

This guide will assist you with Direct Award Applications (previously Auto-Match) and the awarding process. **Direct Award Applications do not have a committee review option in JagSPOT.**

1. To award Direct Awards navigate to <i>Plan</i> on the left-hand navigation bar and then select the <i>Scholarships</i> tile.	Plan Cycles III	Applications Score Cards	Scholarships
Scholarships Draft (232) Active (483) Review (2) Award (142	Completed (1) Archived (26)	Filter Import Export Add +	2. Locate the scholarship to be
Scholarship Name			awarded using the filter function and click on the <i>Pencil</i> icon to edit the award
Created: 9/28/2020 Open Date: 9/27/2020 Deadline: 9/27/2020	Cycle: fake 2 Organization: Training Award Year: 2122		

3. Select the *Candidates* tab, and then click on the *Re-Run Auto-Match* button to ensure you have the most current list of eligible students.

Scholarship N	ame												
General Matching		Awards							Select a SmartRa	_	Run Auto-Match	While the auto-match is re-running the button will be greyed out. This may take several minutes.	
Student ID	T	Name	Ŧ	Candidate Type	Ŧ	Created	Ŧ	Matc	hing T	,	Award Amount		

4. Next, proceed to *Award* on the left-hand navigation bar and click on *Award Views*.



5. If an award view has already been created for this scholarship, select that view by clicking on the corresponding *Pencil* icon. If not, create a new award view by pressing the *Add*+ button (detailed instructions can be found in the Creating Award Views Document).

					Ad
Inactive Inactive					
Name	Number of Scholarships	Review Pool	SmartRank	Edit	Deactivat
Scholarship Name	28	No Pools	N/A	Salt.	Û
Scholarship Name					-

- 6. Once inside the **Edit Award View** Award View, a list of eligible students •Name: Scholarship Name Remaining Total Total will be visible. Applicants Awarded Budget Pool: No Pools Manage Scholarships (1/142) SmartRank 5 \$0.00 \$999.999 1 Scholarship Name SmartRanks and or Z the Column Manager can be used to add Student ... Y HS Cum... What v... RESIDE... T Award SmartR additional information In State Student 22 J00486239 \$0.00 40.00 1 4 Resident Name from the student's file In State Student J00527057 <u>\$0.00</u> 34.01 3.26 20 2 to your view. Resident Name
 - 7. After identifying the students to be awarded, click on the *\$0.00 Award Amount* next to their name. This will pull up an awarding window.

	rtney			Ø Awarded
tudent Total: \$0	.00			\$0.00
		ING TEMPL ERVICES O	ATE-NOT REAL- OFF NLY -	ICE Total Awarded: \$0.00 Remaining Budget: \$999,999.00
OF SCHC				Remaining Budget:

In this window you will enter the dollar amount you are awarding the student into the corresponding award term. There is also a box for comments if you would like to make notations for the record.

8. Once you have allocated all of the awards in the award view, save your work.