

GUIDE TO COMPLETING YOUR ONLINE SCHOLARSHIP APPLICATION

- **Read this tutorial thoroughly before completing your application!**
- Save your application periodically. We recommend every 15-30 minutes to avoid losing work.
- System will log off after 90 minutes of inactivity.

Registration Page/Log on

If you have not previously logged on/are a first-time user:

1. Click on “Create New Account” to register.

If you have previously logged on/are a returning user:

1. Enter your Email Address.
2. Enter the Password you chose when you created your account.
3. Click on the “Log On” button.

If you have forgotten your password:

1. Click on “Forgot Your Password?” link, enter your email address, and the system will email your password to you.

The screenshot shows the East Tennessee Foundation's online scholarship application page. At the top left is the foundation's logo, which features a landscape with a tree and the text "East Tennessee FOUNDATION". To the right of the logo is the text "EAST TENNESSEE FOUNDATION" and the tagline "Thoughtful Giving for Stronger Communities, Better Lives". Below this is the "Logon Page" section, which includes an "Email Address*" input field with a question mark icon, a "Password*" input field, a "Forgot your Password?" link, and two buttons: "Log On" and "Create New Account", separated by the word "or".

Three callout boxes provide instructions:

- A blue callout box on the left points to the "Email Address*" field and says: "Returning users' log on by entering your email address".
- A blue callout box on the right points to the "Forgot your Password?" link and says: "If you have forgotten your password, *click here.*".
- A black callout box on the right points to the "Create New Account" button and says: "New applicants click here to create new account."

Create New Account (first-time users only)

1. Enter your personal contact information.
2. Answer all questions marked with an asterisk (*). You will not be able to proceed to the next page until they have been answered.

Thoughtful Giving for Stronger Communities, Better Lives

East Tennessee FOUNDATION

Create New Account
This registration process has multiple steps you must complete before you can apply.
NOTE: Using the browser's back button will delete your registration information.

Your Information

Salutation	First Name* Betsy
Middle Name	Last Name* Rayhel
Suffix	Business Title
Email/Login* brayhel@yahoo.com	Telephone Number* 865 123-4567
Mobile Number	Fax Number
Address 1* 1 main st	Address 2
City* knoxville	State (Enter 2 character abbreviation) tn
Postal Code* 37922	Country

Cancel Account Creation Next Step

Entering a Password

To complete your registration, you will be taken to the **Set Password** page.

1. Enter your password. Your password must have at least 6 characters.
2. After entering your password(s), click "Save."

nt Lifecycle Manager

EAST TENNESSEE FOUNDATION
Thoughtful Giving for Stronger Communities, Better Lives

Set Password

Password*
Re-enter Password*

Save Cancel

Application Page

1. After saving your password, you will be directed to the Application Page. This allows you to review the list of available scholarships.
2. Click on the “scholarship page” link for a detailed description of scholarship programs and criteria.
3. Be sure to check the scholarship criteria to make sure you are eligible **BEFORE** completing your application.
4. Click on the name of the scholarship program to start filling out the application form.
5. You will have to complete **a separate application** for **each scholarship** for which you are applying.

Application Page
Please click on a link below to begin the application process.
Note: If you have been provided with an Access Code to view a restricted application link, you may enter it under 'Access Code' at the bottom of the main menu.

B & W Y-12 Scholarship 2014
For more information, please go to the [scholarship page](#).

Coach Jack Blair Scholarship - 2014
For more information, please go to the [scholarship page](#).

