



Scholar's App



GO TO SCHOLARSAPP.COM AND LOG IN

Scholar's App

Students Donors Counselors Parents

[Log in](#) [Sign up](#)

The all-in-one solution for winning scholarships.

Scholar's App is a platform that connects students to verified scholarships and helps track the entire financial aid process. Easily create a profile, search for scholarships, and submit applications online.

[Get Started](#)

\$1B+ **75%** **6v**

[Feedback](#)



Scholar's App

ENTER YOUR EMAIL AND PASSWORD



Log in

Email

Password

☒ Remember me [Forgot password?](#)

[Log in](#)

Don't have an account? [Sign up](#)

[California Privacy Policy](#)

Bypass Password Login
(Repeat this process every time you want to log in using this bypass.)

[Password-Less Login](#)

[Feedback](#)





Scholar's App



CLICK ON THE ICON IN THE UPPER RIGHT AND CHOOSE CHAIRMAN PORTAL

Scholar's App

John Case
jccase@outlook.com

DASHBOARD

- Dashboard
- Scholarships
- Suborganizations
- Help Center**

VFW Help Center

Choose a category/topic Search

Account Management & Login

- Chairman Portal**
- Judge Portal
- My account
- Log out

How to login and reset your password
This resources will help you know how to login to the app

How to reset your password
In this guide we show you how to reset your password in case you forget your current one, after resetting your password you will be able to login.

How to switch from a Chairman Portal to the Judge Portal?
This resource will show you how to switch between the chairman role and the judge role in case you're both a chairman and judging student applications.

Teacher Resource
This resource is to help teachers navigate challenges they may face when trying to help their students submit their application.

VFW - Chairman - How to generate and download flyers
Step by step guide on how to generate and download flyers

VFW - Post - How to use the checklist
This PDF explains how to access and use the Post Checklist on the Scholar's App dashboard to track task completion.

Application Management

Feedback



Scholar's App



HOW TO ADD JUDGES

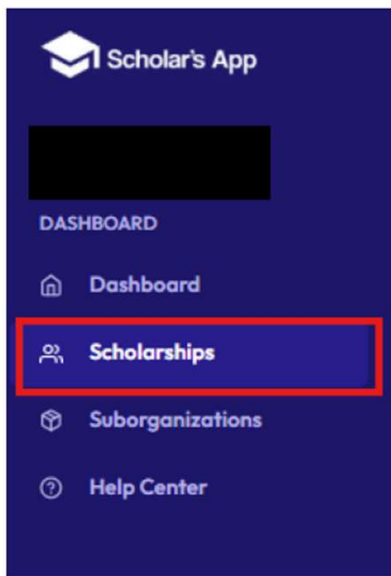


Scholar's App

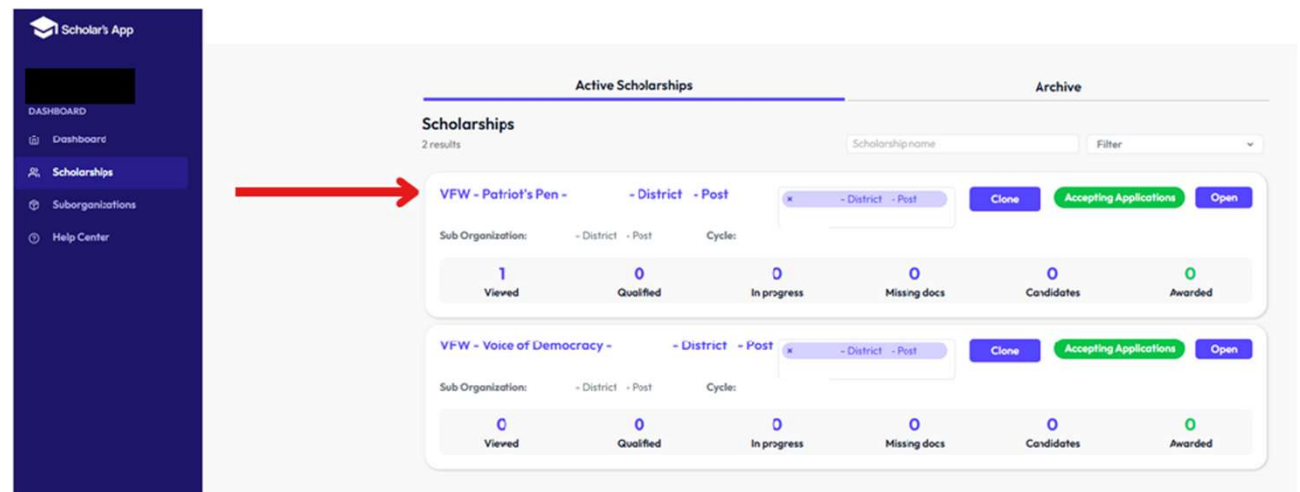


HOW TO ADD JUDGES

STEP 1: CLICK THE "SCHOLARSHIPS" TAB ON THE LEFT HAND SIDE COLUMN.



STEP 2: FIND THE SCHOLARSHIP YOU WANT TO WORK WITH. CLICK THE SCHOLARSHIP NAME TO OPEN IT.





