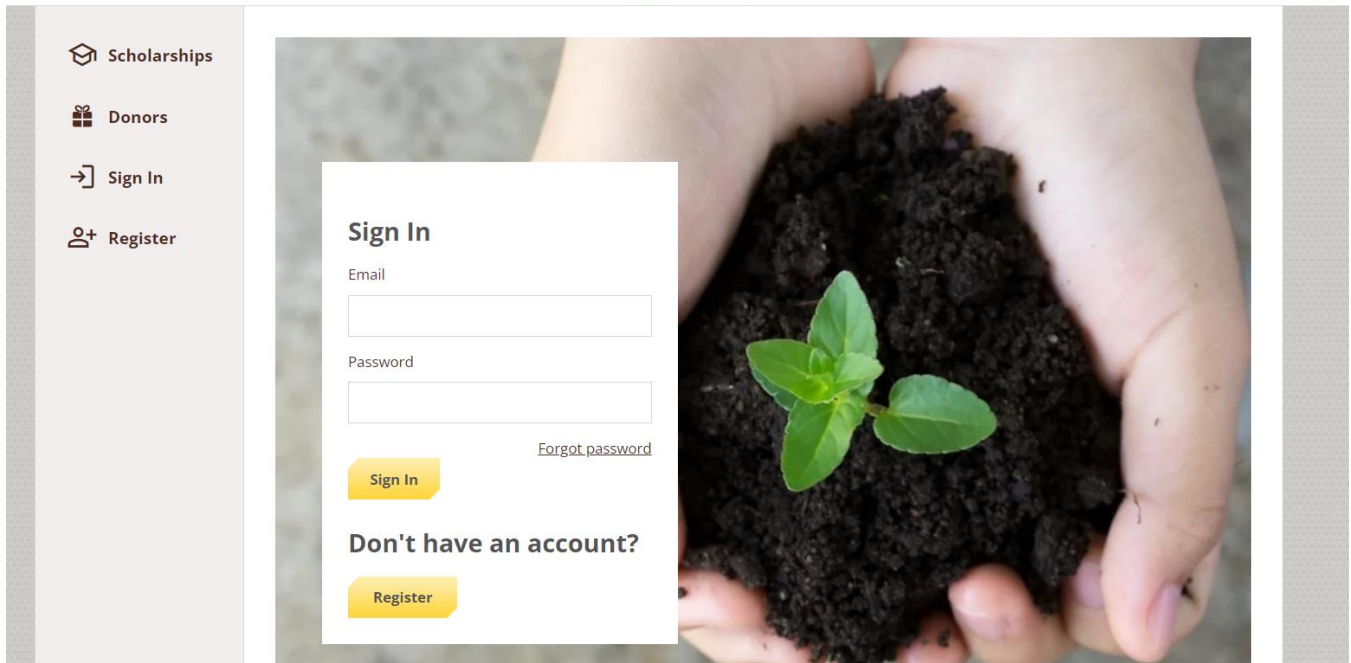
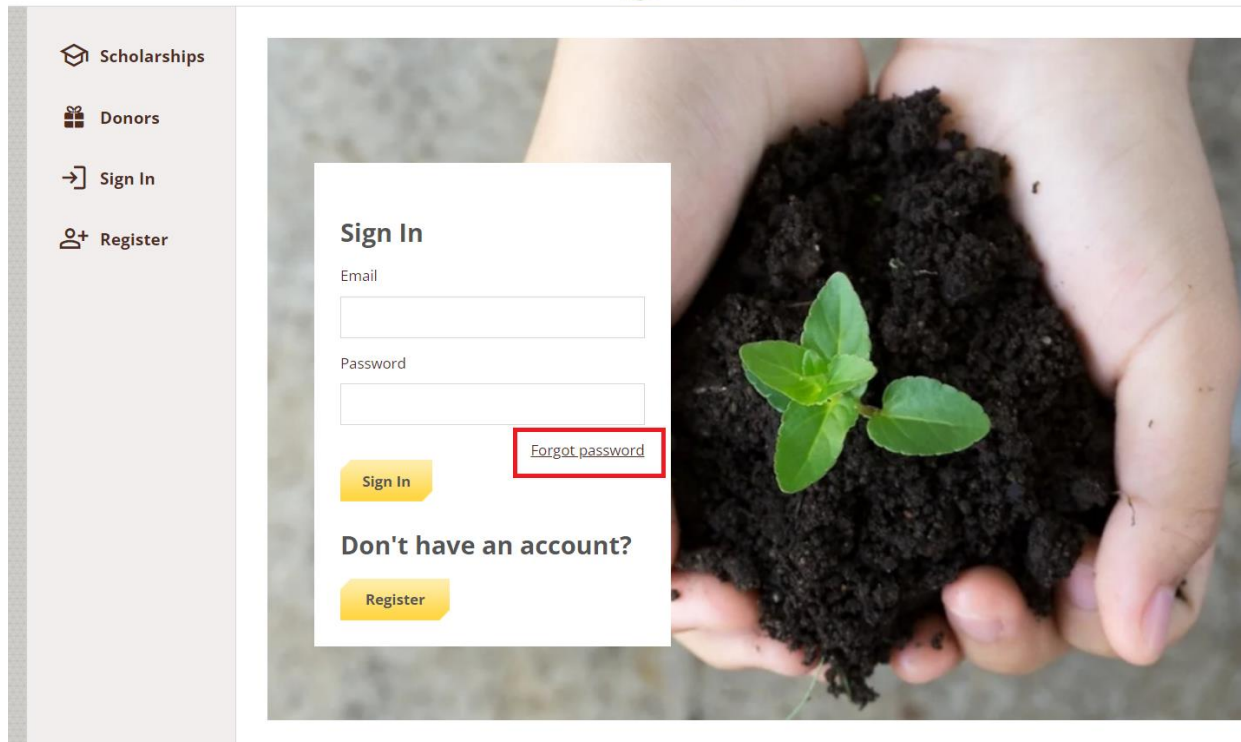


