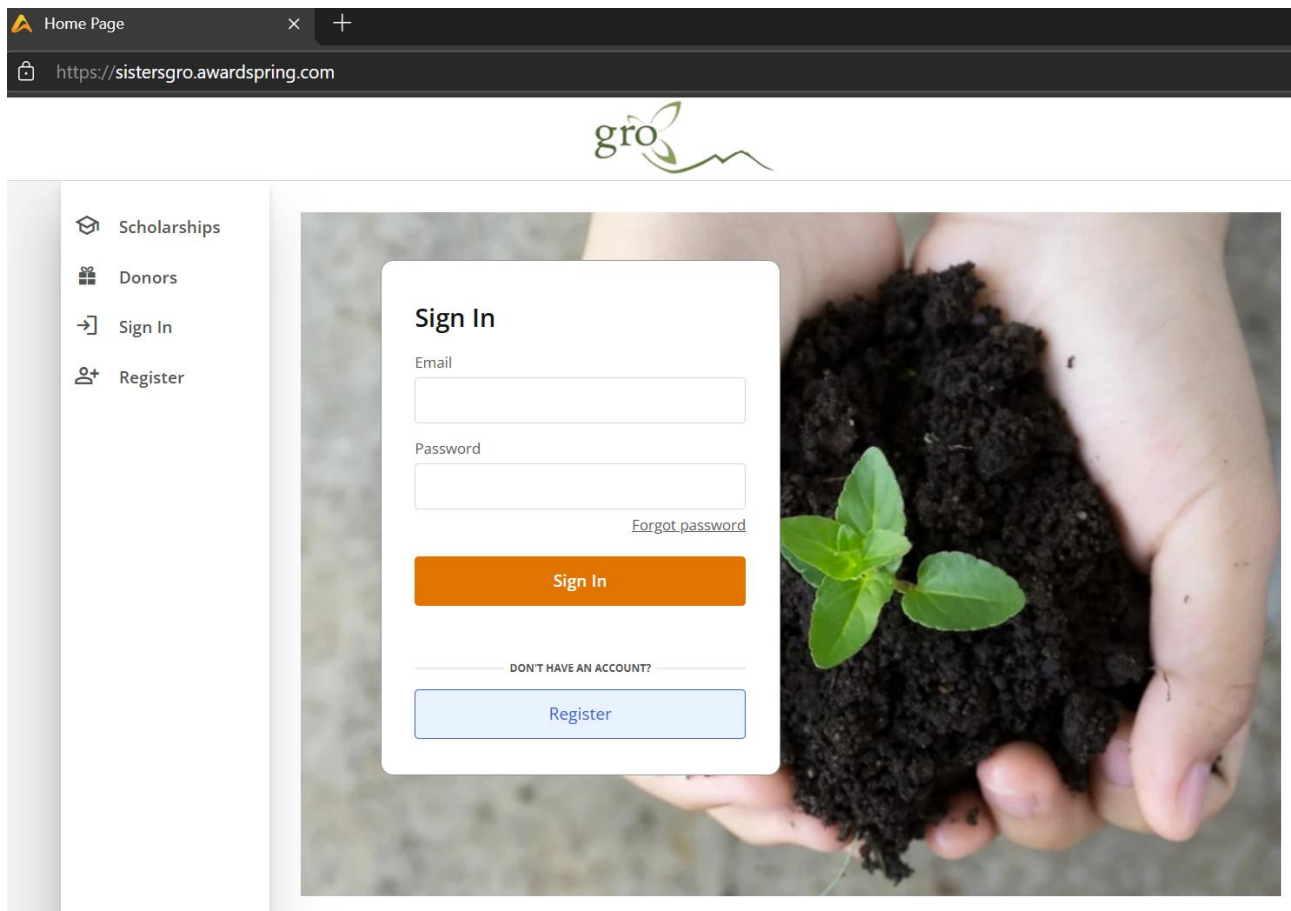
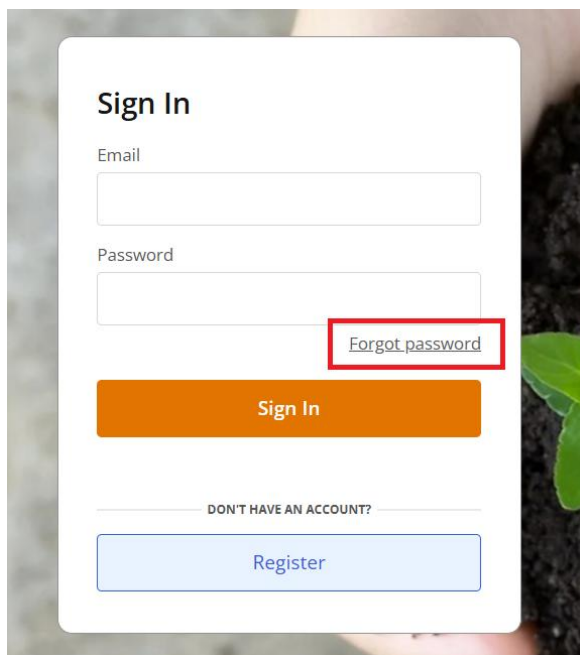


