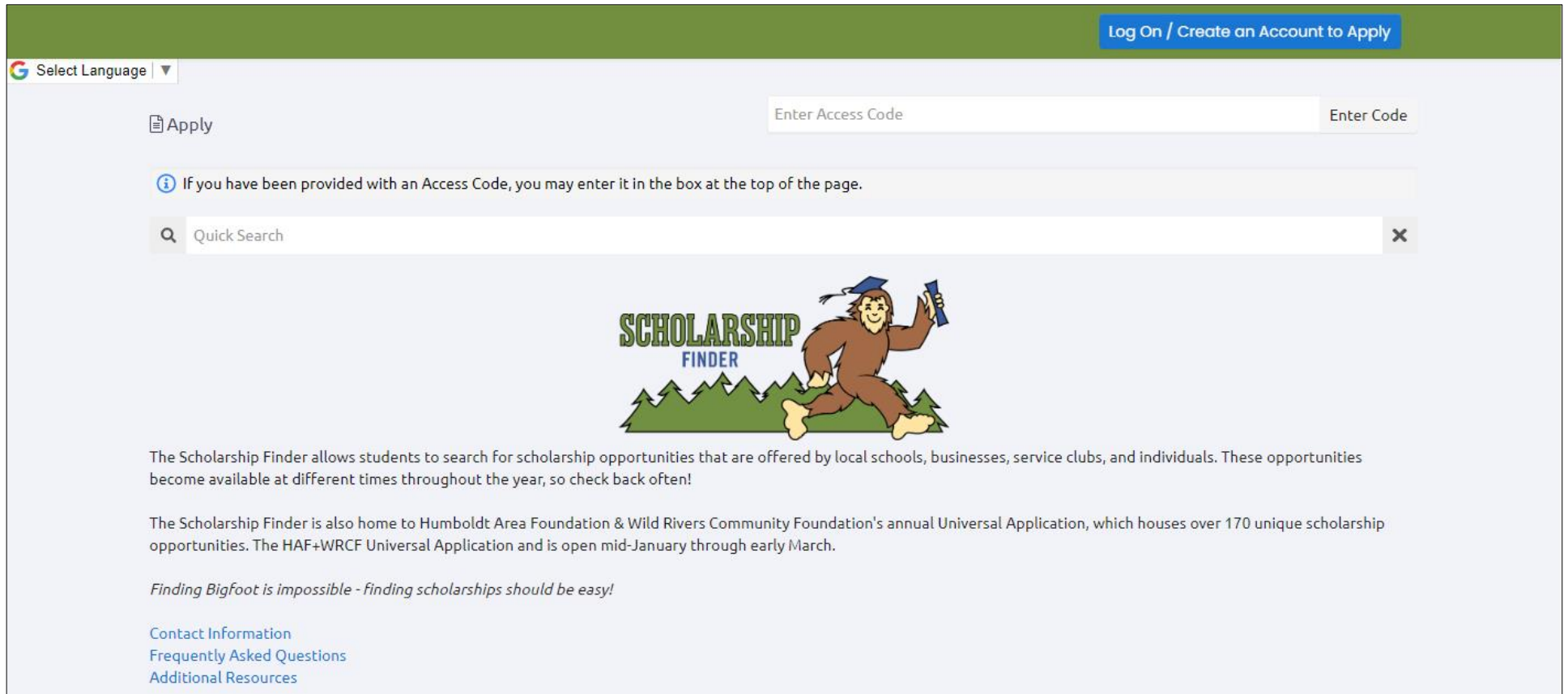


## HAF+WRCF Universal Application Step-by-Step Tutorial

**Step 1:** Go to [www.scholarshipfinder.org](http://www.scholarshipfinder.org)

**Step 2:** Click the blue 'Log On/Create an Account to Apply' button in the top right corner  
(if you are on a mobile device, click the collapsed menu to access this button)