Sisters GRO/AwardSpring Reviewer Help Guide

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](#)

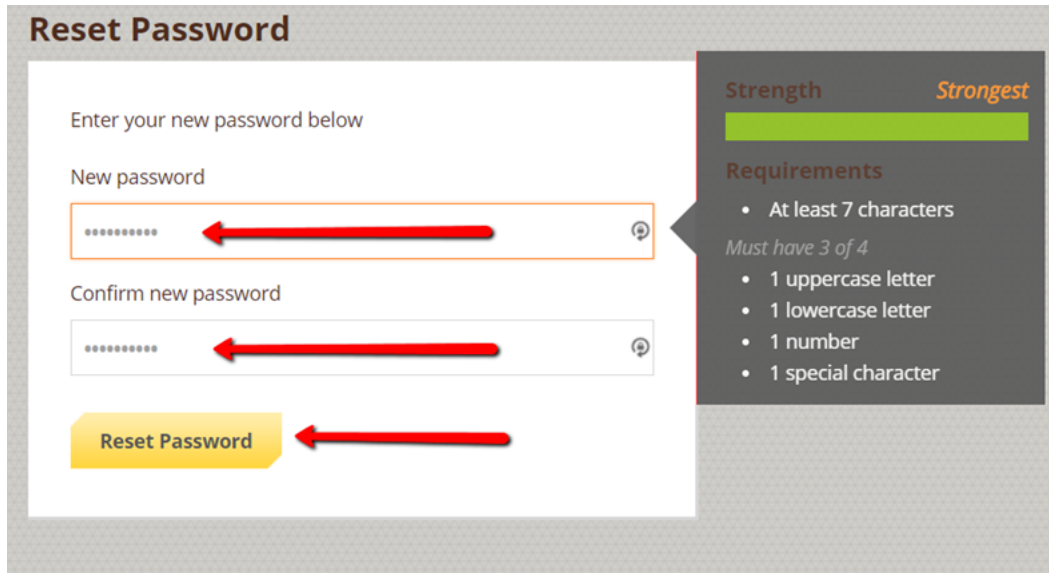
If you haven't requested a password change, please contact us at 1-888-258-5628. Thanks!