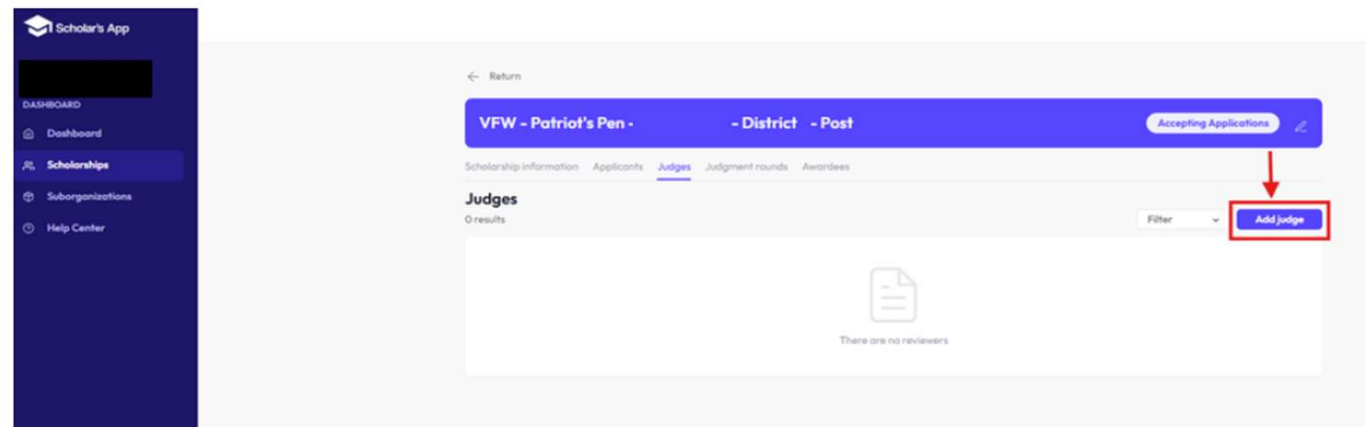
Scholar's App



STEP 3: CLICK THE "JUDGES" TAB



STEP 4: CLICK THE "ADD JUDGE" BUTTON ON THE RIGHT SIDE.





Scholar's App



- A pop-up window will appear
- Ensure email address is correct
- Click “Add judge” and judge will be added
- Repeat for all the judges you wish to add

Add judge

First name

Last name

Email

Tech-savvy?
☐ Yes ☐ No

Test



Scholar's App



HOW TO MANUALLY UPLOAD AND VIEW MANUAL APPLICATIONS



Scholar's App



HOW TO MANUALLY UPLOAD AND VIEW MANUAL APPLICATIONS

STEP 1: CLICK THE "SCHOLARSHIPS" TAB ON THE LEFT HAND SIDE COLUMN.

Scholar's App

DASHBOARD

- Dashboard
- Scholarships**
- Suborganizations
- Help Center

Active Scholarships

Archive

Scholarships

2 results

Scholarship name

Filter

VFW

Post

Sub Organization: Cycle: 3/12/25 - 11/01/25

Accepting Applications

Open

6	0	0	0	1	0
Viewed	Qualified	In progress	Missing docs	Candidates	Awarded



Scholar's App



STEP 2: FIND THE POST OR SCHOLARSHIP NAME YOU'RE WORKING WITH AND CLICK IT "OPEN".

Active Scholarships Archive

Scholarships
2 results

Scholarship name Filter

VFW	Post	Accepting Applications	Open		
10 Viewed	0 Qualified	1 In progress	0 Missing docs	1 Candidates	0 Awarded

VFW Post

Cycle: 3/12/25 - 11/01/25

0 Viewed	0 Qualified	0 In progress	0 Missing docs	0 Candidates	0 Awarded
-------------	----------------	------------------	-------------------	-----------------	--------------



Scholar's App



STEP 3: CLICK THE "APPLICANTS" TAB

← Return

VFW Post Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Scholarship information

Scholarship name
VFW Post

Description
*Please do not use your school email address as spam filters often class
not have their own personal email address, please use your parent/gu
ensure you use your own first and last name.*

STEP 4: CLICK THE ADD APPLICANT BUTTON.

← Return

VFW Post Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Applicants

2 applicants Add applicant Download Applications

Applicants	Application ID	Submitted	Status
Student Test Demo	174798314557	4/16/2025 5:39 PM	Applied
Available actions			
Upload application Download file(s) Edit Uploaded Files Open Application			
Test test	154920875875	-	App in Progress
Available actions			
Upload application Download file(s) Edit Uploaded Files Open Application			



Scholar's App



STEP 5: ENTER THE STUDENT'S DETAILS:

- FIRST NAME
- LAST NAME
- EMAIL ADDRESS
- THEN SELECT MANUAL ENTRY AND CHOOSE STRUCTURED FILES.



Scholar's App



STEP 6: CLICK "ADD"

Add applicant

First Name

Type here

Last Name

Type here

Email address

hello+manual@scholarsapp.com

Type of manual entry

Structured files

Cancel

Add



Scholar's App



STEP 7: ONCE ADDED, THE STUDENT WILL APPEAR IN THE APPLICANT LIST AS "APP IN PROGRESS". FIND THEIR NAME AND CLICK "UPLOAD APPLICATION".

← Return

VFW Post Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Applicants

3 applicants Filter

Add applicant Download Applications

Applicants	Application ID	Submitted	Status
Student Test Demo	174798314557	4/16/2025 5:39 PM	Applied
Available actions			
Upload application Download file(s) Edit Uploaded Files Open Application			
Test test	154920875875	-	App in Progress
Available actions			
Upload application Download file(s) Edit Uploaded Files Open Application			
Test Upload	068606385899	-	App in Progress
Available actions			
Upload application Download file(s) Edit Uploaded Files Open Application			



Scholar's App



STEP 8: YOU'LL NEED TO UPLOAD THREE FILES:

- APPLICATION FORM
- HEADSHOT
- ESSAY FILE

CLICK THE "DROP FILE HERE OR CLICK TO UPLOAD BUTTON" TO UPLOAD EACH ONE.



Scholar's App



STEP 9: AFTER ALL THREE FILES ARE UPLOADED, CLICK "SUBMIT".

The screenshot shows a web application interface with a modal dialog titled "Upload application". The dialog contains three input fields, each with a file name: "Application file" (Post%20Chairman%20-%20How%20to%20Download%20and%20Verify%20Flyer%20%281%29.pdf), "Headshot" (Post%20Chairman%20-%20How%20to%20Download%20and%20Verify%20Flyer.pdf), and "Essay File" (Screenshot%202025-04-10%20134721.png). Below the fields are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular box. At the bottom of the page, there are four buttons: "Load application", "Download file(s)", "Edit Uploaded Files", and "Open Application".



