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 2027 pursuing a post-secondary education at a technical school, state college or state university. Applicants from FLVS, homeschool, public-private charters or private schools will not be considered.

If you need assistance during the application process, please contact Mandy Cooke at the Education Foundation of Lake County:
Email: cookea@lake.k12.fl.us
Call/Text: 352.446.4453
Main Office: 352.326.1265

SCHOLARSHIP TIMELINE FOR THE CLASS OF 2027

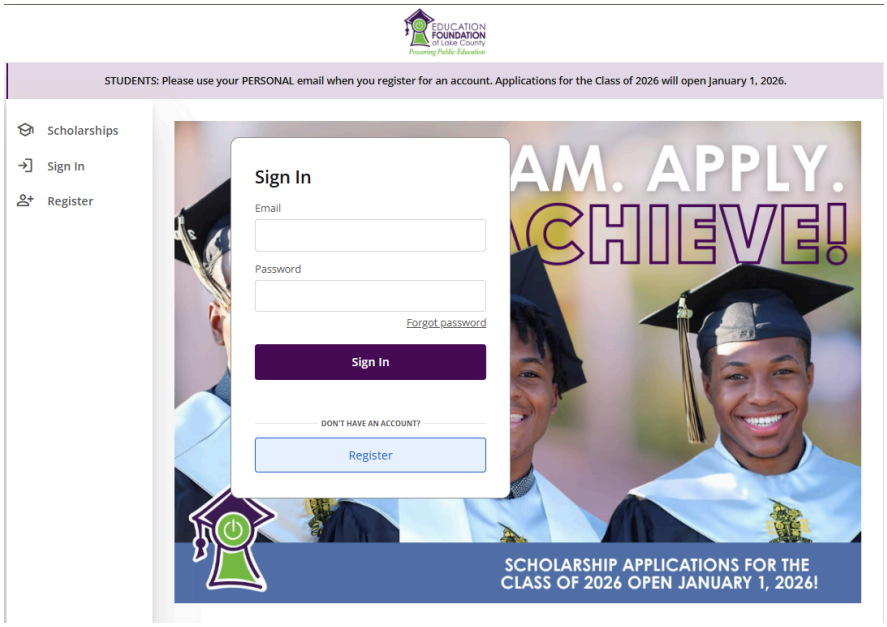
- January 1, 2027 – Online Applications Open
- **March 1, 2027 – Online Application Deadline; site closes at 11:59pm**
- March 2027 – Application Reviews completed by Selection Committees
- April 2027 – Scholarship award/deny notifications sent via email to applicants
- May 5, 2027 – Scholar reception breakfast (invite to follow only to award winners)
- June 15, 2027 - Deadline for recipients to claim scholarship disbursement for Fall term; enrollment documentation required
- December 15, 2027 – Deadline for recipients to claim scholarship disbursement for Spring term; enrollment documentation required

AWARDSPRING APPLICANT'S VIEW

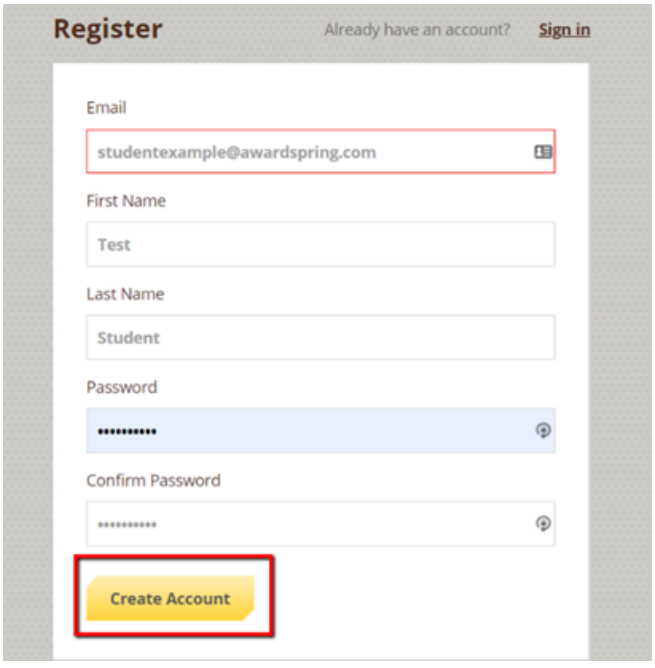
Start by navigating to the Education Foundation's AwardSpring site:
https://edfoundationlake.awardspring.com