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

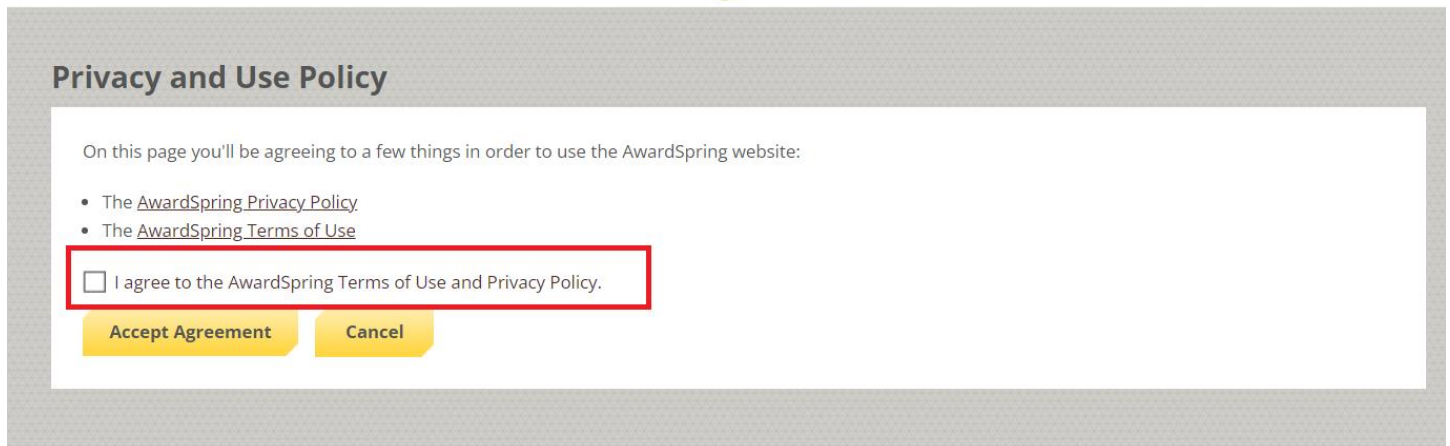
Reset Password

Strength *Strongest*

Requirements

- At least 7 characters
- Must have 3 of 4
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number
 - 1 special character

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

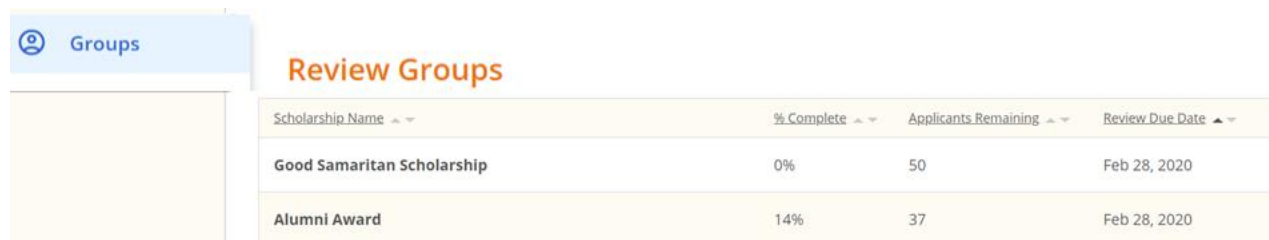
On this page you'll be agreeing to a few things in order to use the AwardSpring website:

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

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

Accept Agreement **Cancel**

You will be brought to your dashboard which displays a list of Scholarships listed under Groups.



