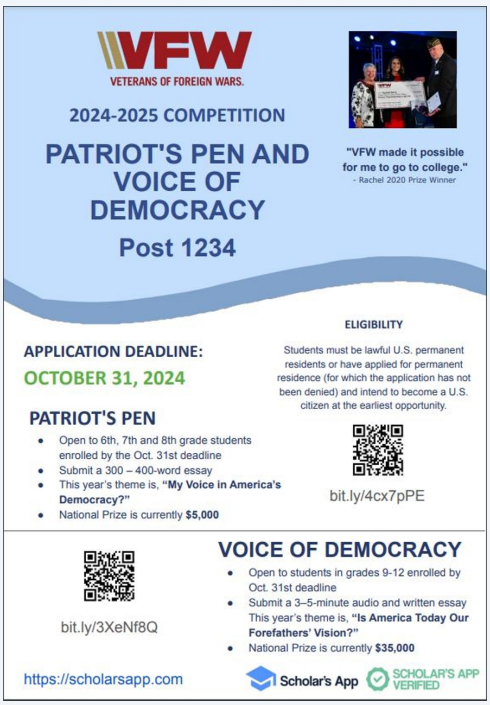
VFW - Voice of Democracy - Application Tutorial

1 This is a sample VFW Flyer



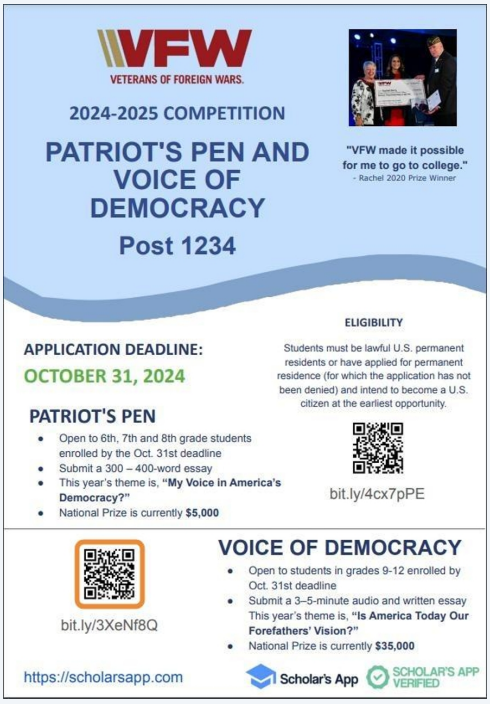
2 **Access the VFW Scholarship using the ScholarsApp Platform:**

You must take action one of two ways to navigate to the specific VFW Post Voice of Democracy Scholarship you're applying to below.

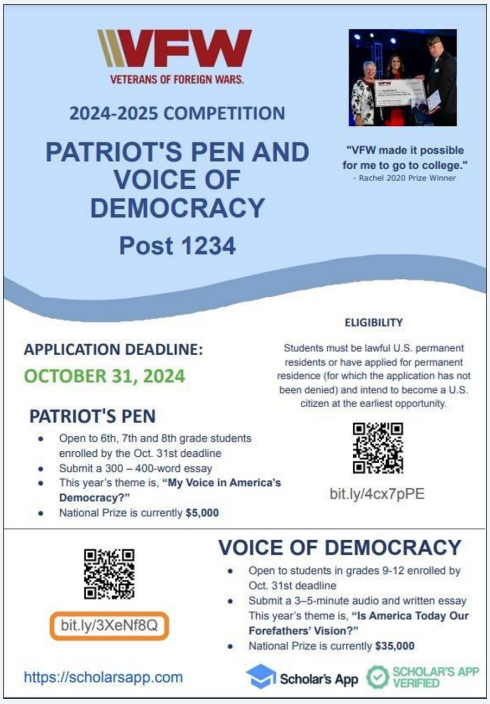
- Scan the QR code provided in the VFW flyer.
- OR copy the bit.ly link under the QR code provided in the flyer and paste it into your web browser to navigate directly to the specific scholarship page.

(Instruction on how to use the QR code and link at the bottom)

3 QR CODE



4 LINK



How to use the QR code or a Link

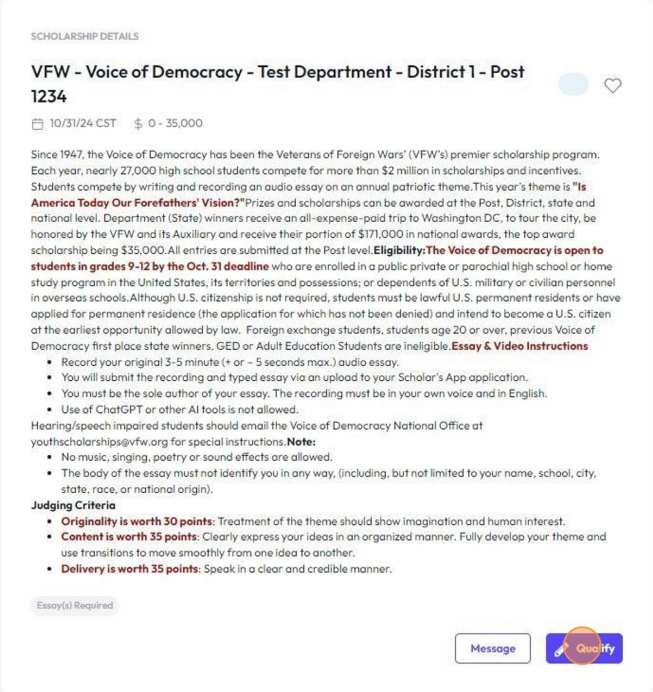
5 How to scan QR Code on your mobile phone.

- **Open the camera app on your phone.**
- **Point at the QR Code**
- **Tap the Notification:**
  - A link will appear on your screen. Tap it to open the webpage.

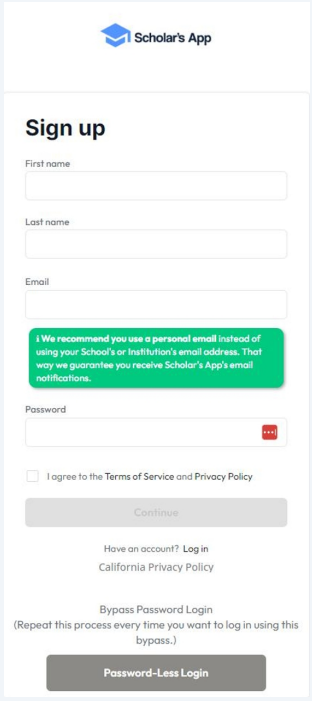
6 Copy the link provided in the flyer and paste it into your web browser to navigate directly to the specific scholarship page.

7 After using the QR code or the link, you'll land on the scholarship listing page specific to your Post for Voice of Democracy.

Click the blue “Qualify” button to begin the application process.