Sisters GRO/AwardSpring Reviewer Help Guide

Navigate to <https://sistersgro.awardspring.com/>



If this is the first time you are logging in (or have forgotten your password,) please click on the Forgot password link:



Enter your email address and click on "Reset Password"



Reset Password [Back to Sign In](#)

Enter your email address below and a link to reset your password will be sent to you. If you're still having problems, contact us by calling 1-888-258-5628.

Email

Reset Password

Check your email for a message entitled "AwardSpring Password Reset." **Note that the password reset link will expire after 24 hours.**

If you do not see this email in your inbox, please check your Junk/Spam Folder(s). If you still don't receive it verify with your committee chair which email address they submitted (it may be john.smith@gmail.com vs. johnsmith@gmail.com.) Email regan@sistersgro.org if you are still having issues.

Click on the "Reset Password" in the middle of the email message or copy and paste the link at the bottom of the email into your web browser address bar.

Sisters GRO <sistersgro@mail.awardspring.com>
to me ▾



Hello,

Click below to reset your AwardSpring password. The link will be valid for 1 day.

[Reset Password](#)

If you haven't requested a password change, please contact us at 1-888-258-5628. Thanks!

The AwardSpring Team

Can't click the link? Try copying and pasting the following web address into your browser. <https://sistersgro.awardspring.com/PasswordReset/dcc94ac747f1446ab13ff957ad6a6a0f>



Enter your password on the screen twice and click on “Reset Password.”

Reset Password

Enter your new password below

New password

Confirm new password

Reset Password

Strength *Strongest*

Requirements

- At least 7 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

Must have 3 of 4

You will now be directed to the Privacy and Policy Use agreement page. Please read the policies and click the checkbox next to “I agree to the AwardSpring Terms of Use and Privacy Policy” and then click “Accept Agreement.”



Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

Accept Agreement **Cancel**

Once logged in you will be brought to your dashboard which displays a list of Scholarships listed under Groups. (NOTE: if you see Applicants you are a donor in the system, see the next screen shot for how to get to your current applicants)

You will see percent complete (reviewed) and the number of applicants remaining to be scored.

NAME	% COMPLETE	APPLICANTS REMAINING
All Scholarships Review	0%	3

If you are considered a donor/reviewer (vs. a reviewer) you may see an Applicants and Assignments tab. Select Assignments:

Applicants

Assignments

Search Applicants by Name

Name	Scholarship Name	Award Amount	Award Decision Date
You don't have any applicants associated yet. Check back later!			

You can begin scoring by clicking on a Group/Scholarship Name.

Scholarship Name	% Complete	Applicants Remaining
Good Samaritan Scholarship	0%	50
Alumni Award	14%	37

You will be taken to the Applicant List page where you can see all the applicants who have applied for the scholarship alongside the Review Status column and Score column.

The screenshot shows the 'All Scholarships Review' interface. On the left is a 'My Groups' sidebar. The main area has a search bar 'Search by Applicant' and two tabs: 'Applicant List' (highlighted with a red box) and 'Instructions'. Below is a table with columns 'APPLICANT', 'STUDENTID', 'STATUS', and 'SCORE'. The table shows 3 total applicants, 0% reviewed. The applicants listed are Beharry, Stacy (10008932, Not Completed, --), Carter, Benjamin (877601, Not Completed, --), and Miller, Sean (877603, Not Completed, --). A red arrow points to the 'APPLICANT' column header.