Scholarship Name	% Complete	Applicants Remaining	Review Due Date
Good Samaritan Scholarship	0%	50	Feb 28, 2020
Alumni Award	14%	37	Feb 28, 2020

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!			

Also, you will see percent complete (reviewed) and the number of applicants remaining to be scored. Click the arrows next to a column header to order (ascending or descending) by that particular value.

Groups

Review Groups

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

Get started reviewing by clicking on a scholarship.

Groups

Review Groups

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

You will be taken to a screen where you can see all the applicants who have applied for that scholarship. Again, the sorting option is available for each column. Click on an applicant to begin reviewing his/her application. We will be walking through reviewing Jimmy Jimenez in the example.

Scholarships

Alumni Award

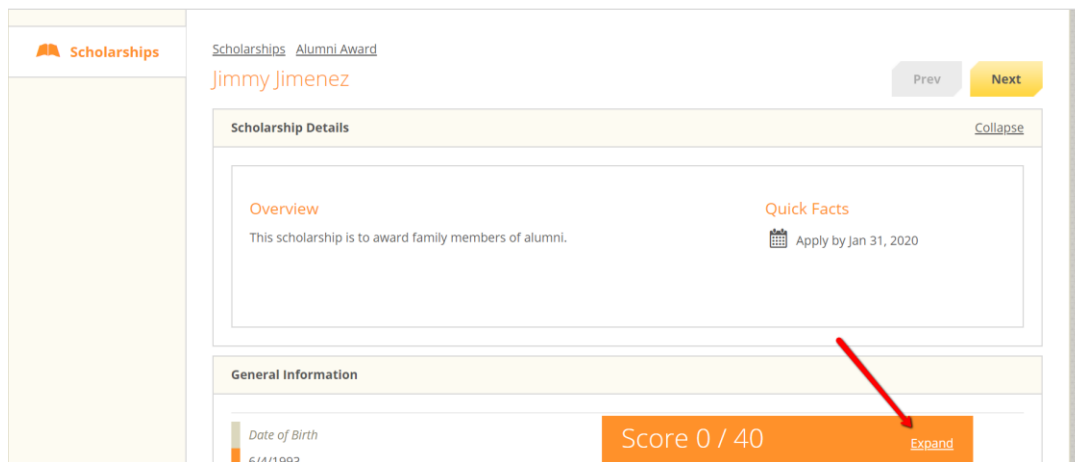
15 Applicants

Review Deadline: 2/28/2020 - 353 days

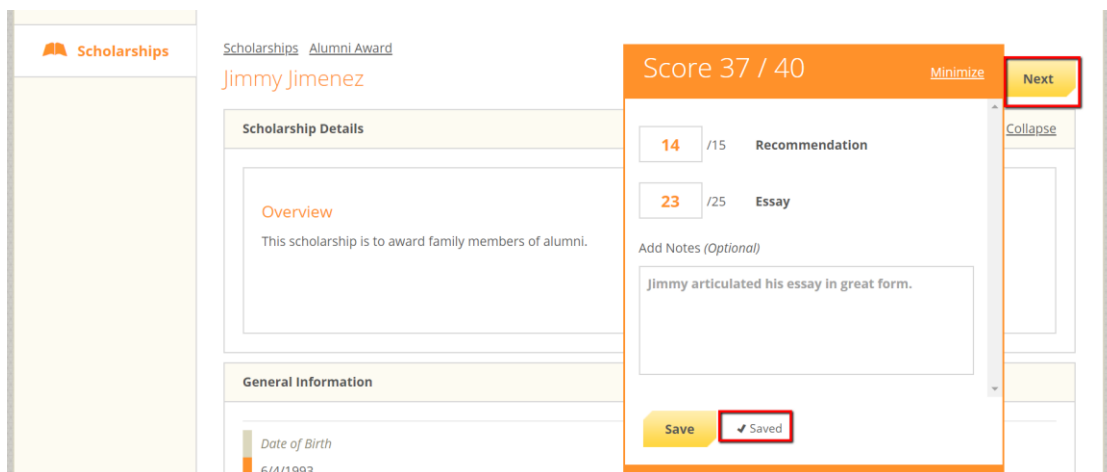
View All Page 1 of 1

Score	Applicant Name	Status
--	Jimenez, Jimmy	Not Started
--	Laing, Kenneth	Not Started
--	Putman, Fannie	Not Started