The screenshot shows the top navigation bar with a green background and a blue button labeled "Log On / Create an Account to Apply". Below the navigation bar is a white header area containing a "Select Language" dropdown menu, an "Apply" button, and an "Enter Access Code" input field. A yellow information box states: "If you have been provided with an Access Code, you may enter it in the box at the top of the page." Below this is a "Quick Search" input field with a magnifying glass icon and a close button. The main content area features the "SCHOLARSHIP FINDER" logo, which includes a cartoon Bigfoot character wearing a blue graduation cap and holding a diploma, standing on a green hill with trees. Below the logo, there is a paragraph of text: "The Scholarship Finder allows students to search for scholarship opportunities that are offered by local schools, businesses, service clubs, and individuals. These opportunities become available at different times throughout the year, so check back often!" followed by another paragraph: "The Scholarship Finder is also home to Humboldt Area Foundation & Wild Rivers Community Foundation's annual Universal Application, which houses over 170 unique scholarship opportunities. The HAF+WRCF Universal Application and is open mid-January through early March." At the bottom of the main content area, there is a quote: "Finding Bigfoot is impossible - finding scholarships should be easy!" and three links: "Contact Information", "Frequently Asked Questions", and "Additional Resources".



## HAF+WRCF Universal Application Step-by-Step Tutorial

### Step 3: Log In

- If you have already signed up for an account, log in using your email address and password (if you do not remember your password, click 'Forgot your Password?')
- If you do not have an account, click 'Create New Account' and complete Registration

Logon

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

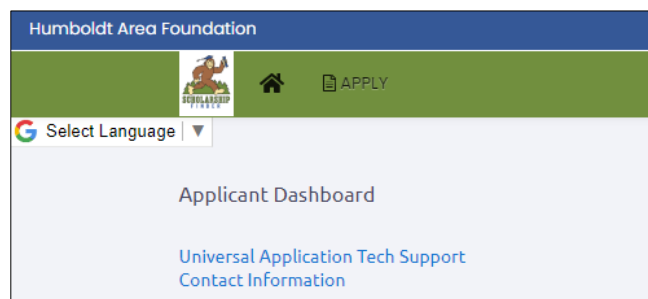
**Finding Bigfoot is impossible - finding scholarships should be easy!**

The Scholarship Finder allows students to search for scholarship opportunities that are offered by local schools, businesses, service clubs, and individuals. These opportunities become available at different times throughout the year, so check back often!

The Scholarship Finder is also home to Humboldt Area Foundation & Wild Rivers Community Foundation's annual scholarship Universal Application, which houses over 170 additional scholarship opportunities. The HAF+WRCF Universal Application and is open mid-January through early March. Find what scholarships are waiting for you!

### Step 4: Navigate to the 'Apply' page

- Once you have logged in, navigate to the Apply page by clicking the 'Apply' button on the green banner at the top of the page.



## HAF+WRCF Universal Application Step-by-Step Tutorial

**Step 6:** On the Apply page, find the listing for the HAF+WRCF Universal Application and click the blue 'Apply' button on the listing to start an application



The Scholarship Finder allows students to search for scholarship opportunities that are offered by local schools, businesses, service clubs, and individuals. These opportunities become available at different times throughout the year, so check back often!

The Scholarship Finder is also home to Humboldt Area Foundation & Wild Rivers Community Foundation's annual Universal Application, which houses over 170 unique scholarship opportunities. The HAF+WRCF Universal Application and is open mid-January through early March.

*Finding Bigfoot is impossible - finding scholarships should be easy!*

[Contact Information](#)

[Frequently Asked Questions](#)

[Additional Resources](#)

HAF+WRCF Universal Application

Accepting Submissions from

Apply

HAF+WRCF's annual Universal Application houses over 170 unique scholarship opportunities!

Scholarships awarded from the 2023 Universal Application will support students during the 2023-2024 academic year. Click [here](#) to see a list of all funds included in the 2023 UA.

For an overview of what information you will need to complete the Universal Application, please click [here](#).

