

A quick look at submitting your application for our chapter's scholarships.

**1. Create a ChapterNet profile.** You can begin in the Students & Parents section of our website.

<http://whitmanandhanson.dollarsforscholars.org>

Please do not use your school email address; use a personal one. Our chapter or ChapterNet may need to contact you after you have graduated. If you have already entered a school email address, you can change it within your profile.

On the left side of your Profile screen you will see two major sections: My Information and My Scholarships.

**2. Complete as much information as you can in the My Information section.**

Note that our chapter does not require you to supply financial information nor any additional references and so your profile may not be 100% complete. That's OK for our chapter. However, if you plan to apply for any national awards offered through ChapterNet, most likely both of these items will be required.

**3. Enter the My Scholarships section.**

There are three ways to do this: (1) Click on the Click Here button near the top of the section; (2) Click the link just below Help in your profile; (3) When completing the References/Transcripts section of your profile, click the button labeled Save and Look for Scholarships.

A screen appears similar to the following:

**My Information** Below are the open scholarships that you match to.

- Basic Info** NOTE: You must submit to a scholarship in order to be eligible for it.
- Additional Info** NOTE: Some scholarships require additional information from you before you will be able to submit. This will be indicated by an active Essays or References button. Click on the active buttons, complete the information and the Submit App button will activate. If the Essays and References buttons are not active on a matched scholarship, no additional information is required.
- Schools**
- GPA** NOTE: If you see a button that reads "no longer eligible", then your profile or the scholarship requirements have changed and you are no longer eligible for that scholarship. To check this, click the "Verify Eligibility for all Scholarships" button below.
- Class Rank**
- Test Scores**
- Activities**
- Awards**
- Employment**

Verify Eligibility for All Scholarships

Scholarship	Close Date	View	Questions	References	Submit App
Whitman & Hanson Dollars for Scholars Awards - 2016	03/15/2016				

**4. Click the red Questions button.**

A few questions appear. (Our questions are simple Yes/No questions.) After you answer the questions and save your answers, the Submit App button appears.

**Submit App**

**5. Click the Submit App button.**

When you do that a message similar to the following will appear.

Once you submit your application, you can no longer edit the additional information and it signals the evaluation committee that you are ready to have your application reviewed.

By confirming this message you verify that the information you have included in your profile is accurate and that knowingly submitting false or inaccurate information can jeopardize your ability receive a scholarship.

Confirm Cancel

**6. Click Confirm.** Your scholarship application will be submitted.

**If you do not click Submit App and then Confirm, you have not submitted your application!**