Scholar's App



STEP 10: THE STUDENT'S APPLICATION IS NOW UPLOADED AND READY TO BE DOWNLOADED IF NEEDS TO BE VIEWED

← Return

VFW Post Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Applicants

3 applicants Add applicant Download Applications

Applicants	Application ID	Submitted	Status
Student Test Demo	174798314557	4/16/2025 5:39 PM	Applied
Available actions			
Upload application	Download file(s)	Edit Uploaded Files	Open Application
Test Upload	068606385899	4/16/2025 6:53 PM	Applied
Available actions			
Upload application	Download file(s)	Edit Uploaded Files	Open Application
Test test	154920875875	-	App in Progress



Scholar's App



STEP 11: TO VIEW MANUALLY UPLOADED APPLICATION - CLICK "DOWNLOAD FILE(S)" UNDER THE APPLICANT'S NAME

← Return

VFW - Patriot's Pen - Alabama - District 1 - Post 2702 Accepting Applications

Scholarship information Applicants Judges Judgment rounds Awardees

Applicants

3 applicants Add applicant Download Applications

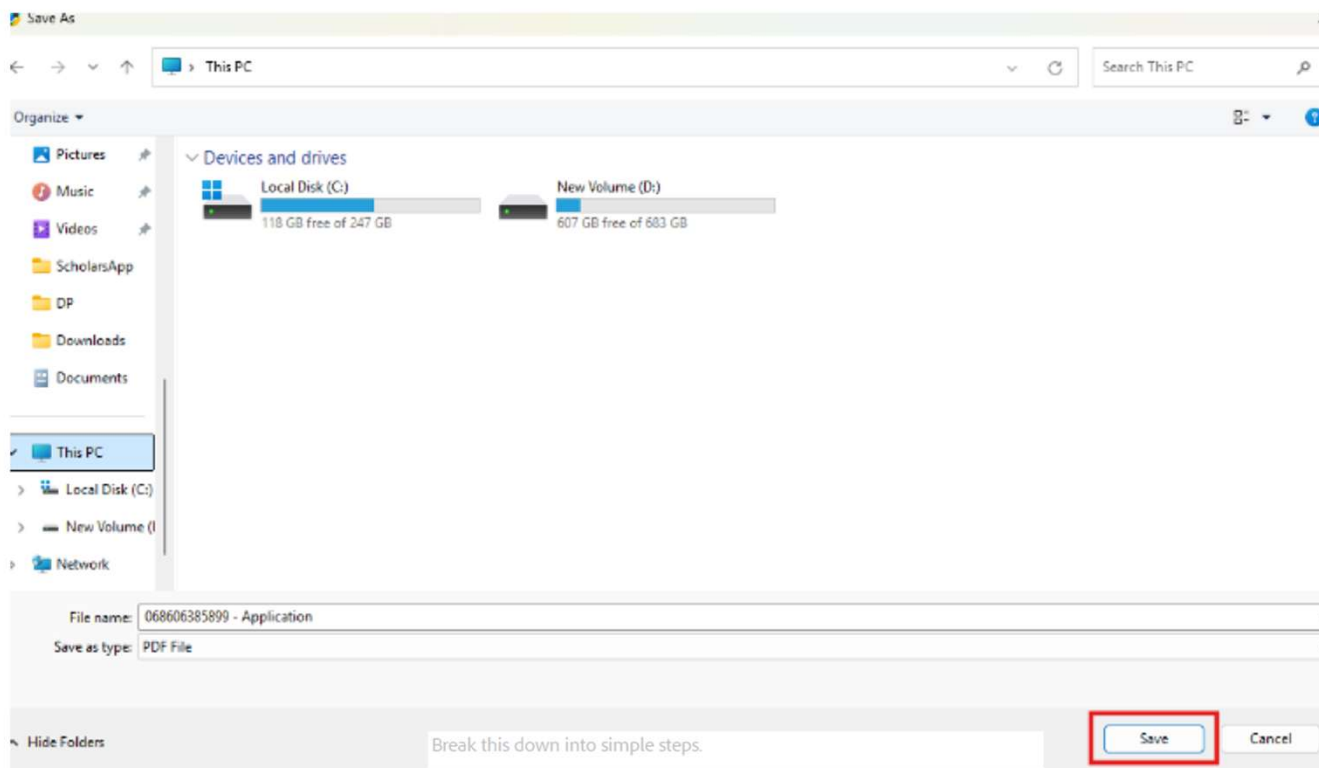
Applicants	Application ID	Submitted	Status
Student Test Demo	174798314557	4/16/2025 5:39 PM	Applied
Available actions			
Upload application	Download file(s)	Edit Uploaded Files	Open Application
Test Upload	068606385899	4/16/2025 6:53 PM	Applied
Available actions			
Upload application	Download file(s)	Edit Uploaded Files	Open Application



Scholar's App



STEP 12: A "SAVE AS" WINDOW WILL POP UP— THIS LETS YOU CHOOSE WHERE ON YOUR COMPUTER TO SAVE THE FILES. SELECT YOUR FOLDER, THEN CLICK SAVE.





Scholar's App



HOW TO JUDGE SCHOLARSHIPS



Scholar's App

STEP 1: GO TO [HTTPS://APP.SCHOLARSAPP.COM](https://app.scholarsapp.com) AND LOG IN USING THE SAME EMAIL WHERE YOU RECEIVED THE JUDGE INVITE.

THAT EMAIL IS WHAT ALLOWS YOU TO ACCESS THE APPLICATIONS FOR REVIEW.

STEP 2: AFTER LOGGING IN, YOU'LL SEE THE NAME OF THE SCHOLARSHIP/S ASSIGNED TO YOU.

JUST CLICK THE NAME OF THE SCHOLARSHIP YOU ARE JUDGING.