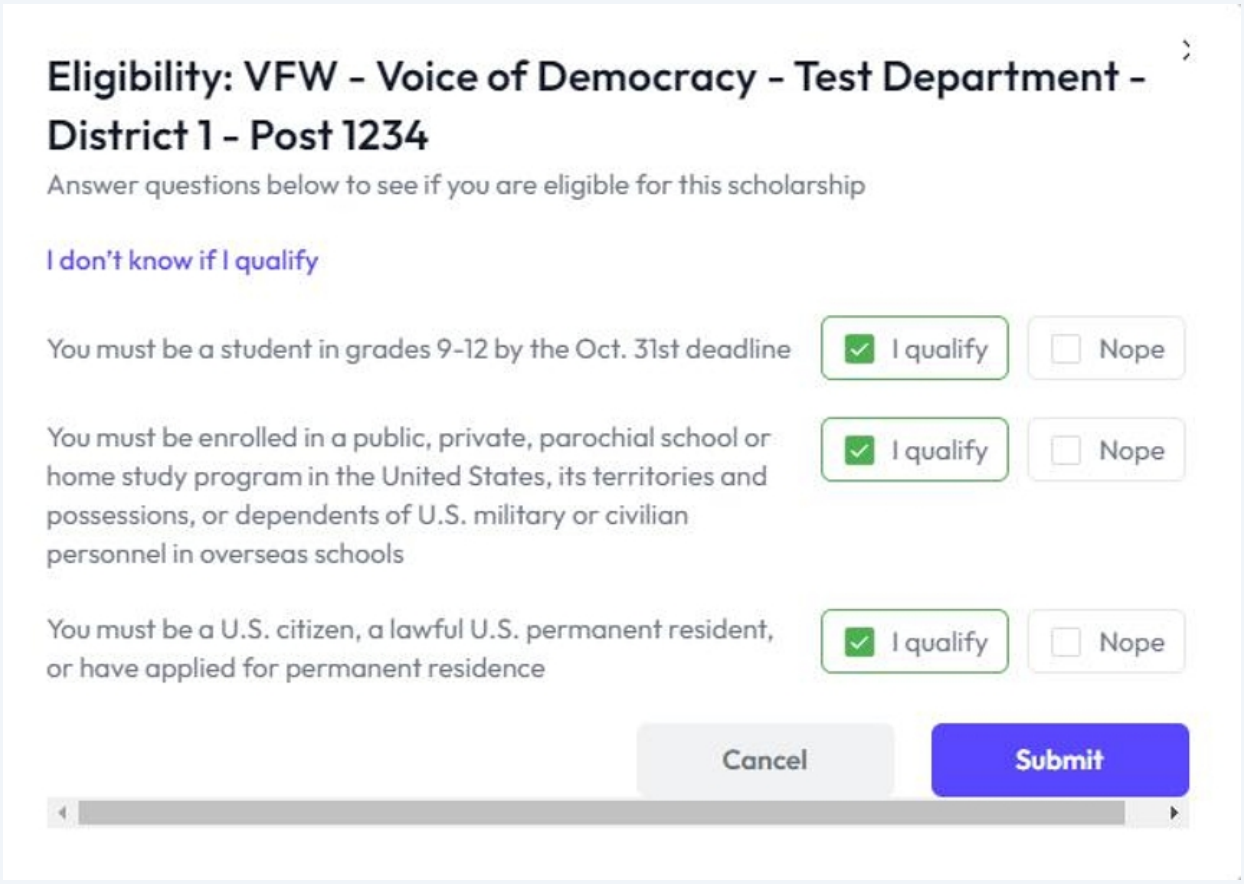
8 Once "Qualify" is selected, you will be prompted to either sign up with a new account or log in to your existing account with Scholar's App.



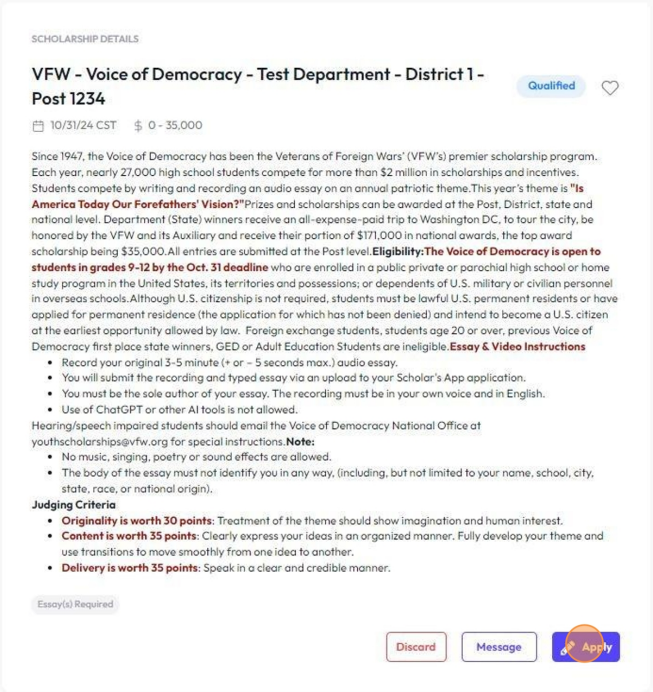
Tip! When signing up a new account, only step 1 "My profile" are required information. Step 2 (About me) and Step 3 (Academic info) is optional so you do not need to fill Step 2-3 of your onboarding if you do not want to.

9 Qualifying for the Scholarship:

- Verify that you qualify for the scholarship, then click “Submit”.



10 Once you submit that you qualify for this scholarship, click the bottom right corner highlighted blue with the button "Apply".



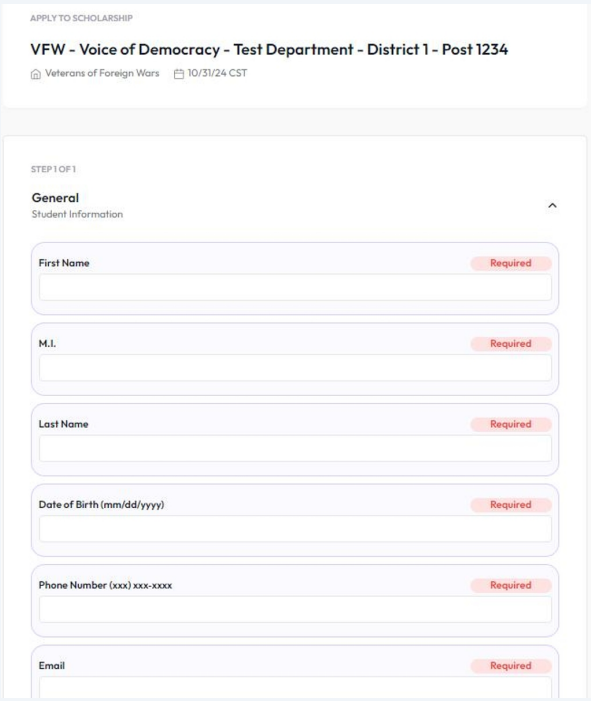
11 Filling Out the Application Form:

Your web browser will open up another tab with the application available to be filled out.

Complete all required fields marked with red and labelled "Required".

