

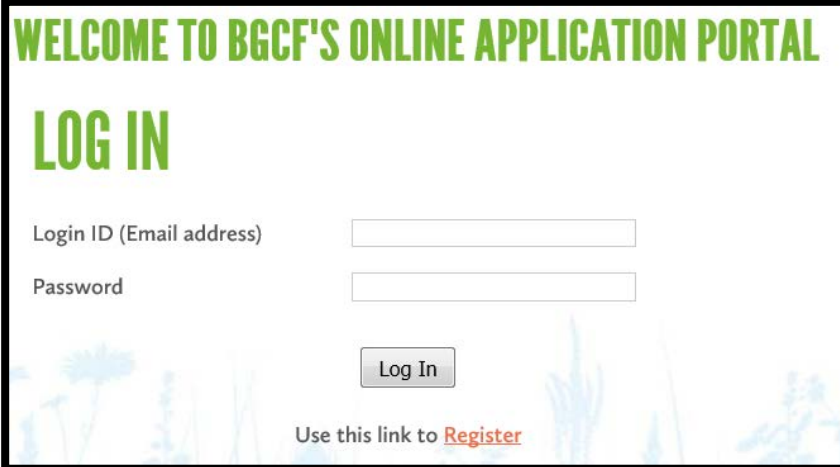
## Online Scholarship Application Instructions

### ACCESSING THE GRANTS:

- A list of all available scholarships and descriptions can be accessed by going to: <http://bgcf.org/learn/scholarships>
- Beneath each scholarship description is a link that says [Click here to apply](#). Clicking on this link will take you directly to the application web portal.

### REGISTERING:

- When you click on [Click here to apply](#), you will be taken to the page pictured below. New users will need to click [Register](#). Once you have registered, you will be an existing user and will Log On using their username and password.



WELCOME TO BGCF'S ONLINE APPLICATION PORTAL

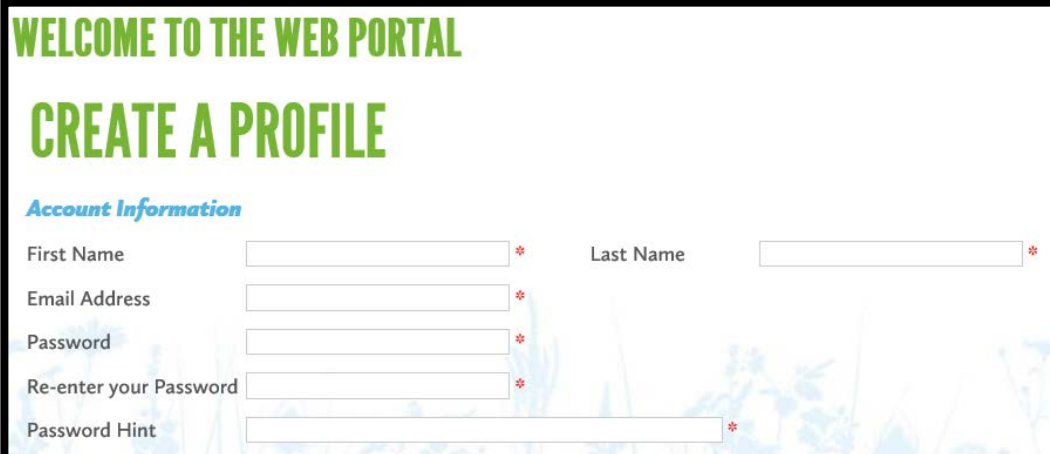
## LOG IN

Login ID (Email address)

Password

Use this link to [Register](#)

- New registrants will be asked for registration information. The fields are all required. **Note that your email address becomes your username.**



WELCOME TO THE WEB PORTAL

## CREATE A PROFILE

*Account Information*

First Name  \*      Last Name  \*

Email Address  \*

Password  \*

Re-enter your Password  \*

Password Hint  \*

- Registrants will be asked to select the portal access they need. Students will check “Scholarship Applicant.” You will also need to click to accept the terms & conditions.

