

## Tips for Creating your Student Profile in ChapterNet

Go to [Williamson.DollarsforScholars.org](http://Williamson.DollarsforScholars.org) and click on the "Students and Parents" tab.

1. When creating your profile, use an e-mail account that you check regularly-this is our main means of communication with you. Do not use your Williamson Central School e-mail, as you cannot receive e-mails from outside the school.
2. When you enter e-mail addresses for your parents, counselor or references, take care to use the correct address (and spelling!).
3. If you are not yet 18 years of age, your parent must give their permission in order to apply for scholarships.
4. Your family does not have to provide financial information as Williamson Dollars for Scholars does not use it. However, keep in mind that the information can be used to determine your eligibility for national awards that are need-based. No one on the Williamson Dollars for Scholars committee will view your financial information.
5. You should try to choose a possible major course of study, even if you are undecided and will not declare a major when you enter college. Pick something you are considering for a major. This will help you to match to more scholarships.
6. Two references are required. One reference (name and e-mail) will be required when you begin your student profile. Most students request this one from a guidance counselor. You will be asked to provide the name and e-mail of the second reference when the scholarships open (Dec. 1) and your profile is complete enough to match to scholarships. These appraisals are extremely important to the judges in their decision-making, so be sure to request them from a teacher, a counselor or another adult who knows you well. Encourage them to add personal comments along with the appraisal.
7. Completeness is key! The transcript, appraisals, and goals essay are required to be considered for a scholarship. Keep in mind that the goals essay is your chance to give the judges important information about yourself in your own words! Be sure to mention your goals for the future in your essay. You are not required to write an "Unusual Circumstances" essay. When entering your activities, be sure to include any community service or church participation. Do not list in-school activities as community service (such as Link Leaders). Do not assume we have access to a listing of the community service you have done to fulfill your graduation requirements-you need to include this information in your student profile!
8. Only your cumulative HS GPA to date is needed. Do not upload any additional documents.
9. Once the Williamson scholarships are open for matching (Dec. 1), you must log in to your profile and click on "Search for Scholarships". (Every Williamson senior should match to the Williamson Dollars for Scholars scholarship. If you do not, something may be incomplete or inaccurate in your profile, and you should contact us ASAP). You must then click on "Apply" for each scholarship to which you match. Be aware that some scholarships ask for additional information before you can submit your application. Even (when reading the scholarship description) if you think you might not qualify for a scholarship, if you match to it, submit the application anyway.

Sometimes, if we do not have an applicant who meets the stated criteria, there are alternate criteria provided by the scholarship sponsor that the judges can use to choose a recipient.

10. Check your e-mail regularly, especially during the matching/ application period (Dec. 1 to Feb. 1). We will contact you by e-mail if your application is incomplete as the deadline approaches. Do not expect your counselors to know whether or not your applications are complete. That is **not** their responsibility!
11. Log back into your profile regularly (even after the WDFS scholarships have closed) to search for any national level awards you might be eligible for. Open and close dates vary by scholarship.

Questions? Please contact Diane Montondo at [dmontondos@netzero.net](mailto:dmontondos@netzero.net) or 589-9412.