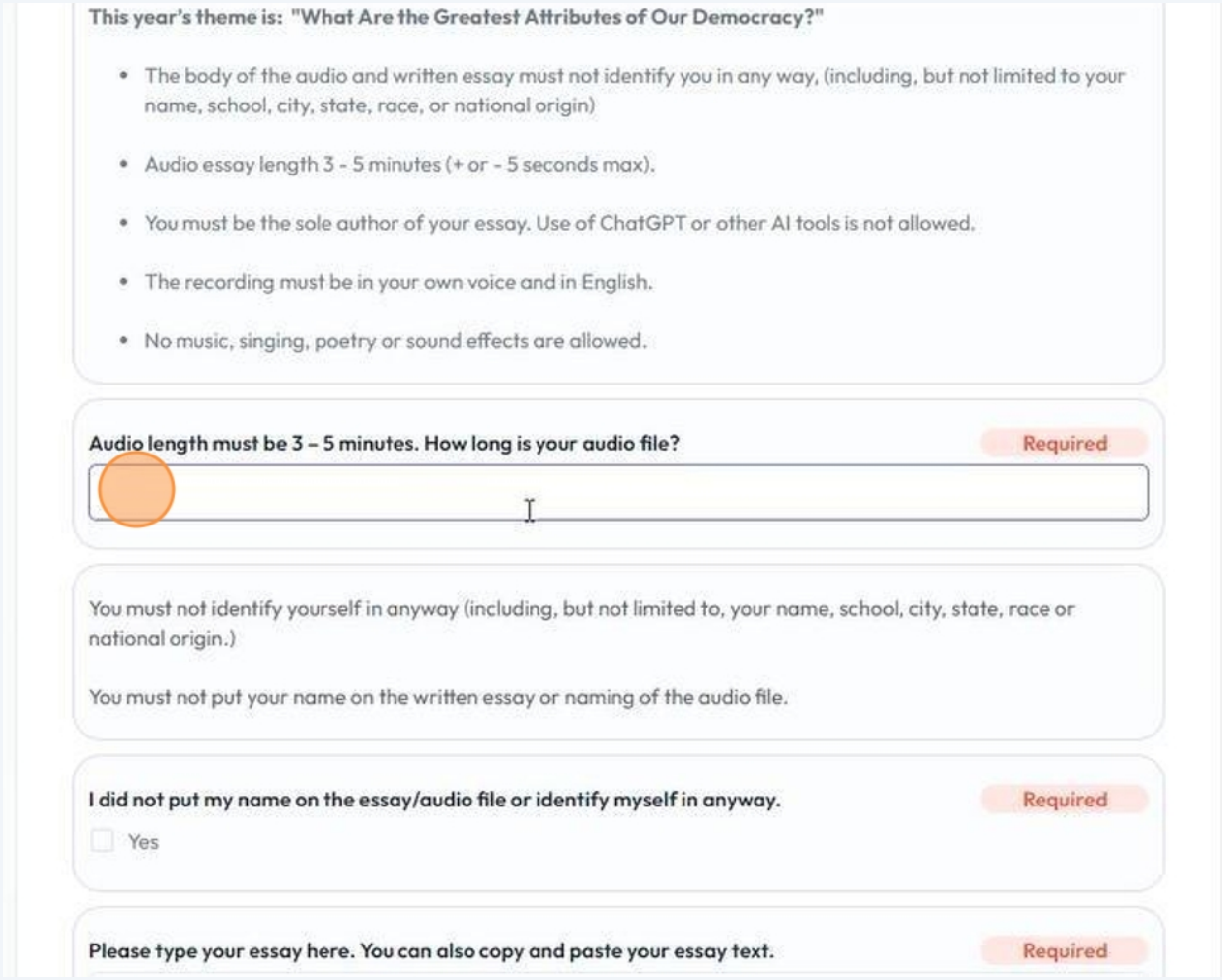
Note that the information in the application form is separate from your profile details.

(All fields marked as required are mandatory in order to submit the application)



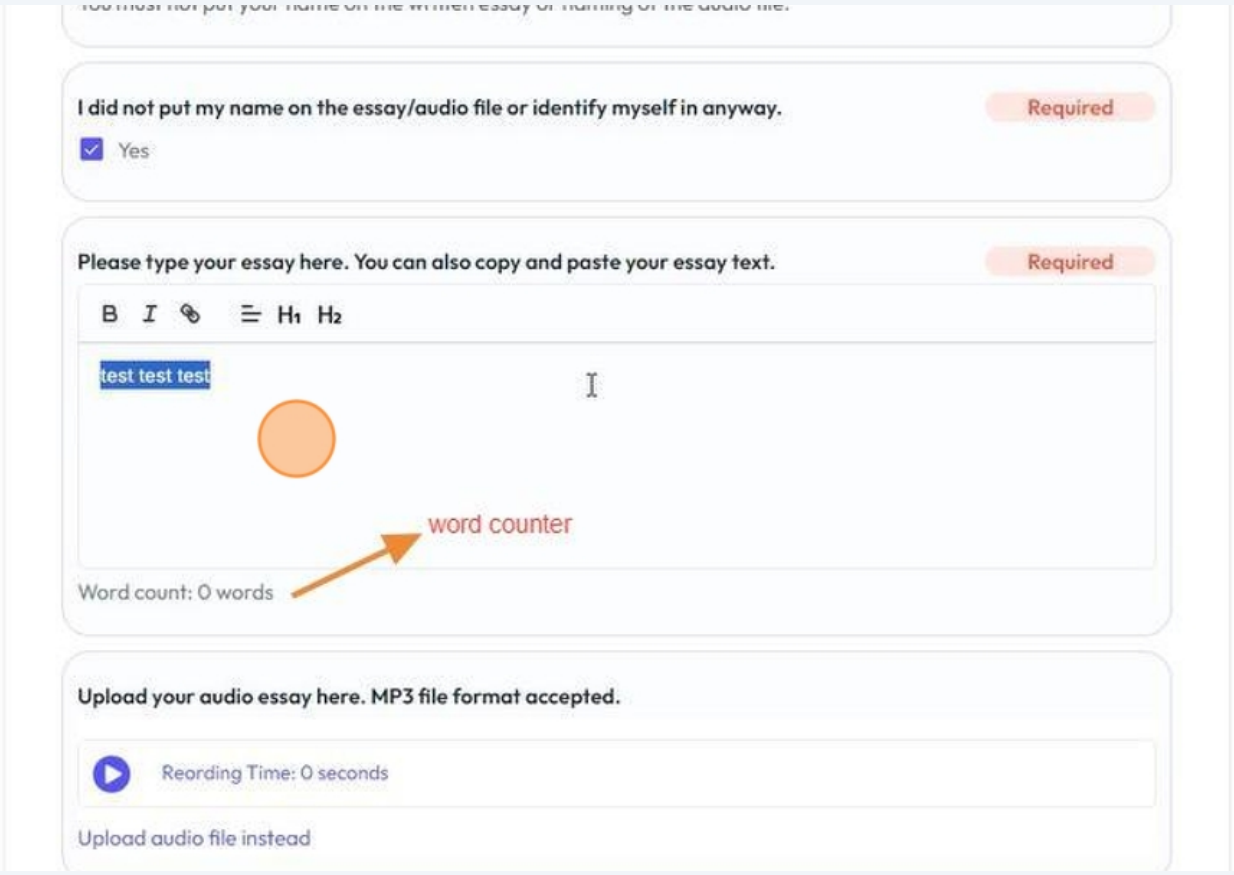
12 Specify the length of your audio file (in minutes) and avoid labeling the essay audio file with your name.

