# 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 <a href="https://gvfoundation.scholarships.ngwebsolutions.com">https://gvfoundation.scholarships.ngwebsolutions.com</a>
- Create an account
- Scholarships are due by midnight on 15 March 2023

## Things you need

You must upload the following before submitting your application:

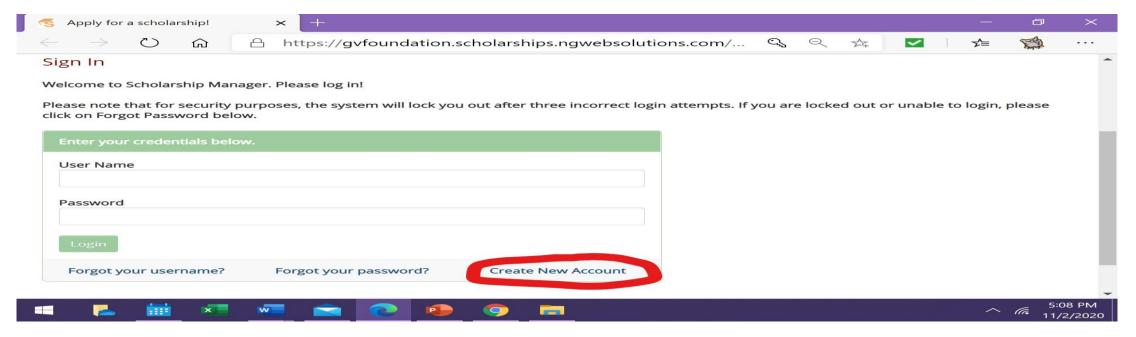
- A photo of yourself
- Your school transcript
- Your ACT and/or SAT scores
- Email addresses for three (3) persons to provide general letters of recommendation

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:



- 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

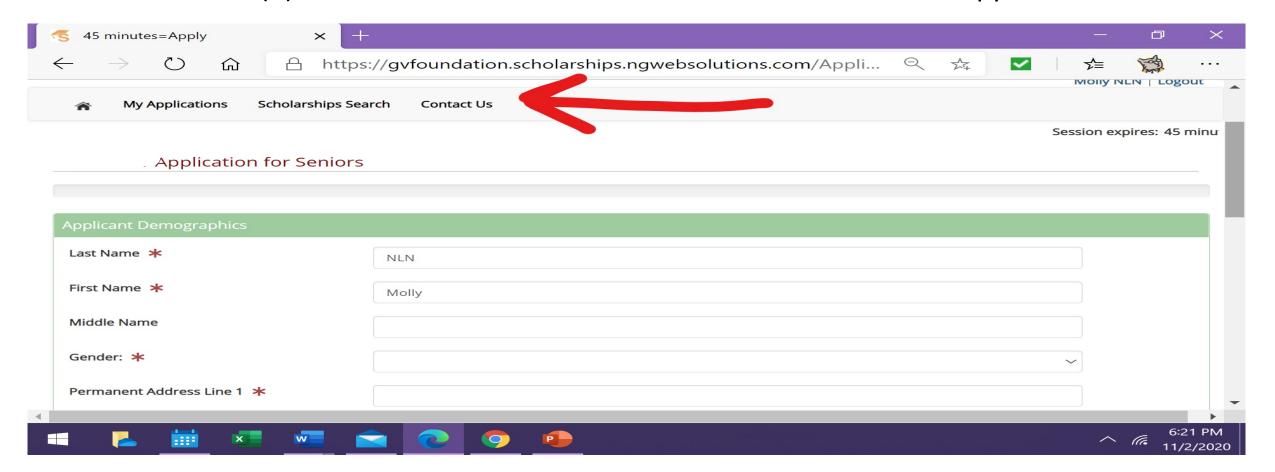
- Correct the error and click the Submit button again
- Repeat this process until errors are corrected and you see the message Account Creation
   Complete! Your account has been successfully created. Thank you.

