

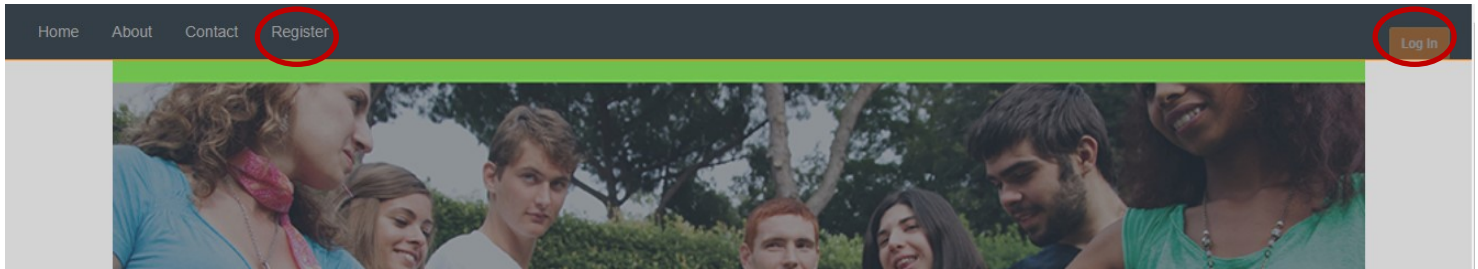
# 4-H Scholarship Application

## User Guide—Application Process

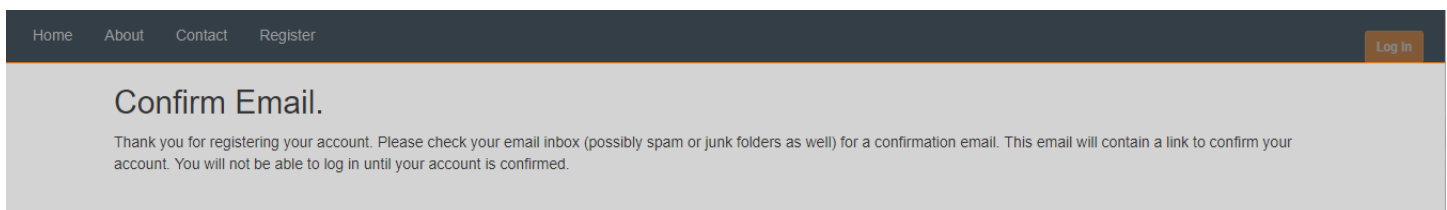
URL: <https://4hscholarship.tennessee.edu/>

- Step 1: Registration

- When first visiting the 4-H Scholarship page, there are two ways in which a user can register. The first way is to click on the “Register” tab in the menu. The second way is to click the “Log In” button on the far right and select “Register” (See Image Below). Before being able to apply for an application, all users must register.



- Enter the required information before clicking “Register”
  - Email: This will be the primary source of contact for the application process all the way through payment of any awarded scholarships. Please make sure you use an email address that you are able to check on a regular basis.
  - Password: Select a password that is unique to you. Be sure and record this password so you don’t have problems accessing your application or payment request in the future.
- When you complete the required registration form, you will be directed to a screen instructing you to “Confirm Email”. You will receive an email with a link to confirm your account (See Images Below).



cburgos@utk.edu

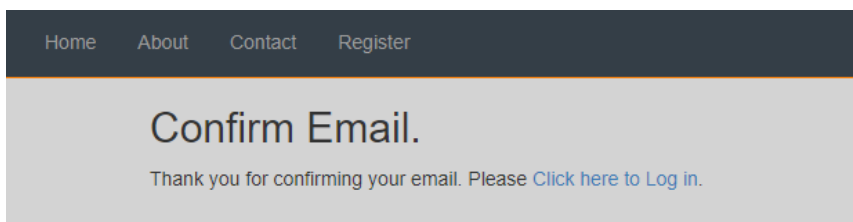
8:35 AM

**Confirm your account**

To: brad@weekendwarriorshockey.com

Please confirm your account by clicking this link: [link](#)

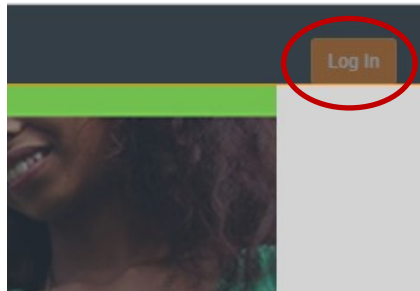
\*The email will come from “cburgos@utk.edu” and will simply contain a message asking you to confirm your email by clicking the link.