(You can return to this section after uploading/recording your audio file)



13 You can type your essay in this section of the application form.

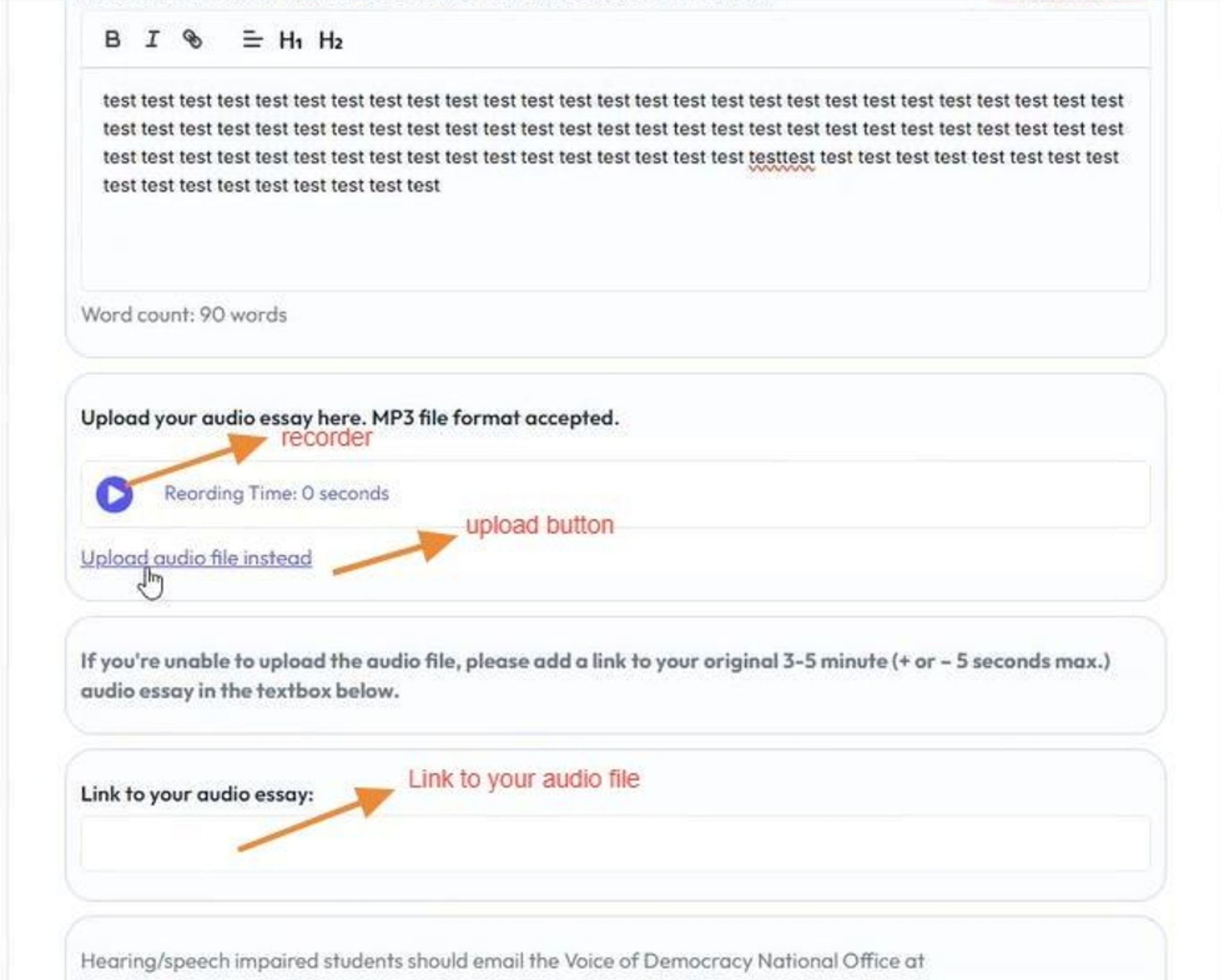
(There is a word counter in here)



Instructions on how to upload your audio file

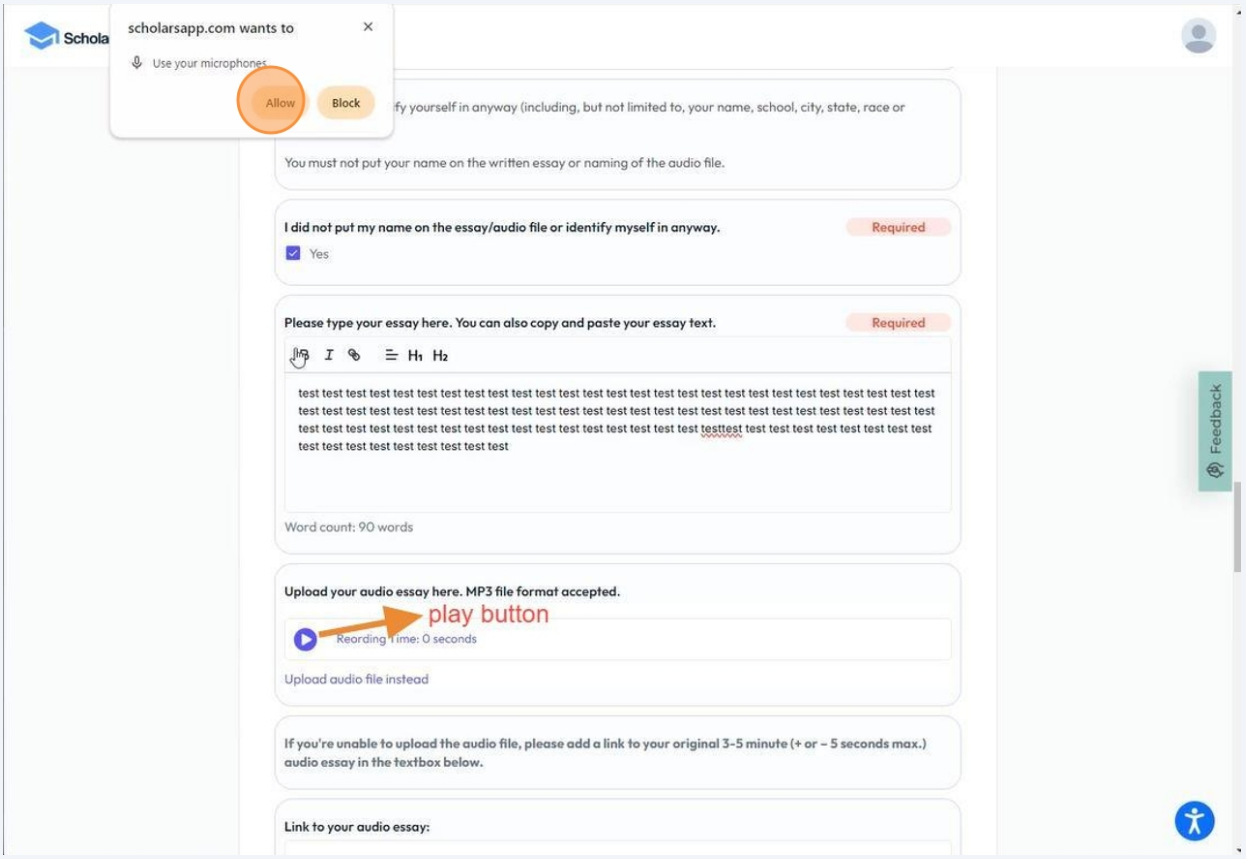
14 You can choose to upload your audio file or record on the platform. If uploading your audio file, the file type must be a MP3.