Active Archived Help Center

Scholarships

Name	Round number	Assigned reviews	Completed reviews
	1	1	0 0%
	1	1	0 0%
VFW - The National Cash Award District 10 Post 1111	1	4	0 0%



Scholar's App

STEP 3: AFTER CLICKING THE SCHOLARSHIP NAME, YOU'LL SEE A LIST OF STUDENT APPLICATIONS. HERE'S WHAT TO LOOK OUT FOR:

1. STUDENT NAME

- YOU WILL NOT SEE STUDENT NAMES. INSTEAD, IT WILL SAY "NOT VISIBLE" TO KEEP THINGS FAIR AND UNBIASED.**

← Return

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications
4 results

Name (A-Z) Filter

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending	0%	Scoresheet Download files
Not visible ID: 561808394532	Pending	0%	Scoresheet Download files
Not visible ID: 960319444068	Pending	0%	Scoresheet Download files
Not visible ID: 006113133707	Pending	0%	Scoresheet View



Scholar's App

2. REVIEW STATUS

- IF YOU HAVEN'T SCORED THE APPLICATION YET, IT WILL SAY: "PENDING"
- AFTER YOU SCORE AND SAVE IT, IT WILL CHANGE TO: "COMPLETE"

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications
4 results

Name (A-Z) Filter

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending	0%	Scoresheet Download files
Not visible ID: 561808394532	Pending	0%	Scoresheet Download files
Not visible ID: 006131333707	Pending	0%	Scoresheet View
Not visible ID: 960319444068	Complete	100%	Scoresheet Download files



Scholar's App

3. % COMPLETED

- YOU CAN SEE THE PERCENTAGE OF YOUR ASSIGNED APPLICATIONS THAT ARE MARKED AS COMPLETE.
- THIS HELPS TRACK YOUR PROGRESS.

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications

4 results

Name (A-Z) ▾

Filter ▾

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending	0%	Scoresheet Download files
Not visible ID: 561808394532	Pending	0%	Scoresheet Download files
Not visible ID: 0061131333707	Pending	0%	Scoresheet View
Not visible ID: 960319444068	Complete	100%	Scoresheet Download files



Scholar's App

4. SET SCORESHEET

- THIS IS WHERE YOU'LL SEE THE JUDGING INSTRUCTIONS AND CRITERIA.
- THIS IS ALSO WHERE YOU WILL ENTER YOUR SCORES FOR EACH SECTION OF THE APPLICATION.

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications

4 results

Name (A-Z) ▾

Filter ▾

Student	Review status	% completed	Set scoresheet	
Not visible ID: 835963455592	Pending	0%	Score sheet	Download files
Not visible ID: 561808394532	Pending	0%	Score sheet	Download files
Not visible ID: 006113133707	Pending	0%	Score sheet	View
Not visible ID: 960319444068	Complete	100%	Score sheet	Download files



Scholar's App

5. VIEW OR DOWNLOAD BUTTON

- **"VIEW" BUTTON** - THIS MEANS THE STUDENT APPLIED DIRECTLY THROUGH THE SYSTEM.
- **"DOWNLOAD" BUTTON** - THIS MEANS THE APPLICATION WAS UPLOADED MANUALLY BY YOUR CHAIRMAN.

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications
4 results

Name (A-Z) Filter

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending	0%	Scoresheet
Not visible ID: 561808394532	Pending	0%	Scoresheet
Not visible ID: 006113133707	Pending	0%	Scoresheet
Not visible ID: 960379444068	Complete	100%	Scoresheet

Download files

Download files

View

Download files



Scholar's App



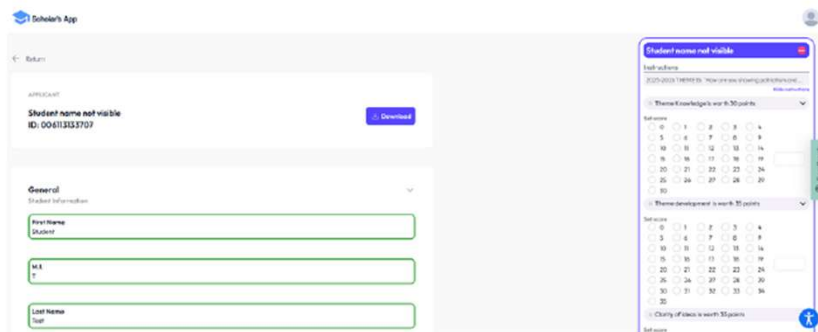
STEP 3: OPEN THE APPLICATION

IF YOU SEE A "VIEW" BUTTON

STEP 4: CLICK "VIEW" TO OPEN THE STUDENT'S APPLICATION IN A NEW TAB



THIS IS WHAT THE PAGE SHOULD LOOK LIKE WHEN OPENED CORRECTLY ON A COMPUTER/LAPTOP.





Scholar's App

STEP 5: SCROLL DOWN TO READ THE STUDENT'S ESSAY

 Scholar's App

Type your essay

Patriotism means more than just loving your country—it means showing that love through your actions. As a young American, I believe that supporting our country starts with small, everyday choices that reflect respect for our freedoms, appreciation for those who serve, and a commitment to making our community stronger.

One way I show patriotism is by learning about our country's history and honoring those who fought for our rights. I regularly visit local veterans' memorials with my family, especially on Veterans Day and Memorial Day. We bring flowers, say thank you, and take time to reflect on the sacrifices made for our freedom. These moments remind me that freedom isn't free—and that we owe a debt of gratitude to those who protect it.

I also support our country by staying informed and involved. At school, I participate in discussions about civic responsibility and current events. I try to understand both sides of an issue before forming my opinion. It's important to me to be thoughtful and respectful when I share my views, because that's how we strengthen our democracy—by listening, learning, and speaking up with purpose.

In my community, I volunteer with local clean-up efforts and food drives. Even though these actions may seem small, they help build a stronger, more united neighborhood. I believe that when we help each other, we help our country. Volunteering teaches me about empathy, teamwork, and how every person has the power to make a difference.

