

Senior Scholarship Guide and FAQs: Navigating AwardSpring

The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

Award eligibility is open to public school graduates from the class of 2026 pursuing a post-secondary education at a technical school, state college or state university. Applicants from FLVS or private schools will not be considered.

If you need assistance during the application process, please contact Kacey Edmondson at the Education Foundation of Lake County:

Email: edmondsonk@lake.k12.fl.us

Call/Text: 352.913.4150

Office: 352.326.1265

SCHOLARSHIP TIMELINE FOR THE CLASS OF 2026

- January 1, 2026 – Online Applications Open
- **March 1, 2026 – Online Application Deadline; site closes at 11:59pm**
- March 30, 2026 – Application Reviews completed by Selection Committees
- April 10, 2026 – Scholarship award/deny notifications sent via email to applicants
- May 31, 2026 - Deadline for recipients to claim scholarship disbursement for Fall term; enrollment documentation required
- December 1, 2026 - Deadline for recipients to claim scholarship disbursement for Spring term; enrollment documentation required

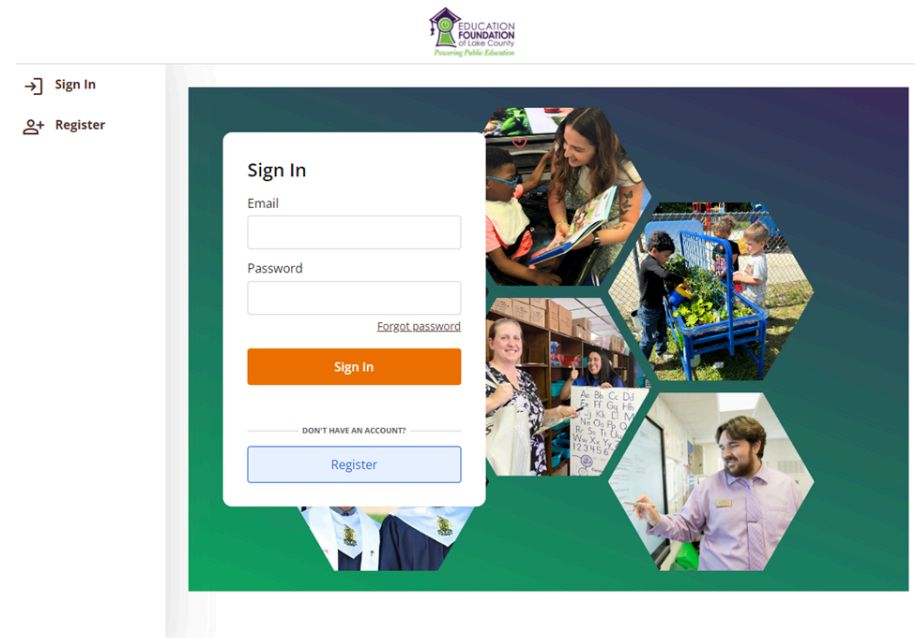
AWARDSPRING APPLICANT'S VIEW

Start by navigating to the Education Foundation's AwardSpring site:

<https://edfoundationlake.awardspring.com>

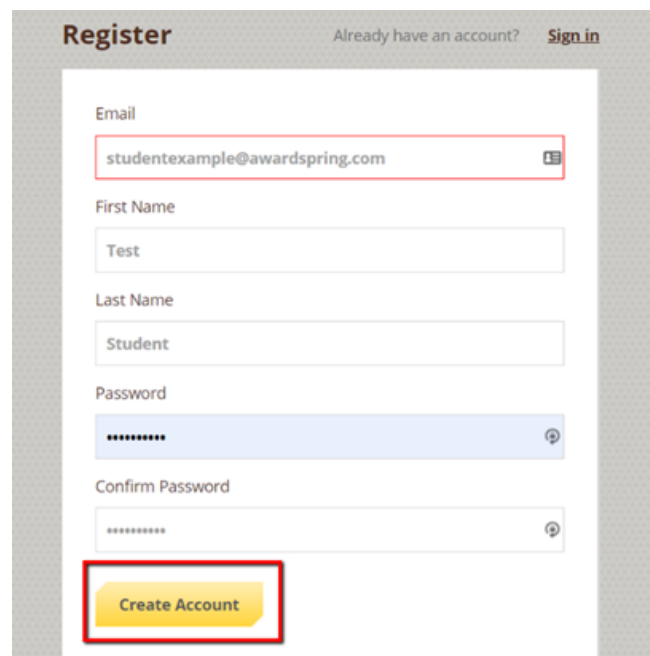
You will land at the login page.

Sign In: If you already have an account, enter your email address and password and click the Sign In button.



The screenshot shows the AwardSpring login interface. On the left, there are links for "Sign In" and "Register". The main area features a "Sign In" form with fields for "Email" and "Password", a "Forgot password" link, and a "Sign In" button. Below the form is a "Register" button. The background of the page is a collage of images showing students and teachers in various educational settings.