(Further instructions below)

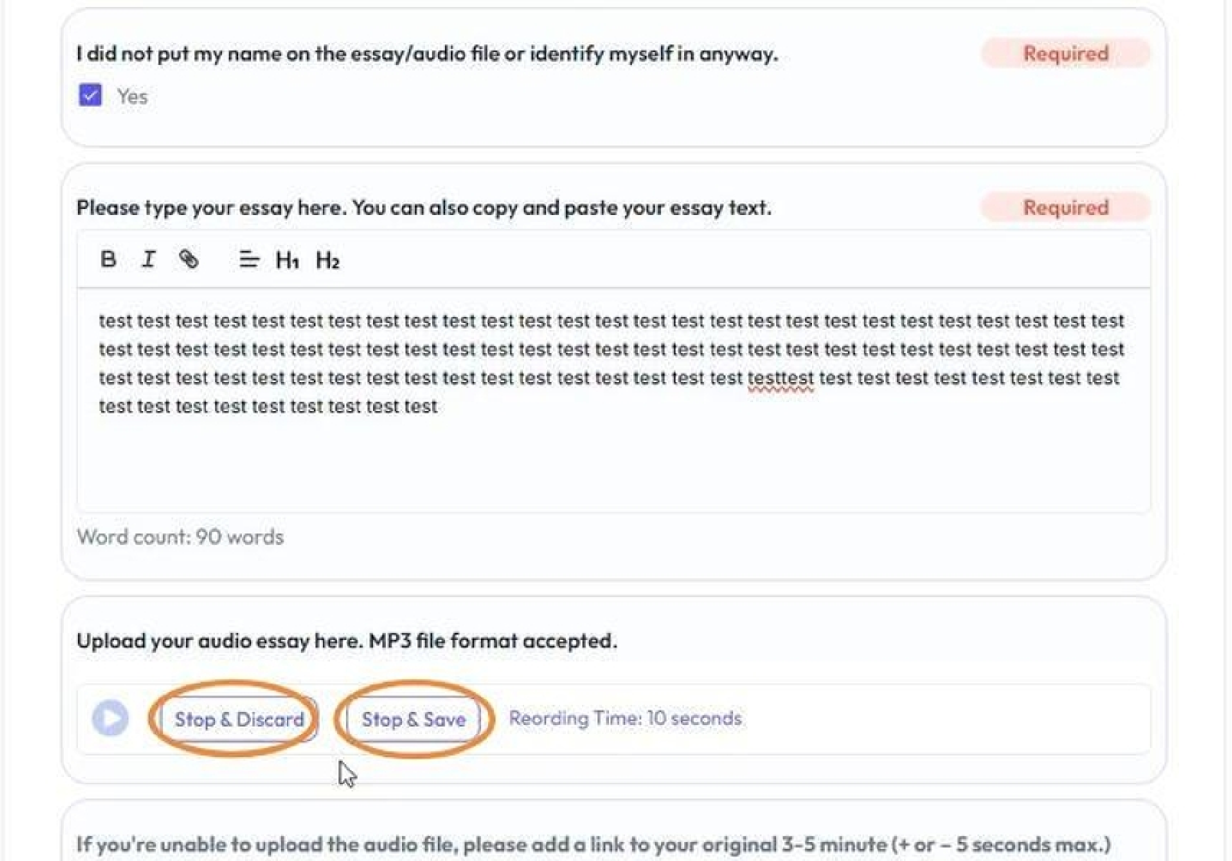


How to use the recorder on the platform

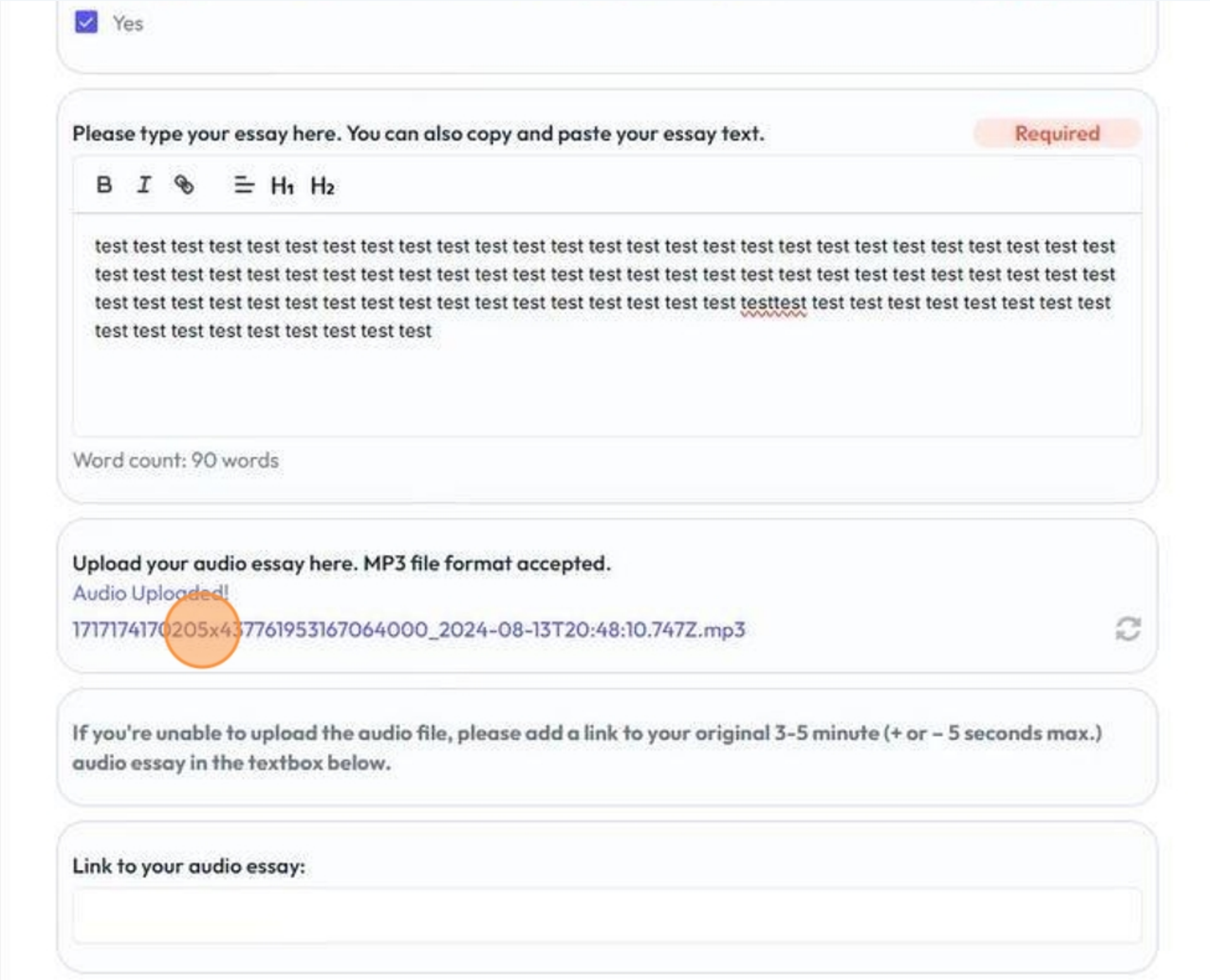
15 Click the play button, and a prompt will appear asking for permission for ScholarsApp to access your device's microphone.