Most importantly, I try to live each day with integrity and kindness. Whether it's standing up for someone being treated unfairly or simply showing respect to others, I know that how I treat people reflects the values our country stands for—freedom, equality, and justice.

Patriotism isn't just about waving a flag or saying the pledge. It's about living in a way that honors our nation's ideals. By being informed, involved, and compassionate, I believe I am doing my part to support and strengthen the country I'm proud to call home.

All essays should be typed in English with no color or graphics. 300 - 600 words in length (e.g., 5 word max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

*Drafting your essay on another platform may have variances in the word count. To avoid differences in word count, please utilize the

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..." [Hide instructions](#)

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☐ 29
☐ 30				

Theme development is worth 35 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☐ 29
☐ 30	☐ 31	☐ 32	☐ 33	☐ 34
☐ 35				

Clarity of ideas is worth 35 points

Set score

[Feedback](#)



Scholar's App



STEP 6: AS YOU SCROLL AND READ THE ESSAY, YOU'LL SEE THE SCORESHEET ON THE RIGHT SIDE YOU CAN START SCORING WHILE READING – NO NEED TO SWITCH TABS.



As you enter our app, the content is automatically adapted to your personal information (age, address, gender, etc.) so you can be supported by the VFW.

Type your essay

Patriotism means more than just loving your country—it means showing that love through your actions. As a young American, I believe that supporting our country starts with small, everyday choices that reflect respect for our freedoms, appreciation for those who serve, and a commitment to making our community stronger.

One way I show patriotism is by learning about our country's history and honoring those who fought for our rights. I regularly visit local veterans' memorials with my family, especially on Veterans Day and Memorial Day. We bring flowers, say thank you, and take time to reflect on the sacrifices made for our freedom. These moments remind me that freedom isn't free—and that we owe a debt of gratitude to those who protect it.

I also support our country by staying informed and involved. At school, I participate in discussions about civic responsibility and current events. I try to understand both sides of an issue before forming my opinion. It's important to me to be thoughtful and respectful when I share my views, because that's how we strengthen our democracy—by listening, learning, and speaking up with purpose.

In my community, I volunteer with local clean-up efforts and food drives. Even though these actions may seem small, they help build a stronger, more united neighborhood. I believe that when we help each other, we help our country. Volunteering teaches me about empathy, teamwork, and how every person has the power to make a difference.

Most importantly, I try to live each day with integrity and kindness. Whether it's standing up for someone being treated unfairly or simply showing respect to others, I know that how I treat people reflects the values our country stands for—freedom, equality, and justice.

Patriotism isn't just about waving a flag or saying the pledge. It's about living in a way that honors our nation's ideals. By being informed, involved, and compassionate, I believe I am doing my part to support and strengthen the country I'm proud to call home.

All essays should be typed in English with no color or graphics. 300 - 400 words in length (+ or - 5 word max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

Drafting your essay on another platform may have variances in the word count. To avoid differences in word count, please utilize the

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..."

[Hide instructions](#)

Theme Knowledge is worth 30 points

Set score

0 1 2 3 4
5 6 7 8 9
10 11 12 13 14
15 16 17 18 19
20 21 22 23 24
25 26 27 28 29
30

Theme development is worth 35 points

Set score

0 1 2 3 4
5 6 7 8 9
10 11 12 13 14
15 16 17 18 19
20 21 22 23 24
25 26 27 28 29
30 31 32 33 34
35

Clarity of ideas is worth 35 points

Set score



Scholar's App



STEP 7: JUST CLICK THE CIRCLE NEXT TO THE NUMBER YOU WANT TO GIVE THE STUDENT

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patri...

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☒ 29
☐ 30				

THE NUMBER YOU SELECTED WILL APPEAR IN A SMALL BOX ON THE SIDE

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..."

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☒ 19

29

YOU'LL ALSO SEE A GREEN CONFIRMATION MESSAGE AT THE TOP – THAT MEANS YOUR SCORE WAS SAVED.

Score Updated
The score has been updated successfully

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..."

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☒ 29
☐ 30				

29

Feedback



Scholar's App



STEP 8: DO THIS FOR EACH SCORING SECTION. AFTER SCORING, TYPE YOUR COMMENT IN THE COMMENT BOX

Student name not visible

Instructions

Hide Instructions

Theme Knowledge is worth 30 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4
☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14
☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24
☐ 25 ☐ 26 ☐ 27 ☐ 28 ☒ 29
☐ 30

Theme development is worth 35 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4
☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14
☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24
☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29
☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34
☒ 35

Clarity of ideas is worth 35 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4
☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14
☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24
☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29
☐ 30 ☐ 31 ☐ 32 ☐ 33 ☒ 34
☐ 35

Comments

Save



Scholar's App

STEP 9: THEN CLICK "SAVE"

Comments

Followed the contest rules well. Strong submission overall.

→ **Save**

STEP 10: ONCE YOU CLICK "SAVE", GO BACK TO THE OTHER TAB, YOU'LL SEE THAT THE APPLICATION IS NOW MARKED AS "COMPLETE"

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications

4 results

Name (A-Z)

Filter

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending	0%	Scoresheet Download files
Not visible ID: 547806394532	Pending	0%	Scoresheet Download files
Not visible ID: 064713133707	Complete	100%	Scoresheet View
Not visible ID: 960379444068	Complete	100%	Scoresheet Download files



Scholar's App



IF YOU SEE A "DOWNLOAD BUTTON"

