## **CALocal Scholarships**

www.CALocalScholarships.org

**Step 1:** Create your login and begin your profile. <u>*Remember your email and password!*</u>



## Step 2: After you log in, select 'User Profile' from the menu on top of the page.



Welcome

Congratulations Hannah. You have taken a big step towards your higher educational goals. In order to be confident that this web site will give you the most optimum results, please make sure that you have fully completed your <u>user profile</u>. Be as complete and detailed as you possibly can. Complete all sections of honors, community service, etc. These areas are paramount to have on your application. The final page of your user profile is the additional information and summary page. This area is where you 'sell yourself' by providing the scholarship selection committee a full accounting of your goals, scholastic and non-scholastic achievements, as well as other related items. Your complete profile information is what's printed on your application. Therefore, make sure that your information is not only complete and accurate, but visually correct as well (e.g. making sure you use capitals, check spelling and punctuation, etc.). You can access your <u>user profile</u> at any time by clicking on the link at the top of this web site labeled <u>"user Profile</u>".

**Step 3:** Complete **each** step of the User Profile – it becomes your application, so be sure to use correct capitalization, spelling, etc.

	CALocalscholarships.org "Locally given scholarships in your county"	Home	Scholarships	User Profile	Log ou
ſ	Welcome, Hannah Dewater Account: El Dorado County Scholarship Group; District: El Dorado Union HSD; School: Union Mine High School User Profile To add or make changes to your complete student profile, select any or all of the options below. Please be aware that you must complete all areas in order to produce a complete application				
	<ul> <li>Student Demographic Information</li> <li>Honors or Achievements</li> <li>Extra Curricular Activities</li> <li>Community Service or Activities</li> <li>Employment History</li> <li>Additional Information - Summary Page</li> </ul>	Make su an ess with the scl	Make sure if the scholarship requires an essay to include the essay here with the specific prompt listed in the scholarship requirements.		

**Step 3:** After completing your profile, click on **"Scholarships**" to see the list of scholarships which match your information.



**Step 4:** View each scholarship by clicking on the **Scholarship Name**. Read the description and determine your eligibility.



**Step 5:** All of the scholarship criteria and requirements will be listed here – including a link to another application if applicable. Read the scholarship carefully to make sure you have all of the information correct! If you need to print out a CALocalscholarship application for this scholarship, select the "create PDF..." link on the scholarship page (see arrow ).

**Step 6:** Gather all documents requested by the scholarship committee (application, resume, letter(s) of recommendation, transcript, essay, etc.)

**Step 7:** Package with cover page (name of scholarship, your name, picture – if desired), and table of contents (optional).

**Step 8:** Submit by the **due date** to the <u>scholarship committee</u> **OR** to the <u>College and Career Center</u> as specified by the scholarship.