16 Then you can Stop & Discard or Stop & Save your recording.

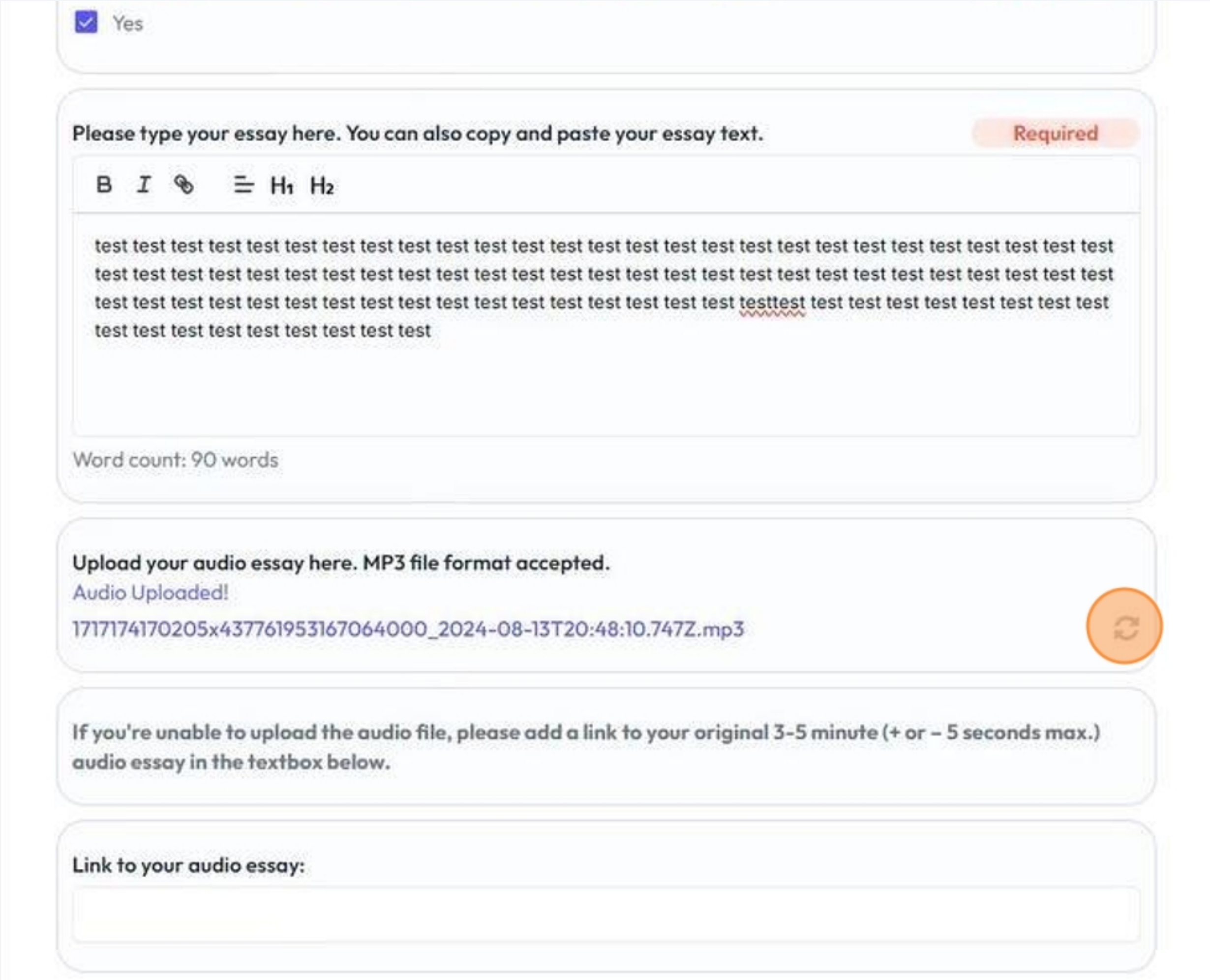


17 After saving your recording, it will automatically upload, and a link will appear. Clicking the link will open a new window where you can listen to your recording.



18 If needed, you can re-record your audio by clicking the refresh button.

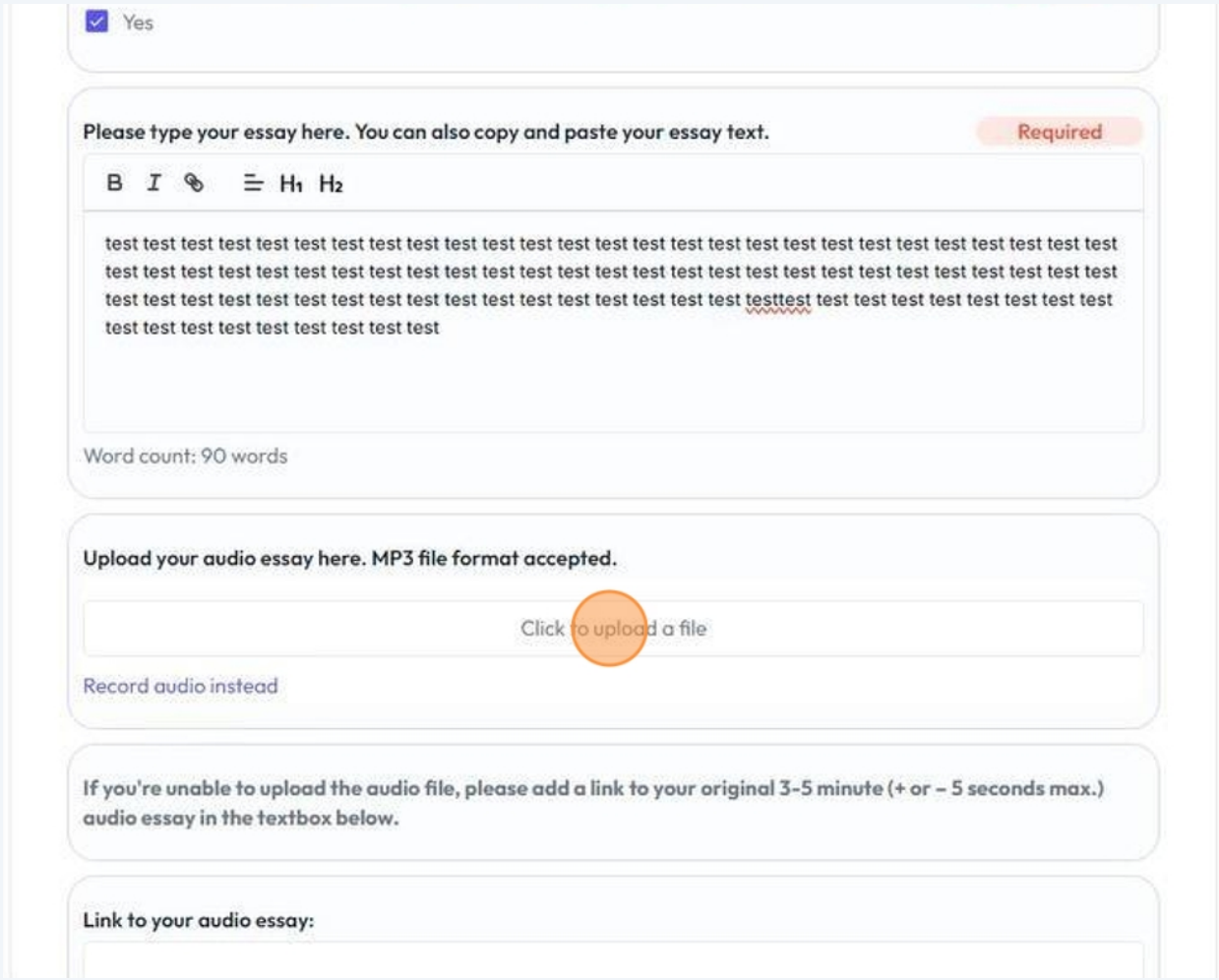
(you can re-record your audio as needed)