Harold W. Canfield Memorial Scholarship - 2014
For more information, please go to [scholarship page](#)

Ruby A. Brown Memorial Scholarship - 2014
For more information, please go to [scholarship page](#)

Receive

Home > Receive > Library Pages > Coach Jack Blair Scholarship

Coach Jack Blair Scholarship

- **Purpose and History:** Established in 1999 by Scott Niswonger to honor Coach Jack Blair for his more than 26 years of outstanding service as coach of the Lady Devils basketball team.
- **Scholarship Amount:** \$750 one-time award for 1 year
- **Eligibility Requirements:**
 - **Residency Requirement:** Not Applicable
 - **Education Requirement:** Graduating seniors of Greeneville High School
 - **Field of Study:** Not Applicable
 - **GPA Minimum:** Not Applicable
 - **College Enrollment Requirement:** Full-time enrollment at an accredited college, university, community college, or technical school
 - **Financial Need:** Not Applicable
 - **Additional Requirement:** Member of Lady Devils basketball team

[Return to Scholarships Listed by County](#)

[Return to Scholarships Listed by Name](#)

Filling out the Application Form

The application can be completed in one sitting or you may begin the application and complete it at another time. You may return to your application as many times as you wish prior to submitting it.

Please note: Be sure to save your work regularly – every 15-30 minutes. After 90 minutes of inactivity you will be logged off for security reasons.

1. Answer the questions on the form, paying close attention to the specific instructions and character limits.
2. Text questions will have a character limit. Questions that require you to upload files will limit the size (in Mega Bytes – MB) of the file you can upload.
3. **Uploading Documents:** All scholarships require you to upload some documents such as transcripts.

To upload:

- a. If the document exists in an electronic format (Word, Excel, PDF, jpeg, etc), you may search for it on your computer using the “Upload a file” button inside the application. Simply find the relevant document on your computer and select it to be uploaded.
 - b. If you do not have an electronic version of the document, you may use the “Fax to File” feature of the application system to create an electronic version. You must then save the document to your computer, so that you can upload that file to the application form. Simply click on “Fax to File” in the left margin of the application under “tools” and follow the directions provided. You must have access to both a fax machine and a computer at approximately the same time to utilize this feature.
 - c. If you do not have access to a fax machine or scanner, you must upload an attachment stating that fact, **AND it is your responsibility to ensure that the required document is received by East Tennessee Foundation by the deadline.**
 - d. You may only upload ONE document per question.
 - e. **Please note:** Your uploaded document will not show as uploaded until you have saved your application as a draft.
4. **Letter of Recommendation:** You must follow the directions below in order for your letter of recommendation to be uploaded to your application:
 - a. Enter the email address of the individual from whom you are requesting a letter of recommendation.
 - b. Click on "Compose Email" and compose an email to your recommender requesting that he/she write a letter of recommendation for you.
 - c. Be sure to include your full name and the name of the scholarship in the email.
 - d. Click on "send".
 - e. The recommender will then receive your email and an email from East Tennessee Foundation.
 - f. **Check with your recommenders to be sure they received the emails. This is very important because emails can be blocked by spam filters.**
 - g. The date & time the letter of recommendation is uploaded to your application will appear on your application below the “compose email” question. You may also check to see if recommendations have been uploaded to your application by going to your dashboard.
 - h. You may submit your application before the letters of recommendation have been uploaded; **HOWEVER; letters of recommendations must be received by the application deadline for your application to be complete!**
 5. Click “submit application” when application is complete.
 6. After the application is submitted, there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in.



Special Circumstances (optional)
Discuss any special financial, family, or other extenuating circumstances that you would like us to consider.

[3000 characters left of 3000]

Letters of Recommendation Instructions

Character limit

Click here to compose email requesting letter of recommendation.

Enter recommender's email address.

Date letter submitted will appear here.

Visited Getting Started Yahoo! Mail Butterfly Fund Scholar...

help

Email Address for Writer of Letter of Recommendation *

Letters of Recommendation must be from either school personnel or employer. **ATTENTION:** BE SURE you enter the name you want, that the person has agreed to write your letter, and that you have entered the recommender's email address correctly!

Recommender Name

Please enter your first and last name.

Recommender Title

Success: Response was submitted 9/3/2014 9:44:17 AM EDT.

Letter of Recommendation #2

responsibility to ensure that each required document is received by East Tennessee Foundation before the deadline.

