**8DEADLINE FOR SENIOR APPLICATIONS: 11:59 p.m. on Friday, February 17, 2023**

How to Start Your Profile and Apply:

1. Go to [www.GreencastleAlumni.DollarsforScholars.org](http://www.GreencastleAlumni.DollarsforScholars.org)
2. Click on the “Students & Parents” tab at the top far right.
3. Click on “Click to Apply” [If you and/or your parents have trouble, you can always click on the links above for videos for assistance.
4. You must create a Student Login using your e-mail address and a password. Make sure that your password is something you can remember and write it down in a safe place. The process is the same for Parents and References [see tabs on the right]. **Use your personal e-mail, not your school email, and not the email of your parent(s).**
5. Once Step 4 is completed, you will receive an e-mail which will allow you to begin your Profile which will contain all of the info for applying for scholarships with the Greencastle Alumni Dollars for Scholars and the National Dollars for Scholars awarded via Scholarship America.
6. Click on the Basic Info tab.
7. All items marked with double asterisks (\*\*) are required. Single asterisks are recommended, but not required. All others are optional but may be important for additional scholarship opportunities beyond those awarded by our local affiliate. As you complete a section the bars on the left will change from red (not started) to yellow (partially completed) to green (completed). *As a side note, the percentage completed will not reach 100% until you are both awarded a scholarship and have accepted the award.*
8. Any place you see a blue bubble with a question mark (?) in it, you can scroll over it and an explanation about the item will appear, e.g. “Legal First Name” will state: “As it appears on your Social Security Card”
9. At the bottom of each section there are 2 buttons: (1) “Save and Continue” which will save your info and allow you to proceed to another section or (2) “Save and Go to Dashboard” which takes you back to the dashboard and will allow you to see the progress you have made in each section.
10. Notes on specific sections:
11. Documents: You may store any documents here, e.g. scans of certificates, samples of school work, etc.
12. Parents/Financial Info: We have multiple scholarships that are based on need. Parents need to enter their EFC number as noted in their FAFSA.
13. Essays: There 2 essays in this section. The first is titled “Goals and Aspirations” and its completion is required by our local chapter in order to be considered for a scholarship. It should be at least 300 words in length, however there is no set maximum length. Write your essay in a Word Document, then copy and paste it to the box. Saving it in the “Documents” section will allow you easy access so that you can edit it for other scholarship/college applications. The second essay is titled “Unusual Circumstances”. While you may not think you have experienced anything “unusual”, you probably have had an experience unique to yourself which caused a change in behavior or choice in career path. Use your imagination.
14. References/Transcripts: You are required to have Mrs. Meyer send your transcript. When you click on the “Add Counselor/Registrar Information” button, a box will appear for you to add the following info:

Counselor/Registrar First Name: **Brenda**

Counselor/Registrar Last Name: **Meyer**

Counselor/Registrar E-mail Address: bmeyer@greencastle.k12.in.us

Counselor/Registrar Phone Number: **765-653-9711**

***Transcripts will not be uploaded until all 1st semester grades have been posted.***

This year, our chapter is requiring you to have at least one reference. Just like the counselor info, there is a button “Add Reference Info” for you to click. The information is similar to that for counselors.

1. Be sure to go to the sections **“My Scholarships”** and **“My Opportunities**” regularly and often because scholarships have different open and close dates. Under *“My Scholarships”* there is a link to **Fastweb**. Clicking on that button will generate scholarships which match the info in your profile, thus saving you search time. *“My Opportunities”* will list scholarships which are open to all applicants.
2. **“My Scholarship News”** provides links to recent articles about scholarships. **“My Resources”** is a great place to learn more about how to get into college and complete college. *I recommend that you and your parent(s) spend time exploring this section before you complete any scholarship application.*