Register: *DO NOT* use student/school operated emails. **STUDENTS NEED TO REGISTER** their account, NOT the parent/guardian. Please use your personal email.



The screenshot shows the AwardSpring registration form. At the top, there is a "Register" heading and a link to "Sign in" for users who already have an account. The form includes fields for "Email", "First Name", "Last Name", "Password", and "Confirm Password". The "Email" field contains the text "studentexample@awardspring.com". The "First Name" field contains "Test", and the "Last Name" field contains "Student". The "Password" and "Confirm Password" fields are masked with dots. A "Create Account" button is located at the bottom of the form.

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

After login/registration, you will be directed to your **Dashboard**. Important information about your application status and additional instructions will be displayed for you here. Click the Start Application button to begin filling out your application. The dashboard can vary greatly in the content shown. See samples below.


 Dashboard


 Scholarships


 Application


Application submitted

Explore the task section to the right to unlock more opportunities.



 Dashboard

 Scholarships

 Application

Complete Application


Fill out your application to unlock opportunities.

Once you finish the application, we will automatically match you to all opportunities you're eligible for.

Progress: 33%

APPLY

You have 1 item(s) to complete

 Application

Due 3/1/2024

Complete

- MENU
- Dashboard
 - Scholarships**
 - Application

Scholarships

Filter ▼

Scholarship Name	Award	Deadline	Status
Bill Hayes Memorial Scholarship This scholarship will be awarded to a graduate fr...	N/A	Due Mar 01, 2024	Not Qualified
Edmond Amateis Foundation Scholars... The Edmond Amateis Foundation has scholarshi...	N/A	Due Mar 01, 2024	Not Qualified
Frank Paulhamus Scholarship (Lake So... The Lake Soil and Water Conservation District wi...	N/A	Due Mar 01, 2024	Not Qualified
Golden Triangle Eagles Education Scho... This scholarship will be awarded to a graduate fr...	N/A	Due Mar 01, 2024	Complete Follow-Up
Herbert Lehner Charitable Trust Vocat... This scholarship will be awarded to a Tavares Hi...	N/A	Due Mar 01, 2024	Not Qualified

All applicants are required to complete the **Application** first. There are several tabs that make up the entire application. Complete all of them in order to submit your application.

- MENU
- Dashboard
 - Application**

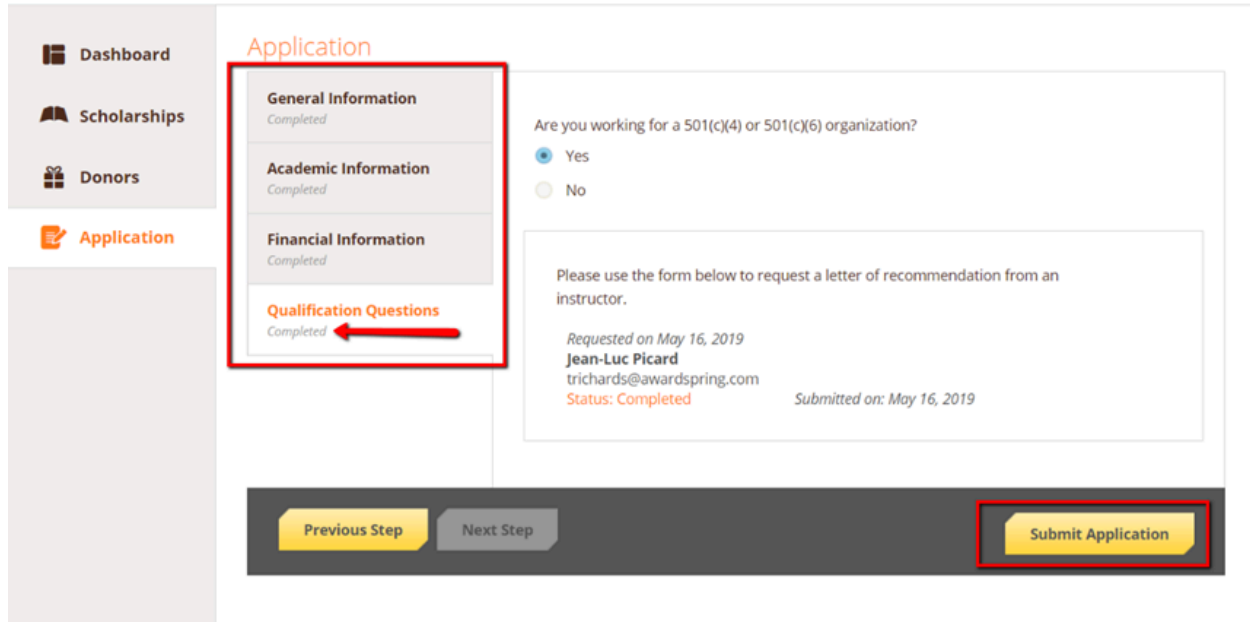
Application for Kacey

General Information

Academic Information

Qualification Questions

Completing all tabs of your application will enable you to the **Submit Application** button in the lower right corner. Click it to submit your application.