Applications are due no later than 11:59 PM (PST) on

[Log on or create an account to apply!](#)

Preview




## HAF+WRCF Universal Application Step-by-Step Tutorial

### Step 7: Answer the Eligibility Questions

- Each question in the Eligibility Questions section *directly relates to one or more specific scholarship opportunities* – **read each question thoroughly before answering to ensure that you will be matched with the maximum number of scholarships.**
- Once submitted, **this section of the application cannot be edited** without the assistance of a Scholarships Team member.
  - Contact the Scholarships Team at [scholarships@hafoundation.org](mailto:scholarships@hafoundation.org) or 707.442.2993
- ***Submission of the Eligibility Questions is not a complete application; you must complete and submit additional forms to be considered.***

Process: [REDACTED] HAF+WRCF Universal Application

Contact Info Request Related Requests

Applicant: [REDACTED] 

Contact Email History

Application Question List

Due by [REDACTED] 11:59 PM PST.  
Fields with an asterisk (\*) are required.

Eligibility Information

### Eligibility Questions

Each of the following questions directly relate to one or more of our scholarship opportunities. In order to be correctly matched to the maximum number of scholarships you are eligible for, **please read each question thoroughly. Once submitted, you will not be able to edit this form without the assistance of a Scholarships Team staff member.** If you have questions or need assistance, please contact us at [scholarships@hafoundation.org](mailto:scholarships@hafoundation.org)

Affiliation

Affiliation\*

Affiliation with Humboldt Area Foundation + Wild Rivers Community Foundation  
Please select all options below that apply to you.  
A person is considered "related" when they are an immediate family member defined as: child, stepchild, parent, stepparent, grandparent, spouse/domestic partner, sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, or brother-in-law.



## HAF+WRCF Universal Application Step-by-Step Tutorial

### Step 8: Submit the Eligibility Questions

- After confirming your answers, click the blue 'Submit' button on the bottom right of the page.
- It may take a minute or so for the next page to load – please be patient

Next Steps

**Next Steps:**

1. Confirm that you have answered **every** question correctly.  
*Once submitted, you will not be able to make changes to this form without the assistance of a member of the Scholarships Team.*
2. Click 'Submit Application' to go to the next step of the application process.  
*You must complete these additional steps in order to be considered for any scholarships.*

**Submission of this form is not a complete application.**

Next Steps\*

Have you read the above information about next steps of the scholarship application process?

Yes

No

*Please note: it may take 30-60 seconds for the next page to load once you click 'Submit.'*

Due by 11:59 PM PST.

Abandon Request Save Application Submit Application

### Step 9: Confirmation Page

The Confirmation page will show you which opportunities you've been matched to. Each opportunity will be listed twice as all opportunities will ask you for supplemental information.

- Click the blue 'Continue' button at the bottom of the page to move forward

Confirmation

Click [here](#) to view eligibility criteria and application requirements for all scholarship opportunities within the Universal Application.

Your Application has been submitted.

Based on your answers, you are eligible for the following:

Jacob Lyons Memorial Scholarship '23

Woody's Scholarship '23



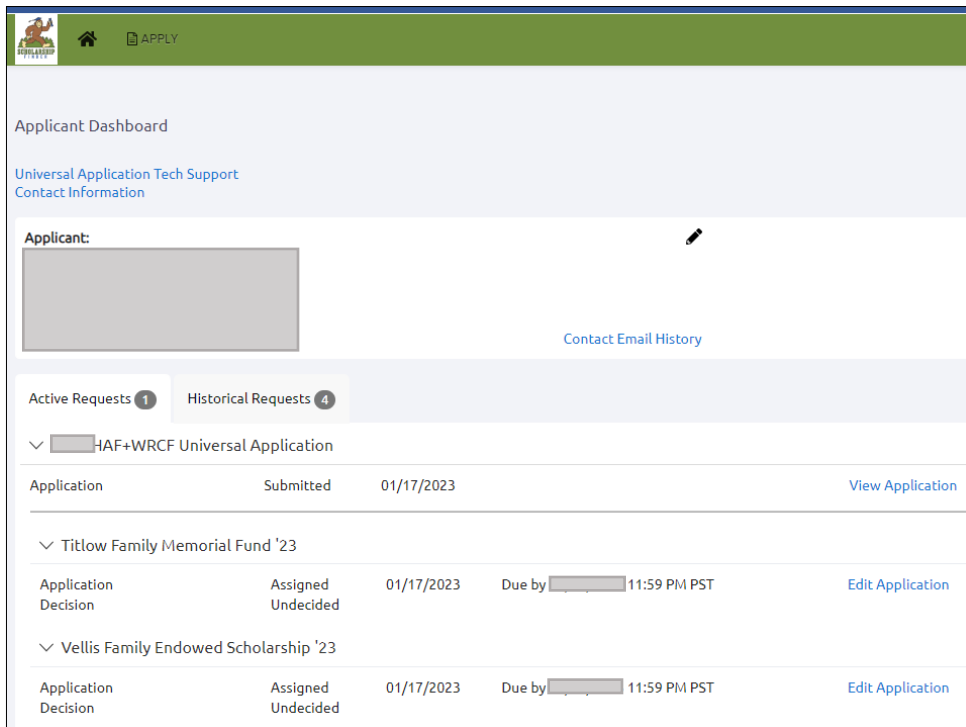
## HAF+WRCF Universal Application Step-by-Step Tutorial

### Step 10: Complete your first application

From the Confirmation page, the site will take you into your first application:

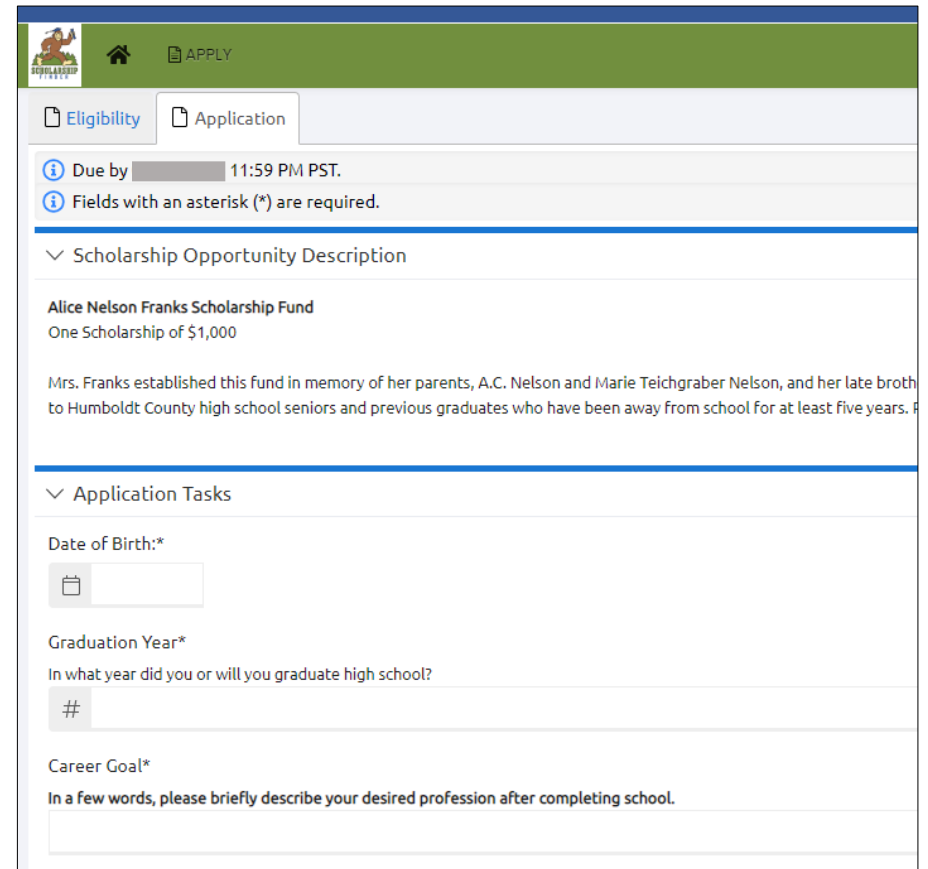
- Complete all Application Tasks and any Additional Tasks
- Click the blue 'Submit Application' button at the bottom of the page, or click 'Save Application' to finish later