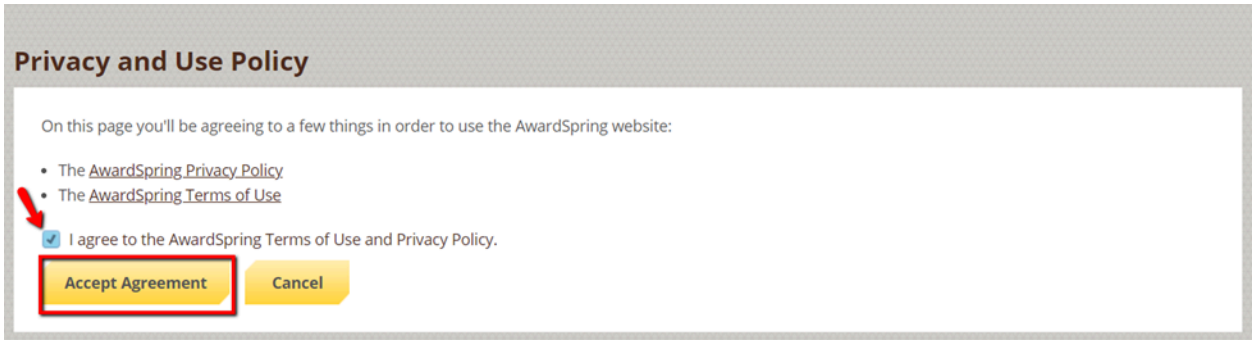
You will land at the login page.

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

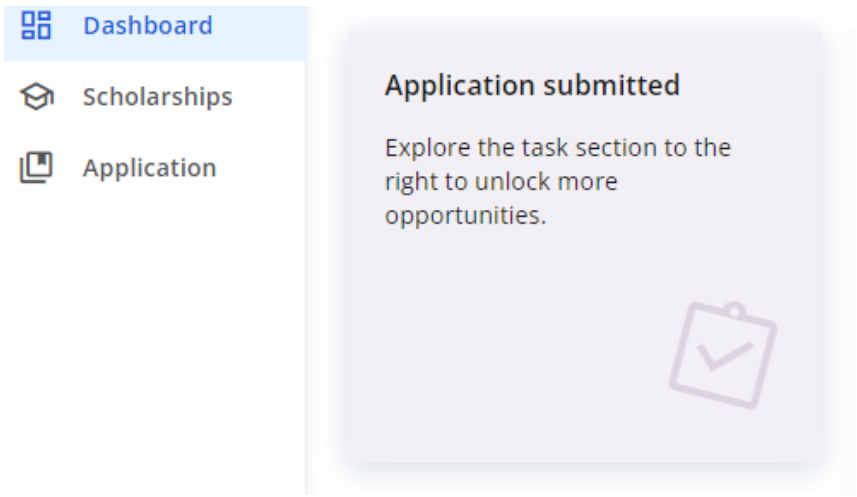


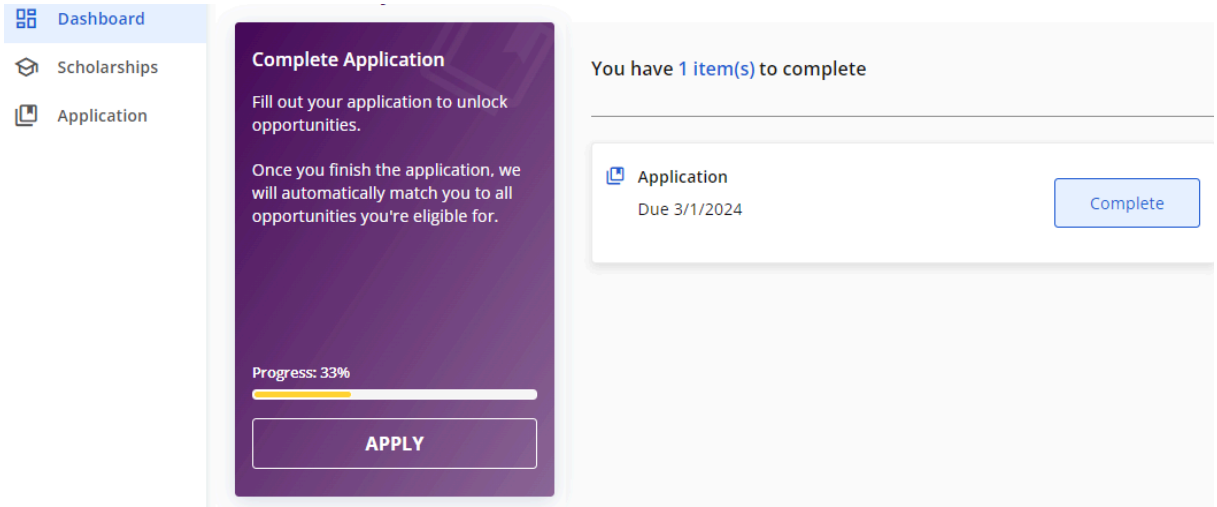
Register: *DO NOT use student/school operated emails*. **STUDENTS NEED TO REGISTER** their account, NOT the parent/guardian. Please use your personal email.