• Click on Continue to begin filling out your application

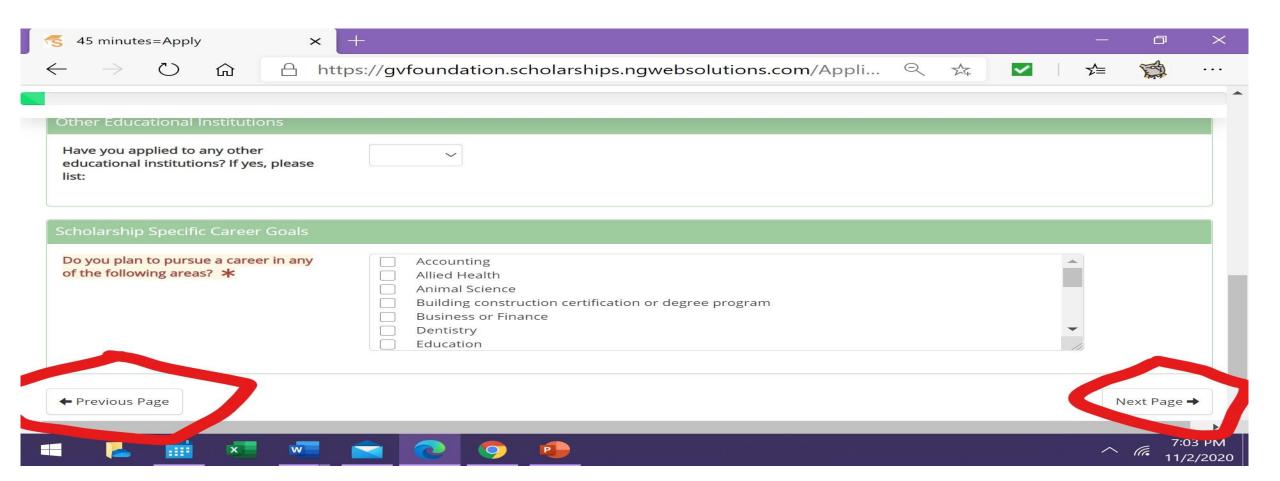
#### Fill-in Form

- 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

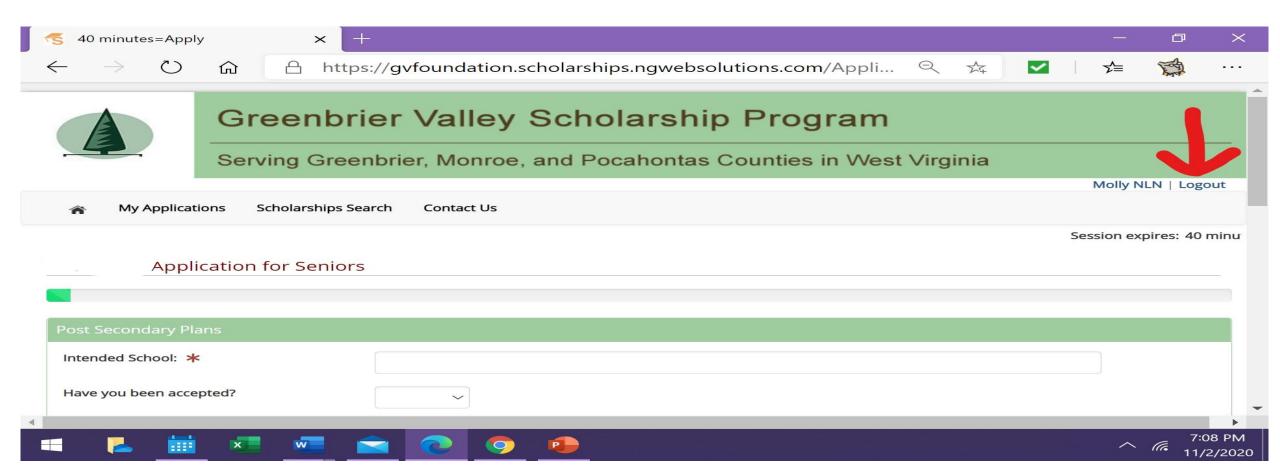
- The top of a typical page has three (3) items across the green bar:
  - My Applications Applications you are working on
  - Scholarships Search Information about the various scholarships
  - Contact Us Get help from the GVCF Scholarship Administrator
- The title in red should be 2022-2023 Application for Seniors
- The red asterisk (\*) indicates items that must be filled in to submit the application.



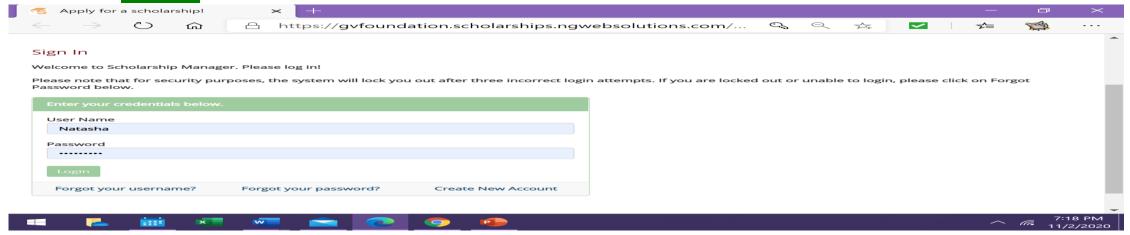
- A question written in red (Do you plan ...) must be filled in before you can leave the page.
- The bottom of a typical page has two (2) items:
  - Previous Page Return to the previous page
  - Next Page Forward to the next page



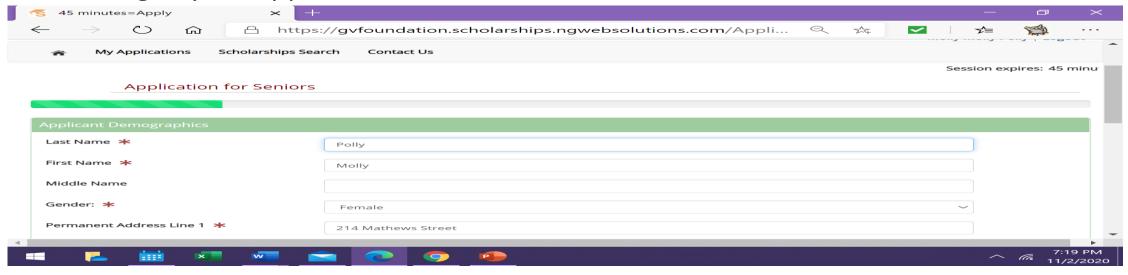
- Need to quit?
  - Scroll to the top of the page
  - Click Logout
- You can come back to work on your application any time.



- 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