STEP 4: CLICK THE "DOWNLOAD" BUTTON TO GET THE STUDENT'S ESSAY

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications

4 results

Name (A-Z) ▾

Filter ▾

Student

Review status

% completed

Set scoresheet

Not visible

ID: 835963455592

Pending

0%

Scoresheet

Download files

Not visible

ID: 561808394532

Pending

0%

Scoresheet

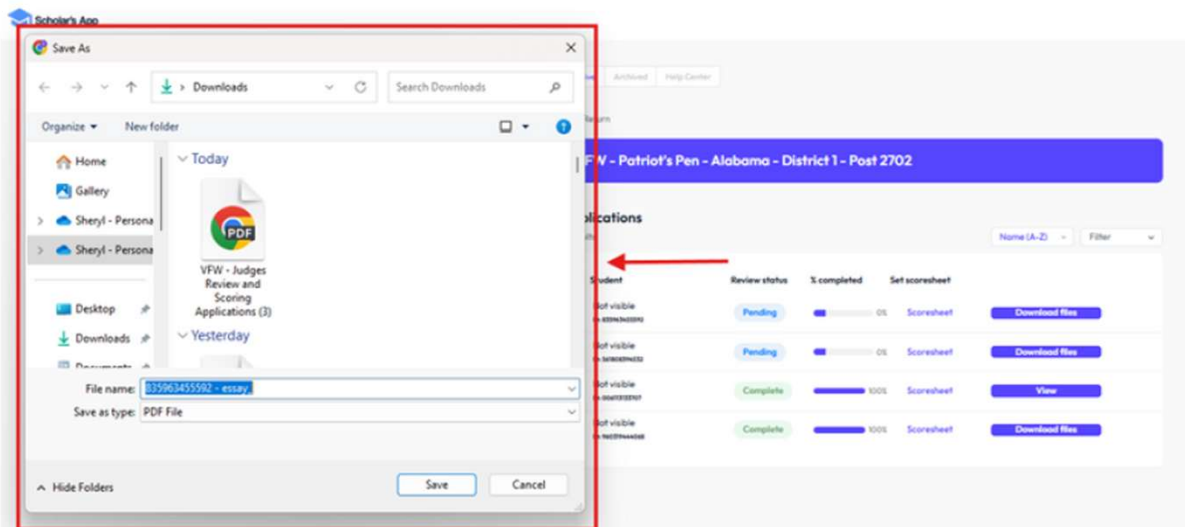
Download files



Scholar's App



STEP 5: A WINDOW WILL POP UP – THIS IS WHERE YOU SAVE THE FILE

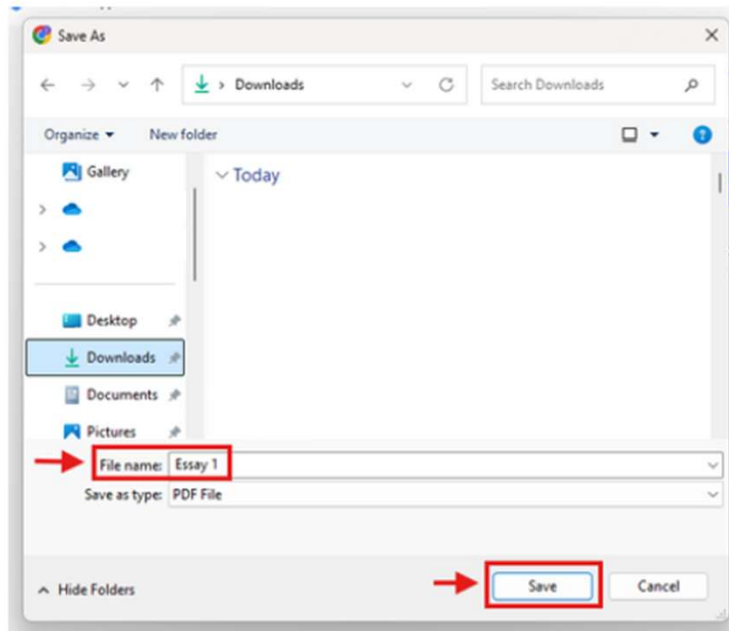




Scholar's App



STEP 6: YOU CAN CHANGE THE FILE NAME IF YOU WANT (TO AVOID CONFUSION.) THEN, CLICK SAVE





Scholar's App



STEP 7: GO TO YOUR DOWNLOADS FOLDER AND DOUBLE-CLICK THE FILE TO OPEN IT OR

CLICK THE DOWNLOAD ICON AT THE TOP RIGHT OF YOUR BROWSER (USUALLY A SMALL ARROW) TO QUICKLY OPEN THE ESSAY YOU JUST SAVED

The screenshot shows the Scholar's App reviewer portal. The main content area displays a blue button labeled "VFW - Patriot's Pen - Alabama - District 1 - Post 2702" and a table of applications. A sidebar on the right shows the "Recent download history" with a red box highlighting the "Essay 1.pdf" file. A red arrow points from the "Download files" button in the table to the "Essay 1.pdf" file in the sidebar.

Student	Review status	% completed	Set scoresheet
Not visible ID: 438963403882	Pending	0%	Scoresheet



Scholar's App



STEP 8: ONCE YOU'RE DONE READING THE ESSAY, GO BACK TO THE MAIN TAB (WHERE THE APPLICATION LIST IS) AND CLICK THE "SCORESHEET" BUTTON TO START SCORING.

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications
4 results

Name (A-Z) Filter

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	Pending		Score sheet Download files



Scholar's App



STEP 9: AFTER CLICKING SCORESHEET, YOU'LL SEE THE CRITERIA AND REVIEWING INSTRUCTIONS – JUST SCROLL DOWN TO ENTER YOUR SCORE.

Student name not visible

Criteria

Reviewing instructions

2025 JUDGE THEMES: Is there any overarching patriotism and support for our country?

Theme Knowledge (30 pts possible)

1-10 Student does not demonstrate understanding of the Theme. The Theme is not clearly stated or the context is not evident of the Theme.

11-20 Student demonstrates some understanding of the Theme. The Theme is stated and some of the context is evident of the Theme.

21-30 Student demonstrates a high level of understanding of the Theme. The Theme is clearly stated and context completely demonstrates evidence of understanding.

Theme Development (35 pts possible)

1-10 The student struggles to convey their ideas to the reader. Their ideas are not cohesive or organized. The essay is confusing and hard to follow.