--	Rojas, Carolyn	Not Started
--	Wheeler, Daniel	Not Started
45%	Moreno, Terry	Complete

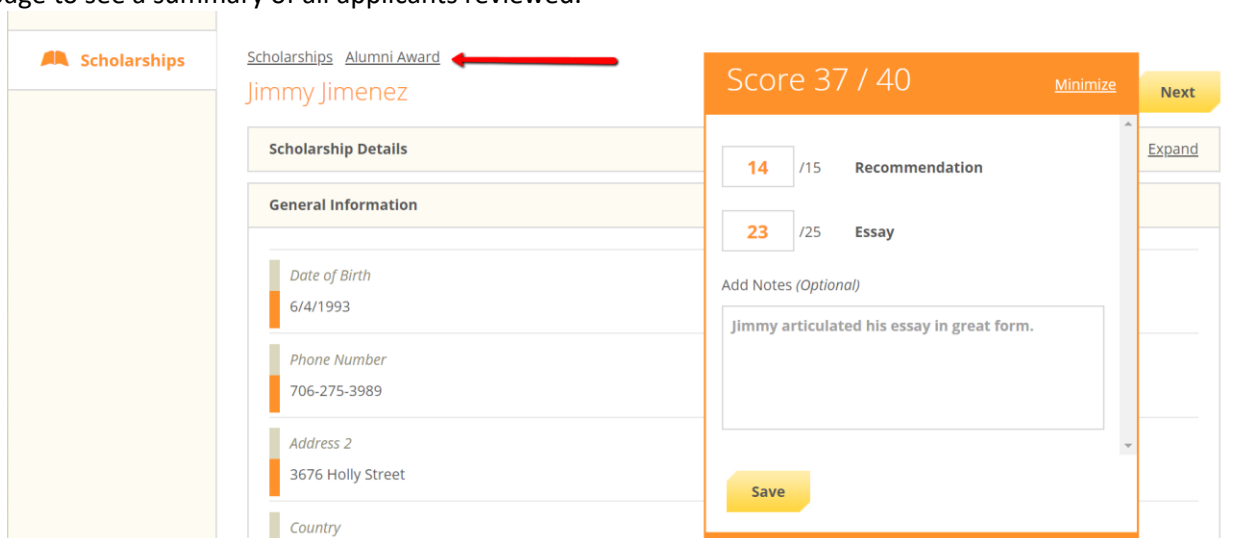
Click the “Minimize” or “Expand” link in the right corner to minimize or expand the Score Card for the application.



When the Score Card is expanded, it remains locked in the bottom right hand corner of the screen as you scroll through 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.



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.



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

Scholarships

Alumni Award

15 Applicants View All Page 1 of 1

Score	Applicant Name	Status
95%	Benson, Lori	Complete
95%	Harper, Alba	Complete
92%	Carter, Dorothy	Complete
92%	Jimenez, Jimmy	Complete
90%	Morell, Dominique	Complete
90%	Alicia, Cat	Complete

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

Scholarships

Scholarship Name	% Complete	Applicants Remaining
Good Samaritan Scholarship	0%	50
Alumni Award	100%	0

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

AWARDSPRING

reviewer@awardspring.com

Scholarships

Scholarship Name	% Complete	Applicants Remaining
Good Samaritan Scholarship	0%	50
Alumni Award	100%	0

Account
Log Out