Greenbrier Valley Community Foundation

Scholarship Application Process

Due Date: 15 March 2023 by 12 midnight
General Information

• Most scholarships are for any post-secondary education plans, not just 4-year colleges

• Log on to Scholarship Manager through your school’s Counseling Department web site or go to https://gvfoundation.scholarships.ngwebsolutions.com

• Create an account

• Scholarships are due by midnight on 15 March 2023
Things you need

You must upload the following before submitting your application:

• A photo of yourself
• Your school transcript
• Your ACT and/or SAT scores
• Email addresses for three (3) persons to provide general letters of recommendation

The following may be requested for upload, but are not required:

• Your FUSA application
• Email address for person to provide specific letter of recommendation
Create Account

- Click on URL to enter the Scholarship Manager web site
- You should see the follow screen:

  ![Scholarship Manager Sign In Screen]

- Click on Create New Account
- Fill-in your information - It is best not to use your school email; you should use your personal email. However, if you do not have a personal email then you can use your school email.
- Click the Submit button
- You should get the message Account Creation Complete! Your account has been successfully created. Thank you.
If you get an error while creating an account

• Correct the error and click the Submit button again

• Repeat this process until errors are corrected and you see the message **Account Creation Complete! Your account has been successfully created. Thank you.**

• Click on **Continue** to begin filling out your application
Fill-in Form

• You have approximately four (4) months to fill-in the application. Take time and give serious thought to your essays ... these are very important!

• You will be taken through a series of screens with questions about the following:
  ▪ You
  ▪ Your family
  ▪ Your grades
  ▪ Your activities
  ▪ Your future plans

• Questions are in one of the following forms:
  ▪ Yes/No
  ▪ Fill-in
  ▪ Choose one or more items
  ▪ Upload a file
  ▪ Short answer
  ▪ Essay
• The top of a typical page has three (3) items across the green bar:
  ▪ My Applications – Applications you are working on
  ▪ Scholarships Search – Information about the various scholarships
  ▪ Contact Us – Get help from the GVCF Scholarship Administrator
• The title in red should be **2022-2023 Application for Seniors**
• The red asterisk (*) indicates items that must be filled in to submit the application.
A question written in red (Do you plan ...) must be filled in before you can leave the page.

The bottom of a typical page has two (2) items:

- Previous Page – Return to the previous page
- Next Page – Forward to the next page
• Need to quit?
  ▪ Scroll to the top of the page
  ▪ Click Logout

• You can come back to work on your application any time.
• Ready to work on your application again?
  ▪ Click on URL to enter Scholarship Manager web site
  ▪ Enter your User Name and Password
  ▪ Click the Logon button

• Continue filling in your application
• Ready to submit your application? *Be sure you are really finished, once submitted you cannot change anything.*
  ▪ Click on URL to enter Scholarship Manager web site
  ▪ Enter your User Name and Password
  ▪ Click the Logon button
• Review every page of the application
• Check your short answers and essays for correct spelling and grammar
• On the last page
  ▪ Affirm the information in the application is true
  ▪ Click the Review and Submit button