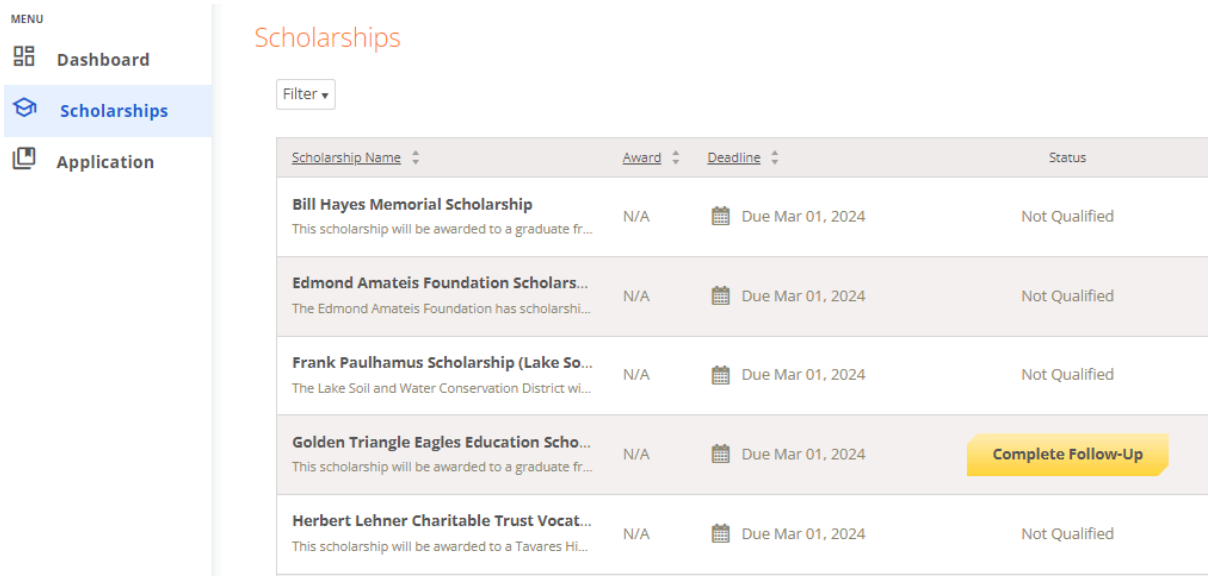




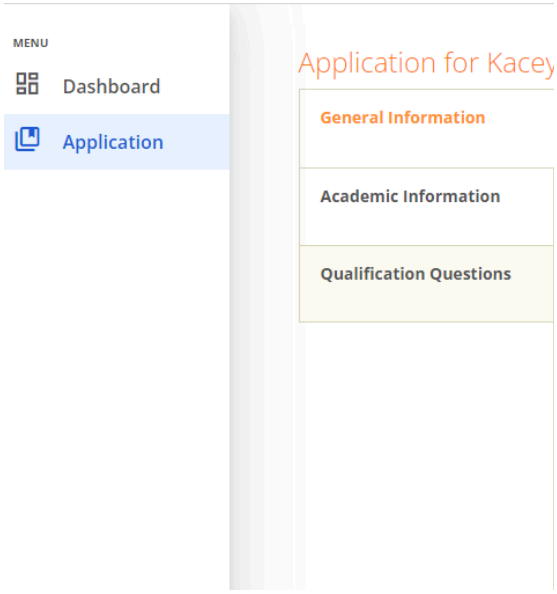
After login/registration, you will be directed to your **Dashboard**. Important information about your application status and additional instructions will be displayed for you here. Click the Start Application button to begin filling out your application. The dashboard can vary greatly in the content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