11-20 The student conveys some of their ideas to their reader. Some of the ideas are organized and cohesive, but parts of the essay were confusing or may have not connected to the rest of the essay.

21-30 The student conveys many ideas to their reader. Their ideas are organized and cohesive. The essay flows well and is easy to follow.

31-35 The student conveys all ideas to their reader in an organized and cohesive manner. The essay has excellent structure and flows exceptionally well and holds the attention of the reader throughout.

Clarity of ideas (35 pts possible)

1-10 The student struggles to convey their ideas to the reader. Their ideas are not cohesive or organized. The essay is confusing and hard to follow.

11-20 The student conveys some of their ideas to their reader. Some of the ideas are organized and cohesive, but parts of the essay were confusing or may have not connected to the rest of the essay.

21-30 The student conveys many ideas to their reader. Their ideas are organized and cohesive. The essay flows well and is easy to follow.

31-35 The student conveys all ideas to their reader in an organized and cohesive manner. The essay has excellent structure and flows exceptionally well and holds the attention of the reader throughout.

CRITERIA

Theme Knowledge is worth 30 points

Set score

0 1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18 19

20 21 22 23 24 25 26 27 28 29

30

CRITERIA

Theme development is worth 35 points

Set score

0 1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18 19

20 21 22 23 24 25 26 27 28 29

30 31 32 33 34 35

CRITERIA

Clarity of ideas is worth 35 points

Set score

0 1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18 19

20 21 22 23 24 25 26 27 28 29

30 31 32 33 34 35

NOTES

Comments

Cancel Save



Scholar's App



STEP 10: JUST CLICK THE CIRCLE NEXT TO THE NUMBER YOU WANT TO GIVE THE STUDENT

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patri

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☒ 29
☐ 30				

THE NUMBER YOU SELECTED WILL APPEAR IN A SMALL BOX ON THE SIDE

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..."

Hide instructions

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19

29

YOU'LL ALSO SEE A GREEN CONFIRMATION MESSAGE AT THE TOP — THAT MEANS YOUR SCORE WAS SAVED.

Score Updated
The score has been updated successfully

Student name not visible

Instructions

2025-2026 THEME IS: "How are you showing patriotism and..."

Hide instructions

Theme Knowledge is worth 30 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9
☐ 10	☐ 11	☐ 12	☐ 13	☐ 14
☐ 15	☐ 16	☐ 17	☐ 18	☐ 19
☐ 20	☐ 21	☐ 22	☐ 23	☐ 24
☐ 25	☐ 26	☐ 27	☐ 28	☒ 29
☐ 30				

Theme development is worth 35 points

Set score

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
☐ 5	☐ 6	☐ 7	☐ 8	☐ 9

29



Scholar's App



STEP 11: DO THIS FOR EACH SCORING SECTION. AFTER SCORING, TYPE YOUR COMMENT IN THE COMMENT BOX

CRITERIA

Theme Knowledge is worth 30 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☒ 28 ☐ 29
☐ 30

29

CRITERIA

Theme development is worth 35 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☒ 28 ☐ 29
☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35

29

CRITERIA

Clarity of ideas is worth 35 points

Set score

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9
☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19
☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☒ 28 ☐ 29
☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35

29

Comments

Cancel Save



Scholar's App

STEP 12: THEN CLICK "SAVE"

Comments

Followed the contest rules well. Strong submission overall.

→ **Save**

STEP 13: ONCE YOU CLICK "SAVE", GO BACK TO THE OTHER TAB, YOU'LL SEE THAT THE APPLICATION IS NOW MARKED AS "COMPLETE"

VFW - Patriot's Pen - Alabama - District 1 - Post 2702

Applications

4 results

Name (A-Z) ▾

Filter ▾

Student	Review status	% completed	Set scoresheet
Not visible ID: 835963455592	→ Complete	100%	Scoresheet Download files
Not visible ID: 960319444068	Complete	100%	Scoresheet Download files



Scholar's App



HOW TO PROMOTE WINNERS TO DISTRICT LEVEL

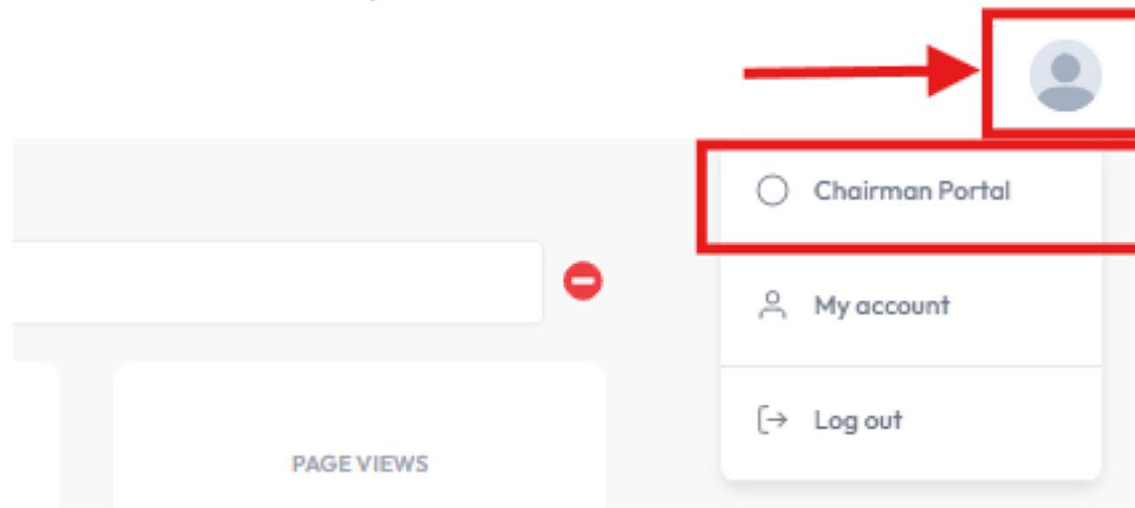


Scholar's App



HOW TO PROMOTE WINNERS TO DISTRICT

STEP 1: ACCESS THE CHAIRMAN DASHBOARD - CLICK THE PROFILE ICON IN THE TOP-RIGHT CORNER OF THE SCREEN. FROM THE DROPDOWN MENU, SELECT "CHAIRMAN PORTAL."