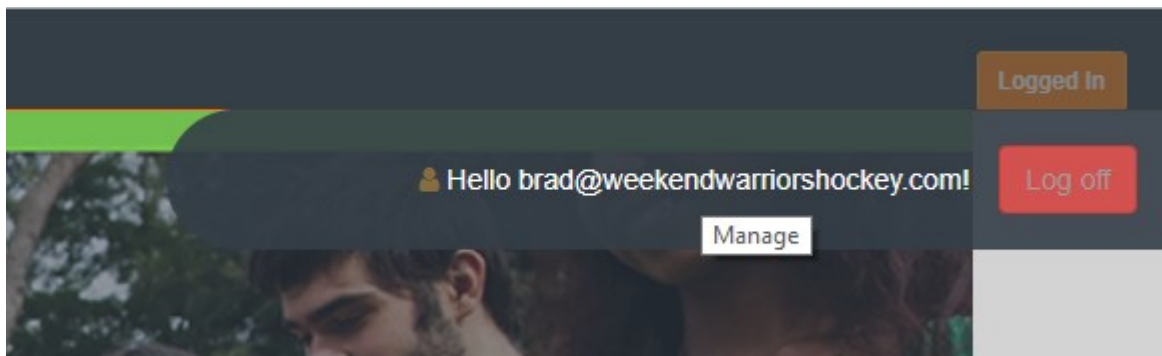
\*Once you click the link, you will receive the message thanking you for confirming and instructing you to login. You will use the email address and password previously entered to login.

- Step 1: Registration (continued)

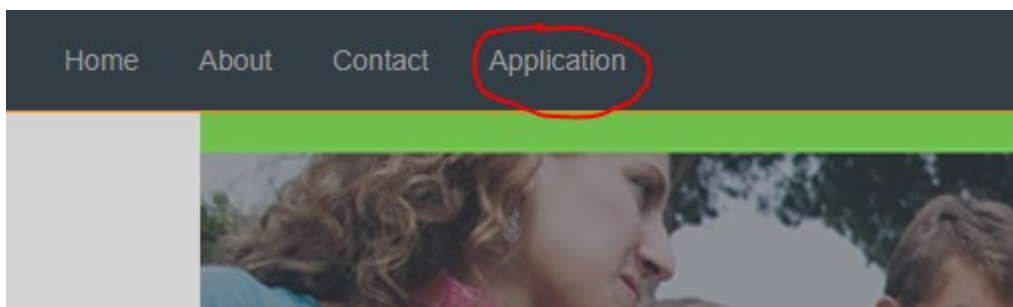
- When logging in for the first time, you will be required to complete a “User Profile”. Complete the form and click “Save”.
  - NOTE: Items marked with a \* are required.
- After saving your “User Profile” you will be directed to your “Manage Account” section. Here you can change your password, edit your profile information or change your email address. In the future, you can access this by following these steps:
  1. Click the “Log In” tab on the far right of the menu



2. A form will be displayed where you will enter the email address and password you registered with.
3. Once logged in, you will notice the “Log In” tab changes from “Log In” to “Logged In”. If you click this tab, you will see “Hello {your username}” and a “Log Off” button. If you click your username, you will be directed to the “Manage Account” area.

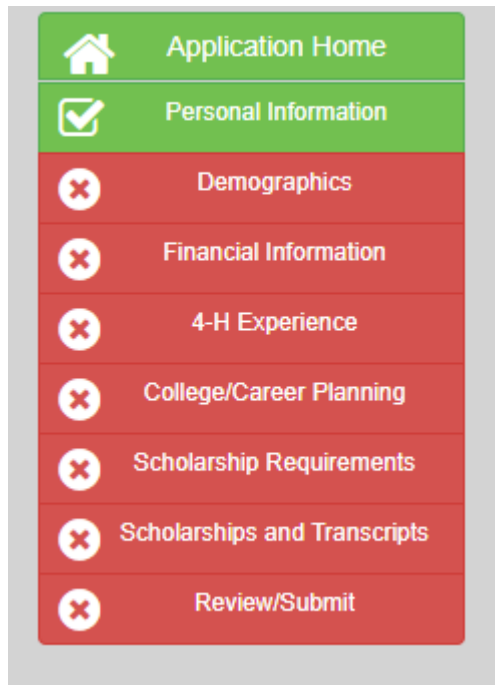


- After completing the “User Profile”, you will notice that an additional item has been added to the menu. The “Application” tab is now available to you as an applicant.

