# JagSPOT Creating an Award View

This guide will assist you with setting up a new tool for the awarding process for your scholarships. *Award Views* are customizable groupings that allow the awarder to view, rank, and sort all applicants who are eligible to receive an award. These views are unique to the individual awarder.

1. To begin awarding scholarships, create a unique award view to manage the awarding process through. Select *Award* from the left-hand menu and then the *Award Views* tile.

This will show a list of previously created award views.

Award views are individual to the user so you can customize them however you want.
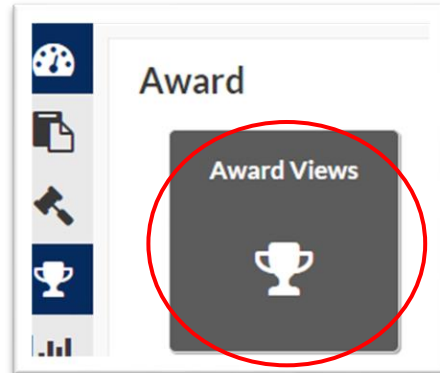
To **create** a new award view click the *Add+* button.

2. First, name the award view. These views can be used for multiple cycles so name it something identifiable.

Next, select the specific pool this view is for (if you are reviewing as part of a pool committee) or select *No Pools* if you are awarding individually.

If *No Pools* selected, a list of possible scholarships will be generated to choose from. Use the filters to identify scholarship(s) to be included in the award view.

Use the check boxes to include them in your award view and press save.

If you would like to use a *SmartRank,* you can select it from the drop-down menu.

To create a new *SmartRank,* click on the Plus button. See *SmartRank* guide for more detailed instructions.

3. The award view now shows a list of students who are eligible for the award and is ready to begin awarding.

If you need to nominate a student who has not applied for the scholarship you can do that by clicking the Nominate button and entering the student's Jag number.