>	Approval/ Denial Letters will be emailed
June 1 <sup>st</sup>	Scholarship Agreements due (picture, thank you, general information)
September 1 <sup>st</sup>	Payment requests Due* (tuition statements, bursar's address, student ID)

**\*send them when you get them, some schools are later on this**

**Need help?** Contact: Barbi Dixon

715-384-9029

[info@marshfield.foundation](mailto:info@marshfield.foundation)

### BEFORE YOU APPLY HAVE THESE ITEMS READY:

- a jpg. picture ready to upload
- an email address that is not your school email address
- your guidance counselor's email address

### Registration

To get started, click the link that will be available December 1, on [www.marshfield.foundation](http://www.marshfield.foundation) This will bring you to Marshfield Foundation's Foundant *Logon Page*.

#### 1. Create New Account.



#### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Foundation's online grant portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?** If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at [example@email.com](mailto:example@email.com) to receive your username and password.

2. The next page asks you to confirm that you've received a confirmation email. (This step is important to make sure that you can receive other emails about your scholarship applications and possible awards.)

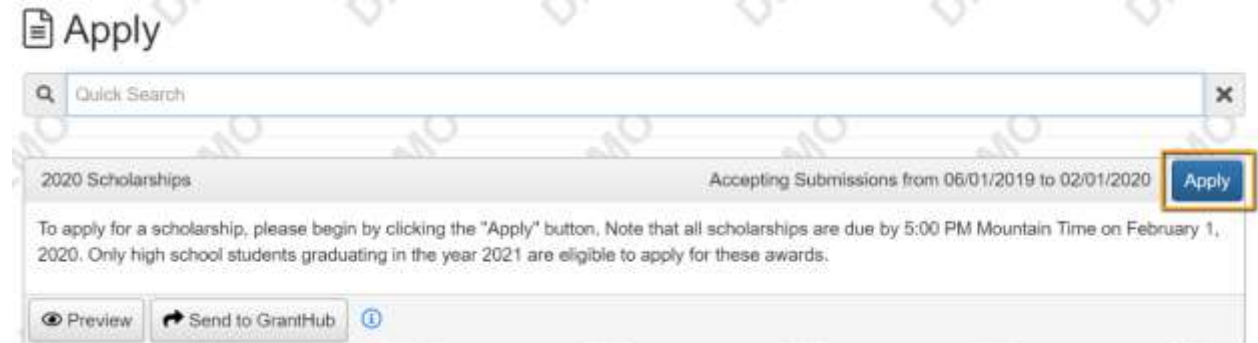
- a. You'll want to use your personal email for your account, so you are able to check it after graduation from your high school.

## Applying

1. Use your new account to logon, click **Apply** in the top navigation bar



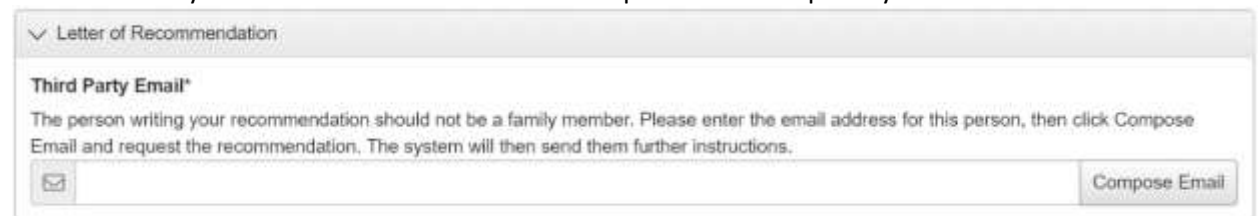
1. Click **Apply** next to an opportunity to begin an Application.



1. If the Application has a due date, you will see it listed at the top of this form.



1. The Application may contain sections to be completed by another person, for example someone who will write you a letter of recommendation or upload a transcript for you.