Transcript*
Upload a copy of your transcript, including test scores. Be sure your transcript includes **fall semester grades from your senior year**. We will accept unofficial transcripts.

[5 MiB allowed]

Student Aid Report*
Upload your Student Aid Report (SAR). The Expected Family Contribution (EFC) should appear in the upper right hand corner of your SAR. If you do not have your SAR, upload a copy of your Free Application for Federal Student Aid (FAFSA) or FAFSA4CAS.

[5 MiB allowed]

Certification

Full Name of Applicant*

Applicant Certification*
I certify that the information provided in this application is complete and true to the best of my knowledge.

I agree.
 I do not agree.

Full Name of parent or guardian if applicant is under 18.

Parent or Guardian Certification (if applicant is under 18)
I certify that I am the parent or legal guardian of the applicant and that the information provided in this application is complete and true to the best of my knowledge.

I agree.
 I do not agree.

REMINDER

- Save your application before exiting the program.
- Click "Submit" when your application is complete.

Grant Management Software
provided by **FOUNDANT**

Upload file button

MB limit on size of uploaded file

Complete this section to verify that all information is correct.

Click here to save application. You can keep working now or return to the application later.

Click here to submit completed application. **Once submitted no changes can be made!**

Application Status Page

After you have saved or submitted your work, you can check whether or not you have submitted your application on the the Application Status Page. Once you have registered the first time, whenever you return, you will automatically be directed to the Application Status Page.

1. If you have submitted the application, then you can **only** view the form and print it. You can no longer make changes.
2. If you have saved the application, then you can edit the saved form from the Application Status Page.
3. **Left side of screen:**
 - a. **Apply** – Allows you to review the available scholarships and apply.
 - b. **Dashboard** –goes to Application Status Page where you can check on the status of your scholarship application(s). This page will also display the form you just filled out and what its status is.
 - c. **Fax to File** – If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy. Using Fax to File also helps shrink documents to a smaller file size.

The screenshot shows the 'Application Status Page' for the East Tennessee Foundation. The page title is 'Application Status Page' and the subtitle is 'View the status of your applications below.' The user is identified as 'Ms. Bess Helray' with contact information: 'Knox TN 37922', '(865)123-4567', and 'bhelray@gmail.com'. There is a pencil icon next to the contact information. The page lists two applications for the 'Process: 2015 Test Scholarship - Copy':

Application	Status	Date	Action	Third Party Responses
Application	Submitted	09/04/2014	View Application	0/2
Application	Draft	09/03/2014	Edit Application	1/1

Callouts on the page:

- Application submitted.** (Points to the 'Submitted' status of the first application.)
- Check letters of recommendation status. This shows zero out of two submitted.** (Points to the 'Third Party Responses: 0/2' for the submitted application.)
- Click on pencil icon to edit your contact information.** (Points to the pencil icon next to the contact info.)
- Click on "Fax to File" to use this feature.** (Points to the 'Fax to File' link in the left sidebar.)
- Application not yet submitted** (Points to the 'Draft' status of the second application.)
- Saved application that can still be edited before submitting.** (Points to the 'Edit Application' link for the draft.)
- Can view, but not edit, submitted application.** (Points to the 'View Application' link for the submitted application.)

TIPS

- ✓ Follow all directions carefully.
- ✓ Asterisks (*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.
- ✓ Be sure to carefully review and proofread all answers.

APPLICATION DEADLINE: FEBRUARY 15, 2017

Incomplete and/or late applications will NOT be considered!

Questions? Contact Beth Heller, ETF *Director of Scholarship Programs*, at bheller@etf.org or by telephone at (865) 524-1223 or *toll-free* at (877) 524-1223

APPLY HERE (<https://www.grantinterface.com/easttennesseefoundationsscholarship/Common/LogOn.aspx>)

**ETF scholarships are administered in compliance with ETF's
equal opportunity/non-discrimination policy.**