Wahoo High School Online Scholarship Program
Quick Start Guide

Register

1. Go to https://appcentri.com/sign-up/781-396 to register. **NOTE: USE A PERSONAL EMAIL ADDRESS TO REGISTER AND THROUGHOUT THE SCHOLARSHIP PROCESS.**
2. Complete form and click on "Register."
3. You will receive a confirmation email. Click the link in the email to complete your registration.

Getting Started

Go to **My Profile** and tell us about yourself. Fill in as little or as much information as you like. Information you enter will be used to complete scholarship applications and complete your activities resumé. **NOTE: USE PROPER CAPITALIZATION AND GRAMMAR. THIS PROFILE INFORMATION WILL BECOME A PART OF EACH SCHOLARSHIP APPLICATION!**

Completing a Scholarship Application

Selecting Scholarships
1. First, go to **Scholarships** to find scholarships you're interested in; then click the "Add to my list" button to add them to your **Dashboard**. Use the sort and filter dropdowns to narrow your search.
2. On the **Dashboard** page, you'll see all the scholarships you've selected. They'll be listed under "Applications I'm Working On" or "Applications I've Submitted" depending on how far you've gotten on each application.

Completing scholarship forms
1. Click the scholarship's name to open its web form. You may find that much of the information has already been filled out for you, using information from your profile.
2. At any time, click the "Save Draft" button to save what you've done so far. You can come back later and pick up where you left off.

Submitting an Application

1. Thoroughly review your application and make sure you have completed all the required fields in the application.
2. Attach/upload all additional documents, references, etc that are listed in the scholarship's instructions.

Electronically Submitted Scholarships

Once your application is complete and you have uploaded/attached all addition documents, click the "Submit Application" button at the bottom of the page to submit your application. Your submitted applications will appear under the "Applications I Have Submitted" section. This step is very important. If you do not submit your application, it will not be sent to the scholarship committee.

Mailed Scholarships

Some scholarships require you to mail or drop of a hard copy of your application to the committee. These are identified within the application. Once your application is complete and you have uploaded/attached all additional documents, click on the three-bar icon ☰ , select "Export to PDF" and print your application. Double-check all corresponding documents are included. For your records, you may also want to click on "Submit Application" to move this application to the "Applications I Have Submitted" section.