

Creating Award Views (Scholarship Liaison Role)

An Award View is used to group or filter scholarship accounts by award year. *This must be created before you can nominate a student for an award. This is for your use only to organize your scholarships. Think of this as if it's a folder on your computer (the Award View) that contains various files (the accounts for a specific aid year that fund this scholarship).*

For example, we have multiple 'families' of scholarships that either draw from the same funding, have the same need criteria, or other commonalities. I might make a view called "Georgia Commitment Scholarships" and only include the scholarships that fall in this category.

On the other hand, if I want to keep the funds separate and award from one account at a time, I would make an award view for each account. **Award Views** can be updated at any time.

Reminder for 2022-23! Scholarship Liaisons will need to create new Award Views for the 2022-23 funds. Please be sure that you are selecting the 2223 Award Year to make an award for Fall 2022, Spring 2023, or Summer 2023 (screenshots under #6 below). **To differentiate between award years, it is highly recommended to add the aid year to your Award View name.** Please see the example below.

My Award Views

Active Inactive

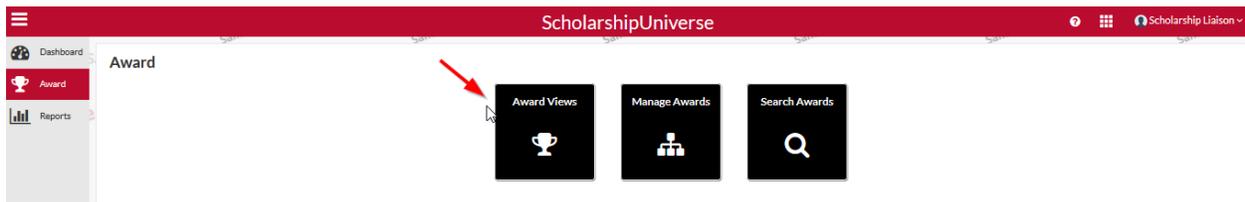
Add the Award Year to each Award View name to reduce confusion.

Name	Number of Scholarships ↓
GCS 22-23	4
GCS 21-22	4

1. The user will log in to **ScholarshipUniverse** (<https://uga.scholarshipuniverse.com>)
2. The **Dashboard** will appear. Select the **Award** tab on the left side.

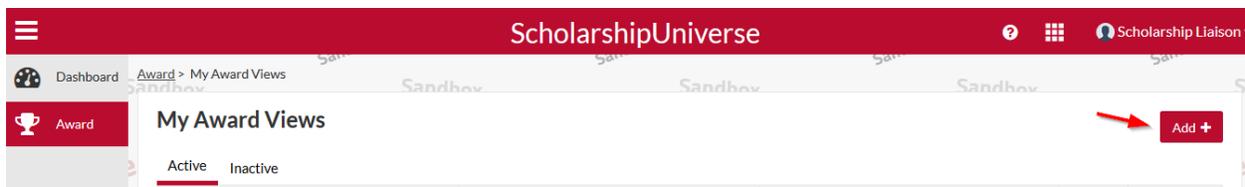


3. The Award Screen will appear, select **Award Views**



4. My **Award Views** will appear.

To create an Award View, click 



5. Enter the Name that you want to call this **Award View**. I have found it easier to include the account code in the name of the award view if I am making an award view for a single account (ex. '(22-23) 2040238 Hairy Dawg Account'). If I am including multiple accounts, I will use the name of the scholarship (ex. '(22-23) Georgia Access Scholarships') and select **No Pools** from the Pool drop down (**You will always select No Pools**). Next, click on the **Manage Scholarships** button.

Add Award View

Name:

Pool:

SmartRank:



6. Once the **Manage Scholarships** screen appears, use the filter icon  to filter by the 2223 Award Year (this ensures that you are using the 22-23 spending budget). Next, select the checkbox next to the scholarship account(s) you want to work with in this Award View (use the scholarship filter icon if needed). Next, click on “**Ok**” on the bottom right hand corner.

****Be sure to select the correct Award Year! This screen will include budgets for the 2122 and 2223 Award Years until we turn off 2122 awarding at the end of September.****

Select Scholarship(s): Fall 2022, Spring 2023, and Summer 2023 are all part of the 2022-23 (abbreviated as 22-23) Award Year Scholarships Selected: **1**

Use to filter for specific funds →

Scholarship	Organization	Department	Award Year	Number of Applicants
<input type="checkbox"/> 2040236 - Need-Based Scholarship One-Time	OVPI	Student Financial Aid	2122	Contains 2223
<input checked="" type="checkbox"/> 2040236 - Need-Based Scholarship One-Time	OVPI	Student Financial Aid	2223	And Contains

1 - 2 of 2 Items

Pay close attention to the Award Year listed and consider using the Filtering Tool to isolate funds for 22-23.

Clear **Filter**

7. The below page now reflects the name of the Award View that you just created. This includes, the **Scholarship Name and Account(s)**, **Total Applicants**, **Total Awarded**, and the **Remaining Budget** from all of your accounts in this Award View. Select **Save**.

Add Award View

*Name: Need-Based One-Time 22-23

*Pool: No Pools

SmartRank: Select an item...

Manage Scholarships (1/3913)

Total Applicants	Total Awarded	Remaining Budget
5000	\$0.00	\$1.00

Awarding Criteria

Student ID	Name	Award Amount	Award Status	Review Score
811759329	Ashtyn Fields	\$0.00		
811804748	Emma Bell	\$0.00		
811495123	Dylan Lewis	\$0.00		
811897733	Mekhi Mews	\$0.00		
811778730	Abbey Carrico	\$0.00		
811254320	Ryan Pham	\$0.00		
811831041	Alexa Potaczek	\$0.00		
811439000	John Backe	\$0.00		
811649979	Adrianna Taylor	\$0.00		
811182893	Piper Doherty	\$0.00		

1 - 10 of 5000 Items

Nominate Save Cancel

8. Repeat steps 4 - 7 to create additional **Award Views** as needed to organize your scholarships.