The screenshot shows a web application interface for the Education Foundation of Lake County. On the left is a sidebar with navigation links: Dashboard, Scholarships, Donors, and Application (highlighted in orange). The main content area is titled 'Application' and contains a list of tabs: General Information (Completed), Academic Information (Completed), Financial Information (Completed), and Qualification Questions (Completed, highlighted with a red box and a red arrow). To the right of the tabs is a form section with a question: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text box with instructions: 'Please use the form below to request a letter of recommendation from an instructor.' and a form with the following text: 'Requested on May 16, 2019', 'Jean-Luc Picard', 'trichards@awardspring.com', 'Status: Completed', and 'Submitted on: May 16, 2019'. At the bottom of the form are three buttons: 'Previous Step', 'Next Step', and 'Submit Application' (highlighted with a red box).

Click Dashboard to return to your Dashboard to view additional information or take further action. If the applicant did not qualify for any scholarships, no follow-up will be required as indicated by "not qualified" in the status column. You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this.

In this example, the applicant qualifies for the Academic scholarship, but additional follow-up information is required to apply for them. The applicant needs to click the **Complete Follow-Up** button to provide the required responses and/or documentation.

Dashboard

Scholarships

Donors

Application

Welcome, Traci

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

1 Item requiring completion

Follow-Ups

Academic Scholarship
You are eligible to apply but have some work to complete by 9/10/2021.

Complete Follow-Up

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Arts Scholarship For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

After completing all follow-up items for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed. You are all set! Your organization's administrator will provide you further direction if it is needed.

Dashboard

Scholarships

Donors

Application

Welcome, Traci

You did it!
Nothing left to complete. Way to go!

0 Items requiring completion

**** DEADLINE TO SUBMIT APPLICATIONS IS MARCH 1ST, 2026 at 11:59pm! ****

AWARDSPRING STUDENT USER FAQs

Can I use AI to help me with my application?

NO! Students are not to use chat gpt or any other AI assistance for their essay responses unless prompted to do so to provide supplemental perspectives.

Can I use my phone or tablet to apply for scholarships?

NO! AwardSpring is not optimized for mobile use. We recommend using a laptop, Chromebook, or other computer instead. Trust me, you'll be glad you did. Trying to navigate the dashboard on a mobile device can be a hassle, and uploading required documents may cause problems.

I forgot my password. Can you reset it for me?

All users are responsible for their own passwords in the system. If an applicant (or reviewer, admin, or donor) has forgotten their password, they can click the "forgot password" link on the logged-out view of your AwardSpring website. They will be asked to enter their email address and then will receive an email that will help them reset their credentials.

Why am I getting a message that says "This email address does not exist."?

If an applicant tries to enter their email on the "forgot password" page and gets this error message, it means that they have not yet created an account. You may direct the applicant to create an account by clicking the register button.

Why can't I submit my application?

Students need to complete all questions in each section of their application. Students can see their progress in each section on the left hand side of their application where a status is displayed (Not Started, In Progress, Completed). Once you have completed each section they will be able to submit their application.

Why does it say I'm not qualified?

It is so important to double-check your responses to the application questions. You can always go back and adjust your answers, even in the general application section. Certain questions act as qualifiers, and incorrect answers could mean you're not seeing all of the scholarships you are eligible for. Feel free to log in and make any necessary changes. You have until March 1st to edit and modify your application as needed.

I am getting an error message, what should I do?

When an applicant gets an error message or is having another technical issue, please contact AwardSpring's technical support team to troubleshoot. AwardSpring's support contact information is as follows:

support@awardspring.com | Phone 888.258.5628, option 2
Support Hours | Monday-Friday: 8am-7pm (all times Central)

I have applied for the scholarship(s), now what?

Wait! And check your email often. The selection committee will review and score each applicant AFTER the March 1st deadline. You will be notified via email in April if you were awarded or denied.

What happens after I am awarded a scholarship?

Students will be required to submit documentation for the intended disbursement term. Documentation will include:

- *Student Full Name, as it appears on your college account*
- *Student ID#*
- *Proof of enrollment/course schedule*
- *Mailing address to your educational institution financial aid/scholarship disbursement office*

All recipients will need to write a thank you note to the donor(s); this information will be shared with recipients after they have been awarded.

Scholarship checks will not be processed until after July 1st. They will be mailed out to your college/university directly. Please note, there is a 2-4 week turnaround for checks to get processed.

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