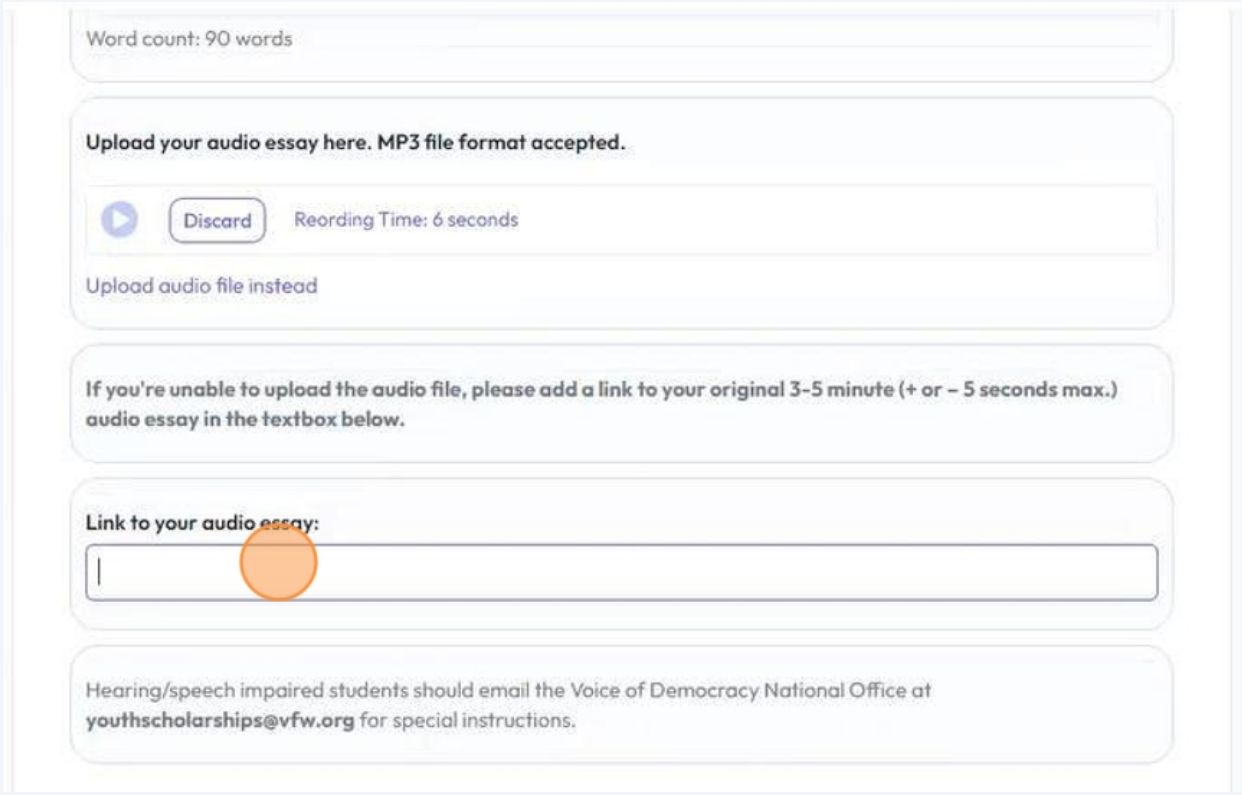
How to upload your audio file

19 To upload your audio file, click the "Upload" button, then select your MP3 file from your device. The file will be uploaded once selected.

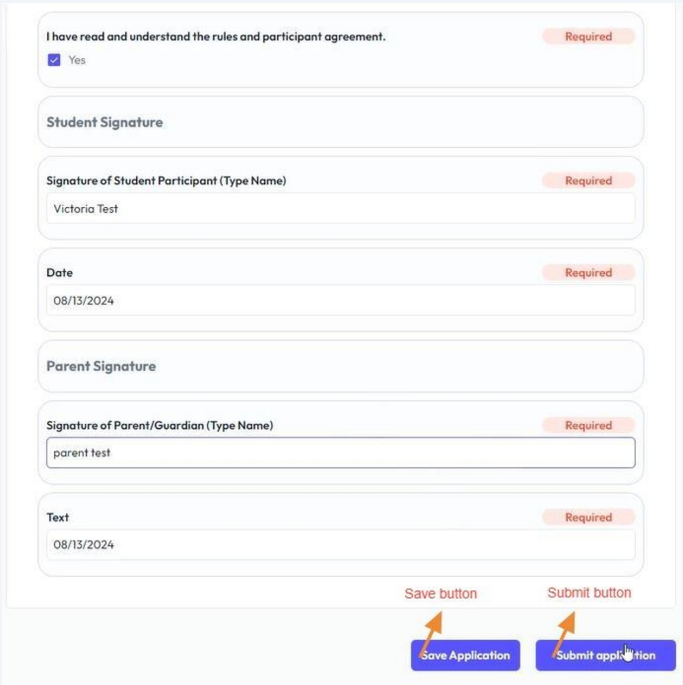
(*Note: Ensure your file is in MP3 format before submitting, otherwise it will not be uploaded)*


Yes
Please type your essay here. You can also copy and paste your essay text.
Required
B I H1 H2
test test test

20 You can also paste the link of your audio file here. Ensure that the link you provide is accessible to everyone by making permissions to access the link for everyone, so anyone reviewing your application can listen to your audio.