You can also click the 'Home' button (the house icon) to navigate to your Applicant Dashboard, which will list applications for each opportunity you've been matched to and show your application status:



The screenshot shows the Applicant Dashboard with a green header containing a home icon and an 'APPLY' button. Below the header, there is a 'Universal Application Tech Support Contact Information' link. The main content area is titled 'Applicant:' and contains a greyed-out box with a pencil icon and a 'Contact Email History' link. Below this, there are two tabs: 'Active Requests' (1) and 'Historical Requests' (4). A dropdown menu is open, showing a list of applications:

Application	Submitted	01/17/2023	<a href="#">View Application</a>
HAF+WRCF Universal Application			
Titlow Family Memorial Fund '23			
Application Decision	Assigned Undecided	01/17/2023	Due by [redacted] 11:59 PM PST <a href="#">Edit Application</a>
Vellis Family Endowed Scholarship '23			
Application Decision	Assigned Undecided	01/17/2023	Due by [redacted] 11:59 PM PST <a href="#">Edit Application</a>



The screenshot shows the Application Form with a green header containing a home icon and an 'APPLY' button. Below the header, there are two tabs: 'Eligibility' and 'Application'. The 'Application' tab is active. The form contains the following sections:

- Due by:** [redacted] 11:59 PM PST.
- Fields with an asterisk (\*) are required.**
- Scholarship Opportunity Description:**
  - Alice Nelson Franks Scholarship Fund**
  - One Scholarship of \$1,000
  - Mrs. Franks established this fund in memory of her parents, A.C. Nelson and Marie Teichgraber Nelson, and her late brother to Humboldt County high school seniors and previous graduates who have been away from school for at least five years.
- Application Tasks:**
  - Date of Birth:\*** [calendar icon] [input field]
  - Graduation Year\***  
In what year did you or will you graduate high school?  
[input field]
  - Career Goal\***  
In a few words, please briefly describe your desired profession after completing school.  
[input field]



## HAF+WRCF Universal Application Step-by-Step Tutorial

### Application Completion Tips:

- Most questions within the Application Tasks section are shared by all opportunities. This means that you will only need to answer most questions once and your answers will automatically be copied over to your application for each opportunity.
- There will be some questions that are unique to each opportunity. Check the application for each opportunity to complete any opportunity-specific tasks.
- At the bottom of each application form, you will find a blue 'Submit Application' button. You will need to click this button for each opportunity that you would like to be considered for.
- To confirm that you've submitted all applications, successfully, navigate to your Applicant Dashboard by clicking the house icon. Applications that you have not yet submitted will be labeled as 'Assigned' and have an 'Edit Application' link. Applications that have been submitted successfully will be labeled as 'Submitted' and have a 'View Application' link. The first opportunity on the list will be the HAF+WRCF Universal Application – to be considered for any scholarships, you must have a 'Submitted' label on both the Universal Application and on the opportunity-specific application forms.

Active Requests <span>1</span>		Historical Requests <span>1</span>			
HAF+WRCF Universal Application					
Application	Submitted	01/24/2022	View Application	Third Parties: 0/0	
The Patenaude-Juell-Hart Masonic Memorial Scholarship '22					
Application Decision	Submitted Undecided	01/25/2022	View Application	Third Parties: 0/0	
Vis & Sally Upatistingra Education Fund '22					
Application Decision	Assigned Undecided	01/24/2022	Due by [redacted] 11:59 PM PST	Edit Application	Third Parties: 0/0

Questions? Need technical support? Contact us at [scholarships@hafoundation.org](mailto:scholarships@hafoundation.org) or call 707.442.2993 and ask for the Scholarships Team!