APPLICANT	STUDENTID	STATUS	SCORE
3 TOTAL • 0% REVIEWED			
Beharry, Stacy	10008932	Not Completed	--
Carter, Benjamin	877601	Not Completed	--
Miller, Sean	877603	Not Completed	--

Click on an applicant to begin reviewing their application. Below is an example of a student that is ready to be scored.

You'll notice that the score board will populate on the right side of the screen, with a score card for every criteria that the student needs to be scored on.

The screenshot shows the review page for student Beharry, Stacy. At the top left, it says 'All Scholarships Review' and '0/3 Graded • 0% progress'. There is a 'Save and Exit' button. The main area is split into two sections. The left section shows the student's name 'Beharry, Stacy' and a 'Next Applicant' link. Below this are two sections: 'Academic' with a 'College GPA' of 3.5, and 'Essay' with a prompt: 'Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.' followed by a paragraph of text. The right section is titled 'Score Cards' and shows two criteria: 'Essay' with a score of 0/20 and 'GPA' with a score of 0/10. Below the score cards is a 'Notes' section with a text area and the text 'Notes are optional' and 'Scores are auto saved.'. At the bottom right is an orange 'Next' button with a red arrow pointing to it.

You'll also have access to any instructions that the scholarship chair added for you under the Instruction tab, located on the right side of the screen. Or at the minimum, the description of the scholarship as it was viewed by the students.

After you have completed scoring an applicant, click the “Next Applicant” to proceed with reviewing the next applicant.

All Scholarships Review
0/3 Graded • 0% progress

Save and Exit

Beharry, Stacy

Next Applicant >

Academic

College GPA
3.5

Essay

Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.

When my parents finally revealed to me that my grandmother had been battling liver cancer, I was twelve and I was angry--mostly with myself. They had wanted to protect me--only six years old at the time--from the complex and morose concept of death. However, when the end inevitably arrived, I wasn't trying to comprehend what dying was; I was trying to understand how I had been able to abandon my sick grandmother in favor of playing with friends and watching TV. Hurt that my parents had deceived me and resentful of my own oblivion, I committed myself to preventing such blindness from resurfacing.

I became desperately devoted to my education because I saw knowledge as the key to freeing myself from the chains of ignorance. While learning about cancer in school I promised myself that I would memorize every fact and absorb every detail in textbooks and online medical journals. And as I began to consider my future, I realized that what I learned in school would allow me to silence that which had silenced my grandmother. However, I was focused not with learning itself, but with good grades and high test scores. I started to believe that academic perfection would be the only way to redeem myself in her eyes--to make up for what I had not done as a granddaughter.

Score Cards

Instructions

Essay: Score the student based on their grammar (0-5), word count number (0-5), and whether they successfully addressed the assigned topic (0-10).

GPA: If their GPA is above 3.6, please score them between 5-10. If their GPA is below 3.6, please score them between 0-5.

Once you have finished scoring, you can click the “Save and Exit” button.

All Scholarships Review
3/3 Graded • 100% progress

Save and Exit

Previous Applicant

Miller, Sean

Academic

College GPA
3.4

Essay

Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.

When my parents finally revealed to me that my grandmother had been battling liver cancer, I was twelve and I was angry--mostly with myself. They had wanted to protect me--only six years old at the time--from the complex and morose concept of death. However, when the end inevitably arrived, I wasn't trying to comprehend what dying was; I was trying to understand how I had been able to abandon my sick grandmother in favor of playing with friends and watching TV. Hurt that my parents had deceived me and resentful of my own oblivion, I committed myself to preventing such blindness from resurfacing.

I became desperately devoted to my education because I saw knowledge as the key to freeing myself from the chains of ignorance. While learning about cancer in school I promised myself that I would memorize every fact and absorb every detail in textbooks and online medical journals. And as I began to consider my future, I realized that what I learned in school would allow me to silence that which had silenced my grandmother. However, I was focused not with learning itself, but with good grades and high test scores. I started to believe that academic perfection would be the only way to redeem myself in her eyes--to make up for what I had not done as a granddaughter.

Score Cards

Instructions

Miller, Sean

19 /20 Essay

9 /10 GPA

Notes

Scores are auto saved.

Notes are optional

Next

The Groups tab will show 100% complete and 0 applicants remaining.

Review Groups

NAME ▲▼	% COMPLETE ▲▼	APPLICANTS REMAINING ▲▼
All Scholarships Review	100%	0

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