Scholar's App



STEP 2: ONCE INSIDE, CLICK THE "SCHOLARSHIP" TAB ON THE LEFT-HAND SIDE MENU.

Scholar's App

DASHBOARD

- Dashboard
- Scholarships**
- Suborganizations
- Help Center

Active Scholarships

Scholarships

2 results

VFW	Post
1 Viewed	0 Qualified
2 In progress	0 Missing c

VFW

Post

Cycle: 3/12/25 - 11/01/25

0 Viewed	0 Qualified	0 In progress	0 Missing c
----------	-------------	---------------	-------------



Scholar's App



STEP 3: FIND THE POST YOU WANT TO WORK WITH. CLICK THE SCHOLARSHIP NAME TO OPEN IT.

Active Scholarships Archive

Scholarships

2 results

Scholarship name Filter

VFW	Post	Accepting Applications	Open
-----	------	------------------------	------

1 Viewed 0 Qualified 2 In progress 0 Missing docs 2 Candidates 0 Awarded

STEP 4: CLICK THE "JUDGMENT ROUNDS" TAB

← Return

VFW - Patriot's Pen Post Accepting Applications

Scholarship information Applicants Judges **Judgment rounds** Awardees

Scholarship information

Scholarship name
VFW - Patriot's Pen Post

Description



Scholar's App



STEP 5: SELECT WINNER - CLICK THE CHECKBOX NEXT TO EACH STUDENT YOU WANT TO PROMOTE. THE BOX WILL TURN PURPLE WHEN SELECTED.

Applications

1 selected ✕

Student name...

Reviewer name...

10 25 50 100

Select top students

Bulk action ▼

Generate Report

☐ Student	Assigned Judges	Judge Scoresheet	Total Avg. Score	Judgment status
☒  Test Upload	 John Tester (89/100)	Review scores	91.50 / 100	Complete
	 Judge Test (94/100)			
☐  Student Test Demo	 John Tester (83/100)	Review scores	81.50 / 100	Complete
	 Judge Test (80/100)			



Scholar's App

STEP 6: AFTER SELECTING THE STUDENT, CLICK THE "BULK ACTION" DROPDOWN. THE BOX WILL TURN PURPLE WHEN SELECTED.

Applications

1 selected x Student name... Reviewer name... 10 25 50 100 Select top students **Bulk action v** Generate Report

☐ Student	Assigned Judges	Judge Scoresheet	Total Avg. Score	Judgment status
☒ Test Upload	John Tester (89/100) Judge Test (94/100)	Review scores	91.50 / 100	Complete
☐ Student Test Demo	John Tester (83/100) Judge Test (80/100)	Review scores	81.50 / 100	Complete

STEP 7: CLICK PROMOTE

Applications

1 selected x Student name... Reviewer name... 10 25 50 100 Select top students Bulk action v Generate Report

☐ Student	Assigned Judges	Judge Scoresheet	Total Avg. Score	Judgment status
☒ Test Upload	John Tester (89/100) Judge Test (94/100)	Review scores	91.50 / 100	Complete
☐ Student Test Demo	John Tester (83/100) Judge Test (80/100)	Review scores	81.50 / 100	Complete

Assign Judges

Remove Judges

Decline application

Promote



Scholar's App



STEP 8: FILL IN CERTIFICATION DETAILS

Promote

1 applicant

1 - Test Upload

I certify that these students has an authorized entry in our VFW Patriot's Pen Competition.

Post Commander/Chairperson Name (REQUIRED)

TYPE NAME HERE

Post Number

POST NUMBER HERE

Post Address

ADDRESS HERE

Post City, State, Zip

POST CITY AND STATE

VFW Post Email

POST EMAIL

- ☒ 1. I have checked that all promoted essay(s) were typed in English with no color or graphics.
- ☒ 2. I have checked that the promoted essay(s) are 300-400 words in length (+ or - 5 word max).
- ☒ 3. I have checked that the promoted essay(s) that the contestants entered does NOT identify themselves within their essay (including, but not limited to, their name, school, city, state, race or national origin).
- ☒ 4. I have checked that the promoted essay(s) do NOT include the contestants name or any information that can identify the contestant.

Reporting

Total number of applicants (REQUIRED - NUMBERS ONLY)

1

Number of winners advanced to District (REQUIRED - NUMBERS ONLY)

1

Amount of Post/Aux. scholarship award \$ (IF APPLICABLE - NUMBERS ONLY)

Amount of Post/Aux. additional expenses (banquet, pins, etc.) \$ (IF APPLICABLE - NUMBERS ONLY)



Scholar's App

STEP 9: CLICK PROMOTE TO SUBMIT

Amount of Post/Aux. additional expenses (banquet, pins, etc.) \$ (IF APPLICABLE - NUMBERS ONLY)

STEP 10: THE STUDENT'S JUDGMENT STATUS WILL CHANGE TO AWARDED, CONFIRMING THEY'VE BEEN SELECTED AND PROMOTED SUCCESSFULLY.

Applications				
1 selected ✕ Student name... Reviewer name... 10 25 50 100 Select top students Bulk action ▾ Generate Report				
☐ Student	Assigned Judges	Judge Scoresheet	Total Avg. Score	Judgment status
☒  Test Upload	John Tester (89/100)	Review scores	91.50 / 100	Awarded
	Judge Test (94/100)			
☐  Student Test Demo	John Tester (83/100)	Review scores	81.50 / 100	Complete
	Judge Test (80/100)			



Scholar's App



REPORT TO NATIONAL