After typing in the email address for the person who will complete that section for you, click **Compose Email**. The system will then send them an email with a link to complete the questions in that section. You can see whether or not they've been completed.

5. The system will autosave your work on the Application after every 100 characters you type or when you click into the next question. You can also click **Save** if you need to leave the site before you're done. When you return to the site, click **Edit Application** from your dashboard to return to the form.

## Applicant Dashboard

**Applicant:**  
Lauren Example  
lauren.example@foundant.com  
123-123-1234  
123 Main St.  
Bozeman, MT 59715

Contact Email History

Active Requests (1) Historical Requests (0)

2020 Scholarships

Application	Draft	08/01/2019	Due on 02/01/2020 05:00 PM MST	Edit Application

6. Once you're finished with the application, click **Submit**.
  - a. If you have not completed all required questions, the system will let you know.
7. Now you'll see a confirmation page, which lists the scholarships/opportunities you're eligible to apply for. You'll also see a list of any scholarships that require supplemental questions. The system has automatically submitted your Application for scholarships you're eligible to apply for that do not require supplemental questions.
  1. For scholarships that do require supplemental questions, you'll have the option to complete that info and submit your Application to those scholarships as well.

## Confirmation Page

✔ Your Application has been submitted.

Based on your answers, you are eligible for the following:

- Elizabeth Jones Scholarship
- Track & Field Athlete Scholarship

We will ask for supplemental information for the following:

- Elizabeth Jones Scholarship
- Track & Field Athlete Scholarship

Continue

8. If you do not want to apply for an opportunity with supplemental questions, click **Decline Opportunity**.
9. While working on your Application, you can click **Question List** to download a PDF version of the questions (without your responses). You can also click **Application Packet** to download a PDF version of the Application with your responses, plus any documents you've uploaded within the form.

Application

Application Packet Question List

Due on 02/01/2020 05:00 PM MST.

## Your Dashboard

1. After logging in, you'll land on your dashboard. You can return here through the **Home Icon** in the upper navigation bar at any time.
1. The *Historical* tab will contain your Applications once they are no longer open or active.
1. The *Active* tab will contain Applications you're still working on and any Applications waiting for approval.

## Applicant Dashboard

**Applicant:**  
 Lauren Example  
 lauren.example@foundant.com  
 123-123-1234  
 123 Main St.  
 Bozeman, MT 59715 [Contact Email History](#)

Active Requests **1** | Historical Requests **0**

2020 Scholarships

Application	Submitted	08/01/2019	<a href="#">View Application</a>	Third Parties: 1/1
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1. You can see any approved application through the **View Details** link. The **Award Details** tab on the next screen will show the amount of your award and more information.

Track & Field Athlete Scholarship

Application	Submitted	08/01/2019	<a href="#">View Application</a>
Decision	Approved	08/01/2019	<a href="#">View Details</a>

1. If you've been assigned any Follow Up forms to complete for an award, you will see them listed on your dashboard along with their due dates. Click **Edit** next to a Follow Up form to access it.

Track & Field Athlete Scholarship

Application	Submitted	08/01/2019	<a href="#">View Application</a>	Third Parties: 0/0
Decision	Approved	08/01/2019	<a href="#">View Details</a>	

**Follow Up Forms**

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Scholarship Agreement	Lauren Example	Overall Award	08/30/2019	Assigned	<a href="#">Edit</a>
Award Recipient Information	Lauren Example	Overall Award	09/30/2019	Assigned	<a href="#">Edit</a>

6. You may also download a PDF version of the Follow Up form questions by clicking **Question List**, or download a PDF version of the form with your responses by clicking **Follow Up Packet**.
7. Click **Submit** when you're done filling out the form.

Eligibility | Application | Follow Up

[FollowUp Packet](#) | [Question List](#)

**Due on 10/01/2019.**

8. You may edit your profile at any time by clicking on your name in the upper right corner of the screen when logged on. Then click **Edit My Profile**.