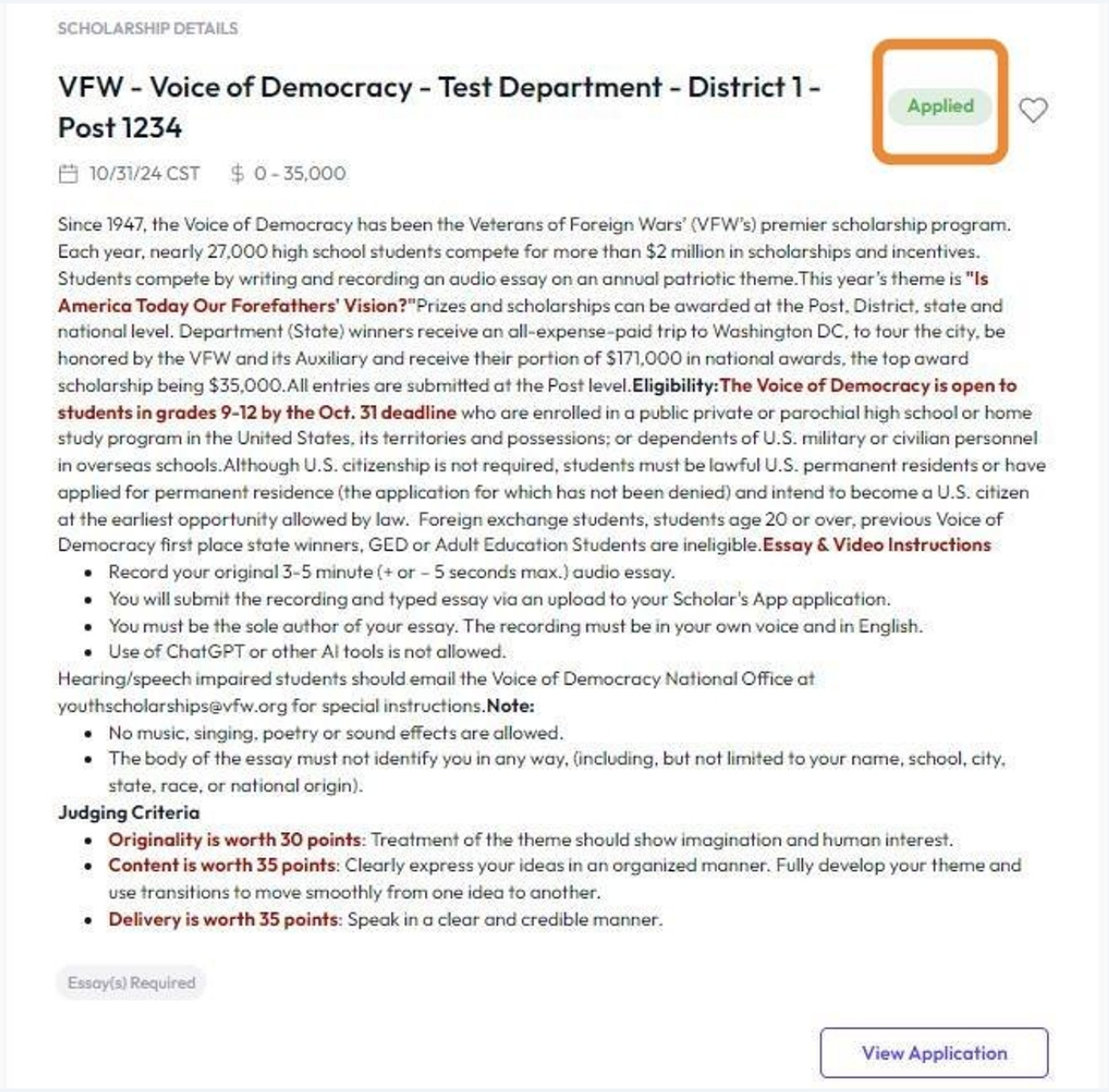


21 Once all required fields are completed, you can either submit your application or save it if you're not ready to submit yet. You'll still have the option to edit your submission until the deadline.



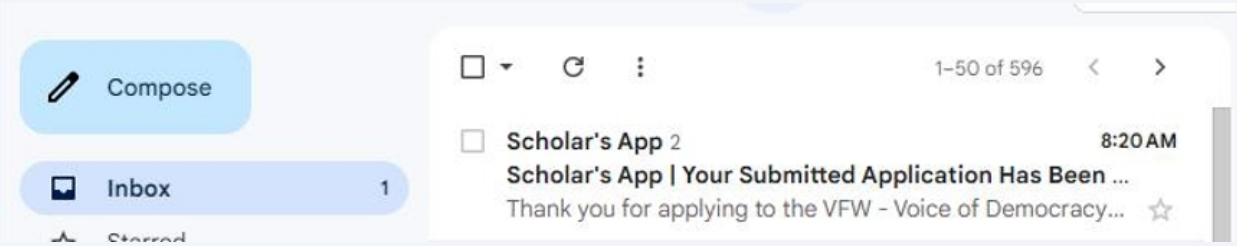
22 Confirmation:

• Once you submit your application, it will updated under the tab "applied" on your main page.



23 **Confirmation of Application:**

- You will receive an email confirmation stating that you have applied to the scholarship.

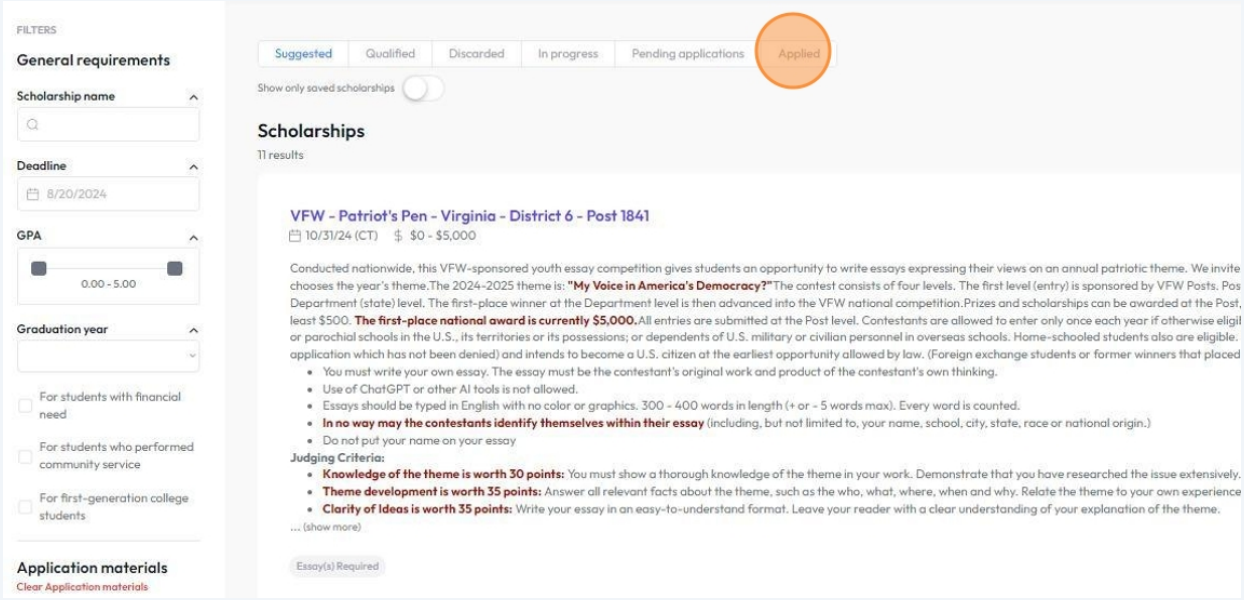


24 You can also verify your application status on the ScholarsApp search page under the “Applied” section.

25 Click the human icon on the top right corner of your screen

In the dropdown click "Search Page"

26 Click the "Applied" section.



27 In the "Applied" section, you can review and edit the scholarships that you already applied.

28 By following these steps, you can efficiently apply for scholarships using the ScholarsApp platform.