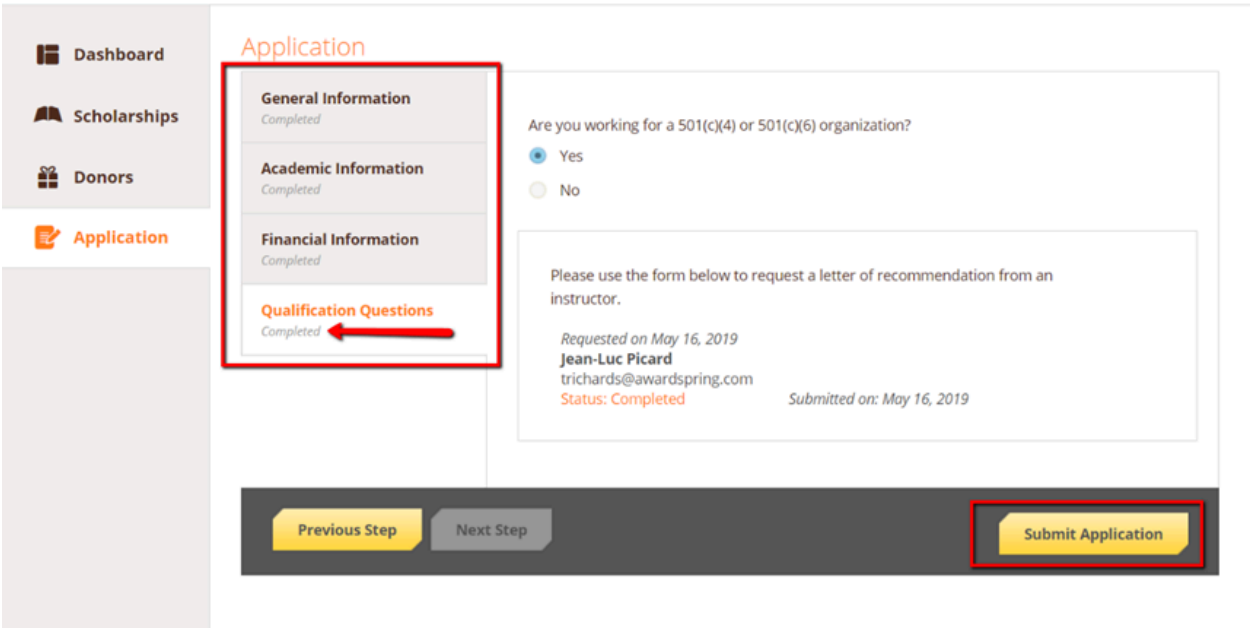




All applicants are required to complete the **Application** first. There are several tabs that make up the entire application. Complete all of them in order to submit your application.