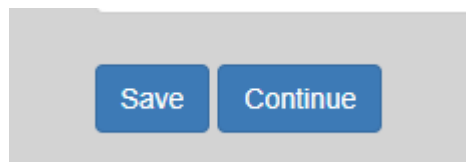


- Step 2: The Application Process

- Click on the “Application” tab in the menu. The “Application Home” page offers some valuable information about the process for the application itself and the process in submitting the application.
- You can begin with any of the sections you would like. Each section will allow you to save that section and continue your progress at a later time. The “Personal Information” section has already been completed based on the information entered in your “User Profile”.
- Navigating the Application:
  - There are two ways to navigate the application. The first, more obvious way, is the left side menu. By clicking on the sections, you will be directed to that specific page.



- Furthermore, you will see a “Continue” button at the bottom of each page. This will take you to the next sequential page in the menu listing. This is also where you will save each section of the application.



- Step 2: The Application Process (continued)
  - Pay attention to all the \*. These indicate items that are required.
  - Personal Information Tab
    - This information pulls from the “User Profile” page. You can make changes on everything here with the exception of your email and county. To make those changes, visit the “Manage Account” page.
  - Demographics
    - This section will allow you to add personal demographics and family related information.
  - Financial Information
    - This section requests information regarding expected financial earnings and parent/guardian support per semester.
    - You will also be required to offer specific reasons why you are applying for financial aid through the 4-H Scholarship program.
    - Lastly, you will be able to list any additional scholarships you have been awarded.
  - 4-H Experience
    - This section contains 5 parts that outline your experiences. Two of these areas are outside 4-H while the remaining three are directly related to your 4-H experiences.
    - Each section is limited to five examples. You are not required to have five listed for each section. It is important that you pick the most valuable information to include.
    - Sections:
      - Leadership Outside 4-H
        - Share leadership involvement in your community. Any leadership roles you have had outside of 4-H would go here.
      - High School Activities and Honors
        - List any honors or achievements you’ve received or accomplished during high school.
      - 4-H Projects
        - List 4-H projects you’ve been involved with including years involved, the 4-H project name and size/scope (meaning the size of the project and/or the impact it had in the community).
      - Leadership (directly related to 4-H)
        - Unlike the leadership experiences previously mentioned, this area is for leadership as it directly relates to 4-H.
      - Citizenship
        - List any activities you’ve been involved in within your community.

- Step 2: The Application Process (continued)
  - Pay attention to all the \*. These indicate items that are required.
  - College/Career Planning
    - This section asks basic college questions along with two 2000 character essays regarding reasons why you have chosen your field of study and what your career plans are at this point.
  - Scholarship Requirements
    - In this section read through each description (Offered To, Studies In, College and Special Requirements) and select “Add” if you meet the requirement. If you don’t simply leave it and click nothing. If you add a requirement by accident, you can remove it by clicking the “Remove” button.
  - Scholarships and Transcripts
    - Based on the requirements you checked in the previous section, you will see a list of scholarships you can apply for. To apply for a scholarship, simply check the box beside the scholarship name in this section. You don’t have to apply for all of them, but must select at least one.
    - At the bottom of this section, you will upload required documents. More information about the required documents is available in the application.
      - You may remove documents at anytime. If you are uploading a document that already exists, the existing document will be over written.
  - Review and Submit
    - The final section will offer two components to complete your application.
      - When arriving on the “Review/Submit” page, there is information you should read prior to submitting.
      - The first step will be to submit your application to your county agent. This will allow them to review your 4-H entries and make suggestions. \*Agents will not be able to see uploaded transcripts, grades or any financial information.
      - When the agent submits comments, you will receive an email containing the comments. You can also visit the applications “Review/Submit” page to view comments made by your agent.
        - Feedback comments from agent can be used to make changes and improve your application content. Once all changes are made you will proceed to the final step.
      - Your final step is to submit your application to the State 4-H Office. Once this is done, your application will lock and no changes will be allowed.

- Step 3: Acknowledgement of Application Decision
  - Scholarship recipients will be notified in May and invited to the presentation assembly at Roundup in July.
  - You will also receive correspondence via email as to the results of your application.
  - If you were not awarded a scholarship through the 4-H Scholarship Application:
    - Please do not be discouraged. The funding for our scholarships varies from year to year.
    - Not all of the scholarships are limited to individuals graduating high school. You can reapply next year, even as a college student. For details on this check the scholarship chart located on the Tennessee 4-H website.
  - If you were awarded a scholarship through the 4-H Scholarship Application process:
    - You will receive more information from the Tennessee State 4-H Office on what the next steps will be.

If you have general questions regarding the Tennessee 4-H Scholarship program, please contact your local 4-H Agent. If you are having technical issues, please send via email as much detail as possible to [cburgos@utk.edu](mailto:cburgos@utk.edu).