



How to Apply for the Stanislaus Community Foundation's Scholarships Step by Step

1. Click the link on our website or go to this address, which takes you to our application portal called SmarterSelect: https://app.smarterselect.com/matching/1390/start_page (You may need to copy and paste this web address.)
2. Click the green **"Begin Search"** button to bring up the matching questions. Answer each question accurately.
3. After submitting the matching questions form, you'll be shown a list of scholarships you qualify for. Click the box of those you want to apply for, and then click the green **"Save to my Applications"** button.
4. You'll be taken to a page that asks you to sign in. Click on the tab that says **"Create New Account."** Enter your information and click the **"submit"** button.
5. Begin by clicking on the application titled **"2023-2024 STANISLAUS COMMUNITY FOUNDATION COMMON SCHOLARSHIP APPLICATION"** in the **"My Applications"** tab. This is the only application you should work on. Your answers will automatically populate on the other applications on your list. Once you've filled out the application, click the green **"Submit"** button.
6. **IF YOU ARE APPLYING FOR MULTIPLE SCHOLARSHIPS, YOU MUST GO TO THE "MY APPLICATIONS" TAB, OPEN EACH ONE SEPARATELY, AND GO THROUGH THE SUBMISSION PAGE FOR EACH ONE. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**
 - a. *If you're applying for any of the farming scholarships or the Modesto Bee scholarship, you will also be asked to provide the name of your relative that is currently employed by these companies. **This page comes AFTER the submit button due to the way the application is set up, so please make sure you don't miss it!***
7. You can update your application up until the deadline date, even if you've pressed the **"submit"** button.

If you have questions or problems, please feel free to contact Jessica Tapia at jtapia@stanislauscf.org



To upload your transcripts and Student Aid Report (SAR):

- a. If you are digitally uploading from a computer, make sure your transcripts and SAR are saved in a location you know. Hit the "Select File" button. This will bring up a box called "Choose File to Upload." Find your transcripts or SAR, select the file, and hit the "Open" button. Upload should begin immediately.
- b. If you are accessing the application from your iPhone, hit the "Select File" button. This will bring up 3 choices: "Take a Photo or Video," "Photo Library," or "iCloud Drive." If you want to take a photo of your transcripts or SAR to upload, please hit the "Take Photo or Video" button. Take the photo (make sure everything is CLEARLY LEGIBLE) and select "Use Photo." If you've already taken a photo of your transcripts or SAR, hit the Photo Library button and select the appropriate photo. The upload will begin automatically.
- c. If you're accessing the application from an Android or other device, hit the "Select File" button. This will bring up choices to access your camera or your photo library. If you want to take a photo, please hit the "Take Photo" button. Take the photo (make sure everything is CLEARLY LEGIBLE) and select "Use Photo." If you've already taken a photo of your documents, hit the Photo Library button and select the appropriate photo. The upload will begin automatically.
- d. If you've uploaded a file and want to change it, select "Replace File" and select the new file you want to attach.



To take a screenshot of your transcripts or SAR on a PC:

- 1) Pull up your document and maximize it to the full screen so the entire document is visible.
- 2) Hit the PrtScn button in the top row of your keyboard (above Backspace). This will take a screenshot, but you won't necessarily see anything happen.
- 3) Open Paint or Word or any other program you can paste a photo file into and hit Ctrl+V to paste the screenshot into the document.
- 4) Save the document to your computer in a place you'll remember (if you're using Paint, save it as a .jpeg file extension).
- 5) When uploading, the uploader tool will prompt you to select your file. Locate the file you saved, select it, and press the "Open" button. The upload should begin immediately.

To take a screenshot of your transcripts or SAR on a Mac:

- 1) Pull up your document and maximize it to the full screen so the document is visible on the whole screen.
- 2) Press Shift + Command(⌘) + 4. The file will automatically save to your desktop.
- 3) When uploading, the uploader tool will prompt you to select your file. Locate the file you saved, select it, and press the "Open" button. The upload should begin immediately.