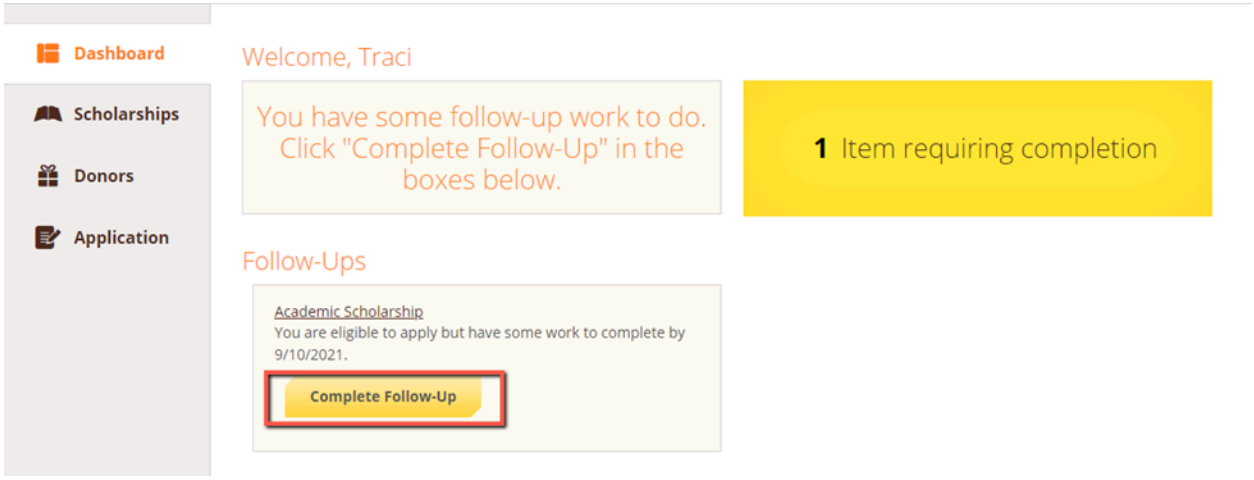


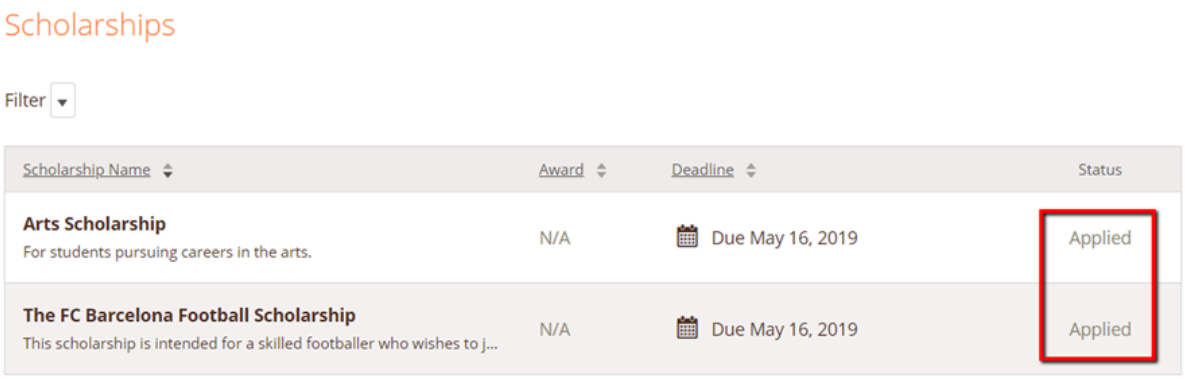
Completing all tabs of your application will enable you to the **Submit Application** button in the lower right corner. Click it to submit your application.



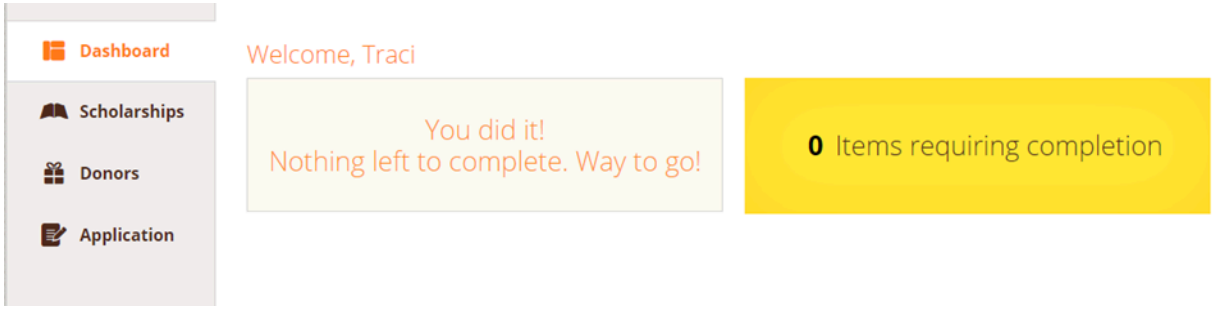
Click **Dashboard** to return to your main dashboard, where you can view additional information or take further action. If the applicant did *not* qualify for any scholarships, no follow-up is required. this will be indicated by **Not Qualified** in the status column. Your dashboard will also display messages and prompts for any scholarships you *did* qualify for but still need to complete follow-up items.

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.





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.



**** DEADLINE TO SUBMIT APPLICATIONS IS MARCH 1ST, 2027 at 11:59pm! ****

AWARDSPRING STUDENT USER FAQs

Can I use AI to help me with my application?
NO! Students are not permitted to use ChatGPT or AI writing assistants. All essays and answers must be original and in your own voice.

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*
- *College 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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Updated 11/06/2026 (KE)