I accept the [terms & conditions](#) \*

Portal Access\*

Scholarship Applicant

Organization Grant Applicant

Organization Admin

\*Some access requires approval. Please do not select access that you do not need!

- You will receive a message that they have successfully registered. You will be automatically approved as “Scholarship Applicant” and be able to immediately start working on scholarship applications.
- After successfully registering, you will also receive an email that welcomes you to the Blue Grass Community Foundation’s Online Application Portal. This email will include a link to the application web portal that you can use to directly access your application(s) in the future. <http://bgcf.spectrumportal.net/Accounts/LogOn>

#### FILLING OUT THE APPLICATION:

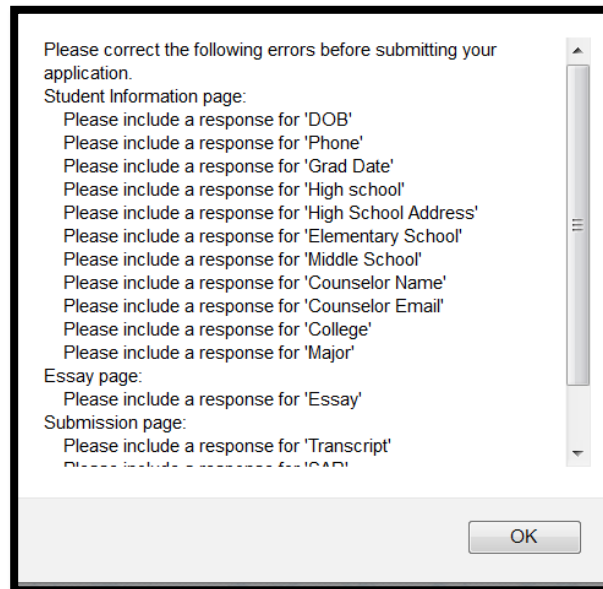
- When you click on the scholarship you want to apply for, you will see a description, as well as the applicant qualifications required.
- Applications have three parts that are represented in these three tabs:



- The **Student Information** will include fields that you need to fill in with your basic information, including name, address, current school, etc.
- The **Essay** tab includes the essay question(s) and a field to provide your essay. You can either compose your essay directly into this space or you can use another program, such as Word to complete your essay and simply copy and paste it onto this page. If you do copy and paste from another program, please double-check your essay for any unintended characters as sometimes there is an issue with formatting when using another program. Please note that character limit for each essay field is indicated at the bottom of that field. In most instances the character limit is 3,000.
- The **Submission** tab includes required documents that you will need to upload such as your transcript of grades, ACT/SAT scores, and your Student Aid Report. You will need digital copies of these documents (can be .pdf or other type of file) so that they can be accessed on the computer from which you are working. When you click **Upload File**, you will automatically be taken to browse your

computer files. Simply click on the document required and then click Open to successfully upload it to the application. If you need to remove the file you uploaded for any reason, you can simply click **Remove File** and the field will once again be empty.

- **Please note that you should click SAVE every 15 minutes while working on the application.**
- You do not have to complete the application in one session. You can save your work, logout and return at a later time to complete the application. You can directly access the application portal by going to:  
<http://bgcf.spectrumportal.net/Accounts/LogOn>
- When you Log In, you can click the **My Saved Applications** tab and see the application(s) you have started. Simply click on the name of the application and you will be able to continue your work.
- Once you have completed the application and filled in and uploaded all required information, go to the **Submission** tab and click **Submit** at the bottom of the page. If you have failed to provide any required information, you will be alerted of this error and the application will not be submitted. The alert will notify you of exactly what information is missing.



- Once the required information is included, you will be able to successfully submit your application.
- After successfully submitting your online scholarship application, you will receive an email confirming the receipt of your application by Blue Grass Community Foundation.
- For questions related to the application and required documents, please contact your school counselor. For technical questions related to the website, please contact Kristen Tidwell at Bluegrass Community Foundation, [kristen@bgcf.org](mailto:kristen@bgcf.org).